

First Congregational Church, United Church of Christ of Meredith, New Hampshire

CHURCH BYLAWS

ARTICLE I – MEMBERSHIP

A. QUALIFICATIONS FOR MEMBERSHIP

1. Members are:
 - a. All who, at the time of adoption of these bylaws are Members of the First Congregational Church, United Church of Christ, of Meredith, New Hampshire (hereafter referred to as “the Church”), and
 - b. All who want to become Members of the Church and express that desire to the Pastor, and who have been or will be baptized. Members may join by affirmation or reaffirmation of faith or by letter of transfer from another Christian church.
2. Having met a qualification stated above, such persons are welcomed by the Church in a worship service arranged by the Pastor and the Board of Deacons. Their names and membership classifications are recorded in the *Church Register*.

B. CLASSIFICATION OF MEMBERS

1. ACTIVE MEMBERS

a. FULL MEMBERS

Full Members, to the best of their ability, attend the worship services of this Church, give systematically to its financial support and its benevolences, share in its activities, and seek diligently and prayerfully the spiritual welfare of the whole Church. Full Members may vote at all Church Member meetings, may serve as Officers, on all Boards and Committees, and as Church Delegates. Full Members may have associate membership in another Christian Church.

b. ASSOCIATE MEMBERS

Associate Members have membership in this Church and primary membership in another Christian church. They have all the rights and privileges of Full Members except they are not eligible to become officers of this Church, but are fully entitled to be members of the Church Council, as well as Boards, or Committees of the Church.

2. INACTIVE MEMBERS

Inactive Members are those who, for a period of one year, and after due efforts by church boards and officers to encourage participation, have not been present for any Church activity or supported the Church by a contribution. Their change of classification is recorded in church records, and they are no longer included in the total of Active Members reported to the New Hampshire Conference of the UCC for per capita dues purposes. Their subsequent presence or participation will suffice to restore them to active membership.

C. REMOVAL FROM MEMBERSHIP

Persons shall be removed from membership for any of the following reasons:

1. By request from the Member for release from membership.
2. By request to the Clerk from the Member for a letter of transfer for full membership in another church.
3. Upon notice of death.

D. RESTORATION OF MEMBERSHIP

An inactive or former Member may be reinstated to Full or Associate membership by request to the Clerk, who changes in the membership rolls accordingly.

E. MEMBERSHIP LIMITATIONS

No individual Church Member shall have the authority to act independently for or on behalf of the Church Council or First Congregational Church UCC of Meredith in contractual matters concerning the Church, unless previously authorized by the Church Council or Board of Trustees.

ARTICLE II – PASTOR

- A.** The Pastor will have charge of the spiritual welfare of the congregation, preach and teach the Word of God, and administer the sacraments.
- B.** The Pastor will be a full Member of this Church and an *ex-officio* non-voting Member of all Boards and Committees, except as otherwise indicated in these bylaws.
- C.** The Pastor will adhere to the professional standards prescribed in the *UCC Manual on Ministry* and to the Terms of Call to this Church.
- D.** The Pastor administers at his/her discretion the “Pastor’s Discretionary Fund” for human needs. The donations to this Fund are managed solely by the Pastor. The pastor reviews the expenditures from this fund with the Treasurer quarterly, including documentation, and the pastor summarizes receipts and expenditures from this fund in the annual report.

- E. In day-to-day matters, and in all matters related to worship, the Pastor serves as Head of Staff. The Pastor participates with the Human Resources Committee in the annual evaluation of all staff members. The Pastor is an ex-officio member of the Human Resources Committee for all matters not related to the Pastor.
- F. The Pastor's term of service may be brought to an end either at the initiative of the Pastor or by a two-thirds vote of the Church Members. A 90-day notice of termination shall be provided by either party.

ARTICLE III – OFFICERS

A. INTRODUCTION

- 1. All Officers are responsible to the Church Membership.
- 2. All Officers will be elected at each Annual Meeting to serve for one (1) year.
- 3. All Officers must be Full Members of this Church.

B. MODERATOR & ASSISTANT MODERATOR

- 1. The Moderator and Assistant Moderator will share the duties of this office, as deemed appropriate by the Moderator.
- 2. The Moderator will preside at all Annual and Special meetings of the Church Membership and the Church Council meetings.
- 3. The Moderator will be responsible for maintaining close contact with all Boards and Committees with a view toward better coordination and more efficient implementation of plans and programs approved by the Church Members and the Church Council.
- 4. The Moderator is an *ex-officio* non-voting member of all Boards and Committees, and may not be a regular member of any Board or Committee.
- 5. With the Church Council's approval, the Moderator appoints Ad-Hoc Committees.
- 6. No Moderator can be elected to serve more than five (5) years in succession.
- 7. In the absence of the Moderator, the Assistant Moderator or another Church Officer may preside at a meeting.

C. CLERK & ASSISTANT CLERK

- 1. The Clerk will keep the minutes of the Annual Meeting and all Special Meetings of the congregation and all meetings of the Church Council. The Clerk will present the minutes of these meetings at the next business meeting for approval.

2. The Clerk will oversee the keeping of the *Church Register* of the names of all Members and classes of membership with dates of admission, transfer, or death, and the record of dates of baptisms and marriages conducted in this Church.
3. The Clerk will oversee the issuing of letters of transfer, maintain all communications and written official reports, and give legal notice of all meetings.
4. The Assistant Clerk will serve in the absence of the Clerk and perform other duties assigned by the Clerk.

D. TREASURER & ASSISTANT TREASURER

1. The Treasurer is ultimately responsible for the collection and disbursement of funds.
2. The Treasurer and Assistant Treasurer will share the duties of this office, but will divide the collection and disbursement of funds as deemed appropriate by the Treasurer.
3. The Treasurer and Assistant Treasurer will not pay bills contracted by any Officer, Board, or Committee of the Church in excess of their budgeted allotment unless authorized by the Board of Trustees.
4. The Treasurer and Assistant Treasurer are authorized to sign checks and open accounts.
5. The Treasurer and Assistant Treasurer will keep separate line items to record monies received for the general operating funds and monies received for specific purposes.
6. Monies received for investment, memorial, or endowment funds will be kept in separate accounts.
7. The Treasurer will notify the Auditing Committee when all accounts are ready for auditing, as soon after the close of the fiscal year as possible.
8. The Treasurer will prepare a written report for inclusion in the Annual Report summarizing by line item, receipts, expenditures, investments, memorials, endowments and all other Church monies.
9. The Treasurer will prepare a draft annual budget for review by the Trustees and the Church Council and adoption by the Congregation at the annual meeting.
10. The Treasurer and Assistant Treasurer are *ex-officio*, non-voting members of the Board of Trustees.
11. Annually, the signature cards for bank accounts will be updated with the signatures of the Treasurer, Assistant Treasurer, and Chair of the Board of Trustees.

ARTICLE IV – CHURCH COUNCIL

A. PURPOSE

The Church Council is subordinate to the Church Membership and is the representative body of the Church and serves in an executive capacity. The Church Council represents all Officers, Boards, and Members, and the Church Council works for the common good of the Church Membership. In accordance with these Bylaws, the Church Council has general supervision of Church affairs.

B. MEMBERS

1. The Church Council consists of the Pastor, Moderator, Assistant Moderator, Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, and all attending Members of the Boards.
2. The members of the Church Council each have one vote on matters that come before the whole Council.
3. The elected term for Officers and Board members is from Feb 1st to Jan 31st, annually.

C. RESPONSIBILITIES

1. The ultimate authority for Church affairs rests with the Church Members. Responsibility for daily operations rests with the Pastor, Officers, elected Boards, and Committees. In areas not requiring action by the Church Members as a whole, and not otherwise delegated by these Bylaws, the Church Council has the authority and responsibility to act for the Church Members.
2. The Church Council receives regular reports from the Pastor, Treasurer, Boards, Standing Committees, Church organizations, and special Committees when appropriate.
3. The Church Council may review decisions of the Boards, Committees, and other Church organizations and give guidance as necessary.
4. The Church Council may establish Committees for specific purposes not otherwise delegated to the Boards or other Committees.
5. The Church Council establishes and maintains an updated Church *Policy and Procedure Manual*.
6. The Church Council serves as a forum for discussion of items to be considered at meetings of the New Hampshire Conference of the United Church of Christ and the Merrimack Association and provides input, without direction, to the Church's Delegates.
7. The Church Council acts on the recommendations of the Nominating Committee for filling any vacant elected positions of the Church. All vacancies having more than sixty (60) days of an unexpired term may be filled. Such appointments by the Council will continue until a successor, elected at the next Annual Meeting, assumes the position.

8. When a vacancy occurs for the Pastor, the Council will nominate Members for the Pastoral Search Committee.
9. The Council oversees the Church historical records.
10. The Council is responsible for preparation of the Annual Report of this Church.

ARTICLE V – BOARDS

A. INTRODUCTION

1. Each Board is responsible to the Church Membership.
2. Board members must be Full or Associate members of this Church.
3. Board members are elected at the Annual Meeting for a one (1) year term.
4. Each Board may choose or elect its own officers, as needed.
5. Each Board reports at each regular Church Council meeting.
6. Each Board prepares a written account of the year's activities for inclusion in the *Annual Report*.
7. Each Board may establish or eliminate Sub-Committees as deemed appropriate.
8. Each Board submits to the Church Council detailed information about the Board and its Sub-Committees for inclusion in the *Policy and Procedure Manual* and updates as they occur.

B. BOARD OF DEACONS – *Celebrating ... for God, through Christ*

1. PURPOSE

This Board, acting on behalf of the First Congregational Church, UCC, of Meredith, NH, is responsible for all matters relating to the spiritual welfare of the Church community, with special concern for worship, Christian education, membership development, and fellowship.

2. MEMBERS

This Board consists of a maximum of twelve (12) persons.

3. RESPONSIBILITIES

- a. This Board assists the Pastor with the sacraments of Holy Communion and Baptism, and also with Confirmation, Worship services, and other programs and services relating to the spiritual life of this Church and its Members.
- b. This Board provides for a substitute in the absence of the Pastor.

- c. With the Pastor, this Board develops and maintains a process whereby, out of Christian concern, Church Members and others will be contacted, as necessary, to encourage their active participation in the worship, fellowship and activities of the Church. It makes visitations as needed or requested.
- d. With the Pastor, this Board meets with persons seeking membership, provides for a worship service at which time such persons will be welcomed into Full or Associate membership.
- e. This Board provides oversees the Christian Education program of the church.
- f. This Board oversees the Flower Committee and the Fellowship Committee.

C. BOARD OF TRUSTEES – *Building ... for God, through Christ*

1. PURPOSE

This Board, acting on behalf of the First Congregational Church, UCC of Meredith, NH has charge of the Church's business and financial affairs and oversees and maintains the Church property.

2. MEMBERS

This Board consists of a maximum of nine (9) members. The Church Treasurer and Assistant Treasurer are *ex-officio*, non-voting members.

3. RESPONSIBILITIES

- a. This board is responsible for the preparation and presentation of a detailed annual budget. The proposed budget will be shared with the Church Council at the January council meeting, for the council's recommendations. The budget must be available to each church member by the time of the second call to the annual meeting.
- b. This Board will present a detailed report at each Annual Meeting of all its major actions, and the condition of the properties. With the Treasurer, this Board reports on all Church assets and investments for the prior year. The detailed written report of financial and property matters for the calendar year will be included in the Annual Report.
- c. This Board oversees the use of Church property by members and other groups. They will also determine if there is to be a rental charge and see to its collection.
- d. The Chair of the Board of Trustees is authorized to act on behalf of the Treasurer and the Assistant Treasurer, in the absence of both for a period of more than six (6) days.
- e. Together with the Mission Board, this Board conducts the annual stewardship campaign in the fall.

4. THE POWERS OF THIS BOARD ARE LIMITED:

- a. This Board has no power to buy, sell, mortgage, lease, or transfer any property, or make capital improvements of said property in excess of \$10,000 of the total annual budget, without the specific vote of Church Council.
- b. This Board has authority to conduct the routine financial affairs of budgeted items up to the budget limits.
- c. This Board may incur indebtedness up to \$10,000 for the business of the Church. On the recommendation of this Board, the Church Council may authorize indebtedness up to \$25,000. On the recommendation of this Board and the Church Council, any indebtedness over \$25,000 requires the approval of the Congregation at a duly called meeting
- d. This Board has the authority to negotiate a Line of Credit on behalf of the Church, subject to the approvals required in item c. above. A transfer of funds may be activated by the signature of the Treasurer or Assistant Treasurer, and the Chair of the Board of Trustees, and one other member of the Board of Trustees (3 signatures required).
- e. This Board has the custody of any gifts given to the Church under the following conditions:
 - i. No purchase of equipment for the Church or gifts of items from any individual, groups, or organizations may be made to the Church without the prior approval of this Board.
 - ii. No real property may be received without the vote of the Church Members, at a duly called meeting, along with accompanying votes for its care and maintenance or disposition.
 - iii. Chattel goods, not part of pledged or budgeted items, may be received, sold, converted, or disposed of by the Board of Trustees up to the value of \$3,000. Any items in excess of that amount require a vote of the Church Council.

5. THIS BOARD OVERSEES OR HAS CHARGE OF:

a. INVESTMENTS

Funds may be placed in any investment that this Board feels gives safety of principal, growth against inflation and provides a reasonable rate of return. These funds may be used for the operating budget of this Church or for other projects upon an affirmative vote of the Church Council.

b. GIFTS, MEMORIALS, AND BEQUESTS

From time to time, members, relatives of members, or friends will make gifts, bequests, or memorials to the Church in honor of or to memorialize a person or group. Cash gifts, memorials, or bequests in excess of \$10,000, that are given to honor or memorialize

person(s) or groups(s) shall be put in a separate account. The disposition of the funds shall be at the discretion of the Church Council, taking into consideration the donors' requests.

c. ENDOWMENT TRUST

- i. An endowment trust may be established.
- ii. This Board shall be listed in the Endowment Trust document as custodians of monies deposited in this Trust. The original principal deposits must be left to accrue interest and dividends. The interest, dividends, and capital appreciation may not be used for the Church operating budget, but shall only be used for non-budgeted specific purposes, upon a two-thirds affirmative vote the Church Council. Any change to the trust principal, other than the addition of new gifts, re-invested income or capital appreciation of the trust, shall require a two-thirds vote the Church Council members present and voting.
- iii. From time to time, the Church Council may establish a ceiling as to how much the Endowment Trust will continue to accumulate interest, dividends and capital appreciation before assigning excess growth to other Church Trusts or projects where the monies may work for the betterment of the Church or its mission projects.
- iv. The Endowment Trust document shall be maintained in the Church files and may be examined in the Church office.

d. REAL ESTATE

- i. This Board and the Church Council will review any Real Estate offer, inform and solicit feedback from Church Members, then report back to Church Council with a recommendation.
- ii. By a two-thirds affirmative vote, the Church Council may authorize this Board to lease Church property to another party or to lease property for the use of the Church.
- iii. The sale of any Church real estate may only be done after a request is submitted to the Church Membership by the Church Council at a duly called Members Meeting. Following a vote to proceed at a duly called Church Members Meeting, then and only then, can the proposed sale be consummated by the mailing of a ballot to every Member, following the system as given by Robert's Rules of Order, Newly Revised. A time period of twenty-one days will be allowed for this process. At the completion of twenty-one days, a two-thirds affirmative vote of those Members returning ballots is required for passage. The Board of Trustees will then act as sellers for the Church.

D. BOARD OF MISSIONS – *Living ... for God, through Christ*

1. PURPOSE

This Board, acting on behalf of the First Congregational Church, UCC of Meredith, NH seeks to promote the work of the Church Members as they reach out in service to the community, the nation, and the world.

2. MEMBERS

This Board consists of a maximum of six (6) Members.

3. RESPONSIBILITIES

- a. This Board keeps the Church Members informed of various missions and encourages their participation and support on the local, state, national, and international levels.
- b. Together with the Board of Trustees, this Board will conduct the annual stewardship campaign in the fall.

ARTICLE VI – COMMITTEES

The categories for the Church committees are Board Committees, Standing Committees, and Special Committees.

A. BOARD COMMITTEES

These Committees are established or eliminated by Boards as deemed appropriate. Each Committee reports to its respective Board. Details about these Committees may be found in the *Policy and Procedure Manual*.

1. FLOWER COMMITTEE

a. PURPOSE

Arranging for flowers for weekly services and during holidays, coordinating holiday decorations with the Board of Deacons, and the beautification of the exterior church grounds.

b. MEMBERS

Volunteers from the Congregation

2. FELLOWSHIP COMMITTEE

a. PURPOSE

- i. To support social engagement within the Congregation, through events such as coffee hour, brunches, picnics, progressive dinners, and retreats;
- ii. To support the Church's ecumenical and wider church involvement by providing food after Association meetings or ecumenical services held at the Church;
- iii. to provide support for Church members in times of need, such as sending greeting cards, providing food after a hospitalization, or providing a luncheon after a memorial service as needed;
- iv. to encourage the incorporation of visitors and new members into the Church community, for example by providing and responding to visitor cards and the guest book and helping newcomers get to know old-timers;
- v. and to devise other programs and plans to help the Church community become better acquainted and supported.

b. MEMBERS

Volunteers from the Congregation.

B. STANDING COMMITTEES

1. INTRODUCTION

- a. These permanent Committees are established by and report to the Church Council.
- b. Each Committee submits detailed information to the Church Council for inclusion in the *Policy and Procedure Manual* and provides updates as they occur.
- c. Funds needed by a Standing Committee may be included in the annual budget and are administered by the Committee.
- d. Each Committee prepares a written account of the year's activities for inclusion in the *Annual Report*.

2. NOMINATING COMMITTEE

a. PURPOSE

This Committee recruits and nominates Church Members to serve this Church in elected positions.

b. MEMBERS

Five (5) members serve on this committee, one member from each church Board, selected by the Board; and two Church Members to serve as Members-at-Large, selected by the current nominating committee to serve the next year. The committee selects its own chair.

c. RESPONSIBILITIES

- i. This Committee prepares a slate of nominations for elected positions for the following year and presents it at the Annual Meeting. Its slate shall be available for the Membership at the time of the first call for the Annual Meeting.
- ii. This Committee submits nominations to the Church Council when there is a vacancy in any elected position.

3. AUDITING COMMITTEE

a. PURPOSE

The Auditors examine, for accuracy and completeness, the financial records of this Church. The results are reported in the *Annual Report* for that year.

b. MEMBERS

Two (2) Church Members serve on this committee. They are selected by the nominating committee, and elect their own chair.

c. RESPONSIBILITIES

This Committee audits the books promptly after notification by the Treasurer that the records are ready. Standard auditing procedures are followed.

d. OUTSIDE AUDITORS

At the discretion of the Church Council, outside auditors may be called in to supplement the work of the Audit Committee.

4. PASTOR-PARISH RELATIONS COMMITTEE

a. PURPOSE

This Committee serves as an intermediary to improve Pastor-Parishioner relations, thereby strengthening the effectiveness of this Church's spiritual life and mission.

b. MEMBERS

The committee consists of five (5) members: the Moderator as chair; 2 Church Members selected by the Pastor and 2 selected by the Diaconate. These should be people who are trusted by the Pastor and the Church Membership.

c. RESPONSIBILITIES

- i. This Committee serves as an advisory group, bringing concerns of the Congregation to the Pastor, and as a support group for the Pastor's leadership in the Congregation.
- ii. It meets periodically, at least bi-annually, with the Pastor, or with concerned Members as necessary, providing a communication link between the Pastor and the Church Members, using constructive and caring communication in an atmosphere of trust. Confidentiality must be maintained within the Committee, except when subjects must be presented to the Church Membership.
- iii. This Committee helps the Church and the Pastor deal with conflict. The sensitive nature of this Committee's work must always be considered.
- iv. It assists a new Pastor in start-up procedures.
- v. It assists in termination procedures for the Pastor, should that become necessary.

4. HUMAN RESOURCES COMMITTEE

b. PURPOSE

To approve job descriptions of the administrative assistant, sexton, and organist/choir director; conduct performance evaluations of staff and pastor at least annually; set the annual compensation recommendation for staff; and negotiate the annual compensation package for the Pastor, taking into account the New Hampshire Conference, UCC, compensation guidelines. This committee recommends staff hiring and firing decisions to the Church Council.

c. MEMBERSHIP

This committee consists of the Moderator, the Treasurer, the Chair of Trustees, and Chair of Deacons. The Pastor is an ex-officio member of this Committee for all decisions not related to the Pastor. The committee will select its own chair.

C. SPECIAL COMMITTEES

1. INTRODUCTION

- a. The Church Membership or Church Council may appoint special Committees to address specific issues.

- b. Such Committees report to the Church Council unless otherwise voted by this Church. They submit written reports of their activities for the *Annual Report*.
- c. They are disbanded when their purposes have been satisfied.

2. PASTORAL SEARCH COMMITTEE

a. PURPOSE

Whenever a pastoral vacancy occurs, a Pastoral Search Committee is formed to prepare the church profile, screen potential candidates, and recommend a candidate for vote by the Membership. Once a candidate is called, the Pastoral Search Committee assists with the new Pastor's installation and assimilation into the Church and community.

b. MEMBERS

- i. A minimum of seven (7) Church Members will serve on this committee. The number of committee members must be odd.
- ii. The Moderator solicits the Congregation for nominations (including self-nominations). The final slate of committee nominees is selected and approved by the Church Council and elected by the Church Members at a duly called meeting.
- iii. The Pastoral Search Committee selects its own Chair.

c. RESPONSIBILITIES

- i. This Committee follows the guidelines for this process set by the U.C.C. and the New Hampshire Conference, U.C.C.
- ii. The Pastor will be called to the Church upon the recommendation of the Pastoral Search Committee and a two-thirds affirmative vote of the Church Members present and voting at a duly called meeting of the Church members.
- iii. Installation of the Pastor will be performed by the Merrimack Association at a time agreed upon by the Association, the Church and the Pastor.

3. AD HOC COMMITTEES

Ad Hoc Committees are created as needed, e.g.. Fundraising Committee, Bylaw Revision Committee, Long-Range Planning Committee, Interim Pastor Search Committee, etc.

ARTICLE VII – ORGANIZATIONS

The growth and development of other organizations which further the purpose of this Church are encouraged. Such organizations, consisting principally of Church Members, are regarded as integral parts of this Church and are under its general oversight, through its Pastor and the Church Council. They may have a representative in the Church Council.

ARTICLE VIII- DELEGATES

The church is entitled to official representation in the Merrimack Association and New Hampshire Conference of the UCC. The number of Delegates is determined by the bylaws of the Association and Conference, which include a preference for Youth Delegates. Delegates are to be Full Members of the Church. Delegates are elected at the Annual Meeting of this Church, and to serve for a one-year term. They make reports to the Church Membership. Reasonable expenses for these Delegates should be paid by this Church.

ARTICLE IX – GATHERINGS OF THE CONGREGATION

A. FOR WORSHIP

Public services of worship are held each Sunday and at other times as the Church Membership or the Board of Deacons may determine. The Lord's Supper may be celebrated on the first Sunday of the month and/or at other times as decided by the Church Membership or the Board of Deacons. Services of baptism will be arranged with the Pastor and the Board of Deacons.

B. FOR BUSINESS OF THE CHURCH MEMBERSHIP

1. PROCEDURES

- a. All business meetings are open to all Members of this Church.
- b. At all business meetings, fifteen percent of the Membership (as reported to the Merrimack Association annually) constitutes a quorum.
- c. Nominations from the floor will be accepted for all elected positions.
- d. Voting is by voice, a show of hands, or a written ballot when requested at the meeting by five Members or at the discretion of the Moderator. Written ballots are kept for seven years for reference.
- e. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern this Church in all cases to which they are applicable in which they are not inconsistent with the bylaws or special rules of this Church.

2. ANNUAL MEETING

- a. The fiscal year of this Church is from January 1 through December 31

- b. The Annual Meeting is held on the last Sunday of January, time and place to be set by the church council and announced with the call.
- c. The meeting shall be called by the Clerk by reading such notice at the three consecutive Sunday worship services prior to the meeting and by any other appropriate means of notification.
- d. Copies of the proposed budget, the Annual Report of boards and committees, and the report of the nominating committee shall be available to church members at the time of the second call for the annual meeting. The Treasurer's Report is made available one (1) week prior to the annual meeting.
- e. The proposed Church budget is reviewed and voted on, and the nominations for elected positions are presented for vote, with terms starting February 1. Other business may be transacted as specified in the call of the meeting or at the discretion of the Moderator.

3. SPECIAL MEETINGS

- a. Special meetings are called by the Clerk, at the written request of the Church Council, Pastor, any Board, or by any ten (10) Full Members, the purpose of the meeting being clearly stated in the request and call.
- b. The call for such meetings is read at the Sunday service three (3) weeks prior to the scheduled meeting. The call should also appear in as many other forms of communication as possible, such as an all-church email, the *Caller*, etc.

ARTICLE X – POLICY AND PROCEDURE MANUAL

The Church Council maintains a manual for the policies and procedures of Officers, Boards, Committees, and Church Organizations, or functions. They will submit detailed information for the manual, including any procedures and membership specifications not stated in the bylaws of this Church. Any changes in the information should be provided as they occur.

ARTICLE XI – SUCCESSOR RIGHTS

- A. In the event this Church ceases to exist because the Church changes from United Church of Christ to another denomination or merges with another Church, then all real estate and assets will continue to exist under the new corporation designation.
- B. In the event this Church ceases to exist because the Church becomes so depleted in membership and/or assets that it cannot function as an active Church in the conducting of regular worship and

related activities, then the real estate shall be sold and all assets will be disbursed as the remaining Members agree, for the continued support of Christ's work in this community.

- C. The remaining Active Members present at any dissolution of the Church will preserve any existing memorial gifts and Trusts and have them administered as nearly as possible according to the intent of the donors and for the continued support of Christ's work in this community.
- D. Any decision to dissolve the Church can only be made at an Annual or Special Meeting of the Active Members. A vote to dissolve the Church requires a two-thirds (2/3) majority vote of all Active Members voting at this meeting. Because a vote to dissolve is a one-time event of such great consequence, the Church will make every effort to allow all Active Members to vote, including those who are away, or unable to attend due to disability, etc., using such methods as telephone or online connections to the meeting, or proxy votes. The options for voting will be included in the call for the meeting, and a current list of Active Members will be made widely available to the Congregation in advance of the meeting.

ARTICLE XII – AMENDMENTS

Amendments to the Bylaws of this Church may be proposed by the Church Council, Boards, Committees, or ten (10) Church Members. The written text shall be submitted to the Church Council, which will request the Clerk to call a Church Members meeting for vote on the proposal(s). This call shall be read at three (3) consecutive Sunday worship services prior to the meeting. The written text must be made available to the Church Members at the time of the second call to this meeting. To be adopted, the proposed amendment(s) must receive a two-thirds (2/3) affirmative vote of Church Members present and voting.

Bylaws Revision Committee 2019:

Mark Clark, Deb McNeish, Doug Moe, Jude Shea, Ceil Andrews, Toni Brown, Oscar Johnson, Ann Welch