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The Rehoboth Congregational Church, U.C.C.

|

**BY-LAWS
Amended- 2013**

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Article I- Officers and Committees

A) The Church Cabinet

- 1) The Cabinet will meet for the purpose of receiving reports and reviewing the work of all officers, committees and organizations of the Church. The Moderator will be its chairperson.
- 2) The Cabinet will consist of the Officers of the Church, the President/Chairperson or two representatives of each committee and organization of the church, and the Delegates. The Officers of this Church will be a Minister, twelve Deacons, twelve Trustees, a Clerk, a Treasurer, an Assistant Treasurer, a Financial Secretary, an Assistant Financial Secretary, and a Committee of Auditors (Article V- Constitution).
- 3) It will be an advisory body, endeavoring to promote the general efficiency of the Church, its officers and its various organizations. It will review their budgets of expense, counsel, co-ordinate their activities, and make recommendations to the policy or administration. It should not be deemed to replace committees or their work.
- 4) It will set the day each year for the Annual Meeting and prepare an agenda in consultation with the Minister.
- 5) The Cabinet will meet at least four times per year. Special meetings may be called by the Moderator, Minister, and the Clerk or by any Board or Committee. Records of all cabinet meetings will be entered in the Clerk's record book.
- 6) The Agenda will consist of:
 - a) Items carried over from the previous meeting.
 - b) Items presented by the Minister.
 - c) Items presented by any Board or Committee.

B) Minister

- 1) The Minister will hold office without limitation of time. The Minister may be installed by Council when the Minister and the Church so desires.
- 2) It will be the Minister's duty to preach the Word, to care for the stated services of public worship, to administer the Sacraments, to promote and administer the spiritual welfare of the Church and those whom it serves, and to supervise the paid staff and contractual services. The Minister will be ex-officio member of all boards and committees, and will prepare goals and programs for the Church to carry out its stated missions.
- 3) When the minister has not been installed, the relationship between the Church and the Minister may be dissolved either by the Church or by the Minister by a written notice of such intention not less than two months in advance. After the Minister has been installed, this relationship may be dissolved in the manner prescribed by the Old Colony Association, United Church of Christ.
- 4) The Minister will be responsible for the general supervision of the following salaried staff: the Church School Director, Youth Group Director, Music Director, Church Secretary and Sexton. All routine disciplinary actions will be the sole responsibility of the Minister.
- 5) The Minister will be responsible for conducting an annual evaluation of all salaried personnel as described under paragraph E of the By-Laws (Personnel Board).

C) Deacons

1) Term

The Deacons will be elected for a term of three years, but will be ineligible for re-election after a service of two terms until the lapse of one year. For exceptional reasons, a Deacon may be re-elected for an additional term without a lapse of one year, by a two-thirds vote of the voting membership at the Annual Meeting. No more than one Deacon may serve under this condition at any one time.

2) **Duties**

a) **Membership**

It will be their duty to recommend measures of discipline, to review annually the membership rolls in accordance with Article IV, Section E, Subsection 2 of the Constitution and to keep in touch with absent members.

b) **Services and Sacraments**

They will see that the services and sacraments of the Church are observed with regularity and reverence, and assist in the preparation and administration of the sacraments.

c) **Pulpit Supply**

In temporary absence of the Minister and in an interim Ministerial situation the Deacons will see that the pulpit is supplied. They will appoint the head usher and greeters.

d) **Spiritual Interest**

They will watch over the spiritual interest of the Church, and see that the denominational and interdenominational fellowship obligations of the Church are fulfilled.

e) **Care of the Sick and Unfortunate**

They will assist the Minister in caring for the unfortunate, the sick, the sorrowing and the stranger, in conserving a faithful membership, in developing a vital fellowship, in promoting public and family worship, and in providing opportunities and help for the deepening of the spiritual life of the Church.

f) **Deacon's Discretionary Fund**

The Deacons will, together with the Minister, administer the Deacons Discretionary Fund and maintain it. This fund will be maintained to a maximum of two thousand (\$2,000.00) dollars.

g) They will annually present a report summarizing their work.

3) **Responsibilities:**

a) Deacons are responsible for the following committees:

- i. Lay Shepherds
- ii. Mission Committee
- iii. Flower Committee
- iv. Music Committee
 1. Choir
 2. Soloist
 3. Music Director
 4. Organist
- v. Christian Education Committee (hereafter referred to as CEC)
- vi. Church School Director
- vii. Youth Fellowship Director
- viii. Young Adult Advisor
- ix. Cradle Roll
- x. Adult Education
- xi. Adult Education Advisor

4) **Vision Statement**

Every five years the Deacons, together with the Minister, will oversee the process for congregational input and the development of a vision statement, which will be presented to the congregation for approval.

D) Trustees

1) Term

The Trustees will be elected for a term of three years, but will be ineligible for re-election after a service of two terms until the lapse of one year. For exceptional reasons, a Trustee may be re-elected for one additional term without the lapse of one year by a two-thirds vote of a voting membership at the Annual Meeting. No more than one Trustee may serve under this condition at any one time.

2) Duties

a) Care and Custody of Property

They will have the responsibility for the care and custody of the property of the Church.

They will have no power to buy, sell, mortgage, lease or transfer property without specific authority by vote of the Church at a duly called Church meeting.

b) Financial

They will have charge of the financial affairs of the church. They will provide for the prompt payment of salaries and current expenses within the budget. They will propose the budget for the ensuing year, based on estimates provided by all officers and committees, and present it to the Cabinet for its comments and to the Annual Church Meeting for its action and approval.

c) They will make provisions for raising funds

(i) From invested accounts

(ii) By specific bequests

(iii) Through the Directors of the Stewardship Drive

(iv) By any other means as may be approved by the Church or the Cabinet

d) They may appoint or contract for a Church Secretary and a Sexton, and will determine their salaries or fees.

e) The Trustees will also determine the salaries or fees of all salaried employees.

3) Policies

They will make recommendations to the Church concerning policy.

4) Emergency Expenditures

They may make decisions without a Church vote that do not exceed a monetary outlay outside the budget of \$5,000.00. In an emergency they may spend those funds that are necessary to prevent further damage to the property.

5) Property Deeds, Securities and Contracts

The Trustees will be the custodians of all property deeds and securities.

The Trustees will be responsible to see that all contracts and policies are renewed or other appropriate action taken prior to the expiration of said contracts and policies

E) Personnel Board

1) Membership and Term

The Personnel Board will consist of two Deacons, two Trustees, and one representative from each of three standing committees, to be appointed annually from all standing committees on a rotating basis. All members will be members of the Church.

2) Duties

a) The Personnel Board will prepare personnel policies for the approval of the Church.

b) The Personnel Board will be responsible for the mediation of disciplinary issues involving salaried personnel and their supervisory committees or the Minister. (Note: It is the expectation that routine supervision and disciplinary actions will be the sole purview of the Minister and that the Personnel Board will only be asked to mediate when all other options have been exhausted.)

c) The Personnel Board will recommend contract renewal or non-renewal to the Trustees.

3) Evaluations

- a) The Personnel Board will prepare evaluation forms, in conjunction with appropriate committees, for all parties involved in the evaluation process, including a self-evaluation form. These will include:
 - i) The Personnel Board which will be responsible for completing an evaluation of the Minister
 - ii) The CEC which will be responsible for completing an evaluation of the Church School Director and the Youth Group Director
 - iii) The Music Committee which will be responsible for completing an evaluation of the Music Director
 - iv) The Board of Trustees, which will be responsible for completing an evaluation of the Treasurer, Sexton and Office Administrator.
 - v) The Senior Pastor, who will be responsible for completing and evaluation of the Church School Director, Youth Fellowship Director, Music Director, Office Administrator and Sexton. (voted to change language at church meeting 2012)
 - vi) The Senior Pastor, Church School Director, Youth Fellowship Director, Music Director, Office Administrator, Sexton, and Treasurer, who will each be responsible for completing a self-evaluation. (voted to add language at church meeting 2012)
- b) The Personnel Board will ensure that the Minister and all committees involved in evaluating salaried staff provide their completed evaluation forms at least one month prior to contract renewal. All personnel being evaluated will complete their self-evaluation forms, at that time.
- c) The Personnel Board will review the completed evaluations and provide feedback to each of the individuals being evaluated.
- d) The Personnel Board will evaluate the overall performance of the Minister in relation to Church expectations. This will include:
 - i) Completing the evaluation process as detailed above
 - ii) Working with the Minister to review performance to previously agreed upon goals and establish goals for the future
- 4) The Personnel Board will report a summary of its activities, at least annually, to the Cabinet
- 5) After reviewing all evaluations and discussing with the employee, “supervising committee and pastor” any differences in the evaluation reports, the Personnel Board will forward to the Board of Trustees recommendations for renewal of all contracts.

F) Elders

Attributes and Actions an Elder Might Exhibit

- 1) Ensure that your church has an overall sense of its purpose and mission.
- 2) Ensure that your church plans and is clear about its major ministry and mission objectives.
- 3) Review and evaluate the programs and activities of your church to insure they are faithful to the tradition of the church and consistent with your ministry and mission objectives.
- 4) Let the appropriate people know about members and their families who are sick, and minister to these people yourself.
- 5) Let the appropriate people know about members who are having personal problems or problems related to the church, and minister to these people yourself.
- 6) Let the Minister know about the Pastoral needs of members and about potential new members
- 7) Encourage members to partake regularly in communion, contribute to the financial support of the church and attend services.
- 8) Accompany the Minister when communion is served to shut-ins.
- 9) Work at the resolution of conflicts that arise within the congregation.
- 10) Attend church services, regularly attending meetings of the board of elders and representing that board on other committees.

- 11) Study about communion and confirmation.
- 12) Increase your personal spiritual life through daily Bible reading, meditation and prayer.
- 13) Work with other officers of the church to develop a continuing education program specifically for church officers.
- 14) Work at becoming familiar with the names of church members and potential church members and then with the people themselves.
- 15) Read books and articles related to current issues facing your church and its members.

G) Moderator/Assistant Moderator

1) Term

The Moderator will be elected for a term of one year, or until a successor is chosen. Assistant Moderator will be elected to a term of one year or until a successor is chosen.

2) Duties

The Moderator will preside at all business meetings of the Church and will chair the Cabinet. When the Moderator is absent, the Clerk or the Minister may call a meeting to order. The Assistant Moderator will fulfill the duties of the Moderator, when the Moderator is unavailable.

H) Clerk/Assistant Clerk

1) Term

The Clerk will be elected for a term of one year, or until a successor is sworn in by the Moderator. Assistant Clerk will be elected to a term of one year, or until a successor is sworn in by the Moderator. He/She will fulfill the duties of the Clerk, when the Clerk is unavailable.

2) Minutes

The Clerk will keep faithful records of the proceedings of the Church and of any organizations of which the Clerk is a member ex-officio.

3) Register of Members

The Clerk will see that a register of members of the Church, with dates of their reception or removal, is kept along with votes by the Deacons as to the Active/Inactive membership and that baptisms, marriages and deaths are recorded and make a report to the Church at its Annual Meeting.

4) Inactive Members

When a member is transferred to the Inactive List by the Deacons under Article IV of the Constitution, Section E - Termination, Subsection 2 - By Retirement, the Clerk will notify the inactive member of his new status by letter sent first class mail. The form of the letter will be prepared in consultation with the Deacons.

5) Transfers

The Clerk will see that letters of transfer voted by the Church are issued.

6) Records

- a) The Clerk is custodian of historical records and will preserve on file all communications, documents and written official reports, and with approval of the Church Cabinet, dispose of such communications, documents and records as may no longer be required.
- b) The Clerk is the custodian of contracts entered into by the Church through any officer or committee. The Clerk is the Custodian of Policies adopted by the Church and will make copies available, as the Clerk deems necessary.
- c) The Clerk will oversee the policy "Care of Our Youth and Children - Policies and Procedures", with regard to all organizations utilizing the Church, except those under the auspices of the CEC.
- d) The Clerk will be responsible to make available the "Care of Our Youth and Children - Policies and Procedures" at the Annual Meeting and ensure that all Committee Chairpersons have a copy and review the contents with ALL of their members.
- e) In order to facilitate ease of responsibilities, the Clerk will maintain an Index Log of Contracts and an Index Log of Policies.

7) **Notifications**

The Clerk will be responsible for notification of all persons elected to office, to committees or to membership in the Church and will give legal notice of all meetings when such notice is necessary.

8) **Communications**

- a) The Clerk will see that all communications intended for the Church are reported to the proper person, and will conduct as may be necessary its official correspondence.
- b) The Clerk will maintain a register of official church organizations as enumerated in Article VI of the Constitution.

9) **Assistance**

The Clerk may be assisted in these duties by the Church Secretary.

10) **Clerk Pro Tem**

In the absence of the Clerk, the Deacons may appoint a Church member to act as Clerk Pro Tem.

I) Treasurer/Assistant Treasurer

1) **Term**

The Treasurer will be elected for a term of two years at the Annual Meeting, so as not to coincide with the term of the Assistant Treasurer.

2) **Accounts**

The Treasurer will keep separate accounts of all monies received for the support of the Church, benevolence and Church organizations. At each Annual Meeting a report will be made. Accounts with vouchers will be audited annually.

3) **Ex-Officio Trustee**

The Treasurer will be a member ex-officio of the Trustees, and will make a report to them as requested.

4) **Bond**

The Treasurer will be bonded in an amount determined by the Trustees.

5) **Assistant Treasurer**

a) **Term**

The Assistant Treasurer will be elected for a two-year term at the Annual Meeting, so as not to coincide with the term of the Treasurer.

b) **Duties**

The Assistant Treasurer will work under the direction of the Treasurer and will assume the Treasurer's duties in the absence or incapacity of that officer as determined by the Chairperson of the Trustees.

c) **Bond**

The Assistant Treasurer will be bonded in an amount determined by the Trustees.

J) Financial Secretary/Assistant Financial Secretary

1) **Term**

The Financial Secretary will be elected for a term of two years at the Annual Meeting, so as not to coincide with the term of the Assistant Financial Secretary.

2) **Duties**

An accurate account of all monies received and paid to the Treasurer will be maintained. These accounts will be audited before each Annual Meeting. The Financial Secretary will advise and assist the Directors of the Stewardship Drive.

3) **Bond**

The Financial Secretary will be bonded in an amount determined by the Trustees.

4) **Assistant Financial Secretary**

a) **Term**

The Assistant Financial Secretary will be elected for term of two years at the Annual Meeting, so as not to coincide with the term of the Financial Secretary.

b) **Duties**

The Assistant Financial Secretary will work under the direction of the Financial Secretary and will assume the Financial Secretary's duties in the absence or incapacity of that officer as determined by the chairperson of the Trustees.

c) **Bond**

The Assistant Financial Secretary will be bonded in an amount determined by the Trustees.

K) Directors of the Stewardship Drive

1) **Members**

The Directors of the Stewardship Drive will consist of a minimum of two members of the Trustees and two members of the Deacons, each selected by their respective Board. Their selection will be made at least six months prior to the next Annual Meeting.

2) **Duties**

The Directors may appoint additional members to the Stewardship Committee and will plan and coordinate the raising of necessary funds for meeting the Annual Budget as presented by the Trustees and voted by the Church. They will present their results to the Trustees.

3) The Financial Secretary will act as advisor to the Directors of the Stewardship Drive.

L) Committee of Auditors

1) **Term**

Two auditors will be elected for two-year terms. Initially they will be elected one for a one-year term and the other for a two-year term. They will each then be elected for two-year terms. It is the intention of this By-Law that their terms should not coincide.

2) **Duties**

They will examine and verify the accounts of the Church Treasurer, the Financial Secretary and all Church Organizations.

3) They will make a report of their audit to the Annual Church Meeting.

M) Fellowship Committee

1) **Term**

The Fellowship Committee will consist of no fewer than six nor more than twelve members, two or four of whom will be elected annually for a term of three years.

2) **Duties**

The Fellowship Committee is responsible to the Deacons.

This committee will foster a wholesome social life and spirit of fellowship among the people of the Church. This committee will host coffee hours, church receptions, ice cream socials, Advent suppers, Annual and special meeting collations or other special events requested by the Minister or through the Deacons.

N) Christian Education Committee

1) **Term**

The CEC is responsible to the Deacons and will consist of nine members, three of whom will be elected annually for a term of three years.

2) **Duties**

a) This committee will have supervision and direction of the educational work of the Church, including supervision of the Church School Director. It will represent the Church in its educational relations with denominational, interdenominational and public educational systems. It will seek to enlist and train volunteers for Christian service. It will cover the educational aspects of missions in consultation with the Mission Committee. It will encourage and support Christian education in all aspects of church life.

b) The CEC oversees the policy "Care of Our Youth and Children - Policies and Procedures" with regard to Sunday School and Church Youth Groups. They will administer the policy through the Church School Director and the Youth Fellowship Director. They will annually

- review recommendations of the Church School Director and the Youth Group Director, as well as their own. They will make recommendations to the Cabinet/Church Meeting for amendments to this policy.
- c) They will also review annually the number of Alleged Incident Reports and any unusual circumstances regarding Disclosure Forms and Mentoring Consent Forms and make a report at the Annual Church Meeting. At no time will the CEC have access to said forms for review. The Senior Pastor, Chairperson of the Board of Deacons, Church School Director and Youth Fellowship Director will make known only the circumstances necessary for the CEC's report.
- 3) **Church School Director**
- A) The CEC will seek and interview candidates for Church School Director when necessary and recommend the candidate of their choice to the Deacons; the contract to be approved by the Trustees annually. The contract will be renewed subject to a yearly evaluation of the Director by the CEC, or a sub-committee thereof, and by the Senior Pastor. The contract is subject to approval by the Trustees. The Church School Director will be an ex-officio member of the CEC.
- B) Duties**
- i) Is responsible to the Senior Pastor and works with the CEC to establish and maintain the Church School Program from Pre-school to Grade 8.
 - ii) Recommend Church School curriculum after consultation with the Senior Pastor and teachers and obtain approval by the CEC.
 - iii) Recruit teachers for the Church School Program and provide training for them, and is responsible for maintaining teacher morale.
 - iv) Generate a list of church members who are willing to help out either as substitutes or as co-teachers.
 - v) Provide options for training and re-training of staff by keeping them aware of workshops as well as offering advice and expertise in managing a classroom.
 - vi) Maintain supplies and materials to facilitate a positive Church School program for students and teachers.
 - vii) Maintain an accurate and up-to-date record of students and attendance, and will follow up, with personal contact, on absentees (both students and teachers) and new Church families.
 - viii) Submit weekly article for Epistle when Church School is in session.
 - ix) Supervise Children's Day Service.
 - x) Recommend to CEC candidates for the Campership Scholarship(s).
 - xi) Recommend curriculum for Vacation Bible School, and assist in its administration.
 - xii) Oversee the conduct of worship for the Church School.
 - xiii) Attend CEC meetings.
 - xiv) Develop Church School budget and present to the CEC for approval.
 - xv) Recommend and obtain permission from the CEC for activities (including social) that occur outside of the weekly Church School schedule.
 - xvi) The Church School Director is the Administrator of the policy "Care of Our Youth and Children - Policies and Procedures" on file with the Church Clerk. The Church School Director will see that this Policy and Procedure is adhered to with respect to Church School and will immediately notify the Chairperson of the CEC of any variation from their requirements. The Chairperson of the CEC will be apprised only of the variation. No names, circumstances, or information will be given to identify the details of the variation. The Church School Director will make recommendations to the CEC for changes needed in the Policy and will be an active member of the annual review of Policies and Procedures by the CEC.

C) Evaluation

The CEC and the Minister, using an evaluation instrument designed in conjunction with the Personnel Board, will evaluate the Director of the Church School annually.

6) Youth Fellowship Director

A) The CEC will seek and interview candidates for Youth Fellowship Director when necessary and recommend the candidate of their choice to the Deacons; the contract to be approved by the Trustees annually. The contract will be renewed subject to a yearly evaluation of the Director by the CEC, or a sub-committee thereof, and by the Senior Pastor. The contract is subject to approval by the Trustees. The Church School Director will be an ex-officio member of the CEC.

B) Duties

- i) Plan and be the primary “organizer” for all Youth Fellowship meetings, activities, mission projects, etc. The number of events each year will be approximately:
 - 1) 5th – 6th Grade – 4
 - 2) 7th – 8th Grade – 10
 - 3) 9th – 12th Grade – 20
- ii) Develop a Youth Fellowship Advisory Group (that would include both Youth Fellowship Members and Adults) that would assist with program planning and implementation.
- iii) Provide support to Youth Fellowship Advisory group and Youth Fellowship members, making referrals to the Senior Pastor, as appropriate.
- iv) Attend Sunday worship, church meetings and other events, activities and mission projects that would benefit the Youth Fellowship Program.
- v) Provide regular communication to the Senior Pastor and other boards and committees, as needed, and the church body at large and attend meetings of the Christian Education Committee on a regular basis.
- vi) Work in conjunction with the Senior Pastor, Church School Director and the Christian Education Committee.
- vii) Develop Youth Fellowship budget and present to the CEC for approval.
(voted to add language at church meeting 2013)

C) Evaluation

The CEC and the Senior Pastor, using an evaluation instrument designed in conjunction with the Personnel Board, will evaluate the Youth Fellowship Director annually.

7) Cradle Roll, Young Adults

Terms

All appointments (including those mentioned in the following paragraphs) will be for one-year terms with the approval of the Diaconate and subject to annual evaluation.

Duties

1) Cradle Roll

The person in charge of Cradle Roll, a member of the committee or its appointee will keep a record of, and stay in communication with children baptized by the Church, and, insofar as possible, with children born into families affiliated with the Church until they enroll in Church School programs.

2) The Advisor to Young Adults (ages 18 to 35)

The Advisor will be an ex-officio member of the committee with the following duties and responsibilities:

- (a) Assist in planning and proposing a Mission Statement for the Young Adult Groups on an annual basis.

- (b) Recruit and enroll members into a Young Adult group.
- (c) Supervise election of officers within group.
- (d) Assist with program planning and implementation subject to approval of CEC.
- (e) Investigate resources.
- (f) Assist Church with special events as requested by Deacons or Senior Pastor.
- (g) Submit articles to Epistle as appropriate or when requested by CEC or Senior Pastor.

4) Adult Education Advisor

The Advisor will be an ex-officio member of the CEC and will have the following duties and responsibilities:

- (a) The duties of the Advisor for Adult Education will be to:
- (b) Assist in planning and proposing a Mission Statement for the Adult Education Group on an annual basis.
- (c) Recruit and enroll members into Adult Education.

New language – separated Youth Fellowship Director from Cradle Roll and Young Adults, changed Minister to Senior Pastor, changed Director of Church School to Church School Director (voted to change language at church meeting 2012)

O) Missions Committee

1) Term

The Missions Committee will be responsible to the Diaconate and consist of twelve members, four of whom will be elected annually for a term of three years. (voted to change language at church meeting 2012)

2) The Missions Committee is responsible to the Diaconate.

3) It will be composed of:

- a) Minister-Ex Officio
- b) Church School Director-Ex Officio
- c) Treasurer-Ex Officio
- d) Youth Fellowship Director-Ex Officio
- e) A representative appointed by:
 - (1) The Youth Group
 - (2) W.K.B.
 - (3) The Deacons
 - (4) Four members from the church at large.

4) Duties

The committee will meet at least three times per year. They will plan, coordinate, and approve the mission activities. They may plan mission activities for which it appears that independent action by the committee is required. The committee will inform, educate, and encourage the congregation on mission activities.

P) Music Committee

1) Term

The Music Committee will be responsible to the Diaconate and consist of nine members, three of whom will be elected annually for a term of three years.

2) Duties

a Church Services

This committee in cooperation with the Music Director and Minister will see that appropriate music is provided for all regular and special services of the Church. It will provide support for the music ministry of the Church.

b Music Director

The Music Committee will seek and interview candidates for Music Director when necessary and recommend the candidate of choice to the Board of Deacons, contract to be approved by the Trustees. The Music Committee and the Minister will renew the contract subject to yearly evaluation. The Music Director will be an ex-officio member of the Music committee.

c **Organist**

In the event that the Music Director is not actually acting as the Organist, the Music Committee will seek and interview candidates for the position when necessary. They will recommend the candidate of choice to the Board of Deacons; contract to be approved by the Trustees. The Music Committee and the Music Director will renew the contract subject to yearly evaluation.

d **Substitute Music Director/Organist**

In the event the Music Director cannot make arrangements for a substitute, the Music Committee will arrange for substitute choir direction, organ/piano and or other music as needed during the time when the Music Director/Organist is sick, on vacation or otherwise unavailable.

e **Maintenance of Instruments**

It will make recommendations to the Trustees relative to proper maintenance of musical instruments

Q) Flower Committee

1) **Term**

The Flower Committee is responsible to the Diaconate. It will consist of at least nine members.

2) **Duties**

This committee will see to the procurement and arrangement of flowers for regular services of the Church and for suitable decoration of the Church at Christmas, Easter and other special services.

R) Nominating Committee

1) **Term**

The Nominating Committee will consist of a representative of the Trustees, of the Deacons, Youth Fellowship, and each of the elected committees. All members of this committee will be Church members. Youth Fellowship must have five active members in order to have a representative on this committee. The representative of the Diaconate will call a meeting of the committee no later than the last Sunday in September.

2) **Duties**

The committee will present a slate of officers and committee members, as set forth in the Constitution, to be voted upon at the Annual Church Meeting. It will present nominations to fill vacancies during the church year.

3) Every effort will be made to find candidates who are not currently serving in any other office or on any other committee.

S) Church Delegates

1) **Term**

There will be six Church Delegates, two of whom will be elected annually for a term of three years.

2) **Duties**

Scope: They will represent the Church at regular meetings of the Old Colony Association, United Church of Christ; The Massachusetts Conference, United Church of Christ; and at any special meetings to which the Church may be asked to send delegates.

3) Instructions: The Delegates may be instructed by vote of the Cabinet on any specific issue.

4) Report

The Delegates will give a report of meetings attended to the congregation at the Annual Meeting.

T) Pulpit Call Committee

1) Term

The Pulpit Call Committee will serve until the Trustees have signed a contract with the chosen settled minister. If any member of the originally chosen Pulpit Call Committee is unable to complete his or her duties, his or her replacement will be selected in the same manner as the original member.

2) Membership-

The Pulpit Call Committee will be an ad hoc committee consisting of a Deacon appointed by the Deacons, a Trustee appointed by the Trustees, a member of the CEC appointed by the CEC, the Clerk of the Church and three other Church members who will be selected at a duly called meeting of the church membership. The three members selected by the church membership need not be from the Cabinet membership. The Deacon selected by that Board will serve as chairman pro tempore to call the first meeting of the full committee at which time a permanent chair will be selected

3) Duties

In the absence of a settled minister, a Pulpit Call Committee will be chosen to find, screen, interview and select a candidate for the position of interim minister or settled minister as the situation warrants. They will present their candidate to the full church membership for approval. (Not a change but a note that it was undecided as to whether to ask the Deacons to do this)

U) Endowment Committee

1) Term

The Committee will consist of the following eight members: two Deacons appointed for a one year term by the Deacons; two Trustees appointed for a one year term by the Trustees; one member of the Missions Committee appointed for a one year term by that committee, and three additional members chosen by the Church, each for three year terms. The initial additional members will serve staggered terms.

2) Duties/Scope:

The Endowment Committee will seek, screen and recommend to the Church good Christian uses for certain funds that have been made available to the Church by bequest. It is understood that the Ellery W. Carpenter bequest is such a fund.

3) Proposals

The Committee will accept proposals for the use of the funds throughout the years. All proposals must be submitted in writing to the Committee and must be sponsored by a Church member. The petitioner and the sponsor are also encouraged present their proposals in person to the committee.

4) Guidelines

The Committee will use the following guidelines for its activity:

a Capital Use

- (1) Minimum 10% of the fund will be used for this category.
- (2) Unused portion may accumulate from year to year.

b Scholarships

- (1) Minimum - 10% of the fund.
- (2) Total must be spent within the year. Guidelines will be as recommended by the Endowment Committee approved by the Church.

c Christian Growth Activities (special projects/missions/outreach)

- (1) Minimum - 40% of the fund
- (2) Priority will be given to the Minister's discretionary fund.

d General

No project will exceed 50% of the fund for more than two successive years. All other Church By-Laws will prevail concerning the disbursement of these funds.

- 5) **Report** -When appropriate, the committee will report to the Church its recommendations. The committee will make an annual report to the Church, identifying its previous years activity and fund disbursement, and the next year's proposed activity and budget.

V) Pastoral Relations Committee

1) Term

The Committee will consist of two Deacons and two at-large members to be appointed by the Cabinet. One Deacon and one at large member will initially be appointed for a term of one year and then subsequently for two-year terms so that terms will not coincide. All members will be appointed in consultation with the minister and will serve for two-year terms.

Duties

The Committee's duties are to act as an ombudsman from the Congregation to the Minister and from the Minister to the Congregation.

- 2) All dealings of the Committee are considered confidential.

Article II Meetings

A) Public Services

Services, open to the public, will be held each week on the Lord's Day for worship, devotion, conference, fellowship and education. Special Services may be called by the Deacons or Minister with approval of the Diaconate.

B) Sacrament of Holy Communion

The Lord's Supper will normally be observed on the first Sunday of each month and on such other occasions as the Minister and Deacons may decide. Occasionally, Communion may be served on a Sunday other than that first Sunday of the month when the Diaconate deems it necessary due to special circumstances.

C) Business Meetings

1) Annual Meeting

The Annual Meeting will be held within two weeks of November 29. The Clerk, at the direction of the Cabinet, will call it by warrant. At this meeting reports by all officers and committees of the Church will be received. The Trustees will present the budget for the ensuing year for action. All other business specified in the warrant will be transacted.

2) Special Business Meetings

Special business meetings of the Church will be called by warrants signed by the Minister, or the Clerk on the request of the Cabinet, or on the written request of any five adult members specifying the objects thereof.

- 3) A petition subject, once considered, will require 75 signatures of Church members on another petition on the same subject, to be considered at a church meeting before the next Annual Meeting.

4) Warrants

Warrants will specify all matters of business to be transacted, and will be posted in the Church not less than seven days prior to the date of the meeting and be read in the morning service on the next Sabbath prior to said meetings.

D) Membership Reception and Dismissal Meetings

The Minister may call special meetings for the dismissal of members: or the Clerk at any time without a warrant.

E) Quorum and Orders of Procedure

- 1) The quorum of a meeting set for the call or dismissal of a Minister will be fifty voting members. A two-thirds vote will be required for either option.
 - 2) The quorum of any meeting of the Church where incurring of debt or sale or purchase of property is being considered will be fifty voting members. Only those members of the age of 18 or older may vote on these matters.
 - 3) The quorum of any other meeting of the Church will be thirty voting members.
- F) Robert's Rules of Order**
In all other cases, Robert's Rules of Order will prevail.

Article III Budgets

- 1) All officers and committees will present an estimated budget for their Department to the Trustees by October first.
- 2) The Trustees will present the budget to the Cabinet prior to the Annual Meeting for the comments and recommendations of the Cabinet. The Trustees will then present the recommended budget to the Annual Church Meeting for its action.

Article IV Memorials and Gifts

- 1) **Memorial Fund**

This fund will receive monetary gifts from which only the interest may be used for the church projects, capital improvements and/or the church General Fund. (voted to change language at church meeting 2012)

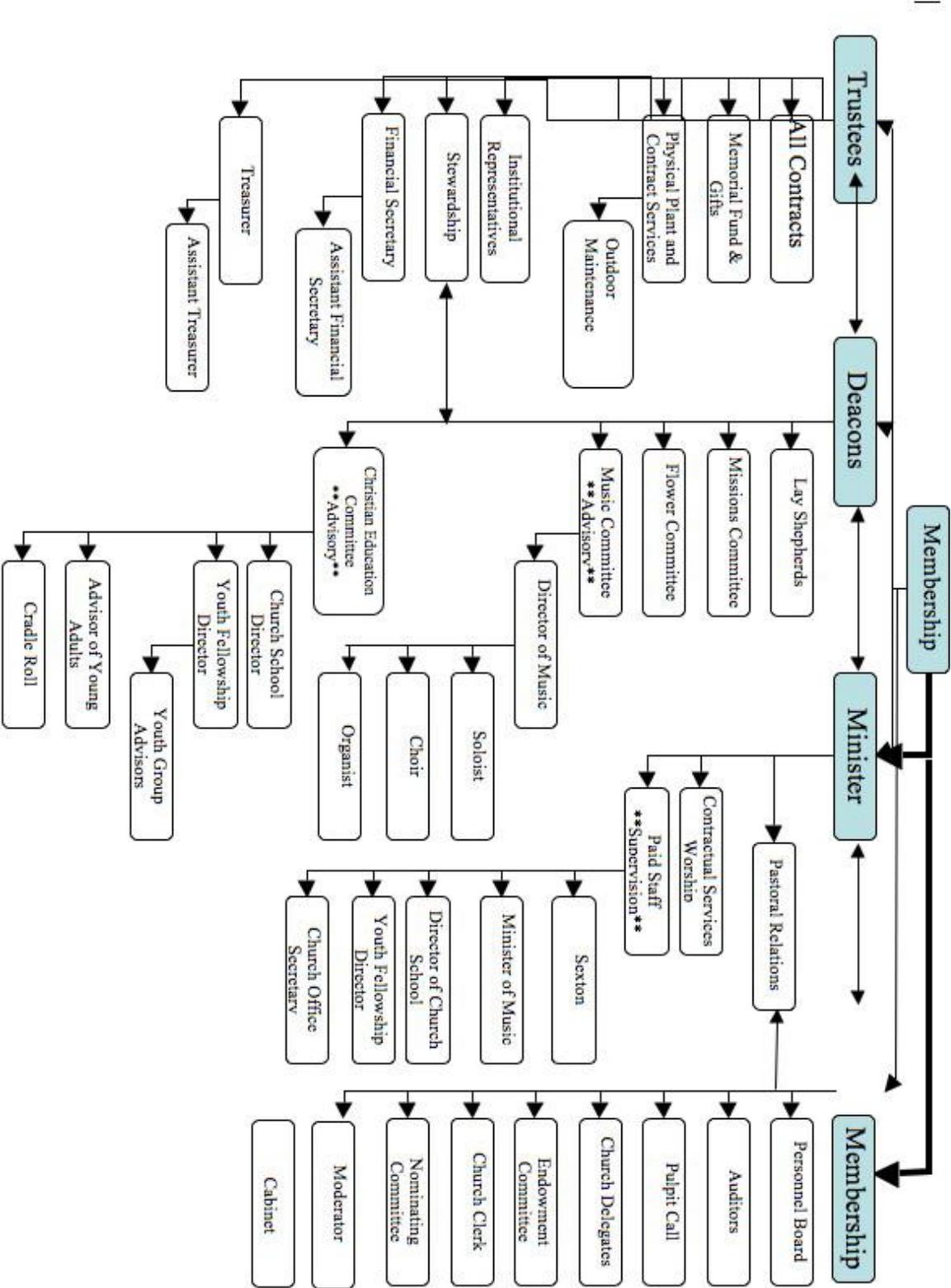
There are two specific Memorial Funds that have been established from which the interest only can be used as specified:

 - a) **Henry Gurland Fund** in memory of his wife, Margaret C. Gurland.
The interest from this fund must be used to provide a soloist for church service throughout the year. If there is an excess of funds beyond those necessary to provide a soloist, such funds may be used for other music purposes.
 - b) **The Irma P. Wray and Helen B. Elting Camp Scholarship Fund**
The interest only may be used to fund camp scholarships to members or children of members to summer camps. The Director of Church School through the CEC should administer these funds.
- 2) **Endowment Fund See Article I, Section T, Subsection 2c**
- 3) **Gift Fund**
This fund will receive monetary gifts whose purpose can be designated for specified projects by the person making the donation. Any gifts not designated after five years will be transferred to the Memorial Fund at the discretion of the Trustees.
- 4) **Greater Works Society**
The Greater Works Society is an endowment with an income, which goes into the general fund of the church under the direction of the Trustees.
- 5) **Annual Memorial Gift List**
The Trustees will prepare this list with input from the Cabinet. Memorials will be restricted to items in this list unless otherwise voted by a church meeting.
- 6) Memorials will be recognized in the BOOK OF REMEMBRANCE. It is the policy of the church not to install memorial plaques.

Article V Amendments

These By-Laws may be amended at any business meeting of the Church by a two-thirds vote of the members present. Notice of the changes proposed will be given in the warrant.

Organizational Chart of the Rehoboth Congregational Church



December, 2010