

BY-LAWS OF THE  
NORTH HAVEN CONGREGATIONAL CHURCH  
UNITED CHURCH OF CHRIST

28 Church Street  
North Haven, CT 06473

Revised 1974, 1977, 1981, 1982, 1987, 1995, 2003, 2011

ARTICLE I

NAME

This Congregation, its staff, and its property shall be called the North Haven Congregational Church, United Church of Christ, Inc. (NHCC). Herein, the voting membership shall be called “the Congregation”, and the fellowship and/or the property shall be called “the Church”.

ARTICLE II

PURPOSE AND MISSION STATEMENT

Section 1. Purpose

The primary purpose of the Church shall be to bind together followers of Jesus Christ to share in the worship of God, the mission of Christ’s Church, to make God’s will dominant in the lives of men, women, and children, individually and collectively, and to witness to the life, teachings, death and resurrection of Jesus Christ.

Section 2. Mission Statement

We believe that God is calling us through our unity in Christ to actively, consciously and deliberately commit ourselves to ministry with thanksgiving and celebration. With the grace of God’s love, we seek spiritual growth, fellowship and service within our church and the Greater New Haven area and beyond.

ARTICLE III

POLITY

1. This Church acknowledges Jesus Christ as its head and finds its guidance in matters of faith and discipline in the Holy Scriptures, interpreted by the Divine Spirit through reason, faith and conscience.
2. The government of this Church is vested in its members, who exercise the right of control in all its affairs.

3. This Church shall be congregational in its polity. It shall be associated with the United Church of Christ, through the Connecticut Conference. It shall cooperate in its works and be represented in its councils.

#### ARTICLE IV

#### DOCTRINE, STATEMENT OF FAITH

##### Section 1. Doctrine

This Church recognizes the Bible as the sufficient rule of faith and practice, and holds that living in accordance with the teaching of Jesus Christ is the true test of fellowship. Each member shall have the undisturbed right to follow the Word of God according to the dictates of his/her own conscience, under the enlightenment of the Holy Spirit.

##### Section 2. Statement of Faith -United Church of Christ

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

## ARTICLE V

### MEMBERSHIP

#### Section 1. Qualification and Admission

Membership consists of baptized persons who publicly confess Jesus Christ as their Savior and Lord. Persons wishing to unite with this church either upon Confession of Faith, Reaffirmation of Faith or by Transfer, are received as members of the Church on their public assent to its faith and covenant regardless of race, nationality or ethnic background. New members are preferably received at a communion service.

#### Section 2. Membership Responsibility

Members are expected to be faithful to all duties essential to the Christian life; to worship regularly, to give regularly for the mission of the Church and to share in its organized work.

Further, members are expected to be aware of and live in conformity with the Church's Safe Church Policy. This policy seeks to prevent sexual or emotional abuse of anyone within the Congregation, and establishes clear procedures for response to any allegations of such abuse.

#### Section 3. Termination and Revision of Membership

- A. This Church will give letters of transfer to its members in good and regular standing who may wish to leave in order to unite with another Christian church. Requests for transfer should be made to the Clerk, and must be addressed to a specific church. Membership and voting rights will terminate when notice of acceptance is received or at the end of three months.
- B. A member may terminate membership in this Congregation by giving written notification to the Board of Deacons. Any individual whose membership has been terminated may be restored to membership upon written request and approval of the Board of Deacons.
- C. A member whose address has been unknown for one year, or who for a period of one year, in spite of kindly approaches, has not attended the Church's worship or contributed to its support may, upon recommendation of the Board of Deacons, be removed from the active membership roll and placed on an inactive list. If, after a year on the inactive list, the relationship of the individual to the Church remains unchanged, the name may be removed from the inactive list and the rolls of the Church by a vote of the Board of Deacons and notification of such shall be sent to the Church Council and the individual if possible.

ARTICLE VI  
SERVICES AND MEETINGS

Section 1. Worship

Public services shall be held each Lord's Day and at other special times as designated by the Deacons.

The Sacrament of the Lord's Supper shall be celebrated at least once each month and at such regular and special times as the Deacons or the Minister(s) may determine. All shall be welcome at the Lord's Table. The Sacrament of Baptism shall be administered according to procedures established by the Board of Deacons in consultation with the Minister(s).

Section 2. Business

The fiscal year of the Church shall be from January 1 to December 31.

The annual congregational meeting shall be held in January at a time set by the Council, but no later than the last Sunday. The proposed budget, the report of the Nominating Committee, and written reports of all staff, officers, boards and committees shall be presented for the approval of the Congregation at that meeting, and any other business specified in the call of the meeting shall be transacted.

Special meetings shall be held upon request of the Council or by the Clerk on written petition of fifteen members of the Congregation.

Notice of all congregational meetings shall be prepared by the Clerk specifying the object thereof, and read and posted at the regular worship service on the Lord's Day at least seven days prior to the date fixed for the meeting.

The Moderator shall preside at all business meetings of the Church or, in the Moderator's absence, a lay member of the Council designated by the Moderator. At all business meetings of the Congregation, fifty members shall constitute a quorum and all decisions shall be by a majority vote of the members present and voting, except as hereinafter specified. Representatives of the United Church of Christ shall be granted voice without vote at all meetings. All meetings shall be conducted in a spirit of prayerful discernment seeking God's leading, and according to Robert's Rules of Order in its latest published edition. For each Congregational meeting the moderator will appoint a Parliamentarian *pro tem*.

ARTICLE VII  
ORGANIZATION

Section 1. Elections

All board members, committee members and officers, unless otherwise provided in these rules, shall be elected by vote at the annual congregational meeting from a slate of nominees presented by the Nominating Committee. Those nominated shall be members of the Congregation. The Church encourages confirmed youth members to serve on boards/committees for a one-year term with possibility of further consecutive terms. The Nominating Committee shall endeavor to enlist as many qualified and interested

members to participate in the Church's work as possible. Nominations from the floor may be made with the consent of the person being nominated. Where there is but one name for each, the Clerk may be instructed to cast an affirmative ballot for the Congregation. The elected slate shall take office February 1.

### Section 2. Vacancies

Vacancies occurring during the year shall be filled for the balance of the term by the Nominating Committee and approved by the Council.

### Section 3. Terms of Office and Responsibilities

Terms of office for each officer, board and committee member are given under each appropriate section. Upon completion of the term of office specified, a person shall not be eligible for reelection to the same position for one full year. Exceptions may be made by approval of the Council. Responsibilities include meeting attendance and participation in the ministry of the committee. If a member is unable to maintain this commitment as evidenced by inactivity or absence for three months, the chair of the committee/board will discuss resignation with that member. If necessary, the nominating committee will be notified to fill the newly vacant position.

### Section 4 Organization Chart (See last page)

## ARTICLE VIII

### STAFF MEMBERS

#### Section 1. Minister (s)

The number of ministers and their duties will vary according to the needs of the church. The Minister(s) shall be the spiritual leader(s) of the church. The Minister(s) shall be ordained and shall be duly installed in office by an installing Ecclesiastical Council of the New Haven East Consociation. The Minister(s) shall be called by the Congregation to be its preacher (s), teacher(s), counselor(s), administrator(s), and pastor(s).

The relationship shall begin with a covenant that assumes mutual support between the Congregation and the Minister(s), and that the Minister(s) shall trustingly and lovingly execute the goals and objectives of the congregational life.

In an emergency, the Minister(s) may act to execute the intentions of the Council in the absence of officers, chairpersons, etc. Such actions shall be reported at the next Council meeting.

The Minister(s)' performance and that of the church shall be reviewed periodically by the Board of Deacons. The terms of the Minister (s)' call (s) shall be reviewed annually by the Pastoral Relations Committee.

Further, minister (s) are expected to be aware of and live in conformity with the Church's Safe Church Policy.

#### Section 1.2 Resignation

The Minister(s) shall give 60 days notice, in writing, to the Council if he/she wishes to resign voluntarily.

The Congregation may request the Minister(s)' resignation with the expectation that it will be effective within sixty days. The request for resignation shall be effected by a 2/3 vote of the Congregation quorum voting at a meeting called by the Council for that purpose. Loss of Ministerial Standing shall terminate pastoral relations at once.

### Section 1.3 Vacancy

When a vacancy occurs in the pastorate, the Council shall call a special meeting of the Congregation to approve a Pastoral Search Committee of not fewer than nine nor more than fifteen active members nominated by the Council. The Pastoral Search Committee shall make periodic reports to the Congregation and recommend a candidate to the Congregation at a meeting called by the Council for that purpose. A 2/3 vote of the Congregation quorum voting shall be required to approve a Minister.

## Section 2. Other Staff Members

In addition to the Minister(s), the Church may hire or appoint such persons as may be recommended by the Council and approved by the Congregation for support and program positions. Staff shall be under the direction of the Senior Minister unless otherwise specified. Job descriptions shall be developed and maintained by the Personnel Committee and approved by the Council. These staff members shall be reviewed annually by the Personnel Committee in conjunction with the appropriate boards.

When a new staff person is to be hired for other church programs, the Moderator, in consultation with the Minister(s), shall appoint a search committee consisting of no fewer than five and no more than seven to interview candidates. The committee shall recommend its candidate to the Council for final approval. The Minister(s) and the Moderator shall be ex-officio members of the Search Committee.

The Search Committee shall consult with the following boards during the interview and negotiation process: Finance, for all candidates; Deacons for Associate, Assistant, or Student Minister; Music for Organist/Choir Director; Christian Education for Christian Education Director or Youth advisor. Job descriptions shall be reviewed by the Search Committee designated for the position in consultation with the appropriate Board, the Minister(s), and the Personnel Committee, and shall be approved by the Council. Contracts for staff personnel shall be prepared for Council approval with the technical assistance of the Board of Finance, the Personnel Committee, and the Minister(s). All contracts require the approval of the Council prior to hiring.

Further, all staff are expected to be aware of and live in conformity with the Church's Safe Church Policy.

## ARTICLE IX CHURCH OFFICERS

### Section 1. Moderator

The Moderator shall preside at all business meetings of the Council and the Congregation. The Moderator shall vote only to break a tie. The Moderator shall present mentorship opportunities to the Associate Moderator sufficient to ensure seamless leadership succession at the end of his or her term of office. On behalf of the Council, the

Moderator shall work with and encourage each board to formulate plans and to accomplish its assigned objectives.

It shall be the duty of the Moderator to consult with, advise, and assist the Minister(s) in the execution of the Minister(s)'s duties as the need arises, and to convey to the Council and the Congregation the Minister(s)'s special concerns and needs.

In the event that the Moderator is unable to complete his/her duties the Clerk shall oversee the process of confirming and installing a new moderator.

#### Section 2. Associate Moderator

The Associate Moderator shall assist the Moderator execute the duties and requirements of the office of the Moderator, such assistance shall be determined by the Moderator. The Associate Moderator is presumed to be successor of the Moderator if duly confirmed at the next Congregational Annual Meeting. The Associate Moderator shall have no vote at the Council unless he or she is required by circumstances to act as Moderator.

If the Moderator is unable to complete his or her term of office, the Associate Moderator shall act in the Moderator's stead until confirmed and installed as Moderator by approval of the Council. Such procedure shall not preclude a Council approved Moderator from seeking formal election as Moderator at the next Annual Meeting.

#### Section 3. Clerk

The Clerk shall keep a true record of all transactions of the Church, other than financial dealings, together with a roll of its members. Letters of call to a professional staff person shall be signed by the Clerk after approval by the Council and the Congregation as required. The Clerk shall give notice of all meetings as required by the rules or as otherwise necessary, conduct all correspondence (so far as this is not otherwise provided for), and perform such other duties as may be assigned to this position by the Council.

#### Section 4. Treasurer

The Treasurer shall have the responsibility for recording all income to the Church except that delegated to the Trustees, and other accounts specifically approved by the Council. The Treasurer shall be suitably bonded/insured with sufficient surety as determined by the Board of Finance.

The Treasurer shall have the responsibility for paying all approved bills, keeping accurate records, and filing reports with Federal, State, or Church related organizations as required by law or otherwise. The Treasurer shall have authority to sign all checks for disbursement of budgeted funds without approval of the Board of Finance, provided the payment has been approved in writing by the appropriate Board or Committee Chairperson or other responsible person. Payments from Memorial Gift Funds shall be approved by that committee's chairperson.

The Treasurer shall be an ex officio member of the Board of Finance.

The Treasurer shall submit a written report to the Council each month.

In the event that neither the Church Treasurer nor the Assistant Treasurer is available for routine bill payment and bookkeeping services, the Council may retain professional

bookkeeping services and the Treasurer shall receive, review and report these records to the Congregation.

#### Section 5. Assistant Treasurer

The Assistant Treasurer shall assist the Treasurer and have all the power and responsibilities of the Treasurer in the Treasurer's absence and shall be suitably bonded/insured with sufficient surety as determined by the Board of Finance.

#### Section 6. Financial Recording Secretary

The Financial Recording Secretary shall keep an accurate personalized record of all contributions, pledge payments and gifts to the General budget which can be identified as to donor, and shall issue periodic statements to each contributor, and shall apprise the Finance Board of the delinquent pledge accounts.

This Secretary shall also record all special Church offerings which are donor identifiable, such as special Outreach offerings and capital improvement fund projects.

The Financial Recording Secretary shall be an ex officio member of the Board of Finance.

#### Section 7. Financial Agent

Each year, one Trustee shall be elected by the Congregation to act as Financial Agent of the Trustees. This individual shall be suitably bonded/insured, may be the chairperson of the Board and shall act by and with the Board's consent in matters relating to the trust funds and real property of the Church. A second trustee, also suitably bonded/insured, shall be named by the Board to serve in the absence of the Financial Agent. (See Article XI, Sec. 6)

#### Section 8. Terms of Office

All officers shall be elected for a one-year term with the option of re-election for an additional year. Exceptions may be made by approval of the Council.

### ARTICLE X

#### CHURCH COUNCIL

##### Section 1. Purpose

The Council shall have responsibility for overseeing the programs and activities of the Church. It shall be the main policy making and coordinating group on behalf of the congregation for the purposes of the Church and shall be accountable to the congregation for its actions. The Council shall bring to the Congregation a recommended budget and any matter requiring its approval. The Council shall vote on interim recommendations made by the Nominating Committee. The Council shall rule on questions pertaining to interpretation of the By-laws but under extraordinary circumstances, the Moderator may rule on its behalf.

##### Section 2. Membership

Voting membership on the Council shall be comprised of the chairperson of each board, the two Congregational Representatives to the Council, the President of any Fellowship

having Council voting privilege, the Treasurer, the Clerk, the Nominating Committee chairperson, the Memorial Gifts Committee Chairperson, and a member of the Senior High Fellowship. The Moderator shall vote to make or break a tie. All professional staff members shall be non-voting members of the Council. Voting rights shall be understood to include knowledgeable proxies designated by an absent member. These Committees/Boards shall be represented consistently at Council meetings, by either their chairperson or their designate. Other fellowships or groups may request voting privileges on the Council if they have had an active membership of twenty or more for one year.

### Section 3. Meetings

The Council shall meet at least ten times a year and at other times when called by the Moderator or Minister (s). A written agenda shall be made available to its members by the Moderator prior to the regular meetings. A quorum shall consist of eight voting members. Staff members shall be urged to attend Council meetings to serve as resource persons. Council meetings shall be open to all members of the Congregation.

### Section 4. Reports

Committee chairs will offer reports when events need to be highlighted or questions approved by the Council. Council minutes shall be provided to Council members by the Clerk and posted for the Congregation.

The Council shall receive reports from the Safe Church Response Team.

### Section 5. Special Funds and Bank Accounts

No board, committee, fellowship or other group under the jurisdiction of the Congregation shall open any bank account, or hold funds on behalf of the group without approval of the Council. All approved accounts shall be subject to Auditing Committee examination.

### Section 6. Congregational Representatives to the Council

There shall be two Congregational Representatives to the Council, one to be elected each year for a two-year term. One will serve on the Personnel Committee, the other on the Pastoral Relations Committee. They shall make themselves known to the Congregation and shall be available to hear and learn the concerns of the individual members. They shall promote appropriate action through the Council in response to members' concerns and report such actions to the congregation.

## ARTICLE XI

### BOARD AND COMMITTEES

#### Section 1. All Boards/Committees

Boards/committees shall meet regularly as responsibilities dictate. Meeting dates, times and minutes shall be publicized to encourage attendance and participation by the Congregation. All meetings are open to the Congregation except for confidential discussions by the Pastoral Relations Committee and the Personnel Committee.

The Minister(s) are ex-officio member(s) of all boards/committees.

It shall be the duty of the outgoing chairperson of each board/committee to call a meeting of all new and outgoing members during February to facilitate an orderly transition. New and continuing members shall elect chairpersons and other officers as needed at this meeting. Each board/committee will develop a report for incoming leadership that includes but is not limited to: committee structure and procedures, minutes for preceding year(s), projects in process, and vision.

The quorum for each board/committee shall be the majority of those serving.

Members may not be re-elected to an additional consecutive term except by Council approval. The Council may amend the membership of boards and committees upon recommendation of the Nominating Committee.

### Section 2. Board of Deacons

The Board of Deacons shall consist of twelve members, four of whom shall be elected each year (trying to maintain a balance of men and women) to serve for one three-year term. The Board's main responsibility shall be the spiritual welfare of the Church. Members of the Board shall act as spiritual advisors to the Minister(s) concerning the worship services, special services, programs and activities. They shall help to determine the format and content of the worship services. The Board shall provide for Church services in the Minister (s)' absence or disability. In the event of an extended vacancy, the Board shall provide for interim ministry.

The Board shall assist at communion and be available to prepare the sanctuary or chapel for public worship services as needed to aid the Minister(s).

It shall be the responsibility of the Board to examine the membership rolls on an annual basis, communicating with those whose membership is in question, in accordance with Article V, Section 3 of these By-laws. The Board shall be involved in helping to develop and administer new members' classes and in monitoring the Confirmation Program as developed by the Minister (s). The Deacons may aid the Minister (s) in making pastoral calls, including calls to the sick and shut-ins, and helping identify members who need care and counseling.

It shall be the responsibility of the Board to consult the Minister(s) periodically to review the well-being of the Church. The Board will conduct an annual review of the Minister(s)' performance, and share the results with the Church Council, the Personnel Committee, and the Pastoral Relations Committee.

### Section 3. Music Board

The Music Board shall consist of three members, at least one of whom will be a member of the senior choir and one who will not be a member of the senior choir, with one elected each year to serve a three-year term.

The Board shall oversee the regular and special music programs of the Church and shall be responsible for repair and maintenance of pianos, organs, robes and music, in coordination with the Choir Director and/or Organist.

The annual salary recommendation and performance review of the Choir Director and/or Organist shall be made by the Music Board in consultation with the Senior Minister and the Personnel Committee.

#### Section 4. Board of Christian Education

The Board of Christian Education shall consist of six members, three of whom shall be elected each year for a two-year term. The Board shall be responsible for the education of all members of the Church to foster and create an awareness of basic Christian Theology relating to today's world, enabling them to fulfill the mission of the Church as defined in Article II.

The Board shall be responsible for the development and administration of a comprehensive Church School Program. Its tasks include the recruitment, supervision and training of teachers, substitutes, aides and other necessary lay staff as required. The Board shall be responsible for family ministry, Bible study and adult education to develop its programs and goals under the direction of the Minister (s) or paid professional staff such as Christian Education Director and/or Youth Advisor.

The annual salary recommendation and performance review of the paid professional personnel shall be made by the Board of Christian Education in consultation with the Minister(s) and the Personnel Committee.

#### Section 5. Board of Finance

The Board shall consist of six members, two of whom shall be elected each year for a term of three years. The Treasurer, Assistant Treasurer and the Financial Recording Secretary are ex-officio members of this Board. The Board, in conjunction with the Treasurer, shall be responsible for all the financial affairs of the Church except those specifically delegated to the Board of Trustees and the Memorial Gifts Committee.

The Board shall be responsible for contracting and paying all Church financial obligations, monitor all expenditures and supervise all purchasing functions. The Board shall be responsible for preparing and conducting the annual financial stewardship campaign and shall prepare a budget for approval by the Council and the Congregation at the annual meeting. After a budget has been approved, changes shall be made only on recommendation of the Board and approval of the Council.

The Board shall guide and provide direction to the Treasurer and the Financial Recording Secretary and assure the validity of the financial reports.

The Chairperson of the Board shall be the Business Agent of the Church and sign all agreements and staff contracts except those reserved for the Trustees.

#### Section 6. Board of Trustees

The Board shall consist of three members, with one elected each year to serve for a term of three years. The Trustees shall encourage and assist the Congregation in the creation of trusts/gifts for the Church and shall manage the investments and property of the Church as indicated per Section 6.1. The Trustees shall be ultimately responsible to the Congregation.

Each year, one Trustee shall be elected by the Congregation to act as Financial Agent of the Trustees. This individual shall be suitably bonded/insured, may be the chairperson of the Board and shall act by and with the Board's consent in matters relating to the trust funds and real property of the Church. A second trustee, suitably bonded/insured, shall

be named by the Board to serve in the absence of the Financial Agent. (See Article IX, Section 6)

The Trustees may appoint a deferred gifts advisor to promote and assist in the creation of such gifts by the Congregation. The advisor shall be a non-voting member of the Board.

Material and financial gifts that require individual receipts shall be acknowledged by the Trustees in writing to the donor. Trustees shall notify the Memorial Gifts Committee of all applicable donations.

#### Section 6.1 Trust Funds

The Trustees shall protect and manage all trust funds and real property of the Church. They shall mortgage or convey said property only by specific vote of the Congregation and the release of any mortgage shall be executed by the Trustees upon approval of the Congregation.

Funds entrusted to the care of the Trustees shall be invested as approved by a majority of the Trustees. The Board shall have the privilege of utilizing outside financial help or brokerage houses as needed.

Principals of funds may be loaned, where not so restricted, to the Church for mortgage purposes in real property of the Church, upon approval by the Congregation. Terms of the loans shall be specified and shall not be altered except upon approval of the Congregation.

Income from Trust Funds should, whenever possible, be retained and re-invested to compensate for market fluctuations and inflation. The use of the principal of Trust Funds to meet special needs must be approved by the Council prior to submission of the request to the Trustees. Any use of the principal of Trust Funds must be approved at a congregational meeting.

The Trustees shall provide an audited financial report to the Congregation at the annual meeting.

#### Section 7. Board of Christian Outreach

The Board of Christian Outreach shall consist of six members, three of whom shall be elected each year to serve a two-year term. .

The Board shall be responsible for educating and informing the Congregation about the overall missions of the Christian Church. The Board shall encourage the members in the giving of their time, talent and financial support in response to emergency and long-range problems of human life and its suffering. The Board shall work in conjunction with the Connecticut Conference, other agencies and instrumentalities of the United Church of Christ, and ecumenical groups.

#### Section 8. Board of Buildings and Grounds

The Board shall consist of six members, three of whom shall be elected each year to serve a two-year term. The Board shall be responsible for the planning and supervision of all upkeep, repairs and additions to all Church property. The Board shall oversee care of the parsonage and respond to the concerns of the minister in residence.

The Board shall be responsible for property security practices and shall establish rental policies and fees for use of the buildings and grounds subject to approval of the Council.

The Board and the Minister shall be responsible for the hiring of all full or part-time custodial staff. The annual salary recommendation and performance review of the custodial staff shall be made by the Board of Buildings and Grounds in consultation with the Minister(s) and the Personnel Committee.

#### Section 9. Pastoral Relations Committee

The Pastoral Relations Committee shall consist of five members. These shall include the Moderator, a Deacon, a member of the Board of Christian Education if applicable (making a six member Committee), a Congregational Representative to the Council, and two additional members appointed by the Minister(s). Members of the Committee shall be appointed for a term of one year.

The Committee shall elect a chairperson. The Committee shall meet with the Minister(s) to discuss pastoral leadership and concerns which the Minister (s) or the congregation may have. Such discussions shall take place in a confidential manner.

The Committee shall review the terms of the Minister (s)' call (covenant contract) and job description (s) annually and make recommendations regarding the terms of the Minister (s)' call and compensation package to the Board of Finance.

This Committee shall report directly to the Congregation.

#### Section 10. Personnel Committee

This Committee shall consist of five members. Voting members shall include the Moderator, and one member each from the Music Committee and the Boards of Buildings and Grounds, Finance, a Congregational Representative to the Council and a member from the Board of Christian Education if applicable (making a six member committee). The Minister (s) shall be member(s), ex officio. Members shall be appointed for a term of one year. The Committee shall elect a chairperson.

The Committee shall maintain job descriptions for all staff positions [other than the Minister (s)] and conduct annual reviews of the performance, salaries/benefits, and conditions of employment, in conjunction with the appropriate Boards. The Committee shall make recommendations, based on annual reviews, regarding staff compensation to the Board of Finance for preparation of the budget.

The Committee shall obtain and maintain signed contracts, including all conditions of employment and procedures for termination, for all staff positions. Copies of all contracts shall be placed in the church office and with the Clerk.

The Committee shall be available to staff members [other than the Minister (s)] and the congregation to address any concerns or personnel matters in a confidential manner.

#### Section 11. Nominating Committee

The Nominating Committee shall consist of four members, with two members elected each year for a two-year term. The Committee shall be responsible for the development of a slate of nominees to fill all positions to be presented to the Council and voted on at the annual congregational meeting.

The Committee shall also be responsible for filling vacancies which occur during the term. These replacements shall be approved by the Council.

#### Section 12. Auditing Committee

The Auditing Committee shall consist of three members, with one elected each year to serve a three-year term. The Committee shall report to the Council. Members of the Boards of Finance and Trustees may not serve on this Committee.

The Auditors shall assist in developing and maintaining the format of financial records of the Church groups and shall audit the books and reports of the Treasurer, Trustees, the Women's Fellowship and any other group which has had Council approval to have a bank account. They shall make arrangements with all such Officers and chairpersons in ample time to complete their audit for the fiscal year and report the results of the audit to the Congregation at the annual meeting.

An outside procedural review shall be conducted every five years.

#### Section 13. Floral Committee

The Floral Committee shall consist of three members with one elected each year to serve a three-year term. The Committee shall be responsible for the placement of flowers, and seasonal decoration of the sanctuary.

The Committee shall report to the Board of Deacons.

#### Section 14. Ushers and Greeters Committee

The Committee shall consist of three members, with one elected each year to serve a three-year term. The Committee shall be responsible for scheduling an appropriate number of lay people to greet and/or usher at each regular and special Church service.

The Committee shall report to the Board of Deacons.

#### Section 15. Collection Committee

The Collection Committee shall consist of eight members, who may be members of other boards and committees, to aid the Treasurer in counting, recording, and depositing all offerings and collections received. Committee members are elected for a one-year term but may be reelected for additional terms if requested by the Nominating Committee.

The Committee shall notify the Financial Recording Secretary in writing of the identification of the giver and the amount for every donation toward pledges, loose offerings, free will gifts, and special collections. The Committee shall provide the Treasurer with a written statement of all monies received, and the Memorial Gifts Committee with a written statement of all memorial gifts received.

The Treasurer shall supervise and coordinate the work of the Committee.

The Committee members shall be suitably bonded/insured with sufficient surety as determined by the Board of Finance.

#### Section 16: Memorial Gifts Committee

The Memorial Gifts Committee shall consist of three members with one elected each year to serve a three-year term. The Committee shall encourage the promotion of memorial

gift giving to the Church and administer all such gifts. Their administration shall include acceptance from donors, acknowledgement of gifts, responding to the stipulations of the donors, and the keeping of appropriate records.

The Committee shall have full discretion in the disbursement of non-restricted gifts for use within this Church's own facilities; exception to such usage must be approved by the Council. The Committee shall receive written requests for use of the memorial monies from members and groups of the Congregation. The Treasurer shall disperse these monies upon written request of the Memorial Gift Chairperson.

#### Section 17: Women's Fellowship

The Women's Fellowship shall have voting representation on the Council through its President or proxy. Its programs shall be coordinated through the Council.

#### Section 18: Other Fellowships

Fellowships intending to establish a budget and regular programming may be formed by application to the Council and review and approval of the Congregation at the next annual meeting, provided they fulfill a function or need within the Church that cannot be performed satisfactorily by existing boards or fellowships. The President or proxy shall be a voting member of the Council.

### ARTICLE XII

#### DELEGATES

There shall be five delegates, plus two alternates.

The group shall send delegates from its own number to General Synod, the Connecticut Conference of the United Church of Christ, the New Haven East Consociation, and any other conferences of interest to the Church.

Prior to each conference, the delegates shall solicit the views of the Congregation on matters to be brought before the conference. The delegates shall report these views to the conference. Building on this information, the delegates shall then vote according to their conscience and in response to the Spirit or new information.

The Delegates shall present a report of each conference to the Council and Congregation.

### ARTICLE XIII

#### AMENDMENTS

These rules may be amended at any business meeting of the Congregation by a two-thirds vote of those active members present and voting provided that the notice of the amendment and substance thereof has been given in the notice of the meeting. The Council shall review all proposed amendments prior to presenting them to the Congregation.

ARTICLE XIV

REPEAL OF PREVIOUS BY-LAWS

Upon approval of these By-laws by the Congregation, all previously approved By-laws are repealed.