BYLAWS

The Congregational Church of Hollis, New Hampshire
(United Church of Christ)



Revised and accepted at the Congregational Annual Meeting on March 1, 2026

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ARTICLE I

NAME

The name of this organization shall be the Congregational Church of Hollis, New Hampshire, (United Church of Christ). The church was organized in 1743 and incorporated under the laws of the State of New Hampshire in 1943.

ARTICLE II

PURPOSE

The purpose of this church shall be to worship God; to preach the Gospel of Jesus Christ; to celebrate the sacraments; to realize Christian fellowship and unity in this church and the church universal; to render loving service toward humankind; and to strive for righteousness, justice, and peace.

We are an Open and Affirming church. We believe that all people are created in God's image and are loved, valued, and blessed by God. No matter who you are or where you are on life's journey, you are welcome here.

ARTICLE III

GOVERNANCE

The governance of this church is vested in its members.

We cherish the fellowship of the churches united in common concern and gladly acknowledge our membership in the United Church of Christ and the Granite State Association of the New Hampshire Conference, United Church of Christ.

ARTICLE IV

COVENANTAL RELATIONSHIPS

Section 1: Covenant

This church is a fellowship of people united by the acceptance of mutual covenant, which is as follows: We confess our faith in God and recognize Jesus Christ as Lord and Savior. We give ourselves to Christ's service and take this to be His Church. Ever mindful of the welfare of our fellowship, we promise to walk in faithfulness and Christian love, and we promise insofar as we are able, that we will attend the services of this church, observe its sacraments, share in its work, support its mission, and endeavor to be a fruitful body of Christians.

Section 2: Personal Convictions

This church recognizes and respects members seeking God in their own faith and experience.

Section 3: Statement of Faith

This church affirms the current United Church of Christ Statement of Faith, not to be regarded as a test, but as a testimony of this church's faith. The Statement of Faith is as follows:

United Church of Christ Statement of Faith in the Form of a Doxology

We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ 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 your 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.

The Statement of Faith in the Form of a Doxology was authorized by the Executive Council of the United Church of Christ in 1981.

ARTICLE V

MEMBERSHIP

All persons are welcome in this church, to worship with us, give to the financial support of the church, and share in its organized work.

Section 1: Qualifications for Membership

The church welcomes all candidates for membership whose faith, desires, and character are such that they agree to covenant with the church and make a public confession of their faith. Those who have not been baptized previously will be baptized at the time they join the church.

Candidates may be received into membership at any service of the church in one of the following modes:

(a) Confession of Faith if they have not joined a Christian church,
(b) Letter of Transfer from another Christian church if they are in good standing,
(c) Reaffirmation of Faith if they have an inactive membership in another Christian church, or
(d) Rite of Confirmation

Section 2: Responsibilities

All covenant members of the church promise insofar as they are able to:

(a) Be faithful in all spiritual duties essential to the Christian life,
(b) Attend the services of worship of the church,
(c) Give regularly to the financial support of the church and its interests at home and abroad, and
(d) Share in its organized work.

Section 3: Membership Defined

~~(a)~~ Active members—Any person who publicly covenants with the church, attends this church, supports the church financially, and shares in its organized activities shall be an active member.

(b) Inactive members—Any member who for a period of three years does not attend this church; ~~and~~ does not participate in any of the church activities; and, according to the financial secretary's records, does not support the church will be contacted by the Board of Deacons prior to being placed on the inactive list. Upon a majority vote of the Board of Deacons, such persons will be placed on the inactive list. Inactive members lose their voting privileges and will not be included in the annual membership count that is reported to the United Church of Christ Conference Office. Any inactive member who desires to be reinstated as an active member should notify the Board of Deacons. Inactive members may be reinstated as active members after a majority vote of the Board of Deacons.

Section 4: Termination

The Board of Deacons, upon request of **an active or inactive** member or church, may send a letter of transfer. Such a letter will be addressed to the church and shall not be carried by a member. A member's name may be removed by request of that member as submitted to the Board of Deacons and shall be removed on death.

ARTICLE VI

CONGREGATIONAL MEETINGS

Section 1: For Worship

(a) Public services shall be held regularly on Sundays and at such other times as may be determined by the Board of Deacons.

(b) The Sacrament of Holy Communion shall be celebrated on the first Sunday of each month, unless otherwise provided for by the Board of Deacons.

(c) The Sacrament of Baptism shall be celebrated on such days as designated by the Pastor.

Section 2: For Business

(a) The annual business meeting of the church shall be held each year on a date set by the Church Council as soon as is convenient after January 15. The annual business meeting shall concern itself with the presentation of and action on the budget proposed for the current fiscal year and it shall also concern itself with the presentation of the final reports for the preceding year and the election of leaders, board members, committee members, and delegates for the ensuing terms. There shall be full opportunity for consideration and action for any business which a member may wish to place before the meeting. A Warrant shall be issued by the Clerk of the church as posted on public display for the two successive Sundays immediately prior to the date of the meeting. The Warrant shall contain notice of business matters to be discussed at the meeting.

(b) Special business meetings of the church may be called by a majority vote of the Church Council. Alternatively, the Church Clerk, upon receiving a written request for a special business meeting signed by at least ten percent of the active membership, shall submit the request to the Church Council. The Church Council shall then call a special business meeting not more than twenty-eight days from the time the request is received by the Church Clerk. The

notice of all special meetings shall be posted for public display and announced at public services of worship on the two successive Sundays immediately prior to the date of the meeting. The actions of special meetings shall be limited to those stated in the notice.

(c) Church Council may, by a majority vote, call for an emergency business meeting. Special notices of an emergency meeting shall be posted for public display at least ten (10) days prior to the meeting and announced at public services of worship immediately prior to the emergency meeting. The actions of emergency meetings shall be limited to those stated in the notice.

(d) To account for possible weather conditions or emergencies, the church Moderator, in consultation with the Pastor and the chair of Church Council, may postpone an annual, special, or emergency business meeting to a later date.

(e) At all business meetings, the Moderator of the church shall preside. If the Moderator is unable to preside, a Moderator *pro tem* shall be elected by a vote of those active members present. Voting shall be by ballot if so requested by five percent of the active members present. Ten percent of the active membership shall constitute a quorum for the transaction of business, and action shall be by majority vote unless otherwise specifically provided herein.

(f) Remote voting is permitted at business meetings using procedures determined by the Church Council in consultation with the Moderator.

ARTICLE VII

QUALIFICATIONS FOR OFFICE

All officers of the church must be active members of the church. No person may hold more than one officer position at a time. The Financial Secretary and Assistant Financial Secretary must be active members of the church.

All members of the Board of Deacons, the Board of Trustees, and the Board of Christian Stewardship shall be active members of the church.

It is the duty of all officers and board members to be regular and faithful in the discharge of all authority and duties assigned to them. The Church Council may request the resignation of officers or board members negligent or inactive in respect to the obligations of their office and to declare it vacant and proceed to fill the vacancy in the manner herein provided. Negligent or inactive officers and board members who refuse to resign can be dismissed by the vote of two thirds of the Church Council members present and voting. Letters of resignation by Board members shall be directed to the chairperson of that Board and to the chairperson of the Church Council. In the case of the dismissal of board members by the Church Council, this action is to be taken only upon recommendation of the board concerned.

ARTICLE VIII

LEADERSHIP

The officers of the church are: Moderator, Clerk, Treasurer, and Assistant Treasurer. These officers are authorized to sign legal documents on behalf of the church which have been approved by a vote of Church Council or the Congregation as evidenced by the minutes of any duly called meeting thereof.

Section 1: Pastor and Teacher

(a) The Pastor and Teacher is the spiritual leader and head of staff for the church. The Pastor is to preach the Gospel of Jesus Christ in action and word, administer the sacraments, teach the ways of God as revealed to humanity, and visit the distressed, the sick, and the dying. Under the direction of the Church Council, the Pastor is responsible for effective administration of the church's daily activities. This shall include direct supervision and management of the church staff in a manner consistent with the policies and programs established by the various boards and committees. In all, the Pastor shall endeavor to be a faithful servant of Jesus Christ and seek to lead the congregation to a deeper commitment to the will of God.

(b) The Pastor and Teacher shall be an ex officio member of all boards and committees without vote except for the Board of Deacons, the Board of Faith Formation, the Personnel Committee, and the Church Council, where the Pastor shall have one vote.

(c) The Pastor, with the Board of Deacons, has charge of the spiritual life of the church. In co-operation with the Church Office, the Pastor shall keep a record of all baptisms, marriages, and deaths that will become part of the Church's permanent record.

(d) The Pastor's Discretionary Fund is a small fund available to provide immediate and confidential aid to members of

the congregation and community at the discretion of the Pastor.

(e) Retired Pastors of long service may be made Pastors Emeriti/ae by vote of the church.

The sections on call of a pastor still need to be worked on. We recognize that they are out of date.

(f) When it becomes necessary to call a settled pastor, the Board of Deacons shall oversee the process of forming a Search Committee. This process shall be conducted in accordance with the church's Policy & Procedures Handbook, and the New Hampshire UCC guidelines for Search and Call processes. The Deacons will present a proposed slate of nominations to Church Council to constitute a Search Committee. The Church Council will then review, make any necessary changes, and present the Search Committee nominees to the congregation for approval. The Search Committee, upon complete examination of candidates, will recommend a candidate for Pastor and Teacher to the church membership for approval.

(g) The Pastor and Teacher shall be called for an indefinite time by a two-thirds majority vote of the church members present and voting at a special meeting of the church. The Pastor shall become a member of the church and shall acquire and maintain their standing as an Ordained Minister with the New Hampshire Conference, United Church of Christ. When the Pastor and the church shall so agree, the Pastor shall be installed by the Granite State Association, New Hampshire Conference, UCC. The Pastor may terminate their responsibilities to the church by giving sixty days' notice to the church. The church may also request the Pastor's resignation with the same limitation of time of sixty days.

(h) Additional ordained, commissioned, and licensed ministers (including Sabbatical or Interim pastors, etc.) may be called or hired by the church and assigned such duties as are deemed necessary by the Board of Deacons in cooperation

with the Pastor and Teacher, and in consultation with the Church Council.

Section 2: Moderator

The Moderator is elected to serve a term of two years. The Moderator conducts the business meetings of the church.

Section 3: Clerk

The Clerk shall be elected to serve a term of two years. The Clerk shall keep a complete record of all congregational meetings of the church and meetings of the Church Council and is to be held responsible for the proper notification of all congregational meetings.

Section 4: Treasurer and Assistant Treasurer

(a) The Treasurer shall be elected to serve a term of two years. The Treasurer shall receive and disburse all current monies of the church and shall keep these accounts distinct from all other accounts. The Treasurer shall keep an accurate account of the same, and the Treasurer's actions shall be subject to the direction and control of the Board of Trustees. The Treasurer shall present at the annual meeting of the church a financial report properly certified by the Church Auditor, for the preceding fiscal year, which corresponds to the calendar year. The Treasurer shall be an ex officio member of the Board of Trustees, without a vote.

(b) The Assistant Treasurer shall be elected to serve a term of two years. The Assistant Treasurer ~~shall assist~~ assists the Treasurer in the duties and be charged with the same responsibilities and authority as vested in the Treasurer. The Assistant Treasurer shall be an ex officio member of the Board of Trustees, without a vote.

(c) The Treasurer and the Assistant Treasurer shall be bonded or insured in the sum fixed by the Board of Trustees.

Section 5: Financial Secretary and Assistant Financial Secretary

(a) The Financial Secretary shall be elected to serve a term of two years and shall be accountable to the Board of Christian Stewardship. The Financial Secretary is responsible for the record keeping of all pledges, collections, and gifts received. All monies shall be given into the Treasurer's care.
(b) The Assistant Financial Secretary shall be elected to serve a term of two years and ~~shall~~ assists the Financial Secretary with duties and be charged with the same responsibilities and authority as vested in the Financial Secretary.
(c) The Financial Secretary and Assistant Financial Secretary shall be active members of the church.
(d) The Financial Secretary shall provide an annual report of acknowledgement of annual giving.
(e) The Financial Secretary and the Assistant Financial Secretary shall be bonded or insured in the sum fixed by the Board of Trustees.

Section 6: Church Auditor

A Church Auditor shall be elected to serve a term of two years. They shall audit the accounts of the Treasurer, Special Trustees, and other accounts as the Church Council or Board of Trustees shall specify using procedures approved by the Board of Trustees. The auditor shall submit a written report to the Board of Trustees for inclusion in the annual report.

Section 7: Delegates to the Granite State Association

Delegates shall be elected as provided by the bylaws of the Granite State Association, United Church of Christ, and the New Hampshire Conference of the United Church of Christ. This committee shall elect its own chairperson. The chairperson would be responsible for informing the Committee of Delegates and the church of issues being considered by the larger church and shall make a written report to the church and/or the council, stating actions taken at Association meetings. Delegates are expected to attend the annual meetings of the Granite State Association and the New Hampshire Conference; attend the ordination and installation of a new pastor at Conference

churches, and act as ambassadors of the congregation to the community and to other churches.

Section 8: Church Historian

The Church Council may appoint an Historian of the church

Section 9 of this Article remains to be worked on.

Section 9: Trustees of the William C. Sipe Scholarship Fund

There shall be three Trustees of the Scholarship Fund appointed by the Church Council to serve a term of three years. Duties of the Trustees shall be to receive all moneys directed to this Fund and to award scholarships from the accrued interest thereof. It shall be their duty to select recipients for these scholarships. If any other funds are provided for seminary scholarships, it shall be their duty to select recipients for these funds as well.

Guidelines to be followed in awarding this scholarship are:

(a) Student must be preparing for service in the United Church of Christ; i.e., parish ministry, mission field, Christian education, pastoral counseling, or other related field.

(b) First preference given a member of our church in seminary study; second to a seminarian from the New Hampshire Conference, United Church of Christ; third on the basis of need, with preference given to a student at Andover Newton Theological School.

(c) Scholarship(s) to be awarded December 1 and May 1, to coincide with college billing dates.

(d) All interest accrued annually and all other seminary scholarship funds provided in the general budget in a year must be disbursed by December 31. In the event that no recipient is found before this deadline, Trustees may send a check for this total amount to the New Hampshire Conference, United Church of Christ, to be added to their funds for scholarship assistance.

Chairperson of the Trustees of the Scholarship Fund shall make a written report to the church annual meeting.

ARTICLE IX

CHURCH BOARDS

Church boards may appoint additional volunteers to assist in their mission as needed. Except where otherwise specified in these bylaws, members of boards shall serve a term of one-year. Each board shall identify a Board Chairperson or Co-chairpersons, a secretary, and a Council Representative. Members may serve up to six consecutive one-year terms after which they must remain off the board or committee for at least one year. Members of the Boards of Deacons and Trustees shall serve a three-year term. Members of the Board of Deacons may serve a maximum of two consecutive terms. Members of the Board of Trustees may serve a maximum of two consecutive terms.

Board members are invited to consider renewing their participation but are encouraged to reflect on where their gifts and time might be best used by God in our church's wider ministry. After completing the maximum successive terms, the person may not serve on the same board for at least one year.

Section 1: Board of Deacons

The Board of Deacons with the Pastor shall direct the ministry of the church and promote the spiritual life of the church through its worship, faith, and outreach.

(a) The Board of Deacons shall consist of not more than twelve and not fewer than nine deacons, with a goal of gender parity, in addition to the Pastor; each shall serve a term of three years, at least three members to be elected annually by the Congregation. Members of the Board of Deacons may serve up to two consecutive terms after which they must remain off the board for at least one year. The board shall elect its own chairperson.

(b) The Board of Deacons shall determine the order of worship and provide the necessary pulpit supply in the absence of the Pastor. They shall participate in the administration of the sacraments.

(c) The Board of Deacons in conjunction with the Pastor shall examine all requests for admission or reinstatement to church membership and accept into membership of the church persons they deem to be prepared for membership. The Board of Deacons shall also work with the Church Administrative Office to maintain the church rolls and determine which members are to be placed on the inactive list or dropped from the church rolls.
(d) The Board of Deacons may in some way express the concern of the church for those who are shut-in or hospitalized, either through correspondence, flowers, or other forms of personal contact.
(e) The Board of Deacons shall have responsibility for the provision and care of all appointments to worship such as flowers, preparation of communion elements, care of the communion service, and care of the communion linens.
(f) The Deacons will form a Pastoral Relations Committee. This Committee will serve as a support for the Pastor. Membership on this committee includes one deacon and members at-large.
(g) The Board of Deacons shall appoint one of their members to serve on each of the following: the Church Council, the Board of Music, the Board of Faith Formation, and the Pastoral Relations Committee with a vote in each.
(h) The Board of Deacons shall support Ministry Teams related to the spiritual nurture of our community, such areas as: worship, membership, and evangelism. Members of the Board of Deacons may be appointed to liaise with or serve on these Ministry Teams.
(i) A written report shall be given at the Annual Meeting.
(j) All business of the Board shall be conducted at scheduled meetings with a quorum of at least five members present.

Section 2: Board of Trustees

The Board of Trustees shall manage the financial affairs of the church. The Board shall have entire charge of all financial assets of the church. They shall authorize and direct the treasurer as to the disbursement of funds.

(a) The Board of Trustees shall consist of a minimum of five and a maximum of seven members. The Treasurer and Assistant Treasurer shall serve as ex officio members without a vote. Members shall serve a term of three years. Members of the Board of Trustees may serve up to two consecutive terms after which they must remain off the board for at least one year.

(b) All business of the Board shall be conducted at scheduled meetings with a quorum of at least half the members present, or between meetings via email for urgent matters that cannot wait, with any motion by email approved by at least half the members and recorded in the minutes of the subsequent meeting.

(c) The Board of Trustees shall be informed by the Personnel Committee of any salary modifications or staffing changes that affect the annual budget.

(d) The Board shall be responsible for monitoring and funding the repair and maintenance of all church facilities and grounds. They shall have no power to buy, sell, mortgage, lease, or transfer any property of the church without the specific vote of the church.

(e) After conferring with the church boards, committees, and ministry teams, the Board of Trustees shall prepare a budget for the ensuing fiscal year. The working budget is to be presented to the Church Council for approval prior to the annual meeting; then the approved budget shall be presented at the annual meeting.

(f) The Board of Trustees shall develop and maintain a Capital Improvement Plan to anticipate large capital outlays.

(g) The Board of Trustees shall provide a written report of business, proceedings, and the condition of the church's property for the annual meeting.

(h) The Board of Trustees shall appoint a minimum of one and not more than three active members of the church to serve as Special Trustee(s), who may or may not be members of the Board of Trustees. Special Trustees may serve up to two consecutive three-year terms after which they must remain off the committee for at least one year. Neither the Church Treasurer nor the Assistant Treasurer may serve as a Special Trustee. The Special Trustees shall manage the investments of the church, including all legacies and gifts that are bequeathed to the Church for permanent endowment and any special funds, with full power to invest the same and to collect and distribute all profits and income, per the terms of the bequest or as directed by the Board of Trustees and the Church Council. Special Trustees shall provide regular reports to the Board of Trustees and submit a report to the Annual Meeting.

(i) The Memorial Committee may allocate monies from the Memorial Gift Funds to pay for projects or items as the opportunity arises.

- All Memorial Gift monies received shall be put into a Memorial Gift Fund.
- The Memorial Committee, which consists of three members appointed by the Board of Trustees, shall have the authorization to spend such funds.
- The Memorial Committee shall furnish a report on their activities during the year in the annual report.

When possible, the family of the person being honored should be consulted concerning the use of the funds.

Section 3: Board of Faith Formation

The Board of Faith Formation is responsible for the total educational ministry of the church, with a goal of enabling church members of all ages to participate in the church's teaching/learning/witnessing ministry.

(a) The Board of Faith Formation shall consist of a minimum of three to a maximum of five members who provide support for the Faith Formation program as well as a member of the Board of Deacons. The Faith Formation staff serves as ex officio member(s) of this board with one single vote. The Pastor is an ex officio member of this board with a vote.

(b) The chairperson shall make a written report to the church at the annual meeting.

Section 4: Board of Mission and Action

The Board of Mission and Action shall provide for outreach and education in the area of humanitarian concern.

(a) The Board of Mission and Action shall consist of a minimum of five to a maximum of six members and will conduct all business at scheduled meetings with a quorum of at least three members present.

(b) The Board of Mission and Action shall recommend a budget to the Trustees each year and shall administer the mission focus of the congregation. They shall make a written report to the church at the annual meeting.

Section 5: The Music Board

The Music Board shall supervise the music program of the church.

(a) The Music Board shall consist of a minimum of 3 to a maximum of five members. In addition to those, a representative of the Board of Deacons shall serve as a voting member on the Music Board. The Choir Director shall be a member ex officio without a vote. All business shall be conducted at scheduled meetings with a quorum of two present.

(b) The Music Board shall be responsible for purchasing music, maintaining all instruments and music equipment,

and recommending a budget to the Trustees each year. The choir director shall be directly responsible to the Board. The Board shall recommend candidates to fill music staff vacancies as they occur.

(c) The Music Board shall consult with the Choir Director and/or Pastor concerning the musical portion of the worship service, as needed.

(d) The Music Board shall ensure compliance with, and report music usage under current copyright, music, and streaming licensing laws.

(e)) The Music Board shall make a written report to the church at the annual meeting.

Section 6: The Board of Christian Stewardship

The Board of Christian Stewardship shall work on developing a program of education for church members promoting spiritual understanding of pledging, tithing, and support of the church budget that supports the church's ministries. The Board shall consist of a minimum of three and a maximum of five members.

(a) The Board shall confer with the Board of Trustees and the Church Council to ascertain the financial needs of the church and shall prepare and conduct a Christian Stewardship drive on an annual basis. This Board shall meet year-round.

(b) All business of the Board shall be conducted at scheduled meetings.

(c) A written report shall be made at the Annual Meeting.

Section 7: The Board of Welcome and Nominations

The Board of Welcome and Nominations welcomes visitors to the church and helps them assimilate into church life. The Board engages current and new members to find places to serve the congregation and community.

(a) The Board shall consist of three to four members.

(b) The Board shall confer with the boards and standing committees of the church to ascertain their needs and shall place into nomination at least one name for each office to be filled at the annual meeting.

(c) A written report shall be made at the annual meeting.
(d) The Board may develop methods and events as appropriate to welcome visitors and engage members in finding places to serve.

Section 8: The Kitchen Management Board

The Kitchen Management Board oversees all aspects of the church kitchen and coordinates all organizations, activities, and events involving the use of the kitchen. This Board will oversee all kitchen use by all groups using kitchen facilities including, but not limited to: Annual Chili Supper, Caring Cooks, Coffee Hour, Fellowship and Hospitality, Loaves and Lessons, Memorial Reception Ministry, the Hollis Scout Organizations and the Hollis Women's Club.

(a) The Kitchen Management Board shall consist of a minimum of three to a maximum of five members.
(b) The Kitchen Management Board shall develop and maintain the Kitchen Management Policies and Procedures Manual, in accordance with NH State Health Code Standards.
(c) The Kitchen Management Board shall require compliance with Kitchen Management Policies and Procedures Manual.
(d) The Kitchen Management Board shall provide opportunities for training in compliance with the Kitchen Management Policies and Procedures Manual.
(e) The Kitchen Management Board shall recommend a budget to the Trustees for approval each year and shall make a written report at the annual meeting.

ARTICLE X

MINISTRY TEAMS

Ministry teams are small groups of two or more Christians who feel called to a common, specific, and carefully focused ministry. The ministry, including any necessary budget, will have been approved by Council, and is in keeping with the wider mission and ministry of our church. Participation in a ministry team is strictly voluntary. The ministry team shall report to Church Council and should identify any budgetary needs to the Board of Trustees. Members serve only so long as they continue to feel called to that particular ministry, but they should stay long enough to understand the purpose of the group so as to discern whether their sense of call is congruent with the team's call to minister. At least one member of a Ministry Team shall be an active member of the church.

ARTICLE XI

CHURCH COUNCIL

The Church Council serves as the executive committee of the church. It shall try to interpret and carry out the will of the congregation. Its actions may be subject to review, appeal, or change at any meeting of the church as long as the matter is duly noticed in the meeting's warrant. All boards, committees, ministry teams, and church-sponsored organizations shall be expected to keep the Church Council apprised of their activities and intentions, either through their representatives or by direct report to the Church Council. The activity of such organizations shall be subject to the direction and approval of the Church Council. The Church Council shall be responsible for coordinating the various aspects of the church's life. Toward this end, the Church Council shall submit to the church an annual report outlining its activities and objectives.

Section 1: Membership

The Church Council shall consist of:

- Three members of the church-at-large who shall not be officers of the church; the members at large shall strive to represent all members across the church. The members at large will serve as leaders of Church Council and will work with the Pastor to set the Council's priorities and agenda. Each will have one vote.
- The Pastors or Ministers (with a total of one vote)
- The Clerk with one vote
- The Treasurer or Assistant Treasurer (with a total of one vote), and
- A representative from each of the following with a vote:
    - The Board of Deacons
    - The Board of Trustees
    - The Board of Faith Formation
    - The Board of Mission and Action
    - The Music Board
    - The Board of Christian Stewardship
    - The Board of Welcome and Nominations
    - The Kitchen Management Board
    - Any committee or ministry team of the church that the Council may designate

Each member of the Church Council must be an active member of the church and ideally represent only one of the above positions. No member of the Church Council may exercise more than one vote at any meeting.

Section 2: Election

Those members representing the Boards and other designated committees and ministry teams shall be appointed by their respective groups to serve a term of one year. One member-at-large shall be elected annually to serve a term of three years. The Church Council shall elect its own chairperson or co-chairpersons from one of the members-at-large.

Section 3: Duties and Responsibilities

The Church Council shall hold all real property in the name of the church. They shall have no power to buy, sell, mortgage, lease, or transfer any property of the church without the specific vote of the church.

The Church Council shall be responsible:

(a) To approve nominations for vacancies occurring in the elective offices of the church, with the exception of the pastorate, until the next annual meeting of the church. Upon request of a Board or Committee Chairperson, a Board/Committee member may be removed by vote of the Council (see Qualifications for Office, Article XII).

(b) To elect all representatives of the church unless specifically provided for in these bylaws, and to instruct them that they have no power to bind the church to financial obligations or to any definite course of action unless such power is expressly given in the action of their appointment.

(c) To appoint any committees or ministry teams it deems necessary to carry out specific functions in the church's work and ministry.

(d) To oversee and approve Church Wide Policies and Procedures.

(e) To direct the use of church facilities and equipment as it shall determine and set a scale of rentals for their use. At no time may an individual or organization without affiliation to the church use the same without the permission of the Church Council.

(f) To approve all new fundraising and special events.

(g) To approve, annually and in advance, designation for distribution of funds raised by all events that involve fundraising. All undesignated funds will go into the general fund.

(h) To establish and effectively administer personnel policy and procedures through the Church Council sub-committee known as the Personnel Committee. The Personnel Committee shall comprise the following active members of the church: The Chairperson of the Church Council, the

Pastor, a church member appointed from each of the following: the Board of Deacons, the Board of Trustees, the Board of Music, and the Board of Faith Formation; and such other church members as deemed appropriate by the vote of the Church Council. The Chairperson of Council or their designee shall act as the chairperson of the Personnel Committee.

(i) To define the reporting structure of the compensated staff in consultation with the Personnel Committee.

(j) To define the reporting structure of church boards, committees, and ministry teams unless specified in these bylaws.

Section 4: Meetings

The Church Council shall hold its meetings at such times to be decided by the chairperson or by request of three members. Six members shall represent a quorum.

ARTICLE XII

CHURCH WIDE POLICIES

Existing Church wide policies include the list below. New Church Wide policies require a congregational vote of approval in order to be incorporated into the Bylaws.

Updates or revisions to existing Policies and Procedures shall be voted on as needed by Church Council.

All policies and procedures are available in the Church office.

- **Safe Church Policy**
- **Personnel Policy and Procedures Manual**
- **Kitchen Management Policies and Procedures Manual**

ARTICLE XIII

AMENDMENTS

These by-laws may be amended by a two-third affirmative vote of those present at any business meeting of the church, provided that the notice of the meeting clearly states the nature and detail of the proposed action.

ARTICLE XIV

DISSOLUTION OF THE CHURCH

In the event of dissolution of the church, all assets will become the property of the New Hampshire Conference of the United Church of Christ, or such group or organization as may legally succeed the aforementioned.

Revised and accepted at the Annual Meeting of the church on March 1, 2026.