

# **BYLAWS**

**In Effect As Of  
January 21, 2018**

**First Parish  
Congregational Church**

**12 Beach Street**

**Saco, ME 04072**

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**BYLAWS  
FIRST PARISH  
CONGREGATIONAL CHURCH  
UNITED CHURCH OF CHRIST  
SACO, MAINE**

**ARTICLE I. NAME**

The name of this Church shall be the First Parish Congregational Church, United Church of Christ, of Saco, Maine.

**ARTICLE II. PURPOSE**

The avowed purpose of this Church shall be to worship God, to preach the Gospel of Jesus Christ, and to celebrate the Sacraments; to realize Christian Fellowship and unity within this Church and the Church Universal; to welcome and render loving service toward all persons; and to strive for righteousness, justice and peace in faith and mission.

**ARTICLE III. FAITH AND COVENANT**

This Church acknowledges as its sole Head, Jesus Christ, the Son of God and the Savior of humankind. It acknowledges as brothers and sisters in Christ all who share in this confession. It looks to the Word of God in the Holy Scriptures and to the presence and power of the Holy Spirit to sustain its creative and redemptive work in the world. It claims as its own the faith of the historic Church expressed in the ancient creeds and reclaimed in the basic insights of the Protestant Reformers. It affirms the responsibility of the Church in each generation to make faith its own. It recognizes two Sacraments: Baptism and the Lord's Supper or Holy Communion, in accordance with the teaching of our Lord and the practice prevailing among evangelical Christians. The covenant of this Church, based on the Salem Church Covenant of 1629, is:

"We covenant with Christ and with one another, and join ourselves in the presence of God to walk together in all God's ways, as revealed to us through God's blessed Word of Truth."

**STATEMENT OF FAITH**

We believe in you, O God, the Eternal Spirit, God of our savior Jesus Christ and our God, and to your deeds we testify;

You call the worlds into being, create persons in your own image and set before each one the ways of life and death.

You seek in holy love to save all people from aimlessness and sin.

You judge people and nations by your righteous will declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Savior, you have come to us and shared our common lot, conquering sin and death and reconciling the world to yourself.

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

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

You promise to all who trust you forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, your presence in trial and rejoicing, and eternal life in your realm which has no end.

Blessing and honor, glory and power be unto you.

Amen.

#### **ARTICLE IV. GOVERNMENT AND AFFILIATION**

This Church shall be a part of the United Church of Christ and it shall sustain that relationship as described in those portions of the Constitution and Bylaws of the United Church of Christ relating to local churches, as adopted by that body July 4, 1961.

The government of this Church shall be vested in its Members and Associate Members, who exercise the right of control in all its affairs, subject to the laws of the State of Maine relating to

corporations not for profit or ecclesiastical corporations. It accepts the obligations of mutual counsel, cooperation and fellowship with other churches and encourages ecumenical fellowships. This Church is in direct fellowship with the Maine Conference and York Association of The United Church of Christ.

## **ARTICLE V. MEMBERSHIP**

### A. Becoming A Member and Responsibilities

1. Membership in this Church shall be open to any person without restriction as to race, gender, ethnicity, sexual orientation, marital standing, physical or mental ability, economic status, or family structure, who is baptized and either presents a satisfactory letter of transfer from another Christian church or makes a public confession of faith in Jesus Christ as Lord and Savior.
2. To become a Member, a person needs to notify the Minister, complete a membership inquiry class and participate in a special worship service where a covenant is made with the Church family and the new Member is formally received.
3. Confirmands become Members at their confirmation ceremony.
4. Active Members will, to the extent they are able:
  - a. Regularly attend worship and celebrate the Lord's Supper
  - b. Pledge and contribute financially to the Church on a regular basis
  - c. Live a Christian Life
  - d. Share in the life and work of the Church
  - e. Support the spiritual welfare of the membership and the larger community
5. Active Members may act and vote in all affairs of the Church.

### B. Other Types of Membership

#### 1. Affiliate Members

Affiliate Members are those who wish to be affiliated with this Church during residence here, while remaining in full and regular standing with their home churches. They may be received by recommendation of the Diaconate and their affiliate membership shall lapse without further action upon their ceasing to maintain their residence here. Affiliate Members may not vote on matters presented by the Church Body.

#### 2. Associate Members

Ministers of other denominations who cannot join the congregation as Members because of various restrictions and persons who have regularly participated in the life of the

Church but who feel they cannot, for personal reasons, formally join this congregation, may, upon the recommendation of the Minister and Diaconate Team, become Associate Members. They are granted all the privileges of regular membership including the right to vote on all affairs of the Church, and will fulfill the responsibilities of membership as detailed in Section A.4 Above.

3. Inactive Members

Those Members who for a one-year period did not either contribute financially or attend church services will remain members but be placed in the Inactive category. Inactive Members may not vote in any affairs of the Church. When an Inactive Member contributes or attends church, he/she will be restored to Active Membership with full voting rights.

C. Concluding Membership

1. Church Initiated

Unless notified otherwise by a Member, the Church will assume that all individuals want to continue their Membership, whether it be Active or Inactive.

2. Member Request

Any Member may, at his/her own request, be granted a letter of transfer to another church. A Member can be released from membership through a written request to the Diaconate, or by verbally notifying the Minister, the Moderator, or a Deacon.

D. Membership Review

1. The Diaconate will annually review the membership rolls of Active, Inactive, Affiliate and Associate Members.
2. By October of each year the Diaconate will propose to the Church Council any suggested changes to the membership rolls.
3. At the conclusion of the Membership Review the Moderator shall inform the Office Administrator and the Clerk of changes approved by the Church Council.

**ARTICLE VI. CHURCH BODY**

The governing body of this Church shall be the Members and Associate Members assembled in a Church meeting. For purposes of voting, the Church Body shall be those Members and Associate Members present and voting at a duly called meeting, providing a quorum is present. See Article IX for definition of a quorum.

## **ARTICLE VII. CHURCH COUNCIL**

Between meetings of the Church Body, the Church Council shall be the governing board of this Church. The Church Council shall conduct the business of the Church through the Ministries (defined in Article XI), Teams (defined in Article XII), Task Forces, Groups, and Other Organizations of the Church (defined in Article XIII) as may be established from time to time.

A Task Force is defined to be people appointed to achieve a specific objective(s) or task(s) approved by the Church Council or Ministries, further defined later in this Article. A Group is defined to be people assembled to pursue a Church-related function. A Group can be developed by any interested Church participants. A Group may evolve into a Team over time in accordance with Article XII.

Subject to the will of the Church Body assembled at duly called Church meetings, the Church Council shall be responsible for:

- A. Overseeing the Ministries, Teams, Task Forces, Groups and Other Organizations of the Church;
- B. Long-range planning;
- C. Approval of new or revised policies and programs in all areas of the Church's activities;
- D. Encouraging and empowering effective communication among the Church Council, Ministries, Teams, Task Forces, Groups and Other Organizations of the Church;
- E. Identifying and acting on improvement opportunities;
- F. All personnel matters of the Church, both pastoral and other;
- G. All physical resources of the Church, including real property, money and securities;
- H. Appoint three Church Council members who will be the liaisons to the Ministries, one for each Ministry. These liaisons will communicate between the Ministries and Council;
- I. Resolve issues that are brought to the Church Council from the Ministries and Teams;
- J. Responsible for the financial affairs of the Church. The Church Council shall see that the Church maintains dishonesty insurance coverage for the Treasurer and all persons responsible for Church funds. The Church Council shall provide for the collection and accurate recording of all monies received by the Church and see that the necessary reports are completed monthly and yearly. This financial responsibility does not include

approved Church-related organizations (see Article XIII.B);

- K. Developing and preparing an Annual Church Budget for approval by the Church Body, which shall be the policy for raising, receiving, and disbursing Church funds with the exception of endowment funds;
- L. Authorizing each year to expend up to five percent (5%) of the Unrestricted Legacies, based on the average market value of the three previous years, allocating funds in the budget process for maintenance, capital improvements, mission, and current operations. The expenditure of more than five percent (5%) in any one year will require the approval of two-thirds (2/3) of the Church Body voting at a duly called meeting providing a quorum is present. The expenditure of the principal of Restricted Legacies is permitted only if not forbidden by the donor;
- M. All the powers, duties and responsibilities granted to directors or trustees by law, notwithstanding the breadth of the foregoing responsibilities. Without the approval of the Church Body, the Church Council shall have no power to sell, purchase, mortgage, or lease any real property if the leasehold term is longer than one year;
- N. The Moderator or Vice Moderator will sign all Purchase Orders, Standard Contract Agreements, and any other agreements or Contracts (referred to in this section as “Contract” or “Contracts”) in amounts over \$500 that have received prior approval of the Church Council.

In special situations when timing does not permit prior contract approval by the Church Council, any two of the following three Officers of the Church: Moderator, Vice Moderator, Treasurer, may sign a Contract on behalf of the Church. In these special situations, the Church Council must approve or deny such Contracts at its next meeting. Denied Contracts must be canceled or terminated;

- O. Annually, the Church Council shall make appropriate arrangements for the audit of the Church financial records. The Auditor shall be elected for a one-year term and may be reelected without limitation. The Auditor shall see that the Church accounts are duly audited at the end of the fiscal year, shall report to the Church Council as soon as possible following close of the fiscal year, and shall file a report at each Annual Meeting of the Church Body; and
- P. Annually consider changes to the Bylaws. In years when changes are required, appoint an Ad Hoc Bylaws Task Force (AHBTF) to recommend corrections, additions or deletions to the Bylaws for approval by the Church Council and Church Body. The AHBTF shall consist of at least five (5) Members and/or Associate Members appointed by the Moderator and confirmed by the Church Council.

The Church Council shall consist of the Minister, Moderator, Vice Moderator, Treasurer (or Assistant Treasurer in the absence of the Treasurer), Clerk and seven (7) appointed Active Members and/or Associate Members. The appointed Council members (Members and/or

Associate Members) will be approved at each Annual Meeting for a two (2) year term on a rotating basis and may be reappointed to one additional two-year term. The Council shall meet monthly or as needed with a minimum of ten meetings per year. The meetings may be attended by any Member of the Church unless specifically stated otherwise for confidentiality reasons.

The voting members of the Council are the Moderator, Vice Moderator, Treasurer (or Assistant Treasurer in the absence of the Treasurer), Clerk and the seven (7) appointed Council members. A quorum must be present for decisions and shall consist of a majority of the voting members of the Council.

The Minister, Moderator and Vice Moderator shall be ex-officio members of all Ministries, Teams and Task Forces.

Special meetings of the Church Council may be called by the Moderator/Vice Moderator, by the Minister, or by any four (4) members of the Church Council by giving at least twenty-four hours' notice to all members.

The minutes and records of the Church Council shall be open at all times to inspection by Members of the Church.

Resignations by Church Officers and Church Council members shall be made to the Moderator. This information will be forwarded to the Nominating and Volunteer Coordination Team.

The Nominating and Volunteer Coordination Team, with the approval of the Church Council, shall fill vacancies in any Officer and Church Council member positions to serve until the next Annual Meeting, when the vacancy shall be filled for the unexpired term. All terms shall begin and end on the date of the Annual Meeting.

Task Force members do not need to be Members or Associate Members except: (A) chairpersons and at least a minimum of three (3) members in total must be Members or Associate Members, and (B) it may be determined that members of a particular Task Force must all be Members and Associate Members for confidentiality reasons. Task Force members who are not Members or Associate Members have voting rights. It is recommended that members of Task Forces should commit to serving the length of the assignment or a minimum of one (1) year, whichever is shorter. It is also recommended that Task Forces include youth member participants as appropriate. Additionally, each Task Force should issue agendas and take minutes when appropriate. Records of the Task Forces shall be open at all times to inspection, unless specifically stated otherwise for confidentiality reasons. A quorum shall be present for all decisions and consist of a majority of the voting members of the Task Force.

There are no requirements for Groups.

Each present, former or future member of the Church Council and Officers shall be indemnified by the Church against all liabilities and expenses (including attorney's fees) actually and reasonably incurred in connection with the defense of any action, suit, or proceeding in which

he or she is made a party by reason of being a member of the Church Council or Officer of the Church, provided that such person shall not be finally adjudicated in any such action, suit or proceeding not to have acted in good faith in the reasonable belief that his/her action was in the best interest of the Church. The foregoing is intended to grant to members of the Church Council and Officers of the Church those rights of indemnification which are more particularly spelled out in 13-B Maine Revised Statutes, Section 714.

## **ARTICLE VIII. OFFICERS OF THE CHURCH**

All Officers shall be Members or Associate Members of the Church. The Moderator, Vice Moderator, Clerk and Treasurer are voting members of the Church Council. The Assistant Treasurer is a voting member of the Church Council only in the event the Treasurer is not available and shall attend Council Meetings in the Treasurer's absence. Officers of the Church and the responsibilities of each are as follows (listed in alphabetical order):

### A. Clerk

The Clerk of the Church shall be elected by the Church Body for a one-year term and may be reelected without limitation. The Clerk shall serve as the Church Council Secretary and shall be responsible for maintaining a complete file of all minutes of the Church Council and of the Church Body and perform such other duties as may be required by law or by the Church Council. The Clerk shall keep a register of the Members of the Church, with their residence, dates of admission, departure or death, and the name of the Church from which dismissed or from which received by letter; and a record of all baptisms. Changes in the Clerk's register shall be incorporated in the Annual Report and made available at each Annual Meeting.

The Clerk shall prepare written notice of the Annual and Special Meetings of the Church. These notices will be inserted in the Church Bulletin for the two Sundays preceding the meeting and mailed to all Church families at least two (2) weeks prior to the meeting. Notice for a Special Meeting shall state the purpose or purposes for which the Meeting is being called.

The Clerk shall see that proper notification is given to all Officers and Church Council members of their election/appointment to office and shall see that all legal returns are submitted as required.

### B. Moderator

The Moderator of the Church shall be a member of the Church Council, elected by the Church Body for a one-year term. The Moderator shall not be eligible to serve more than three consecutive one-year terms. The Moderator shall preside over meetings of the Church Council and the Church Body. The Moderator shall be an ex-officio member of all Teams.

### C. Vice Moderator

The Vice Moderator of the Church shall be a member of the Church Council, elected by the Church Body for a one-year term. The Vice Moderator shall not be eligible to serve more than three consecutive one-year terms. The Vice Moderator, in the absence of the Moderator, shall preside over meetings of the Church Council and of the Church Body. The Vice Moderator shall be an ex-officio member of all Teams.

D. Treasurer

The Treasurer of the Church shall be elected by the Church Body for a one-year term and may be reelected without limitation. The Treasurer shall be responsible for the financial records of the Church and shall perform such other duties as may be required by the Church Council. The Treasurer shall serve as the liaison to the Assets Ministry.

E. Treasurer, Assistant

The Assistant Treasurer shall be elected by the Church Body for a one-year term and may be reelected without limitation. The Assistant Treasurer shall perform such duties as may be required by the Treasurer and/or the Church Council.

## **ARTICLE IX. MEETINGS OF CHURCH BODY**

The Annual Meeting shall be held not later than January 31<sup>st</sup> of each year. The specific date, time and place shall be set by the Church Council prior to the preceding December 1. The fiscal year of the Church shall be the calendar year.

At the Annual Meeting a motion will be requested to ratify the actions since the last Annual Meeting. The standard wording for this motion that can be altered as necessary is as follows:

The Church Body of the First Parish Congregational Church UCC of Saco, Maine resolves that all acts taken by the Church Body, Church Council, Ministries, Teams, Task Forces, Groups and Other Organizations of the Church thereof and any of the Officers of this corporation on behalf of this corporation since the last Annual Meeting be, and hereby are, ratified, confirmed and approved in all respects.

Special Meetings of the Church Body may be called at the request of the Minister, Moderator/Vice Moderator, by the majority of the Church Council, or upon the written request of twenty-five (25) Members and Associate Members of the Church to the Church Council via the Clerk. Such a request shall state the specific objectives for calling such a meeting.

Legal notification for all meetings shall be given at least two weeks prior to such meetings. The reports of staff, Officers, and Church Council, Ministries, Teams, Task Forces, Groups and Other Organizations of the Church may be given at the Annual Meeting.

A. Quorum for Parliamentary Authority

A minimum of twenty percent (20%) of Active Members and Associate Members of the Church shall constitute a quorum for the transaction of business at any regular or special meeting of the Church Body. Business meetings shall be conducted in accordance with the then current revision of *Robert's Rules of Order*.

B. Voting

Unless a greater percentage is stated elsewhere in the Bylaws, the vote of a majority of the Active Members and Associated Members present and voting shall be the action of the Church, providing a quorum is present.

C. Calculating Votes

Consistent with *Robert's Rules of Order*, only the votes of present and voting Active Members and Associate Members will be counted. Abstentions shall not be included in the vote. All votes are to be calculated based only on the total number of affirmative and negative votes cast.

## **ARTICLE X. STAFF**

A. Minister

The Minister shall be called by the Church Body, provided a quorum is present. The Minister shall become a Member of the Church as soon as reasonably possible after his/her arrival.

The Minister shall be the chief administrative officer of the Church and have general supervision over the whole organization of the Church and may call special meetings of the Church Council and all Ministries, Teams, Task Forces, Groups, and Other Organizations of the Church. He/she shall be responsible directly to the Church through its Church Council.

The Minister, together with the Diaconate Team, shall oversee the spiritual welfare of the Congregation. He/she shall preach the Word and shall have in his or her care the stated services of public worship and administering of the Sacraments. The Minister shall exercise the privilege of religious teacher and counselor in public and private.

The termination of the ministerial relationship shall be by letter of intent with a two (2) month notice, unless otherwise mutually agreed upon, by either the Minister to the Church or the Church to the Minister. A Church motion for termination may originate from among the Members and Associate Members of the Church or from the Church Council. It shall require a two-thirds (2/3) vote of the Church quorum to dismiss the Minister at a meeting called for that purpose.

Whenever a Minister communicates in writing a decision to leave First Parish

Congregational Church, and a date when this shall occur, a Search Task Force consisting of a minimum of seven (7) Members and Associate Members representing a cross-section of the congregation shall be appointed by the Church Council. A member of the Personnel Team shall be a member of this Task Force. The Search Task Force shall present the recommended candidate to the Church Council, and the Church Council and Search Task Force shall jointly recommend the candidate to the congregation. The new Minister shall be called by two-thirds (2/3) vote of the Church quorum at a duly called Special Meeting of the Church Body.

B. Associate or Assistant Ministers

Associate or Assistant Ministers, if utilized, shall be called by the Church Body, provided a quorum is present, through the same procedure as found in Article X.A. for the Senior Minister. They shall become Members or Associate Members of the Church as soon as reasonably possible after their arrival. Their duties shall be determined by the Minister and by the Church Council. They may be removed from their office by the procedure outlined in Article X.A.

C. Additional Staff

Additional Staff members are defined to be those employees other than the Minister, Assistant Minister and Associate Minister. Additional Staff members will be identified as needed and may include: Bell Choir Director, Director of Christian Education, Director of Music, Director of Program Development, Minister of Visitation, Office Administrator and Senior Choir Director.

In the event of an Additional Staff opening, the Moderator will, in concert with the Personnel Team, convene a Search Task Force approved by the Church Council. This Search Task Force will be comprised of at least five (5) Members and/or Associate Members including at least one member of the Personnel Team, one or more members of the Ministry(s) and/or Team(s) related to the open position and Member(s) at-large. Once a candidate is selected, the Search Task Force will bring its recommendation to the Church Council for approval.

Written job descriptions are on file for each Additional Staff position. Other duties may be determined from time to time by the Minister, Church Council or related Team(s). Additional Staff will be accountable to and directed in their work by the Minister or other designated supervisor.

D. Employee Personnel Policies Handbook

Complete employment policies and procedures are found in the Employee Personnel Policies Handbook.

## **ARTICLE XI. MINISTRIES**

The Ministries of the Church shall conduct the business of the Church through Teams, Task Forces, Groups and Other Organizations of the Church as may be established from time to time. Any issues that the Ministries cannot resolve or which exceed their responsibilities will be resolved by the Church Council and, if necessary, brought to the Church Body for resolution. The Ministries of the Church, the responsibilities of each and a list of the Teams in each Ministry are as follows (listed in alphabetical order):

- A. Assets Ministry – The responsibilities include overseeing all assets of the Church including: facilities, gifts, information systems, investments, money counting, personnel and stewardship. Exception: the creation and oversight of the Annual Budget shall be the responsibility of the Church Council. This Ministry includes the following Teams:
- Facilities
  - Charitable Contributions and Memorial Gifts
  - Good News
  - Investment
  - Money Counting
  - Personnel
  - Stewardship
- B. Discipleship/Fellowship Ministry – The responsibilities include overseeing all issues and activities associated with discipleship and fellowship including: Christian education, history, hospitality, library, mission, nominating, volunteer coordination, programs (other than Worship), and integration of people who attend the Church into the life of the Church. This Ministry includes the following Teams:
- Christian Education
  - History and Library
  - Hospitality
  - Mission
  - Nominating and Volunteer Coordination
  - Program Development
- C. Worship Ministry – The responsibilities include overseeing all elements related to the Worship of God including: diaconate, flower and altar, media, music and arts and parish pastoral relations. This Ministry includes the following Teams:
- Diaconate
  - Flower and Altar
  - Media
  - Music and Arts
  - Parish Pastoral Relations

Subject to the will of the Church Body and Church Council each Ministry shall be responsible for:

- A. Long-range planning of their respective Ministry;
- B. Development of new and revised policies and programs in their areas of the Church's activities which must be approved by the Church Council;
- C. Receipt and approval of reports, on a regular basis, from all Teams within their respective Ministry;
- D. Communication and cooperation among all Teams, Task Forces and Groups part of their respective Ministry;
- E. Development of budgets for their respective Ministry for review and approval by Church Council;
- F. Authorization to spend up to but no more than the portion of the Annual Church Budget specifically allocated for that particular Ministry in total including any adjustments approved by the Church Council. Each Ministry must obtain Church Council approval prior to making any purchases or commitments above that portion of the Annual Church Budget specifically allocated to that specific Ministry; and
- G. Seeing that the Moderator or Vice Moderator signs all Purchase Orders, Standard Contract Agreements, and any other agreements or Contracts (referred to in this section as "Contract" or "Contracts") in amounts over \$500 that have received prior approval of the Church Council.

Each Ministry shall consist of the chairpersons or designated representatives of the above-listed Teams directly related to their respective Ministry. Each Ministry may establish Task Forces and Groups it deems necessary to carry out the work of its Ministry. Teams must be created and dissolved as described in Article

XII. Each Ministry shall meet at least three times per year. Three Church Council members will be liaisons to the Ministries, one for each Ministry. The Treasurer shall be the liaison to the Assets Ministry. The Minister, Moderator and Vice Moderator shall be ex-officio members of all Ministries.

The voting members of each Ministry are the chairpersons or designated representatives of all Teams. A quorum must be present for decisions and shall consist of a majority of the voting members of the Ministry. Each Ministry shall take minutes and all records of the Ministry shall be open at all times to inspection by Members, unless specifically stated otherwise for confidentiality reasons. It is also recommended that regular terms shall begin and end about the time of the Annual Meeting; however, Ministries can adjust the beginning and end of the terms. At the beginning of each term, the Ministries shall each appoint a Chairperson to serve for the

upcoming term.

Creation and/or dissolution of a Ministry can only be effected by a duly called Ad Hoc Bylaws Task Force, followed by the designated vote of the Church Body as described in Article XIV. A Ministry's responsibilities can be adjusted from what is included in this Article with the approval of the Ministry and the Church Council. Any changes to a Ministry's responsibilities must subsequently be approved by the Church Body at the next Annual Meeting.

Resignations by Ministry members shall be made in writing to the chairperson of the respective Ministry. The Ministries will work with their members, Teams and appointed Groups and the Nominating and Volunteer Coordination Team to fill any vacancies.

Task Force members do not need to be Members or Associate Members except: (A) the chairperson and at least a minimum of three (3) members in total must be Members or Associate Members, and (B) it may be determined that members of a particular Task Force must all be Members and Associate Members for confidentiality reasons. Task Force members who are not Members or Associate Members have voting rights. It is recommended that members of Task Forces should commit to serving the length of the assignment or a minimum of one (1) year, whichever is shorter. It is also recommended that Task Forces include youth member participants as appropriate. Additionally, each Task Force should issue agendas and take minutes when appropriate. Records of the Task Forces shall be open at all times to, unless specifically stated otherwise for confidentiality reasons. A quorum shall be present for all decisions and consist of a majority of the voting members of the Task Force.

There are no requirements for Groups.

## **ARTICLE XII. TEAMS**

All chairpersons of Teams, who must be Members or Associate Members of the Church, will hold a seat on one of the Church's Ministries as detailed in Articles XI and XII and have an equal vote on issues brought before their respective Ministry. Their votes may be transferred to designated members of their respective Teams (who must also be Members or Associate Members) when the chairperson is unable to attend their Ministry meeting. Ideally, Team chairpersons should have at least one year's experience to become eligible for election. The Minister, Moderator and Vice Moderator shall be ex-officio members of all Teams.

Each Team shall have at least three (3) Members or Associate Members and will have the right to determine the number of members above the minimum. It is recommended that regular terms shall begin and end about the time of the Annual Meeting; however, Teams may adjust the beginning and end of the terms. It is recommended that members of Teams should commit to serving a minimum of one (1) year. It is further recommended that Teams include youth members as appropriate. Additionally, each Team should issue agendas and take minutes. Records of the Teams shall be open at all times to inspection unless specifically stated otherwise for confidentiality reasons. A quorum shall be present for all decisions and consist of a majority of

the voting members of the Team.

Team members do not need to be Members or Associate Members except: (a) Team chairpersons, Ministry voting members and at least a minimum of three (3) members in total must be Members or Associate Members, and (b) Teams may elect to require only Members and Associate Members for confidentiality reasons. Team members who are not Members or Associate Members do not have voting rights.

Resignations by Team members shall be made in writing to the chairperson of the respective Team. Each Team will work together with the Nominating and Volunteer Coordination Team to fill vacant spots on the Team.

Each Team is authorized to spend up to but no more than the portion of the Annual Church Budget specifically allocated for that particular Team in total including any adjustments approved by their Ministry and Church Council. Each Team must obtain approval of the Ministry they are part of prior to making any purchases or commitments above the portion of the Annual Church Budget specifically allocated to that specific Team in total including any Ministry and Church Council adjustments.

Creation and/or dissolution of Teams can only be effected by a duly called Ad Hoc Bylaws Task Force, followed by the designated vote of the Church Body as described in Article XIV. Teams' responsibilities can be adjusted from what is included in this Article with the approval of the Ministry they are a member of and the Church Council. Any changes to Team responsibilities must subsequently be approved by the Church Body at the next Annual Meeting.

The Teams of the Church and their responsibilities include (listed in alphabetical order):

A. Charitable Contributions and Memorial Gifts Team (in the Assets Ministry)

This Team receives, approves or disapproves, all new bequests and contributions for The Memorial Gift Fund. The Fund (including principal and earnings) shall be used for tangible memorial purposes determined by this Team, in light of the current needs of the Church and the interests of the family of the person or persons being memorialized. The name of the person or persons being memorialized by the contribution shall be entered permanently in the Memorial Book of Remembrance. Recommendations of this Team for expenditure of funds exceeding \$500 shall be presented to the Church Council for discussion and approval.

If at any time the Memorial Gift Fund balance exceeds \$20,000, the excess monies may be expended for the appropriate preservation and/or improvement of Church property with the approval of two-thirds (2/3) of the Church Body voting at a duly called meeting provided a quorum is present. Money may be transferred from unrestricted legacies to the Memorial Gift Fund with the approval of two-thirds (2/3) of the Church Body voting at a duly called meeting provided a quorum is present.

B. Christian Education Team (in the Discipleship/Fellowship Ministry)

The Christian Education Team, in consultation with the Minister, shall provide guidance and direction to the Director of Christian Education, Youth Fellowship and Advisors, and Groups formulated for the purpose of Christian Education at First Parish Church.

C. Diaconate Team (in the Worship Ministry)

The Diaconate Team, together with the Minister, shall be charged with the religious oversight of the Church. They shall be a source of counsel and assistance to the Minister. They shall assist the Minister in ministering to the needs of the Church and the community.

The Diaconate Team shall be charged with the religious oversight of the Church in the absence of the Minister or when the Ministerial Office is vacant.

The Diaconate Team shall assist the Minister in administering the Sacraments, the reception of new Members, Associate Members and Affiliate Members, and in other special services of the Church for which their assistance is requested.

D. Facilities Team (in the Assets Ministry)

The Facilities Team shall have care and custody of Church properties. They shall have the responsibility to contract for electricity, fuel, insurance, and any other regular expenses of the Church.

In the rental or other agreed use of Church facilities by outside organizations, the Facilities Team will assure that the purposes of such organization serve the public good and conform to the stated purpose and goals of the Church. These responsibilities will not include the media (audio/video) system in the Church, which is the responsibility of the Media Team, or information systems, which are the responsibility of the Good News Team.

E. Flower and Altar Team (in the Worship Ministry)

This Team shall be responsible for preparing the Altar and Narthex for all services held in the Church, including the placement of flowers, plants, or decorations and the proper use of liturgical paraments.

This Team shall be responsible for facilitating the distribution of altar flowers.

F. Good News Team (in the Assets Ministry)

The Good News Team will manage, support and implement information technology as a secure, efficient, cost effective and time saving tool. This will include website, network, hardware, software, telecommunications, disaster recovery, business systems and consulting support services.

Using these tools and systems the team will share and promote all the activities and events that are intended to further the teachings of our Lord Jesus Christ to the benefit of the First Parish community and to the wider communities that we live in and embrace.

It is the goal of the team to communicate the activities and the events both past, current and upcoming to both the church community and the community outside our church, believing that an informed congregation will be better able to communicate the Good News of Jesus Christ to all.

G. History and Library Team (in the Discipleship/Fellowship Ministry)

The History and Library Team will manage historical documentation, books and other media. At least one member of this Team will be a Historian who shall: (a) preserve, track and maintain the Church's heritage by archiving records, documents and memorabilia, and (b) educate people as to what is available. At least one member of this Team will be a Librarian. The focus of the Librarian will be on maintaining and expanding the Church's Library. The Historian or Librarian may from time to time with approval of the Discipleship/Fellowship Ministry form Task Forces to work on special projects and/or Church heritage.

H. Hospitality Team (in the Discipleship/Fellowship Ministry)

The Hospitality Team with the support of other Teams, Ministries, Groups, Other Organizations of the Church, Members, Associate Members, Affiliate Members and others involved with the Church facilitate appropriate hospitality and fellowship activities and events; this will include being responsible for Sunday coffee hour for the later service when there are two.

I. Investment Team (in the Assets Ministry)

The Investment Team shall manage the endowment portfolio of the Church and may manage the funds of other organizations of First Parish Church, if these organizations so request. The Investment Team shall engage the services of a professional advisor unless the Church Council waives this requirement. All expenses for this and other expenses pertaining to the cost of operating the Investment Fund will be paid for by the Fund.

The Investment Team shall administer all bequests, trusts, legacies and other funds in strict accordance with the terms of such bequests, in such a way as to facilitate the stated purpose and goals of the Church. The Investment Team shall report the status of all funds to the Treasurer and Assets Ministry at least quarterly.

The Chairperson or designated member of the Stewardship Team may serve as a voting member of this Team. If the Team so desires, it may select a non-voting Treasurer to handle the Investment Books.

Each present, former or future member of the Investment Team shall be indemnified against all liabilities and expenses (including attorney's fees) under the same terms as are listed in the Bylaws for members of the Church Council and Officers of the Church. (see Article VII).

J. Media Team (in the Worship Ministry)

The Media Team shall create multimedia content for use on the Church's media (audio/video) system, manage, schedule, operate and maintain this system for Worship and all other events requiring its use.

K. Money Counting Team (in the Assets Ministry)

The Money Counting Team, in consultation with the Treasurer and/or Office Administrator, will weekly count income, complete reporting in accordance with written procedures, and make bank deposits.

L. Mission Team (in the Discipleship/Fellowship Ministry)

The Mission Team shall support, strengthen, and develop programs of mission; provide resources to help the congregation understand the scope and purpose of mission; inform and encourage the congregation toward new mission opportunities; and call for personal service as well as financial support of the Church locally, nationally, and world-wide.

The Mission Team shall oversee Church activities in the Homeland and Worldwide Missions, as well as ecumenical efforts of the Church.

M. Music and Arts Team (in the Worship Ministry)

This Team, together with the Minister and the Director of Music, shall be charged with the oversight of the musical and artistic life of the Church.

N. Nominating and Volunteer Coordination Team (in the Discipleship/Fellowship Ministry)

This Team shall recommend to the Church Council a slate of Officers, Church Council members and Delegates as provided by these Bylaws for election by the Church Body at its Annual Meeting. The Nominating and Volunteer Coordination Team shall also identify the interest, passion and calling of the people who worship at Church. This team will also actively assist in matching people with the most appropriate Teams and Task Forces. Nominating and Volunteer Coordination Team members should represent a cross-section of Church interests and responsibilities.

O. Parish Pastoral Relations Team (PPRT, in the Worship Ministry)

The PPRT will be an advocate for the pastoral positions and will provide support for the people in those positions. The Minister will have input on PPRT selection.

P. Personnel Team (in the Assets Ministry)

The Personnel Team shall maintain job descriptions for all Church employees, review Personnel Policies at least every two years, ensure implementation of these policies, establish approval procedures for time away from work, keep up-to-date records on each employee, develop and implement materials and procedures for the annual review of all employees, provide annual Personnel-related budget recommendations, provide support in hiring and termination, serve as liaisons with staff members, and provide other Personnel-related support as needed.

Q. Program Development Team (in the Discipleship/Fellowship Ministry)

The Program Development Team, in consultation with the Minister, shall be responsible for organizing adult programs for fellowship and learning.

R. Stewardship Team (in the Assets Ministry)

The Stewardship Team shall organize, direct, and evaluate the faith-giving program of the Church. They shall promote stewardship, encourage bequests and continuing gifts, and with approval of the Church Council seek methods of financing Special Projects.

### **ARTICLE XIII. OTHER ORGANIZATIONS OF THE CHURCH**

The Other Organizations of the Church include the following:

A. Delegates

Delegates to the York Association and the Maine State Conference of the U.C.C. shall consist of the Minister, four (4) Members or Associate Members, and one (1) youth member elected for a one (1) year term who shall be elected at each Annual Meeting and who may be reelected without limitation. Delegates for other ecumenical/interfaith bodies will be considered by the Council on an as-needed basis. The Church Council will see that the Delegates are provided with an orientation and are provided a procedure by which Delegates shall report on activities of the Conference, Association and other Council-approved ecumenical/interfaith bodies.

B. Other Church-Related Organizations

Other church-related organizations integral to the life of the Church, such as the Women's Fellowship, may have their own bylaws and separate budget.

#### **ARTICLE XIV. BYLAWS AMENDMENTS**

Bylaw amendments may be proposed by any Church Member or Associate Member to the Moderator, who will then initiate the appointment of an Ad Hoc Bylaws Task Force through the Church Council. These Bylaws may be amended at any Annual or Special Meeting of the Church by a two-thirds (2/3) vote of the Church Body provided a quorum of the Members and Associate Members is present at such a meeting and provided legal notices and copies of the proposed changes have been made available to all Church families at least two weeks prior to said meeting.

#### **ARTICLE XV. DISSOLUTION**

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 Maine Conference of the United Church of Christ, successor to the Congregational-Christian Conference of Maine, or its successors, or to such other local Protestant church organization as may seem desirable to the then Members, provided, however, that no such property shall be transferred to or inure to the benefit of any individual member(s), Member(s), Associate Member(s) or Affiliate Member(s).

#### **ARTICLE XVI. MISCELLANEOUS**

Wherever applicable the singular number shall include the plural, the plural the singular, and the use of any gender shall include all genders.