



BY-LAWS

of

THE NORTH MADISON CONGREGATIONAL CHURCH

Madison, Connecticut

Including changes adopted at the budget meeting of December 13, 2020.
May 12, 2020 by Jim Farrales

Including changes adopted at the Special Meeting of February 5, 2017
February 6, 2017 by Tom Lauher

Including changes adopted at the annual meeting of June 12, 2016
June 12, 2016 by Tom Lauher

Including changes adopted at the Congregational meeting of May 19, 2013
May 22, 2013 by John Nassif

Including changes adopted at the Congregational meeting of December 9, 2012
April 18, 2012 by John Nassif

Including changes adopted at the annual meeting of May, 20, 2012
May 21, 2012 by Eric Piekarz

Including changes adopted at the annual meeting of May, 15, 2011
March 3, 2012 by Eric Piekarz

Including changes adopted at the annual meeting of May 18, 2008
February 18, 2009 by John E. G. Bischof

Including changes adopted at the budget meeting of December 12, 2004
December 13, 2004 by John E. G. Bischof.

BY-LAWS

of

THE NORTH MADISON CONGREGATIONAL CHURCH

Madison, Connecticut

CONTENTS

	Page
Article I. NAME	5
Article II. MISSION	5
Article III. POLITY	5
Article IV. FAITH	5
Article V. MEMBERSHIP	7
1. Members	7
2. Reception	7
3. Duties of members	7
4. Definition of "Member"	8
5. Termination of membership	8
6. Restoration of membership	8
Article VI. SERVICES AND MEETINGS	8
1. Worship	8
2. Education	9
3. Business	9
4. Rules Pertaining to Business Meetings	9
Article VII. OFFICERS AND DUTIES	10
1. Pastor	12
2. Chairperson of the Executive Committee	12
3. Vice Chairperson of the Executive Committee	12
4. Clerk	12
5. Treasurer	12
6. Financial Secretary for Receipts	13
7. Financial Secretary for Disbursements	13
Article VIII. BOARDS	13
1. Board of Deacons	14
2. Board of Christian Education	15
3. Board of Finance	15
4. Board for Circle Nursery School	16

Article IX.	COMMITTEES	16
	1. Executive Committee	16
	2. Property and Planning Committee	17
	3. Music Committee	17
	4. Stewardship Committee	18
	5. Nominating Committee	18
	6. Deacons' Service Committee	18
	7. Communications Committee	18
	8. Missions Committee	19
	9. Human Resources Committee	19
	10. Pastoral Relations Committee	20
	11. Pastoral Relations – Associate Pastor Committee	20
	12. Fellowship Committee	20
	13. Audit Committee	20
	14. Library Committee	21
	15. Growth and Membership Committee	21
	16. Other Committees	21
Article X.	FINANCE	21
Article XI.	TERM LIMIT PROVISIONS	21
Article XII.	AMENDMENTS	22

ARTICLE I. NAME

The name of this Church shall be the North Madison Congregational Church.

ARTICLE II. MISSION

We believe God is calling us to accept Jesus Christ as our hope, comfort, guide, and example, as we grow in faith, love, and understanding, serving Christ in our community.

ARTICLE III. POLITY

The Church acknowledges Jesus Christ as its head and finds in Holy Scriptures its guidance in matters of faith and discipline.

The government of the Church is vested in its members, who exercise the right of control in all its affairs, subject in legal matters to the Articles of Incorporation granted by the State of Connecticut.

While this Church is subject to no ecclesiastical judicatory, it accepts the obligations of mutual counsel and cooperation involved in the free fellowship of the Connecticut Conference of the United Church of Christ churches and pledges itself to share their common aims and work. We are in relationship with the New Haven East Consociation, Connecticut Conference, and General Synod of the United Church of Christ. In the event of the dissolution of the Church, all assets shall pass and be distributed to the Connecticut Conference of the United Church of Christ.

ARTICLE IV. FAITH

This Church holds that living in accordance with the teaching of Jesus Christ is the true test of fellowship and that the study and appreciation of the Bible are essential to any proper understanding of those teachings. Each member shall have the undisturbed right to follow the Word of God according to the dictates of his or her conscience, under the enlightenment of the Holy Spirit.

Statement of Faith. This Church accepts the following Statement of Faith:

We believe in you, O God, Eternal Spirit, God of our Savior and Lord 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 and our crucified and risen Savior and Lord,
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

Covenant. The Covenant and Congregational Affirmation of North Madison Congregational Church are as follows:

Covenant

We do now in the presence of God and each other confess that we believe in, and that we will love and serve, the one true God, maker and sustainer of all life.

We acknowledge Jesus, the man of Nazareth and the risen and living Christ, as the instrument of God's work of revelation, reconciliation, and redemption.

We acknowledge and confess with thanks all that God does in our lives through the guidance and inspiration of the Holy Spirit.

We covenant that we will serve God in the body of Christ, seeking to know the divine will and to live lives that will give God the glory.

We will support the universal church of Jesus Christ, and we will support North Madison Congregational Church as our chosen part of the church universal. We will support this church through our prayers, our participation in public worship, our gifts of money and service, and our care, concern, and love for each other.

We will seek to grow in love, faith, and understanding and to love and reach out, as best we can, to all of our brothers and sisters of the human race.

Congregational Affirmation

We, the members of North Madison Congregational Church, do receive you into our fellowship and promise, with the help of God, to watch over and support you with tender affection. We ask that God be with both you and us as you and we seek to honor the covenants today made.

Open and Affirming Covenant. At a Special Meeting of the congregation on February 5, 2017, members of North Madison Congregational Church, United Church of Christ, resolved to adopt, live, and make public the following covenant:

Open and Affirming Covenant

We, the members of North Madison Congregational Church, United Church of Christ, commit ourselves publicly to be an Open and Affirming Community. Grateful to God for creating us in our rich variety, we gather to worship, serve and model justice in an unjust world. As followers of Jesus, we promise our love and support to all persons, embracing differences of age, race, ethnicity, mental and physical capability, marital choice, sexual orientation, gender identity, faith background and socio-economic status. Upheld by the Spirit, we welcome the authenticity of each other and affirm the dignity and worth of every person. Together, we create a safe inclusive community where we are called to witness God's love for the world.

ARTICLE V. MEMBERSHIP

1. Members. The members of this Church shall be baptized persons who have been received by the Church and who have publicly accepted its covenant (a) by presentation of satisfactory letters of transfer from other churches, or (b) if letters are not available, by reaffirmation of faith on recommendation of the Board of Deacons, or (c) by confession of faith or confirmation.

2. Reception. Persons approved by the Board of Deacons, after having attended an orientation meeting sponsored by the Board of Deacons, shall be received at a worship service by public assent to the covenant, followed by congregational affirmation.

3. Duties of Members. The members of this congregation shall honor God by regular attendance at worship services and by partaking of the Lord's Supper as provided by the church; shall read and seek to understand the Word of God; shall adorn their faith with a godly life; shall bring their children in infancy to holy baptism; and shall send them to the Church schools of the congregation and subsequently to confirmation classes. They shall live peaceably with one another and, in case differences should arise, help each other to settle them in a Christian manner with kindness and love and without recourse to law. They shall have regard for the needy and the distressed everywhere. They shall contribute toward the financial support of the congregation according to their means, and seek as much as in them lies to further the life and growth of the congregation. They shall also contribute to the operations and general work of education, benevolences and missions carried on by the United Church of Christ.

4. Definition of "Member." A "Member" is a person who has been received into membership and whose membership has not been terminated, by transfer to the Associate list or otherwise, pursuant to 5, below.

5. Termination of Membership. The continuation of membership shall be subject to the principles and usage of the United Church of Christ.

(a) Any member in good standing who desires a letter of transfer to another church is entitled to receive it upon written application to the Clerk and by affirmative vote of the Executive Committee.

(b) Members who for a period of two years, in spite of kindly approaches, have not communicated with the Church or contributed to its support, may, by vote of the Church at a special meeting or at a regular annual meeting, be transferred to an Associate list. From the date of such transfer, such persons shall cease to be reported on the Active membership roll and shall cease to have voting privileges in the Church. If, after the expiration of one year, their addresses are still unknown or they are unwilling to renew their active connection with the North Madison Congregational Church, their names may be dropped from the roll by a further vote of the Church at a regular annual meeting.

(c) The Clerk, with the assent of the Board of Deacons, may remove from the rolls (1) any person who has resigned and (2) any person whom the Clerk has been reliably advised has become a member of another church.

6. Restoration of Membership. Any person whose Active membership has been terminated by transfer to the Associate list may be restored by an affirmative vote of the Executive Committee.

ARTICLE VI. SERVICES AND MEETINGS

The services and meetings of this Church shall be as follows:

1. Worship.

(a) Services of worship shall be held each Sunday at hours set by the Pastor, the Board of Deacons and the Executive Committee.

(b) The Sacrament of Holy Communion shall be administered either on the first Sunday of each month or on those Sundays that are significant within the church year and at such times as may be deemed desirable by the Pastor and Board of Deacons.

(c) The baptism of adults and children shall be administered at a time and place acceptable to the Pastor and the family involved.

(d) Other services of worship, inspiration, prayer and study may be held as determined by the Church, the Executive Committee, the Board of Deacons or the Pastor.

(2) Education.

(a) The Church shall conduct a Church School, the expense of which shall be included in the regular budget of the Church. As a part of Christian training, Church School members will be afforded the opportunity to contribute to the regular expense budgets of the Church through individual contributions to the Church School.

It shall be the purpose of the Church School to lead its members into an increasing experience of fellowship with God and in the development of a character which shall be genuinely and consistently Christian in all human relationships. It shall endeavor to develop interest in the church and desire and ability to participate in its life and work.

Rules for administration of the Church School shall be proposed by the Board of Christian Education for adoption by the Church.

(b) The church educational program shall make specific provisions for projects such as vacation Bible schools, week day religious education, confirmation classes, family study groups, and occasional courses of lectures and instruction.

(3) Business.

(a) The annual meeting of this Church shall be called by the Executive Committee to be held on or before the third Sunday in May of each year to hear the annual reports of the officers, boards, committees, and organizations; to elect officers, boards and committees; to transact any existing or proposed business; and to set up plans for the new year.

(b) No less than two weeks prior to the church meeting referred to below, the Board of Finance shall hold a budget hearing to which all Members of the Church shall be invited. The purpose of this meeting shall be to receive the input of church members and friends with respect to the budget proposed by the Board of Finance for the ensuing fiscal year. Thereafter, a final budget for such year shall be presented by the Executive Committee to the Church for approval, such presentation to occur at a meeting to be held immediately following worship on the second Sunday in December. Also at such meeting on the second Sunday in December, new members of the Stewardship Committee shall be elected. The terms of the members of the Stewardship Committee that would otherwise expire on July 1 of the term year shall continue through January 1.

(c) Special meetings of the Church for purposes of transacting business may be called by the Pastor, the Board of Deacons, the Executive Committee, or on written request of five Members of the Church. Each of these meetings shall be called by the Clerk. The nature of the business to be transacted shall be stated in the call, and the action of the meeting shall be limited to the stated purpose.

(d) The Executive Committee shall meet monthly at a time and place fixed by the chairperson. Special meetings may be called by the pastor, the chairperson, the Clerk, or two members of the Committee.

(e) All other Boards and committees of the Church shall meet at the call of the respective chairpersons.

(4) Rules Pertaining to Business Meetings.

(a) Notice of annual and special meetings of the Church shall be given at the Sunday morning service of worship and shall be sent by paper or electronic mail to all Members according to their preference. Such notices shall be given in each case not more than fifteen and not less than five days in advance of the meeting.

(b) A quorum for the transaction of any business shall consist of fifteen Members, but a smaller number can adjourn to a fixed date.

(c) Voting shall be by voice vote, or, in case of doubt, by a show of hands, or by secret ballot except as otherwise stated by the by-laws. Unless otherwise indicated in the by-laws, a majority vote is decisive. All Members are entitled to vote on all matters of business.

(d) The Church fiscal year shall be the calendar year.

(e) The official year for all officers, boards, and committees shall begin on July 1, except for the Stewardship Committee, whose official year shall begin on January 1.

(f) The moderator of all business meetings of the Church shall be the Chairperson of the Executive Committee. When the Chairperson of the Executive Committee is unable to be present, the moderator shall be the Vice Chairperson of the Executive Committee.

(g) Reports of officers, boards and committees of the Church shall be presented at the annual and at the regular Executive Committee meetings.

(h) The official meetings of the Church shall be conducted in accordance with "Robert's Rules of Order."

(i) The NMCC may conduct its meetings by phone or video conferencing. Any action that could be taken at an in-person meeting, including bylaw amendments, may also be taken at a virtual meeting. Determination to hold a virtual meeting is the responsibility of the convener of the meeting including any Officer, Board/Committee Chair, Team Leader, or Staff Member.

ARTICLE VII. OFFICERS AND DUTIES

The officers of this church shall be the Pastor, the Associate Pastor (if there be one), the Deacons, the Chairperson of the Executive Committee, the Vice Chairperson of the Executive Committee, the Clerk, the Assistant Clerk, the Treasurer, the Assistant Treasurer, the Financial Secretary for Receipts, the Assistant Financial Secretary for Receipts, the Financial Secretary for Disbursements, and the Assistant Financial Secretary for Disbursements; and they shall all be Members of the Church.

The Chairperson and Vice Chairperson of the Executive Committee, the Clerk, the Assistant Clerk, the Treasurer, the Assistant Treasurer, the Financial Secretary for Receipts, the Assistant Financial Secretary for Receipts, the Financial Secretary for Disbursements, and the Assistant Financial Secretary for Disbursements, and three deacons shall be elected at each annual meeting, the Deacons for terms of three years, the others for terms of one year. The Chairperson and Vice Chairperson of the Executive Committee are not eligible to serve for more than three consecutive terms. The Clerk and the three financial officers and their assistants may be elected for successive terms.

The Deacons shall be ineligible for re-election for one year after serving one full three year term.

1. Pastor.

A. Procedure for calling: When a vacancy in the pastorate occurs, it shall be the duty of the Executive Committee at once to notify the Minister of the Connecticut Conference of the UCC. The Executive Committee shall form an ad-hoc Pastoral Search Committee which shall be presented to and voted on by the Congregation at a meeting specifically called for that purpose, or at a previously scheduled meeting. Once approved and affirmed by the Congregations, the Search Committee shall then work toward filling the vacancy. The Search Committee shall conduct a search for available ministers and, after prayerful consideration, select the one who, in its judgment, should be called. The Search Committee shall recommend the candidate to the Executive Committee for approval. The Executive Committee shall then call a church meeting, which shall be announced at least two Sundays in advance, and propose his or her election. At that meeting a two-thirds vote of Members present shall be required to call the candidate.

When a candidate has been elected and has accepted the call, the association (consociation) to which the Church belongs shall be invited to participate in the installation of the candidate in accordance with established practice. The candidate shall become a member of the Church at his or her first opportunity.

B. Term of call: While the term of the Pastor shall be indefinite, the Pastor shall give sixty days notice in case he or she wishes to leave unless a briefer notice is mutually agreeable. The Church may at any time, by a majority vote at a meeting called for the purpose, request his or her resignation with the expectation that it will be presented within sixty days. In case of loss of ministerial standing on the part of the Pastor, relations shall cease at once.

C. Duties: The principal duties of the Pastor are as follows:

I. Preaching and Worship

- a. To preach interesting, challenging, and meaningful sermons.
- b. To be the principal agent for worship services that meet the needs of the congregation and larger community - administering the sacraments when and as appropriate.

II. Leadership and Participation

- a. To provide leadership not only of a moral and spiritual nature but in such matters as priorities, vision, and goal setting.
- b. In connection with (a), above, to attend, and participate in, meetings of the congregation, Executive Committee, and Board of Deacons and meetings of such other boards and committees as may be appropriate.
- c. To be a visible presence at functions and activities to the extent feasible.

III. Education

- a. To take an active interest in the Church School and to counsel and support the director and the staff thereof.
- b. To lead, as appropriate, adult study groups.
- c. To be actively involved in the confirmation of the young.
- d. To be actively involved in counseling and working with new members and prospective new members.

IV. Visitation and Support

- a. To support members of the congregation and community, especially the sick, the bereaved, those suffering personal or family trauma, and those alienated from the church family - by visiting, counseling, calling, or writing, as appropriate.
- b. In connection with (a), above, to officiate at funerals and memorial services and perform marriages.

V. Outreach to the Community

To be a presence in the larger community, by serving in community and denominational groups, organizations, and associations.

- (a) Associate Pastor. The Associate Pastor (if there be one) shall serve on a part-time or full-time basis, as circumstances require, and shall perform such duties as the Pastor and/or the Executive Committee may assign. In addition to being a member of the Executive Committee, the Associate Pastor shall participate in the meetings of such boards or committees as may be appropriate for his or her duties. The Associate Pastor shall be called to the service of the Church in accordance with the norms and procedures of the United Church of Christ as in effect in the Connecticut Conference. If not already a member of the Church, the Associate Pastor shall become one.

2. Chairperson of the Executive Committee (sometimes called "Moderator") The Chairperson of the Executive Committee shall be the principal executive officer of the Church. Acting for the Executive Committee he or she shall have general oversight of the interests of the Church and of its properties. In cooperation with the Pastor, he or she shall endeavor to coordinate the activities of the officers, boards and committees in such a manner as to further the welfare of the Church. He or she shall be a member ex-officio of all boards and standing committees but shall vote only to resolve a tie. He or she shall serve as moderator at all congregational meetings and shall preside at Executive Committee meetings.

3. The Vice Chairperson of the Executive Committee. The Vice Chairperson of the Executive Committee shall perform the functions of the Chairperson in case of his absence or inability to act. The Vice Chairperson of the Executive Committee shall also serve as Chairperson of the Board of Finance.

4. Clerk. The Clerk shall keep a record of all business transacted by the Church. He or she shall serve as Secretary of the Executive Committee and be responsible of issuing calls to regular and special meetings of the Church and the Executive Committee. He or she shall sign credentials of delegates chosen to represent the Church at official meetings. He or she shall prepare and sign letters of transfer granted by vote of the Executive Committee. He or she shall record in the register of the Church the names of all members, entering the date and manner of admission and removal of each, and shall keep a record of all baptisms and marriages.

- (a) Assistant Clerk. The Assistant Clerk shall have the same duties and responsibilities as the Clerk and shall assume these duties and responsibilities at the request of the Clerk and/or the Executive Committee.

5. Treasurer. The Treasurer shall oversee and coordinate the financial operations of the Church, shall establish the appropriate income and expense accounts, shall establish and

monitor the appropriate bank accounts, shall monitor and keep track of investment accounts, shall be the normal signer of checks, and shall report to the Executive Committee on a monthly basis with respect to the financial condition and operations of the Church. The Treasurer shall also within 30 days of the end of the Church's fiscal year submit to the Executive Committee, for distribution to the congregation, a report detailing the Church's financial condition and its financial results for the previous year. The Treasurer shall oversee and coordinate the financial operations for the Circle Nursery School. The Treasurer shall submit monthly a detailed statement in writing of the condition of the finances of the Circle Nursery School to the Board of Finance and the Board for Circle Nursery School.

(a) Assistant Treasurer. The Assistant Treasurer shall have all the duties and responsibilities of the Treasurer and shall assume these duties and responsibilities at the request of the Treasurer and/or the Executive Committee.

6. The Financial Secretary for Receipts. The Financial Secretary for Receipts shall be responsible, directly or through counting teams or otherwise, for receiving, depositing, and recording on the books of the Church all monies, gifts, subscriptions, contributions, payments, or other income or payment items received by the Church. He or she shall also be responsible for keeping track of payments made by those who have made pledges for the support of the Church and for making appropriate reports to such pledgors. In addition, he or she shall be responsible for acknowledging, as appropriate, all gifts, memorial or otherwise, made to the Church. The Financial Secretary for Receipts shall turn over to the Board of Deacons all monies received for the Discretionary Fund.

(a) Assistant Financial Secretary for Receipts. The Assistant Financial Secretary for Receipts shall have the same duties and responsibilities as the Financial Secretary for Receipts and shall assume these duties at the request of the Financial Secretary for Disbursements or the Executive Committee.

7. The Financial Secretary for Disbursements. The Financial Secretary for Disbursements shall be responsible for ascertaining, and certifying as to, approval for all items for payment by the Church, for the preparation of checks, payroll or otherwise, for making payments by petty cash, and for the maintenance of disbursement records and charging disbursements to the appropriate expense accounts.

(a) Assistant Financial Secretary for Disbursements: The Assistant Financial Secretary for Disbursements shall have the same duties and responsibilities as the Financial Secretary for Disbursements and shall assume these duties at the request of the Financial Secretary for Disbursements or the Executive Committee.

ARTICLE VIII. BOARDS

The Boards of this Church shall be the Board of Deacons, the Board of Christian Education, the Board of Finance and the Board for Circle Nursery School.

Members of boards shall be elected at each annual meeting as specified hereinafter for each board. Interim vacancies on boards shall be filled by vote of the Executive Committee on candidates recommended by the Nominating Committee. Each board shall elect its chairperson for the ensuing year at its first meeting subsequent to the Annual Meeting.

1. The Board of Deacons. The Board of Deacons shall consist of no fewer than nine persons who are Members of the Church, three of whom shall be elected annually to serve a term of three years. The duties of the Deacons shall be:

- a) To see that the services of God's house are held at the proper times and in accordance with the policy of the Church; that the word of God is preached as the Church confesses it; and the sacraments are properly administered.
- b) To assist the Pastor in the performance of the duties of his or her office, particularly the care of the sick and needy and in promotion of the welfare of the congregation. In discharge of these responsibilities the Board of Deacons shall coordinate with Caring Ministries.
- c) To provide for pastoral supply in absence of the Pastor.
- d) To make an annual survey of the church roll in cooperation with the Pastor, Clerk, and Financial Secretary for Receipts and, before the Annual Meeting, submit recommendations for changes in member status to the Executive Committee.
- e) To work with the Pastor in the administration and disbursal of the Discretionary Fund.
- f) To live their lives and help others to live according to the teachings of Christ.

Deacons shall be elected as specified under Article VII, Paragraph 1. The Board of Deacons shall meet monthly.

The Board of Deacons, in collaboration with the Board of Christian Education and the Associate Pastor (if there be one) shall invite confirmed members of the church Youth Group to become Junior Deacons. The Deacons will mentor the Junior Deacons in coordination of worship services, assistance to the Pastor(s) and other duties assigned. The Junior Deacons will support and participate in the worship services of the church school. The term of a Junior Deacon will begin at the start of the school year in which they are selected, and will expire upon their graduation from the Youth Group.

Caring Ministries is a function of the Board of Deacons and is led by a Deacon Head Coordinator who is assigned on a yearly basis. The Caring Ministries includes the following four initiatives, each of which is led by an assigned coordinator:

- Prayer Ministry – prayer chain, prayer lists and card ministry
- Called to Care – visitation, phone outreach and personally connecting
- Caring Cooks – providing meals
- Knitting Ministry – prayer shawls

Members of the church community may contact the Pastor, the Deacons or the church office identifying an individual/family that is in need of support through the Caring Ministries. The information is directed to the Deacon Head Coordinator, who in concert with the Pastor will determine which service(s) will be most helpful to the individual/family. The Deacon Head Coordinator will maintain records of all services provided through the Caring Ministries and will communicate with the Pastor on a regular basis to ensure that the needs of the Congregation are being met.

The entire Congregation is encouraged to participate in the Caring Ministries by providing support to any of the four initiatives. Participation in the Caring Ministries is accomplished by individuals expressing a desire to assist and does not require committee membership.

2. Board of Christian Education. There shall be a Board of Christian Education consisting of a minimum of 7, not to exceed nine elected members. Each year the Church shall identify and elect members as needed to maintain a full-slated Board. Members of the Board shall serve

terms of three years. A person may serve a subsequent term only after a one-year hiatus from the Board. Any other CE staff shall be ex-officio members of the Board, with voice but without vote. The Board shall meet monthly.

The Board of Christian Education shall be responsible to the Church, through the Executive Committee, for the direction of the education of the Church, including Church School, and Youth Ministry. It shall have the authority to initiate and oversee the educational aspects of the Church's ministry, providing opportunities for study, discussion, and creative learning experiences of the Christian faith and mission.

The Board of Christian Education shall appoint any additional positions that may be necessary for the realization of the aims of the program of Christian education. Any paid positions shall be appointed and removed through the Human Resources Committee.

3. Board of Finance. There shall be a Board of Finance consisting of the Vice Chairperson of the Executive Committee, who shall be the Chairperson of the board, the Treasurer, the Assistant Treasurer, and six members at large each serving a three-year term, two to be elected each succeeding year. A member at large may serve a subsequent term as member at large only after a one-year hiatus from the board. Except for any appropriate summer breaks, the board shall meet at least monthly. All members of the Board of Finance shall be members of the church.

Subject to the ultimate authority of the Executive Committee, the Board of Finance shall be responsible for the financial and financial-related affairs of the church. Among other things, it shall:

1. Fully review with the Treasurer the monthly and annual financial reports and shall be familiar with the various transactions performed by the Treasurer.
2. Review, understand, and monitor the Church's insurance coverage.
3. Fully review the monthly and annual financial reports of the Circle Nursery School and shall be familiar with the various transactions overseen by the Treasurer.
4. Be familiar with the financial condition and future of Summer Hill Cemetery.
5. Be concerned with the long-term growth of the Church's capital and be responsible for monitoring the growth of all Capital funds and monitoring all Capital Expenditures.
6. Review and advise the Executive Committee with respect to capital projects suggested by the Property and Planning Committee.
7. Make recommendations to the Executive Committee with respect to the use of major gifts and bequests.
8. Give the Stewardship Committee suggestions as to the goals of the annual stewardship campaign and the Human Resources Committee with respect to annual salary adjustments.
9. Plan and present the annual budget to the Executive Committee for its approval for presentation to the congregation. In preparation of the annual budget, the board shall receive recommendations from all relevant church boards and committees. With respect to any meeting or portion of meeting at which substantial consideration will be given to the budget, the Chairperson shall make a good faith and reasonable effort to insure that representatives of the following attend such meeting or portion of meeting: the Board of Deacons, the Human Resources Committee, the Property and Planning Committee, the Board of Christian Education, the Stewardship Committee, and the Missions Committee. Final budget votes, however, shall be limited to the nine members of the Board of Finance.

10. Be responsible for the investment of capital funds and endowments of the Church. The board shall recommend investment objectives to the Executive Committee and shall carry out the methods by which the approved objectives are to be accomplished. In doing this it shall observe generally accepted standards of prudence, maintain and keep current an overall investment strategy, and take into consideration the needs of the Church.
11. Be familiar with the functions and activities of the Financial Secretary for Receipts and the Financial Secretary for Disbursements.
12. Consider any recommendations from the Audit Committee and annually, if an outside audit has not been performed in the preceding five years, specifically consider the advisability of having an outside audit performed.

4. Board for Circle Nursery School. The Board for Circle Nursery School (which nursery school is affiliated with, and a part of, the Church) is, subject to the Executive Committee, responsible for the overall direction of the nursery school and for hiring, and personnel relations with, the director of such nursery school. The chairperson of the Board shall, in accordance with Article IX, Paragraph 1., be a Member of the Church. The makeup of the Board shall otherwise be in accordance with the by-laws of the nursery school.

ARTICLE IX. COMMITTEES

The standing committees of this Church shall be the Executive Committee, the Property and Planning Committee, the Music Committee, the Stewardship Committee, the Nominating Committee, the Deacons' Service Committee, the Public Relations Committee, the Investment Committee, the Missions Committee, the Human Resources Committee, the Pastoral Relations Committee, the Pastoral Relations – Associate Pastor – Committee, the Fellowship Committee, the Audit Committee, the Library Committee and the Growth and Membership Committee.

Except for the Stewardship Committee (whose members are to be elected on the second Sunday in December), members of committees shall be elected at each annual meeting as specified hereinafter for each committee. Interim vacancies on committees shall be filled by vote of the Executive Committee on candidates recommended by the Nominating Committee. Each committee shall elect a chairperson for the ensuing year at its first meeting subsequent to the Annual Meeting, except for the Stewardship Committee, which shall elect its chairperson for the ensuing year at its first meeting subsequent to the church meeting on the second Sunday in December.

1. The Executive Committee. The Executive Committee shall consist of the Pastor, Associate Pastor (if there be one), Chairperson of the Executive Committee, Vice Chairperson of the Executive Committee, Clerk, Treasurer, Assistant Treasurer, Financial Secretary for Receipts, Assistant Financial Secretary for Receipts, Financial Secretary for Disbursements, and Assistant Financial Secretary for Disbursements, and chairpersons of all Church boards and standing committees. All members of the Executive Committee, and their alternates, shall be Members of the Church.

To insure sound conduct of church business, it shall be the responsibility of each board and committee chairperson to attend all Executive Committee meetings or to designate an alternate with both voice and vote to represent the board or committee at Executive Committee meetings in exceptional cases when he or she is unable to attend.

The Executive Committee shall be the principal executive and administrative agency of the Church. It shall have general authority, care and oversight of the secular interests of the Church and of its properties and shall perform such other specific functions as from time to time may be delegated to it by the Church. All boards and committees of the Church are subordinate to the Executive Committee. It serves as a forum for general discussion of any matter coming before any of these boards or committees.

The Executive Committee shall have the power to appoint such temporary committees as it may deem advisable from among its own members, or from the Church at large, or both.

It shall present to the Church for approval the proposed budget for the ensuing year. It shall also present to the Church for approval any proposed increase in the total budget during the year.

It shall present to the Church at each annual meeting, nominations for all offices, boards, and committees to be filled.

At the annual meeting of the Church, it shall present, or cause to be presented, reports of the principal events and transactions of the year which have come within its scope, and of the secular condition of the Church.

2. Property and Planning Committee. There shall be a Property and Planning Committee consisting of six members, two of whom shall be elected annually to serve a term of three years. A person may serve a subsequent term only after a one-year hiatus from the committee. The committee shall meet monthly.

Each year one member of the Committee will be specifically designated to be responsible for handling all matters pertaining to managing and improving Summer Hill Cemetery as set forth in the Harry J. Johnson Cemetery Trust Agreement.

The Property and Planning Committee shall be responsible to the Church through the Executive Committee for the care and use of all buildings, grounds and other property of the Church. It may employ sextons subject to Board of Finance and Executive Committee approval. It shall supervise and control the sextons and/or any other maintenance personnel required to care for the Church plant. The Committee shall hold the keys to the Church buildings and distribute as required, and administer the "Rules for Use of Church Facilities by Groups and Organizations." It shall with the assistance of the Church Secretary maintain a schedule for the use of the Church facilities.

This Committee shall look ahead to the facilities needs of the Church and Church School and shall formulate recommendations to meet such needs and present them to the Executive Committee. This Committee shall consult with other standing and special committees of the Church in the discharge of its function.

3. Music Committee. The Music Committee, subject to the direction of the Executive Committee, shall have charge of all matters pertaining to the Ministry of Music in the Church and shall be responsible for integrating the Ministry of Music with all other Ministries of Worship.

This Committee shall consist of three members, one of whom shall be elected annually for a term of three years. A person may serve a subsequent term only after a one-year hiatus from the Committee. The Committee shall meet monthly. The Organist and Choir Director shall be ex-officio members of this Committee. The Chairperson shall be elected by the Committee members annually and may be re-selected if the Committee so desires.

4. Stewardship Committee. The Stewardship Committee is a standing committee consisting of nine persons, three of whom shall be elected annually for a term of three years. A person may serve a subsequent term only after a one-year hiatus from the Committee. The Committee shall in the fall of each year (timed so as to appropriately precede the budget hearing and the meeting on the budget) conduct a stewardship campaign for the purpose of securing pledges for the ensuing fiscal year. Each such campaign shall stress, in appropriate balance, (1) the monetary needs of the Church, (2) giving to the larger good as an appropriate response to what God has done for God's people, and (3) meaningful and committed giving to the larger good as a way of tapping into God's desire for abundance for God's people. The Committee shall conduct such stewardship education throughout the year as shall be appropriate and shall be available as a resource to other committees of the Church when capital funds are required.

5. Nominating Committee. There shall be a Nominating Committee consisting of four Members of the Church, two of whom shall be elected annually for a term of two years. A person may serve a subsequent term only after a one-year hiatus from the committee. Members of the Committee shall be ineligible for re-election for one year. The committee shall meet at least quarterly.

The Nominating Committee shall continually keep itself informed as to skills and interests of members who are available for service to the Church, so that it shall be prepared at all times to recommend personnel to serve Church activities.

It shall present to the Executive Committee prior to the annual meeting of the Church, names of candidates for offices and committees to be filled as prescribed herein and the names of qualified delegates to represent the Church at New Haven East Consociation and Connecticut Conference. The Nominating Committee, shall in consultation with the Executive Committee, present to the membership of Circle Nursery School names of candidates to serve in certain positions in Circle Nursery School, as provided in the bylaws of the nursery school.

6. Deacons' Service Committee. There shall be a Deacons' Service Committee consisting of six members, two of whom shall be elected annually to serve for a term of three years. A person may serve a subsequent term only after a one-year hiatus from the committee; provided, however, that Henrietta Schraner may serve on this committee for so long as she desires. The committee shall meet monthly.

The Deacons' Service Committee shall work closely with the Pastor and the Deacons, as its work is an extension of their ministry.

The Deacons' Service Committee shall provide hospitality whenever the Church is host either to members or to visiting outside church delegations. It shall also be responsible for providing floral arrangements for the church services.

7. Communications Committee. There shall be a Communications Committee consisting of 4 members from the Church, each serving a term of 3 years, one of whom shall be elected each succeeding year. A person may serve a subsequent term only after a one-year hiatus from the committee.

The Communications Committee shall be the official liaison between the Church and the community at large. It shall maintain a program for keeping the community informed of appropriate activities of the Church. For this purpose it will rely on information provided by responsible Church officers and committee chairpersons; the Committee will be responsible for acquainting these sources with the kinds of information it is interested in and the nature of the service it is prepared to render.

The Communications Committee shall have ultimate responsibility for advertising, the NMCC Website and all electronic and social media.

The Communications Committee shall establish a communication process for boards, committees and fundraising and other events and activities that provide a framework as needed to consistently communicate content internally and externally including public relations, web pages, social media, weekly Church emails, monthly newsletters and Sunday bulletin.

All boards, committees and events teams are encouraged to assign a team member to connect with the Communications Committee to develop a joint plan to promote the information to be communicated. The Committee will be responsible for acquainting sources of content with the process, tools and the nature of the service it is prepared to offer. The Committee shall collaborate with the boards, committees and events teams to assign roles, responsibilities and timeline as part of the plan.

While the Communications Committee should hold the responsibility for external publicity, these duties do not preclude internal publicity activities by other church committees or groups with guidance from the Communications Committee.

8. Missions Committee. The Missions Committee is a standing committee consisting of at least three persons, each serving a three-year term, one to be elected each succeeding year. A person may serve a subsequent term only after a one-year hiatus from the committee. The committee shall investigate human needs and communicate those needs to the parish. It shall further coordinate church resources in response to those needs, and will submit an annual report. The chairperson shall be a member of the Board of Finance and the Executive Committee.

9. Human Resources Committee. The Church shall have a Human Resources Committee consisting of three members of the church serving three year terms (elected so that their terms will overlap). The pastor shall be an ex-officio member of the committee. The committee shall meet monthly. The overall purpose of the Committee shall be to promote a loving, safe, productive, Christian working environment for all paid staff (including short term contracted employees) and volunteers of the Church. In particular, the Committee (i) will develop, in conjunction with the responsible Board/Supervisor, job descriptions for all paid staff (ii) will ensure that Boards/Supervisors conduct performance evaluations as needed but at least once annually on all paid staff (including the Pastor), (iii) will provide guidance to

Boards/Supervisors in making hiring and termination decisions, (iv) will prepare or oversee the preparation of commitment letters/employment contracts for all paid workers and conduct background checks on prospective staff and volunteers, (v) will, after consultation with other concerned entities in the church, make recommendations to the Board of Finance as to the salaries for ultimate incorporation in the Church's budget, (vi) will endeavor, through the establishment of policies and procedures to insure that the church through its members comply with all state and federal employment regulations as well as all NMCC Human Resource procedures (vii) will be available for conflict resolution, and (viii) will do such other things as may be appropriate for the accomplishment of its overall goal

10. Pastoral Relations Committee. The Church shall have a standing Pastoral Relations Committee, whose chairperson or representative shall attend Executive Committee meetings. The Committee shall be composed of four to five members, one of whom shall be the Pastor, one or two of whom shall be appointed by the Pastor, and two of whom shall be elected by the congregation, each for a two-year term. The Committee shall have two primary purposes (i) to serve as an advisory group to the Pastor and as support for the Pastor's leadership and (ii) to share ideas, dreams, hopes, expectations, and concerns of the congregation with the Pastor. As support for the Pastor, the Committee interprets roles, functions, and needs of the Pastor to the congregation. Consistent with the fact that the proceedings of the Committee shall be confidential, the chairperson of the Committee shall make such reports to the Executive Committee and to the congregation as may be appropriate. The Committee shall be accountable to the congregation rather than to the Executive Committee. The Committee is neither programmatic nor policy oriented. The Committee shall meet on an as needed basis, but no less frequently than quarterly.

11. Pastoral Relations - Associate Pastor- Committee. At such times as the church has an Associate Pastor, the Church shall have a standing Pastoral Relations - Associate Pastor - Committee, whose chairperson or representative shall attend Executive Committee meetings. The Committee shall be composed of four to five members, one of whom shall be the Associate Pastor, one or two of whom shall be appointed by the Associate Pastor, and two of whom shall be elected by the congregation, each for a two-year term. The Committee shall have two primary purposes (i) to serve as an advisory group to the Associate Pastor and as support for the Associate Pastor's leadership and (ii) to share ideas, dreams, hopes, expectations, and concerns of the congregation with the Associate Pastor. As support for the Associate Pastor, the Committee interprets roles, functions, and needs of the Associate Pastor to the congregation. Consistent with the fact that the proceedings of the Committee shall be confidential, the chairperson of the Committee shall make such reports to the Executive Committee and to the congregation as may be appropriate. The Committee shall be accountable to the congregation rather than to the Executive Committee. The Committee is neither programmatic nor policy oriented. The Committee shall meet on an as needed basis, but no less frequently than quarterly.

12. Fellowship Committee. The Fellowship Committee shall be a standing committee consisting of six persons, each elected for a two-year term. Three members are elected annually. A person may serve a subsequent term only after a one-year hiatus from the committee. The committee shall be responsible for planning social activities for adults during the year.

13. Audit Committee. The Audit Committee shall consist of three persons serving for three-year terms (elected so that their terms will overlap). A person may serve a subsequent term only after a one-year hiatus from the Committee. The Committee shall be responsible for an

annual audit of the financial books and condition of the Church, including a review of the calculation of the allocation of the Church's overall investments to specific accounts. The Committee shall submit an audit report, including a statement as to the accuracy of the allocation of the Church's investments to specific accounts, for the previous fiscal year to the Church's Annual Meeting. Such report shall be included in the Annual Report. The Audit Committee can audit the books of the Church at any time it deems advisable and may authorize an outside auditor to conduct the audit. The Audit Committee shall audit the books whenever there is a new Treasurer.

14. Library Committee. There shall be a library committee consisting of six members, two of whom shall be elected annually to serve a term of three years. A person may serve a subsequent term only after a one year hiatus from the committee. The library committee, subject to the direction of the Executive Committee shall be responsible for the upkeep, and use of the library. This shall include, but not necessarily be limited to the cataloging, selecting and weeding of materials, and evaluation of donated items.

15. Growth and Membership Committee shall consist of six members, one serving as the chair. Any church member may be a member of this committee. Non-members are also welcome to participate in the committee's discussions and activities, but do not have a vote. The chair of the Committee shall also be a member of the Executive Committee. The purpose of the Growth and Membership Committee will be to help the church engage in such activities as will help increase and strengthen the church's membership. The Committee shall report monthly to the Executive Committee and be responsible for the following areas as they relate to matters of membership: Hospitality, Development, Engagement and Retention.

16. Other Committees. Other Committees may be appointed and/or authorized by the Church or by the Executive Committee as needed. At the discretion of the Executive Committee, any newly-formed committee, ad hoc or otherwise, shall be represented on the Executive Committee with both voice and vote.

ARTICLE X. FINANCE

The Church shall seek support by contributions of individuals and organizations. Opportunity shall be offered to all members of the Church or congregation to make written pledges, most particularly during the fall stewardship campaign. Offerings shall be received at regular and/or special services of worship and will be used for the purpose of the Christian church at home and abroad as provided for in the Church budget.

ARTICLE XI. TERM LIMIT PROVISIONS

For purposes of interpreting and applying any provisions in these By-laws relating to a hiatus before being eligible for a subsequent term on a board or committee:

- (a) If a person has served any portion of the unexpired term of another, he or she will be deemed to have served the full term of that other person.
- (b) Until the hiatus period applicable to a person has expired, that person may not be elected or appointed to fill the unexpired term of a person on the same board or committee.
- (c) A person may always be elected by the congregation or appointed by the Executive Committee to a board or committee "expressed interest" (i.e., with voice but not vote and without the right to represent the committee on the Executive Committee) for completion of a given project or program, or on a year-to-year basis. The term limit provisions applicable to regular members do not apply to those serving on a committee or board in an "expressed interest" capacity.

(d) Where these by-laws specifically place a person on a board or committee as “ex-officio” as in the case of the organist and choir director on the Music Committee, for example), the term limit provisions do not apply to such person, and he or she serves on such board or committee with voice but not vote and without the right to represent the board or committee on the Executive Committee.

ARTICLE XII. AMENDMENTS

These By-laws may be altered, amended or repealed by vote of two-thirds of the Members of the Church in attendance at any annual or special meeting, provided that the substance of the proposed change shall have been include in the call of the meeting as provided in Article VI, para, 3 (c) and 4 (a).

jpf

bylaws #16 - 2/15/17