

**ROCKLAND CONGREGATIONAL CHURCH  
BYLAWS**

For the purposes of these bylaws the word “Church” is used to designate the legally organized corporation known as the Rockland Congregational Church. The word “church” is used to refer to the building owned by that corporation. The word “Congregation” is used to refer to members of the Church collectively. The word “parish” is used to refer to all persons (including members) who support or have any association with the Church.

**ARTICLE I: NAME**

The name of this corporation shall be Rockland Congregational Church.

**ARTICLE II: PURPOSE**

To provide opportunities for individuals to gather in worship and Christian service, discover God’s presence in their lives and grow in spiritual understanding and maturity; AND to share our Christian love and generosity with the greater community.

**ARTICLE III: POLITY**

This Church acknowledges Jesus Christ as its spiritual head and finds in the Holy Scriptures, interpreted by the Divine Spirit through reason, faith and conscience, its guidance in matters of worship and discipline.

The government of this Church is vested in its members who exercise the right of control in all its affairs, subject to the Articles of Incorporation granted it by the State of Maine.

While this Church is amenable to no ecclesiastical authority, it accepts the obligation of fellowship and mutual counsel and cooperation involved in the voluntary association of Congregational churches, and pledges itself to share their common aims and works.

**ARTICLE IV: DOCTRINE**

This Church recognizes the Bible as its rule of faith and practice, and holds that adherence to the teachings of Jesus Christ is the true desire of all believers. Each member shall have the undisturbed right to follow the Word of God according to the dictates of his or her conscience, under the enlightenment of the Holy Spirit. Therefore, the following statement of faith is an expression of the spirit in which this Church interprets the word of God.

**FAITH:** We believe in God the Creator, infinite in wisdom, goodness and love; and in Jesus Christ, his son, our Lord and Savior, who for us and our salvation lived, died and rose again and lives evermore; and in the Holy Spirit, who takes the things of Christ and reveals them to us;

renewing, comforting and inspiring our souls.

COVENANT: We covenant with God and with one another to seek God's will as taught in the Holy Scriptures, to walk together in the ways of the Lord, to proclaim the gospel of Jesus Christ to all people, and to depend upon the guidance of the Holy Spirit to lead us into all truth.

## **ARTICLE V: MEMBERSHIP**

This Church welcomes into fellowship all those who are seeking to live in accordance with the spirit and teachings of Jesus Christ. We respect the honest conviction and conscience of all and seek to draw into fellowship of love, worship and service those who, in the spirit of Christ, desire to live for the good of humankind and the glory of God.

### **Section 1: Qualifications**

The members of this Church shall be persons who have publicly owned the Covenant and who have:

- a. relinquished membership in other churches,
- b. provided a letter of transfer if available,
- c. attended the membership class,
- d. been commended to the Congregation by the Minister and the Worship and Pastoral Care Ministry Team/Diaconate and
- e. been accepted by a vote of the Congregation.

### **Section 2: Reception**

The reception of members shall be at a service of worship at least one week after the vote of the Congregation. In circumstances where, for reasons of health, the person may not be present at worship, he or she may be received by the Minister and two members of the Worship and Pastoral Care Ministry Team/Diaconate at another location. In extraordinary circumstances, members may be received in absentia.

### **Section 3: Duties**

Members should pledge themselves to be faithful in all spiritual duties essential to the Christian life and to participate in the Church community, striving to attend faithfully services of the Church, contribute regularly to its support and charities, share in its organized work, and participate in the decision-making life of the Church.

### **Section 4: Rights**

Church members who are 18 years of age or older may serve on the Congregational Council, teams and committees, and may vote at business meetings of the Church. Church members 17

years of age or younger may attend meetings of the Church, the Congregational Council, teams and committees and may participate but shall not vote.

### **Section 5: Transfers**

Members of this church who choose membership in another church are responsible for requesting, in writing to the church office, a letter of membership transfer. Letters of transfer shall be issued by the Clerk and membership shall cease on the date the letter is mailed.

### **Section 6: Inactive Membership**

Members whose addresses are unknown or who, for a period of two years, and in spite of friendly approaches have not communicated with the Church or contributed to its support, may be voted by the Congregational Council to be inactive members. Members may reactivate their membership by notifying the Membership, Fellowship and Hospitality Ministry Team.

### **Section 7: Termination of Membership**

Membership may be terminated in the following ways:

- a. by letter of transfer (see Section 5 above).
- b. by written request for release from covenant obligations, acted upon by vote of the Congregational Council.
- c. by two-thirds vote of Members of the Congregation present and voting at a duly called meeting, upon recommendation of the Congregational Council.
- d. by accepting membership in another church.

## **ARTICLE VI: SERVICES AND MEETINGS**

The services and meetings of the Church shall be as follows:

### **Section 1: Services of Worship**

- a. Services of worship shall be held each Sunday, except when temporarily suspended by vote of the Congregation, or when the Moderator with counsel from the Minister determines it is in the interest of the Congregation's safety to cancel a single worship service.
- b. The sacraments of the Lord's Supper and Baptism shall be celebrated at such times as may be determined by the Minister and/or the Worship and Pastoral Care Ministry Team/Diaconate.
- c. Other services of worship, inspiration, prayer and study may be held as determined by the Congregation or the Minister in consultation with the Worship and Pastoral Care Ministry Team/Diaconate.

## **Section 2: Business Meetings**

- a. Annual Meeting. The Annual Meeting of the Church shall be held the first Sunday in May, or at such other times as may be determined by the Congregational Council. This meeting shall be to elect officers, Ministry Team members and Congregational Council Members-at-Large, to receive written Annual Reports from the Minister(s), Moderator, Clerk, Treasurer, Ministry Teams, and such other reports as may be requested, and to transact any other necessary business. Notification of the meetings shall be mailed to members at least ten days prior to the meeting.
- b. Special Meetings. Special meetings of the Church may be called by the Congregational Council. A special meeting shall be called by the Clerk, upon written request from five members of the Church. The nature of the business to be transacted shall be stated in the call, which must be issued to members, in writing, ten days prior to the meeting. A special meeting of the Church may be called for the purpose of removing the Minister, an elected officer, Council member or Ministry Team member. Removal from office shall be by a two-thirds vote of those present and voting.
- c. Budget Meeting. A meeting of the Church shall be called for the first Sunday in December or at such other time as may be determined by the Congregational Council, for the purpose of adopting the Church's annual budget and the transaction of other business.
- d. Meetings for Voting of New Members. Church meetings for the sole purpose of voting to accept new members into the Church may be held immediately following any regular Sunday worship service. Notice shall be made from the pulpit at least one week prior to the meeting. No other business may be transacted at that meeting.

## **Section 3: Quorum**

A quorum shall consist of thirty members.

## **Section 4: Voting**

Voting shall be by voice or show of hands unless a written ballot is requested by a majority of those present and voting or by determination of the Moderator. A majority shall prevail in all votes except those otherwise specified in these bylaws. All members of the Church 18 years of age or older are entitled to one vote. Proxies and absentee votes shall not be accepted.

## **Section 5: Elections**

- a. Officers, Ministry Team members, and Members-at-Large of the Congregational Council shall be nominated by the Nominating Committee and elected at the

Annual Meeting after opportunity for nominations from the floor. The recommendations of the Nominating Committee shall be included in the call to the Annual Meeting. Nominations for positions on the Nominating Committee shall be proposed only from the floor of the annual meeting, except if a mid-term vacancy occurs. Then the vacancy shall be filled as soon as possible by the Congregational Council. This person shall serve until the next Annual Meeting.

- b. All persons elected shall assume their duties on June 1 following their election and shall continue in office until their successors are elected and qualified.
- c. Vacancies in Offices of the Church or elected members of Ministry Teams, which may occur between annual meetings; shall be filled as soon as possible by the Congregational Council, after receiving recommendations from the Nominating Committee. Persons appointed in this manner shall serve until the next Annual Meeting when they must be voted by the Congregation to continue in that position.

## **Article VII: OFFICERS**

The following Officers of the Church shall be elected from among the membership of the Church at its annual meeting for terms of one year, or until their successors are elected and qualified. Officers shall be subject to the same attendance requirements as other members of the Congregational Council. Officers may be removed from their positions by a two-thirds vote of all members of the Congregational Council or by a two-thirds vote of those present and voting at a meeting of the Church.

### **Section 1: Moderator**

- a. A Moderator shall be elected from the membership by the Church at its Annual Meeting. The Moderator may serve two one-year terms.
- b. The Moderator shall preside at all meetings of the Church and shall be a voting member of and shall chair the Congregational Council.
- c. The Moderator shall be the lay representative of the Church in the community.
- d. The Moderator shall sign contracts on behalf of the Church.
- e. In the absence of the Treasurer, the Moderator shall receive and disburse all monies of the church and shall be a signatory on all Church bank accounts and other financial accounts, and shall be bonded by the Church.
- f. The Moderator shall chair the Personnel Committee.

### **Section 2: Associate Moderator**

- a. An Associate Moderator shall be elected from the membership by the Church at its Annual Meeting. The Associate Moderator may serve two one-year terms.
- b. The Associate Moderator shall assume the duties of the Moderator in the Moderator's absence, including presiding over meetings of the Church and

- chairing the Congregational Council.
- c. The Associate Moderator shall be a voting member of the Congregational Council.

### **Section 3: Clerk**

- a. A Clerk shall be elected from the membership by the Church at its Annual Meeting. The Clerk may serve up to six consecutive one-year terms.
- b. The Clerk shall fulfill the duties of Clerk of the Corporation under the laws of the State of Maine.
- c. The Clerk shall keep or cause to be kept:
  1. official records of all meetings of the Church and the Congregational Council which shall be made available to the Congregation;
  2. a register of Church members with their current addresses and the dates of their reception and/or removal from membership;
  3. a current list of active and inactive members;
  4. a record of births, baptisms, marriages and deaths of members of the Congregation and parish.
- d. The Clerk shall:
  1. issue a letter of transfer at a member's request;
  2. give notice of all meetings as required in these bylaws;
  3. notify all persons elected under provisions of these bylaws;
  4. issue all official Church correspondence;
  5. prepare a written annual report to the Congregation;
  6. perform other clerical duties as may be requested by the Congregation or the Congregational Council.

### **Section 4: Treasurer**

- a. A treasurer shall be elected from the membership by the Church for a term of one year at its Annual Meeting. The Treasurer may serve up to six consecutive one-year terms.
- b. The Treasurer shall:
  1. receive and disburse all monies of the Church under the direction of the Congregational Council;
  2. be a signatory on all Church bank accounts and other financial accounts;
  3. be bonded by the Church;
  4. be a voting member of the Congregational Council; and shall serve as an ex-officio, non-voting member of the Finance Ministry Team;
  5. prepare a written annual report to the Congregation.

## ARTICLE VIII: MINISTER

### Section 1: The Minister

- a. The Minister shall be called into a covenant relationship with the Rockland Congregational Church for an indefinite period of time following election by two-thirds of those members present and voting at a meeting of the Church called specifically for said election.
- a. The Minister shall be an ordained Congregational Minister. The election of a licentiate shall not be precluded, nor shall this preclude the Congregation from ordaining a candidate of the Church's choosing.
- b. Terms-of-call shall be provided in writing by the Church to the Minister.
- c. As soon as possible after election, the Minister shall become a member of the Church.
- d. The Minister shall have completed or shall complete a course in Congregational History and Polity.
- e. The Minister shall provide spiritual guidance in discerning the vision, mission and focus of the Church; seeking to aid persons in following the teachings of Jesus Christ, preach the Gospel, administer the Sacraments of Baptism and Lord's Supper, provide for all services of public worship and manage the activities of the Church in cooperation with its officers, Teams and committees.
- f. The Minister shall be responsible to the Congregation in all matters but shall report directly to the Congregational Council and shall prepare an annual written report to the Congregation.
- g. The Minister shall serve as an ex-officio, voting member of the Congregational Council. The Minister shall not be a member of the Nominating Committee or Personnel Committee. On all other standing Teams and committees, the Minister shall serve as an ex-officio, non-voting member.
- i. The Minister shall supervise all staff and direct them in their duties. The Minister shall annually review the paid staff members and recommend to the Congregational Council, in consultation with the Personnel Committee, the continued service or termination of paid staff members.
- j. The Minister shall keep informed of the activities of the National Association of the Congregational Christian Churches and the Congregational Christian Council of Maine and should attend their meetings whenever possible.
- k. A Minister wishing to resign from office shall give sixty days notice to the Clerk in writing.
- l. The Church may at any time, by two-thirds vote of those present and voting, at a Church meeting called for that purpose, request the resignation of the Minister. Such resignation shall be presented to the Clerk and shall become effective within sixty days.
- m. A Minister whose resignation from office has become effective shall immediately refrain from any contact with members of the Congregation or parish in the

official capacity of Minister of this church except as may be permitted by the Worship and Pastoral Care Ministry Team/Diaconate.

## **Section 2: The Associate Minister**

- a. The Church may, by majority vote, create a position for an Associate Minister at which time the Congregational Council shall appoint a Search Committee which shall review candidates and make a recommendation to the Minister, who shall also be a voting member of the committee.
- b. The Minister may recommend that the Congregational Council hire the candidate or may ask the Search Committee to make other recommendations.
- c. An Associate Minister may be asked to resign or may be dismissed, with or without cause, by the Congregational Council, with consideration of the Minister's recommendation.
- d. An Associate Minister shall be an ordained Congregational Minister. The election of a licentiate shall not be precluded, nor shall this preclude the Congregation from ordaining a candidate of the Church's choosing.
- e. An Associate Minister shall be a member of the professional staff and work at the sole direction and supervision of the Minister.
- f. An Associate Minister whose resignation from office has become effective shall immediately refrain from any contact with members of the Church or parish in the official capacity of Associate Minister of this church except as may be permitted by the Worship and Pastoral Care Ministry Team/Diaconate and Senior Minister.

## **ARTICLE IX: CONGREGATIONAL COUNCIL**

### **Section 1: Membership**

- a. The Congregational Council shall be composed of the following voting members: the Moderator who shall serve as chairman, the Associate Moderator, the Minister, the Clerk, the Treasurer, a designated representative from the following Ministry Teams: Building Administration and Maintenance; Membership, Fellowship and Hospitality; Community Presence and Outreach; Christian Growth; Stewardship; and Finance; the chairman of the Nominating Committee; two members of the Worship and Pastoral Care Ministry Team/Diaconate; and three Members-at-Large.
- b. The designated representatives from Ministry Teams shall be drawn from among those Team members elected by the Congregation and shall serve one-year terms on the Congregational Council.
- c. Members-at-Large shall be elected for a two-year term and shall be eligible for a second two-year term, then may be re-elected after a lapse of one year. No Member-at-Large shall simultaneously serve as an officer of the Church or Ministry Team. This shall not preclude their serving on any task team. One



Member-at-Large seat shall be offered to the immediate past Moderator and if he/she desires to serve his/her name shall be put into nomination for one two-year term. If the immediate past Moderator declines nomination for that seat then that seat shall be filled in the same manner as the other two at-large seats.

- d. Recognized Church organizations may send a representative with voice but without vote to the Congregational Council.
- e. The Congregational Council shall organize annually in June and shall appoint or reappoint committee members at its organizational meeting.
- f. When any Congregational Council member misses three regular meetings in a row, or attends fewer than five regular council meetings in any twelve-month period; the Congregational Council shall declare that member's position vacant.

## **Section 2: Duties**

- a. The Congregational Council shall serve as the Board of Trustees for the Corporation known as Rockland Congregational Church.
- b. The Congregational Council shall have responsibility for the administration of the financial affairs of the Church. It shall be responsible for the management of the church office, its function and equipment, exclusive of personnel.
- c. The Congregational Council shall be the governing body of the Church and shall be responsible for all aspects of the general management of the Church between meetings of the Congregation.
- d. The Congregational Council shall meet once a year for a full day for the purpose of Church Planning.
- e. The Congregational Council shall oversee use of church facilities.
- f. The Congregational Council shall cause to be drafted and shall present to the Congregation for adoption a recommended annual budget for the Church. It shall approve any expenditure of non-budgeted monies. Any such expenditures over 10% of approved budget shall also be approved by vote of the Congregation.
- g. The Congregational Council shall not buy or sell real property, call or dismiss the Minister, amend these bylaws or dissolve the corporation. These decisions shall be made by the Congregation.
- h. The Congregational Council shall be responsible for the hiring and dismissal of staff personnel after consultation with the Minister and with the Personnel Committee's recommendations.
- i. The Congregational Council shall upon recommendation of any Council member consider expenditures of Abiding Memorials funds, promote memorial giving, acknowledge monies or properties received, maintain a memorial book with the names of those memorialized and those who donate to the Abiding Memorial Fund, and maintain a record book of purchases made by the Abiding Memorial Fund.

### Section 3: Committees

There shall be one standing committee of the Congregational Council.

- a. Personnel Committee
  1. The Personnel Committee shall consist of the Moderator, as chairman, and at least two other Church members, appointed annually by the Congregational Council. Members may serve a maximum of six consecutive one-year terms.
  2. The Committee, in consultation with the Minister, shall recommend to the Congregational Council policies which promote a clear understanding of the duties and responsibilities of the church staff. It shall draft, recommend and periodically review personnel policies and job descriptions for all staff positions.
  3. The Committee may make recommendations to the Finance Ministry Team concerning employee compensation.
  4. The Committee shall hear concerns of staff members regarding working conditions and shall mediate grievances between staff members and the Minister.
  
- b. Other Committees
  1. The Congregational Council may create such other standing or ad-hoc committees, as it may deem necessary.
  2. Pulpit Committee
    - a. When a vacancy occurs in the pastorate, the Congregational Council shall appoint a Pulpit Committee.
    - b. The Pulpit Committee shall be composed of nine members who are representative of the Congregation and who shall elect their own chairman. It shall request applications, interview candidates and, after checking references, select one candidate for recommendation to the Congregation. Any interim minister shall not be an eligible candidate for the vacancy nor shall the Associate Minister assume the duties of the interim minister. No interim minister shall be considered an officer of the Church.
    - c. The Pulpit Committee's recommended candidate shall be determined by a committee vote of at least two-thirds, but unanimity is desirable.
    - d. The Pulpit Committee shall introduce the candidate to the Congregation and the candidate shall preach a sermon at a regular Sunday worship service. Following that service, the Pulpit Committee shall propose the election of the candidate and the Congregation shall vote at a duly called meeting on the same day. A positive vote-of-call shall be by a two-thirds vote of those

- members present and voting.
- e. The Pulpit Committee shall work with the Worship and Pastoral Care Ministry Team/ Diaconate in the arrangement of a service of installation for the newly elected Minister and shall be disbanded following that installation.

#### **Section 4: Meetings of the Congregational Council**

- a. The Congregational Council should meet monthly and shall meet at least ten times a year.
- b. A quorum shall be nine members. Actions of the Council shall require the affirmative vote of two-thirds of those present and voting at its meetings.
- c. Special meetings of the Council may be called by the Moderator or by three members of the Council.
- d. All meetings of the Council, except Executive Sessions, shall be open to all members of the Church.
- e. Any five members of the Church in attendance at a Council meeting, whether or not they are members of the Council, may request that any matter under discussion by the Council be referred to the Congregation for decision at a special meeting called for that purpose.

### **ARTICLE X: MINISTRY TEAMS**

#### **Section 1: General Provisions**

The following provisions shall apply to each of the Ministry Teams in this article.

- f. Each Ministry Team shall be composed of Church members elected by the Congregation at its Annual Meeting.
- g. Elected Ministry Team members may serve up to two consecutive two-year terms. After a lapse of one year a member shall again be eligible for election to the same Ministry Team. This provision shall not preclude immediate election of a member to another Ministry Team.
- h. Whenever a vacancy may occur in an un-expired elected term on a Ministry Team, the Team shall notify the Nominating Committee, which shall recommend a replacement to the Congregational Council.
- i. Elected Ministry Team Members may resign by submitting written notification to the Church Clerk.
- j. The Minister shall be an ex-officio, non-voting member of each Ministry Team.
- k. Each Ministry Team shall report periodically to the Congregational Council and shall write an annual report to the Congregation.
- l. Each Ministry Team shall appoint one of its elected members to become a member of the Congregational Council; except in the case of the Worship and Pastoral Care

Ministry Team/Diaconate from which two members shall be appointed to the Congregational Council. If a designated member cannot attend a meeting of the Congregational Council, then another elected member of that Ministry Team shall represent the Team.

- h. Each Ministry Team may appoint Task Teams to accomplish specific parts of its mission. Task Teams may be comprised, in part or in total, by members or non-members of the Church.
- i. Each Ministry Team may develop its own policies and procedures, subject to the approval of the Congregational Council.
- j. No elected member of a Ministry Team shall serve simultaneously as an officer of the Church or as an elected member of another Ministry Team or an At-Large Council Member. This shall not preclude Ministry Team members from serving on standing or ad hoc committees, or on task teams, except the Nominating Committee.

## **Section 2: The Worship and Pastoral Care Ministry Team/Diaconate**

- a. The Worship and Pastoral Care Ministry Team shall be composed of six Church members, three of whom shall be elected annually by the Congregation for terms of two years.
- b. The Team, in cooperation with the Minister, shall assume responsibility for the spiritual life of the Church. It shall assist in the preparation and administration of the Sacraments of Baptism and Communion. It shall provide for the supply of the pulpit during the absence of the Minister and in the interim between pastorates. It shall concern itself with the polity, doctrine and membership of this Church; and shall bear responsibility for interpretation of matters of faith and qualifications for membership in this Church. It shall accept applications for new membership and shall provide the means for a membership course and presentation of applicants to the Congregation for a vote.
- c. The Team shall take special care to see that the sick, the poor, the sorrowing, the indifferent and strangers to the Congregation are recognized and that their needs are attended to within the abilities of the Church.
- d. For purposes consistent with their duties, the Team may raise, hold and disburse monies separate from other church accounts.

## **Section 3: Finance Ministry Team**

- a. The Finance Ministry Team shall be composed of three Church members; either one or two of whom shall be elected annually by the Congregation for a term of two years.
- b. The Team shall oversee the appropriate investment of Church funds and shall track the performance of those investments.
- c. The Team shall develop an annual Church budget, which it shall submit to the

- Congregational Council.
- d. The Team shall annually recommend insurance coverage for the Church and church properties and personnel, including bonding and professional liability insurance.
  - e. All financial records of the Church, except for individual pledging and giving records, shall be open for inspection by Church members.

#### **Section 4: Stewardship Ministry Team**

- a. The Stewardship Ministry Team shall be composed of three Church members; either one or two of whom shall be elected annually by the Congregation for a term of two years.
- b. The Team shall be responsible for stewardship education, and the organization of annual pledges and giving in support of the Church and its programs and activities.

#### **Section 5: Christian Growth Ministry Team**

- a. The Christian Growth Ministry Team shall be composed of three Church members; either one or two of whom shall be elected annually by the Congregation for a term of two years.
- b. The Team shall assume responsibility for education programs and Christian growth endeavors of the Church. It shall provide curriculum materials, appoint teachers and establish classes for all ages. It shall supervise and direct the educational work of the Church and shall perform other duties consistent with the Church's mission.

#### **Section 6: Community Presence and Outreach Ministry Team**

- a. The Community Presence and Outreach Ministry Team shall be composed of three Church members; either one or two of whom shall be elected annually by the Congregation for a term of two years.
- b. The Team shall be responsible for the coordination of mission work throughout the Church and shall inform the Congregation of opportunities for participation. It may arrange for special offerings during the year, and shall designate which mission project shall receive said offerings.
- c. The Team shall disburse the budgeted Community Presence and Outreach funds of the Church. Each year's budget shall be based upon a minimum of ten percent of the pledge income received during the previous twelve months ending September 30<sup>th</sup>. Dedicated Missions donations shall be added to the budgeted funds. The Team shall annually provide a sum of money for a Minister's discretionary fund which shall be held by and expended at the sole discretion of the Minister.
- d. The Team shall also be concerned with the Church's presence in the local and broader community, and shall cultivate goodwill wherever possible.

### **Section 7: Building Administration and Maintenance Ministry Team**

- a. The Building Administration and Maintenance Ministry Team shall be composed of three Church members; either one or two of whom shall be elected annually by the Congregation for a term of two years.
- b. The Team shall be responsible for overseeing the maintenance of the church properties and tending to their internal and external appearance. The Team shall supervise repairs, renovations and regular upkeep. They shall solicit bids for work and negotiate contracts.

### **Section 8: Membership, Fellowship and Hospitality Ministry Team**

- a. The Membership, Fellowship and Hospitality Ministry Team shall be composed of three Church members; either one or two of whom shall be elected annually by the Congregation for a term of two years.
- b. The Team shall create an environment to promote membership in the Church and facilitate opportunities for fellowship among the Congregation, parish members and the broader community.

## **ARTICLE XI: NOMINATING COMMITTEE**

### **Section 1: Membership**

The Nominating Committee shall be composed of three members who are not also then serving in any elected position or Office of the Church, and are elected by the Congregation at the Annual Meeting of the Church after nominations from the floor. They shall be elected for one term of three years. The Nominating Committee shall elect its own chairman who shall serve as a member of the Congregational Council.

### **Section 2: Duties**

The Nominating Committee shall nominate persons for Moderator, Associate Moderator, Clerk, Treasurer and the following teams: Worship and Pastoral Care/Diaconate; Building Administration and Maintenance; Membership, Fellowship and Hospitality; Community Presence and Outreach; Stewardship; Christian Growth; and Finance. It shall also nominate Members-at-Large for positions on the Congregational Council and delegates and alternates to meetings of Affiliated Organizations. It shall present its official report of nominees to the Moderator at least three weeks prior to the Annual Meeting. It shall be responsible for recommending to the Congregational Council persons to fill vacancies in un-expired terms.

## **ARTICLE XII: CHURCH ORGANIZATIONS AND REPRESENTATIVES**

### **Section 1: Church Organizations**

Church Organizations shall be defined as active groups that desire to be affiliated with the Church, are not under the auspices of any Team or Standing Committee and have been designated as affiliates by the Congregational Council. The Congregational Council shall have general oversight of these Organizations. Church Organizations shall prepare, adopt and amend their own bylaws which must be approved by the Congregational Council before said bylaws become effective, adopt rules and regulations, elect their own officers, raise, hold and disburse their own funds, and conduct their own affairs. These organizations are entitled to full use of church facilities, subject to restrictions defined by the Congregational Council.

## **ARTICLE XIII: AFFILIATIONS**

### **Section 1: The National Association of Congregational Christian Churches**

- a. This Church shall be an active member of the National Association of Congregational Christian Churches.
- b. The Congregation shall annually elect one or more Church members to be a delegate and/or an alternate to the Annual Meeting of the National Association of Congregational Christian Churches and shall provide funds for the expenses of their attending that meeting.
- c. Delegates shall report to the Congregational Council and the Congregation.

### **Section 2: The Congregational Christian Council of Maine**

- a. This Church shall be an active member of the Congregational Christian Council of Maine.
- b. The Congregation shall annually elect one or more Church members to be delegates to the fellowship meetings of the Congregational Christian Council of Maine and shall provide funds for the expenses of their attending that meeting.
- c. Delegates shall report to the Congregational Council and the Congregation.

### **Section 3: Other Delegates**

The Congregational Council shall appoint other delegates as needed and shall fill vacancies in elected delegate positions.

### **Section 4: Ecumenical Relationships**

This Church recognizes the value of ecumenical participation and fellowship and encourages ecumenical endeavors that work toward common goals with other denominations.

#### **ARTICLE XIV: FISCAL YEAR**

The fiscal year of the Church shall begin on January 1 and end on December 31.

#### **ARTICLE XV: RULES OF ORDER**

The rules contained in Robert's Rules of Order Newly Revised shall govern procedures at all meetings unless they conflict with these bylaws or with any special rules of order, which the Congregation may adopt.

#### **ARTICLE XVI: AMENDMENTS**

These bylaws may be amended by two-thirds of those Church members present and voting at any annual or special meeting of the Church, provided that the text of any proposed amendment has been submitted to the Clerk in writing thirty days before said meeting and that the proposed amendment has been mailed with notice of the meeting to all members of the Church at least ten days before the date of said meeting.

#### **ARTICLE XVII: IMPLEMENTATION**

These bylaws shall become effective thirty days after their adoption, by two-thirds of those members present and voting at a meeting of the Congregation called for that purpose. Immediately after adoption of these bylaws a Special Committee shall serve during the period between the adoption and implementation of these bylaws; and shall nominate persons to such positions as need to be filled at the time of implementation. The Congregational Council shall provide guidelines for the transition of Boards and Committees and Teams to the provisions of these bylaws.

#### **ARTICLE XVIII: EFFECTIVE DATE**

These bylaws are a revision of those adopted on January 31, 1945 and revised in February of 1964; on April 16, 1978; on January 19, 1983; on January 15, 1986; on January 20, 1988; on October 8, 1989; on April 4, 1990; on December 4, 1991; on December 1, 1993; on August 19, 1994; on April 5, 1995; on October 4, 1995; on April 1, 1998; on May 5, 2002; on November 23, 2003 and on December 4, 2005.