

**The First Congregational Church**

**In Stoneham**

**1 Church Street**

**Stoneham, Massachusetts 02180**

**CONSTITUTION AND BYLAWS**

**Approved April 03, 2016**

**Updated 6/6/2021**

## Constitution and Bylaws

### The First Congregational Church in Stoneham

#### Preamble

*The name of this organization is The First Congregational Church in Stoneham. The purpose of this church is the maintenance of the public worship of God in accordance with the faith and polity of the United Church of Christ, the development of Christian character, the promotion of the religious, moral and social interests of the community, and the advancement of the Kingdom of God.*

*This Church is Congregational in its form of government and is subject to the control of no other ecclesiastical body. It recognizes and sustains the relations of mutual counsel and fellowship, which are common within the United Church of Christ, and desires to be in fellowship with all Christian Churches.*

*This Church accepts the Word of God found in the Scriptures, and especially in the gospel of Christ, as the supreme guide for faith and life, and is in general agreement with the churches of our faith and order, in the understanding of Christian Truth.*

*The By-Laws of this Church are intended to enable, rather than limit, the Officers, Committees and Boards of the Church in the execution of their duties. These articles should encourage people to be bold in the service of Christ. Except where specific language in the By-Laws restricts certain activity, this document should encourage members in offering their time and talent to the Church.*

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**ARTICLE 1. MEMBERSHIP**

**Section 1.01 Membership**

Church members shall include those who are professing Christians and all of those who are seeking the Christian experience. All members are encouraged to participate fully in the spiritual and business functions of the Church. The membership whole is the governing body and empowers all Officers, Boards, Committees and positions of the Church. Member participation is vital and requires their generous giving of time, talent and treasure to insure a pleasant, spiritually uplifting and meaningful continuing experience of the Church body.

<b>Membership Type</b>	<b>Reported Enrollment Count</b>	<b>Full Voting Privileges</b>
Active Member	Yes	Yes
Associate Member	No	Yes
**Minor (Youth) Member	Yes	*Partial
Inactive Member	No	No

\*all matters except of purchase, sale or mortgage

\*\* Under 18 years of age

**Section 1.02 Admission to Membership**

Active Church members shall be persons whose names are presently on the Church Roll, those persons who provide a satisfactory letter of transfer or other acceptable evidence of former church membership. Persons may apply for, and be approved for, membership in the following manner: After due examination by the Minister or the Diaconate, and upon the completion of a Church Membership Class, may be accepted for membership either by a vote of the Church, or by a majority vote of the Diaconate representing the Church; enter into its Covenant and subscribe to its Constitution and Bylaws. Church rolls shall designate individual members in good standing by the addition of an asterisk (\*) after their name.

**Section 1.03 Associate Membership**

A person may request to join the Church as an Associate Member while retaining membership in another church and may be accepted by vote of the Church or by vote of a majority of the Diaconate, enter into its Covenant and subscribe to its Constitution and Bylaws. An Associate Member may fully participate in the fellowship of this Church while recognizing the important affection he/she may have for another denomination or individual church.

#### **Section 1.04 Termination of Membership**

Any member of good and regular standing who wishes a letter of dismissal, transfer or recommendation to another church body shall present their petition to the Church Clerk in writing, and such petition shall be granted and his/her/their membership shall cease. Letters of dismissal or transfer shall be valid for a period of one year from the issue date and that fact shall be so stated therein.

#### **Section 1.05 Inactive List**

The Church, through the Diaconate, may place on an Inactive List members who have been non-participating, or non-supporting, for a period of two (2) or more years. Persons placed on the Inactive List shall be so notified by the Church Clerk by letter, mailed to the member's last address on the Member listing. Such letter shall include a copy of this By-Law and a reference to the fact that they no longer have the privileges of voting as active members and of being counted on the Church's reported enrollment. To become active again they must submit a written application for reinstatement to active status and then be approved by a majority vote of the Diaconate.

### **ARTICLE 2. RIGHTS OF MEMBERSHIP**

The right of voting may be exercised by Active Members, Associate Members and Minor Members as defined in Section 1.01. Fifteen (15) percent of the active membership shall constitute a quorum at any business meeting of the Church. A majority vote shall carry an election or govern a measure unless special circumstances, as outlined in Robert's Rules, require a larger majority. Minor (youth) members may vote on all matters except on matters of purchase, sale or mortgage of any Church property. Minor members appointed or elected as delegates to any United Church of Christ conference, Synod or other United Church meetings shall have full voting rights at those meetings.

### **ARTICLE 3. MEETINGS**

#### **Section 3.01 Purpose of Business Meetings**

The Business Meetings of the Church are the primary means whereby each and every member's opinion may be fairly heard and understood, as the Church body seeks to govern and guide itself. The Moderator and Vice Moderator shall conduct the meetings in an orderly manner, in accordance with Robert's Rules of Order, allowing each participant ample time to present their particular point of view, question or proposal without interruption. One of the purposes of Church Meetings is to review, affirm, or modify the actions taken by individuals, Officers, Boards or Committees on the Church's behalf.

Such review, affirmation or modification, if any, is not an indication of discontent or distrust but is, instead, the normal pattern of establishment, ennoblement or accountability so very much a part of our Congregational way of self-determination. It is also appropriate that these meetings are used as a forum for the presentation of future plans or proposals that may not have been able to be presented during a regular Church, Board or Committee meeting.

**Section 3.02 Annual Business Meeting**

The Annual business meeting shall be held during the month of June for the election of Officers, Boards, and Committees, the adoption of a budget, the hearing of reports and such other business specified in the Warrant. The Warrant and Call shall be prepared by the Moderator, Clerk and Minister and shall contain articles for consideration requested by any Officer, Board, Committee or any five (5) Active Members. The Congregation, by a majority vote at a Special Church Meeting held at least thirty days prior to the specified Annual Meeting, may change the date for that year's Annual Meeting. The Church fiscal year shall begin on July first and end on the last day of June. Annual reports shall be available to all members at least ten days prior to the Annual meeting.

**Section 3.03 Special Church Business Meetings**

Special business meetings shall be called by the Clerk upon the written request of the Minister, the Moderator, or of five (5) active adult members of the Church.

**Section 3.04 Notice of Meetings**

Notice for the Annual Business Meeting of the Church shall be mailed or made readily available to each member of the Church, and shall be posted in three prominent places within the Church, all at least ten (10) days prior to the Meeting. Such notice shall state the time, place, purpose and proposed agenda for the meeting.

Notice for any Special Business Meetings of the Church shall be made readily available to each member of the Church at least three (3) days prior to the Meeting. Such notice shall state the time, place, purpose and proposed agenda for the meeting.

**Section 3.05 Amendments to the Bylaws**

These Bylaws may be amended by a two-thirds (2/3) vote of the members present at any regular, annual or special business meeting of the Church, provided that the proposed amendment(s) is/are given in the Call and Warrant for the meeting.

**Section 3.06 Religious Meetings**

Public worship shall be held on each Sabbath, except when canceled or delayed by the Deacons and Minister, due to inclement weather or other unusual circumstance. Special services of worship may be held at other times, as may be determined jointly by the Minister and Diaconate.

**Section 3.07 The Lord's Supper**

The Lord's Supper shall be observed at such times as the Minister and Diaconate may determine. A special collection for the deacons' fund may be taken at that time.

## **ARTICLE 4. OFFICERS AND BOARDS AND COUNCIL**

### **Section 4.01 Officers**

The Officers of the Church shall be the Minister, Treasurer, Clerk, Church School Superintendent, The Diaconate Chair, The Trustees of the Permanent Funds Chair, Trustees Chair, Stewardship Chair, The Moderator and Collector, all of whom shall be adult members of this Church.

### **Section 4.02 Boards**

The Boards of the Church shall be the Diaconate, Trustees, Christian Education, Personnel, Purpose School, Missions, Trustees of Permanent Funds, Scouts and Stewardship, and shall be composed only of Church members.

### **Section 4.03 Committees**

The Decorating, Book of Remembrance, Nominating, Social, Pastoral Relations Committee (PRC) and Music Committees may not require participants to be Church Members.

## **ARTICLE 5. CHURCH COUNCIL**

The Church council shall consist of the Moderator, Vice-Moderator, Treasurer, Clerk, Chairmen of all standing boards and committees, the Superintendent of the Church School, and the Minister ex officio. Whenever they are unable to attend meetings of the Church council themselves, chairmen of the boards and committees shall designate substitutes to represent them and vote in their stead on proposals before the Church Council.

The Church Council, representatives of the whole Church, shall be a sounding board for new proposals and programs, a review agency for the general work of the Boards and Committees of the Church and shall, in general, seek to unify the efforts of the Church in its work and witness.

It shall have the power to accept any resignations from any committees and offices and to fill all vacancies except that of Minister, until the next Annual Meeting. It shall handle various Church matters as the need arises. The Church Council may, if it deems prudent, declare a vacancy on any committee or Office of the Church where the requirements of the Office or committee are not being fulfilled, and proceed to fill such vacancy until the next Annual Meeting. The Church Council shall have the authority to determine any question concerning the eligibility of its membership.

The Church Council shall meet five (5) times a year in the months of September, November, January, March and May and special meetings may be held at the call of the Minister or any three (3) members of the Church Council.

## **ARTICLE 6. CALLING A MINISTER**

The Minister shall be called for an indefinite period by a two-thirds vote of the voting Church members at a Special Church meeting called for that purpose. If a vacancy should occur, a vote is required during a special business meeting to appoint a Pastoral Search Committee of five (5) to seven (7) Church members.

## **ARTICLE 7. ELECTION OF OFFICERS, BOARDS AND COMMITTEES**

All Officers and members of all Boards and Committees shall be elected at the Annual Church Meeting, and shall hold office until their successors are elected and sworn. All newly elected Officials shall assume their respective positions immediately upon the close of the meeting at which they were elected and sworn.

The Clerk, Assistant Clerk, Moderator, Assistant Moderator, Treasurer of Perm Funds, Treasurer, Assistant Treasurer, Collector, Assistant Collector shall be approved by vote at the Annual Church meeting for a term of one (1) year. If a vacancy should occur in any of these offices, the Nominating Committee shall convene and make recommendation(s) to the Church Council, who shall, at a regular or special Council meeting, act upon the Committee recommendation(s).

## **ARTICLE 8. COMPOSITION, DUTIES, AND RESPONSIBILITIES OF OFFICERS**

The use of singular or plural gender references does not limit the gender of holding any position(s) on the Church Staff, an Office, and a Board or Committee.

All Officers of the Church, except for an Interim or Guest Minister, shall be Members of the Church in good standing and shall serve in no more than two (2) other Church Offices, Boards or Committees during their term.

### **Section 8.01 Ministry**

The Ministry of the Church shall consist of the Minister; an Assistant or Associate Minister, as the Church may decide at a Special Church Meeting called for that purpose.

The Minister shall promote the welfare of the Church and those whom he or she serves, be responsible for the conduct of all meetings of public worship, administer the Sacraments, have general supervision of the work in all of its departments, and in general oversee the activities of the pastorate.

The Ministry shall provide for all Regular and Special Church Services at given hours each Sunday unless suspended, postponed or canceled due to an unforeseen circumstance. The Minister and Board of Deacons shall determine suspension, cancellation or postponement. Sacraments of the Lord's Supper shall be celebrated on the First Sunday of

each month and at such other times as the Minister and Board of Deacons shall determine. The Minister and Board of Deacons may call Special Church Services.

The Minister shall be an ex officio member of all standing and special committees and organizations, except the Pastoral Search Committee. The Minister shall be responsible to the Diaconate.

### **Section 8.02 Treasurer**

The Treasurer shall be entrusted with all funds held by the Church with the exception of those entrusted to the Trustees of Permanent Funds; shall keep an itemized account of all income, receipts, and expenditures of the Church, and shall pay all bills, including payroll, that are in the approved budget or are approved by the applicable Board; shall be the custodian of all the financial records of the church; shall provide periodic reports to the Board of Trustees and Church Council as well as reports for the annual meeting; shall ensure all federal, state or local returns, reports or other required items are properly prepared and filed with the appropriate parties. The Treasurer shall be an ex officio member of the Board of Trustees.

### **Section 8.03 Assistant Treasurer**

The Assistant Treasurer shall perform the duties of the Treasurer should the Treasurer be absent, unavailable or unable to perform his/her duties.

### **Section 8.04 Moderator**

The Moderator, after consulting with the Minister, Church Clerk and Church Council, shall prepare the Warrant or Agenda for all Church Business Meetings; shall open and conduct the Church Meetings in accordance with the governing rules in a fair and orderly manner, allowing a reasonable time for full and free discussion of any item lawfully brought before the meeting. The Moderator shall serve in no other Church function during his/her term thereby allowing complete impartiality and fairness in his/her determinations. The Moderator shall administer an oath of office to all newly elected Officers, Board and Committee Members upon their election.

### **Section 8.05 Assistant Moderator**

The Assistant Moderator shall perform the duties of the Moderator should the Moderator be absent, unavailable or unable to perform his/her duties.

### **Section 8.06 Collector**

The Collector shall attend to the collection of monies pledged and/or received at the church and during church services for support of the Church, shall promptly deposit the same in a designated Church bank account managed by the Treasurer. The Collector shall create and maintain records of all such receipts and provide each person or family with a semi-annual written accounting of the receipt of said pledged amounts. All bank receipts for these deposits shall be promptly provided to the Treasurer. In absence of the Collector and Assistant Collector during services, the attending Senior Member of the Diaconate should assume

responsibility of ensuring all offerings and donations are placed in the designated secure location for the Collector.

**Section 8.07 Assistant Collector**

The Assistant Collector shall assist the Collector in the discharge of his/her duties, and during the Collector's absence or inability to perform his/her duties, shall fulfill the entire duties incident to the Office of Collector.

**Section 8.08 Clerk**

The Clerk shall be responsible for the recording and publishing of the minutes of all official Church and Church Council meetings; shall record all dates of admission, dismissal, and restoration of members, and of all baptisms and deaths; shall maintain an active list of all Officers, Board Members and Committee Members, and Delegates to support future elections; shall supervise the issuance of letters of dismissal, recommendations and certifications of good standing; shall maintain copies of all important communications and reports of Officers, Boards and Committees. In addition, the Clerk shall maintain and supply all board and committee leaders with the List of Membership to review annually for board/committee appointments and as requested.

**Section 8.09 Assistant Clerk**

The Clerk may select an Assistant to the Clerk, who, from time to time, shall take copious notes of minutes of meetings and provide the same to the Clerk.

**ARTICLE 9. COMPOSITION, DUTIES AND RESPONSIBILITIES OF BOARDS**

**Section 9.01 Diaconate**

The Diaconate, also referred to as The Board of Deacons', shall have up to twelve (12) members, three of whom shall be elected annually for a term of four (4) years. If a vacancy should occur on the Board, the successor shall be elected to fill only the unexpired term of that vacancy. A Deacon shall not be eligible for re-election to the Board in the year in which they complete a second four-year term. The Diaconate shall assist the Minister in promoting the spiritual welfare of the Church, assist in the services of Holy Communion and Baptism; provide for the maintenance, storage and presentation of all devotional objects; represent the Church at the reception of new members; act upon applications for admission to Church membership; make determinations regarding those members who may be eligible for transfer to the Inactive Member roll; authorize discrete disbursements from the deacons' fund to those persons the majority of the Board determines to be in need; and shall perform such other duties as are incident to the office.

## **Section 9.02 Trustees**

There shall be at least five and up to nine members elected to three year terms, in such manner that the terms of three shall expire each year. Elected members can serve no more than two consecutive terms of three-year service. One member shall be elected annually as Chair by a majority vote of the Board. If a Board vacancy occurs before the expiration of a term, the successor, elected by a majority vote of the Church Council, shall serve out the unexpired term of that vacancy. The Board shall have four additional members; Church Treasurer, Church Moderator, Church Collector and a member of the Trustees of Permanent Funds.

The Board of Trustees shall have general oversight of the business affairs of the Church and control of the property, subject to the vote of the Church, except property in the hands of the Trustees of Permanent Funds; shall provide for the maintenance of the buildings, grounds and furnishings with a view to the efficiency for religious purposes; shall contract for materials, repairs, and insurance; and shall engage a sexton and/or custodial help.

The use of the property for religious and social purposes, for other than the regular stated meetings, shall be granted at the discretion of the Chairman of the Board of Trustees, or some other individual authorized by said Board to act in his or her stead.

The Board of Trustees may borrow money or incur indebtedness for the purpose of the church, only after a 2/3 vote of approval is obtained from the congregation at a special meeting. The Trustees shall hold regular monthly meetings except during July and August.

The Board of Trustees shall discuss the budget for the coming year with the Minister and the heads of all committees of the Church, at least two months prior to Annual Meeting. The Board of Trustees shall recommend and submit a proposed budget to the Annual Meeting.

Papers relating to the property of the Church, insurance papers of value and other items in the custody of the Board of Trustees shall be kept in the safe deposit box of a responsible bank or trust company. The Board of Trustees, with the advice of the Church clerk, shall arrange for such a deposit box.

## **Section 9.03 Trustees of Permanent Funds**

The Trustees of Permanent Funds shall consist of five members, four to be elected as follows: Two shall be elected each year for a three year term and shall not be eligible for re-election in the year in which their second term expires. The fifth member shall be called the Treasurer of The Permanent Funds; shall be elected each year for a one-year term, and shall be allowed to succeed himself/herself.

The Trustees of Permanent Funds shall have the care, custody and control of all endowment funds now in possession or hereby received by the church, shall administer such funds according to the terms under which they are given to the church, and in accordance with the laws of Massachusetts regarding the management of institutional funds for non-profits. The Board shall submit an annual financial statement at the Annual Church Meeting.

The Trustees of Permanent Funds may not disburse funds from net appreciation or principal without the explicit approval of the congregation. When a gift or bequest is given to the Church for use by the Permanent Funds without express terms as to its investment or disposal, the Trustees of Permanent Funds shall safely invest such funds at their own discretion and shall disburse the principal and income of said funds in accordance with a vote of the Church, duly passed at a business meeting.

All papers of value in the custody of the Trustees of Permanent Funds shall be kept in a safe deposit box or a local bank or trust company.

The Trustees may engage a registered brokerage firm to provide investment advice and services as are necessary for the prudent administration of said invested funds. The Trustees of Permanent Funds shall not be held liable for losses sustained from investments beyond their control, however; they shall be held liable for any willful misappropriation of said funds.

#### **Section 9.04 Christian Education**

The Board of Christian Education shall have up to ten (10) members, three of whom shall be elected each year for a term of three years. The Board of Christian Education shall elect a Church School Superintendent. The Board shall be responsible for the procurement of Sunday school teachers, the curriculum, the instruction, and the general safety and care of the students in their charge. The Board shall submit an annual budget request to the Board of Trustees and shall present a full report at the Annual Church Meeting.

#### **Section 9.05 Personnel**

The Personnel Board shall have three members; two of whom shall be elected for staggered two-year terms, and one to be elected annually for a one-year term. The Board elects one Member as Chair.

The Board shall meet quarterly, of which one quarter meeting would be to recommend the salaries and benefits, if any, of all Church employees and present their recommendations to the Board of Trustees in a timely fashion.

The Board shall be responsible for maintaining a written personnel policy for each paid position regarding salaries, benefits, employee reviews, continuing education, and vacations, paid or unpaid holidays, sick leave, resignation or involuntary separation. The Policy should recognize the importance of the personnel resources of the Church and shall be pro-active in maintaining the Church as an advocate of social justice. The Board shall be required to update the job description for each employee, including the Minister(s).

Each employee shall be provided with a written review two months prior to the end of the fiscal year. Each employee's review shall be made available to that employee, shall be fair, just and reasonable assessments of their performance for the current period.

Any hiring body or employee who has a grievance may request a hearing before this Board, with the aggrieved party in attendance. The Board shall serve as an advocate for the employee and shall attempt to reconcile any differences between the parties.

#### **Section 9.06 Purpose School**

The Purpose School Board shall have five members; four shall be members-at-large elected to serve staggered three-year terms. The Board of Trustees shall appoint one of its members to serve a 1-year term on this Board. The Board shall have the general oversight and administration of the Purpose School, herein referred to as the "School".

The Board shall hire a "Director", shall approve/select personnel upon the recommendation of the Director, shall arrange for their compensation and for other School expenses through

the church treasurer. The Board shall present a School operating budget to the Board of Trustees and shall file a report at the Annual Church Meeting. All receipts of the Purpose School shall be paid to the Church Treasurer.

The program and policies of the School shall be reviewed annually, prior to the beginning of the next school year, for approval by the Board.

### **Section 9.07 Missions**

The Board of Missions shall have (5) members with staggered three-year terms. The Board shall promote the missions interest of the Church, promote a missions education program for the Church and administer the distribution of funds allocated by the Church for benevolent services to others. They shall submit a proposed giving proposal to the Board of Trustees and Church Council of each year for inclusion in the Church budget.

### **Section 9.08 Stewardship**

The Board of Stewardship shall have five (5) members with staggered three-year terms. The Board shall elect one member to act as Chair for a term of one year. The Board shall be responsible for the education and enlightenment of the Church members regarding the financial needs and priorities of the Church, create an annual comprehensive fund raising program to provide sufficient funds for the continuation of Church activities and /or special needs.

### **Section 9.09 Boy Scouts**

The Boy Scouts Board shall consist of two (2) adult members one of whom shall be a member of the church and one of whom need not be a Church member, though one will act as the chair. Both will be members of Troop 513 Scout Council. Both shall attend monthly Scout Council meetings and represent both the church and the scouts. The board is responsible for submitting building use applications for regular Scout meetings, committee meetings and any other uses of the building.

With the Troop 513 Council, they shall screen and select troop leaders who meet the Church's standards, as well as the Leadership standards of the Boy Scouts of America. The Chair shall receive all leadership applications, supervise the applicants' review, and submit them to the Board for disposition. The Board shall comply with the requirements of the Annual Charter Agreement between the Church and the local Council of The Boy Scouts of America, the Church's statement on Scouting, and any directives from the Board of Trustees.

## **ARTICLE 10. COMPOSITION, DUTIES AND RESPONSIBILITIES OF COMMITTEES**

The Standing Committees of the Church shall be Decorating, Book of Remembrance, Nominating, Social, Pastoral Relations, and Music Committee. Other special committees may be formed, from time to time by the Church Council, to accomplish a specified task within a

specific time, and shall terminate upon the completion of that task or time, whichever occurs first. Membership in these committees shall not be limited to Active Members but shall be under the purview of the Church Council. Each committee is required to submit a written report for the annual meeting.

### **Section 10.01 Decorating**

The Decorating Committee shall consist of three members one of whom shall be elected each year for a term of one year. The Committee shall see to the provision of floral arrangements for the Sunday and Special Church Services, remembrance of the sick, and have general care of decorations and memorials.

### **Section 10.02 Book of Remembrance**

The Book of Remembrance Committee shall consist of three (3) members; two (2) to be elected at large for a term of two (2) years and one (1) to be a member from Board of Trustees. The Remembrance Committee shall consult with the next of kin of any donor who makes a gift by bequest, or a person or persons who make a gift in remembrance of another, to determine if the donor has a preference as to how the donation is to be used. The Committee shall acknowledge the gift on behalf of the Church by letter and inform the Church Treasurer as such.

### **Section 10.03 Nominating**

The Nominating Committee shall consist up to nine (9) members, three (3) of whom shall be elected each year to serve a three-year term. It shall present to the Annual Meeting of a list of candidates for all elective officers, board members, committee members and delegates. It shall also be responsible for recommending to the Church Council the names of persons to fill vacancies occurring during the year. The Nominating Committee may call upon any Church board or committee for suggestions of names of persons deemed particularly qualified to serve on said board or committee. They shall nominate the Chairman of any special Committee appointed for one (1) year or less for a special purpose.

### **Section 10.04 Social**

The Social Committee shall consist of six members, two of whom shall be elected each year to serve a two-year term. The Committee shall promote the social activities of the Church, arranging such social activities and entertainments that will enhance the acquaintance and happiness of the Church congregation.

### **Section 10.05 PRC (Pastoral Relations Committee)**

The PRC is established at the discretion of the Minister. The PRC will consist of 5 members, but no fewer than 3, divided between men and women, all members of the First Congregational Church of Stoneham. Members shall serve for a minimum of 3 years, and shall strive to establish a scheduled rotation that avoids more than two members leaving the committee in any year. Committee members are selected by a group of three in consultation

with the Pastor, the Church Moderator, and the Chair of the Diaconate; which are then presented as nominations at the annual meeting for approval.

The PRC shall meet quarterly. It shall meet additionally at the request of responsible denominational officials, the Pastor(s) or other staff members. The Committee shall meet only with knowledge of the Pastor(s). It may meet with responsible officials without the Pastor(s) being present; however, when the Pastor(s) is not present, the Pastor(s) shall be informed prior to such meeting and immediately thereafter be brought into consultation either by the Committee or by denominational officials.

The PRC is a committee that assists in fostering a healthy relationship among the Pastor(s), the staff, and the congregation in order to enhance the effectiveness of the church's mission. It will function as (1) a Facilitator of communication among the Pastor(s), staff, lay leaders and the congregation, and (2,) a Forum at which any of the aforementioned parties can meet together in a process of discernment and mediation which will remain confidential among the parties and the PRC.

In summary, this committee provides focused, consistent support for the Pastor and is a vehicle for feedback and communication with the sole purpose of cultivating an open, affirmative and creative relationship between the Pastor and congregation. The primary goal is strengthening the spiritual mission of the church.

#### **Section 10.06 Music**

The Music Committee shall consist of five (5) members with staggered two-year terms, not more than two shall be members of the choir. The Committee shall recommend the services of a Music Director/Organist to provide for the music of the Church, care for the instruments, sheet music, books and robes with such funds as the Church may appropriate. The Committee shall submit an operating budget for the ensuing year to the Board of Trustees for approval and submission in the Annual Church budget. The Director of Music shall be a member ex officio of the Music Committee.

### **ARTICLE 11. COMPOSITION, DUTIES AND RESPONSIBILITIES OF OTHER POSITIONS**

Other positions of the Church shall be: Auditor, Church Secretary, Sexton, and Librarian.

#### **Section 11.01 Auditor**

An elected individual Auditor or firm engaged by the Trustees may make a careful review of the any and all financial accounts.

#### **Section 11.02 Librarian**

The Librarian shall maintain the library and historical displays in good order and shall keep them available for use by the Church membership.

### **Section 11.03 Church Secretary**

The Church Secretary shall maintain the Church membership rolls for the Clerk, provide services of the Church office, provide secretarial services for the Minister, Officers, Boards and Committees, and perform such other ancillary services as are usual for this position.

### **Section 11.04 Sexton**

The sexton shall keep the Church property in a clean, orderly and smoothly functioning condition, thereby allowing the affairs of the Church to be conducted under the best of conditions; shall receive instruction from and report to the Board of Trustees; shall perform his/her duties in accordance with the written job description received upon his engagement.

## **ARTICLE 12. ANNUAL REPORTS**

All Officers, Boards, Committees and other positions, except the Secretary, Sexton and Librarian, shall submit reports of their works to the Clerk in a timely manner for inclusion in the Church's Annual Report.

## **ARTICLE 13. OATH OF OFFICE**

The Moderator, to all newly elected Officers, Board and Committee members, upon their election, shall administer the following oath orally:

“I (Full Name) do promise to perform the duties as an Officer, Board or Committee Member with vigor and integrity, to the best of my ability, with the help of God, and in accordance with the duties and responsibilities as outlined in the Bylaws of the First Congregational Church in Stoneham.”