

**Constitution of the First Congregational Church
United Church of Christ
New Milford, Connecticut**
*Revised 5/16/93 and amended 2/13/94, 5/19/96, 10/27/96,
10/29/00, 2/24/02, 5/26/2013, 10/25/2015, 4/11/2021*

ARTICLE I: NAME

The name of this Church is The First Congregational Church of the United Church of Christ, New Milford, Connecticut.

ARTICLE II: GOVERNMENT AND FELLOWSHIP

The Government of this Church is vested in its active members who exercise the right of control in all its affairs. It is subject to no other Ecclesiastical body, but accepts the obligations of mutual consent and cooperation involved in the free fellowship of the Churches of the United Church of Christ, and pledges itself to share their faith and work. We seek a fellowship of the Churches of Christ uniting that they may be one body.

ARTICLE III: MISSION STATEMENT

At the First Congregational Church of New Milford, our mission is to:

Seek—to love God and our neighbors “with all our hearts, souls, and minds”; and to “do justice, love kindness, and walk humbly with our God.”

Share—God’s love with all people

Serve—our local and global communities

ARTICLE IV: MEMBERSHIP

SECTION 1. Qualifications: This Church will welcome into its membership all people who affirm their desire to become members and commit to our Church Covenant (see Document A).

SECTION 2. Conditions: All members are accepted by the public profession of the Church Covenant. The membership shall consist of all people who publicly profess their Christian faith, or present satisfactory letters of transfer from other Churches, or reaffirm their Christian faith in cases where they come from Churches that do not grant letters of transfer. At Confirmation, confirmands become full active members.

SECTION 3. Reception: All people desiring to become members of this Church shall be considered and recommended by the Deacons, who in turn shall present to the Church the names of such as they recommend for membership. The Clerk/Database Administrator will be responsible for maintaining membership lists and recording changes in status as directed by the Deacons.

SECTION 4. Categories of Membership:

A) Active members are those who regularly participate in the government, worship, stewardship or mission of this Church. Active members may vote in all transactions of the Church and may hold any Church office.

B) Associate members are those who were received into membership and wish to maintain a relationship with the Church but who no longer participate in the government, worship, stewardship or mission of this Church. Associate members do not have the right to vote in transactions of the Church and may not hold Church office. Associate members may return to active member status by vote of the Deacons when they return to active participation.

SECTION 5. **Determination of Membership:**

A. *At the members' own request:* Active Members may on their own request and by vote of the Deacons:

- 1) be moved to Associate Member status
- 2) be granted a letter of transfer to any Christian Church
- 3) be released from membership

B. *Upon recommendation of the Deacons:* The Deacons shall periodically review the membership list with a concern for those members who are absent or inactive. Members may, by vote of the Deacons, be designated Associate Members, or be removed from the membership rolls.

C. *By vote of the congregation:* Should a member become an offense to the Church, the Church may terminate their membership, but only after due notice and hearing and after faithful efforts have been made to bring such members to repentance and amendment. No membership shall be terminated during the meeting at which the motion for termination is made. Any person whose membership status has been altered or terminated for any reason may be restored to active membership by vote of the Deacons or of the Church.

ARTICLE V: ROLES AND RESPONSIBILITIES

SECTION 1. **Officers:** The Officers of this Church shall be the Pastor(s) called by a vote of the congregation, the Church Council Chair, the Treasurer, the Head Deacon, the Personnel Chair, the Finance Chair, the Investments Chair, the Buildings & Grounds Chair, and the Room Rental Manager. Officers have authority to make any contract, or execute and deliver any instrument in the name of the Church and on its behalf within the limits and authorizations laid forth in this Constitution or other Church policies. All Officers except the Pastor(s), the Church Council Chair, and the Head Deacon shall be elected at the spring Meeting by a majority vote in accordance with the provisions of this Constitution.

SECTION 2. **Pastor(s):** The Pastor(s), called by the Church on recommendation of the Pastoral Search Committee, shall hold their office without limitations to time and may be installed (or recognized) by the Litchfield South Association of the United Church of Christ; and upon acceptance of a call from the Church shall become a member of the Church.

Duties shall be defined by the Deacons facilitated by the Personnel manager or team, and reviewed periodically in consultation with the Pastor(s). The Pastor(s) shall be ex-officio members of Ministries and Teams. They shall make a report of the year's work at the winter Annual Meeting. The pastoral relation will be defined by their Terms of Call and the Personnel Policies of the Church (see separate document B).

SECTION 3. **Church Council Chair:** The Church Council Chair shall be elected by the Church

Council from any of the past year's Council members for a two-year term. The Church Council Chair calls and presides over all meetings of the Church Council using a standard agenda (see separate document C), makes sure that all Council positions are filled and present, and runs the annual meetings of the Church. The Church Council Chair sees that the Annual Report is prepared for the winter Annual Meeting, and submits the Annual Budget for adoption.

SECTION 4. Deacons: There shall be a Board of nine Deacons if possible, three to be elected each year for a term of three years. After completion of their three-year term, they shall be ineligible for immediate reelection. The Board of Deacons elects a Head Deacon from among its members to be the Church Council representative from the Deacons.

The Deacons assist in the preparation and administration of the Services, Ordinances and Sacraments of the Church and in ministering to the welfare and spiritual needs of our Church, its Pastor(s) and this community. They see to it that the pulpit is supplied in the absence of the Pastor(s) and that the Services, Sacraments, and Ordinances of the Church are observed with regularity and reverence.

They present to the Church the names of such as they recommend for membership. They shall be concerned with absent members and recommend revisions of the Church Rolls. The Deacons have the power to grant letters of transfer, withdrawal, or dismissal to any members who request them, and they direct the Clerk/Database Administrator to revise the membership rolls and database accordingly.

Facilitated by the Personnel manager or team, representatives of the Deacons define and review the Pastor(s)' duties, and participate in the Pastor(s)' goal-setting, periodic check-ins and yearly performance reviews. They are responsible for every aspect of the church's relationship with the Pastor(s) including, if need be, termination.

The Board of Deacons is responsible for the creation of the guidelines for using the Pastor's Discretionary Fund to help those in need, in consultation with the Pastor(s).

When a vacancy occurs on the Board of Deacons, the Deacons may recommend a replacement to be voted on by the Church.

SECTION 5. Music Staff: The Music Staff provides a variety of music for the regular and special worship services of the church and other special events, working with the Music Team. Facilitated by the Personnel Team, the Music Staff participates in goal-setting, periodic check-ins and yearly performance reviews led by the Music Team.

SECTION 6. Christian Education Director: The Christian Education Director performs a variety of important roles as defined in the Job Description (see Document B: Personnel Policies and Job Descriptions). Facilitated by the Personnel Team, this person participates in goal-setting, periodic check-ins and yearly performance reviews led by the Christian Education Ministry.

SECTION 7. Church Administrator: The Church Administrator performs a variety of important roles as defined in the Job Description (see Document B: Personnel Policies and Job Descriptions). This person participates in goal-setting, periodic check-ins and yearly performance reviews led by the Pastor(s) and the Personnel manager or team, with input from all five Ministries.

SECTION 8. Clerk/Database Administrator: The Clerk/Database Administrator shall be elected and shall keep a register of the members of the Church with the date of their reception and removal, and a record of baptisms, marriages, and deaths; and make full report to the Church at its Annual Meeting. The Clerk shall also keep records of members' talents and interests and help the Ministries fill vacancies. The Clerk/Database Administrator implements changes in membership status as directed by the Deacons, including issuing Letters of Transfer, notifying the Churches to which they are addressed.

SECTION 9. Recording Secretary: The Recording Secretary records and preserves the minutes of all meetings of the Church and Church Council, makes them available as required for such meetings, and ensures that copies are available to anyone interested. Minutes of the previous meeting shall be read and approved by those attending. The Recording Secretary is a non-voting member of the Church Council.

SECTION 10. Treasurer: The Treasurer shall be bonded and shall act as the legal signature of the Church Corporation. The Treasurer has charge of the moneys of the Church as duly authorized by the proper agencies of the Church and is responsible for payments made by the Church and the accounting of them. A report of the previous fiscal year shall be presented at the Annual Meeting and be submitted to the Audit Team for review and presentation at the spring Meeting. The Treasurer will actively participate in the regular meetings of the Budget & Forecasting Team and the Church Management Ministry. Facilitated by the Personnel Team, this person participates in goal-setting, periodic check-ins and yearly performance reviews led by the Church Management Ministry.

SECTION 11. Financial Secretary: The Financial Secretary shall be bonded and shall keep full record of all individual subscriptions to the support of the Church, both for its current expenses and all offerings at its Services, collect the same and remit the money to the proper person, and fulfill such other duties as may be designated by the Church. The accounts shall be submitted for annual audit. The Financial Secretary shall be an ex-officio member of the Stewardship Team. Facilitated by the Personnel Team, this person participates in goal-setting, periodic check-ins and yearly performance reviews led by the Church Management Ministry.

SECTION 12. Constitutionalist: The Constitutionalist is consulted as needed by the Church Council and people in the Ministries to resolve conflicts and questions about "gray areas" in the Constitution. The person in this role should have a deep knowledge of the Constitution, why recent revisions were made, and of the history and culture of the church.

ARTICLE VI: MINISTRIES AND CHURCH COUNCIL

SECTION 1. Ministries: There are five major Ministries of the Church. The Ministries are responsible for managing the activities within their purview, and their decisions are final if they fall within their approved budgets and do not involve other Ministries (see Document E: Decision-Making Flow Charts). Unless otherwise specified, the number of people on each team and term limits, if any, are decisions for each team to make. In some cases, an individual can take the place of a team and enlist help from others as needed.

- A. The Worship Ministry consists of the Pastor(s), other relevant staff, and lay representatives from the Board of Deacons, the Music Team, and people involved in worship.
- B. The Christian Education Ministry consists of the CE Director, other relevant staff, and lay

representatives from Sunday School, Youth Group, and people focused on faith formation for all ages.

- C. The Outreach Ministry consists of relevant staff and lay representatives from Social Concerns & Missions, Baby Bundles, and all people involved with local, national and global outreach.
- D. The Growth & Congregational Care Ministry consists of relevant staff and lay leaders with a passion for attracting, welcoming, and integrating new members and friends; inviting existing members and friends to deepen their relationships with the Church; and increasing the spirituality, connectedness and numbers of participants in church life.
- E. The Church Management Ministry consists of relevant staff and lay people who are charged with the faithful management of the Church's buildings and grounds, finances, technology, record-keeping and personnel.

Members of all Ministries shall be elected at the spring Meeting by a majority vote in accordance with the provisions of this Constitution. Each Ministry then elects its own Chair to be their representative on Church Council for a two-year term. The role of the Ministry Chair is to oversee the work of their Ministry, to ensure that the major functions of the Ministry are being attended to, to facilitate the work, and to communicate to the Church Council.

For a list of the teams that fall under each major Ministry Team, see "Teams Under Each Ministry and Their Responsibilities" (Document D).

SECTION 2. Church Council: The Church Council's voting members consist of the Pastor(s), the Church Council Chair, the Head Deacon representing the Worship Ministry, and the Chairs of the other four Ministries. Non-voting lay participants and staff shall be consulted as needed. Church Council meetings are open to all who would like to attend unless the Council needs to go into Executive Session to deal with a confidential issue. Meeting minutes will be made available to all in the congregation.

The Church Council shall be the central policy-forming and program-planning body of the Church, recognizing and implementing the actions and plans of the Ministry Teams, (see Document E: Decision-Making Flow Charts). Their responsibilities are to implement the 2-5 year strategic plan developed by an ad-hoc committee; to ensure that plans are in place to achieve our mission and address the key things members have said they want; to ensure alignment and synergy among all functions of Church life; to coordinate a running calendar of Church operations; to review the Annual Budget presented by the Finance Chair and to recommend that it be sent to the congregation for approval; to coordinate and help the five Ministries fill open positions; to communicate monthly updates to the congregation; and to charter ad-hoc committees, receive their recommendations, and determine when their work is done (see Additional Document F: Chartering Ad-Hoc Committees).

The Church Council prepares and publicly posts two weeks in advance of the spring Meeting a list of nominations of officers, committees and delegates for the ensuing year. The right of the Church member to make a nomination from the floor shall always be recognized.

The Church Council has the power to fill any vacancy except in the office of Pastor(s) or Deacons until the next spring Meeting.

ARTICLE VII: PASTORAL SEARCH COMMITTEE

When a vacancy occurs in the Pastoral duties of this Church, a Pastoral Search Committee shall be nominated by the Church Council. The committee shall be formed of 7-9 church members who have relational and detail skills and a willingness to dedicate time to meetings; who have a commitment to the future of the church; and who represent diverse ages, races and cultures, genders, life experiences and perspectives present in the church. The Search Committee shall be elected at an Annual, Regular, or Special Church Meeting.

The committee is charged with surveying and summarizing the needs and wishes of the congregation regarding a new settled pastor and preparing the local church profile; reviewing the profiles of ministers who apply; further evaluating the prospective candidates, and recommending a candidate to be voted on by church members.

ARTICLE VIII: MEETINGS

SECTION 1. Worship Services: Worship Services shall be held each Sunday and on such other occasions as planned by the Deacons.

SECTION 2. The Lord's Supper: The Lord's Supper shall be observed the first Sunday of each month, Thursday evening of Holy Week, and Christmas Eve. All people present are welcome to partake.

SECTION 3. Annual Meeting: The Annual Meeting of the Congregation shall be held on a Sunday in late winter to hear the yearly reports of officers and organizations. The call for the meeting shall be read from the pulpit at a worship service and published in the Sunday bulletin and on the Church's social media at least two weeks prior to the date of the meeting.

SECTION 4. Regular Meetings: In addition to the Annual Meeting, there shall be two regular meetings convened each year. One shall be held on a Sunday in the spring and one on a Sunday in the autumn. At the meeting in autumn, the congregation will adopt the budget for the next fiscal year. At the spring meeting, the congregation will elect officers and members to fill vacancies in the Ministries and ad-hoc committees, and the results of the annual audit will be received.

During the discussion of budget items concerning salaries and/or when establishing new salaried positions, persons whose salaries are under discussion and/or potential employees whose salaried positions are under discussion shall be excused from the meeting until a decision has been made.

The Regular meetings and the Annual Meeting will also conduct other business that may be properly brought before the members.

The call for each Regular Meeting shall be read from the pulpit at a worship service and published in the Sunday bulletin and on the Church's social media at least two weeks prior to the date of the meeting.

SECTION 5. Special Meetings: Special Meetings of the Church shall be called by the Church Council Chair at the request of the Church Council, or on written request of any twenty members,

specifying the objects thereof. The business of a Special Meeting shall be confined only to those items specifically listed in the call for the meeting. The call for a Special Meeting shall be read from the pulpit at a worship service and published in the Sunday Bulletin and on the Church's social media at least two weeks prior to the date of the meeting.

SECTION 6. **Quorum:** A quorum at any vote of the Church active membership shall consist of one-quarter of voting members or 25 voting members, whichever is less. The number of active members is included in the most recently approved Annual Report.

SECTION 7. **A Majority Vote:** A majority of the active members voting shall be decisive.

SECTION 8. **Voting Methods:** The votes may be done in person, by paper ballot, or by conference call, email, or other electronic media as long as the identity of those voting can be confirmed. The Church Council has the authority to determine the best voting method.

SECTION 9. **Fiscal Church Year:** The Fiscal Church Year shall extend from January 1 through December 31.

SECTION 10. **Robert's Rules of Order:** Robert's Rules of Order (revised) shall be the authority for the conduct of all church meetings, provided they are not inconsistent with this Constitution.

ARTICLE IX: ORGANIZATIONS

All Ministries, teams and ad-hoc committees within the Church are regarded as integral parts of the Church and shall be under the general oversight of the Church Council and the congregation to which they shall make annual reports. All organizations within the Church shall encourage and support the congregation to grow in relationships, faith, and mission. They shall help the congregation to perceive and respond to the needs of the community, assist the congregation in defining and addressing social issues, and provide the congregation with avenues for mission at local, national and global levels.

ARTICLE X: AMENDMENTS

This Constitution may be amended by a quorum of one-quarter of voting members or 25 voting members, whichever is less, at any Annual Meeting, Regular Meeting, or at a meeting especially called for that purpose. The call for any meeting where an amendment to the constitution will be proposed shall be read from the pulpit at a worship service, published in the Sunday bulletin, and posted to the Church's social media accounts at least two weeks before the date of the meeting. The text of the amendment being proposed shall be available at the worship service, and online, electronically and in the Church office.

Additional Documents Referenced in the 2021 FCCNM Constitution

- A. Church Covenant & Welcome
- B. Personnel Policies and Job Descriptions (TBD)
- C. Standard Church Council Agenda
- D. Teams Under Each Ministry
- E. Decision-Making Flow Charts
- F. Chartering Ad-Hoc Committees (TBD)

These documents are not part of the Constitution per se and are not voted on by the congregation. Most are intended to be “evergreen,” adapted to reflect new learnings and situations.

DOCUMENT A CHURCH COVENANT & WELCOME

When new members join the church, they typically stand up in the worship service and commit themselves to this covenant. (In some cases, the Pastor(s) and the Deacons can agree to a different approach).

Covenant (new members):

"We confess our faith in God, our heavenly Creator, and our reverent love for Jesus Christ, our Savior, and our willingness to be guided by the Holy Spirit. We promise, as members of this Church, to walk together as Christians, obedient to the teachings of the Holy Scripture, and to participate in the government, worship, stewardship or mission of this church. This we do for the glory of God, for the good of our neighbors and for the mutual growth in Christian grace, seeking to do all in faith, fellowship and service, in the spirit of our Lord and Savior, Jesus Christ. Amen."

Welcome of the Congregation

"We then, the members of this Church, welcome you with joy into our communion and fellowship. We pledge to you our sympathy, our help and our prayers that you may evermore increase in the knowledge and love of God. God grant that loving and being loved, serving and being served, blessing and being blessed, we may be prepared while we dwell on earth for the perfect fellowship of those above."

DOCUMENT B
PERSONNEL POLICIES AND JOB DESCRIPTIONS

To be developed by the new Personnel team, in consultation with the five Ministries, the Church Council, and the staff.

DOCUMENT C
STANDING CHURCH COUNCIL AGENDA

- Call to order
- Opening prayer
- Amendment and/or approval of prior meeting's minutes
- Pastor's comments
- Council Chair's comments
- Reports
 - Finance Chair to review the bills paid last month and the budget vs. current income and expenses
 - Other Ministry Reports (in alphabetical order including each sub-committee)
 - If there is a proposal from one of the Ministry Chairs that involves additional budget or if there is an objection to the new initiative, ask for a motion and second to approve the new proposal, discuss (including input from the Finance Chair on whether necessary funding may be arranged within the current total budget) and bring to a vote.
 - If the vote is in favor but the additional budget exceeds the total approved by the congregation, then bring it to the congregation for approval. If the motion is turned down, the Ministry Chair may bring an amended motion at a later meeting.
- Unfinished Business from last month's meeting
- New Business:
 - Ask the Ministry proposing the initiative to describe the proposal; ask for a motion and second to approve it as suggested, discuss, and ask for a vote.
 - If it's voted down due to a better suggestion that comes from the discussion, ask for a new motion, a second, etc.
- Three-minute open mic for comments, questions, etc. including any proposals from the floor (for example, formation of any ad-hoc committees)
- Closing prayer
- Motion and second to adjourn the meeting

DOCUMENT D

TEAMS IN EACH MINISTRY AND THEIR RESPONSIBILITIES

Over time, the needs of the church may change, and the teams under each of the five Ministries may as well. This document details the teams in place in April 2021 as well as some recommended changes.

There are five major Ministries of the Church. The Ministries are responsible for managing the activities within their purview, and their decisions are final if they fall within their approved budgets and do not involve other Ministries (see Additional Document E: Decision-Making Flow Charts). Unless otherwise specified, the number of people on each team and term limits, if any, are decisions for each team to make. In some cases, an individual can take the place of a team and enlist help from others as needed.

I. WORSHIP MINISTRY

The Worship Ministry consists of the pastor(s), the music staff, and lay representatives from the Board of Deacons, the Music Team, and people involved with worship.

- A. Deacons:** As outlined in the proposed 2021 Constitution, there shall be a Board of nine Deacons if possible, three to be elected each year for a term of three years. After completion of their three-year term, they shall be ineligible for immediate reelection. The Board of Deacons elects a Head Deacon from among its members to be the Church Council representative from the Deacons.

The Deacons assist in the preparation and administration of the Services, Ordinances and Sacraments of the Church and in ministering to the welfare and spiritual needs of our Church, its Pastor(s) and this community. They see to it that the pulpit is supplied in the absence of the Pastor(s) and that the Services, Sacraments, and Ordinances of the Church are observed with regularity and reverence.

They present to the Church the names of such as they recommend for membership. They shall be concerned with absent members and recommend revisions of the Church rolls. The Deacons have the power to grant letters of transfer, withdrawal, or dismissal to any members who request them, and they direct the Clerk/Database Administrator to revise the membership rolls and database accordingly.

Facilitated by the Personnel manager or team, representatives of the Deacons define and review the Pastor(s)' duties, and participate in the Pastor(s)' goal-setting, periodic check-ins and yearly performance reviews. They are responsible for every aspect of the church's relationship with the Pastor(s) including, if need be, termination.

The Board of Deacons is responsible for the creation of the guidelines for using the Pastor's Discretionary Fund to help those in need, in consultation with the Pastor(s).

When a vacancy occurs on the Board of Deacons, the Deacons may recommend a replacement to be voted on by the Church.

- B. Music Team:** has the responsibility for supervision of all church music, vocal and instrumental, at all services of public worship.

The Music Team works closely with the music staff of the church, providing guidance and feedback. Facilitated by the Personnel manager or team, they provide performance management for the music staff, through goal-setting, periodic check-ins and yearly performance reviews.

When a vacancy occurs in the position of the professional musician(s), the Music Committee works with the Personnel manager or team to recommend a replacement to Church Council, which votes on this recommendation.

- C. Ushers:** have the responsibility for providing ushers at all public worship services and counting all in attendance.
- D. Flowers:** takes charge of all floral arrangements for the services of worship.
- E. Audio-Visual*:** provides assistance running the technology during worship services, special congregational meetings, virtual Sunday School lessons, etc. The technology includes, for example, setting up, operating, and sharing the livestream videos, operating the sound system in the meetinghouse, and preparing any screens that may be used.
- F. Book of Remembrance:** takes charge of the Book of Remembrance and the Book of Remembrance Fund celebrated during special worship services twice a year. The Book of Remembrance Fund receives memorial gifts, and the team sees that names of those memorialized, the names of the donors, and the dates of the gifts are all properly inscribed in the Book of Remembrance. The fund is used for projects of a more lasting nature that are in keeping with the memorial spirit of the Book of Remembrance. A record of all such projects shall be kept on a special page in the Book of Remembrance. No expenditures may be made for any project without the vote of the Church.
- G. Communications Team Liaison*:** beginning in 2021, the Communications team will appoint a representative to coordinate with the Worship Ministry and each of the other four Ministries.

II. CHRISTIAN EDUCATION MINISTRY

The Christian Education Ministry consists of the Christian Education Director, other relevant staff, and lay representatives from Sunday School, Youth Group, and all teams focused on faith formation for all ages. They have general oversight of all educational work of the church including the Church School and Youth groups. In 2021, these faith formation functions may include:

- A. Sunday School**
- B. Youth Group**
- C. Confirmation**
- D. Adult Education***
- E. Vacation Bible School**
- F. Retreats and Offsite Programs***
- G. Special Programs (e.g., Lenten devotional; Advent brunch) ***
- H. Support Groups***
- I. Communications Team Liaison***

**=new in 2021*

Facilitated by the Personnel manager or team, representatives of the Christian Education Ministry participate in the Christian Education Director's goal-setting, periodic check-ins and yearly performance reviews.

III. THE OUTREACH MINISTRY

The Outreach Ministry Team consists of relevant staff and lay representatives from Social Concerns & Missions, Baby Bundles, and all teams focused on local, national and global outreach. In 2021, these teams may consist of:

- A. Social Concerns & Missions:** has a special concern for the church's ministry in and beyond its own parish, reaching out in Christian love and service and interpreting the wider mission of the United Church of Christ (UCC) for the congregation.
- B. Baby Bundles:** responsible for the purchase and distribution of diapers to families in need in the greater New Milford area. Recipients of the Baby Bundles program are referred into the program by any local social service agent capable of determining the family's financial needs. Baby Bundles is supported through a monthly collection, gifts, and donations.
- C. Food Outreach*:** volunteers who staff the food bank, cook and prepare Thanksgiving meals, and coordinate with the Christian Education Ministry for events such as the Walk-A-Mile program, Camilla's Cupboard special offerings, and the Souper Bowl of Caring.
- D. Homeless Housing:** coordinates with the homeless shelter and the town of New Milford to provide overnight winter shelter for homeless guests.
- E. Russell Ayre Scholarship Fund:** awards scholarships to recipients not limited to members of this church. They see that the names of the donors and dates of gifts are properly inscribed in the Scholarship records. The criteria for selection of receipts of the fund may include but are not limited to service to the community and church, financial need, and academic achievement.
- F. Garden*:** responsible for planning, building, staffing, maintaining, and distributing the produce of the garden jointly with St. John's Episcopal Church.
- G. Communications Team Liaison. ***

IV. GROWTH & CONGREGATIONAL CARE MINISTRY*

The Growth & Congregational Care Ministry consists of the Pastor(s), the CE Director, the Clerk/Database Administrator and other staff and lay leaders with a passion for attracting, welcoming, and integrating new members and friends; inviting existing members and friends to deepen their relationships with the church; and growing the church in spirituality and numbers of participants. Team members will engage people from other Ministries in specific efforts. They will make recommendations to the Church Council for new people to fill lay positions within the Church.

- A. New Members*:** responsible for attracting, welcoming, and integrating new members and friends into the life of the church. The Deacons approve people for

membership and the Clerk/Database Administrator inputs the new member information into the database.

B. Fellowship: encourages fellowship among all members. Coffee hour after worship is a primary responsibility, but all kinds of fellowship events that build relationships are encouraged.

C. Called to Care Team: a network of laypeople and the Pastor(s) who make themselves available to visit, call, provide rides and meals, and write cards to people in the congregation who are experiencing difficult times. A Deacon liaison or another team member coordinates and keeps a list, updating it when the needs change. Periodic training is provided.

1. Parish Visitors and Drivers
2. Meal Chain
3. Intensive Prayer Unit
4. Chapel Stitchers
5. Condolence Receptions

D. Support Groups*: as needed, support groups may be convened for members and friends going through difficult times.

E. Communications Team Liaison*

V. THE CHURCH MANAGEMENT MINISTRY

The Church Management Ministry consists of the Pastor(s), Church Administrator, Treasurer, Financial Secretary, the Room Rental Manager, the CE Director, and other relevant staff and lay people who are charged with the faithful management of the church's buildings and grounds, finances, technology, record-keeping and personnel. Facilitated by the Personnel manager or team, the Church Management Ministry participates in the goal-setting, periodic check-ins and yearly performance reviews for the Treasurer and the Financial Secretary. In 2021, the teams under this ministry consisted of:

A. Buildings & Grounds Team (formerly Trustees): responsible for the care of the Meetinghouse and Parish House plus any other real estate that the church may own or control. They make sure the property is adequately insured, cleaned and maintained, properly scheduled and used, and that alterations are made as needs and code changes dictate. The written report at the Annual Meeting shall include a summary of all the major activities and transactions of the Church over the past year.

B. Finance Team. The Chair of the Finance Team represents the following as a non-voting participant as needed at Church Council. The members of the Finance Team elect the Chair from among their members. The Finance Team consists of:

1. **Budget & Forecasting (formerly Moderator's Council) *:** prepares and monitors the annual general operating budget, updates the forecast of income and expenses as needed, and provides recommendations to the Church Council and direction to the Church Treasurer.
2. **Stewardship & Fundraising:** strengthens the ministry of good stewardship of our financial resources; plans and conducts the stewardship campaign of the church, and coordinates overall fundraising throughout the year.

3. **Investments:** serves as the custodian of the church's Investment Portfolios. Duties include the investment of the trust funds according to the policies proposed by the committee and approved by the membership. They inform the church membership of vehicles for gifts, which may include annuities, bequests, endowments and trusts, and ensure that all gifts received are used in accordance with the donor's instructions. When an undesignated bequest is received, the Investments team will solicit input from the various Ministries and teams to determine their financial needs. After reviewing the input, the Investments team will have sole discretion in selecting the invested funds in which to deposit the undesignated bequest.
4. **Church Audit:** conducts an audit of the accounts of the Church Treasurer, the Financial Secretary and such other accounts as the Church Council may deem necessary. A written report is submitted to Church Council, including the auditors' opinion of the accounting records as well as recommendations for any changes and/or improvements in the methods of maintaining proper accounting/financial controls and records.

- C. Personnel *:** facilitates goal setting, periodic check-ins, appraisal, and performance management for the Pastor(s), the Christian Education Director, the Treasurer, the Financial Secretary, and other personnel in accordance with their job descriptions and the personnel policies of the Church. In this role, the Personnel manager or team works closely with the relevant lay people in each Ministry and makes sure that the staff is well-matched to changing needs. The Personnel manager or team and the Pastor(s) lead the goal setting, periodic check-ins, appraisal, and performance management for the Church Administrator.

They develop the Personnel Policies of the church and ensure that they are implemented properly. They make recommendations to the Church Council for people to fill lay positions within the church prior to the spring meeting.

- D. Church Administrator:** The Church Administrator performs a variety of important roles as defined in the Job Description (see Document B: Personnel Policies and Job Descriptions). This person participates in goal-setting, periodic check-ins and yearly performance reviews led by the Pastor(s) and the Personnel manager or team, with input from the five Ministries.
- D. The Clerk/Database Administrator*:** keeps a register of the members of the Church with the date of their reception and removal, and a record of baptisms, marriages, and deaths; and makes a full report to the church at its Annual Meeting. S/he shall also keep records of members' talents and interests and help the Ministries fill vacancies. The Clerk will issue Letters of Transfer voted by the Deacons, notifying the churches to which they are addressed.
- E. Treasurer:** The Treasurer shall be bonded and shall act as the legal signature of the Church Corporation. The Treasurer has charge of the moneys of the Church as duly authorized by the proper agencies of the Church and is responsible for payments made by the Church and the accounting of them. A report of the previous fiscal year shall be presented at the Annual Meeting and be submitted to the Audit Team for review and presentation at the spring meeting. The Treasurer will actively participate in the regular meetings of the Budget & Forecasting Team and the Church

Management Ministry. Facilitated by the Personnel Team, this person participates in goal-setting, periodic check-ins and yearly performance reviews led by the Church Management Ministry.

- F. Financial Secretary:** The Financial Secretary shall be bonded and shall keep full record of all individual subscriptions to the support of the Church, both for its current expenses and all offerings at its Services, collect the same and remit the money to the proper person, and fulfill such other duties as may be designated by the Church. The accounts shall be submitted for annual audit. The Financial Secretary shall be an ex-officio member of the Stewardship Team. Facilitated by the Personnel Team, this person participates in goal-setting, periodic check-ins and yearly performance reviews led by the Church Management Ministry.
- G. Information Technology Team*:** plans for, purchases, installs, and trains people in the use of technology, including the database, cloud co-working and sharing platforms, computer and telephone systems, and other technology required for the effective functioning of the church.
- H. Communications Team:** issues news releases and advertisements to the local press, maintains an internet presence through social media and the website, keeps the parish informed of matters of church life, and enhances the promotion of the church. They appoint members of their team to be liaisons to the five Ministries.

AD-HOC COMMITTEES

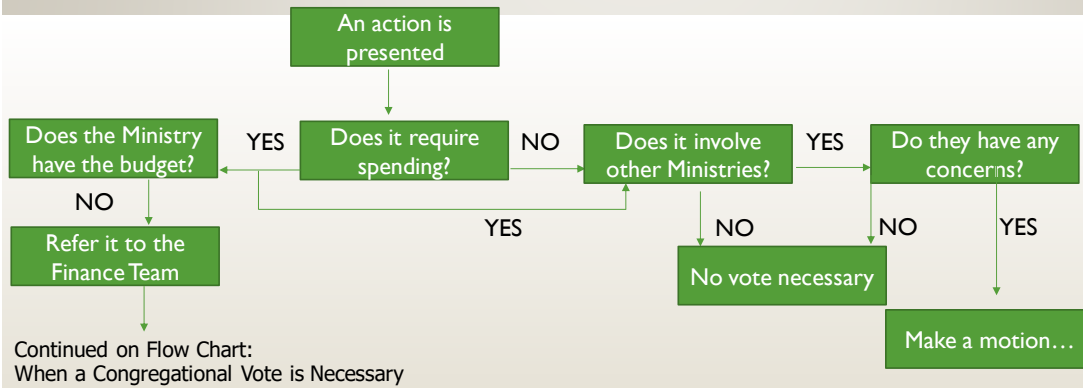
- **PASTORAL SEARCH COMMITTEE:** When a vacancy occurs in the Pastoral duties of this Church, a Pastoral Search Committee shall be nominated by the Church Council. The committee shall be formed of 7-9 church members who have relational and detail skills and a willingness to dedicate time to meetings; who have a commitment to the future of the church; and who represent diverse ages, races and cultures, genders, life experiences and perspectives present in the church. The Search Committee shall be elected at an Annual, Regular, or Special Church Meeting.

The committee is charged with surveying and summarizing the needs and wishes of the congregation regarding a new settled pastor and preparing the local church profile; reviewing the profiles of ministers who apply; further evaluating the prospective candidates; and recommending a candidate to be voted on by church members.

- **MEETINGHOUSE RESTORATION COMMITTEE:** This committee consists of people with expertise in grant writing, fundraising, construction, communications, and other relevant disciplines. They are chartered by the Church Council and elected by the congregation. 2021 projects include renovating part of the steeple with carpentry and paint, and improving the accessibility of the sanctuary and the Parish Hall.

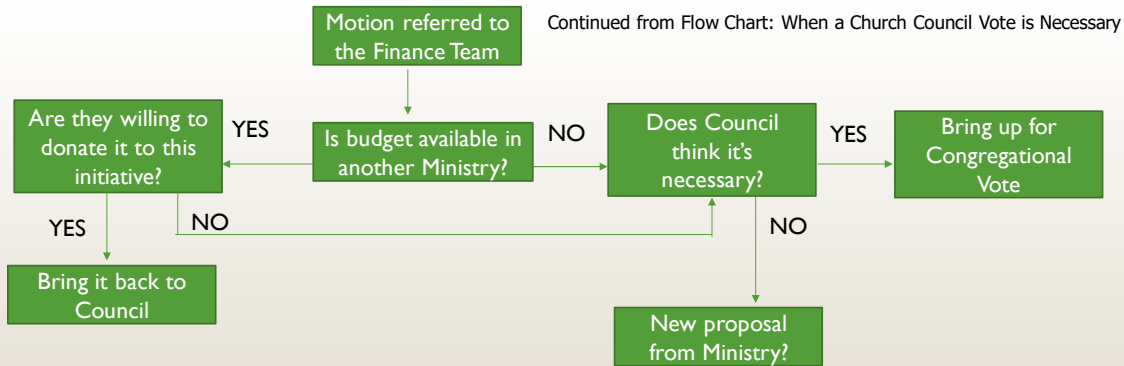
DOCUMENT E: DECISION-MAKING FLOW CHARTS

FLOW CHART: WHEN A *CHURCH COUNCIL* VOTE IS NECESSARY, AND WHEN IT'S NOT



3/25/2021

FLOW CHART: WHEN A *CONGREGATIONAL* VOTE IS NECESSARY



3/25/2021

DOCUMENT F: CHARTERING AD-HOC COMMITTEES

To be developed.