

THE CONGREGATIONAL CHURCH OF NEW FAIRFIELD, CONNECTICUT, INC.

United Church of Christ

By-laws

Approved by unanimous vote of all members present
at quarterly meeting held on June 7, 2015

ARTICLE I: NAME

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

ARTICLE II: GOVERNMENT AND FELLOWSHIP

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

ARTICLE III: COVENANT OF MEMBERSHIP

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

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

ARTICLE IV: MEMBERSHIP

The members of this Church shall be persons who have indicated their desire to join the Church, and who have attended classes led by the Minister to acquaint themselves with the Church and the UCC. The minister shall notify the Worship and Ministry Team of a

prospective member's request for membership. Thereafter, the candidate shall be received into membership at a Communion Service (or at some other time as appropriate), by public assent to the covenant and by extending the hand of fellowship on behalf of the congregation. Any who are unable to attend in public may be received by the Worship and Ministry Team acting on behalf of the Church.

Duties of Members:

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

Rights of Members:

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

Termination of Membership:

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

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

Restoration to Membership:

Any person whose membership has been terminated may be restored by a majority vote of the Worship and Ministry Team at a duly called meeting, if for any offense, upon evidence of his or her reformation, or if, for any other cause, upon satisfactory explanation.

Associate Membership:

Upon recommendation of the pastor and the Worship and Ministry Team, the Congregational Church of New Fairfield, United Church of Christ, will receive into associate membership any who wish to retain their primary, permanent membership in another Christian body but seek to be a part of the CCNF fellowship. Associate membership is also available for those people who wish to maintain a connection with CCNF, but cannot meet the requirements of an active member. Young people moving away for college, military, or work will automatically be moved to the Associate Membership roll. If/When they return to CCNF, they will be moved back onto the Active Membership roll. Associate members shall not have voting privileges nor shall they serve on boards or standing committees; however, they may share in other member privileges. The Worship and Ministry Team shall set policy governing associate membership.

ARTICLE V: SERVICES AND MEETINGS

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

A. Worship Services:

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

B. Business Meetings:

1. Meetings of the full congregation shall be held during the year in the months of February, May, September and November. Whenever possible, these meeting shall be held on the last Sunday of the month. If scheduling conflicts or other unavoidable reasons prohibit a meeting on the scheduled Sunday, the meeting shall be rescheduled to a Sunday as near to the original date as possible. The annual slate of proposed officers, board and committee members shall be presented and voted upon during the May meeting each year. Individuals elected by the congregation shall serve their respective terms of office beginning on the immediately following first day of June.

Terms of office shall run from June 1st through May 31st of the following year. The budget for the following calendar year shall be presented to the congregation and voted upon during the November meeting each year.

2. All Boards, Committees and Auxiliary Organizations shall submit a full report of their activities and finances covering the prior year to the Executive Council annually no later than January 31.
3. The Annual Reports of Officers, Boards, Committees and Organizations shall be published by February 15th each year.

C. Special Meetings:

Special Meetings for business may be called by the Executive Council, or shall be called by the Clerk upon written request of twenty members of the Church. The nature of the business to be transacted shall be stated in the call and read to the Congregation on the Sunday preceding the day fixed for such meeting.

D. Quorum:

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

E. Meetings of Boards and Committees:

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

ARTICLE VI: OFFICERS

The Officers of the Church shall be the following:

A. PASTOR:

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

The Pastor shall have charge of the spiritual welfare of the Church in cooperation with the

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

B. MODERATOR:

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

C. VICE MODERATOR:

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

D. CHURCH CLERK:

A Clerk shall be elected at the May meeting of the Church who shall keep a faithful record of the proceedings of the Church and of the Executive Council, of which he or she shall be Secretary. He or she shall be responsible for notification of all persons elected to Offices and Committees; give notice of Church and Executive Council meetings; conduct all correspondence that is not otherwise provided for, and perform such other duties as are prescribed by law or as usually pertain to the office of a clerk or secretary of an assembly. The Clerk shall serve for a term of one year. The individual may serve three consecutive terms following which he or she shall be ineligible to be elected as Church Clerk for a period of one year.

E. FINANCIAL SECRETARY:

A Financial Secretary shall be elected at the May meeting of the Church who shall receive all offerings and special collections; keep an accurate account with each subscriber; and furnish subscribers with quarterly statements of their accounts. He or she shall deposit funds received in

such depository as the Trustees shall order. The Church shall provide such bonds as the Trustees prescribe. The Financial Secretary shall serve for a term of one year. There is no limit to the number of consecutive terms and individual may serve as Financial Secretary.

F. TREASURER:

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

G. HISTORIAN:

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

ARTICLE VII: Ministry Teams

The day to day operations of the church shall be vested in its ministry teams which shall report to and be supervised by the Executive Council (see “ARTICLE VIII: Executive Council”) and the congregation. Ministry teams will be reviewed and adjusted on a periodic basis with the approval of the congregation.

For all ministry teams, a quorum of members representing a majority of the active members on the team must be present for any matters requiring a decision (vote) of the members of that team. Meetings for discussion purposes only may be held with less than a quorum present. When a member accepts the responsibility of serving as a member of a team, he or she is expected to be familiar with the duties and work of the team and to fully participate on a regular basis in the team’s deliberations. Should a team member be inactive for a period of six months without a reasonable excuse, the Executive Council reserves the right to remove the member from his or her position and to appoint a new member to complete the unexpired term. Any Team reserves the right to move into Executive Session at any time, at which point the meeting will be closed to non team members. Only persons on the list of active church members may serve on the following teams.

A. Teams Elected by the Congregation

The following teams are elected by the congregation and supervised by the Executive Council.

1. Worship and Ministry Team

The Worship and Ministry team shall consist of six active members historically known as Deacons of the Church, one third of whom shall be elected at each May meeting to serve for a term of three years. After serving two full terms, an individual shall for one year be ineligible for re-election to this ministry team. Members of this team may not simultaneously serve on the Trustee team, Christian education team, or the Mission team. An individual who has served eighteen years may be recommended by the Executive Council and voted upon at a meeting of the full congregation for election as Deacon Emeritus, and upon such election shall be for life an honorary (ex-officio) member of this team. As such the Deacon Emeritus is encouraged to participate in the work of the team. The Deacon Emeritus may serve as an elected member of any other team.

The Worship and Ministry team shall organize by selection of its own officers as may be necessary. It shall be the duty of the team to cooperate with and assist the Pastor in administering to the spiritual interests of the Church and the community and in this role the team shall be responsible with the Pastor and the Executive Council for periodic reviews of the forms of public worship, including administration of the Sacraments. It shall assist in the preparation and administration of the ordinances, in the caring of the sick, the sorrowing, the indifferent, and the stranger.

The Worship and Ministry team shall have sole jurisdiction in the administration of the Worship and Ministry's Fund received at Communion Services, but reports of receipts, expenditures, and balance on hand shall be made to the Executive Council annually.

Any matters of Church or pastoral discipline shall be the responsibility of the Worship and Ministry team. It shall make an annual survey of the Church Roll and at the May meeting submit a revised roll. It shall provide for the supply of the pulpit in case of vacancy and in the absence of the Pastor. It shall make necessary arrangements for the Installation Ceremony when this becomes necessary.

The Worship and Ministry team shall make arrangements to visit the sick and needy, call upon new members, introduce new families into the life of the Church and cooperate with the Pastor in promoting the spiritual interests of the Church. It shall be responsible for the preparation of the elements for the Communion Services. Communion may be received by all members and non-members.

No later than the end of September each year, the Worship and Ministry team shall review the performance of the Pastor, and make a recommendation to the Executive Council regarding any appropriate adjustments in salary for the following year.

The Worship and Ministry team shall coordinate and oversee all aspects of worship services conducted by the Church. This shall include but not be limited to the provision for ushering all regular and special services of the Church, the lighting of the altar candles, the posting of the hymn numbers, and the distribution of folded programs at services. It shall also see to the appropriate decoration of the Church Sanctuary for all regular and special services or occasions in the life of the Church through the use of flowers, etc. It shall organize a Memorial Flower

Calendar for the year so that all members and friends of the Church will have an opportunity to donate memorial flowers.

The Worship and Ministry team shall be responsible for the music program of the Church in coordination with the Minister of Music. They along with the Minister of Music shall coordinate the active pursuit of members for participation in the various music groups of the Church. It shall also annually (no later than the end of September) review the performance of the Minister of Music and any other musical staff and make recommendations to the Executive Council regarding any appropriate adjustments for salaries for the following calendar year. The Minister of music is Ex-Officio member of the Worship and Ministries Team.

2. Christian Education Team

The Christian Education team shall consist of at least three active members and not more than six active members of the Church, one third of whom shall be elected at each May meeting of the Church to serve for a term of three years. For this team, no more than two people shall be considered one third for any one election year.

After serving for two full terms, a member of this team shall for one year be ineligible for re-election. Members of this team may not simultaneously serve on the Worship and Ministry team, Trustee team, or the Mission team.

This team, in conjunction with the Pastor and Director(s) of Children and Youth Ministries shall have supervision and direction over the educational programs of the Church including the Church School and Youth Groups. It shall have full power to appoint and remove volunteer advisors to the youth groups, teachers, and all other officers not otherwise provided for. This team shall recommend candidates to the Executive Council for the positions of Director(s) of Children and Youth Ministries.

This team, in conjunction with the Pastor shall have supervision over the Director(s) of Children and Youth Ministries. It shall assist the Director(s) in the development and implementation of the Church School and Youth programs. Also, in conjunction with the Pastor, the team shall meet annually (not later than September) to review the performance of the Director(s) of Children and Youth Ministries and make recommendations to the Executive Council regarding any appropriate adjustments in salary and working conditions for the following year.

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

3. Trustees Team

The Trustees Team shall consist of at least four active members and not more than six active members of the church, one third of whom shall be elected at each May meeting of the Church to serve for a term of three years. For this team, no more than two people shall be considered one third for any one election year. After serving for two full terms, a member of this team shall for one year be ineligible for re-election. Members of this team may not simultaneously serve on the Worship and Ministry Team, Christian Education Team, or the Missions Team.

Under the direction of the Church and except as otherwise provided, the Trustees Team shall have the care and custody of the property of the Church and have charge of its financial affairs, always subject to the regulations prescribed by the laws of the State. This team shall have no power to buy, sell, mortgage, lease, or transfer real property without the specific authority by vote of the Church membership.

The Trustees Team shall have the responsibility of appointing an auditor or auditing body from its members to examine the accounts of the Financial Secretary and Treasurer and report their findings to the Executive Council no less than every two years.

No later than the end of September each year, the Trustee Team shall review the performance of the Church secretary and the Sexton(s) and make a recommendation to the Executive Council regarding any appropriate adjustments in salary for the following year.

4. Mission Team

The Mission team shall consist of three active members of the Church, one third of whom shall be elected at each May meeting of the Church to serve for a term of three years. After serving two full terms, a member of this team shall be for one year ineligible for re-election. Members of this team may not simultaneously serve on the Worship and Ministry team, Trustee team, or Christian Education team.

The Mission team is concerned with the Church's wider mission in our community and beyond. It shall have in its charge the organization and supervision of the Mission outreach plans of the Church, and shall oversee and direct the distribution of benevolence funds as provided in the annual Church budget, donations made to the Mission fund, and contributions received from special offerings and fund raisers specifically sponsored by the Mission team. It shall promote missionary interest and systematic giving to missionary education programs and seek to teach the ideals of Christian Mission

5. Scholarship Team

The Scholarship team shall consist of three active members of the Church, one half of which shall be elected at each May meeting of the Church to serve for a term of two years. One half of this committee shall consist of two members for each year ending in an odd number and one member for each year ending in an even number. There shall be no limit to the number of consecutive terms an individual may serve as a member of this team. A member of this team may also be a member of other ministry teams.

This team shall be responsible for distributing interest earned from the scholarship fund in the form of education scholarships to persons meeting the eligibility criteria established by the team. The team shall keep a faithful accounting of all moneys requested and distributed. Meetings may be called at the discretion of the chairperson or at such times as a quorum of two members shall determine. The team shall report to and be supervised by the Executive Council.

6. Hospitality Team

The Hospitality Team shall consist of three active members of the Church, one third of which shall be elected at each May meeting of the Church to serve for a term of two years. There shall be no limit to the number of consecutive terms an individual may serve as a member of this team. A member of this team may also be a member of other ministry teams.

The team shall be responsible for arranging the weekly coffee hour and welcoming prospective members and visitors. The team shall report to and be supervised by the Executive Council.

7. Stewardship Team

The Stewardship Team shall consist of three active members of the Church, one half of which shall be elected at each May meeting of the Church to serve for a term of two years. One half of this committee shall consist of two members for each year ending in an odd number and one member for each year ending in an even number. There shall be no limit to the number of consecutive terms an individual may serve as a member of this team. A member of this team may also be a member of other ministry teams.

This team is responsible for the solicitation of pledges from members and friends. It sets the pledge goal in accordance with the church's annual budgetary needs and its long-term financial health. Throughout the year, the team will create opportunities to promote active stewardship and provide periodic progress reports to the congregation.

This team will also work to develop long-range stewardship plans for the church's mission into the future, including planned giving (a gift that is planned for during the donor's lifetime but not actually received by the church until after the donor's death).

The Stewardship Team reports to and is supervised by the Executive Council.

B. Appointed Teams and Positions

The following teams and positions are appointed. Only members on the church's list of active members may serve in appointed positions. These teams and positions are supervised by the Executive Council.

1. Pastoral Relations Team

The Pastoral Relations team shall consist of three members. This team shall be composed of two active members appointed by the Executive Council and one active member appointed by the Pastor no later than the May meeting of the Executive Council. There shall be no limit to the number of times an individual may be appointed to this team.

Questions, concerns, complaints, etc. on behalf of the Pastor or the congregation are to be addressed with the aim of arriving at an amicable and acceptable solution to all. The team shall report to and be supervised by the Executive Council. A member of this team may also be a member of other ministry teams.

2. United Church of Christ Delegates

There shall be two active members of the church appointed by the Executive Council to fill the church's quota of delegates to represent the church at meetings and functions of the Fairfield East Association of the Connecticut Conference of the United Church of Christ. These individuals shall be appointed no later than the May meeting of the Executive Council. There shall be no limit to the number of times an individual may be appointed to this position. These individuals shall be accountable to the Executive Council.

3. Investment Team

The Investment Team shall consist of three members of the church appointed by the Executive Council for one year terms. There shall be no limit to the number of terms a member may serve.

Working under the supervision of the Trustees Team, this group is responsible for the investment of the Congregational Church of New Fairfield “permanent funds.” The team will invest these funds with the goal of achieving the following:

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

C. Self-directed teams

Self-directed teams determine their own size, membership, and methods of operation. Only persons on the church’s list of active members may serve as officers of self- directed teams. These teams are supervised by the Executive Council. The following are self-directed teams.

1. Outdoor Ministries Team

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

2. Pet Memorial Committee

The Pet Memorial Committee shall be responsible for the construction, administration, and upkeep of the Church’s Pet Memorial Garden, which is located just inside the Prayer Walk behind the church. The committee shall keep an accounting of all moneys received for current and future memorial sites. The team shall report to and be supervised by the Executive Council.

ARTICLE VIII: Executive Council

The Executive Council shall be the policy formulating and program planning body of the Church, coordinating and supervising the various ministry teams performing such other functions as may be assigned to it by the congregation. If required, it shall act on behalf of the Church. It shall consist of the following persons, each of whom must be a member of the Church: The Pastor, ex-officio; the Minister of Music, ex-officio; Director(s) of Children and Youth Ministries, ex-officio all Officers as defined in by-laws ARTICLE VI; the members of all of the ministry teams defined in ARTICLE VII of this document (each team in ARTICLE VII Section A shall have only one vote each, teams in ARTICLE VII Section B and C shall have no vote); and three lay members representing the congregation at large, with lay members elected at the May meeting of the Church for a period of one year. The Executive Council shall ordinarily meet monthly. Other meetings may be called by the Moderator or at such other times as a quorum of six members shall determine.

The Moderator shall be the chairman of the council. The Church Clerk shall act as secretary of the council. In the event of the resignation of the Pastor, a prospective list of people to serve on a Pastoral Search Team composed of not more than nine members of the Church shall be presented at a special Church meeting by the Executive Council for consideration and approval by the Church membership.

The Executive Council shall act on the replacement of vacancies, which occur on the ministry

teams or officers upon recommendation of members of the ministry team itself, members of the council, or members of the congregation. Such replacements require confirmation by a majority of the members present at the next scheduled quarterly business meeting of the congregation.

The Executive Council shall act upon (1) the recommendations of the Worship and Ministry Team as to the call and release of the Minister of Music; (2) the recommendations of the Trustee Team and Pastor as to the calling and release of the Sexton(s) and Church secretary; and (3) the recommendation of the Christian Education Team and Pastor as to the calling and release of the Director(s) of Children and Youth Ministries. It shall develop policies concerning job descriptions, days off, sick leave, vacation time, continuing education or training, salaries, and other benefits through working with existing staff members and ministry teams.

Not later than its May meeting, the Executive Council shall appoint two persons from the Church's list of active members to serve as delegates from this church to the Fairfield East Association and the Connecticut Conference of the United Church of Christ (see "B. Appointed Teams and Positions; 2. United Church of Christ Delegates"). This team shall report directly to the Executive Council.

Not later than its May meeting, the Executive Council shall appoint two persons from the Church's list of active members to serve as members of the Pastoral Relations team (see "B. Appointed Teams and Positions; 1. Pastoral Relations Team"). This team shall report directly to the Executive Council.

Not later than its May Quarterly Meeting the Executive Council shall appoint three persons from the Church's list of active member to serve as members of the Investment Team (see "B. Appointed Teams and Positions; 3. Investment Team."). This team shall report directly to the Trustee Team.

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

ARTICLE IX: AUXILIARY ORGANIZATIONS

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

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

ARTICLE X: Operational Guidelines

The purpose of this article is to provide guidelines for the Executive Council and various Ministry teams to ensure that business of interest to the congregation at large is brought forward for council and guidance. It serves as a limit or check on the power granted to these entities by the congregation to act on their behalf.

A. Operational Decisions

Operational decisions will generally be made without consulting the congregation at large. These types of decisions include:

- Expenditures related to items in the current approved budget.
- General and recurring maintenance of existing facilities and grounds.
- Repairs of existing facilities when less than \$5,000 or provided for by the current approved budget.
- New capital items when provided for by the current approved budget.
- Emergency repairs.
- Policies related to the general operation of the church.

B. Non-operational Decisions

Non-operational decisions require consultation with the entire congregation prior to approval or implementation. These decisions include:

- Any decision in which the topic is considered “controversial.”
- Expenditures (capital or otherwise) that are not provided for by the approved budget.
- Usage of the church’s permanent funds.

ARTICLE XI: FINANCES

- A. OFFERINGS: The Church shall seek support by contributions of individuals and organizations. All members of the church and parish shall be encouraged to make written pledges. There shall be received in connection with each Communion Service an offering for the Worship and Ministry Team’ Fund to be used by the Worship and Ministry Team for the relief of the needy. Other Boards and auxiliary organizations are invited to contribute under plans of their own choosing.
- B. APPORTIONMENT: The Church shall cooperate with the churches of the Association and State Conference under what is known as the “apportionment plan”. Likewise, the Trustees shall include in the budget of expenses of the Church the “per-capita contribution” for the expenses of the Association and the State Conference.
- C. PERMANENT FUND: All legacies not specifically appropriated by the donors to some specific purpose shall be invested by the Investment Team, using their best judgment to achieve a balance between income and security of the funds. All income from such

investments can be used by the Trustees as they see fit in connection with their responsibility for the financial affairs of the Church.

It is intended to keep the principal intact so as to generate interest income. However, all or any part of the principal may be borrowed for unusual and non-recurring expenses, upon recommendation of the Trustees Team and approval by the Church membership, provided that the borrowed funds are repaid into the permanent fund as soon as possible. All other special gifts to the Church not otherwise designated, will be available to the Trustees to be used for Church purposes as they see fit.

ARTICLE XII: TERMINATION

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

ARTICLE XIII: AMENDMENTS

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