

# **THE CONGREGATIONAL CHURCH OF NEW FAIRFIELD, CONNECTICUT, INC**

United Church of Christ

By-laws

February 27, 2005

## **ARTICLE I: NAME**

The name of this Church is the Congregational Church of New Fairfield, Connecticut, Inc – United Church of Christ.

## **ARTICLE II: GOVERNMENT AND FELLOWSHIP**

The government of this Church is vested in its members who exercise the right of control in all its affairs. It is amenable to no other ecclesiastical body, but it accepts the obligations of mutual counsel, comity and cooperation involved in the free fellowship of the United Church of Christ and pledges itself to share their common aims and work. This church is in direct fellowship with the Fairfield East Association and the Connecticut Conference of the United Church of Christ, and will strive to cooperate with all Churches to promote the Kingdom of our Lord Jesus Christ.

## **ARTICLE III: COVENANT OF MEMBERSHIP**

Mindful of God's call to live as brothers and sisters within the Church, we form this congregation in New Fairfield, and make together this our solemn covenant:

We believe in God, The Creator of stars and earth, and our Creator; The Christ Jesus of Nazareth, our crucified and risen Lord; and the Counselor who speaks within our souls. We promise to live in God's way. We will try to care for one another spiritually, sharing joys and sorrows, and committing ourselves to regular worship and prayer. We will seek to grow in the knowledge and love of God, carefully attending to the Scripture, and to the events of our days and nights. We will strive to hear and fulfill our mission to love and serve others, most of all the suffering and the stranger. We accept the life, health and talents which we hold in trust from God, and pledge to use them as faithful stewards of God's work. This covenant we make in free conscience, trusting that by God's grace we shall honor it.

## **ARTICLE IV: MEMBERSHIP**

The members of this Church shall be persons who have indicated their desire to join the Church, and who have attended classes led by the Minister to acquaint themselves with the Church and the UCC. The minister shall notify the Board of Deacons of prospective member's request for membership. Thereafter, the candidate shall be received into membership at a Communion Service (or at some other time as appropriate), by public assent to the covenant and by extending the hand of fellowship on behalf of the congregation. Any who are unable to attend in public may be received by the Deacons acting on behalf of the church.

## **DUTIES OF MEMBERS**

Members are expected to be faithful in all duties essential to Christian life: To attend regularly the services of the Church; to give systematically for its support and its benevolences; to share in its organized work and to seek diligently the spiritual welfare of the church and the winning of others to Christian life.

## **RIGHTS OF MEMBERS**

Active members in good standing may act and vote in all transactions of the Church. Inactive members may speak but not vote at any duly called meeting.

## **TERMINATION OF MEMBERSHIP**

As used in this section, "Termination" shall mean that a member's right to vote ceases and the member will no longer be listed as an active member of the congregation.

1. Any member in good standing who desires a letter of dismissal and recommendation to another Church, upon request is entitled to receive it. This letter shall be valid as recommendation for only one year from its date unless renewed. The right to vote shall cease when a letter is issued and membership shall terminate. Letters addressed to Churches in general shall not be granted.
2. If, because of change of faith or for some other reason not involving un-Christian conduct, a member requests in writing to be released from his covenant obligations, the Church shall patiently endeavor to secure his or her continuance in its fellowship. Failing in such effort, the Board of Deacons may grant the request and terminate such membership.
3. Members whose addresses have long been unknown, or who, for a period of one year, in spite of kindly approaches, have not communicated with this Church or contributed to its support, shall by annual action by the Board of Deacons, be transferred to a list of proposed inactive members. The Deacons shall then have one year to attempt to re-establish contact with the member. At the end of the one year period, if this effort proves unsuccessful, the member's status shall be listed as "inactive" and that fact shall be published in the Church's monthly newsletter – The Candlelight – and posted on a prominent bulletin board at the Church. The member's voting rights shall cease at that time. If, after the expiration of the second year, the member's whereabouts are still unknown, he or she shall be listed as a "former member" of the Church.
4. Should a member become an offense to the Church and its good name by reason of persistent breach of its covenant vows, the Board of Deacons may censure such a member, or terminate his or her membership, but only after due notice and hearing after faithful efforts have been made to bring such a member to amendment in accordance with the law of Christ. The member shall have the right to appeal the Board of Deacons' decision to the full congregation.

## **ASSOCIATE MEMBERSHIP**

Upon recommendation of the pastor and the Board of Deacons, the Congregational Church of New Fairfield, United Church of Christ, will receive into associate membership any who wish to retain their primary, permanent membership in another Christian body but seek to be part of the CCFNF fellowship. Associate members shall not have voting privileges nor shall they serve on boards or standing committees; however, they may share in other member privileges

## **ARTICLE V: SERVICES AND MEETINGS**

The Services and Meetings of the Church shall be as follows:

### **A. WORSHIP SERVICES**

1. Services of Worship shall be held at given hours each Sunday unless weather or other occurrences make it unwise or unsafe to hold such services. The Deacons and/or the Pastor shall make such determinations and alert the Church members as quickly as possible if services will not be held as scheduled.
2. The Sacrament of the Lord's Supper shall be celebrated regularly on the first Sunday of each month, unless changed by the Board of Deacons. Communion may be received by all members and non-members. The Baptism of adults and children shall be administered at such times as the Pastor or, in his or her absence, the Board of Deacons may determine.
3. Other Services of Worship, Prayer, Inspiration and Study may be held as determined by the Board of Deacons and/or the Pastor.

### **B. BUSINESS MEETINGS**

1. Meetings of the full congregation shall be held during the year in the months of February, May, September, and November. Whenever possible, these meetings shall be held on the last Sunday of the month. If scheduling conflicts or other unavoidable reasons prohibit a meeting on the scheduled Sunday, the meeting shall be rescheduled to a Sunday as near to the original date as possible. The annual slate of proposed officers, board and committee members shall be presented and voted upon during the May meeting each year. Individuals elected by the congregation shall serve their terms of office beginning on the immediately following first day of June. Terms of office shall run from June 1<sup>st</sup> through May 31<sup>st</sup> of the following year. The budget for the following calendar year shall be presented to the congregation and voted upon during the November meeting each year.
2. All Boards, Committees and Auxiliary Organizations shall submit a full report of their activities and finances covering the prior year to the Executive Committee annually no later than January 31.
3. The Annual Reports of Officers, Boards, Committees and Organizations shall be published by February 15<sup>th</sup> each year.

### **C. SPECIAL MEETINGS**

Special meetings for business may be called by the Executive Committee, or shall be called by the Clerk upon written request of twenty members of the Church. The nature of the business

transacted shall be stated in the call and read to the Congregation on the Sunday preceding the day fixed for such meeting.

#### **D. QUORUM**

A quorum at any meeting of the Church membership shall consist of fifty (50) members. A majority vote of the members present shall be decisive on all questions except as otherwise provided in these by-laws.

#### **E. MEETINGS OF BOARDS AND COMMITTEES**

Any member may attend any meeting of any Board or Committee on a non-voting basis unless the session is designated as an “executive session.” A meeting or a portion of a meeting may be designated as an “executive session” by a vote to do so by a majority of a quorum present of the Board or Committee. This designation is to be used sparingly for issues of a very confidential nature only and is not intended to be used on a regular basis for routine discussions.

### **ARTICLE VI: OFFICERS**

The Officers of the Church shall be the following:

#### **A. PASTOR**

The Pastor shall be called for an indefinite time by a two-thirds vote of the members present at a duly called meeting of the Church. When a Pastor has been selected and has accepted the call, if it is agreeable to him or her, the Association to which this Church belongs and the Churches of the vicinity shall be invited to attend an Ecclesiastical Council for the purpose of installing the Pastor in accordance with established practice. The Pastor shall become a member at the first opportunity. While the term of the Pastor shall be indefinite, the Church may, at any time by a vote of two thirds of the members present (assuming a quorum is present) at a meeting called for the purpose, request his or her resignation with the understanding that it will become effective within ninety days. The Executive Committee shall determine the details of the separation. Likewise, the Pastor shall give ninety days notice in case he or she wishes to leave of his or her own volition. In the case of loss of ministerial standing of the Pastor (as appointed by a recognized group), relationship shall cease at once.

The Pastor shall have charge of the spiritual welfare of the Church in cooperation with the Board of Deacons. In matters pertaining to this spiritual welfare, including services and the administration of the Sacraments, he or she shall actively seek the counsel of the Board of Deacons. He or she will counsel with any couples who wish to be married, advising them of marriage’s spiritual meaning, and said couples must attend at least one counseling session. A fee may be charged for non-members, the amount to be decided by the Deacons. Couples are to be informed of this church policy by the minister. The minister shall counsel with the parents of any child who is to be baptized. The Pastor should feel that the parents are sincere about raising their child in a Christian way. The minister is to conduct funeral services. He or she shall endeavor to enlist men, women and children as followers of Christ, preach the Gospel, administer the Sacraments, have under his or her care all services of public worship and

administer the activities of the Church in cooperation with the various Boards and Committees. He or she shall be, ex-officio, a member of all Boards and Committees.

## **B. MODERATOR**

A Moderator shall be elected at the May meeting of the Church and he or she shall preside over all duly called meetings of the Church and Executive Committee. He or she shall conduct all meetings according to Robert's Rules of Order. The Moderator shall serve for a term of one year. The individual may serve a total of three (3) consecutive terms following which he or she shall be ineligible to be elected as Moderator for a period of one year.

## **C. VICE MODERATOR**

A Vice Moderator shall be elected at the May meeting of the Church and, in the absence of the Moderator, shall preside over all duly called meetings of the Church and Executive Committee. He or she shall conduct all meetings according to Robert's Rules of Order. The Vice Moderator shall serve for a term of one year. The individual may serve a total of three (3) consecutive terms following which he or she shall be ineligible to be elected Vice Moderator for a period of one year.

## **D. CHURCH CLERK**

A Clerk shall be elected at the May meeting of the Church who shall keep a faithful record of the proceedings of the Church and the Executive Committee, of which he or she shall be Secretary. He or she shall be responsible for keeping a register with addresses of members of the Church with dates and modes of reception and removal, also a record of baptisms and marriages. He or she shall be responsible for the issuance of letters of transfer and the notification of the churches to which they are addressed; preservation on file of all communications and written reports; notifications of all persons elected to Offices and Committees; give legal notice of the Church and Executive Committee meetings; conduct all correspondence so far as this is not otherwise provided for, and perform such other duties as are prescribed by law or as usually pertain to the office of a clerk or secretary of an assembly. The Clerk shall serve for a term of one year. The individual may serve three consecutive terms following which he or she shall be ineligible to be elected as Church Clerk for a period of one year.

## **E. FINANCIAL SECRETARY**

A Financial Secretary shall be elected at the May meeting of the Church who shall receive all offerings and special collections; keep an accurate account with each subscriber; and furnish subscribers with quarterly statements of their accounts. He or she shall deposit funds received in such depository as the Trustees shall order. The Church shall provide such bonds as the Trustees prescribe. The Financial Secretary shall serve for a term of one year. There is no limit to the number of consecutive terms an individual may serve as Financial Secretary.

## **F. TREASURER**

A Treasurer shall be elected at the May meeting of the Church and shall receive a report of all moneys from the Financial Secretary. Under direction of the Trustees he or she shall have the custody of all papers relating to the property of the Church. The Treasurer shall pay all bills of the church on order from the Trustees or their properly appointed agent. He or she shall keep an accurate account of all disbursements. The Treasurer shall serve for a term of one year. There is no limit to the number of consecutive terms an individual may serve as Treasurer.

## **G. HISTORIAN**

A Historian shall be elected at the May meeting of the Church and shall be responsible for compiling historical and current information of the Church and its events. The Historian shall also be in charge of keeping the Book of Remembrance up to date. The Historian shall serve for a term of one year. There is no limit to the number of consecutive terms an individual may serve as Historian.

## **ARTICLE VII: BOARDS**

For all church Boards, a quorum of members representing a majority of the members on the Board must be present for any matters requiring a vote of the members of that Board. Meetings for discussion purposes only may be held with less than a quorum present. Members may serve as an officer or as a member of only one Board at a given time. However members may serve as an officer on one Board and/or as many committees as they wish simultaneously. When a member accepts the responsibility of serving as a member of a Board, he or she is expected to be familiar with the duties and work of that Board and to fully participate on a regular basis in the deliberations and work of the Board. Should a member of a Board miss six monthly meetings without a reasonable excuse, the Executive Committee is reserved the right to remove the member from his or her position on the Board and to appoint a new member to complete the unexpired term. Only Church members on the list of active members may serve on the following Boards:

### **A. BOARD OF DEACONS**

The Board of Deacons shall consist of all Deacon Emeriti and twelve active members of the Church, four of whom shall be elected at each May meeting to serve for a term of three years. After serving two full terms, a Deacon shall be for one year ineligible for re-election as a Deacon. A Deacon who has served eighteen years may be recommended by the Executive Committee and voted upon at a meeting of the full congregation for election as Deacon Emeritus, and upon such election shall be for life an honorary (ex-officio) member of the Board of Deacons. As such the Deacon Emeritus is encouraged to attend meetings and participate in the work of the Board. The Deacon Emeritus may serve as an elected member of any other Board or Committee. The Board of Deacons shall organize by the selection of its own Chairman, Vice Chairman, Treasurer, Secretary and such other officers of subcommittees as may be necessary. It shall be the duty of the board of Deacons to cooperate with and assist the Pastor in ministering to the spiritual interests of the Church and the community and, in this role, the Board shall be responsible with the Pastor for periodic reviews of the forms of public worship, including the

administration of the Sacraments. It shall assist in the preparation and administration of the ordinances, in the caring of the sick, the sorrowing, the indifferent and the stranger. It shall supervise the Music and Worship Committees. It shall have sole jurisdiction in the administration of the Deacon's Fund received at Communion Services, but a report of receipts, expenditures and balance on hand shall be made to the Executive Committee annually. Any matters of Church or pastoral discipline shall be the responsibility of the board of Deacons. It shall make an annual survey of the Church Roll and at the May meeting submit a revised roll. It shall provide for the supply of the pulpit in case of vacancy and in the absence of the Pastor. It shall make necessary arrangements for an Installation Ceremony when this becomes necessary. The Deacons shall visit the sick and needy, call upon new members, introduce new families into the life of the Church and cooperate with the Pastor in promoting the spiritual interests of the Church. This Board shall be responsible for the preparation of the elements for the Communion Services. Communion may be received by all members and non-members.

No later than the end of September each year, the Board of Deacons shall review the performance of the Pastor, and make a recommendation to the Executive Committee regarding any appropriate adjustments in salary for the following calendar year.

### **SUBCOMMITTEES OF THE BOARD OF DEACONS**

Only Church members on the list of active members may serve on the following committees:

#### **WORSHIP COMMITTEE**

The Worship Committee shall be appointed by the Board of Deacons to coordinate and oversee all aspects of worship services conducted by the Church. This shall include but not be limited to the provision for ushering all regular and special services of the Church, the lighting of the alter candles, the posting of the hymn numbers and the distributed of folded programs at services. In addition, the committee shall see to the appropriate decoration of the Church Sanctuary for all regular and special services or occasions in the life of the Church through the use of flowers, etc. The committee shall organize a Memorial Flower Calendar for the year so that all members and friends of the Church will have an opportunity to donate memorial flowers. It shall also have such other duties as the Deacons may determine and delegate.

#### **MUSIC COMMITTEE**

The Music Committee, working with and under the supervision of the Board of Deacons, shall be responsible for the musical program of the Church. The Committee members shall be proposed by the Nominating Committee and shall be elected by the congregation and shall consist of the Minister of Music or music director ex-officio, as well as any additional musical staff ex-officio, two adult choir members, two deacons and two members at large drawn from the active membership list of the congregation. The choir members, deacons and members at large shall serve for terms of two years. They may serve a total of three consecutive terms after which they shall for one year be ineligible to serve on this committee. The Music Committee shall actively pursue members for participation in the various musical groups of the Church. It shall also annually (no later than the end of September) review the performance of the Minister of

Music and any other musical staff and make recommendations to the Executive Committee regarding any appropriate adjustments in Salaries for the following calendar year.

## **B. BOARD OF CHRISTIAN EDUCATION**

The Board of Christian Education shall consist of nine Church members, one third of whom shall be elected at each May meeting of the Church to serve for a term of three years. After serving for two full terms, a member of this Board shall for one year be ineligible for re-election to the Board of Christian Education.

This Board, in conjunction with the Pastor, Director of Christian Education, and Youth Minister, shall have supervision and direction of the educational programs of the Church, including the Church School and youth groups. It shall have full power to appoint and to remove volunteer advisors to the youth groups, teachers, and all other officers not otherwise provided for. The Board shall recommend candidates to the Executive Committee for the positions of Christian Education Director and Youth Minister.

The Board, in conjunction with the Pastor shall have supervision over the Director of Christian Education. It shall assist the Director in the development and implementation of the Church School programs. Also, in conjunction with the Pastor, the Board shall meet annually to review the performance of the Christian Education Director and make recommendations to the Executive Committee regarding any appropriate adjustments in salaries and working conditions for the following year.

This Board shall also be responsible for the care and upkeep of the Church Library by providing books, periodicals, tapes, and videos for the education and edification of the Church.

## **SUBCOMMITTEES OF THE BOARD OF CHRISTIAN EDUCATION**

Only Church members on the list of active members may serve on the following committees:

### **YOUTH MINISTER COMMITTEE**

The Youth Minister Committee shall, in conjunction with the Pastor, assist in the development and implementation of programs for the youth. Also in conjunction with the Pastor, this committee shall annually (no later than the end of September) review the performance of the Youth Minister and make recommendations to the Board regarding any appropriate adjustments in salaries and working conditions for the following year. The Board of Christian Education will take these recommendations under advisement when it develops its budget to be presented to the Executive Committee.

## **C. BOARD OF TRUSTEES**

The Board of Trustees shall consist of nine church members, one third of whom shall be elected at each May meeting of the Church to serve for a term of three years. After serving two full terms, a member of this Board shall be for one year ineligible for re-election as a Trustee. The Board shall meet regularly each month, and special meetings may be called as provided for by the Board. The Board shall elect its own officers, its own committees and determine its own

mode of procedure. The Board shall have the responsibility of appointing an auditor or auditing committee from its members to examine the accounts of the Financial Secretary and Treasurer and to report no less than every two years. Under the direction of the Church and except as otherwise provided, the Board of Trustees shall have the care and custody of the property of the Church and have charge of its financial affairs, always subject to the regulations prescribed by the laws of the State. The Board shall have no power to buy, sell, mortgage, lease or transfer real property without specific authority by vote of the Church membership. In conjunction with the Pastor, the Board shall annually (no later than the end of September) review the performance of the Church Secretary and Sextons and make recommendations to the Executive Committee regarding any appropriate adjustments in salaries for the following calendar year.

### **SUBCOMMITTEES OF THE BOARD OF TRUSTEES**

Only Church members on the list of active members may serve on the following committees:

#### **FINANCE COMMITTEE**

The Finance Committee shall consist of three members of the church. Working under the supervision of the Board of Trustees, this committee is responsible for the investment of the Congregational Church of New Fairfield “permanent funds.” The committee shall invest these funds with the goal of achieving the following:

1. Prudent investment of the funds in relatively conservative vehicles.
2. Reasonable returns on the invested amounts.
3. Investments of an “ethical” nature.

The members of the committee shall be appointed by the Executive Committee for one-year terms. There shall be no limit to the number of terms a member may serve.

### **D. BOARD OF MISSIONS**

The Board of Missions shall consist of nine members, one third of whom shall be elected at each May meeting of the Church to serve for a term of three years. After serving two full terms, a member of the Board shall be for one year ineligible for re-election to the Board of Missions. The Board of Missions is concerned with the Church’s wider mission in our community and beyond. It shall have in its charge the organization and supervision of the Mission outreach plans of the Church, and shall administer the annual budget for missions, together with regular or special mission offerings and project throughout the year. It shall oversee and direct the distribution of benevolence funds as provided in the annual Church budget, donations made to the Board of Missions, and contributions received from special offerings and fund raisers specifically sponsored by the Board of Missions. It shall promote missionary interest and systematic giving to missionary education programs, and above all seek to teach the ideals of Christian Mission.

## **ARTICLE VIII: COMMITTEES**

### **A. EXECUTIVE COMMITTEE**

The Executive Committee shall be the policy formulating and program planning body of the Church, coordinating and supervising the various boards and committees of the church and performing such other functions as may be assigned to it by the congregation. If required, it shall act on behalf of the Church. It shall consist of the following persons, each of whom must be a member of the Church: The Pastor, ex-officio; the Minister of Music, ex-officio; all Officers as defined in [ARTICLE VI](#) of these by-laws; together with the Chairmen of the Board of Trustees, Board of Deacons, Board of Christian Education, and Board of Missions or their designated representatives; and three lay members representing the congregation at large, with the lay members elected at the May meeting of the Church for a period of one year. The Executive Committee shall ordinarily meet monthly. Other meetings may be called by the Chairman or at such other times a quorum of six members shall determine.

The Moderator shall be the Chairman of this committee. The Church Clerk shall act as Secretary of this Committee. In the event of the resignation of the Pastor, a prospective list of people to serve on a Pastoral Search Committee composed of not more than nine members of the Church, shall be presented at a special Church meeting by the Executive Committee for consideration and approval of the Church Membership. The Executive Committee shall act on the replacement of vacancies which occur on Boards, Committees or of Officers upon recommendation of the Nominating Committee. Resignations shall be presented to the Church Clerk in writing. A report of meetings shall be submitted to the Church body through the news letter. The Board shall act upon (1) the recommendations of the Deacons and Pastor as to the calling and release of the Minister of Music; (2) the recommendations of the Board of Trustees and Pastor as to the calling and release of the Sexton(s); (3) the recommendations of the Board of Trustees and the Pastor as to the calling and release of the Church secretary; and the recommendation of the Board of Christian Education and Pastor as to the calling and release of the Youth Minister. They shall develop policies concerning job descriptions, days off, sick leave, vacation time, continuing education or training, salaries and other benefits; they shall work with existing staff members and committees in developing such policies.

Not later than its May meeting, the Executive Committee shall appoint a member from the Church's list of active members to serve as Chairman of a delegates committee to fill the church's quota of delegates to represent the Church at meetings and functions of the Fairfield East Association and the Connecticut Conference of the United Church of Christ. This committee shall report to the Executive Committee.

The committee shall also coordinate the construction of an annual budget to be presented to the congregation for adoption at the November meeting each year.

### **B. STANDING COMMITTEES**

The following shall be considered "Standing Committees" of the Church. As such, the members of the committees are proposed by the Nominating Committee and elected by the congregation. Members of these committees shall serve for a two year term. One half of the membership of

each committee shall be elected by the congregation each year. A member may serve for three consecutive terms, following which he or she shall be ineligible for election to that committee for one year. The Nominating Committee shall solicit volunteers to serve on these committees and shall recommend a slate of members for election to the congregation at each May meeting. Additional Standing Committees may be formed only following a vote to do so by the congregation.

Only Church members on the list of active members may serve on the Nominating Committee and Stewardship Committee.

### **NOMINATING COMMITTEE**

The Nominating Committee shall consist of six members. The slate of proposed members of this committee shall be presented to the congregation by the Executive Committee. This committee shall prepare and post a ballot nominating one person for each Officer, Board, Music Committee and Standing Committee position to be voted upon by the congregation at its May meeting. The slate of nominees is to be posted not later than two Sundays prior to the May meeting. The ballot presented by the committee will be the official ballot at the May meeting, provided always that the right of a member to make a nomination from the floor shall be recognized. Should a member decline to serve or resign prior to the end of their term, the committee shall propose a substitute to the Executive Committee. If voted favorably by the Executive Committee, such person shall serve the unexpired term of the individual they are replacing. The Committee shall report to and be supervised by the Executive Committee.

### **STEWARDSHIP COMMITTEE**

The Stewardship Committee shall consist of six members. The committee shall be responsible for the annual enlistment of pledges from members and friends. The committee shall report to and be supervised by the Executive Committee.

### **SCHOLARSHIP COMMITTEE**

The Scholarship Committee shall consist of three members. The committee shall be responsible for distributing interest earned from the scholarship fund in the form of education scholarships to persons meeting the eligibility criteria established by the committee. The committee shall keep a faithful accounting of all moneys requested and distributed. Meetings may be called at the discretion of the chairperson or at such other times as a quorum of two members shall determine. For elections, one half of this committee shall consist of two members for each year ending in an odd number and one member for each year ending in an even number. The committee shall report to and be supervised by the Executive Committee.

### **HOSPITALITY COMMITTEE**

The Hospitality Committee shall consist of six members. This committee shall be responsible for encouraging and promoting church family growth through a variety of timely fellowship activities held throughout the year. Activities planned should focus on reaching all age groups within the church. The committee shall also be responsible for arranging the weekly coffee hour

and welcoming prospective members and visitors. The committee shall report to and be supervised by the Executive Committee.

### **C. PASTORAL RELATIONS COMMITTEE**

The Pastoral Relations Committee shall consist of five members. The committee shall be composed of one member each appointed from the Board of Trustees, Deacons, Christian Education and Missions along with one active member chosen by the Pastor as his or her representative. Questions, concerns, complaints, etc. on behalf of the Pastor or the congregation are to be addressed with the aim of arriving at an amicable and acceptable solution to all. The committee shall report to and be supervised by the Executive Committee.

### **D. OTHER COMMITTEES**

Only members on the Church's list of active members may serve as officers of the Outdoor Ministries Committee.

### **OUTDOOR MINISTRIES COMMITTEE**

The Outdoor Ministries Committee shall be responsible for the construction, administration and upkeep of the Church's outdoor chapel, Biblical garden and memorial wall. The committee shall keep a faithful accounting of all moneys received for current and future memorial niches. The committee shall report to and be supervised by the Executive Committee.

## **ARTICLE IX: AUXILIARY ORGANIZATIONS**

Any organization seeking to be recognized as an integral part of the Church must make application to the Executive Committee. Upon recommendation of the committee, such application shall be presented to the Church for approval at a duly called meeting. Auxiliary Organizations may organize themselves as they see fit and may accept an unlimited number of members. However, only Church members on the list of active members may serve as Officers of these groups. These organizations shall report to and be supervised by the Executive Committee. The following fellowships are recognized as auxiliary organizations of the Church:

- Women's Church Club
- Congregational Service Club
- Summer Play Committee
- Women's Ministry

## **ARTICLE X: FINANCES**

### **A. OFFERINGS**

The Church shall seek support by contributions of individuals and organizations. All members of the church and parish shall be encouraged to make written pledges. There shall be received in connection with each Communion Service an offering for the Deacons' Fund to be used by the

Board of Deacons for relief of the needy. Other Boards and auxiliary organizations are invited to contribute under plans of their own choosing.

## **B. APPORTIONMENT**

The Church shall cooperate with the churches of the Association and State Conference under what is known as the “apportionment plan.” Likewise, the Trustees shall include in the budget of expenses of the Church the “per-capita contribution” for the expenses of the Association and the State Conference.

## **C. PERMANENT FUND**

All legacies not specifically appropriated by the donors to some specific purpose shall be invested by the Trustees, using their best judgment to achieve a balance between income and security of the funds. All income from such investments can be used by the Trustees as they see fit in connection with their responsibility for the financial affairs of the Church. It is intended to keep the principle intact so as to generate interest income. However, all or any part of the principle may be borrowed for unusual and non-recurring expenses, upon recommendation of the Board of Trustees and approval by the Church membership, provided that the borrowed funds are repaid into the permanent fund as soon as possible. All other special gifts to the Church not otherwise designated, will be available to the Trustees to be used for Church purposes as they see fit.

## **ARTICLE XI: TERMINATION**

The Church and its property shall be forever devoted to religious purposes. No officer, director, member or employee thereof shall receive any pecuniary profit from the church except reasonable compensation for services in effecting one or more of its purposes. In the event of the dissolution of the Church, its property shall become vested in, and its functions as trustee, if any, administered by the Missionary Society of Connecticut or its successor.

## **ARTICLE XII: AMENDMENTS**

This Constitution and by-laws may be altered or amended by a two-thirds vote of a quorum present in person or by absentee ballot at any regular meeting or special meeting, provided that a notice specifying the time of the meeting and the substance of the proposed amendment shall have been given from the pulpit and posted in the Church on the two Sundays immediately preceding said meeting.