

**RULES**

**OF**

**THE FIRST CONGREGATIONAL CHURCH OF MADISON  
MADISON, CONNECTICUT**

*Revised  
May 15, 2011*

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## **HISTORICAL NOTE**

On May 13, 1703, the General Assembly of Connecticut granted a petition from the town of East Guilford, ".....to be a societie by themselves and to procure a minister among themselves...."

The Church in East Guilford was organized in November, 1707, and the temporal affairs of the church were looked after by the First Ecclesiastical Society of East Guilford.

With the incorporation of Madison (formerly East Guilford) as a town in May 1826, the church's name became The First Congregational Church of Madison and the Society's name became the First Ecclesiastical Society of Madison.

At a meeting of the Church held on October 28, 1915, it was voted that the Church incorporate under the laws of Connecticut and thus dissolve the First Ecclesiastical Society.

The minutes of the annual church meeting of December 30, 1915, record that "...the church having voted at a previous meeting to apply to the State of Connecticut for articles of incorporation and having received the same, the Pastor then brought before the meeting the rules for the government of the church, which...were unanimously adopted."

On January 22, 1916, the legal name of the church became The First Congregational Church of Madison and the First Ecclesiastical Society was dissolved. The First Congregational Church of Madison is currently a part of the United Church of Christ.

It was not until 1984 that the Rules of The First Congregational Church of Madison underwent a major rewrite. The 1984 Rules have been subsequently amended at various times with the goal of bringing them into harmony with the needs of the Church in the face of an ever changing world and community environment.

## **RULES OF THE FIRST CONGREGATIONAL CHURCH OF MADISON MADISON, CONNECTICUT**

The following Articles set forth the rules and structure of the organization established for the day to day governance of the Church. The Church has created a number of Commissions and Committees and has imbued them with discrete privileges and obligations. In order to facilitate and ensure the orderly functioning of said governing groups and to create a proper record of the growth and direction of the Church, the Church has established certain principles of operation, which are attached hereto as Appendix I. It is anticipated and desirable that these principles will be adhered to by those individuals and groups governed by the rules set out in the following provisions.

### **ARTICLE I FAITH, POLITY AND FELLOWSHIP**

#### **Section 1 - Statement of Faith**

The following Statement of Faith was requested by the Thirteenth General Synod and approved by the Executive Council for use in celebrating the twenty-fifth anniversary of the United Church of Christ.

We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and to your deeds we testify:

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

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

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

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

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

You call us into your Church to accept the joy and cost 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

## **Section II – Covenant**

Believing and trusting in the love and wisdom of God, we covenant and agree earnestly to endeavor henceforth to love God with heart, soul, mind, and strength and to strive to love our neighbors as ourselves; and we, as disciples of Jesus Christ, solemnly dedicate all that we have and are to bringing the Kingdom of God among all people.

## **Section III – Open and Affirming Statement**

“The first [commandment] is ... “You shall love the Lord your God with all your soul, with all your mind, and with all your strength. The second is this, ‘You shall love your neighbor as yourself.’ There is no other commandment greater than these.” (Mark 12:29-31)

Accepting this as the supreme commandment of the Gospel, we, The First Congregational Church of Madison, United Church of Christ, open our doors and ministry to all, affirming and honoring the dignity and worth of each person.

We believe each of us is a unique creation of God. We welcome people of any age, race, gender, sexual orientation, economic status, marital status, physical, emotional, and mental capacity, and those in traditional and non-traditional families. We are concerned that Christian unity has often been compromised by fear and prejudice. Let us strive to put our beliefs into action putting aside our prejudices and working to become faithful followers of our Lord Jesus Christ, who commanded us to love one another.

In keeping with the recommendation of the Fifteenth General Synod of the United Church of Christ, and that of the annual meeting of the Connecticut Conference, we declare ourselves a welcoming and inclusive spiritual community and therefore, to be an Open and Affirming church. (Adopted June 2000)

## **Section IV - The Mission Statement**

The following is the Mission Statement of the Church as duly accepted by the congregation in 1994:

We, the members and friends of the First Congregational Church of Madison, Connecticut, are a faith community of Christ's disciples. We serve God by seeking out and ministering to the diverse needs of our congregation and the wider community. As a foundation and preparation of our ministry, we will open ourselves to the guidance and nurturance of God's spirit. Valuing all of God's creation, we will, both as individuals and as a Christian Church, share the message of God's love through worship, education and outreach.

## **Section V - Sacraments**

**Baptism** - Baptism is regarded as a sacrament - a sacred moment - in the life of our church.

Baptism is both God's gift and our human response to that gift. It signifies the entrance of the individual being baptized into the Universal Church of Jesus Christ. Baptism is also a covenant agreement - a sacred promise - between God, the local congregation on behalf of the Church Universal, and the individual being baptized, to nurture, assist and support each other along the Christian journey. Baptism shall be administered to the child of those who promise to raise the child in Christian love and beliefs until the child is old enough to profess those beliefs personally and to an unbaptised adult who professes belief in Jesus Christ as Lord and Savior. Adults who have not previously received the sacrament of baptism shall be baptised prior to reception into membership.

**The Lord's Supper** - In obedience to Christ's command, "This do in remembrance of me," the Lord's Supper shall be observed at such times as the Pastors and Deacons deem advisable.

The bread and the wine are symbols of the sacrifice of Jesus Christ. The Holy Communion is the ritual meal at which Christ is the Host, and through which the Church's faith is confirmed and increased. The Pastor(s) and Deacons shall invite to receive the Sacrament all who love our Lord Jesus Christ and who confess Him before all people.

## **Section VI - Fellowship**

We hold to the unity and catholicity of the Church of Christ; we will unite with all its branches in heartfelt cooperation; and will earnestly seek, so far as in us lies, that the prayer of our Lord for His disciples may be answered ..... "that they all may be one".

## **Section VII - Government**

This Church acknowledges Jesus Christ as its head and vests its government in the body of Active Members who compose it, whose majority vote is final. We believe in the freedom and responsibility of the individual soul and the right of private judgment under the guidance of the Holy Spirit. We are in fellowship with the New Haven East Consociation of Churches and Ministers, the Connecticut Conference, the United Church of Christ, and the General Synod of the United Church of Christ.

# **ARTICLE II** **MEMBERSHIP**

## **Section I - Qualifications for Full Membership**

This Church will welcome into its membership any baptized person who loves the Lord Jesus Christ, and who intends to live according to His law of love.

## **Section II - Admission**

Each candidate for membership shall be interviewed and approved by the Pastor(s) and shall be approved by the Diaconate as to Christian faith and experience.

Upon such approval, the name of the candidate shall be presented to the congregation at a regular worship service at least one (1) week prior to the date of reception into membership.

The candidate shall become a member of the Church by confirmation, public confession of faith, re-affirmation of faith or by letter of transfer, and by public acceptance of the Covenant of this Church. The Pastor(s) and Deacons are authorized to make alternate arrangements for persons unable to attend a regular worship service.

### **Section III - Duties of Active Members**

An Active Member of the Church shall:

- A. Be a Christian witness in personal life and testimony;
- B. Join with fellow members in regular services of worship and in other devotional activities of the church;
- C. Support the Church and its benevolent outreach by financial contributions in accordance with conscience, ability, and the principles of Christian stewardship.
- D. Be a voting member in all affairs of the Church, and be present at duly called meetings in order to vote.
- E. Continue to remain an Active Member when absent from our fellowship when such absence is due to infirmity or illness, attending college, being away for the winter, serving military duty, residing in a nursing home and such other reasons as the Diaconate deems acceptable.

### **Section IV - Associate Membership**

Associate membership is intended for and available to those persons who wish to hold their principal membership in another church but wish to be active in this Church. Any person recommended by the Pastor(s) and approved by the Diaconate may become an Associate Member. Such membership shall not be deemed to interfere with or contravene in any way the Associate's membership in another church or denomination. Associate Members shall enjoy all the privileges of the Church and its fellowship, and shall participate in the affairs of the Church, with the exception of voting at duly called meetings of the congregation, serving as an Officer, or being elected a member of the Diaconate or Council.

### **Section V - Inactive Membership**

Those members who have not been able to fulfill their responsibilities as Active Members for a period of two (2) years, despite kindly approaches by the Deacons, may be transferred to the Inactive Roll and will be informed of such action by a letter from the Clerk of the Church.

From the date of being so placed on the Inactive Roll, such persons shall cease to be reported on the Active Roll, shall receive ministry at the sole discretion of the Pastor(s), shall not be entitled to hold office in the governance of the Church, nor vote on any Church matter. Such persons, after one (1) year of being on the Inactive Roll, may be removed from the membership rolls of the Church upon being so notified in writing.

Inactive Members may return to the Active Roll at any time by requesting activation and receiving approval therefore from the Diaconate and by fulfilling the responsibilities of an Active Member.

### **Section VI - Maintenance of Membership List**

The Active and Inactive Rolls, listing the membership of the Church, shall be examined at least once a year by a Committee appointed by the Diaconate and approved by the Pastor(s) in an endeavor to assure its accuracy. Such Committee shall include at least one Deacon and the Clerk of the Church.

The removal of the names of members who have been transferred to the Inactive Roll shall be accomplished only after the approval of the Pastor(s) and the Diaconate. The names of all former members, together with the dates their membership commenced and terminated, shall be maintained in an archive in perpetuity.

**Section VII - Termination of Membership**

- A. By Letter - Letters of Transfer and Recommendation to other churches shall, upon written application, to the Clerk, be granted to Active and Inactive Members.

It shall be regarded as a breach of the Covenant to enter into full membership in another church without first having been granted a Letter of Transfer from this Church.

- B. By Resignation - Active and Inactive Members will be released from their covenant obligation upon their written request submitted to the Clerk of the Church, and their names will be taken from the membership rolls.
- C. By Inaction - After one (1) year, the name of any Inactive Member who has ceased to respond to any of the overtures of the Church, upon recommendation of the Pastor(s) and the Diaconate, may be published, and if no new information concerning that member is found, the name shall be removed from the membership rolls of the Church. The terminated member shall be notified in writing assuming a valid address is available

**ARTICLE III**  
**CHURCH COUNCIL**

**Section I - Composition and Structure**

- A. The Church Council ("Council") shall consist of no more than seventeen (17) members of the Church.

- Chair
- Vice Chair
- Senior Pastor
- Associate Pastor
- Clerk of the Church
- Church Treasurer
- A Deacon - to be elected each year by the Diaconate
- The Chairs of the following Commissions:
  - Adult Ministry and Education
  - Children and Youth
  - Fellowship
  - Finance
  - Membership
  - Outreach
  - Personnel
  - Properties
  - Stewardship
  - Worship

- B. The term of office for each Council member, except the Senior Pastor and Associate Pastor shall be for One (1) year.
- C. The presence at any meeting of the Council of one (1) more than fifty (50%) percent of the total members of the Council shall comprise a quorum.
- D. All meetings of the Council shall be open to the Church membership. The Council may vote to convene in executive session should the nature of the business under discussion seem to require it. Whether

visitors to said meetings will be invited or permitted to speak or address the Council and the conditions under which such invitation or permission shall be granted, shall be determined by the Chair at his or her discretion. Visitors also may be recognized to speak by any Council Member with due prior notice to the Chair.

- E. With respect to any ballot, oral or otherwise, taken by the Council at its meetings, each Council Member may exercise only one vote regardless of the number of groups with votes he or she may be representing at said meeting.
- F. A representative of other Committees may attend meetings of the Council but will have no voting powers.

## **Section II - Duties and Responsibilities**

The Council shall:

- A. Meet monthly at a regularly scheduled time and conduct such meetings in accord with written agendas prepared and distributed in advance. Additional meetings may be called by the Chair, the Pastor(s) or by petition signed by five (5) members of the Church.
- B. Serve as the Executive Body of the Church between called Church meetings.
- C. Determine policy, direct and evaluate the work of the Church's Commissions and Church officers, other than the Pastor(s).
- D. Be responsible for the long-range planning of the Church. It shall welcome from all areas of the Church, especially the Commissions, such suggestions as may be appropriate for study and consideration for the on-going life of the Church. It shall submit periodic reports of its development plans to the Church membership.
- E. Present a proposed budget for the ensuing year to the Annual Budget Meeting.
- F. Be ultimately responsible for the maintenance of all Church operations within each year's total approved Budget. The Council may permit overages that do not exceed ten percent (10%) in the aggregate of the total approved budget income without a vote of the Church members subject to the following:
  - 1) The Council may consider a request for budget overage only if the Finance Commission identified and approved a source of funding for the request.
  - 2) If the Council receives a written request for approval from the Finance Commission, that request must include accompanying supporting evidence of the funding source for the requested overage. In the event that the Finance Commission fails to provide Council with its written recommendation for approval or disapproval of a budget overage request within 21 days of being contacted, the Council may consider the request, at its sole discretion, without the Finance Commission's input subject to subparagraph 3 of this section F, below;
  - 3) If, at its sole discretion, the Council decides to consider a budget overage request, the Council approval of the variance can only be granted by an affirmative vote of two-thirds of the Council members at a meeting at which a quorum is present.
  - 4) If the Council deems it appropriate to request that the Church make expenditures which will cause the current annual budget to exceed, in the aggregate, an amount equal to ten (10%) percent of the current year's budgeted income, that request must be submitted to the membership of the Church for a vote at a special meeting called for that purpose.
- G. Ensure that the financial records of the Church are audited at least every three (3) years and, from time to time, as may be warranted by a change in the personnel charged with overseeing and maintaining such records. (See Article XVII, Section II)

- H. Appoint from time to time such ad hoc committees as it may deem advisable.
- I. When a vacancy occurs in the full-time pastorate, nominate a special Committee of nine (9) members to be elected by the Church which shall, in consultation with the Connecticut Conference, United Church of Christ, select a candidate to be presented to the Church for appropriate action.
- J. Have editorial control over all church-wide publications and communications to the entire membership or public in general, whether in the form of written publication, mailings, or through broadcast or electronic media. Council shall have the following responsibilities and duties and may delegate such duties to the church staff for administration.
  - 1) Serve as the official liaison between the Church and the community at large.
  - 2) Establish and maintain protocols and guidelines for the release of information to all communication media with respect to matters of relevance to the Church, its Commissions and Committees.
  - 3) Provide for the orderly exchange of communications within the Church, including such means as coffee hours, bulletin boards, and the provision of relevant and timely information for Church publications.
  - 4) Oversee the Church's Internet and other electronic ministries and provide for the maintenance of the electronic sites, provided that one of the Pastors or, in his/her absence, the Chair of the Church Council approves the content material maintained or posted to such electronic sites.
  - 5) Review, prior to publication, all notices, articles and other forms of communication intended for dissemination to the community prepared by the Church, its Commissions and Committees for compliance with established protocols for such release of information.
- K. Approve all fund-raising appeals which are directed to the congregation as a whole.
- L. Approve members recommended by the Membership Commission to fill vacancies, with the exception that vacancies with respect to the pastorate or the officers of the Church may be filled only by the vote of the congregation.
- M. Appoint a Church Historian.

**ARTICLE IV**  
**CHURCH OFFICERS AND ASSOCIATES**

**Section I – Officers**

- A. The Officers of the Church shall be:
  - 1) The Senior Pastor
  - 2) The Chair of the Council
  - 3) The Clerk of the Church
  - 4) The Treasurer of the Church
- B. Each Officer shall be a member of the Church.
- C. Only the above Officers of the Church have authority to bind the Church by contract or otherwise. However, no Officer or other representative of the Church may liquidate assets or divest the Church of its Property unless authorized to do so in writing by the Council or by these Rules.

## **Section II - Election**

- A. The Chair of the Council, the Vice Chair, the Clerk, the Treasurer, and the Assistant Treasurer shall be elected at each Annual Commission Meeting for terms of one (1) year.
- B. The Chair and the Vice Chair of the Council are not eligible to serve for more than three (3) consecutive terms.
- C. The Clerk, the Treasurer, and the Assistant Treasurer may be re-elected for successive terms.
- D. All elections shall be determined by a majority of the members of the Church who are present at a duly called meeting of the congregation.
- E. Any mid-term vacancy in a Church office shall be filled by vote of the Church membership, after nomination by the Council.
- F. All Church officers, except the Senior Pastor, shall serve until their successors are elected and assume office.

## **Section III - The Pastor**

The Pastor shall:

- A. Become a member of this Church as soon as possible after accepting election to the Pastorate.
- B. Fulfill the duties described in the Call.
- C. Have control of the pulpit and of all regular services of the Church, and have charge of the spiritual welfare of the congregation.
- D. Be a non-voting member of all standing Commissions, Committees, and the Diaconate (except the Pastoral Relations Committee) and a full member of the Council, Worship Commission, and Personnel Commission.
- E. Have general supervisory responsibility for all church staff, including the Associate Pastor.

## **Section IV - The Associate Pastor**

The Associate Pastor shall:

- A. Become a member of this Church as soon as possible after accepting election as an Associate.
- B. Fulfill the duties described in the Call and as assigned by the Senior Pastor.
- C. Assist the Pastor with the pulpit, the Church service, the spiritual welfare of the congregation, and the duties relating thereto described in the Call.
- D. Be a non-voting member of all Commissions, and Committees (except the Pastoral Relations Committee and the Personnel Commission), and a full member with voting rights on the Council, and other Commissions as assigned by the Senior Pastor.

## **Section V - The Chair of the Council**

The Council Chair shall:

- A. Be the principal executive officer of the Council.

- B. Acting within the policies set by the Council, have general oversight of the interests of the Church and of its properties.
- C. In consultation with the Pastor(s), coordinate the activities of the officers, Commissions and Committees in order to further the welfare of the Church.
- D. Be a non-voting member of all standing Commissions and Committees.
- E. Preside at meetings of the Council, but shall vote only to resolve a tie.
- F. Serve as moderator of Church meetings.
- G. Periodically review, or cause to be reviewed, these Rules to insure their continuing applicability, suitability and propriety.

### **Section VI – Vice Chair of Council**

The Vice Chair shall:

- A. Assist with and may assume any and all duties of the Chair as assigned by the Chair.
- B. The Vice Chair shall have a vote on Council but, if acting as Chair, shall only vote to resolve a tie.

### **Section VII - The Clerk of the Church**

The Clerk shall:

- A. Keep records of all business transacted by the Church at all called Congregational Meetings of the Church.
- B. Give written notices to all volunteers chosen for any office or function. This notice shall include a copy of the Church rules.
- C. Sign the credentials of elected delegates to the New Haven East Consociation and the Connecticut Conference meetings.
- D. Record in the Register of the Church the names of all members, entering the date and manner of admission and removal.
- E. Record in the Register of the Church all Baptisms, Weddings and Funerals.
- F. On approval of the Diaconate, mail Letters of Transfer and Recommendation to designated churches for all members requesting same.

### **Section VIII - The Treasurer of the Church**

The Treasurer shall:

- A. Serve as the Chief Financial Officer of the Church. In this capacity, the Treasurer ascertains that all income and all funds received for the current financial support of the Church, including pledge payments, plate collections, gifts and bequests are properly recorded and deposited in the appropriate bank or brokerage account.
- B. Oversee, subject to the general supervision of the Council, all disbursements and transfers of funds to make certain they are properly approved and budgeted. As such, the Treasurer shall be an authorized check signer on all Church bank accounts, have authority to make withdrawals from all bank accounts as

required by Church business and, as authorized by the Church Rules and Church Council, conduct transactions such as the sale of securities gifted to the church.

- C. Have standing instructions to liquidate immediately all marketable securities received by the Church in full or partial payment of pledge obligations.
- D. Invest Church funds in those cases where the monies in question are to be managed by the Finance Office of the Church.
- E. Be responsible for the maintenance of proper records of receipts and disbursements.
- F. Make reports annually to the Church of all of the Church's financial transactions.
- G. Make interim reports as requested by the Council and/or the Finance Commission.
- H. Be bonded.
- I. Be an ex-officio, voting member of the Finance Commission, and a voting member of the Personnel Commission.
- J. Be assisted in these responsibilities by an Assistant Treasurer and such staff as provided by the Church to manage its financial affairs, in addition to which he or she shall oversee the functions of the Assistant Treasurer.
- K. Have the option to request an audit of the records of the Church finance office.
- L. Work closely with the Ministerial Fund and Trust Funds and Investments Committee to coordinate their payments with the financial needs of the Church.
- M. Work closely with the Stewardship Commission.
- N. Serve as a liaison between the Church and its auditors, both internal and external.
- O. Actively participate in the hiring process for the financial staff of the Church.
- P. Ascertain that all persons handling money on behalf of the church are properly covered by a fidelity bond.
- Q. Oversee the filing of insurance claims, and when necessary, be the primary contact with the Church's insurance agent or insurance company.
- R. Oversee the payroll and benefit administration functions, and where necessary, sign all tax payment forms for the Church in addition to dealing with the UCC Pension Board on behalf of the Church.
- S. Serve as the primary negotiator with lending institutions when the Church seeks to borrow funds.
- T. Write articles for the church newsletter on appropriate financial subjects and letters to members with respect to such matters (i.e. unpaid pledge obligations, acknowledgement of gifts), as necessary.

### **Section IX - The Assistant-Treasurer of the Church**

The Assistant Treasurer shall:

- A. Assist with and may assume any and all duties of the Treasurer as assigned by the Treasurer and act for the Treasurer in the Treasurer's absence.
- B. Be bonded.

## **Section X – Interim Pastors**

Any Interim Pastor or Interim Associate Pastor shall have a voice but no voting rights and shall fulfill his or her office pursuant to the terms, conditions and limitations set forth in his or her terms of the engagement as established by the Diaconate and approved by the Council.

## **ARTICLE V PASTORS**

### **Section I – Calling a Pastor**

- A. The Senior Pastor shall be called by the Church, installed by the New Haven East Consociation and the Connecticut Conference of the United Church of Christ, and be responsible directly to the membership for the spiritual leadership of the Church. The Senior Pastor shall be called for an indefinite time by a two-thirds vote of the members of the Church in attendance at a duly called meeting.
- B. The Senior Pastor shall:
  - 1) Supervise all other Pastors and staff members.
  - 2) Implement the policies and decisions of the Council and other Church Committees.
- C. Associate or other full-time Pastors shall be selected and called by a vote of the Church by the same procedure as the Senior Pastor.

### **Section II – Departure and Removal from Office**

- A. When a Pastor wishes to leave of his or her own volition, he or she shall give 60 days written notice.
- B. The removal procedure for a Pastor shall be as follows:
  - 1) The Council, after consultation with the Deacons, the Regional Minister of the Connecticut Conference of the United Church of Christ, and the Committee on the Ministry of the New Haven East Consociation, shall pass a motion in executive session requesting a Pastor's resignation.
  - 2) The Pastor shall be notified of this action and the reason therefore.
  - 3) A Church meeting shall be called no sooner than 30 days later to vote on the proposed removal.
  - 4) If the motion passes by a vote of two thirds majority of the members attending, the Pastor's resignation shall be expected within 60 days.
  - 5) In the case of the loss of ministerial standing on the part of a Pastor, the relationship shall cease at once.

## **ARTICLE VI DIACONATE**

### **Section I - Composition and Structure**

- A. The Diaconate shall consist of twelve (12) members of the Church, six (6) men and six (6) women.
  - 1) Each year, two (2) men and two (2) women shall be elected by the Church at the Annual Commission Meeting to serve three-year terms.
  - 2) These members are ineligible for re-election for one (1) year after their terms are complete.

B. The Diaconate shall serve in the following capacities:

- 1) Each year the Diaconate shall elect a Chair and a Vice Chair for the next year from the continuing members of the Diaconate prior to the Annual Commission Meeting. The Chair shall be ineligible to serve for more than two (2) consecutive terms.
- 2) From among the continuing Deacons, the Church will elect the Chair of the Worship Commission at the Annual Commission Meeting.
- 3) From among the remaining members, the Diaconate shall elect one (1) to serve on the Worship Commission.
- 4) From its twelve (12) members, it shall elect three (3) to form a Pastoral Relations Committee whose purpose shall be to act as liaison between the congregation and the Pastor(s) and promote good communications between them. Those elected to the Pastoral Relations Committee shall each serve a period of three years.
- 5) The Diaconate may appoint a Deacon to serve as an ex-officio member of any Commission.

## **Section II - Duties and Responsibilities**

The Diaconate shall:

- A. Meet monthly with the Senior Pastor and assist in the oversight of the spiritual life of the Church. Special meetings of the Diaconate may be called by the Senior Pastor.
- B. Assist in the preparation and administration of the Sacraments.
- C. Be responsible for the nurture, care and discipline of the Church members. Discipline can include censure, suspension or termination of membership.
- D. Present to the congregation those persons it accepts for Church membership.
- E. Provide for the review and management of the membership rolls on a continuing basis, as described in Article II.
- F. Be responsible for the Church Services in the absence of the Pastor(s).
- G. Have jurisdiction over the use of all the worship facilities.
- H. Provide for greeters at all services of worship.
- I. Provide, in the event the pulpit becomes vacant, for an Interim Ministry until such time as a duly called Pastor is settled.
- J. Assume such other duties and responsibilities as it and the Senior Pastor may deem desirable and appropriate in the spiritual guidance of the Church.
- K. Provide guidance to and make an annual evaluation of the Pastor(s) and make recommendations to the Finance Commission for compensation of the Pastor(s).
- L. In close cooperation with the Stewardship Commission and Membership Commission, provide avenues for the stewardship of time and talents of the current membership; implement methods for insuring the continued growth in the active membership of the Church; and reclaim Inactive Members insofar as is possible.
- M. The Diaconate shall adhere to the general Rules for Committees as outlined in Appendix I.

**ARTICLE VII**  
**ADULT MINISTRY AND EDUCATION COMMISSION**

**Section I - Composition and Structure**

- A. It shall consist of the Pastor and six (6) members of the Church.
- B. Each year two (2) of the members of the Commission shall be elected by the Congregation to serve a term of three (3) years.

**Section II - Duties and Responsibilities**

The Commission shall:

- A. Seek to attain the objectives in Christian Education for the Church that are in conformance with the goals stated by the Council, the Statement of Faith, and the Covenant of the Church.
- B. Oversee and provide the adult educational program of the Church.
- C. Appoint, upon approval of the Council and after consultation with the Pastor(s) and the Personnel Committee, the necessary staff personnel to administer the adult programs of the church.
- C. Supervise any activities relating to maintaining and staffing the Alice Bishop Memorial Library.
- D. The Commission shall adhere to the general Rules for Committees as outlined in Appendix I

**ARTICLE VIII**  
**CHILDREN AND YOUTH COMMISSION**

**Section I - Composition and Structure**

- A. It shall consist of the Pastor(s), six (6) members of the Church together with the Director of Children and Youth Ministry who shall be a non-voting member.
- B. Each year two (2) of the members of the Commission shall be elected by the Congregation to serve a term of three (3) years.

**Section II - Duties and Responsibilities**

The Commission shall:

- A. Seek to attain the objectives in Christian Education for the Church that are in conformance with the goals stated by the Council, the Statement of Faith, and the Covenant of the Church.
- B. Oversee and supervise the youth educational and fellowship programs of the Church.
- C. Appoint, upon approval of the Council and after consultation with the Senior Pastor and the Personnel Commission those persons necessary to administer the youth programs of the church.
- D. Assist in the recruitment of the Church School teachers, in periodic curriculum evaluation and review, and in developing, as necessary, other church school programs.

E. The Commission shall adhere to the general Rules for Committees as outlined in Appendix I.

## **ARTICLE IX** **FELLOWSHIP COMMISSION**

### **Section I - Composition and Structure**

- A. It shall consist of twelve (12) members of the Church.
- B. Each year four (4) members of the Commission shall be elected by the Congregation to serve for three (3) years.

### **Section II - Duties and Responsibilities**

The Commission shall:

- A. In cooperation and communication with the Diaconate, build and foster a sense of community after and around Sunday Church service.
- B. Be responsible for providing and supervising coffee hour or lemonade on the lawn throughout the year with the exception of specific dates agreed upon by the Commission in conjunction with the Pastor(s).
- C. Initiate and sponsor social events of the Commission's own design.
- D. Plan and supervise church picnics and other events such as Rally Day and Children's Sunday.
- E. The Commission shall adhere to the general Rules for Committees as outlined in Appendix I.

## **ARTICLE X** **FINANCE COMMISSION**

### **Section I - Composition and Structure**

- A. It shall consist of nine (10) members of the Church together with the Financial Administrator who shall be a non-voting member.
  - 1) Three (3) members-at-large, one of whom shall be elected as Chair.
  - 2) The Treasurer of the Church.
  - 3) The Assistant Treasurer
  - 4) A representative of the Trusts and Investments Committee.
  - 5) A representative of the Ministerial Fund.
  - 6) A representative of the Stewardship Commission.
  - 7) A representative of the Properties Commission
  - 8) A representative of the Memorial Gifts Committee
- B. Each year one (1) of the members-at-large of the Commission shall be elected by the Congregation to serve a term of three (3) years.

### **Section II - Duties and Responsibilities**

The Commission shall:

- A. Oversee and supervise all Church finances, financial planning and fund raising.

- B. In consultation with the Chairs of the various Commissions and Committees, prepare the annual budget and propose it to the Council. Thereafter, it shall publish the proposed budget, as approved by the Council, in the Church's Annual Report and present it to the membership for approval at the Annual Budget Meeting.
- C. Be responsible for purchasing all insurance for the Church with assistance from the Properties Commission.
- D. Review requests for increases in any Commission budget submitted to it during the year and present such requests, together with its written recommendation for approval or disapproval, to the Council.
- E. Review recommendations from the Treasurer with respect to all gifts and bequests received by the Church and present its recommendations to the Council.
- F. Oversee sources of funds needed to carry out the mission and programs of the Church with recommendations from its subordinate Committees.
- G. Develop and implement programs to obtain funds (excluding "freewill" offerings) needed to carry out the mission of the Church. This includes working with all Commissions and Committees as may be established by the Church from time to time, to ensure that funds sufficient to support such programs are available.
- H. Make periodic reviews of all budgets for the control of expenses in relation to income and report to the Commissions and Committees on the status.
- I. Make a monthly report to Council with respect to the state of the Church's finances, highlighting potential problem areas, and those Commissions who have exceeded their approved budgets.
- J. Provide for the proper stewardship of all endowments and legacies and ensure that their expressed or implied purposes are fulfilled.
- K. Oversee a Trust Funds and Investments Committee.
- L. Oversee a Memorial Gifts Committee.
- M. Establish and oversee such other Committees as it deems appropriate to accomplish the foregoing.
- N. The Commission shall adhere to the general Rules for Committees as outlined in Appendix I.

### **Section III – Trust Funds and Investments Committee**

#### A. Composition and Structure

- 1) It shall consist of five (5) members of the Church.
- 2) Each year one (1) member shall be elected by the Congregation to serve a term of five (5) years.

#### B. Duties and Responsibilities

The Committee shall:

- 1) Be responsible for funds referred to it by the Church Treasurer for investment;
- 2) Be responsible for all trust and investment funds of the Church referred to it for management and oversight, investing said funds, or such parts thereof, as may be appropriate. Any change in the financial manager (broker) chosen to manage the funds must be approved by a majority vote of the Committee and documented in its meeting minutes and submitted in writing to the Church Council for approval;

- 3) Advise the Finance Commission, as to funds that will be available to the Church Treasurer from the invested funds, excluding the Pardee Youth Fund, upon which advice the Commission will, in turn, make recommendations to the Council on how funds received from the Trust Funds and Investments Committee are to be used by the Church;
- 4) Have the power, in the name of the Church, to employ the professional services of one or more financial managers to advise the Committee concerning investment or reinvestment of the trust funds;
- 5) Evaluate the performance of the financial manager(s) at least annually;
- 6) Be responsible for investment of the funds of the Pardee Fund, ensure that said funds are not commingled with other funds, and advise the Wilbur W. Pardee Youth Fund Committee on the amount of the funds available for disbursement.
- 7) Assure that all restrictions and directions imposed by the donor of any such fund are observed;
- 8) Provide pertinent reports on accounts and investments of the trust funds under its stewardship on a quarterly basis to the Finance Commission and the Treasurer.
- 9) The Committee shall adhere to the general Rules for Committees as outline in Appendix I.

#### **Section IV– Memorial Gifts Committee**

##### A. Composition and Structure

- 1) It shall consist of three (3) members of the Church.
- 2) Each year one (1) member shall be elected by the Congregation to serve a term of three (3) years.

##### B. Duties and Responsibilities

The Committee shall:

- 1) In consultation with the Finance Office establish and maintain a list of memorial gifts which have been and are given to the Church, which financial gifts shall be held by the Church Treasurer in a common memorial fund, unless otherwise directed by the Council.
- 2) Prepare a list of desirable uses for potential memorial gifts. The Committee may from time to time distribute copies of these lists or brochures on the subject in order to encourage the donation and bequest of memorial gifts to the Church.
- 3) Having been informed by the Church Treasurer of memorial gift donations (both restricted and unrestricted), make recommendations (consistent with the donor's specifications, if any) regarding the expenditure of such funds or the purchase of memorials to the Finance Commission for action.
- 4) Be responsible for stimulating memorial gift additions to the Trust Funds of the Church.
- 5) The Committee shall adhere to the general Rules for Committees as outlined in Appendix I.

## **ARTICLE XI** **MEMBERSHIP COMMISSION**

#### **Section I - Composition and Structure**

- A. It shall consist of nine (9) members of the Church.
- B. Each year three (3) members shall be elected by the Congregation to serve a term of three (3) years.

#### **Section II - Duties and Responsibilities**

The Commission shall:

- A. Establish programs and events to encourage new memberships and integrate new members into church life along with the active membership.
- B. Oversee participation and retention of current church members.
- C. Function as a Nominating Committee which shall have the following responsibilities and duties:
  - 1) Present to the Council, for approval, a slate of nominees for all offices to be filled by the Church at the Annual Commission Meeting. The slate of nominees for the Stewardship Commission will be filled at the Annual Budget Meeting.
  - 2) At the Annual Commission Meeting, place in nomination for election the Council approved slate of qualified candidates, who are eligible members of the Church, and suggested by the Pastor(s) or current members of the Church's Commissions and Committees. Persons on the Stewardship Commission will be placed in nomination for election at the Annual Budget Meeting.
  - 3) Provide the Council the names of the persons to be appointed to fill vacancies that occur during the year.
- D. The Commission shall adhere to the general Rules for Committees as outlined in Appendix I.

## **ARTICLE XII** **OUTREACH COMMISSION**

### **Section I - Composition and Structure**

- A. It shall consist of nine (9) members of the Church.
- B. Each year three (3) members shall be elected by the Congregation to serve a term of three (3) years.

### **Section II - Duties and Responsibilities**

The Commission shall:

- A. Oversee all functions of the Church relating to benevolence and missions.
- B. Conduct mission fund drives and freewill offerings in coordination with the Commissions, the Connecticut Conference, United Church of Christ, and other churches in the community.
- C. Study issues of Christian concern and provide a forum for education of Church members on these issues.
- D. Subject to review and approval of the Council, offer recommendations for policies and positions appropriate for the Church to assume with respect to social issues of local, national, and world concern.
- E. The Commission shall adhere to the general Rules for Committees as outlined in Appendix I.

## **ARTICLE XIII** **PERSONNEL COMMISSION**

### **Section I - Composition and Structure**

- A. It shall consist of seven (7) members of the Church.
  - 1) Senior Pastor
  - 2) Treasurer
  - 3) A representative of the Properties Commission

- 4) A representative of the Children and Youth Commission
- 5) Three (3) members-at-large, one of whom shall be elected as Chair.

B. Each year one (1) member-at-large shall be elected by the Congregation to serve for three (3) years.

## **Section II - Duties and Responsibilities**

The Commission shall:

- A. After consulting with appropriate professionals, formulate and administer the personnel policies as they relate to the paid staff (Pastor(s) excepted).
- B. Make recommendations for employment of staff (Pastor(s) excepted) for approval by Senior Pastor and Council. The Personnel Commission will consult with the Pastor(s), Commissions, and Committees that work directly with staff being considered.
- C. Assure an annual review of individual performance and salaries, conditions of employment, job descriptions, supplementary benefits, and various allowances of all Church employees (Pastor(s) excepted). This is to be conducted with the Senior Pastor who supervises all staff employees in conjunction with the Commission with which the employee works.
- D. In consultation with the Senior Pastor, make salary recommendations to the Finance Commission with respect to all personnel engaged by the Church (Pastor(s) excepted).
- F. Hear and review employee grievances, questions or recommendations relating to their employment (Pastor(s) excepted).
- G. Implement and monitor the Safe Church Policy.
- H. Provide Job Description, employee handbook, and a copy of the Church Rules to staff.
- I. Conduct exit interviews with church staff upon termination of employment.
- J. The Commission shall adhere to the general Rules for Committees as outlined in Appendix I.

## **ARTICLE XIV** **PROPERTIES COMMISSION**

### **Section I - Composition and Structure**

- A. It shall consist of six (6) members of the Church, together with the Sexton who shall be a non-voting member.
- B. Each year, two (2) members shall be elected by the Congregation to serve for three (3) years.

### **Section II - Duties and Responsibilities**

The Commission shall:

- A. Be responsible to the Council for the care and maintenance of all church owned buildings, grounds and other property, excluding the Memorial Garden.
- B. Oversight responsibilities with respect to the Green. Administration of the use of the Green may be delegated to the Church Staff.

- C. Recommend retention of all permanent maintenance personnel and make recommendations to the Senior Pastor, and Personnel Commission as to their employment.
- D. Be responsible for making recommendations to the Finance Commission when insurance coverage needs change.
- E. Establish, provide and maintain a Manual of Operations covering:
  - 1) Regulations for use of Church facilities by both members and non-member groups. The Manual of Operations shall take into account the Diaconate's responsibility for use of all worship facilities. Church employees shall oversee the day-to-day usage of the Church facilities and the Green, in accordance with the Manual of Operations. .
  - 2) Duties of the Sexton and his staff, noting that the day-to-day direction of the Sexton and his staff is provided by the Senior Pastor, in accordance with the Manual of Operations.
  - 3) Procedures for procurement of supplies and services required for maintaining the properties.
  - 4) Other data to assist succeeding Commission members to efficiently carry on the maintenance and upkeep of all church properties.
- F. Maintain a perpetual long-range plan covering major maintenance and capital requirements.
- G. The Commission will adhere to the general Rules for Committees as outlined in Appendix I.

## **ARTICLE XV**

### **STEWARDSHIP COMMISSION**

#### **Section I - Composition and Structure**

- A. It shall consist of six (6) members of the Church.
- B. Each year two (2) members shall be elected by the Congregation to serve for three (3) years. Members shall be elected at the Annual Budget Meeting in December.

#### **Section II - Duties and Responsibilities**

The Commission shall:

- A. In cooperation and communication with the Finance Commission, provide encouragement to the members of the Church regarding their financial commitments.
- B. Organize and implement the annual pledge drive of the Church.
- C. The Commission will adhere to the general Rules for Committees as outlined in Appendix I.

## **ARTICLE XVI**

### **WORSHIP COMMISSION**

#### **Section I - Composition and Structure**

- A. It shall consist of nine (9) members of the Church together with the Director of Music Ministry who shall be a non-voting member:
  - 1) The Chair, who shall be a continuing Deacon.
  - 2) An additional Deacon, who shall be elected by the Diaconate.

- 3) The Senior Pastor
- 4) Six members-at-large elected by the Congregation.

B. Each year two (2) of the members-at-large shall be elected by the Congregation to serve a term of three (3) years.

## **Section II - Duties and Responsibilities**

The Commission shall:

- A. Oversee the worship services, and coordinate all logistics (e.g. order of worship, time of services).
- B. Work with the Director of Music Ministry to provide vocal and/or instrumental music at all of the worship services of the Church, and at such other programs as the Commission may deem appropriate.
- C. After consultation with the Senior Pastor and the Personnel Commission, recommend to the Council all persons to be employed as permanent music personnel.
- D. Ensure that there are ushers for all regular and special services of the Church, that the ushers are appropriately trained, and that the youth of the Church are invited to usher in the services.
- E. Make appropriate arrangements for the Church's television ministry including:
  - 1) Coordination of the taping and broadcasting of the Sunday morning worship services and special services and events as deemed appropriate by the Commission and the Pastor(s).
  - 2) Coordination and training of all volunteers who will be involved with video taping and broadcasting.
  - 3) Maintenance of all equipment used for video taping and broadcasting.
  - 4) Delivery of tapes to the local access TV station.
- F. The Commission will adhere to the general Rules for Committees as outlined in Appendix I.

## **ARTICLE XVII**

### **OTHER COMMITTEES AND GROUPS**

#### **Section I - Relation to Council**

The Auditors Committee, Wilbur Pardee Youth Fund Committee, and the Church Historian are subordinate to the Council and may attend, participate, and deliberate in Council meetings but shall have no voting powers.

Other independent groups are encouraged to coordinate their activities with the Church through communication between their Chairs and the Council. These are the Ministerial Fund, the Women's League, The Memorial Garden Committee and other organized Church groups.

#### **Section II - Auditors Committee**

- A. Composition and Structure
  - 1) It shall consist of three (3) members of the Church, each of whom shall be qualified in one or more areas of accounting or finance or insurance, or have related skill or experience.
  - 2) Each year, one (1) member shall be elected by the Church to serve for three (3) years. These members shall be eligible for re-election.

## B. Duties and Responsibilities

(NOTE: The word "Audit", as used by accounting professionals, has very specific implications. An "Audit" can be rigorous and costly. As used in these Rules, the word "Audit" will be defined by the Auditors Committee and will refer to a less complex process to be established by the Auditors Committee in cooperation with the Treasurer and the Church Council.)

The Auditors Committee shall:

- 1) Ensure that the financial records and transactions of the Church are reviewed in a reasonably comprehensive manner by a member of the Committee each year. Such review shall include the holdings of the Trust Funds and Investments Committee of the Church and shall also include the procedures followed by the Church in receiving and disbursing funds.
- 2) Report to and inform the Church Council of the Committee's findings along with any remedies suggested.
- 3) Coordinate independent, outside audits with the Council and with the Treasurer.
- 4) The Committee shall adhere to the general Rules for Committees as outlined in Appendix I.

## **Section III – Wilbur W. Pardee Youth Fund Committee**

### A. Composition and Structure

- 1) It shall consist of seven members:
  - a. Three (3) members-at-large of the Church, one of whom shall be elected Chair.
  - b. A youth representative elected for a one year term
  - c. The Chair of the Children and Youth Commission
  - d. Senior Pastor or Senior Pastor appointee
  - e. A representative of the Trust Funds and Investment Committee
- 2) Each year one (1) member-at-large shall be elected by the Congregation to serve a term of three (3) years.

### B. Duties and Responsibilities

The Pardee Youth Fund Committee shall seek ways and means of serving the youth of Madison through timely use of the income and management of the expenditures from the Pardee Fund in accordance with Wilbur W. Pardee's letter in the Town of Madison, Connecticut. The Trust Funds and Investments Committee will be responsible for investment of the funds and shall advise the Committee on the amount of the funds available for disbursement. Approval of the Council is required before funds can be committed. The Committee shall oversee use of any property held for the account of the Pardee Youth Fund. The Properties Commission will insure that this property is properly maintained for the safe use of the youth of Madison, with all related costs born by the Pardee Fund. The Committee shall adhere to the general Rules for Committees as outlined in Appendix I.

## **Section IV – Church Historian**

The Church Historian shall ensure that all events that have historical significance to the Church be recorded and a record kept. Photographs and slides may be used where appropriate. He or she will serve as curator of all historical materials and make them available to interested persons.

## **Section V - Ministerial Fund Committee**

Recognizing the independent nature of the Ministerial Fund, it is clearly understood that this Committee is not subordinate to the Council or its chairperson. In order to coordinate financial matters in the best

manner possible, the Ministerial Fund is encouraged to submit periodic financial reports to the chairperson of the Finance Commission, particularly as to its intended contribution toward the ministerial salaries for the ensuing year. It shall also be represented, with one (1) vote, on the Finance Commission. See Appendix II for additional information.

### **Section V - Women's League**

The Church shall provide to the female members of the Church an opportunity to maintain an organization that can further the Christian principles of the Church. This organization shall elect its own officers, maintain its own rules and manage its own affairs in a manner consistent with sound Christian beliefs.

### **Section VI - Memorial Garden Committee**

The Memorial Garden Committee was established by a motion passed at the 1988 Annual Meeting. Although the Committee is independent of the Church's budgeting and nominating procedures, it shall report periodically to the Diaconate and the congregation.

The Committee's by-laws shall be the sole authority with respect to:

- A. The staffing of the Committee by members of the Church;
- B. The construction and maintenance of the Memorial Garden;
- C. The development of funds for these purposes;
- D. The authority to establish its fees;
- E. The granting of such Certificates of Burial as may be necessary to the purchasers of graves;
- F. The establishment of Rules and Procedures incident to the ongoing operation and maintenance of the Memorial Garden.

## **ARTICLE XVIII MEETINGS**

### **Section I – Congregational Meetings**

Specific meetings shall be held to accommodate the governance, work flow and finances of the Church. These meetings shall be set on the following dates each year, unless modified by Church Council.

- A. The Annual Budget Meeting will be held on the second Sunday in December to approve the Church Budget for the following year. The Finance Commission, the Stewardship Commission., and the Trust Funds and Investment Committee should present reports at this meeting to support the recommended budget. Members of the Stewardship Commission shall be elected at the Annual Budget Meeting for terms beginning in January. Full year financial reports will be available to the Congregation in February.
- B. The Annual Commission Meeting shall be held the third Sunday in May to elect Church Officers and members of Commissions and Committees for terms beginning in June (with the exception of the Stewardship Commission). Annual reports from all Commissions and Committees will be presented at this meeting.

The Call for such Annual Meetings shall be issued by the Clerk of the Church and mailed to all voting members at least one week prior to the meeting. One notice to each family group shall be sufficient. In lieu of a separate mailing to the congregation, the Call may be published in *The Meetinghouse News* or Church newsletter. The Call shall also be read at the worship service on Sunday preceding the meeting.

## **Section II - Special Meetings**

Special Meetings may be called by either the Pastor(s) or the Council on matters requiring the input, guidance or vote of the membership of the Church. A Special Meeting may also be called by membership petition by at least 25 of the active members. In the case of such a petition, the meeting must be called within 30 days of the petition being delivered to an Officer of the Church.

The Call for such Special Meetings shall be issued by Clerk of the Church, the object of the Meeting being stated in the Call, and mailed to all active members at least one week prior to the meeting. One notice to each family group shall be sufficient. In lieu of a separate mailing to the congregation, the Call may be published in the Meetinghouse News or Church newsletter. The Call shall be read at the worship service on the Sunday preceding the Meeting.

## **Section III - Quorum**

A quorum for the transaction of business shall consist of fifty (50) members, or 50% of the Church's active membership, whichever is less, but a smaller number may adjourn to a fixed date. All Active Members present are entitled to vote in all matters.

## **Section IV - Moderator**

The Chair of the Council shall be the moderator of all business meetings of the Church. In such cases when the Council Chair is unable to be present, the Vice Chair or other Officer shall moderate.

## **Section V - Rules of the Meetings**

The parliamentary authority for the conduct of all business meetings of the Church shall be Robert's Rules of Order.

# **ARTICLE XIX** **CHANGE OF RULES**

These rules may be altered, repealed or added to after approval by the Church Council and by vote of two-thirds (2/3) of the members present and voting at any Congregational Meeting called for this purpose. The Call for such Meeting shall contain the proposed changes and shall be mailed to all voting members of the Church at least one week prior to the meeting. One notice to each family group shall be sufficient. When the proposed Rules changes are so extensive as to represent a re-writing of significant portions of the text, the following procedure may be followed:

A summary of the significant changes shall be mailed to each family group with the Call. The Call for such meeting need not include the full text of the changes but shall provide for such text to be readily accessible to Church members.

At least ten (10) copies of the proposed new Rules shall be at the Church Office and shall also be made available through other means and at other times at least two (2) weeks prior to the Special Meeting convened to approve them.

**ARTICLE XX**  
**TRANSFER OF REAL PROPERTY**

A Special Meeting of the Congregation shall approve in concept any transfer, sale or acquisition of real estate in advance. After approval of the concept by the congregation, the Church Officers and the Chair of the Properties Commission will implement the transaction.

**ARTICLE XXI**  
**DISSOLUTION**

For purposes of this section, the Church Council shall be deemed to be the Board of Directors.

In the event of dissolution of the corporation, or other termination of its corporate existence, no part of the property or assets of the corporation owned by it at the time of such dissolution or termination shall inure to the benefit of or be paid or delivered to any director, officer, or employee thereof, or any private individual. All such property or assets shall be applied first to the payment of all outstanding liabilities and expenses of its dissolution or termination and shall thereafter be distributed to one or more organizations selected by the board of directors, each of which, at the time of such distribution, qualifies for exemption from Federal income taxation under Section 501(a) of the Code as an organization described in Section 501(c)(3) of the Code, and each of which maintains purposes and engages in activities deemed by the Board of Directors to be consistent with the purposes of the corporation.

**APPENDIX I**  
**COMMITTEES**

As noted in the preamble to the rules, in order to facilitate and ensure the orderly functioning of governing groups established under the Rules and to create a proper record of the growth and direction of the Church, there are certain principles of operation which should be adhered to by those individuals and groups governed by the rules set out in the following provisions. References to "Committee" in the following general rules apply to the Diaconate, all Commissions, Committees and individuals, as appropriate.

- A. All meetings should be opened with a prayer.
- B. Each Committee shall create and maintain a written record of all official meetings held by such Committee. Such record shall be in the form of minutes of the meeting held and shall include:
  - 1) The names of the members in attendance;
  - 2) The nature of the matters discussed;
  - 3) A description of any votes or decisions.
- C. Every Committee shall choose from among its members a Chair and may select a Vice Chair or Co-Chairs each year prior to the Annual Commission Meeting. A Chair or Co-Chair may serve no more than two (2) consecutive one year terms. It is understood that the selection of a Vice Chair does not establish a "successor" to the position of Chair but does establish the individual, who, in the event of the absence of the chair will:
  - 1) Preside over meetings of the Committee
  - 2) Represent the interests of the Committee at meetings of the Council and shall, in such circumstance, have authority to exercise the vote of the Chair of the Committee which he or she represents. If

necessary, the Chair may appoint a different member of the Committee to represent the Committee at Council.

- D. Each Committee shall present to the Membership Commission, prior to the Annual Commission Meeting, a list of potential nominees and an outline of duties and responsibilities for each vacancy on said Committee.
- E. Members shall not serve consecutive full terms except as otherwise noted in these rules.
- F. Every Committee responsible for providing ongoing services shall create and maintain a manual or guide setting forth its procedures, methods, and rules with respect to fulfilling its responsibilities.
- G. Every Committee shall prepare an annual budget to present to the Finance Commission and shall operate within its approved total budget. If it becomes necessary to exceed this budget, the Finance Commission must be notified and approval of the overage obtained from the Council.
- H. Each Committee shall prepare an Annual Report for presentation at the Annual Commission Meeting of the Church.
- I. Any individual charged with the authority to manage investments or handle cash shall be bonded in an appropriate amount by the Church.
- J. Each Committee shall be responsible to ensure the proper communication to the Church, other Committees and the community-at-large information of relevant and general interest with respect to its activities. This is subject to the Council's, direct or indirect, editorial control over all church-wide publications, communications to the entire membership or public in general, whether in the form of written publication, mailings, or through broadcast or electronic media.
- K. Except as may otherwise be provided by these Rules, all Officers of the Church and members of the Diaconate, the Council, Commissions, Committees and independent Committees shall be elected by a vote of the congregation at the Annual Commission Meeting, the Annual Budget Meeting, or at Special Meetings convened for such purpose. With the exception of the Officers of the Church, any mid-term vacancies on a Committee shall be appointed by the Council.

Questions of interpretation or applicability of these Rules to specific situations shall be decided by the Council.

## **APPENDIX II** **THE MINISTERIAL FUND**

The following is published as information and not as a Rule because the Ministerial Fund of The First Congregational Church of Madison, Connecticut, is a completely independent trust, not subservient to the Church Council nor to any other part of the Church, but only to its self-perpetuating Trustees.

This fund was established in 1815 by special legislative act when Madison was part of the town of Guilford and was known as East Guilford, and the fund was domiciled there. Later, in 1933, the original act was amended by another special act changing the name of the fund to the present style. [The purpose is to fund, wholly or partially, the salaries of the pastor(s).]

The Ministerial Fund is administered by a Board of five Trustees. The officers are a Chairman, a Secretary, and a Treasurer. The Trustees have access to the Church Council through the Finance Commission with one of their number, duly elected. Also, for the information of members, the text of the Special Act of the Connecticut Legislature amending the Charter of the Ministerial Fund is reproduced herewith:

1993 SPECIAL ACT NO. 273 (21 SPECIAL ACTS 955)  
AN ACT AMENDING THE CHARTER OF THE SUBSCRIBERS TO THE  
FUND IN EAST GUILFORD, AND CHANGING ITS NAME TO THE  
MINISTERIAL FUND OF THE FIRST CONGREGATIONAL CHURCH OF  
MADISON, CONNECTICUT

Be it enacted by the Senate and the House of Representatives in General Assembly convened:

**Section 1** - The name of the Subscriber to the Fund in East Guilford is changed to the Ministerial Fund of the First Congregational Church of Madison, Connecticut.

**Section 2** - The fund of said corporation shall continue to be managed by a board of five trustees. Said board shall fill any vacancy that may occur in its membership within ten days thereafter by a choice to be made by ballot. Said trustees shall apply the income of the fund of said corporation or so much thereof as may be necessary to the support of the gospel ministry in the first Congregational Church in Madison, and such income shall never be appropriated to any other object, but the minister of said church to whose support such income shall be applied shall be approved by said church. No person shall be eligible to the office of trustee unless he shall live within the limits of said church and shall be a member thereof. If any trustee shall remove from the limits of said church or shall embrace any other form of worship, his office shall become vacant. The trustees shall invest said fund or such part thereof as they may deem expedient in accordance with the statutes of this state pertaining to the investment of trust funds.

**Section 3** - The treasurer of the fund of said corporation shall give bond with surety if required by said church.

**Section 4** - Said corporation is authorized to hold real and personal estate to the amount not exceeding five hundred thousand dollars\*.

**Section 5** - Any note or mortgage given to said corporation under the name of the Ministerial Fund of The First Congregational Church of Madison or under any similar name is validated.

*Approved May 24, 1933*

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\*This amount was raised to five million dollars through the passage of Special Act No. 94-7 of the Connecticut Legislature on May of 1994.

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NOTE: This review and revision of the Rules of the Church was completed by an Ad Hoc Committee named by the Church Council in November 2007 and are a revision to the Rules approved at a Special Meeting held June 8, 2008.

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