

*By-laws of*  
*The Acton Congregational Church*  
*of the*  
*United Church of Christ*



*Acton, Maine*  
*2011 Revision*

## *Acton Congregational Church*

BY-LAWS (2011 Revision)

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(A reading guide: Included in the current By-Laws and remains unchanged, ~~included in the current By-Laws and to be removed,~~ proposed addition to the current By-Laws.)

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**D. Sexton**

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## **ARTICLE I**

### **NAME**

The name of this church shall be the ACTON CONGREGATIONAL CHURCH, a member of the United Church of Christ, located in the Town of Acton, State of Maine.

## **ARTICLE II**

### **PRINCIPLES**

#### **A. PURPOSE**

The purpose of this Church, rooted in the New Testament, shall be to worship God, preach and spread the gospel of Jesus Christ, celebrate the sacraments, and realize Christian fellowship and unity within this Church and the Church Universal; to seek God's will so that it may become dominant in our lives, especially as that will is set forth in the life, teachings, death, and resurrection of Jesus Christ; to render loving service to all persons; and to strive for righteousness, justice, and peace in human affairs.

#### **B. POLITY**

The government of this Church is vested in its members who exercise the right of control in all its affairs, subject, however, to the Articles of Incorporation and laws of the State of Maine. It is in responsible fellowship with the United Church of Christ, through membership in the York Association and the Maine Conference of the United Church of Christ.

#### **C. FAITH AND COVENANT**

This Church acknowledges as its sole head, Jesus Christ, the Son of God and the Savior of all who believe. It acknowledges as brothers and sisters in Christ all who share in this confession. It looks to the Word of God in the Scriptures, and to the presence and power of the Holy Spirit, to prosper its creative and redemptive work in the world. It claims as its own the faith of the historic Church expressed in the ancient creeds and reclaimed in the basic insights of the Protestant Reformers. It affirms the responsibility of the Church in each generation to make this faith its own. In accordance with the teaching of our Lord and practice generally prevailing in Protestantism, it recognizes two Sacraments: Baptism and the Lord's Supper or Holy Communion. One expression of this faith is the Statement of Faith of the United Church of Christ (1959):

#### **D. UNITED CHURCH OF CHRIST STATEMENT OF FAITH IN THE FORM OF A DOXOLOGY**

~~"We believe in God, the Eternal Spirit, Father of our Lord Jesus Christ and our Father, and to His deeds we testify:~~

~~He calls the worlds into being,  
——— creates man in His own image~~

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~~\_\_\_\_\_ and sets before Him the ways of life and death.~~

~~He seeks in holy love to save all people from aimlessness and sin.~~

~~He judges people and nations by His righteous will declared through prophets and apostles.~~

~~In Jesus Christ, the man of Nazareth, our crucified and risen Lord,  
\_\_\_\_\_ He has come to us and shared our common lot,  
\_\_\_\_\_ conquering sin and death and reconciling the world to Himself.~~

~~He bestows upon us His Holy Spirit,  
\_\_\_\_\_ creating and renewing the Church of Jesus Christ,  
\_\_\_\_\_ binding in covenant faith people of all ages, tongues, and races.~~

~~He calls us into His Church  
\_\_\_\_\_ to accept the cost and joy of discipleship,  
\_\_\_\_\_ to be His servants in the service of all people,  
\_\_\_\_\_ 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.~~

~~He promises to all who trust Him  
\_\_\_\_\_ forgiveness of sins and fullness of grace,  
\_\_\_\_\_ courage in the struggle for justice and peace,  
\_\_\_\_\_ His presence in trial and rejoicing,  
\_\_\_\_\_ and eternal life in His kingdom which has no end.~~

~~Blessing and honor, glory and power be unto Him. Amen."~~

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

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

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

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

In Jesus Christ, the man of Nazareth, our crucified and risen Savior,  
You have come to us and 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.

## **E. OUR COVENANT**

*"We covenant with the Lord and one with another, and do bind ourselves in the presence of God, inasmuch as in us lies, to walk together in all His ways, according as He is pleased to reveal Himself unto us in His blessed word of truth." We further covenant with each other to worship God together, to educate ourselves and our children in Christian experience and to serve our neighbors in the wider Acton community and around the world both directly and through our affiliation with the United Church of Christ. We affirm the unity in Christ of all churches, which acknowledge Him as Savior and Lord.*

*From the 17<sup>th</sup> Century Salem, Massachusetts Bay Colony Covenant.*

## **ARTICLE III**

### **MEMBERSHIP**

Membership in this Church shall be open without prejudice to any person who has been baptized or ~~who~~ has made a public confession of faith in Jesus Christ as Lord and Savior. Members shall pledge themselves to endeavor to live the Christian life, to attend the regular worship of the Church and the observance of the Lord's Supper; to share in the life and work of the Church; to contribute to its support and benevolences; and to seek diligently the spiritual welfare of the membership and the community. Membership shall fall into two categories – Covenant **Members** and Associate Members.

#### **A. COVENANT MEMBERS**

1. Covenant Members are those persons who are received into full membership on the basis of one of the following:
  - a. Confession of faith and baptism (if not previously baptized)
  - b. Confirmation and baptism

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- c. Presentation of a satisfactory letter of transfer from another Christian church, or
  - d. Reaffirmation of faith, where a letter of transfer is not available.
2. Covenant Members shall have the right of a vote on any and all matters as shall legally come before the Church and may serve in any capacity or office which the Church may request.
  3. Covenant Members shall have the right to use the church's buildings and facilities at the discretion of the Board of Trustees, for important immediate family occasions such as baptisms, weddings and funerals without obligation to pay.

**B. ASSOCIATE MEMBERS**

1. A person who wishes to participate in the life of this Church while maintaining membership in another Christian church may be received as an Associate Member in the Acton Congregational Church by the same procedure as Covenant Members are received. Associate Members shall have all the rights and duties of Covenant Members. ~~except in quorum determination as specified in Article IV, Section A.~~
2. Associate Members shall be included on the Church's working membership rolls, but not included on the Association and/or Denominational membership rolls.
3. Associate Members shall have the right of a vote on any and all matters as shall legally come before the Church and may serve in any capacity or office which the Church may request.
4. Associate Members shall have the right to use the church's buildings and facilities at the discretion of the Board of Trustees, for important immediate family occasions such as baptisms, weddings and funerals without obligation to pay.

**C. INACTIVE MEMBERS**

1. A Member who for a period of two years has not attended the Church's worship or contributed to its support, may, by recommendation of the Pastor and Diaconate, be placed on the inactive membership roll.
2. Before listing a Member as Inactive, the Pastor and/or the Diaconate, shall make every reasonable effort to bring that person back into active membership.
3. Inactive Members shall not be counted in compiling the official roll of members.
4. Inactive Members may be reinstated by the Diaconate and given a letter of transfer to another church if they request it, or reinstated as Covenant or Associate Members if they subsequently revive their participation in the life of this Church.

#### **D. RECEPTION OF MEMBERS**

All persons desiring to unite with this Church as Members shall meet with the Pastor for the purpose of becoming familiar with or to review the basic tenets of the Christian faith, and to receive orientation to the Acton Congregational Church, its governance and its activities. Upon completion of such orientation, they shall receive the Right Hand of Fellowship at some public service of the Church. Any who are unable to attend a public service may be received by the Pastor and a Deacon or Deacons acting on behalf of the Church.

#### **E. RIGHTS OF MEMBERS**

Any Covenant or Associate Member may attend any meeting of the Church Council, Boards or Committees without voice or vote. Members who wish to make a special presentation to the Council, Board, or Committee must arrange to do so with the respective chairman.

#### **F. TERMINATION OF MEMBERSHIP**

Membership in this Church shall continue for life except when terminated by one of the following:

1. A Covenant Member shall be granted a letter of transfer to another church upon request.
2. Covenant Members who unite with other churches, except as associate members, even without requesting a letter of transfer, voluntarily terminate their membership unless special circumstances dictate otherwise.
3. Covenant and Associate Members shall be released from membership upon written request to the Diaconate.
4. Termination of membership for any other cause, including inactivity, shall be by vote of the Council upon recommendation of the Diaconate.

### **ARTICLE IV**

#### **THE GOVERNING BODY**

##### **A. THE GOVERNING BODY**

The Governing Body of this Church shall be the membership assembled in Church Meeting. The vote of a majority of the Members present at the Meeting shall be the action of the Church except as otherwise provided in these By-laws. A quorum shall be necessary to legally transact business; a quorum shall be ~~one-third~~ **one-fourth (1/4)** of the active Covenant Membership **and Associate Members** as reported by the Clerk in the previous year's Annual Report.

**B. A. CHURCH MEETINGS**

1. The Church's fiscal year shall be from January 1 through December 31. The Annual Meeting of the Church shall be held the last Sunday in ~~September~~ **January** unless changed by a two-thirds **(2/3)** vote of the Church Council. The Moderator may reschedule the Annual Meeting should emergency circumstances require it.
2. Special meetings of the Church may be called by the Council, by the Diaconate, by the Board of Trustees, or by request of ten **(10) covenant** members submitted in writing to the Clerk. Special meetings must be announced in the Sunday morning worship service and posted in the Church building at least ten (10) days, including two Sundays, prior to the date of the Special Meeting.
3. Meetings of the Governing Body shall be conducted in accordance with the procedures set forth in Roberts' Rules of Order unless conflicting with these By-laws or decided otherwise at the meeting.
4. The Moderator shall be the chairman of all business meetings of the Governing Body unless the Church votes otherwise.

**C. B. RESPONSIBILITIES**

The Governing Body shall:

1. Make the final decision calling a Pastor.
2. Receive, at Annual Meeting, the reports of the officers, boards, standing committees, and organizations of the Church.
3. Elect annually a slate of officers, boards and committees as required under these By-laws.
4. Adopt an annual budget.
5. Make provision for determining the financial policies of the Church including the incurring of long-term debt, the invasion of invested capital, and the sale and/or acquisition of real property.
6. Consider and take action as may be deemed appropriate and/or necessary on any matters relative to the faith, discipline, mission, finance, and welfare of the Church as shall legally come before it.
7. Amend the By-laws.
8. Transact such other business as may be properly introduced.

## ARTICLE V

### THE CHURCH COUNCIL

#### A. PURPOSE

The Church Council shall be the executive body of the Church and shall act for the congregation between the Annual and Special Meetings of the Church and shall serve as the coordinating body for the Church in carrying out its mission and programs, all acts subject to approval by the Governing Body.

#### B. MEMBERSHIP

1. ~~The Church Council shall be composed of two members each from the Diaconate, the Board of Trustees, the Board of Christian Education, the Board of Outreach, and each Standing Committee, including their respective chairmen, the Treasurer, the Clerk, one Member-at-Large elected annually by the Governing Body from the Membership, the President of the Women's Fellowship, and the Moderator.~~ The Church Council shall be composed of the Pastor, the Officers, the chair and at least one (1) member from each Board and Committee, the elected Member-at-Large and the President of the Women's Fellowship. If the chairman of a Board or Standing Committee is unable to attend meetings, he or she may appoint another Board or Committee member to act in his or her behalf. The Council may, at its discretion, appoint up to two (2) additional Members-at-Large. ~~The Pastor and The Director of Music or Organist/Choir Director shall be~~ a non-voting *ex-officio* members.
2. Seven (7) voting members plus the Moderator shall constitute a quorum.
3. The Moderator shall serve as presiding officer at meetings of the Council but may vote only to break a tie. In the Moderator's absence, the Vice Moderator will preside.

#### C. RESPONSIBILITIES

1. The Council shall meet monthly for at least ten (10) months of the year or at the call of the Pastor, the Moderator or any three (3) members of the Council.
2. Acting always in the best interests of the Church and subject to the limitations of these By-laws, the Council shall:
  - a. Make provision for determining and raising the Church's current operating budget, including the Church's benevolences and denominational support, and provide for the auditing of financial accounts and for the financial support of the staff.
  - b. Act for the congregation in routine administrative matters, and ~~also~~ in emergencies when there is insufficient time to formally call and gather the Church for reasons of liability or public safety.

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- c. Work through the existing Church officers, boards and committees to encourage and facilitate the Church's overall mission and financial programs, determining priorities as deemed advisable.
- d. Oversee the activities of all boards and committees through their monthly reports to the Council, with follow-up as appropriate.
- e. Appoint and/or convene such special committees as may be deemed necessary and appropriate except as otherwise provided for in these By-laws.
- f. Appoint, three **(3)** months before each Annual Meeting, a Nominating Committee to develop a slate of proposed officers and board and committee members for the next fiscal year.
- g. Appoint persons to fill unexpired terms of officers and board and committee members who resign between Annual Meetings. Persons elected to complete such terms may be candidates in their own right for election to the same office for two (2) additional terms.
- h. Direct the Clerk to issue a call for any special meeting of the Church membership deemed necessary or desirable.
- i. Maintain, through the Church Secretary, a current, up-to-date mailing list and copy of the By-laws.

## **ARTICLE VI**

### **THE CHURCH BOARDS**

All boards are responsible with the Pastor for helping the Church clarify and achieve its mission. The Church boards shall be Diaconate, Trustees, Christian Education, and Outreach **and Finance**. **The Chair of each Board shall be nominated by their respective Board prior to the Annual Meeting and elected at the Annual Meeting.**

#### **A. DIACONATE**

##### **1. PURPOSE**

The Diaconate assists the Pastor in the spiritual oversight of the Church, helping the church envision and achieve its spiritual potential through the worship services, administering the sacraments, and in seeking to meet the **faith** needs of the Church community.

##### **2. MEMBERSHIP**

- a. The Diaconate shall consist of five (5) to seven (7) members, all of whom must be Members of the Church. All members are nominated by the Church's

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Nominating Committee and elected at Annual Meeting. In addition, the chairman of the Music Committee shall be a non-voting *ex-officio* member of the Diaconate.

- b. Regular attendance at board meetings is imperative. All members are expected to notify the chairman of the board if they are unable to attend. The chairman will monitor the attendance of board members. More than three unexcused absences in a year shall constitute a resignation at which time the chairman will notify the Moderator to fill the vacancy according to the procedure outlined in Article V, C, 2, g.

### **3. RESPONSIBILITIES**

The Diaconate shall:

- a. With the advice and consent of the Pastor, determine the number and time of both regular and special worship services including Holy Communion.
- b. Assist the Pastor in planning regular services of worship. Provide the supportive activities necessary for the full experience of worship including lay readers, music, flowers, ushers, greeters and hospitality.
- c. With the Pastor, oversee the role and effective functioning of music in the worship services and in other activities of the Church.
- d. Assist and support the Pastor in the pastoral care and spiritual growth of the Church community.
- e. Prepare the elements for the services of Holy Communion and share in the administration of the Sacraments.
- f. With the Pastor, provide for the adequate preparation of candidates for Church membership and ratify the recommendation of the Pastor for Covenant or Associate membership according to Article III.
- g. Make decisions, with the Pastor, regarding the transfer of members to the inactive or active rolls according to Article III.
- h. Provide for filling the pulpit in the absence or illness of the Pastor.
- i. Encourage the Pastor with positive support. ~~at appropriate times and conduct constructive reviews of the Pastor's ministry to the congregation.~~
- j. Assume responsibility for all aspects of worship and spiritual leadership during any interim between pastorates.
- k. Give heed to the high calling of a Deacon, guarding faithfully all the spiritual interests of the church, maintaining order in the house of God and ministering to the edification and comfort of all.

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- l. Meet monthly, a minimum of ~~nine~~ **ten (10)** meetings per year.
- m. Require a simple majority of voting members to constitute a quorum.
- n. Choose one of its number as ~~its chairman, one as vice chairman~~, and one as a secretary to keep careful record of all its meetings and transactions.
- ~~o. Present a written report of its activities and actions at its previous meeting to the next monthly meeting of the Church Council. If the chairman is unable to attend, the other representative to the Council from that board will present the report.~~
- p.** Prepare a proposed annual budget as part of the Church's total budget and submit it to the Finance Committee at least ~~three~~ **two (2)** months prior to the scheduled Annual Meeting of the Church.
- q.** Present a complete report of its work to the full membership of the Church through its inclusion in the Annual Report.

**C. **B.** BOARD OF TRUSTEES**

**1. PURPOSE**

The Board of Trustees is responsible for the care and custody of the properties of the Church as a sacred trust, whether real or personal, in accordance with the provisions of the Articles of Incorporation in the State of Maine and these By-laws, and under the general direction of the Church Council.

**2. MEMBERSHIP**

- a. The Board of Trustees shall consist of five (5) to seven (7) members to be nominated by the Church's Nominating Committee and elected at the Annual Meeting. All members must be members of this Church.
- b. Regular attendance at board meetings is imperative. All members are expected to notify the ~~chairman~~ of the board if they are unable to attend. The ~~chairman~~ will monitor the attendance of board members. More than three unexcused absences in a year shall constitute a resignation upon which time the ~~chairman~~ will notify the Moderator to fill the vacancy according to the procedure outlined in Article V, C, 2, g.

**3. RESPONSIBILITIES**

The Board of Trustees shall:

- a. Provide for the regular maintenance and repair of building(s), grounds, and equipment, and equipment replacement. For these purposes, it shall set aside

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or allocate funds as part of the Church's annual operating budget as necessary, and as approved by the Church Council and by the Church at its Annual Meeting or at duly called special congregational meetings of the membership.

- b. Prepare written policies governing use of the Church facilities for approval by the Church Council. In accordance with approved policy, it shall act upon requests for use by individuals and organizations not connected with this Church, and shall require that applications be made on an approved form setting forth the conditions of use and any rental fee involved.
- e. ~~Maintain an adequate and appropriate insurance program covering real property and liability. (Transferred to Finance Committee)~~
- d. **c.** Meet monthly, a minimum of nine **ten (10)** meetings per year.
- e. **d.** Require a simple majority of voting members to constitute a quorum.
- f. **e.** Choose one of its number as ~~its chairman, one as vice chairman,~~ and one as a secretary to keep careful record of all its meetings and transactions.
- g. ~~Present a written report of its activities and actions at its previous meeting to the next monthly meeting of the Church Council. If the chairman is unable to attend, the other representative to the Council from that board will present the report.~~
- h. **f.** Submit a budget of estimated and proposed expenditures ~~by the Board of Trustees~~ for the coming **ensuing** year – including utilities, custodial services, ~~insurances,~~ and other recurring needs – to the Finance Committee at least three **two (2)** months prior to the scheduled Annual Meeting of the Church.
- i. **g.** Present a complete report of its work to the full membership of the Church through its inclusion in the Annual Report.
- j. **h.** Call a Special Meeting of the Church for approval of any substantive change in the style or appearance of the church architecture or structure or church property, which has not already been approved at an Annual Meeting.

**D. **c.** BOARD OF CHRISTIAN EDUCATION**

**1. MEMBERSHIP**

- a. The Board of Christian Education shall consist of five (5) to seven (7) members ~~including~~ **and** the Church School Superintendent who shall **be appointed and** serve *ex-officio* (voting). All members ~~except the Superintendent~~ are nominated by the Church's Nominating Committee and elected at Annual Meeting, and must be Members of this Church.
- b. Regular attendance at board meetings is imperative. All members are expected to notify the ~~chairman~~ of the board if they are unable to attend. The

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chairman will monitor the attendance of board members. More than three unexcused absences in a year shall constitute a resignation upon which time the chairman will notify the Moderator to fill the vacancy according to the procedure outlined in Article V, C, 2, g.

## 2. PURPOSE

The Board of Christian Education is responsible for providing opportunities for the continuing religious education of to the members of the parish. It offers to people, of all ages and faith backgrounds, the educational opportunities to share in the teachings of Jesus Christ. ~~This includes organizing and maintaining a nursery, a Church School, a Youth Group, Bible and related studies for adults, Vacation Bible School, and other programs as needed.~~ It makes training available to teachers and workers in these areas and supports their efforts in whatever ways deemed appropriate.

## 3. RESPONSIBILITIES

The Board of Christian Education shall:

- a. With the assistance or advice of the Pastor, assess the Christian educational needs of all persons in the Church and set policies, including curriculum and materials, which will best develop its Christian Education program.
- b. With the assistance or advice of the Pastor, ensure that what is taught in the education program is consistent with the beliefs valued by the Church and its Statement of Faith.
- c. Supervise the program, including the Church School, children and youth groups, and adult education, and other activities as deemed appropriate.
- d. ~~Develop a Cradle Roll/Nursery program for the newly-born up through the toddler stage and their parents.~~
- e. d. Work with the Pastor and the Diaconate in developing an ongoing Confirmation program.
- f. e. Provide training and support for teachers and leaders.
- g. f. Appoint, ~~at its May meeting each year,~~ a Church Member as Superintendent of the Church School. ~~to serve during the ensuing school year.~~
- h. g. With the assistance and approval of the Board, the Superintendent will be responsible for the enlistment of teachers and leaders to fill vacancies.
- i. h. Meet monthly, a minimum of ~~nine~~ ten (10) meetings per year.
- j. i. Require a simple majority of voting members to constitute a quorum.
- k. j. Choose one of its number as ~~its chairman, one as vice chairman,~~ and one as a secretary to keep careful record of all its meetings and transactions.

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- ~~l. Present a written report of its activities and actions at its previous meeting to the next monthly meeting of the Church Council. If the chairman is unable to attend, the other representative to the Council from that board will present the report.~~
- l. k. Prepare a proposed annual budget as part of the Church's total budget and submit it to the Finance Committee at least ~~three~~ **two (2)** months prior to the scheduled Annual Meeting of the Church.
- l. j. Present a complete report of its work to the full membership of the Church through its inclusion in the Annual Report.
- m. To establish a policy that insures that a background check has been completed for any church member who volunteers as a youth worker or a Sunday School teacher.**

**E. D. BOARD OF OUTREACH**

**1. MEMBERSHIP**

- a. The Board of Outreach shall consist of five (5) to seven (7) members ~~including and~~ the President of the Women's Fellowship, **who shall be an ex-officio, voting member.** All members except the Fellowship President are nominated by the Church's Nominating Committee and elected at Annual Meeting. They must be Members of this Church.
- b. Regular attendance at board meetings is imperative. All members are expected to notify the ~~chairman~~ of the board if they are unable to attend. The ~~chairman~~ will monitor the attendance of board members. More than three unexcused absences in a year shall constitute a resignation upon which time the ~~chairman~~ will notify the Moderator to fill the vacancy according to the procedure outlined in Article V, C, 2, g.

**2. PURPOSE**

The Board of Outreach is charged with the responsibility for broadening the vision of the local church to the larger world beyond. It identifies needs for caring outreach within the church itself, in the local community, and throughout the country and the world. It communicates those concerns to the congregation and recommends courses of action to meet those needs.

**3. RESPONSIBILITIES**

- a. Promote and help the church engage in mission and outreach activities within the Church itself, in the local community, and beyond.
- b. Help educate the Church in mission stewardship.

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- c. Encourage individual participation in specific mission and outreach projects and programs.
- d. Encourage the Church in supporting United Church of Christ and ecumenical mission activities and projects extending beyond the local community.
- e. In cooperation with the Pastor, set goals to encourage financial participation in special mission projects.
- f. In cooperation with the Pastor, present at least one program on missions annually in a Sunday morning worship service.
- g. When requested, encourage and assist the Women's Fellowship in their various mission activities on behalf of the church and the community.
- h. Meet monthly, a minimum of ~~nine~~ **ten (10)** meetings per year.
- i. Require a simple majority of voting members to constitute a quorum.
- j. Choose one of its number as ~~its chairman, one as vice-chairman~~, and one as a secretary to keep careful record of all its meetings and transactions.
- k. ~~Present a written report of its activities and actions at its previous meeting to the next monthly meeting of the Church Council. If the chairman is unable to attend, the other representative to the Council from that board will present the report.~~
- l. **k.** ~~Prepare a proposed annual budget as part of the Church's total budget and submit it to the Finance Committee at least three months prior to the scheduled Annual Meeting of the Church.~~ **The preparation of the annual budget for Outreach will be based upon a percentage of the church's total budgeted expenses. This percentage will be determined by the Chair of Outreach, Treasurer, Chair of the Finance Committee and other personnel involved with the preparation of the balanced annual church budget, and presented at the Annual Meeting for approval.**
- m. **l.** Present a complete report of its work to the full membership of the Church through its inclusion in the Annual Report.

**E. BOARD OF FINANCE** (Formerly the Finance Committee)

**1. PURPOSE**

Under the auspices of the Church Council, the **Board of Finance** ~~Committee~~ shall have oversight of the Church's finances, including income, expenses, investments, and financial planning and controls.

## 2. MEMBERSHIP

The Board of Finance Committee shall consist of five (5) to seven (7) Church Members, nominated by the Nominating Committee, who are knowledgeable in financial matters, and the Church Treasurer, Assistant Treasurer, Financial Secretary and the Assistant Financial Secretary who will serve as ex-officio non-voting members. ~~An~~ Additional members (non-voting) of the board committee may be a representative of a local financial institution or be otherwise well qualified in financial matters, and would serve in an advisory capacity only.

Regular attendance at board meetings is imperative. All members are expected to notify the chair of the board if they are unable to attend. The chair will monitor the attendance of board members. More than three unexcused absences in a year shall constitute a resignation at which time the chair will notify the Moderator to fill the vacancy according to the procedure outlined in Article V, C, 2, g.

### FINANCIAL SECRETARY:

1. The candidate for Financial Secretary shall be recommended by the Board of Finance Committee to the Nominating Committee and shall serve a one-year renewable term.
2. The Financial Secretary shall:
  - a. Oversee the recording of the total amount of all sources of income, and provide weekly reports to the Treasurer.
  - b. Issue reports, at the end of ~~the third~~ each quarter of the Church year to persons who have pledged.
  - e. ~~Issue individual financial statements, for tax purposes, at the end of each calendar year.~~
  - d. c. Be responsible for counting and safekeeping of the monies received in the Sunday offering and on special occasions.
  - d. Attend meetings of the Board of Finance as a non-voting member.

### ASSISTANT FINANCIAL SECRETARY:

1. The candidate for Assistant Financial Secretary shall be recommended by the Board of Finance to the Nominating Committee and shall serve a one-year renewable term.

2. The Assistant Financial Secretary shall assist the Financial Secretary as requested and perform the duties of this position in the absence of the Financial Secretary.
3. The Assistant Financial Secretary shall attend meetings of the Board of Finance as a non-voting member.

### 3. RESPONSIBILITIES

The Board of Finance Committee shall:

- a. Meet monthly, a minimum of ~~four (4)~~ ten (10) times a year.
- b. ~~Elect annually one of its members as a chairman.~~
- e.b. Require a simple majority of voting members to constitute a quorum.
- d.c. Review the Church's overall financial condition and make recommendations or revisions as necessary in the church's financial systems.
- e.d. Oversee the disbursements and work of the Treasurer as related to the church's funds and investments.
- f.e. Take an active role in providing assistance to the Treasurer and / or Financial Secretary, as needed.
- g.f. Establish policies in financial planning, ~~and~~ budgeting, ~~and~~ the Church's investments and overseeing their implementation.
- h.g. Provide for an annual stewardship program and appoint a chairman.
- i. ~~Present a written report of its activities at each meeting of the Church Council. If the chairman is unable to attend, another member of the finance committee will present the report.~~
- j. h. Make a formal written report annually for inclusion in the Annual Report of the Church.
- k. i. Prepare a balanced Annual Church Budget for approval at the Annual Meeting.
- l. ~~Appoint an Interim Treasurer if the Treasurer is unable to perform his/her duties.~~
- m. j. Request a Special Meeting of the Church for approval of any single expenditure of over \$2,500 not included in the Annual Budget, except in an emergency situation.

- n. k. Maintain an adequate and appropriate insurance program covering real property and liability. (Transferred from Trustees)
- l. Ensure that an annual review, or audit, of the church's financial records are performed, at the end of the church's applicable fiscal or calendar year, by either an internal-audit sub-committee, or by an outside company, or individual, qualified to perform such duties.
- m. Choose one of its number as vice chair and one as secretary to keep careful record of all its meetings and transactions.

## ARTICLE VII

### THE NOMINATING COMMITTEE

#### A. PURPOSE

The Nominating Committee shall prepare a list of nominees to be presented at the Annual Meeting for election to the various offices, boards and standing committees of the Church.

#### B. MEMBERSHIP

The Nominating Committee shall consist of four (4) Members of the Church appointed by the Church Council at least three months before the date of the Annual Meeting to serve for terms of two years each; one-half of the committee members shall be appointed each year. Members shall not be eligible for reappointment in the fiscal year in which they complete their terms. Current officers and chairmen of Boards and Committees are not eligible to serve on the Nominating Committee.

#### C. RESPONSIBILITIES

The Nominating Committee shall:

1. Meet as often as required before the Annual Meeting to determine the annual list of nominees. The Moderator will convene the Committee for purposes of electing a chairman.
2. Consensus must be obtained from all members of the committee prior to asking any person to serve on any board or committee.
3. Insofar as possible adhere to the term system when filling positions, for the purpose of rotating different people on the several offices and boards.
4. Ensure that all Board members are Members of the Church.

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5. Submit a list of nominees for board members to be voted on at the Annual Meeting.
6. Adhere to the following guideline when selecting nominees:
  - a. A Board member cannot be a member of any of the other three Boards at the same time.
  - b. A standing Committee member may serve on more than one standing committee at the discretion of the Nominating Committee.
  - c. A period of one year must elapse before becoming eligible for additional terms.
  - d. Two of the members of each board shall be elected each year except in years when the term of only one member expires.
  - e. Members filling vacancies for unexpired terms may be re-elected to serve two (2) full three-year terms.
  - f. A Board or Standing Committee member shall serve for terms of three (3) years each unless otherwise indicated and may be candidates for re-election for one (1) more term.
  - g. As nearly as possible, the terms of one-third of the membership of each committee shall expire at the end of each year.

## ARTICLE VIII

### THE STANDING COMMITTEES

The standing committees shall be Finance, Music and Historical. The Chair of each Committee shall be nominated by their respective Committee prior to the Annual Meeting, and elected at the Annual Meeting.

Additional special or ad hoc committees may be approved or established by the Church Council from time to time as deemed necessary. These By-laws must be amended whenever a new standing committee is formed.

#### ~~A. FINANCE COMMITTEE~~ (Renamed Board of Finance)

##### ~~1. PURPOSE~~

~~Under the auspices of the Church Council, the Finance Committee shall have oversight of the Church's finances, including income, expenses, investments, and financial planning and controls.~~

##### ~~2. MEMBERSHIP~~

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~~The Finance Committee shall consist of five (5) to seven (7) Church Members, nominated by the Nominating Committee, who are knowledgeable in financial matters, and the Church Treasurer, Assistant Treasurer, Financial Secretary and the Assistant Financial Secretary who will serve as ex officio non-voting members. An Additional members (non-voting) of the committee may be a representatives of a local financial institution or be otherwise well qualified in financial matters, and would serve in an advisory capacity only.~~

~~Regular attendance at committee meetings is imperative. All members are expected to notify the chair of the committee if they are unable to attend. The chair will monitor the attendance of committee members. More than three unexcused absences in a year shall constitute a resignation at which time the chair will notify the Moderator to fill the vacancy according to the procedure outlined in Article V, C, 2, g.~~

~~FINANCIAL SECRETARY:~~

- ~~1. The candidate for Financial Secretary shall be recommended by the Finance Committee to the Nominating Committee and shall serve a one-year renewable term.~~
- ~~2. The Financial Secretary shall:
  - ~~a. Oversee the recording of the total amount of all sources of income, and provide weekly reports to the Treasurer.~~
  - ~~b. Issue reports, at the end of the third each quarter of the Church year to persons who have pledged.~~
  - ~~c. Issue individual financial statements, for tax purposes, at the end of each calendar year.~~
  - ~~d. c. Be responsible for counting and safekeeping of the monies received in the Sunday offering and on special occasions.~~
  - ~~d. Attend meetings of the Finance Committee as a non-voting member.~~~~

~~ASSISTANT FINANCIAL SECRETARY:~~

- ~~4. The candidate for Assistant Financial Secretary shall be recommended by the Finance Committee to the Nominating Committee and shall serve a one-year renewable term.~~
- ~~5. The Assistant Financial Secretary shall assist the Financial Secretary as requested and perform the duties of this position in the absence of the Financial Secretary.~~

6. ~~The Assistant Financial Secretary shall attend meetings of the Finance Committee as a non-voting member.~~

### 3. RESPONSIBILITIES

The Finance Committee shall:

- a. Meet ~~monthly,~~ a minimum of four (4) ~~ten (10)~~ times a year.
- b. Elect annually one of its members as a chairman.
- ~~c. b. Require a simple majority of voting members to constitute a quorum.~~
- ~~d. c. Review the Church's overall financial condition and make recommendations or revisions as necessary in the church's financial systems.~~
- ~~e. d. Oversee the disbursements and work of the Treasurer as related to the church's funds and investments.~~
- ~~f. e. Take an active role in providing assistance to the Treasurer and / or Financial Secretary, as needed.~~
- ~~g. f. Establish policies in financial planning, and budgeting, and the Church's investments and overseeing their implementation.~~
- ~~h. g. Provide for an annual stewardship program and appoint a chairman.~~
- ~~i. Present a written report of its activities at each meeting of the Church Council. If the chairman is unable to attend, another member of the finance committee will present the report.~~
- ~~j. h. Make a formal written report annually for inclusion in the Annual Report of the Church.~~
- ~~k. i. Prepare a balanced Annual Church Budget for approval at the Annual Meeting.~~
- ~~l. Appoint an Interim Treasurer if the Treasurer is unable to perform his/her duties.~~
- ~~m. j. Request a Special Meeting of the Church for approval of any single expenditure of over \$2,500 not included in the Annual Budget, except in an emergency situation.~~
- ~~n. k. Maintain an adequate and appropriate insurance program covering real property and liability. (Transferred from Trustees)~~

~~l. Ensure that an annual review, or audit, of the church's financial records are performed, at the end of the church's applicable fiscal or calendar year, by either an internal audit sub-committee, or by an outside company, or individual, qualified to perform such duties.~~

~~m. Choose one of its number as vice chair and one as secretary to keep careful record of all its meetings and transactions.~~

## **B. A. MUSIC COMMITTEE**

### **1. PURPOSE**

The Music Committee shall actively support and assist the ministry of music in the Church and serve as a liaison between the Director of Music or Organist/Choir Director and the congregation.

### **2. MEMBERSHIP**

The Music Committee shall consist of at least four (4) members nominated by the Nominating Committee and elected at the Annual Meeting. At least one-half of the Committee membership shall be Church Members, and no more than two (2) members of the Choir may serve on the Committee. The Director of Music or Organist/Choir Director shall be a non-voting *ex-officio* member.

Regular attendance at committee meetings is imperative. All members are expected to notify the chair of the committee if they are unable to attend. The chair will monitor the attendance of committee members. More than three unexcused absences in a year shall constitute a resignation at which time the chair will notify the Moderator to fill the vacancy according to the procedure outlined in Article V, C, 2, g.

### **3. RESPONSIBILITIES**

The Music Committee shall:

- a. Meet a minimum of four (4) times a year.
- b. Elect annually one of its members as a chairman.
- c. **b.** Require a simple majority of voting members as a quorum.
- d. **c.** Secure suitable candidates for the position of Music Director or Organist/Choir Director when vacant. They shall select one or more appropriate candidates for presentation to the Diaconate

and the Pastor and ultimate approval of the candidate designee by the Church Council.

- e. **d.** Develop the proposed contract for the Director of Music or Organist/Choir Director, including specific duties and responsibilities and proposed financial arrangements for approval by the Diaconate and then the Church Council.
- f. **e.** Cooperate closely with the Director of Music or Organist/Choir Director, the Diaconate, and the Pastor in all activities, which relate to Church services, programs and events involving other churches.
- g. **f.** Prepare a proposed annual budget as part of the Church's total budget and submit it to the Finance Committee at least ~~three~~ **two** **(2)** months prior to the scheduled Annual Meeting of the Church.
- h. **g.** Make recommendations to the Diaconate and to the Church Council for major purchases such as musical instruments.
- h.** Supervise the Director of Music or Organist/Choir Director.
- i.** Choose one of its number as vice chair and one as secretary to keep careful record of all its meetings and transactions.

The Music Committee may delegate responsibility for the following duties to a Director of Music or the members may assume the responsibilities themselves:

- i. **j.** Organize, support, and provide leadership for both adult and youth choirs.
- j. **k.** Plan and publicize special music events.
- k. **l.** Organize and maintain a music library.
- l. **m.** Plan and help implement special fund-raising activities on behalf of the music program.
- m. **n.** Maintain all musical instruments belonging to the church, arranging for repairs and financing as necessary.

## **C. **B.** HISTORICAL COMMITTEE**

### **1. PURPOSE**

The Historical/Archive Committee shall collect, organize, and store Church Archives in a manner that preserves and conserves, both permanent non-current records and current records. These records shall be legal, administrative, historical and financial.

**2. MEMBERSHIP**

The Historical Committee shall consist of at least four (4) **church** members, **nominated by the Nominating Committee and** elected at the Annual Meeting. ~~At least one-half of the Committee membership shall be Church Members.~~

**3. RESPONSIBILITIES**

- a. Meet monthly, a minimum of ~~nine (9)~~ **four (4)** months **times** a year.
- b. Require a simple majority of voting members to constitute a quorum when working on policy/charter.
- c. Choose one of its number as ~~its chairman, one as vice chairman~~ and one as secretary to keep careful record of all its meetings and transactions.
- d. Maintain confidentiality where privacy is mandated, and make provisions to ensure that privacy.
- e. Conserve vital records, photographs and other important data in a manner that ensures their permanence, and create an inventory of the items and their stored location.
- f. ~~Present a written report of its activities at each meeting of the Church Council. If the chairman is unable to attend, another member of the Historical Committee will present the report.~~
- g. **f.** Present a proposed annual budget as part of the Church's total budget and submit it to the Finance Committee at least ~~three~~ **two (2)** months prior to the scheduled Annual Meeting of the Church.
- h. **g.** Present a complete report of its work to the full membership of the Church through its inclusion in the Annual Report.

**ARTICLE IX**

**THE CHURCH OFFICERS**

**A. MEMBERS**

The Church Officers shall be **the Moderator, Clerk, Treasurer and Assistant Treasurer.** ~~Pastor, Moderator, Clerk, Treasurer, Assistant Treasurer and Financial Secretary.~~

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1. All officers must be Members of the Church.
2. A list of nominees for officers shall be submitted by the Nominating Committee to be voted on at the Annual Meeting. Church officers shall serve for terms of three years each unless otherwise indicated in these By-laws and may be candidates for re-election for one more term. A period of one year must elapse before becoming eligible for additional terms.
3. Officers' terms shall begin at the close of the meeting at which they are elected.
4. The above officers, in addition to the Pastor, shall constitute the Executive Council. It shall have authority to make decisions on an emergency basis, which will later be reviewed by the Church Council. Any member of the Executive Council may call a meeting. A simple majority of members must be present in order to convene a meeting.

**B. MODERATOR**

The Moderator shall:

1. Convene and preside at all congregational meetings of the church, including special meetings.
2. Be a member of the Church Council and shall preside at all Council meetings. (See Article V, B, 3)
3. Be an *ex-officio* member, without vote, of all boards and committees.
4. Be considered the Church's principal lay leader, and, in the absence of a Pastor, shall be, in effect, the chief executive officer, facilitator, and primary spokesperson for the Church.
5. Convene the Nominating Committee for purposes of electing a chairman.
6. Appoint a Vice Moderator at the first Council meeting of the church year. The Vice-Moderator shall assist the Moderator as requested and perform the duties of this position in the absence of the Moderator.
7. May recommend to the Church Council the removal or replacement of an Officer or Chair from their position on the Church Council based upon three (3) unexcused absences from a monthly Council meeting within a twelve-month period, or for an act that would jeopardize the integrity of the church.

**C. CLERK**

The Clerk shall:

1. Be a member of the Church Council.

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2. Keep a faithful record of the proceedings of the Church and the Church Council.
3. Maintain an accurate roll of members, a list of all admissions, transfers, inactive members, baptisms, marriages and deaths and shall record the same in a suitable book or books to be the property of the Church, and be subject at all times for the use of the Church and its officers.
4. Prepare letters of transfer for members and report them to the Council.
5. Give legal notices of all meetings when such notices are necessary.
6. Conduct all correspondence that is not otherwise provided for.
7. Preserve on file all records of meetings, communications and written official reports.
8. ~~Sign all contracts after approval by the Church Council.~~
9. **g.** Perform such other duties as prescribed by law or as usually pertain to the office of a clerk or secretary of an assembly.

**D. TREASURER**

1. The candidate for Treasurer shall be recommended by the Finance Committee to the Nominating Committee and shall serve a one-year renewable term.
2. The Treasurer shall:
  - a. Be bonded at the expense of the Church, as the Church Council shall require.
  - b. Be a member of the Church Council and a non-voting *ex-officio* member of the Finance Committee.
  - c. ~~Be responsible for receiving and depositing all funds to the proper accounts, including special accounts, and shall keep a record of the total amount of money deposited.~~
  - d. **g.** Have the final responsibility for: ~~both the counting and safekeeping of all monies received in Sunday offerings and on special occasions;~~ ensuring that all proper financial procedures are established and operating efficiently and that all financial records and reports necessary for the annual audit / review are completed in a timely fashion.
  - e. **d.** Have authority to disburse money for the payment of bills, which have been authorized.
  - f. **e.** Keep a record of all disbursements including to whom the disbursement was made and the purpose for the disbursement.

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- g. **f.** Submit financial reports to the Church Council and the Finance Committee at their meetings, to the congregation at the Annual Meeting, and at other times as requested.
  - h. **g.** Assist the Church Council and the Finance Committee with the development of a balanced Annual Budget.
3. The Treasurer's books shall be audited, **or reviewed**, annually just prior to **the** Annual Meeting, and whenever there is a change of Treasurer between Annual Meetings.

**E. ASSISTANT TREASURER**

- 1. The candidate for Assistant Treasurer shall be recommended by the Finance Committee to the Nominating Committee and shall serve a one-year renewable term.
- 2. The Assistant Treasurer shall:
  - a. Be bonded at the expense of the church, as the Church council shall require.
  - b. Serve as a Church Council member in the absence of the Treasurer.
  - c. Be a non-voting *ex-officio* member of the Finance Committee.
  - d. Assist with the duties of the Treasurer as requested by the Treasurer and/or the Finance Committee.

**ARTICLE X**

**MINISTRY AND ADMINISTRATION**

The professional staff of this Church shall consist of a Pastor, a Director of Music or Organist/Choir Director, **Church Secretary, Sexton** and such others as may be determined appropriate by the Church Council and the Church body in a duly called meeting.

**A. PASTOR**

**1. RESPONSIBILITIES**

The Pastor shall:

- a. Have charge of the worship services of the Church, administer the sacraments and carry on a ministry of preaching, pastoral care, and leadership; in the exercise of these duties, the pastor shall seek and cherish the advice and assistance of the Diaconate and the Church Council.

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- b. Be an ~~ex-officio (non-voting)~~ member of the Church Council, an ex-officio (non-voting) member of all boards and committees, and entitled to be present at any meeting of any Church sanctioned group, except officially called meetings when the Pastor's tenure, salary or conduct is the matter under discussion. As a member of the Church, the Pastor will have full voting privileges at the Annual Meeting.
- c. Counsel and assist the various boards and committees as each exercises its responsibilities in carrying on the work of the Church.
- d. In accordance with the procedures elsewhere set forth in these By-laws, be privileged to call special meetings of the Church Council, all boards, committees, and organizations of the Church, as well as congregational meetings.

**2. QUALIFICATIONS**

The Pastor shall:

- a. Be an ordained minister with full and regular standing in an Association of the United Church of Christ, or a licensed person actively seeking full standing, or an ordained minister of another denomination who is committed to seeking full standing in the United Church of Christ.
- b. Become a member of this Church and of the York Association of the United Church of Christ as soon as possible after appointment.

**3. VACANCIES**

When a vacancy in the office of Pastor occurs:

- a. The Church Council shall appoint a Pastoral Search Committee of no fewer than five or more than nine Church members.
- b. The Pastoral Search Committee, after following an appropriate selection process including consultation with the Church Council and the United Church of Christ Conference Minister, shall nominate a permanent or interim successor at a duly called meeting of the Church.
- c. Election of a Pastor must be by at least two-thirds vote *by ballot* of those Members present and voting at a duly called meeting of the Church at which a quorum is present.
- d. The Pastor shall receive a written contract stating the terms of employment. Upon execution of said contract, the Search Committee's function shall cease, unless, in the instance of the election of an interim Pastor, the Church Council shall direct otherwise.

**4. TERM OF OFFICE**

- a. The Pastor's term of office shall be of indefinite duration.
- b. A Pastor may dissolve the pastoral relationship after 90 days written notice of termination has been given to the Church Council, unless a different time-period is mutually agreed upon by the Pastor and the Council.
- c. The Pastor may be removed from office by a two-thirds vote *by ballot* of the Members present and voting at a duly called meeting of the Church at which a quorum is present. A 90-day written notice of termination must be given by the congregation unless a different time-period is mutually agreed upon by the Pastor and the Church Council.
- d. In the case of loss of ministerial standing with the Maine Conference of the United Church of Christ on the part of the Pastor, relations will cease at once.

**B. DIRECTOR OF MUSIC OR ORGANIST / CHOIR DIRECTOR**

4. The Diaconate, upon recommendation by the Music Committee and approval of the Church Council, may employ either a Director of Music or an Organist/Choir Director.

**2. 1. RESPONSIBILITIES**

The Director of Music or Organist/Choir Director shall:

- a. Provide appropriate instrumental and choral/vocal music at the regularly scheduled Sunday morning worship services and special services (e.g., Thanksgiving, Christmas, Maundy Thursday).
- b. Establish a rehearsal schedule for the adult choir and serve as their director.
- c. Engage other musicians (e.g., substitute organist, instrumentalists, guest soloists) as needed. Except in emergencies, the Music Committee and the Pastor shall give prior approval.
- d. Provide music for weddings and funerals as agreed to in his or her contract.
- e. Cooperate with the Pastor, the Diaconate and the Music Committee in the overall planning of the worship and work of the Church involving music.
- f. Assume such other duties and responsibilities as shall be designated in his or her contract.

**3. 2. TERMS OF EMPLOYMENT**

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The Director of Music or Organist/Choir Director shall:

- a. Receive a written contract stating the terms of employment, specific responsibilities and duties, financial arrangements, and fringe benefits as determined by the Music Committee and approved by the Diaconate and the Church Council.
- b. Be a non-voting *ex-officio* member of the Music Committee and the Church Council.

~~The Director of Music shall:~~

- ~~e. Receive an annual stipend.~~
- d. **c.** Share many of the responsibilities of the Music Committee as stated under Article VIII, B, 3.

~~The Organist/Choir Director shall:~~

- ~~e. Receive per service remuneration.~~

**C. CHURCH SECRETARY**

1. Be employed by the Church Council upon recommendation of the Executive Committee and Pastor.
2. Receive a written job description, **prepared by the Executive Committee,** stating the Church Secretary's specific responsibilities and duties.
3. Be supervised by the Pastor.

**D. SEXTON**

The Sexton shall:

1. Be employed by the Church Council upon recommendation of the Board of Trustees.
2. Receive a written job description, **prepared by the Trustees,** stating the Sexton's specific responsibilities and duties.
3. Be supervised by the Board of Trustees.

## **ARTICLE XI**

### **ORGANIZATIONS**

- A. All organizations connected with the Church and / or using the name or its equipment are to be regarded as part of the work of the Church and therefore come under the jurisdiction of the Church.
- B. A report from each organization shall be made to **at** the Annual Meeting.

## **ARTICLE XII**

### **DISSOLUTION**

- A. Dissolution of the Corporation (Church) shall be done in accordance with Federal Tax Regulation Section 1.501 (c) (3) – 1 (b) (4) concerning the “Distribution of Assets on Dissolution” applicable to tax exempt organizations, and in accordance with the laws of the State of Maine.
- B. Upon dissolution of the Church, its assets and all property and interests of which it shall then be possessed, 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 the Maine Conference of the United Church of Christ, **or to a charitable trust, established in the church’s name, by the members.** ~~Further, in no wise shall any~~ **Finally, no** past, present, or remaining officer, member or employee of the Church **shall** receive any asset from said dissolution.

## **ARTICLE XIII**

### **AMENDMENTS**

These By-laws may be amended at any duly called Annual meeting of the Church or special meeting called for that purpose, by a two-thirds (2/3) vote of all Members present and voting, provided the proposed amendment has been stated in the call for the meeting.

\* \* \* \* \*

By-Law Revisions --2006

ARTICLE IX THE CHURCH OFFICERS

*Section A. The Church officers shall be the Pastor, Moderator, Clerk, Treasurer, Assistant Treasurer and Financial Secretary.*

*Change Section D. **TREASURER***

*2 d. ~~Be~~ Have the final responsible responsibility for both the counting and safekeeping of the all monies received in Sunday offerings and on special occasions.*

*Move existing Section E (FINANCIAL SECRETARY) to new Section F*

*New Section E **ASSISTANT TREASURER***

- 1. The candidate for Assistant Treasurer shall be recommended by the Finance Committee to the Nominating Committee and shall serve a one-year renewable term.*
- 2. The Assistant Treasurer shall:*
  - a. Be bonded at the expense of the church, as the Church council shall require.*
  - b. Serve as a Church Council member in the absence of the Treasurer.*
  - c. Be a non-voting ex officio member of the Finance Committee.*
  - d. Assist with the duties of the Treasurer as requested by the Treasurer and/or the Finance Committee.*

*New Section F **FINANCIAL SECRETARY***

*Add*

*2 d. Be responsible for counting and safekeeping of the monies received in the*

Sunday offering and on special occasions.

**By-law Revisions 2007**

ARTICLE VII *The Nominating Committee*

B. *Membership*

*Present wording: "The Nominating Committee shall consist of four (4) Members of the Church appointed by the Church Council at least four months before the date of the Annual Meeting..."*

*Proposed change: "The Nominating Committee shall consist of four (4) Members of the Church appointed by the Church Council at least three months before the date of the Annual Meeting..."*

*Purpose of amendment: To make Article VII, B agree with Article V, C, 2, f.*

ARTICLE VII *The Nominating Committee*

C. *Responsibilities*

*Present wording: "The Nominating Committee shall:*

*1. Meet as often as required starting no later than three months before the Annual Meeting..."*

*Proposed change: "The Nominating Committee shall:*

*1. Meet as often as required before the Annual Meeting..."*

*Purpose of amendment: Gives committee more flexibility.*

**2008 Amendment to the Bylaws**

ARTICLE VI *The Church Boards*

C. *Board of Trustees*

3. *Responsibilities*

*j. Call a Special Meeting of the Church for approval of any substantive change in the style or appearance of the church architecture or structure or church property which has not already been approved at an Annual Meeting.*

ARTICLE VIII *The Standing Committees*

A. *Finance Committee*

3. *Responsibilities*

*n. Request a Special Meeting of the Church for approval of any single expenditure of over \$2500 not included in the Annual*

*Budget*

*except in an emergency situation.*

The following changes to amendments are changes to existing By-laws. The words in parentheses would be deleted and the words in italics would be inserted.

*Bylaws of the Acton Congregational Church  
PROPOSED DRAFT as of August 12, 2011*

*ARTICLE VIII The Standing Committees*

*A. Finance Committee*

*3. Responsibilities*

*k. Prepare (an) **a balanced** Annual Church Budget for approval at the Annual Meeting.*

*ARTICLE IX The Church Officers*

*D. Treasurer*

*2. The Treasurer shall:*

*h. Assist the Church Council and the Finance Committee with the development of (the) **a balanced** Annual Budget.*