



PROPOSED AMENDED AND RESTATED

Constitution and Bylaws

OF

FIRST CHURCH OF CHRIST

IN

MANSFIELD, CONNECTICUT

(Congregational)

United Church of Christ

Adopted:
January 7th, 2018
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CONSTITUTION

ARTICLE I – NAME AND LOCATION

The name of this church is The First Church of Christ in Mansfield, Connecticut, (Congregational), United Church of Christ, formerly known as the First Congregational Church in Mansfield Center.

The Church shall continuously maintain within the state of Connecticut a registered office located at 549 Storrs Road, Mansfield Center, Connecticut, or at such other place as may be designated by the members of the Church.

ARTICLE II - PURPOSE

The mission of this church is to proclaim Jesus Christ and his Gospel to all humanity; to build Christian fellowship in the community through worship, religious education and Christian service; and to labor for the progress of knowledge, the promotion of justice, the reign of peace and the realization of the human community in cooperation with all Christian churches and other communities of faith.

ARTICLE III - FAITH AND COVENANT

This church recognizes the Bible as the basis of faith and practice, and holds that we are called to live in accordance with the teachings of Jesus Christ.

Section 1. Statement of Faith: The following statement of faith is an expression of the spirit in which the church interprets the word of God:

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 to 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.

Section 2. Covenant: The covenant which binds this people together as a local church and to which all its members shall subscribe, is as follows:

We covenant with each other and with God to seek to know the will of God as taught in the Holy Scriptures, and to strive to walk in the ways of the Lord, made known or to be made known to us; to study and to teach the faith of the church; to take part in the business of the church; to support the work of the church here and throughout the world with our labor and our gifts according to our means.

We recognize this church as one congregation of the whole Christian Church, and acknowledge that the covenant, which binds us together as a local church, unites us in worship and work with Christians everywhere.

ARTICLE IV – MEMBERSHIP

Section 1. Qualifications. This church will welcome into its membership any baptized person who loves the Lord Jesus Christ and who proposes to live according to God's laws of love. Membership in this church is accorded to all persons who have confessed their Christian faith; and have in the presence of the church membership assented to the faith and covenant of this church. Membership is not required to attend worship services, or to participate in fellowship, discernment or service opportunities. The Church welcomes all people who, in good faith, are seeking to deepen their spiritual understanding and nurture the common community of faith.

Section 2. Membership, Privileges and Responsibilities:

- a) Active members regularly attend worship or, if unable to do so, maintain frequent contact with the pastoral staff and fellowship connections with other members. Active members participate in activities of the church, for example: Faith formation programs, membership on boards or committees, financial support, participation in congregational decision-making, service-learning mission programs and fellowship events. All active members are entitled to pastoral care, and participation in the sacraments and the worship services, and to vote at congregational meetings.
- b) Inactive Members are people who were, at one time, active members, and who wish to maintain a connection with the Church, but due to relocation or other life circumstances, are no longer able to be active. Inactive members may request pastoral care, and continue to show intent to serve as a Christian in non-church settings. Inactive members may not vote or serve as officers of the church.
- c) An associate member is a person who is a member in good standing of any Christian church who also desires to affiliate with the ministry of this church. An associate member shall have the same rights and responsibilities as a member, however associate members may not vote or serve as officers of the church.

Section 3. Censure, Suspension and Termination by exclusion: Unlawful or unsafe conduct by a church member will not be tolerated. Members are expected to act in accordance with safe church policies and to interact in good faith as outlined in the Behavioral Covenant. No acts of intimidation or harassment of church members or participants will be tolerated. If a member disregards the safe church policies or provisions of the Behavioral Covenant, the member may be censured or suspended from membership, but only after faithful efforts have been made to secure the member's commitment to alter her or his conduct, due notice has been given to the member, and a hearing before a three-person committee appointed by the Governing Board has been offered to the member. If a member continues to disregard the safe church policies or provisions of the Behavioral Covenant after censure or suspension, or if her or his conduct constitutes a direct threat to the safety of others, his or her membership may be terminated upon a vote of the Governing Board.

Section 4. Reinstatement: Any person, whose membership has been terminated for any reason, may be restored to membership upon recommendation of the Ministry of Spiritual Life Leadership Team and the Governing Board.

ARTICLE V – GOVERNMENT

We hold the authority of the local church and its independence of all ecclesiastical control. We cherish the fellowship of the churches, united in district, state and national bodies, for counsel and cooperation in matters of common concern.

While affirming the liberty of our churches, and the validity of our ministry, we hold to the unity and universality of Christ's church. We will unite with all its branches in hearty cooperation, and will earnestly strive to live so that the prayer of our Lord for his disciples may be answered, that all may be one. The government of this church is, therefore, vested collectively in its members, who, in accordance with procedures specified in Church By-Laws, elect the officers, governing board, and ministry leaders to direct, administer and sustain the Church in its mission and operations.

This church has joined the United Church of Christ as a Congregational church without break in its historical tradition and without change in its government, and maintains its standing as a local church of the United Church of Christ.

Governance and administration of FCC is vested in designated officers, board members and ministry team leaders as follows:

Section 1. Officers: The officers of the Church shall be the Moderator, the Treasurer, and the Clerk. The officers shall be members of the Church, and shall be elected at a congregational meeting called and conducted in accordance with requirements established in Article VII and the Church By-Laws. Officers shall serve for a term of three (3) years or until a successor is elected. The pastoral staff, upon becoming members of the Church, shall be officers in accordance with their contracts or letters of call. All officers shall take office immediately following the congregational meeting at which they are elected.

Section 2. Governing Board: The Governing Board shall be comprised of no fewer than seven (7) and no more than eleven (11) members of the Church. who shall be elected at a congregational meeting called in accordance with Article VII. All officers of the Church shall be *ex officio* members of the Board, without vote, except for the secretary, who shall be a voting member of the board. Board members who are directly elected shall serve a term of three years, such terms being staggered such that approximately one-third of the board members' terms shall expire each year. The Board shall elect a chairperson and a board secretary from amongst its elected members. The Governing Board shall have fiduciary responsibility for the overall wellbeing of the Church and it's ministry, for monitoring the status and performance of congregational and pastoral leadership, and shall develop priorities and strategic plans to enable the Church to anticipate and meet future needs. The Governing Board shall act collectively, and shall regularly consult with ministry team leaders. The Governing Board may develop policies, appoint committees and take other necessary and appropriate actions to guide and safeguard the ministry of the Church.

Section 3. Ministry Leadership Teams: The work of advancing the mission and sustaining the life of the Church shall be organized into three discrete areas of ministry: Spiritual Life, Caring, and the Administration (known as AdMinistry). There shall be a Ministry Leadership Team for each ministry area, comprised of members of the Church who shall be elected at a congregational meeting. A member of the pastoral staff shall also be a member of each Ministry Leadership Team. Each Ministry Leadership Team shall have authority and responsibility for planning and implementing efforts to sustain and advance the operations of the Church in their designated area of ministry, and may develop budget requests, conduct informational meetings, sponsor programs and presentations, create subcommittees and recruit other members to assist

its efforts. The number of Ministry Leadership Team Members, their terms of office and the specific areas of their responsibility shall be established in the By-Laws, which may be amended from time to time at a duly called congregational meeting. In discharging their responsibilities, ministry leadership teams shall regularly consult with the Governing Board.

ARTICLE VI – WORSHIP SERVICES AND SACRAMENTS

- a) **Worship:** Services of Worship shall be held at a consistent hour each Sunday or on such other day as may be designated by the members by vote taken at a duly held congregational meeting. Scheduled worship services may be canceled or temporarily rescheduled pursuant to a decision made jointly by pastoral staff and the Ministry of Spiritual Life Leadership Team, or when suspended by vote of the Church. Notice of cancelled, rescheduled or suspended worship services shall be disseminated to members through timely, effective means of communication.
- b) **The Sacraments:** The Sacraments celebrated in this church shall be Baptism and the Lord's Supper. The Sacrament of the Lord's Supper shall be administered at the worship service conducted on the first Sunday of each month and/or at such other times as the Pastoral Staff or Ministry of Spiritual Life Leadership Team shall recommend.
- c) **Other Services:** Other services of worship, weddings and funerals, and meetings for inspiration, prayer and study may be held as determined by the pastoral staff or Ministry of Spiritual Life Leadership Team.

ARTICLE VII – CONGREGATIONAL MEETINGS

Section 1. Congregational Meetings: Congregational Meetings may be attended by members of the Church, including affiliate members, and shall be called and conducted in accordance with requirements established in the by-laws of the Church. The Moderator shall prepare an agenda for all congregational meetings after consulting with the pastoral staff, the board and ministry leadership teams. In the case of meetings requested by Church members, the Moderator shall also consult with those members in preparing the agenda. The Moderator shall preside over congregational meetings. In the event that the Moderator is unable to attend a congregational meeting, the Moderator shall designate an officer or board member to preside at that meeting.

Section 2. Two regularly scheduled congregational meetings shall be called each calendar year on dates to be determined by the Governing Board and the Moderator. The Clerk shall ensure that the date and time of the each regularly scheduled congregational meeting, and the proposed agenda are announced during the two worship services that precede the scheduled date of the meeting, and that notice of the meeting and its agenda are otherwise posted or disseminated at least fourteen days prior to that scheduled date.

Section 3. Periodic Meetings: Periodic congregational meetings may be scheduled from time to time at the request of the Governing Board, the Pastors or by the Clerk on written request from seven Church members. The Moderator shall be consulted prior to the scheduling of such meetings, and the Clerk shall ensure that the date and time of any such meeting and the proposed agenda are announced during the two worship services that precede the scheduled date of the meeting, and that notice of the meeting and its agenda are otherwise posted or disseminated at least fourteen days prior to that scheduled date.

Section 5. Quorum: At congregational meetings, the presence of fifteen per cent (15%) of all active members shall constitute a quorum. There shall be no voting by proxy. Each active member is entitled to cast one vote on any matter that is moved for vote. Resolutions, motions and other actions requiring a vote shall be deemed to have passed if a simple majority of those members present and voting have voted in the affirmative.

ARTICLE VIII - AMENDMENTS

The Constitution may be amended by two-thirds of those present and voting at a congregational meeting, provided that a quorum is present, that notice of the proposed amendment has been given in the call of the meeting, and that the meeting has been called and notice of the proposed amendment has been disseminated at least fourteen days prior to the scheduled date of the meeting.

BYLAWS

ARTICLE I - MEMBERSHIP

- a) Resignation and Transfer. Members may resign from membership at any time by giving written notice. Members who are relocating or otherwise seeking membership in another church may request a letter of transfer or certificate attesting to Baptism or membership in order to facilitate their entry into a different congregation.
- b) Out-of-Contact List. Members whose addresses have long been unknown, or who, for a period of two years, and after kindly reminders, have not communicated with the church or contributed to its support may, upon recommendation of the Ministry of Spiritual Life Leadership Team, and vote of the Governing Board, be transferred to the Out-of-Contact List and so notified, if possible. If, after the expiration of a year, the relationship remains unchanged, their names may be dropped from the roll by further vote of the Governing Board, and they shall be so notified, if possible.
- c) The Clerk shall maintain a current list of members entitled to vote and exercise other privileges of membership.

ARTICLE II – DUTIES AND COMPOSITION OF BOARD - TERMS AND QUALIFICATIONS OF THE BOARD MEMBERS

Section 1. All corporate powers recognized in law shall be exercised by or under the authority of the Governing Board (hereinafter referred to as the Board). In performing its duties, the Board shall sustain a primary focus on the mission, role and future needs of the Church, and shall pursue such strategic planning, monitoring and financial oversight activities as are necessary to discharge its fiduciary responsibilities and promote the well-being of the Church. The Board shall regularly consult with the leaders of ministry teams, and may initiate surveys, contract with consultants and providers of other services to facilitate its work, host informational meetings, develop or approve policies to facilitate Church operations, and recommend annual budgets and other resolutions for consideration by the membership. The Board shall evaluate congregational and pastoral leadership, approve plans for staff and leadership development, and shall develop, or authorize the development of a strategic planning process. In response to urgent, unforeseen events, the Board may authorize contracts, expenditures or investments not to exceed three thousand dollars (\$3000) for items not in the approved annual budget. It shall have no power to buy, sell, mortgage, lease or transfer real property, or personal property valued in excess of three thousand dollars (\$3000), or to borrow money, unless such transaction has been approved as part of an annual budget, or specific authority has been given by vote of the members at a congregational meeting. It shall have the power to receive gifts and bequests, and to authorize transactions necessary to ensure that funds from gifts and bequests are applied in accordance with the wishes of the grantors and the needs of the Church. It shall have the power to appoint such assistants to officers and such committees as it may deem advisable, and upon the recommendation of an appropriately composed nominating committee, it shall have the power to fill vacancies in any office, committee or board until the next regularly scheduled congregational meeting. It shall have the power to recommend to the church membership for their approval the recommendations of any search committee for any pastoral staff.

Section 2. Number of Board Members: The number of voting Board members constituting the entire Governing Board shall be not fewer than seven (7) nor greater than eleven (11).

Section 3. Election and Term of Board Members: At a regularly scheduled congregational meeting, or at a periodic congregational meeting called in accordance with Section VII of the Constitution, the members shall elect or re-elect board members, each board member to hold office for a term of three (3) years, or until a successor has been elected and qualified. At the first such meeting to be scheduled following adoption of these by-laws, two-thirds of the members of the board will be elected to serve for two (2) year terms, and one-third for three (3) year terms. At the regularly scheduled congregational meeting to be held twenty-four months after the initial election of board members, one-half of the board seats then slated to become vacant shall be filled by members elected to serve for two year terms, and one-half of said seats shall be filled by members elected to serve for three year terms. Thereafter, at regularly scheduled congregational meetings, the members shall elect or re-elect board member to replace those whose terms are expiring, each board member to serve a term of three years and until his or her successor is elected. The terms of *Ex Officio* board members shall run concurrently with the terms of the office to which they have been elected or appointed. Church officers may not serve simultaneously as *Ex Officio* board members and elected board members.

No board member shall serve more than two consecutive full three-year terms, unless he or she has had an intervening year in which he or she was not a board member. A member may be elected as both a member of the Governing Board and as a member of one of the Ministry Leadership Teams.

Section 4. Removal of Governing Board Members: Any one or more of the board members may be removed with or without cause at any time by action of the Governing Board. A board member may be removed only at a meeting called for that purpose, and the meeting notice must state that the purpose, or one of the purposes, of the meeting is the removal of the board member.

Section 5. Resignation: Any board member may resign at any time by delivering written notice to the Governing Board, its chair, or the Clerk. Such resignation shall take effect when such notice is so delivered unless the notice specifies a later effective date.

Section 6. Newly Created Governing Board Seats and Vacancies: Newly created board seats resulting from an increase in the number of board members, and vacancies occurring in the Governing Board for any reason, shall be filled by the board based on recommendations from an appropriately constituted nominating committee. Such vacancy shall be filled until the next regularly scheduled congregational meeting at which Governing Board members are elected or, in the case of a vacancy in an established board seat, for the unexpired portion of the term associated with the vacant seat.

Section 7 – Compensation and Conflicts of Interest:

- a) No board member shall receive compensation for services rendered to the Church, but board members shall be entitled to reimbursement for reasonable and necessary expenses actually incurred in connection with the performance of their duties in the manner and to the extent that the board shall determine.
- b) The Board shall adopt a conflict of interest policy to assure that any potential conflict of interest between a board member or members of a board member's family and the business of the Church is identified, and that board members do not participate in discussions or decisions where such conflict may exist.

ARTICLE III - MEETINGS OF THE GOVERNING BOARD - NOTICE

Section 1. Chairperson of the Governing Board: The Chairperson of the Governing Board develops agendas for Board meetings, convenes Board meetings, ensures the presence of a quorum and that minutes will be recorded, maintains proper order during meetings, ensures that Ministry Leadership Teams are appropriately consulted, ensures that Board decisions are communicated, and that the Board operates collectively, as a team, to stay focused on its primary tasks. When authorized to do so by the Board, the

Board Chairperson may work with ministerial staff and/or the Moderator to communicate policy decisions to the larger community.

Section 2. An annual meeting of the Governing Board shall be held each year at such time and place as shall be fixed by the board, for the purposes of adopting a report to the members of the Church on the status of the Church and its ministry, and for the transaction of such other business as may properly come before the meeting. Regular meetings of the board shall be held at such times as may be fixed by the board. Special meetings of the board may be called at any time by the chair of the board or a majority of the board members.

Annual, regular and special meetings of the board may be held at any place in or out of the state of Connecticut. Recurring, regular meetings of the board may be held without specific notice of the date, time, place or purpose of the meeting, provided a calendar of such meetings is established; otherwise, regular meetings of the board shall require five days advance written notice given in person, by mail or other method of delivery, or by telephone, voicemail or other electronic means. Unless stated in a written notice provided at least two business days prior to a meeting of the Board, no vote shall be taken on a recommendation to remove a board member, or to censure, suspend or terminate a Church member, initiate disciplinary action with respect to a staff member, or to consider a resolution recommending adoption, amendment or repeal of these bylaws or the Constitution. Notice of any special meeting of the board called to respond to an urgent need shall include the date, time and place of the meeting and shall be given in person, by mail or other method of delivery, or by telephone, voicemail or other electronic means not less than two (2) days before the date of the meeting and shall state the purpose or purposes for which the meeting is called.

A board member may waive any required notice in writing and such waiver shall be made a part of the record of the meeting that is the subject of the notice. A board member's attendance at or participation in a meeting waives any required notice to him or her of the meeting unless at the beginning of such meeting, or promptly upon his or her arrival, such board member objects to holding the meeting or transacting business at the meeting, and does not thereafter vote for or assent to action taken at the meeting.

Section 3. Meetings by Teleconference. Any one or more members of the Governing Board may participate in any meeting of the board by, or conduct the meeting through the use of, any means of conference telephone or similar telecommunications or video conferencing equipment through which all board members participating in the meeting may simultaneously hear each other during the meeting. A board member participating in a meeting by such means is deemed to be present in person at the meeting

Section 4. Action without a Meeting: Any action required or permitted to be taken at any meeting of the Governing Board may be taken without a meeting if the action is taken by all members of the board. Such action shall be evidenced by one or more written consents describing the action taken, shall be signed by each board member and shall be included in the minutes or filed with the Church records reflecting the action taken.

Section 5. At meetings of the Governing Board, the presence of at least 50% of board members entitled to vote plus one shall constitute a quorum. Any vote to censure, suspend or recommend termination of a Church member, to remove a board member, or to take disciplinary action with respect to a staff member shall require a special quorum of three-quarters of board members eligible to vote. Board members may attend board meetings by teleconference.

Section 6. Minutes: The Governing Board shall elect a board member to act as secretary. The secretary may take minutes at board meetings or may otherwise arrange for the recording of minutes of each of its meetings. Upon adoption by the Governing Board, such minutes shall be retained as permanent records of the Church.

Section 7. Committees: The Governing Board may create one or more committee(s) and appoint one or more board member(s) to serve on such committee(s). The creation of a committee and the appointment of board members to a committee shall be approved by a majority of all the board members in office when the action is taken. To the extent specified by the Board, any committee may exercise the power of the Board, provided all the voting members of such committee are board members. Otherwise, all committees shall be advisory only.

ARTICLE IV - CHECKS, NOTES AND CONTRACTS

The Governing Board shall adopt a policy specifying who, in the absence of the Treasurer, shall be authorized to sign checks, drafts, or other orders for payment of money. The Board shall also adopt a policy identifying who shall be authorized to sign acceptances, notes, or other evidences of indebtedness; to enter into contracts; or to execute and deliver other documents and instruments. Such policy shall be in accord with the provisions of the Constitution of the Church and shall comport with generally accepted accounting and business practices for not-for-profit corporations.

ARTICLE V – MINISTRY LEADERSHIP TEAMS

Each discrete area of ministry shall be led by a three-person Ministry Leadership Team. Ministry Team Leaders shall be members of the church, and shall be elected, on a rotating basis, for three year terms. A member of the pastoral staff shall also be a member of each Ministry Leadership Team. Decisions taken by a ministry leadership team that may impact Church operations shall be recorded and communicated to other ministry leadership teams and to the board. The Moderator shall be an *ex officio* member of each Ministry Leadership Team. The areas of discrete ministry are further identified as follows:

Section 1. Ministry of Caring: Our congregation is known in the community for being active and involved in reaching out to meet human need and in being agents of social change to address the challenges of our times. The Ministry of Caring guides and supports the church in adhering to our covenant to “strive to walk in the ways of the Lord, made known, or to be made known to us,” and “to support the work of the Church here and throughout the world with our labor and our gifts according to our means.” This Ministry is further charged to do its work in accordance with our behavioral covenant, with special attention to our commitment to Just Peace, Open and Affirming, and Green Congregation practices.

Section 2. Ministry of Spiritual Life: The Ministry of Spiritual Life has primary responsibility to guide and support the church in adhering to our covenant “to know the will of God as taught in the Holy Scriptures,” and “to study and to teach the faith of the Church.” This Ministry is charged with providing opportunities for, encouraging participation in, and evaluating vitality of worship, prayer, and spiritual development that are consistent with our understanding of God as creative, redemptive, compassionate, and still speaking. This Ministry is further charged to do its work in accordance with our behavioral covenant, with special attention to our commitment to Just Peace, Open and Affirming, and Green Congregation practices, encouraging all members to deepen their understanding of the Bible, to wrestle with the responsibility of interpreting how the scriptures apply to our daily lives, and to support each other on the life-long journey of growing in faith and commitment

Section 3. AdMinistry: The AdMinistry guides and supports the church in adhering to our covenant “to take part in the business of the Church.” This Ministry is charged with providing opportunities for, encouraging participation in, and evaluating work in the area of finances, facilities, and the purchase of services and materiel, and advising and supporting the Ministry of Caring and Ministry of Spiritual Life in business-related manners. AdMinistry also oversees compliance with local, state, and national laws and regulations, including those relating to health, safety and human resources, doing so in a manner that is consistent with the Church’s identity as a faith community. The AdMinistry is further charged to do its work

in accordance with our behavioral covenant, with special attention to our commitment to Just Peace, Open and Affirming, and Green Congregation practices.

ARTICLE VI – OFFICERS

All officers currently serving at the time these by-laws are adopted shall continue to serve until such time as their previously established terms have expired and replacements have been elected.

Section 1. Moderator: The chief responsibilities of the moderator are to prepare for and to preside at congregational meetings, communicate decisions of the meeting, and follow up on their implementation. As necessary to convey the decisions of the Congregational meetings, the Moderator may speak for the church to the wider church and the wider community. The Moderator shall: 1) work with the pastor(s) and church leaders to prepare the agenda for all Congregational meetings; 2) ensure adequate opportunities exist for dissemination of information and discussion prior to congregational meetings; 3) follow up after each congregational meeting with the appropriate individuals to ensure that decisions made are executed properly; 4) be in touch with as many members as possible to know the spirit and mood of the congregation, and 5) communicate decisions to the membership and to the wider church. In fulfilling these duties, the Moderator shall act as a neutral party and facilitator at congregational meetings, conducting such meetings in an orderly, fair, and impartial manner, using such rules and procedures as are adopted by the Congregation to ensure that the body clearly understands the questions before it, that minority views are given respectful hearing, that the will of the majority, as guided by the Holy Spirit, is discovered, and the church's behavioral covenant is observed. The Moderator may recognize and take necessary corrective measures when congregational business meetings are diverging from the agenda, becoming repetitive, or are otherwise not encouraging good decision-making. The Moderator shall clarify responsibilities for implementing resolutions or motions that are placed before the members at a congregational meeting prior to taking a vote, and shall communicate decisions that are made at congregational meetings to the membership and to persons or groups responsible for implementing those decisions, and, where appropriate, to the wider community. The Moderator shall be an *ex officio* member, without vote, of the Governing Board, the Ministry Leadership Teams, and of all committees and working groups that may be established from time-to-time, except the nominating committee and pastoral relations committees.

Section 2. Clerk: The Clerk will be responsible for taking minutes at all congregational meetings and ensuring that they are published to the church membership. The Clerk shall sign credentials of delegates chosen, and shall prepare and send notices of dismissals and copies of baptismal and other records requested by members or former members. The Clerk shall record in the register of the church the names of all members, entering the dates and manner of admission or removal, and shall also keep record of all baptisms and weddings. The Clerk shall make an annual report. The Clerk shall prepare notices of special and annual meetings for posting. The Clerk shall be an *ex officio* member of the Governing Board

Section 3. Treasurer: The Treasurer shall be responsible for maintaining and reconciling the accounts of the Church, maintaining financial records in a proper and business-like manner, approving the payment of bills and reimbursement requests, overseeing payroll operations, fulfilling tax reporting requirements, tracking and reporting of expenses relative to budget projections, tracking the status of restricted funds, preparing an annual report on the fiscal status of the Church, cooperating with the Governing Board and the AdMinistry in developing budget projections and proposals, cooperating in annual internal audits and periodic external audits. The Treasurer shall be an *Ex Officio* member of the Governing Board.

ARTICLE VII – COLLECTOR

The Collector shall be appointed upon joint recommendation of the AdMinistry Leadership Team and the Treasurer, subject to confirmation by the members at a congregational meeting. The Collector counts and records the collections received on Sunday immediately following worship and secures the collections until they are deposited in the bank. With assistance from the Church Administrator, the Collector records all monetary donations, prepares bank deposits, and forwards the recorded data and deposit information to the Treasurer. The Collector ensures timely deposits to bank and maintenance of accurate documentation of the deposits. The Collector mails out periodic reports of pledge giving.

ARTICLE VIII. BOOKS AND RECORDS

The Church shall keep at its office correct and complete books and records of the accounts, activities and transactions of the Church, the minutes of the proceedings of the members, the Governing Board and any formally established committee, and a current list of the members, board members and officers and their addresses. Any of the books, minutes and records of the Church may be in written form or in any other form capable of being converted into written form within a reasonable time.

ARTICLE IX - EXPENDITURE OF FUNDS

Section 1. Budgeted Funds: All boards, committees and organizations requiring budgeted church funds must submit a budget request for the coming year to the AdMinistry and any finance committee that may be established by the Governing Board to be presented to the membership for approval at the annual meeting.

These boards, committees and organizations must secure approval of the Governing Board for expenditures in excess of their approved annual budgets, but may make intra-budgetary transfer at their discretion.

Section 2. Unbudgeted Funds: All unbudgeted funds earned from special money raising activities, projects and events will be placed in the overall church budget, in support of the total ministry of the church, unless otherwise voted by the Governing Board or the church membership.

ARTICLE X - FISCAL YEAR

The fiscal year shall be from January 1 through December 31.

ARTICLE XI - RULES OF ORDER

Robert's Rules of Order shall be the authority governing all matters of procedure not specifically covered by this Constitution and these by-laws.

ARTICLE XII - AMENDMENTS

Amendments to these by-laws may be made at any duly called church meeting by a two-thirds affirmative vote of the members present, provided notice of proposed amendment has been given in the call of the meeting and a quorum is present.

On Page 5 of the Proposed Amended and Restated Constitution and By-Laws dated May, 2017, substitute the following under ARTICLE VIII

ARTICLE VIII - Amendments

The Constitution may be amended by two-thirds of those present and voting at a congregational meeting, provided that a quorum is present, that notice of the proposed amendment has been given in the call of the meeting, and that the meeting has been called and notice of the proposed amendment has been disseminated at least fourteen days prior to the scheduled date of the meeting.