

BY-LAWS AND CONSTITUTION OF THE UNION CHURCH OF CHEPACHET

ARTICLE I NAME

Sec. 1 The Corporate name of this Church shall be The Union Church of Chepachet, in Chepachet, Rhode Island, and this Church may also be known as the Chepachet Union Church.

ARTICLE II PURPOSE

Sec. 1 The purpose of this Church shall be the advancement of the Kingdom of Jesus Christ. It shall seek to attain this end through the public worship of God, the preaching of the Gospel, consistent Christian living by its members, personal evangelism, missionary endeavor and Christian education.

ARTICLE III POLICY

Sec. 1 This church acknowledges Jesus Christ as its Head and finds in the Holy Scriptures interpreted by the Divine Spirit through reason, faith, and conscience its guidance in matters of faith and discipline.

Sec. 2 The government of this Church is vested in its members who exercise the right or control in all its affairs subject in legal matters to the Articles of Incorporation granted it by the Legislature of the State of Rhode Island.

Sec. 3 While this Church is amenable to no ecclesiastical judicatory, it accepts the obligations of mutual council, comity and cooperation with the Rhode Island State Council of Churches, The United Church of Christ (The Rhode Island Conference of Congregational Christian Churches), and The American Baptist Churches of Rhode Island.

ARTICLE IV DOCTRINE

Sec. 1 This Church receives the Holy Bible as an all-sufficient basis of doctrine and practice. As a summary of principles for Christian conduct among its members, it adopts the following Church Covenant which shall be read in unison at each service for the reception of new members and at such other times as the Board of Deacons may determine.

CHURCH COVENANT

Believing that we have been led by the Spirit of God to receive the Lord, Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God and this assembly most solemnly and joyfully enter into covenant one with another, as one body in Christ.

We promise, therefore, by the aid of the Holy Spirit, to walk together in Christian love, to strive for the advancement of His Church through knowledge, holiness and truth, to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the Gospel through all nations.

We also endeavor to maintain family and personal devotions, to teach our children the Christian truths, to seek the salvation of all humanity, to walk uprightly in the world, to be just in our dealings, faithful in our commitments and zealous in our efforts to advance the Kingdom of our Savior.

We further promise to watch over each other in brotherly love, to be slow to take offense but quick to forgive as is our Lord.

We also promise that when we sever our relationship with this fellowship we will unite with another Christian fellowship to further the spirit of this covenant and the ministry of our Lord Jesus Christ.

ARTICLE V MEMBERSHIP

***Sec. 1* Reception**

The members of this Church shall consist of persons professing faith in the Lord Jesus Christ, who have been received by vote of the Board of Deacons, and have given public acceptance of its covenant. Any candidate for membership may elect to identify with the Baptist Denomination, the United Church of Christ (Congregational) Denomination, or with neither. They may be received in the following ways.

By Baptism

A person who confesses Jesus Christ as Lord and Savior and adopts substantially the views of faith and principles of this Church and is baptized may be received into the fellowship of the Church.

By Letter

A person who is in substantial accord with the views of faith and the principles of this Church may be received by letter from any other Christian Church.

By Experience

It sometimes happens that persons who have been baptized, but by some means have lost their membership, or have not been confirmed, may desire to unite with the Church. They bring no letters, nor are they re-baptized, but give an account of their Christian experience, either individually or through a church membership class, which, being satisfactory to the Church, they are received on their confession – or, as it is usually stated, “on experience”.

By Restoration

A person who has lost membership may be restored to membership upon recommendation of the Board of Deacons. Persons recommended by the Board of Deacons shall be received at a communion service or at some other time as ordered by the Church, by public assent to the covenant or after the covenant has been thoughtfully signed. Any who are unable to attend in public, after approval by the Board of Deacons, may be received by the Deacons acting in behalf of the Church.

Sec. 2 Termination

A. By Letter

Any member in good and regular standing who desires a letter of dismissal and recommendation to another church, upon request is entitled to receive it by vote of the Board of Deacons. This letter shall be valid as a recommendation for one year only from its date, unless renewed, and this restriction shall be stated in

the letter. The right to vote shall be suspended when a letter is voted, and membership shall terminate upon notice of acceptance into another church, or at the end of one year after inquiry which fails to give ground for renewal. Letters addressed to churches in general shall not be granted. The name of the church to which membership is requested shall be named in the request and the letter shall be sent to the Pastor or Clerk of that church.

B. By Statement

If a member desires to join a religious body with which this Church is not in fellowship, or which would not receive its letter, the Church may, at the member's request, give the member a certificate of standing, and membership shall terminate upon receipt of notice that said member has been received into the body to which the letter was given.

C. By Release

If, because of change of faith or for other reasons not involving un-Christian conduct, a member in regular standing requests in writing to be released from covenant obligations, the Church shall patiently endeavor to secure members continuance in its fellowship; failing in such effort, the Church may grant the request and terminate such membership.

D. By Exclusion

Should a member become an offense to the Church and to its good name by reason of immoral or un-Christian conduct, or by persistent breach of covenant vows, the Church council, on recommendation of the Board of Deacons, may censure such members, suspend or terminate membership by a two-thirds vote at a duly called meeting; but only after due notice and hearing, and after faithful efforts have been made to bring such members to amendment in accordance with the law of Christ. (Matthew 18:15-17)

E. Membership Termination

The membership of a person shall not be terminated (except by letter) at the meeting in which the recommendation for such action is first made.

Sec 3. Inactive Membership

The Board of Deacons should prepare from year to year a list of those members who have for a period of two or more years failed to participate in the service of worship or financial support of the Church without valid excuse, and transfer them to an inactive list. From the date of such transfer such persons shall cease to be reported on the active membership roll. An inactive member shall not be entitled to a letter in good standing, but a letter testifying to membership. This means that inactive members cannot vote on any church matters.

ARTICLE VI OFFICIAL YEAR

Sec. 1 The official year of the Church shall begin January first, and all officers, boards and committees shall assume their duties at the time of the Annual Meeting and continue in office until their successors are elected and qualified.

ARTICLE VII
SERVICES, MEETINGS AND ELECTIONS

Sec. 1* **Worship Services*

A. Public services shall be on each Lord's Day. The Lord's Supper shall be commemorated at least once a month and at such other times as the Board of Deacons may determine. Occasional religious meetings may be scheduled at the discretion of the Pastor, by the Board of Deacons or by vote of the Church.

B. The Youth Fellowship and the Church School shall hold weekly meetings at times fixed by the Boards of Christian Education and approved by the Church Council.

Sec. 2* **Business Meetings of the Church*

A. The Annual Business Meeting shall be on the third Monday of January for the purpose of receiving the Annual Reports of individual officers, the Church Council, boards and committees and auxiliary organizations; for the election of officers, council members, board members, standing committees and delegates; for the adoption of the Annual Budget; and for the transaction of such other business as may properly come before this meeting.

B. Business Meetings shall also be held on the third Monday of May and September.

C. A quorum for the transaction of business shall be fifteen (15) members.

D. Special Business Meetings may be called at any time by the President of the Church Council or by the Clerk on written request of five members in good standing who are qualified voters. Notice

of such meeting and the object for which it is called shall be given from the pulpit on the Sunday preceding the date of the meeting.

E. All business meetings of the Church are to be conducted in accordance with the latest edition of “Robert’s Rules of Order”.

Sec. 3 Qualifications of Voters

A. All matters pertaining to the purchase, sale or mortgaging of property shall be voted on only by members in good standing and who are of legal age. On all other matters, members in good standing who are fifteen years of age or older are entitled to vote.

Sec. 4. Elections, Appointments and Vacancies

A. Time

1. The election of officers, council members, board members, committee members and delegates shall take place during the Annual Meeting.

2. Appointments shall be made as required by each group of the Church unless otherwise specified in the By-Laws.

B. Procedure

1. At least two weeks before the Annual Meeting, the Nominating Committee shall present to the Church Clerk and the President the names of one or more persons for each office to be filled.

2. Voting shall be by ballot except as otherwise provided in the By-Laws and a majority of the ballots cast are necessary for the election of any nominee for position.

3. At the time of the Annual Meeting it shall be the privilege of any qualified member present to place in nomination

the name of any eligible person for office or position as long as the nominee is willing to serve in that position.

4. When the nominations for office are uncontested, the entire slate of nominations as presented may be voted on by voice vote.

C. Qualifications for Office or Position

1. All church officers, board members, council representatives, committee members and delegates shall be members of the Church.

2. A church officer, board member or at-larger council representative may hold only one of these offices or positions. Members, including officers, board members, council representatives and delegates may, however, hold one or more committee appointments.

3. If a person elected to a Church board, the Church Council or appointed to a committee misses three (3) consecutive meetings without valid excuse, the person may be relieved of office when recommended by the President of the Church Council or the chairperson of a board or committee and properly notified by the President.

D. Vacancies

1. The Nominating Committee shall provide names of nominees for all vacancies to the appropriate body for action.

2. If a vacancy should occur on the Council for at-large representatives or the youth representative, the successor shall be appointed by vote of the Church Council.

3. If a vacancy should occur in the make-up or representation of any of the boards or committees of the Church or

delegates therefrom, successor members shall be elected by the body lacking such members.

4. If a church officer should die, resign or otherwise be unable or unwilling to continue in office, a successor shall be appointed by vote of the Church Council for the unexpired term.

ARTICLE VIII THE PASTORATE, OFFICERS, CHURCH SCHOOL SUPERINTENDENT

Sec. 1. The Pastorate

(Note: When the term “Pastor” appears herein, it shall refer to Pastor and/or Associate Pastor unless otherwise indicated.)

A. The Pastor

1. The Pastor shall have charge of the spiritual welfare of the Church with the assistance of the Board of Deacons.

2. The Pastor shall seek to enlist members as followers of Christ, preach the Gospel, administer the ordinances, have under care all services of public worship, and administer the religious activities of the Church in cooperation with its Church Council, boards and committees.

3. Specific responsibilities of the Pastor shall be in accordance with written guidelines developed by the Pulpit Committee and the Church Council at time of call.

4. The Pastor shall be an ex-officio member of the Church Council and of all boards, committees and auxiliary organizations.

B. Call of the Pastor

1. The Pastor shall be called for an indefinite time by three-fourths vote of the members present at that meeting at the time of the vote. The vote shall be by written ballot. There will be no proxy votes.

C. Installation

1. When a pastor has been elected and has accepted the call, and if acceptable to the Pastor, an ecclesiastical council of associations to which the Church belongs and/or of local churches shall install the Pastor in accordance with established usage.

2. The Pastor shall become a member of the Church immediately upon installation.

D. Resignation

1. The Pastor shall give sixty days notice when there is intention to leave the Church.

E. Termination

1. While the term of the Pastor shall be indefinite, the Church may at any time by three-fourths vote, at a special meeting, call for the Pastor's resignation within sixty (60) days. The vote shall be administered as above in "Call of the Pastor".

2. In the case of loss of ministerial standing on the part of the Pastor, relations shall cease at once.

Sec. 2 The Officers

A. The Officers of the Church shall consist of the President, Vice-President, Clerk, Treasurer and Financial Secretary. All officers must be members of the Church and shall be elected at the Annual Meeting for a term of one (1) year with unlimited succession.

B. The President shall preside at all meetings of the membership of the Church and meetings of the Church Council at which he/she shall only vote to break a tie. The President shall coordinate the work of the Council and the various boards and committees to insure the effective management of the affairs of the Church and to promote the total church program. This officer shall also be authorized to execute on behalf of the church all contracts or other documents necessary to fulfill any vote by the membership of the Church, the Council, the Board of Finance, the Board of Trustees or any properly authorized body.

C. The Vice-President shall preside at meetings of the membership of the Church and meetings of the Council in the absence of the President. This office may also execute contracts during the absence of the President and shall have such other duties and responsibilities that the President may from time to time determine.

D. The Clerk shall keep a complete and accurate record of proceedings of all meetings of the membership of the Church and of all meetings of the Council, and shall give the required notice of all meetings. The Clerk shall keep lists of active and inactive members of the Church, and shall record baptisms, marriages, transfers and deaths. All records shall be immediately transferred to the Clerk's successor. The clerk shall be an ex-officio member of the Church Council.

E. The Treasurer shall have responsibility for maintaining all financial records in a manner consistent with generally accepted accounting principles.

The Treasurer shall maintain separate accounts of all monies received and disbursed for boards and committees according to policies approved by the Church Council. At a minimum, special account shall be maintained as follows:

1. Monies raised for Christian Benevolence shall be held subject to the order of the Board of Missions.

2. Memorial funds shall be held subject to the order of the Church Council and use thereof shall be reviewed at least semi-annually by the Church Council.

Monies which remain in special accounts at the end of the fiscal year shall not be transferred out of said account without the authority from the board or committee having jurisdiction over the funds.

The Treasurer shall pay the bills of the Church in accordance with his/her responsibilities to the Church Council or boards and committees, and shall keep an accurate account of all receipts and disbursements. This officer shall present a financial report at the Annual Meeting of the membership of the Church and all meetings of the Church Council, and shall produce all required records as requested for examination by an auditor. All records shall immediately be transferred to a successor.

F. The Financial Secretary shall receive and record all subscriptions or pledges made for the support of the Church and contributions made to the UCC and American Baptist Conferences. After crediting the same to the accounts of the various subscribers and maintaining complete confidentiality, he/she shall deliver a

transcript of the monies deposited in an authorized bank to the Treasurer.

The Financial Secretary shall be a member of the Stewardship Committee.

The Financial Secretary shall keep a complete and accurate record of all monies received other than those excepted by policy of the Church Council. This officer shall produce all such records for examination as requested by an auditor and shall immediately transfer all records to a successor.

Sec. 3 The Church School Superintendent

A. The Superintendent shall be the executive head of the Church School, exercising the authority and performing the duties usually pertaining to that office, following the guidelines and policies of the Board of Christian Education.

B. The Superintendent of the Church School shall be appointed annually from a member of the Church for a term of one year by the Board of Christian Education and shall have unlimited succession.

Sec. 4 The Church Historian

A. The Church Historian shall be appointed annually from a member in good standing of the Church by the Church Council for a term of one year and shall have unlimited succession.

B. Generally, the Historian will determine the extent of any or all church historical records and materials, and develop a system for maintaining and preserving them.

C. The Historian shall exercise authority and perform duties as designated by a job description and other guidelines or policies approved by the Church Council. Communication and consultation with the Council regarding activities and needs shall be made through the Board of Trustees. The Historian may request to report directly to the Church Council at any time. A written report of activities or recommendations shall be provided by the Historian in the Annual Report of the Church.

D. Provisions for expenses may be made by submitting written requests with justification to the Board of Trustees which will in turn seek approval of the Church Council or by further inclusion in the Annual Budget of the Church as needed.

E. An Assistant Historian will be chosen by recommendation of the Historian and appointed by approval of the Church Council. The Assistant will provide for continuity in the absence of the Historian and have such other duties and responsibilities that the Historian may from time to time determine. The Historian may also choose church members to serve on an “Historical Committee” as needed.

F. All church historical records and materials or means of access to them shall be immediately transferred to a successor or to the Board of Trustees.

ARTICLE IX THE CHURCH COUNCIL

Sec. 1

A. The Church Council shall be composed of the Minister, President (Moderator), Vice-President, the Clerk (who shall serve as secretary of the Council), Treasurer, Financial Secretary and one Chairperson each from the Board of Trustees, the Board of

Deacons, the Board of Christian Education, the Board of Finance, and the Board of Missions who shall be elected by their respective Boards at their organizational meeting. In addition, there shall be two other representatives-at-large who shall be members of the Church. One youth representative who shall be at least eighteen (18) years of age will also be elected at the Annual Meeting.

B. The elected Council members shall serve for a one-year term or until a successor is appointed and installed.

C. The quorum for conducting business shall be seven (7) voting members.

D. Vacancies on the Council shall be filled for the unexpired terms per Article VII, Sec. 4- D Vacancies.

E. The Council as the senior executive body of the Church shall have the general control and arrangement of the affairs of the Church between congregational meetings, full authority and power to perform all acts necessary to promote the interest and welfare of the Church not otherwise provided for and not inconsistent with its charter, By-Laws, or special instructions from the Church.

F. The Council shall ascertain that all plans and policies of the various boards and groups of the Church are in conformity with the overall spirit of the Church and shall be responsible for the continuity of said boards and groups. In the event that the Council does not agree with a board's decision or the policy of a board, it shall refer the matter back to the board for review. If, after such review, the Council still disagrees, it can override the decision only by a vote of two-thirds of the members present. (See **Article VII, Sec. 2, D**).

G. The Council shall serve as an appellate body. Any member who feels aggrieved by any action of the Church Council or any

board, group, officer or minister of the Church, may petition the Council for a hearing. The Council shall, within two weeks, accord such member a hearing and give due notice to the aggrieved and to all other parties, and may sustain, modify or set aside such action.

H. The Council shall manage the affairs of the Church including all boards and committees and may at any time request from them financial and other written reports. It shall define responsibility and authority of specific groups, officers or staff persons in the Church within the guidelines of the By-Laws. The Council may also appoint special committees when deemed necessary to meet the needs of the Church.

I. The Council shall provide leadership in developing and implementing long-range plans for the future of the congregation, shall coordinate the work of the various persons and groups in the Church in order to implement a well-rounded Christian program.

J. The Council shall be responsible for approving or modifying the current expense budget as initially adopted by the Board of Trustees, prior to submission to the members of the Church for adoption at the Annual Meeting.

K. The Council shall provide for an annual audit of all Church financial accounts.

L. The Council may authorize any non-budgeted expense or capital expenditure, if funds are available, but not to exceed \$10,000 provided, however, that the Council may authorize the expenditure of funds in excess of \$10,000 for non-budgeted expense items if said funds have been received by the Church as a gift, restricted to expenditure in such manner. Any non-budgeted expenditure in excess of \$10,000 other than hereinbefore provided, must be approved by members of the Church.

M. The Council shall review and approve contracts and shall establish appropriate personnel policies or employment arrangements for all professional and other paid staff, whether full-time or part-time.

N. The Council shall appoint as needed a Pulpit Committee and such other ad hoc committees as the Council may deem appropriate. Members of such committees need not be members of the Council.

O. The Council shall appoint a Nominating Committee and a Music Committee at its first meeting following the Annual Meeting to serve one year.

P. The Council shall review a list of nominees prepared by the Nominating Committee to fill any vacancy. These vacancies shall be filled per Article VII, Section 4-D of these By-Laws.

Q. The Council shall keep a complete and accurate record of its proceedings, and serve as custodian of all Church records other than those of the various boards or groups within the Church (Each of which shall serve as custodian for its own records.)

R. The Clerk shall serve as Secretary to the Council and shall keep appropriate records and take care of all correspondence. The Clerk shall notify the person, board, or committee whose responsibility it is to implement a decision of the Council.

S. After each meeting, the Council shall submit a written report of its formal actions, in outline form which shall be available to the Church membership.

T. The Council shall meet when called by the President, but not less frequently than four times a year, for the transaction of such

business as may properly come before it. Special meetings shall be called upon the request of four members of the Council. At any meeting, a quorum shall consist of seven (7) voting members. Members shall not vote by proxy.

U. Unless otherwise publicized, all meetings of the Council are open to attendance by any interested church member(s), who shall have voice but no vote, and only after the agenda business. The President may on his own or by vote of the Church Council, declare the meeting in executive session at any time, limiting the meeting to members of the Council. The Council may overrule this decision by the President.

ARTICLE X THE BOARDS

Sec. 1. THE BOARD OF DEACONS

A. The Board of Deacons shall be composed of twelve adult members. Four members shall be elected each year at the Annual Meeting for terms of three years each. They shall take office immediately following the Annual Meeting.

B. The members of the Board of Deacons shall take heed of the high calling of their office by working with the Pastor in providing for the spiritual welfare of the Church, maintaining order in the House of God, visiting the sick, and ministering to the edification of all.

C. The Board of Deacons shall provide the elements of the Lord's Supper and aid in their administration.

D. The Board shall with the Pastor consider all requests for church membership, baptisms, dedications and all letters of dismissal of membership.

E. The Board shall grant letters of transfer to church members wishing to leave the Church, but only after patiently endeavoring to secure the continuance of the members in the fellowship of the Church.

F. The Board shall promote Christian instruction, evangelism and ministry to the Church membership and community. It shall also assist the Pastor in attracting new members.

G. The Board of Deacons shall assist the Clerk and the Stewardship Committee in keeping a church membership list up-to-date in accordance with Article V on Membership. This duty shall include, in cooperation with the Pastor, visits to members to encourage more active participation in church activities and extend to all sincere Christian fellowship.

H. The Board shall cooperate with the Pastor in providing membership classes, baptism and dedication of new members.

I. The Board shall provide ushers and arrange for flowers at worship services as required.

J. The Board shall be responsible for an annual review of the Pastor's ministry by June of each year, using a formal procedure to be developed in accordance with the guidelines of United Church of Christ and the American Baptist Churches. This review shall be reported to the Church Council.

K. In the temporary absence of the Pastor(s), the Board of Deacons shall provide leadership of the worship services and the ministry of the Church. Whenever possible, this shall be performed with the recommendation of the Pastor(s). If the Pastor(s) absence is due to resignation, termination, or lengthy

illness, the Church Council shall appoint a Pulpit Committee as stated in Article XI, Section 3, of these By-Laws.

L. The Board of Deacons shall administer the Fellowship Fund (communion offerings) in accordance with polices approved by the Church Council.

M. The Board of Deacons shall have initial jurisdiction in matters of discipline according to Article V, Section 2-D of this Constitution.

N. The Chairperson shall be responsible for representation of this Board at all Church business meetings.

***Sec. 2* THE BOARD OF TRUSTEES**

A. The Board of Trustees shall consist of six (6) members of which two shall be elected at each Annual Meeting for terms of three years.

B. The Church Clerk, Treasurer or Financial Secretary shall be present for information or consultation when so requested by the Board.

C. The Board may establish committees from Board members and non-Board members on Properties and any other such ad hoc committees as needed provided that a Board member is represented on each committee appointed.

D. The Board of Trustees shall provide to the Clerk, Pastor, and the Board of Deacons any pertinent information identifying, whenever possible, any special needs and talents of church members. This may also involve the determination of active versus inactive membership.

E. The Board of Trustees shall hold in trust all property belonging to the Church and shall take all necessary measures for its protection, management and upkeep. Should any non-budgeted expense involved for emergency repairs or upkeep exceed \$3,000, it shall have to be approved by the Church Council.

F. The Board of Trustees shall determine the use of the church building for all extra or secular purposes.

G. The Board of Trustees shall have no power to buy, mortgage, lease or transfer any property without specific vote of the Church authorizing such action.

H. The Board of Trustees, shall have the custody of all deeds, securities, certificates, or other evidences of property belonging to the Church. The Trustees will also retain all insurance policies insuring the Church properties or its officers, boards or other bodies. The Trustees shall place securities, certificates, policies, etc., in a safe, with the Treasurer, the Clerk, and the Board Chairperson having keys for access thereto.

I The Board of Trustees shall, when so instructed by the Council, secure the service of a sexton and a church secretary at such salaries as are authorized by the Council and secure from them acceptable service.

J. The Board of Trustees shall perform such other duties as imposed upon it by the Church, Council and State.

K The Board of Trustees shall provide for an audit of the financial accounts of the Church at the request of the Church Council.

L. The Chairperson of the Board of Trustees shall be responsible for representation of the Board at all Church business meetings.

Sec. 3 THE BOARD OF FINANCE

- A. The Board of Finance hereafter referred to as the “Board” shall consist of five members (of legal age) elected at the Annual Meeting. Board members shall take office immediately following the Annual Meeting and serve for three years.
- B. The Board shall have no power to buy, mortgage, lease or transfer any property. The Board shall have the power to transfer, move or otherwise manage the financial assets (not real property) of the Church.
- C. The Treasurer and/or the Financial Secretary shall be present at Board meetings for information or consultation when requested by the Board.
- D. The Board shall be responsible for establishing financial systems for the Church. It shall provide for both short-term and long term financial planning, and forecasting of financial needs.
- E. The Board of Finance shall be responsible for the raising of revenues required to fund the Annual Budget as approved by the Church at the Annual Meeting. They shall formulate a plan for the annual solicitation of funds from the congregation and friends of the Church. Its Stewardship Committee shall carry out this plan.
- F. The Board shall be responsible for developing the Annual Budget of the Church. It shall submit a proposed Annual

Budget to the Church Council no later than November 30th of each year.

- G. The Board shall designate the financial institution(s) where all funds (including any long-term investments) of the Church shall be deposited.
- H. The Board shall provide for a bi-annual financial review of all church accounts and procedures; and the same shall be reviewed by the Church Council.
- I. The Board may establish committees from Board and/or non-board members as needed, provided that a Board member is represented on each committee appointed.
 - a. The Board of Finance shall be responsible to activate a Stewardship Committee each year no later than the month of September which committee shall consist of one member appointed from each of the Boards of the Church, the Financial Secretary and two other members appointed from the congregation. A member from the Board of Finance shall chair the Committee and additional members may be appointed as needed.
- J. A quorum for conducting business shall require the presence of three (3) members.
- K. Vacancies occurring on the Board after annual elections shall be filled for the unexpired term in accordance with Article VII section D and Article XI section 2C of the Bylaws.

Sec 4 THE BOARD OF CHRISTIAN EDUCATION

A. The Board of Christian Education shall be composed of nine (9) members, three of whom shall be elected at each Annual Meeting for a term of three years.

B. The Board of Christian Education shall be responsible for the organization, coordination and administration of the entire educational program of the Church including the youth fellowship groups but with the exception of the Church Membership Class.

C. The Board of Christian Education shall be responsible for developing and interpreting to the constituency of the Church the educational objectives or goals.

D. The Board of Christian education shall be responsible for studying the educational need of the church and for making decisions concerning (1) time schedule, (2) educational use of housing and equipment, and (3) the elimination or addition of classes or organization.

E. The Board of Christian Education shall be responsible for discovering, enlisting, training and appointing all church education workers.

F. The Board of Christian education shall be responsible for evaluating and supervising the curriculum of the educational program.

G. The Board of Christian Education shall be responsible for coordinating and approving the outreach programs of the groups and organizations under its jurisdiction, such as home-church, community relationships, and educational programs in cooperation with other churches are included in this responsibility.

H. The Chairperson of the Board of Christian Education shall be responsible for representation of this Board at all Church business meetings.

Sec. 5 THE BOARD OF MISSIONS

A. The Board of Missions shall be composed of six (6) members. Two members shall be elected at each Annual Meeting for terms of three years.

B. The Board of Missions shall provide opportunity for church outreach into the community and the world. This Board shall keep the church membership informed of the ongoing mission of the wider church and shall provide channels for involvement and commitment through donations and service.

C. All money raised for mission projects and support shall be under the control of this Board with all accounts of receipts and disbursements to be kept by the Church Treasurer. See Article VIII, Section 2-E of the By-Laws.

D. The Chairperson shall be responsible for representation of this Board at all Church business meetings.

ARTICLE XI COMMITTEES

Sec. 1 MUSIC COMMITTEE

A. The Music Committee shall be appointed by the Church Council and consist of the following members: two from the Senior Choir, two from the congregation, and one from the Board of Deacons. The Organist/Choir Director and the Pastor shall be ex-officio members of this committee.

B. This committee shall cooperate with the Pastor and the Organist/Choir Director in the provision and supervision of music for all church services and special programs.

C. The committee shall cooperate with the Pastor in the selection of an Organist/Choir Director of whom the services may be secured by approval of the Church Council.

D. The Music Committee shall also have charge of the church organ and any other church instruments, bound and unbound music, and the choir robes of the Church.

E. Expenses will only be incurred as authorized by the Church.

F. The Pastor shall represent this committee at all meetings of the Church Council unless otherwise provided.

***Sec. 2* NOMINATING COMMITTEE**

A. The Nominating Committee shall consist of five members appointed by the Church Council at its first meeting following the Annual Meeting and shall serve until a new committee is appointed. Only members who have been members of the Church for at least one year shall be eligible to serve. Immediately after the Nominating Committee has been appointed, the names of the people appointed shall be typed and posted on the bulletin board in the church.

1. One member shall be selected from the Board of Deacons, one from the Church Council, one by the Pastor and two (2) members-at-large from the congregation.

B. It shall be the duty of the Nominating Committee to convene its initial meeting no later than October 1 to:

1. Prepare the official list of nominations for all Council members-at-large, officers, boards and committees to be filled at the Annual Meeting and the proper number of delegates to meetings, councils and conventions as is advisable and allowed.

2. Advise prospective candidates of the duties and responsibilities of the office as delineated by the By-Laws.

3. Present a list of nominees to the Annual Meeting. All individuals nominated shall be church members.

C. If, after election, a vacancy should occur, the Nominating Committee shall nominate a successor member to be elected by the body with the vacancy.

Sec. 3 PULPIT COMMITTEE

A. When notice of vacancy in the Pulpit is given, a Pulpit Committee shall be appointed by the Church Council. This committee shall consist of the President of the Church and six other members of the church. They shall elect their own chairperson.

B. While activated, this committee shall consult with representatives from the United Church of Christ (Congregational Conference), the American Baptist Churches of RI, and the RI Council of Churches.

C. In determining fitness for this pastorate, the committee shall investigate the merits of each candidate under consideration with

regard to personal character, education, ministerial record, and preaching ability.

D. When the suitable person is found, the committee shall present this person's name and qualifications to the Church for final approval.

E. It shall engage as required and subject to approval by the Church Council, an interim pastor, also defining appropriate duties and salary, and making necessary arrangements.

F. It shall include in its call to a pastor a job description, housing, salary, and other financial benefits, vacation, and any other arrangements.

G. This committee shall be directly responsible to the Church Council and the Church with reports provided upon request.

H. It shall be their duty to arrange for the installation of the new pastor in cooperation with the Board of Deacons.

Sec. 4 BY-LAWS COMMITTEE

When required, a By-Laws Committee may be appointed by the Church Council to prepare proposed revisions or amendments to these By-Laws and Constitution. This Committee may also be activated in order to help implement newly adopted By-Laws or amendments.

Sec. 5 SPECIAL COMMITTEES

Special committees not otherwise addressed by these By-Laws shall be appointed as needed by the Church Council..

ARTICLE XII AUXILIARY ORGANIZATIONS

A. The Church regards as integral to itself any organization formed for carrying out church activities or performing activities in the name of the Church.

B. All newly formed auxiliary organizations must be sanctioned by vote of the Church Council.

C. All groups using Church facilities shall do so under the guidance and approval of the Board of Trustees.

D. Although the Church has no control over the use of funds generated by these groups, statements of receipts and disbursements are to be submitted to the Church Council and the Treasurer annually or upon request.

E. Failure of auxiliary organizations to work in harmony with the Church and its By-Laws shall be cause for disaffiliation or disbandment when decided at any church business meeting by two-thirds vote.

ARTICLE XIII BUSINESS RULES FOR ALL BOARDS AND COMMITTEES

A. At any meeting of a board or committee, the quorum for conducting business shall consist of one-half of the members. Members shall not vote by proxy.

B. Each board and committee shall elect a chairperson, recording secretary and other such officers as each board shall

designate. Elections of said persons shall be held annually at the first meeting of each newly constituted board or committee.

C. The chairpersons of all boards shall be persons who, whenever possible, shall have previously served on the board for at least one year.

D. Each board shall meet monthly or at least ten times per year.

E. Special meetings of all boards and committees may be called at any time by the chairperson or in the absence thereof by an appropriate officer as duly designated. Meetings may also be requested by three or more members or the Pastor. All members of respective boards or committees shall be notified at special meetings.

F. The chairperson of each board shall be responsible for representation of their respective board at all business meetings of the Church or Church Council. In the event that the chairperson of a board cannot be at a church meeting or council meeting, the vice-chairperson or other designated person shall represent the board.

G. Members elected to boards shall serve no more than two consecutive terms, one of which may be the completion of an unexpired term. They shall not be eligible for re-election or appointment until after one year off the board.

H. All boards and committees shall maintain sufficient records or receipts and disbursements of all funds and a written report of those funds should be available to the Church or the Church Council upon request.

I. Each board and committee shall submit a written report to be presented at the Annual Meeting of the Church.

J. All boards may appoint such persons or committees as may be necessary or advisable to carry out functions in a responsible manner.

K. After serving for a full three-year term, former members of all boards shall have the privilege of advising or assisting the duly elected members upon request of a chairperson by vote of respective members. These former members shall have no vote.

L. All committees may appoint additional members as required to carry out assigned functions.

M. A preliminary proposed line-item budget must be submitted to the Board of Finance by October 15th of each year by any board or committee requiring budgeted funds.

N. In the first year of any newly established board, one-third of the members shall be elected for three years, another third elected for two years, and the remaining third elected for one year.

O. Boards and committees of the Church shall establish specific written guidelines, policies and/or procedures for conducting their business and these shall be in harmony with the By-Laws and Constitution of this Church.

ARTICLE XIV AMENDMENTS

Amendments to these By-Laws and Constitution may be made at any duly called meeting of the membership of the Church by a two-thirds affirmative vote of the members present.

Sufficient notice of proposed amendment(s) shall be furnished to all members not less than two (2) weeks prior to the meeting(s).

Approved 1990

Amended 1996

Amended 2000

Amended January 2004

Amended September 2006