

SANBORNTON CONGREGATIONAL CHURCH
UNITED CHURCH OF CHRIST
Sanbornton, New Hampshire
Founded 1771

Constitution

ARTICLE I Name

The name of this church is the Sanbornton Congregational Church, United Church of Christ, hereinafter known as the Church.

ARTICLE II Purpose

The avowed purpose of the Church shall be to worship God, to teach the Gospel of Jesus Christ, and to celebrate the Sacraments; to grow in Christian fellowship and unity within the Church and the Church Universal; to render caring service to all people and to strive for righteousness, justice and peace.

ARTICLE III Polity

The leadership of the Church shall be vested in its members, who exercise the right of control in all its affairs, subject to the laws of the state of New Hampshire. The Church shall be in fellowship with the Merrimack Association of the United Church of Christ and the United Church of Christ. We welcome ecumenical fellowship with all churches that seek to promote the teachings of Jesus Christ. The Church embraces fellowship with other religious societies and agencies to engage in charitable and missionary work that will exemplify God's love.

ARTICLE IV Faith

We adhere to the following statement of faith (Second General Synod of the United Church of Christ, Oberlin, Ohio, 1959 and revised 1981 adapted by Robert V. Moss):

We believe in God, the Eternal Spirit, who is made known to us in Jesus our brother, and to whose deeds we testify.

God calls the worlds into being, creates humankind in the divine image, and sets before us the ways of life and death.

God seeks in holy love to save all people from aimlessness and sin.

God judges all humanity and all nations by that will of righteousness declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Lord, God has come to us and shared our common lot, conquering sin and death and reconciling the whole creation to its Creator.

God bestows upon us the Holy Spirit, creating and renewing the Church of Jesus Christ, binding in covenant faithful people of all ages, tongues, and races.

God calls us into the church to accept the cost and joy of discipleship, to be servants in the service of the whole human family, to proclaim the gospel to all the world and resist the powers of evil, to share in Christ's baptism and eat at his table, to join him in his passion and victory.

God promises to all who trust in the gospel forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, the presence of the Holy Spirit in trial and rejoicing, and eternal life in that kingdom which has no end.

Blessing and honor, glory and power be unto God. Amen.

ARTICLE V Covenant

The covenant of the Sanbornton Congregational Church United Church of Christ, is as follows:

Believing in Jesus Christ as the foundation of our faith, we covenant with God and each other to seek God's will for our lives and for the mission of our church. We will pray for and with each other and accept one another in love and trust recognizing that we will not always agree. We commit ourselves to this way of life trusting in God's grace.

ARTICLE VI Peace and Justice

The Sanbornton Congregational Church, United Church of Christ is a Church for Peace and Justice.

We affirm our dedication to prayer, study and understanding of issues of peace and justice in ourselves, our families, our community, our state and our world.

Knowing that vision of a just and peaceful world begins with the work of God through each of us, we further resolve:

To provide a safe place for all people of good will to converse with God and each other;

To use peaceful and creative ways to settle conflicts;

To maintain a spirit of responsiveness and caring towards all of God's Creation: all people, all creatures, and the planet on which we live;

To work together with others to build a world of peace, kindness, responsibility and justice in God's name.

ARTICLE VII Open and Affirming

We declare ourselves an Open and Affirming congregation. We celebrate the diversity of our membership and affirm that every person is a unique creation made in God's image. All are welcome to worship here and are encouraged to participate fully in every aspect of the life and work of the Church. We thank God for the nourishment, the challenge, and the joy we experience in our differences and gifts.

We affirm that all people are embraced within the family of God and the community of this congregation. We welcome people of every race, ethnicity, sexual orientation, gender, age, economic class, physical or mental ability, and any other of the diverse attributes that are woven into the fabric of humankind. As participants in the life of the Church, we encourage everyone to share in the worship, membership, ministry and leadership in our congregation.

Bylaws

ARTICLE I Membership

Section 1 Eligibility for Membership

Membership in the Church shall be open to any person who has been baptized, has been confirmed, or has made public confession of faith in Jesus Christ as Lord and Savior and who commits to live according to His law of love.

Section 2 Becoming a Member

Persons may become members of the Church by confession or reaffirmation of faith or by presentation of satisfactory letters of transfer from another church.

Section 3 Associate Membership

Associate membership is available to those wishing to maintain ties to another church. Associate members shall have all the privileges of membership except voting on disposal of real property.

Section 4 Reception of New Members

All persons desiring to become members of the Church shall be recommended by the Pastor and the Board of Worship. They shall be received into Church membership at a regular service of worship.

Section 5 Responsibilities of Membership

Members are encouraged to attend regularly the services of the Church; to contribute to its support and benevolences; to share in its organized work; to promote the well-being of the Church community and the world.

Section 6 Termination of Membership

Membership in the Church may be terminated by a request to the Clerk for a letter of transfer to another church; by a letter of resignation; or by transfer to inactive membership. Members and associate members who have been absent from the community and have failed to communicate with the Church for an extended period shall be transferred from active to inactive membership by the Clerk upon approval by the Board of Worship. This shall not deprive such members of the right to a letter of transfer to another church. An attempt to contact inactive members to renew their active membership shall be made by the Clerk. Upon written request, their active membership status will be renewed. After a period of three years, if there has been no response, the inactive members will be removed from the rolls.

Section 7 Service to the Church

Membership in the Church is required in order to serve in the following positions: officers and other members of the Council, and Delegates.

Section 8 Qualified Voters

Members shall have the right to vote on boards or committees and at all meetings of the Church. Associate members shall have the same right to vote except on disposal of real property (see Section 3).

Section 9 Attendance at Meetings of Boards and Committees

Members may attend any meeting of the Council or any of the boards or committees except for Nominating, Pastoral Relations, Personnel, Interim Search or Search Committees.

ARTICLE II Council and Boards

A. The Council shall be the executive body of the Church and shall act for the Church between Annual Meetings.

Section 1 Membership of the Council

- a. Members of the Council shall be members of the Church and shall include the following: Pastor, Moderator, Vice-Moderator, Clerk, Treasurer, Financial Secretary, the Chair or a designated representative from each board, and a member-at-large. A youth representative may be designated by the Council, at its discretion.
- b. The Pastor shall be a voting member of the Council. An Interim Pastor who is not a member of the Church shall be an ex-officio non-voting member of the Council.

Section 2 Responsibilities

- a. The Council shall meet regularly, or at the call of the Moderator or Vice-Moderator, who shall be the presiding officer.
- b. The Clerk shall serve as secretary.
- c. A majority of members shall constitute a quorum.
- d. The Council shall receive reports from all boards, and from committees under their direction.
- e. The Council shall interpret the will of the Church.
- f. The Council shall present Church goals and objectives at the Annual Meeting.
- g. The Council shall supervise the activities of the Church according to the Church Constitution and Bylaws, and the United Church of Christ Manual on Ministry.
- h. The Council shall maintain a calendar of activities.
- i. The Council shall appoint task forces when appropriate.

- j. When a pastoral vacancy occurs, the Council, in cooperation with the Nominating Committee, shall appoint an Interim Search Committee.
- k. When a pastoral vacancy occurs, the Council, in cooperation with the Nominating Committee, shall nominate a Search Committee to be elected at a special meeting of the Church.
- l. For other than pastoral vacancies, the Council, in cooperation with the Nominating Committee, shall elect successors to serve until the next Annual Meeting.
- m. The Council shall appoint a Church Historian who shall supervise the collection and preservation of historical memorabilia.

B. The Boards, along with the Council, are the administrative bodies of the Church. They shall include the following: Board of Christian Education, Board of Hospitality, Board of Outreach, Board of Property and Finance, and Board of Worship. A representative of each board shall be a member of the Council.

Section 1 Election of Boards

- a. All board members shall be elected at the Annual Meeting for a term of two years, and shall be eligible for re-election. Their terms shall commence at the conclusion of the Annual Meeting.
- b. Vacancies shall be filled by the Council in cooperation with the Nominating Committee. Board members elected by the Council shall serve until the next Annual Meeting.

Section 2 General Guidelines for Boards

- a. All boards shall meet soon after their election to elect a Chair and a recording secretary. These positions shall be recorded with the Clerk.
- b. Boards shall meet regularly at the call of the Chair.
- c. A majority of board members shall constitute a quorum.
- d. All boards are authorized to approve expenditures that fall within the fiscal year budget approved for that board at the prior Annual Meeting.
- e. The Chair of each board should submit an annual report to the Clerk for presentation at the Annual Meeting, and a budget request to the Finance Committee at their request.
- f. All boards are authorized to appoint task forces to assist with projects that require additional assistance. Task forces are temporary and non-voting adjuncts to the board and should be dissolved when the particular task is completed.

Section 3 The Board of Christian Education shall number at least five (5).

- a. The Board shall be responsible for the Christian Education, fund raising and social activities of all the Church's youth until Confirmation.
- b. The Board, in consultation with the Pastor, shall select the curriculum used to instruct the children and youth of the Church.

Section 4 The Board of Hospitality shall number at least five (5). The Board shall be responsible for the planning and implementation of programs to promote Christian Fellowship of all within the Church family.

- a. The Board shall offer, conduct and support activities to enhance the public relations of the Church. They shall publicize activities and affairs through Church publications and other news communication media.
- b. The Board shall promote and facilitate social activities conducted by the Church.

Section 5 The Board of Outreach shall number at least five (5).

- a. The Board shall bring to the attention of the congregation the needs of the world beyond the immediate environment of the Church.
- b. The Board shall be sensitive to the call for mission from the national UCC church body as well as from the New Hampshire Conference, United Church of Christ.
- c. The Board shall encourage contributions beyond the needs of our congregation and, when appropriate, propose special offerings to respond to those needs.
- d. The Board, in cooperation with the Nominating Committee, shall nominate members for the Ukama Committee. The board shall supervise the work of the Ukama Committee and shall receive its reports.

Section 6 The Board of Property and Finance shall number at least five (5). The Treasurer shall be an ex-officio non-voting member of the Board, and the Board shall be represented on the Finance and Personnel Committees.

- a. The Board, under the general direction of the Council, is responsible for all property owned by the Church, and for all the financial and business affairs of the Church.
- b. The Board shall ensure, through the Treasurer, the payment of salaries and current expenses of the Church.
- c. The Board shall identify and interview candidates for the Sexton and Bookkeeping positions, and shall then recommend candidates to the Personnel Committee for completion of the hiring process. The Board shall supervise the Sexton and Bookkeeper once hired.
- d. The Board, in cooperation with the Nominating Committee, shall nominate members for the Cemetery, Finance, and Personnel Committees. The Board shall supervise the work of these committees and shall receive their reports.
- e. The Board shall audit, by the end of the first quarter, the financial records maintained by the Treasurer the previous year, and shall submit a report to the Council.
- f. The Board may grant use of Church property for private or community functions.
- g. The Board shall have no power to buy, sell, mortgage, rent, lease or transfer any real property without a meeting of the Church

Section 7 The Board of Worship shall number at least five (5). The Pastor shall be a voting member of the Board, and the Board shall be represented on the Pastoral Relations and Music Committees.

- a. The Board shall exemplify and encourage the spiritual growth and life of the Church and the wider Church community.
- b. The Board shall closely cooperate with the Pastor in pastoral ministry, visiting the sick, those in need and the homebound.
- c. The Board shall assist the Pastor in administering the Sacraments.
- d. The Board shall be responsible for various aspects of the worship service, such as: providing ushers and lay readers, serving communion, and coordinating special services.
- e. The Board shall be responsible for pulpit supply, when needed.
- f. The Board shall have the primary responsibility, along with the Pastor, to contact and invite potential new members to the Church.
- g. The Board shall assist the Clerk in maintaining the roll of members.
- h. The Board shall recommend to the Council the acceptance of new members and approve the transfer to other congregations of members requesting such transfer.
- i. After full consideration, the Board shall recommend to the Council the termination of membership and the removal from the roll of active members those who have become inactive or have requested termination of membership.

ARTICLE III Officers shall be: Pastor, Moderator, Vice-Moderator, Clerk, Treasurer and Financial Secretary. Officers shall be members of the Church.

Section 1 Election of Officers

- a. All officers, except the Pastor, shall be elected at the Annual Meeting for a term of two years, and shall be eligible for re-election. Their terms shall commence at the conclusion of the Annual Meeting.
- b. Vacancies shall be filled by the Council in cooperation with the Nominating Committee. Officers elected by the Council shall serve until the next Annual Meeting.

Section 2 The Pastor, an officer of the Church, is the spiritual leader of the Church. The Pastor shall be a voting member of the Council and the Board of Worship, and an ex-officio non-voting member on all other boards and committees.

- a. The Pastor shall receive a Call to the Church at a special meeting called for that purpose, and shall be affirmed by a two-thirds majority of those present and voting. The Pastor shall hold office without limitation of term.

- b. As soon as practicable after accepting the Call, the Pastor shall become a member of the Church and establish standing in the Merrimack Association of the United Church of Christ.
- c. After completion of the recommended procedure set forth by the Association's Committee on Church and Ministry, a Service of Installation for the Pastor shall be held in the Church.
- d. The Pastor shall preach and teach the gospel, and administer the Sacraments and services of public worship.
- e. The Pastor shall administer activities of the Church with policy guidelines from the Council, in cooperation with all boards and committees.
- f. The Pastor shall submit an annual report to the Clerk for presentation at the Annual Meeting.
- g. The Pastor shall initiate and conduct programs of Adult Education.
- h. The Pastor's term of service may be ended on the initiative of the Church, affirmed by a two-thirds majority of those present and voting at a special meeting called for that purpose; or on the initiative of the Pastor. A 30-day notice of termination shall be provided by either the Pastor or the Church, or such notice as the two shall determine.
- i. An Interim Pastor shall be approved by the Church at a special meeting called for that purpose, and shall be affirmed by a two-thirds majority of those present and voting. The Interim Pastor shall hold office until a permanent Pastor is called. The duties of the Interim Pastor shall be determined by the terms of the Call.

Section 3 The Moderator, an officer of the Church, is the presiding officer of the Church. The Moderator shall serve as president of the Council, and shall have no other elected position in the Church.

- a. The Moderator shall develop the agenda for meetings of the Council.
- b. The Moderator shall exercise leadership in ensuring that the Bylaws, the United Church of Christ Manual on Ministry, and Robert's Rules of Order are diligently followed in conducting all business.
- c. The Moderator shall maintain close contact with the Chairs of all boards and committees, and shall facilitate communication and coordination among them.
- d. The Moderator shall announce in the Belfry News resignations from elected and appointed positions and successors to those positions.
- e. The Moderator shall sign the annual contract with the Pastor, and any other legal documents as appropriate.

Section 4 The Vice-Moderator, an officer of the Church, is a member of the Council and, in the absence of the Moderator, shall perform the duties of the Moderator.

Section 5 The Clerk, an officer of the Church, is the secretary of the Church, and is a member of the Council.

- a. The Clerk shall keep a complete record of all meetings of the Council, Annual Meetings, and special meetings of the Church.
- b. The Clerk shall serve as corresponding secretary of the Church.
- c. The Clerk shall keep on file all official documents and reports.
- d. The Clerk shall collect annual reports from the Pastor, other officers, and Chairs of boards and committees for presentation at the Annual Meeting.
- e. The Clerk shall prepare a full Church report for presentation at the Annual Meeting.
- f. The Clerk shall post a notice of Annual Meetings and special meetings at least two weeks prior to the meeting, which notice shall include the agenda and the purpose for which the meeting is called.
- g. The Clerk shall keep an accurate record of members with dates and mode of their reception and removal; and shall record baptisms, marriages and deaths.
- h. The Clerk shall sign legal documents when authorized by the Annual Meeting, the Council, or the Board of Property and Finance.

Section 6 The Treasurer, an officer of the Church, is the chief financial officer of the Church. The Treasurer is a member of the Council and the Finance Committee; and is an ex-officio non-voting member of the Board of Property and Finance. The Treasurer may be bonded.

- a. The Treasurer shall oversee the keeping of complete and accurate records of all the financial accounts and financial transactions of the Church, in books and software belonging to the Church.
- b. The Treasurer shall work with the Financial Secretary and the Bookkeeper to ensure accurate counting of Church collections and timely deposit of all receipts.
- c. The Treasurer shall be a registered signatory on all Church accounts, authorized to sign checks and transfer funds between accounts.
- d. The Treasurer shall cause all authorized invoices to be paid.
- e. The Treasurer shall present regular Treasurer's reports to the Board of Property and Finance, and to the Council.
- f. The Treasurer shall submit an annual report for presentation at the Annual Meeting.
- g. The Treasurer shall, as a member of the Finance Committee, assist in the preparation of the annual budget.
- h. The Treasurer shall submit to the Board of Property and Finance, in a timely manner, all documents and reports necessary for the annual audit of the financial records.

- i. The Treasurer shall maintain strict confidentiality concerning member pledges and, when appropriate, other contributions.
- j. The Treasurer shall work with the Board of Property and Finance to identify, interview and recommend to the Personnel Committee, a candidate for Bookkeeper.
- k. The Treasurer shall perform other duties customary to the office of Treasurer, or as directed by the Council, the Board of Property and Finance, or an Annual Meeting.

Section 7 The Financial Secretary, an officer of the Church, is the assistant Treasurer and record-keeper of all contributions to the Church. The Financial Secretary is a member of the Council and the Finance Committee.

- a. The Financial Secretary shall receive all pledges of financial support from members and friends of the Church; shall address any questions or concerns of donors; and shall contact donors on behalf of the Bookkeeper when necessary.
- b. The Financial Secretary shall work with the Treasurer and the Bookkeeper to ensure accurate counting of Church collections and timely deposit of all receipts.
- c. The Financial Secretary shall work with the Treasurer and the Bookkeeper to ensure that complete and accurate records are kept of all pledge payments and other contributions to the Church; shall announce monetary gifts when appropriate; and shall ensure that donors receive appropriate acknowledgement and documentation of their contributions.
- d. The Financial Secretary shall be a registered signatory on all Church accounts, authorized to sign checks and transfer funds between accounts.
- e. The Financial Secretary, in the absence of the Treasurer, shall have authority to act for the Treasurer.
- f. The Financial Secretary shall maintain strict confidentiality concerning member pledges and, when appropriate, other contributions.
- g. The Financial Secretary shall make pledge reports to the Stewardship Committee as needed.

Section 8 The Bookkeeper is not an officer of the Church and may be a paid staff position.

- a. The Bookkeeper is supervised by the Board of Property and Finance.
- b. The Bookkeeper shall maintain complete and accurate records of all the financial accounts and financial transactions of the Church, in books and software belonging to the Church, and as directed by the Treasurer and the Financial Secretary.

- c. The Bookkeeper shall work with the Treasurer and the Financial Secretary to ensure accurate counting of Church collections and timely deposit of all receipts
- d. The Bookkeeper may be a registered signatory on all Church accounts, authorized to sign checks and transfer funds between accounts.
- e. The Bookkeeper may, under the direction of the Treasurer, pay all authorized invoices.
- f. The Bookkeeper shall provide to the Treasurer and the Financial Secretary, on a regular basis, updated copies of financial software files.
- g. The Bookkeeper shall provide financial reports as requested by the Treasurer or Financial Secretary.
- h. The Bookkeeper shall maintain strict confidentiality concerning member pledges and, when appropriate, other contributions.

Article IV Delegates to the Merrimack Association and the New Hampshire Conference, United Church of Christ shall be elected at the Annual Meeting for a term of two years, and shall be eligible for re-election. The number of Delegates is determined by the bylaws of the Merrimack Association and the New Hampshire Conference, United Church of Christ. Vacancies shall be filled by the Council in cooperation with the Nominating Committee. Committee members elected by the Council shall serve until the next Annual Meeting.

- a. Delegates are representatives to meetings of the Merrimack Association and the New Hampshire Conference, United Church of Christ, and shall report to the Church after these meetings.
- b. In the event a Delegate cannot attend an Association or Conference meeting, the Council shall appoint a substitute for that meeting.
- c. When appropriate, Delegates shall conduct open meetings of the Church membership prior to Association or Conference meetings to ascertain the position of the Church membership on potentially controversial issues.

Article V Committees

A. Standing Committees shall include, but not be limited to the following: Bylaws, Cemetery, Communications, Finance, Music, Nominating, Pastoral Relations, Personnel, Stewardship and Ukama.

Section 1 Election of Committees

- a. Committee members shall be elected at the Annual Meeting for a term of two years, and shall be eligible for re-election. Their terms shall commence at the conclusion of the Annual Meeting.
- b. Vacancies shall be filled by the Council in cooperation with the Nominating Committee. Committee members elected by the Council shall serve until the next Annual Meeting.

Section 2 General Guidelines for Standing Committees

- a. Standing committees operate throughout the Church year. The Council may create a standing committee when appropriate.
- b. Standing committees operate under the direction of the Council or one of the boards.
- c. Each committee shall elect a Chair and report this election to the Clerk.
- d. A majority of committee members shall constitute a quorum.
- e. Committee meetings shall be open to all Church members (with the exception of Personnel, Pastoral Relations, Nominating, Interim Search and Search.)
- f. Committees should submit an annual report.

Section 3 The Bylaws Committee shall number at least three (3).

- a. The Committee, under the direction of the Council, shall clarify, upon request, the Church Constitution and Bylaws.
- b. The Committee shall receive suggestions for changes or amendments to the Bylaws.
- c. The Committee shall annually review the Bylaws and present proposed changes or amendments in writing at the Annual Meeting, or at a special meeting called for that purpose.

Section 4 The Cemetery Committee shall number at least three (3).

- a. The Committee, under the direction of the Board of Property and Finance, is responsible for the maintenance and record management of the Centre Cemetery, which is owned by the Church.
- b. The Committee shall create and maintain a safe, quiet, respectful, clean, natural and attractive environment within and around the Cemetery grounds.
- c. The Committee shall, with regard to interments, insure proper conformance with state and local laws and regulations.
- d. Cemetery fees and charges are established by the Board of Property and Finance.
- e. The Committee shall review the Cemetery Rules at least once every year. Any substantive modification to these rules shall be approved by the Board of Property and Finance.

Section 5 The Communications Committee shall number at least three (3).

- a. The Committee operates under the direction of the Council.
- b. The Committee shall receive announcements and reports from boards and committees, including special notices of Church business and activities for printing in the Belfry News.
- c. The Committee shall be responsible for the printing and distribution of the Belfry News, and notices to local newspapers.

Section 6 The Finance Committee shall number at least five (5) and shall include the Treasurer, the Financial Secretary, the Chair of the Stewardship Committee and at least two other members of the Board of Property and Finance.

- a. The Committee operates under the direction of, and reports to, the Board of Property and Finance.
- b. The Committee is responsible for developing and reviewing fiscal procedures.
- c. The Committee shall receive budget requests from all boards and committees and shall prepare a balanced annual budget for presentation and action at the Annual Meeting.
- d. The Committee shall have authority to reconsider the budget for presentation and action between Annual Meetings, if necessary.
- e. The Committee shall oversee the investment portfolio of the Church and recommend changes when deemed appropriate.
- f. The Committee shall work with the Search Committee to negotiate the financial terms of the Call of a new Pastor.

Section 7 The Music Committee shall have at least three (3) members in addition to the Organist and the Choir Director(s), and shall include the following: a member of the choir, a (non-choir) member of the Board of Worship, and a (non-choir) member from the congregation.

- a. The Committee operates under the direction of the Board of Worship.
- b. The Committee, when necessary, shall identify and interview music personnel candidates, and shall then recommend candidates to the Personnel Committee for completion of the hiring process.
- c. The Committee shall perform annual evaluations of music personnel and report their assessments and recommendations for remuneration to the Personnel Committee.
- d. The Committee shall procure and maintain a music library, choir vestments and any necessary musical instruments
- e. The Committee shall be responsible for providing special music, if any, for the summer.

Section 8 The Nominating Committee shall number at least three (3).

- a. The Committee operates under the direction of the Council.
- b. The Committee shall provide nominations to all elected positions.
- c. The Committee shall seek suggestions for nominees from all Chairs, Church members and the Pastor.
- d. The Committee shall inform the nominees of the constitutional responsibilities of the positions for which they are being nominated, and shall submit the names of the nominees for election at the Annual Meeting.
- e. When vacancies occur, other than pastoral vacancies, the Committee shall work with the Council to recommend successors who shall then be

elected by the Council. Successors elected by the Council shall serve until the next Annual Meeting.

Section 9 The Pastoral Relations Committee shall number at least three (3), and shall include a member of the Board of Worship.

- a. The Committee operates under the direction of the Board of Worship.
- b. The Committee shall meet at least quarterly with the Pastor, or as called by the Chair.
- c. The Committee shall conduct an annual review of the Pastor.
- d. The Committee shall respond appropriately to the member who brings a concern regarding the Pastor, and may make recommendations to the appropriate board or committee as issues arise that require resolution.

Section 10 The Personnel Committee shall number at least three (3), one of whom shall be a member of the Board of Property and Finance.

- a. The Committee operates under the direction of the Board of Property and Finance.
- b. The Committee shall receive recommendations for candidates for paid staff positions from the Council, or from the appropriate board or committee. They shall then review the candidates, write employee contracts and complete the hiring process.
- c. The Committee shall receive annual performance reviews from the employee's supervising body; shall annually review employee contracts; and shall suggest appropriate remuneration to the Finance Committee.
- d. The Committee does not hire, write contracts, receive assessments, or suggest remuneration for any staff member who has received a Call.

Section 11 The Stewardship Committee shall number at least three (3). The Chair shall serve on the Finance Committee.

- a. The Committee, under the direction of the Council, shall organize the annual pledging of Church members and friends to support the Church budget and mission.
- b. The Committee shall survey members and friends as to their talents and interests.
- c. The Chair shall work with the Financial Secretary to submit an annual report for presentation at the Annual Meeting.

Section 12 The Ukama Committee shall number at least three (3).

- a. The Committee operates under the direction of the Board of Outreach.
- b. The Committee shall work with, and coordinate activities with, the Ukama Committee of the New Hampshire Conference, United Church of Christ.

B. Ad Hoc Committees are convened when needed, are active until their task is complete, and then are dissolved. They include but are not limited to: Interim Search and Search.

Section 1 An Interim Search Committee shall number at least three (3).

- a. The Committee operates under the direction of the Council, and only in times of a pastoral vacancy.
- b. In the event of a pastoral vacancy the Council, in cooperation with the Nominating Committee, shall appoint at least three (3) Committee members.
- c. The Committee shall seek the advice of the New Hampshire Conference, United Church of Christ as to suitable candidates.
- d. The committee shall nominate a candidate for Interim Pastor to be approved by a two-thirds majority vote of those present and voting, at a special meeting called for that purpose.
- e. The Committee shall operate only until such time as an Interim Pastor is approved, and shall then be dissolved.

Section 2 A Search Committee shall number nine (9) Church members; shall be elected only when a pastoral vacancy occurs; shall operate only until such time as a permanent Pastor is approved; and shall then be dissolved.

- a. The Committee operates under the direction of the Council.
- b. In the event of a pastoral vacancy, the Council, in cooperation with the Nominating Committee, shall nominate Church members to serve on the Committee.
- c. A special meeting of the Church shall be called for the election of Committee members. Nominees shall be approved by a two-thirds majority vote of those present and voting.
- d. Vacancies on the Committee shall be filled by the Council, in cooperation with the Nominating Committee.
- e. The Search Committee shall work with the appropriate official of the New Hampshire Conference, United Church of Christ, in securing candidates for Pastor; and shall have exclusive authority to interview candidates.
- f. The Committee, in cooperation with the Finance Committee, shall negotiate the initial contract for the Call.

Article VI Task Forces are created to accomplish a specific and short term goal, and shall be designated by the Moderator, the Council, or any board. They shall meet within one month of designation and shall be dissolved when their assignments have been completed.

ARTICLE VII The Fiscal Year for the Church shall be January 1 – December 31.

ARTICLE VIII Meetings shall include the Annual Meeting and special meetings called for a specific purpose.

Section 1 General Guidelines for Meetings

Notice of all meetings shall be posted at the Church by the Clerk at least two weeks before the meeting is scheduled to take place. All meetings shall be conducted by Robert's Rules of Order, presided over by the Moderator who shall appoint a member of the Church to serve as parliamentarian. Ten percent of the Church membership shall constitute a quorum at all Church meetings.

Section 2 Voting at Meetings

All members and associate members are entitled to vote upon any questions brought before a meeting, with the exception that associate members are not permitted to vote on disposal of real property. A majority vote of those present and voting shall prevail at meetings except on the following issues: to buy, sell, mortgage, rent, lease, or transfer any real property; to call or dismiss a Pastor; to elect a Search committee; to affirm an Interim Pastor; to change or amend the Constitution or Bylaws. For consent these issues shall require a two-thirds affirmative vote of those qualified members present and voting.

Section 3 Annual Meeting

The Annual Meeting shall be held on the fourth Sunday in January for presentation of and action on the annual report, which shall be made available at the Church at least one week prior to the meeting. The agenda for the Annual Meeting shall include the following: yearly reports of officers, boards and committees; action on proposed annual operating budget; election of officers, boards, committees and Delegates; any other business which may legally be brought before the meeting.

Section 4 Special Meetings

A special meeting shall be called by the Clerk on request of the Moderator, the Council, the Board of Property and Finance, or on petition of ten (10) members of the Church. The particular purpose of the meeting shall be clearly stated in the notice posted at the Church two weeks prior to the meeting. The business of the meeting shall be restricted to that stated purpose.

ARTICLE IX Changes or Amendments to the Constitution or Bylaws

The Constitution or Bylaws may be changed or amended by a two-thirds affirmative vote at the Annual Meeting or at any special meeting called for that purpose, on presentation by the Bylaws Committee. Unless otherwise specified, such changes or amendments shall become effective immediately.

ARTICLE X Real and Personal Property

The Church may, in its corporate name, sue or be sued, acquire by purchase, gift, devise, bequest or otherwise own, hold, invest, reinvest or dispose of property both real and personal for such work as the Church may undertake; may purchase, own, receive, hold, manage, care for and transfer, rent, lease, mortgage or otherwise encumber, sell, assign, transfer and convey such property for the general purposes of the Church. It may receive and hold in trust both real and personal property, and invest and reinvest the same, and make any contracts for promoting the objectives and purposes of the Church.

Upon dissolution of the Church, its assets and all property and interests of which it shall then be possessed, including any devise, bequest, gift or grant contained in any Will or other instrument, in trust or otherwise, made before or after such dissolution, shall be transferred to the New Hampshire Conference, United Church of Christ, according to the laws of the State of New Hampshire.