

**Bylaws**  
**(Rules of the Covenant)**  
**of**  
**The Church of the Pilgrimage**  
**Town Square, Plymouth, Massachusetts**  
**2012/Revised 2019**

**TABLE OF CONTENTS**

<b>Article</b>	<b>Page</b>
<b>Article I – Name</b>	<b>3</b>
<b>Article II – Covenant</b>	<b>3</b>
<b>Article III – Character</b>	<b>3</b>
A. Governance	<b>3</b>
B. The Right of Private Judgment	<b>3</b>
<b>Article IV – Statement of Faith, Mission, and Vision</b>	<b>4</b>
A. Statement of Faith	<b>4</b>
B. Mission	<b>4</b>
C. Vision	<b>4</b>
<b>5</b>	
<b>Article V – General Provisions</b>	<b>6</b>
<b>Article VI – Membership</b>	<b>6</b>
A. Classes of Membership	<b>6</b>
B. Reception of Active and Associate Members	<b>7</b>
C. Review of Membership Rolls	<b>7</b>
D. Termination	<b>7</b>
<b>Article VII – Meetings</b>	<b>8</b>
A. Worship	<b>8</b>
B. Business Meetings	<b>9</b>
<b>Article VIII – Pastoral Officers</b>	<b>11</b>
A. Pastoral Officers	<b>11</b>
B. Pastors	<b>11</b>
C. Deacons and Deacons Emeritus	<b>13</b>
<b>Article IX – Administrative Officers</b>	<b>13</b>
A. Administrative Officers	<b>13</b>
B. Election and Term of Office	<b>14</b>
C. Dismissal	<b>14</b>
D. General Duties	<b>14</b>
E. Moderator	<b>15</b>
F. Assistant Moderator	<b>15</b>
G. Clerk	<b>15</b>
H. Assistant Clerk	<b>16</b>
I. Treasurer	<b>16</b>
J. Assistant Treasurer	<b>17</b>
<b>Article X – Church Council, Boards, Committees, and Delegation</b>	<b>17</b>
A. Organization	<b>17</b>
B. Membership	<b>19</b>
C. Church Council	<b>20</b>
D. Board of Deacons	<b>22</b>

Pastoral Relations Committee	23
Visitation Committee	24
Good Samaritan Committee	24
Memorial Fund Committee	24
E. Board of Trustees	25
Investment Committee	26
Budget Committee	26
Personnel Committee	26
House Committee	26
Memorial Garden and Columbarium Committee	27
Collectors	27
Church Historian	27
F. Board of Christian Education	28
G. Missions and Outreach Committee	29
H. Music Committee	29
I. Nominating Committee	30
J. Stewardship Committee	31
K. Membership and Evangelism Committee	31
L. Auditing Committee	32
M. United Church of Christ Delegation	32
<b>Article XI – Designated Church Organizations</b>	<b>33</b>
<b>Article XII – Indemnification</b>	<b>33</b>
<b>Article XIII – Amendments</b>	<b>34</b>
<b>Appendices</b>	<b>34</b>
<b>Appendix I.</b> <i>Personnel Policies and Procedures of The Church of the Pilgrimage</i>	
<b>Appendix II.</b> <i>Resolution and Call to Action on the Issue of The Church of the Pilgrimage, UCC Becoming an Open and Affirming Church</i>	
<b>Appendix III.</b> <i>Safe Church Policies and Procedures–The Church of the Pilgrimage</i>	
<b>Appendix IV.</b> <i>Election and Appointment Matrix</i>	

**(Rules of the Covenant)**  
**Bylaws of**  
**The Church of the Pilgrimage**  
**Town Square, Plymouth, Massachusetts**  
**2012**

**Article I - Name**

The name of this Church shall be THE CHURCH OF THE PILGRIMAGE. This Church was incorporated in 1890 under the laws of the Commonwealth of Massachusetts. The Church of the Pilgrimage has Congregational - Christian heritage. Its Pilgrim history is rooted in Scrooby, Leyden, and the Mayflower.

**Article II - Covenant**

The covenant by which The Church of the Pilgrimage exists as a distinct body and which every member accepts is as follows:

We are united in striving to know the will of God, and to walk in His ways, made known or to be made known to us. We hold it to be the mission of The Church of Christ to proclaim the gospel to all mankind, laboring for the progress of knowledge, the promotion of justice, the reign of peace, and the realization of human brotherhood. And we look with faith for the triumph of righteousness and the life everlasting. Amen.

**Article III - Character**

**A. Governance**

The government of this Church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of the mutual counsel and cooperation which are common within the United Church of Christ.

**B. The Right of Private Judgment**

This Church recognizes the Bible as the sufficient rule of faith and practice and holds that living in accordance with the teachings of Jesus Christ is the true test of fellowship. Each Active and Associate Member shall have the right to follow the Word of God according to the dictates of his or her own conscience, under the enlightenment of the Holy Spirit.

**Article IV - Statement of Faith, Mission, and Vision**

**A. Statement of Faith**

The Church accepts, as its own, the following Statement of Faith adopted by the General Synod of the United Church of Christ assembled in Philadelphia, Pennsylvania, on July 4, 1961, and as adapted in doxology form for the twenty-fifth

anniversary of the United Church of Christ. This Statement of Faith is not a test but an expression of the spirit in which the Church interprets the Word of God.

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 cost and joy of discipleship, to be your servants in the service of others, to proclaim the gospel to all the world and resist the powers of evil, to share in Christ's baptism and eat at his table, to join him in his passion and victory.

You promise to all who trust you forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, your presence in trial and rejoicing, and eternal life in your realm which has no end. Blessing and honor, glory and power be unto you. Amen.

## **B. Mission**

The mission of the Church shall be:

- Maintenance of the public worship of God, according to the faith and polity of the United Church of Christ.
- Training for the Christian life and the development of Christian character.
- Strengthening of the spiritual, moral, and social life of the community.
- The propagation of the Gospel at home and abroad.
- Advancement of God's Kingdom of righteousness, justice, and peace.

We seek to be a community of God's people united in our desire to glorify and serve God in Plymouth and beyond. Together we strive to develop our relationship with Jesus Christ, to grow under the guidance of the Holy Spirit, and to deliver God's Word with joy to others through:

- Worship
- Prayer

- Music
- Christian Education
- Reaching out to others in spiritual or physical need
- Sincere caring for one another
- Fellowship with each other.

### **C. Vision**

- We welcome all people of Christian faith to participate fully in our Church's life. We respect and value people's diverse talents and perspectives, for all are beloved children of God.
- We are an "Open and Affirming Congregation" of the United Church of Christ. We embrace differences in gender, age, race, sexual orientation, gender identity, ethnic and socio-economic background, physical and mental ability. See Appendix II: *"Resolution and Call to Action on the Issue of The Church of the Pilgrimage, UCC Becoming an Open and Affirming Church."*
- We seek a deeper understanding of God's Word through study of Scripture and the teaching and example of Christ, and through mutual prayer for each other.
- We share the leadership of the Congregation, under the guidance of the Holy Spirit, and together determine our direction and purpose in a strong and competent ministry.
- We worship and work together as the Body of Christ through honest, open communication in a positive and loving atmosphere, making decisions together after sharing all the available facts. When we disagree, we strive to do so in a healthy, loving way.
- We share in the creation of an enthusiastic, open and caring Church that has a deep level of spirituality so we can truly say, "the spirit is moving here"!
- We seek to ensure that all who participate in our Church's life, including children, adults, and church workers, whether paid or volunteer, will have a safe, secure, and nurturing environment in which to work and explore their relationship with God and each other. See Appendix III: *"Safe Church Policies and Procedures – The Church of the Pilgrimage."*

## **Article V - General Provisions**

Whenever in these Bylaws the terms “Church” or “Congregation” are used, they should be understood to mean “The Church of the Pilgrimage.” The term “church” is used to mean churches other than “The Church of the Pilgrimage.”

In these Bylaws all standing subcommittees of standing Boards and Committees are identified as Committees.

## **Article VI - Membership**

### **A. Classes of Membership**

There shall be three classes of Members: Active, Associate, and Inactive.

#### **1. Active Members**

The Active Members of the Church shall be those baptized persons who have given assent to the Covenant of the Church, affirmed the spirit of the Statement of Faith of the United Church of Christ, and been received into the Church as Active Members with the approval of the Board of Deacons.

Active Members shall be received by Confession of Faith and Baptism (if not previously baptized), by presentation of a satisfactory Letter of Transfer from another church, or by Reaffirmation of Faith. Membership instruction shall be available to prospective members.

Active Members of the Church are Members of The Church of the Pilgrimage corporation and are entitled to vote at Business Meetings. Only Active Members eighteen years and over shall be allowed to vote on financial matters.

Active Members are expected to strive to live the Christian life, attend the services of the Church, provide financial support, share in its work, and seek diligently the spiritual welfare of all

#### **2. Associate Members**

Associate Members shall be persons who wish to participate in the life of the Church without becoming Active Members and who have given assent to the Covenant of the Church. Such persons are received into Associate Membership with the approval of the Board of Deacons. Associate Membership is not transferrable to another church.

Associate Members are expected to strive to live the Christian life, attend the services of the Church, provide financial support, share in its work, and seek diligently the spiritual welfare of all.

Associate Members shall be eligible to serve as voting members on all Church Boards and Committees except the Nominating Committee and those dealing with doctrinal or educational matters, including The Board of

Deacons, the Board of Christian Education, and the United Church of Christ Delegation.

Associate Members may attend and participate in discussions but may not vote at Business Meetings of the Church.

### **3. Inactive Members**

Active Members shall be transferred to the Inactive List by the Clerk, if their addresses are unknown or because, for a period of one (1) year, in spite of kindly approaches by the Membership and Evangelism Committee, they have not communicated with the Church or contributed to its support. Persons whose Membership has been transferred to the Inactive List may, upon evidence of renewed interest, be restored to their former Active Member status list by the Clerk. If, after the expiration of one (1) year from the date of such restoration, they have made no effort to renew their active connection with the Church, the Clerk shall apprise the Board of Deacons and transfer them back to the Inactive List.

Inactive Members may not vote at Business Meetings of the Church.  
Inactive Members may not serve on Church Boards and Committees.

## **B. Reception of Active and Associate Members**

Persons approved by the Board of Deacons to join the Church as Active or Associate Members shall be expected to present themselves at a worship service of the Church to be received into Membership in such manner as may be determined by the Board of Deacons and Senior Pastor. Persons unable to attend such a worship service because of special circumstances, may be received as determined by the Board of Deacons and Senior Pastor.

## **C. Review of Membership Rolls**

The Membership and Evangelism Committee shall review the membership rolls of the Church regularly, in consultation with the Clerk, Senior Pastor, and Church Office Staff. The Committee shall determine and report to the Clerk by May of each year, Active Members who qualify for the Inactive List in accordance with Article VI, Section A., 3., and Associate Members whose membership should be terminated in accordance with Article VI, Section D., 2.

## **D. Termination**

### **1. Active Members**

#### **a. Letter of Transfer**

Any Active Member in good and regular standing who desires a letter of transfer to another church, is entitled to receive it from the Clerk. When a letter of transfer is granted, Active Membership in the Church shall terminate.

General Letters of transfer not addressed to a particular church shall not be granted.

### **b. Termination Without Letter of Transfer**

If an Active Member requests in writing to be released from covenant obligation, the Board of Deacons shall grant the request and terminate such Membership.

## **2. Associate Members**

A person's Associate Membership in the Church shall be terminated by the Clerk upon receiving the request of that person or because that person's address is unknown or because for a period of one (1) year, in spite of kindly approaches by the Membership and Evangelism Committee, that person has not communicated with the Church or contributed to its support.

## **3. For Cause**

### **a. Removal of Active Member**

Should an Active Member become an offense to the Church, by reason of unChristian conduct or by breach of covenant vows, the Board of Deacons is authorized to make any necessary investigations on behalf of the Church and to take appropriate action with reference thereto, including but not limited to calling a Special Meeting of the Church to consider that Active Member's status.

In accordance with Section 18 of the Massachusetts General Law, Chapter 180, Corporations For Charitable and Certain Other Purposes, under which the Church is incorporated, "No member of such corporation shall be expelled by vote of less than a majority of all the members thereof, nor by vote of less than three quarters of the members present and voting upon such expulsion."

### **b. Removal of Associate Member**

Should an Associate Member become an offense to the Church, by reason of unChristian conduct or by breach of covenant vows, the Board of Deacons is authorized to make any necessary investigations on behalf of the Church and to take appropriate action with reference thereto, including terminating that individual's Associate Member status.

## **Article VII - Meetings**

### **A. Worship**

Meetings for worship shall be held Sundays at such place and hour as the Board of Deacons may determine. The order of service and general arrangements of worship shall be under the direction of the Pastors, subject to the approval of the Board of Deacons. The Lord's Supper shall be administered on the first Sunday in every month, or upon such other occasions as the Board of Deacons may, for sufficient reason, select. Other meetings for worship may be held at other times as determined by the Pastors and the Board of Deacons or by vote of the Church.

### **B. Business Meetings**



## **1. Annual Meeting**

The Annual Meeting of the Church shall be held on the first Sunday of May each year, though this meeting may be rescheduled to another Sunday by a two-thirds vote of those present and voting at a Church Council meeting.

All written annual reports of the Pastors, Officers, Boards, and Committees of the Church shall be made available to Members of the Church at least fourteen (14) days prior to the Annual Meeting. At this Meeting, the reports of the Clerk, Treasurer, Auditing Committee, and Pastors shall be presented, and the report of the Nominating Committee shall be acted upon. Additional reports may be presented and discussed as needed.

Other business may be transacted if it is approved by the majority of the members present and voting at the meeting.

## **2. Budget Meeting**

The Budget Meeting of the Church shall be held on the fourth Sunday of January each year, though this meeting may be rescheduled to another Sunday by a two-thirds vote of those present and voting at a Board of Trustees meeting.

At this meeting the Budget for the new year shall be presented and acted upon. If there is a report of the Nominating Committee, it shall be acted upon. Additional reports may be presented and discussed as needed.

Other business may be transacted if it is approved by the majority of the members present and voting at the meeting.

## **3. Special Meetings**

Special Meetings of the Church shall be called by the Moderator, upon the written request of the Church Council, the Board of Deacons, the Trustees, or any twelve (12) Active Members of the Church, specifying the object of the Meeting. Notwithstanding the above, a Special Meeting to consider the dismissal of a Pastor shall only be called upon the joint recommendation of the Board of Deacons and the Church Council.

## **4. Procedure**

### **a. Agenda**

1. If possible, items to be placed on the agenda for the Annual and Budget Meetings of the Church should be submitted in writing to the Moderator at least ten (10) days prior to the Meeting.

2. All items to be placed on the agenda for Special Meetings of the Church must be submitted in writing to the Moderator at least ten (10) days prior to the Meeting.

3. Additional items may be placed on the agenda of the Annual and Budget Meetings for consideration during the meeting with the consent of a majority of the members present and voting at the Meeting.

**b. Order of Business**

The Order of Business at Business Meetings of the Church shall, in general, follow the pattern indicated below to incorporate the agenda set by the Moderator in consultation with the Church Council, in accordance with Article IX, Section E., 2.

1. Determination of a quorum
2. Call to Order
3. Approval of the minutes of the previous Meeting
4. Reports of Officers, Boards, Standing Committees, and Delegations
5. Reports of Select or ad hoc Committees established by the Church
6. Unfinished Business
7. New Business
8. Adjournment

**c. Notice**

The Clerk shall notify the Active and Associate Members of the Church, either by Church publication, by mail, or by email, of all Business Meetings of the Church at least seven (7) days before the date of the Meeting. This notification shall include the agenda of the Meeting as then known. The notice shall be posted by the Clerk in the Church's Allerton Hall and Rev. John Robinson Center at least seven (7) days before the date of the Meeting and shall be read from the pulpit during the service of worship at least one (1) Sunday preceding such Meeting.

**d. Quorum**

At any Business Meeting of the Church, fifty(50) Active Members shall be necessary for a quorum.

**e. Parliamentary Authority**

In all matters not otherwise provided for in the Laws of the Commonwealth of Massachusetts and in these Bylaws, this Church shall use the current edition of *Robert's Rules of Order Newly Revised* as the parliamentary authority at all Business Meetings of the Church.

**f. Proxy Votes**

Proxy votes shall not be allowed at any meeting of any Board or Committee, the Church Council, or Business Meeting of the Church.

## **Article VIII - Pastoral Officers**

### **A. Pastoral Officers**

The Pastoral Officers of the church shall be as follows:

Pastor(s)  
Deacons  
Deacons Emeritus

A Pastoral Officer shall not, in the course of performing his or her duties, vote on any matter at a Church Council meeting in which the Pastoral Officer could have a personal financial gain or loss.

### **B. Pastors**

#### **1. Election and Term of Office**

**a.** The Pastors shall be elected by at least a ninety percent (90%) affirmative vote of the Members present and voting at a Special Meeting called for that purpose. The Pastors shall serve until they resign or are dismissed by the Church.

**b.** If the Church is temporarily without a Pastor, or if for any reason a Pastor is absent or unable to carry on regular duties, the Board of Deacons shall act as a Pulpit Supply Committee to secure a temporary or Interim Pastor. All pastoral concerns during the temporary absence of a Pastor may be directed to the Board of Deacons.

**c.** When the Church is seeking to call a Pastor, the Church Council shall, taking into consideration the recommendations of the Board of Deacons, appoint nine (9) Active Members to constitute a Pastoral Search Committee to present and recommend a candidate for that position to the Church for its consideration and vote, in accordance with Article X, Section C., 12. When the Church is seeking to call an Associate Pastor, the Senior Pastor may also serve, but without vote, on the Pastoral Search Committee.

#### **2. Duties**

**a.** The Pastors shall fulfill the usual duties of the pastoral office through leadership in worship, wise and diligent pastoral supervision, preaching, and teaching according to the needs of the Congregation and the discernment of Christ's will for it. The Pastors shall administer the sacraments, provide counsel, take charge of the services of worship, and provide guidance for all of the activities of the Church, in cooperation with the respective Officers, Boards, and Committees.

**b.** The Pastors shall be responsible to the Church Council through the Board of Deacons and ultimately to the Congregation.

- c. The Senior Pastor shall supervise leaders of specific spiritual/social programs, Associate Pastor(s), student Pastors, all assistants to the Pastors, Directors of Christian Education, Music Directors, and Organists, in association with appropriate supervisory Committees and Boards.
- d. The Senior Pastor shall provide day-to-day programmatic supervision of the Church's Administrative Staff (Administrative Assistant(s), Sexton(s), and all other administrative employees) to maintain procedures and continuity of Church activities.
- e. Associate Pastor(s), being ordained pastors, shall serve as assistant Pastor(s) and be responsible to the Senior Pastor in conjunction with the Church Council, and through the Board of Deacons, ultimately to the Congregation. Associate Pastor(s) shall perform all pastoral functions within the church as directed by the Senior Pastor.
- f. The Senior Pastor and Associate Pastor shall be members with vote on the Church Council. They shall be members without vote on all other Boards, Committees, and the Delegation of the Church, with the exception that they shall not be members of the Nominating Committee.
- g. At the Annual Meeting of the Church, the Pastors shall make a written report of their work and of the ministries of the Church.
- h. An annual performance review of the Pastors shall be conducted by the Chairperson and Vice-Chairperson of the Board of Deacons, in conjunction with the Moderator.

### **3. Dismissal**

A Senior Pastor or Associate Pastor may be removed from office by a two-thirds affirmative vote of the Members present and voting at a Special Meeting of the Church called upon the joint recommendation of the Board of Deacons and the Church Council for the sole purpose to consider the pastoral relationship.

## **C. Deacons and Deacons Emeritus**

### **1. Deacons**

Deacons are Pastoral Officers of the Church. Individuals are eligible to be Deacons if they are Active Members of the Church and have demonstrated leadership by and through participation in the life of the Church. Deacons are elected at the Annual Meeting of the Church to serve as members of the Board of Deacons, according to the provisions of Article X, Section D. The Board of Deacons shall be responsible, with the Pastors, for the spiritual and general well-being of the Church. Membership and the exercise of rights on the Board of Deacons is terminated when a Deacon completes his or her elected term of office.

Deacons who are no longer members of the Board of Deacons, but who remain Active Members of the Church, may assist with Deacon duties, such as serving Communion, upon the request and under the direction of Deacons who are members of the Board of Deacons.

## **2. Deacons Emeritus**

Deacons who have served on the Board of Deacons for at least two (2) full terms, who are Active Members of the Church, and whose service to the Church has been considered exemplary, may, by vote of the Board of Deacons be honored by being named Deacon Emeritus of the Church.

## **3. Dismissal**

A Deacon serving an elected term on the Board of Deacons may be removed from office by a two-thirds affirmative vote of the Active Members present and voting at a Special Meeting of the Church called for that purpose.

# **Article IX - Administrative Officers**

## **A. Administrative Officers**

The Administrative Officers shall be as follows:

Moderator  
Assistant Moderator  
Clerk  
Assistant Clerk  
Treasurer  
Assistant Treasurer

All Administrative Officers shall be Active Members of the Church.

An Administrative Officer shall not, in the course of performing his or her duties, vote on any matter at a Church Council meeting in which the Administrative Officer could have a personal financial gain or loss.

## **B. Election and Term of Office**

1. The Moderator, Assistant Moderator, Clerk, and Assistant Clerk shall be elected at the Annual Meeting. The Treasurer and Assistant Treasurer shall be elected at the Budget Meeting.

2. The Moderator shall serve for two (2) years immediately following his or her election or until his or her successor is chosen. All other Administrative Officers shall serve for one (1) year immediately following their election or until their successors are chosen.

3. The Moderator shall ordinarily be limited to two (2) consecutive terms. The Moderator may then be elected for additional terms after a period of one (1) year following his or her terminal year of service. However, when

there is an extraordinary need to do so, a Moderator may be elected to serve a third (3<sup>rd</sup>) consecutive term. In the case of the resignation, disability, or death of the Moderator, the Assistant Moderator shall perform the duties of the Moderator until a Moderator is elected at a Church Business Meeting.

4. Any Administrative Officer may resign from his or her position by notifying the Moderator in writing. The Moderator shall notify the Clerk and the Nominating Committee of the vacancy.

### **C. Dismissal**

An Administrative Officer may be removed from office by a two-thirds affirmative vote of the Active Members present and voting at a Special Meeting of the Church called for that purpose.

### **D. General Duties**

1. All Administrative Officers shall assure that copies of all records, for which they are responsible, are submitted to the Church office in a timely manner.
2. In the absence or incapacity of an Administrative Officer, the Assistant shall assume the duties of that office.

### **E. Moderator**

The Moderator shall:

1. Preside at all Business Meetings of the Church as provided for in Article VII, Section B., and at all meetings of the Church Council. The Moderator shall ensure that such Meetings are conducted in accordance with the Laws of the Commonwealth of Massachusetts and these Bylaws and, in matters not provided for in those Commonwealth Laws or these Bylaws, by the current edition of *Robert's Rules of Order Newly Revised*.
2. Prepare the Agenda of all Business Meetings of the Church in consultation with the Church Council. The Moderator shall prepare the Agenda of Church Council meetings.
3. Advise the Boards and Committees of the Church of the duties required of them by these Bylaws as well as the obligations placed upon them by actions of the Church Council and Church Business Meetings.
4. In consultation with the Pastors and Nominating Committee, appoint Active or Associate Members as appropriate of the Church to fill a vacancy, should one occur for an Officer, or on any Board, Committee, or the United Church of Christ Delegation, and notify the Nominating Committee of the appointment. Such appointee shall serve only until the next Church Council Meeting or Business Meeting of the Church, at which Meeting a successor shall be elected to serve the balance of the unexpired term. Appointments to vacancies on the Board of Deacons shall be limited to previously elected

Deacons. The Moderator shall notify the Church Office and Nominating Committee of all appointments.

5. The Moderator, in conjunction with the Chairperson and Vice-Chairperson of the Board of Deacons, shall conduct an annual performance review of the Pastors.

6. In the Moderator's absence, the Assistant Moderator shall preside at all Church Council and Church Business Meetings.

#### **F. Assistant Moderator**

The Assistant Moderator shall become proficient in all duties of the Moderator and shall perform such duties in the absence of the Moderator or as directed by the Moderator.

#### **G. Clerk**

The Clerk shall:

1. Keep a record of all Business Meetings of the Church.
2. Act as secretary for the Church Council and keep a record of all Church Council Meetings.
3. Keep the Church's Active, Associate, and Inactive Membership records current, and assure that these records contain status, dates, and modes of reception and removal. Assure that the Church Office maintains current Member addresses.
4. Assure that records are kept of all baptisms, marriages, and funerals performed in the Church or performed by a Pastor representing the Church.
5. Assure that copies of all Church records are properly maintained by the Church office.
6. Upon request of a Member, issue a Letter of Transfer directly to the designated church. Upon the recommendation of the Membership and Evangelism Committee and in accordance with the provisions of Article VI, transfer Active Members to the Inactive List, restore Inactive Members to Active Membership, and terminate the membership of Associate Members.
7. Maintain a master copy of the Church Bylaws and assure that record is kept of all Bylaw revisions.
8. Provide notice of all Business Meetings of the Church as described in Article VII, Section B., 4., c., of these Bylaws.
9. Fulfill such other duties as may be incident to the office of Clerk.

#### **H. Assistant Clerk**

The Assistant Clerk shall become proficient in all duties of the Clerk. The Assistant Clerk shall perform such duties in the absence of the Clerk or as directed by the Clerk.

## **I. Treasurer**

The Treasurer shall be a member without vote on the Board of Trustees and shall:

1. Oversee the receipt, holding, and disbursement of all moneys of the Church and be responsible for assuring that accurate books of accounts are kept.
2. Supervise the deposit of all moneys in such banking institutions as shall be approved by the Board of Trustees.
3. Have the custody of the investments of the Church, which shall be held under the direction and control of the Board of Trustees.
4. Be responsible for assuring that an adequate record of all income from invested funds is maintained, indicating such income as may have been designated for a particular purpose.
5. Shall be responsible for assuring that separate accounts are kept as follows:
  - a. of all money contributed to the Good Samaritan Fund, which shall be held subject to the order of the Pastor in conjunction with the Good Samaritan Committee of the Board of Deacons.
  - b. of money received for Christian Benevolence or other designated purposes, to be held and disbursed by the order of the Missions and Outreach Committee .
  - c. of all money raised or contributed for support of public worship and the work of the Church, to be held and disbursed by the order of the Board of Trustees.
6. All extraordinary or non-contractual bills must be approved by the Chairperson of the Board of Trustees before payment under the direction of the Treasurer.
7. The Treasurer shall make written Financial Reports in detail and present them at Board of Trustees meetings, Church Council meetings, the Church's Budget Meeting, and in the annual report of the Church's Annual Meeting.
8. The Board of Trustees shall provide adequate bonding for the Treasurer.
9. The Treasurer shall recommend to the Board of Trustees suitable candidates for the Board to appoint as Collectors.

## **J. Assistant Treasurer**

The Assistant Treasurer shall become proficient in all duties of the Treasurer. The Assistant Treasurer shall perform such duties in the absence of or as directed by the Treasurer. The Board of Trustees shall provide adequate bonding for the Assistant Treasurer.

# **Article X - Church Council, Boards, Committees, and Delegation**

## **A. Organization**

1. The standing organizational units of the Church shall be:



Church Council  
Board of Deacons  
Board of Trustees  
Board of Christian Education  
Missions and Outreach Committee  
Music Committee  
Nominating Committee  
Stewardship Committee  
Membership and Evangelism Committee  
Auditing Committee  
United Church of Christ Delegation

2. All Board, Committee, and Delegation members will be elected at the Annual Meeting of the Church, except members of the Stewardship Committee will be elected at the Budget Meeting of the Church.
3. Board, Committee, and Delegation members will begin their term of office immediately following their election, except the term of office for Board of Christian Education members, elected at the Annual Meeting, shall begin July 1 and end June 30, to provide continuity for the Church School.
4. The Boards, Committees, and Delegation of the Church shall meet within one (1) month of their election to organize and elect a Chairperson and other officers as necessary. The highest ranking past officer or, if there is none, the longest term member still serving, shall act as the Chairperson Pro Tem of the Board, Committee, or Delegation until its reorganization.
5. Prior to every scheduled meeting of the Church Council, the Moderator shall notify the Church Office and Pastors as to the time, place, and purpose of the meeting. Each Board, Committee, and Delegation shall give advance notice to the Church Office, Pastors, and Moderator as to the time, place, and purpose of their meetings.
6. In all matters not otherwise provided for in the Laws of the Commonwealth of Massachusetts and in these Bylaws, meetings of the Council, Boards, Committees, and Delegation shall be conducted under the authority of the current edition of *Robert's Rules of Order Newly Revised*.
7. All meetings of the Church Council, Boards, Committees, and the Delegation are open to Active and Associate Members of the Church, except when the Council or a Board, Committee, or the Delegation votes to go into Executive Session.
8. At any meeting of the Church Council, the presence of at least a majority of the members currently serving on the Church Council shall be necessary for a quorum.

At any meeting of the Boards, Committees, or the Delegation, the presence of at least a majority of those persons elected or appointed to serve on those Boards, Committees, or the Delegation shall be necessary for a quorum.

The Pastors, Chairperson and Vice Chairperson of the Board of Deacons, Moderator, Assistant Moderator, Church Clerk, and Treasurer shall be counted in the quorums of the Church Council.

The Pastors shall not be counted in the quorums of any Board, Committee, or the Delegation of the Church. The Treasurer shall not be counted in the quorum of the Board of Trustees.

**9.** The Church Council, Boards, Committees, and the Delegation shall submit a copy of the approved minutes of each of their meetings to the Church Office in a timely manner. Any non-approved minutes distributed shall be clearly marked "DRAFT."

**10.** The Church Council, Boards, and Committees of the Church may appoint ad hoc subcommittees and individuals, as they deem advisable, to assist them in specific aspects of their work for the Church. Such ad hoc subcommittees should be provided with a written charge and a specific discharge date.

## **B. Membership**

**1.** The Pastoral and Administrative Officers of the Church shall not be elected or appointed to, nor vote on any standing Board, Committee, or Delegation of the Church, with these three exceptions:

**a.** Deacons are elected to serve as voting members of the Board of Deacons.

**b.** the Pastors, Chairperson and Vice Chairperson of the Board of Deacons, Moderator, Assistant Moderator, Clerk, and Treasurer shall serve as voting members of the Church Council.

**c.** in situations where the Church Council deems it in the best interest of the Church, a Pastoral or Administrative Officer may be authorized by the Council to also serve simultaneously on the United Church of Christ Delegation or as an Alternate United Church of Christ Delegate.

**2.** In general, and with the exception of those who serve on the Church Council in accordance with Article X, Section C., and those who serve as Alternate United Church Delegates, Active and Associate Members may not be elected nor appointed to serve simultaneously on more than one (1) of the standing Boards, Committees, or Delegation of the Church. In unusual situations where the Church Council deems it in the best interest of the Church, an Active or Associate Member may be authorized by the Council to serve simultaneously on more than one (1) of these Boards, Committees, or the Delegation.

**3.** No member of a Board, Committee, or Delegation shall vote at its meetings on any matter in which the member could have a personal financial gain or loss. No employee of the Church shall be a voting member of the Board of Trustees. No musician employed by the Church shall be a voting member of the Music Committee.

**4.** Members of all Boards and Committees of the Church shall serve a term of three (3) years or until their successors are chosen. All Board and Committee members shall ordinarily be limited to two (2) consecutive terms. They may then be elected for additional terms on the same Board or

Committee after a period of one (1) year following their terminal year of service. However, when there is an extraordinary need to do so, a Board or Committee member may be elected to serve a third (3<sup>rd</sup>) consecutive term on the same Board or Committee. A person who has been appointed or elected to fill an unexpired term shall still be eligible for nomination and election to that position as indicated above.

5. Members of the United Church of Christ Delegation shall serve a term of one (1) year or until their successors are chosen. United Church of Christ Delegation members and Alternate United Church delegates shall have no limit on the number of consecutive terms they may serve.

6. A person who brings legal suit, claims, or threatens litigation against the Church shall not vote on any related matter, and may not participate in related discussions or deliberations unless specifically requested to do so by the Chairperson at a Board, Committee, or Delegation meeting or by the Moderator at a Church Council or Church Business Meeting.

7. Any Board, Committee, or Delegation member may resign from his or her position by notifying the Chairperson of that Board, Committee, or Delegation in writing. The Chairperson shall notify the Moderator, the Clerk and the Nominating Committee of the vacancy.

8. If a Board, Committee, or Delegation member does not participate in three consecutive scheduled meetings of that Board, Committee, or Delegation, its Chairperson may declare the position vacant and notify the Moderator, the Clerk, and the Nominating Committee of the vacancy.

9. A Board, Committee, or Delegation member may be removed from his or her position by a two-thirds affirmative vote of the Active Members present and voting at a Special Meeting of the Church called for that purpose.

### **C. Church Council**

1. The Church Council shall be composed of the Pastor(s), the Moderator, the Assistant Moderator, the Clerk, the Treasurer, the Chairperson and Vice-Chairperson of the Board of Deacons, the Chairperson of the Board of Christian Education, the Director of Christian Education, the Chairperson of the Board of Trustees, the Chairperson of the Missions and Outreach Committee, the Chairperson of the Music Committee, the Chairperson of the Nominating Committee, the Chairperson of the Stewardship Committee, the Chairperson of the Membership and Evangelism Committee, the Chairperson of the United Church of Christ Delegation, and the President of each of the regularly constituted Church Organizations as designated by the Church Council, as provided for in Article XI.

2. All members of the Council shall have voice and vote on it. No person shall have more than one (1) vote. The Chairperson or head of any of the above Boards, Committees, Delegation, or designated Organizations may appoint one of their members, who is an Active Member or Associate Member, to attend a Church Council meeting and act in their stead with full Council voting rights.

- 3.** The Church Council shall have general oversight of and coordinate the policies and activities of the Church between Business meetings of the Church.
- 4.** The Church Council shall usually meet monthly, except for June and July, to hear the reports of Council Members.
- 5.** Any Member or Associate Member may bring any matter to the attention of the Church Council for its consideration.
- 6.** Any decision regarding new policies or matters of special importance that are brought before the Council for its consideration should be made only after the matter has been submitted to the Officer or the Board or Committee primarily responsible for the matter, for consideration and recommendation.
- 7.** Each Officer and Board or Committee shall have authority over the matters committed to its care, and the Council shall not overrule the decisions of the Officers and or Boards or Committees without a two-thirds affirmative vote of the Council.
- 8.** Any decisions of the Officers, Council, Boards, Committees, Delegation, or designated Organizations of the Church may be subject to review and ratification by the Members assembled in Business Meetings of the Church.
- 9.** The Council shall, in accordance with Article XI, be responsible for designating regularly constituted Church Organizations which are to be regarded as integral parts of the Church. The Presidents of those designated Organizations shall have voice and vote on the Church Council.
- 10.** The Council may appoint special ad hoc committees that may become advisable from time to time; and while such committees are active, the chairperson thereof may attend meetings of the Council without the right to vote.
- 11.** During the year, the Council may fill any vacancies in the Church's Administrative Offices, Boards, Committees, and Delegation, taking into consideration nominations by the Nominating Committee and appointments by the Moderator. However, only previously elected Deacons may be elected by the Church Council to fill vacancies on the Board of Deacons.
- 12.** When the Church is seeking to call a Pastor, the Church Council shall, taking into consideration the recommendations of the Board of Deacons, appoint nine (9) Active Members to constitute a Pastoral Search Committee to present and recommend a candidate for that position to the Church for its consideration and vote. This Pastoral Search Committee shall elect its own chairperson and determine its own rules of procedure. When the Church is seeking to call an Associate Pastor, the Senior Pastor may also serve, but without vote, on the Pastoral Search Committee.
- 13.** Special meetings of the Church Council may be called by the Moderator, subject to 24 hours prior written or electronic notice. Special meetings of the Church Council shall be called upon written request of five (5) Active Members of the Church, subject to seven (7) days prior written or electronic notice.

14. The Council shall be responsible for filling Program Staff positions in accordance with the *Personnel Policies and Procedures of The Church of the Pilgrimage*.

15. The Council shall be responsible to adopt a Safe Church Policy for the Church and appoint a Safe Church Committee to implement that policy. See Appendix III: “*Safe Church Policies and Procedures – The Church of the Pilgrimage*.”

16. The Council shall appoint a Bylaw Review Committee at least every ten (10) years.

#### **D. Board of Deacons**

1. The Board of Deacons shall consist of twelve (12) Deacons, elected to serve on the Board, which shall usually meet monthly, September through June, and at such other times as shall be deemed necessary. The Pastors shall be members without vote on the Board. Membership on the Board shall be for a term of three (3) years, with four (4) members elected each year.

2. The Board of Deacons shall be responsible, with the Pastors, for the spiritual and general well-being of the Church.

3. The order and general arrangements of worship shall be under the direction of the Pastors, subject to the approval of the Board of Deacons. The Board shall have charge of the preparation and administration of the Sacraments, and may appoint an ad hoc Communion Committee of Active or Associate Members to assist in this work.

4. The Board of Deacons shall appoint a Deacon In Charge for each month, who shall oversee, at each regular worship service, the ushering and collecting of the offering and such other duties as are assigned by the Board of Deacons.

5. The Board of Deacons shall have jurisdiction over the admission of new Active Members and Associate Members and their reception into Membership, and may take appropriate actions concerning the removal of Active and Associate Membership, all in accordance with the provisions in Article VI.

6. The Chairperson and Vice-Chairperson of the Board of Deacons, in conjunction with the Moderator, shall conduct an annual performance review of the Pastors, following protocols established by the Board of Deacons. In preparation for that review, the Board of Deacons shall meet without the Pastors, at least once during the year to review their work.

7. If the Church is temporarily without a Pastor, or if for any reason a Pastor is absent or unable to carry on regular duties, the Board of Deacons shall act as a Pulpit Supply Committee to secure a temporary or Interim Pastor. All pastoral concerns during the temporary absence of a Pastor may be directed to the Board of Deacons.

8. When the Church is seeking to call a Pastor, the Board of Deacons shall recommend suitable Active Member candidates for the Church Council to

consider when the Council appoints a Pastoral Search Committee to present and recommend a candidate for that pastoral position to the Church for its consideration and vote, in accordance with the provisions in Article X, Section C., 12.

**9.** Any contracts binding on the Church for the employment of any ordained Pastor or assistant to the Pastor must be in writing and approved by the Board of Trustees and must be signed by the employee, the Chairperson of the Board of Deacons, the Moderator, and the Chairperson of the Board of Trustees.

**10.** The Board of Deacons shall be responsible, in conjunction with the Senior Pastor, for approving the theological direction being taken by the Board of Christian Education.

**11.** The Board of Deacons shall oversee education programs for adults in the Church.

**12.** The Board of Deacons shall appoint the following subcommittees, all of which the Pastors shall serve on as members without vote:

**a. Pastoral Relations Committee**

The Board of Deacons and Pastors shall jointly and annually appoint the Pastoral Relations Committee composed of (5) Active Members of the Church. Those appointed shall serve a term of one (1) year or until their successors are appointed and there is no limit on the number of consecutive terms members can serve on this Committee. The Committee shall choose its own chairperson.

The purpose of the Pastoral Relations Committee is to foster harmonious, productive relationships between the clergy, the clergy and Church committees, and the clergy and individuals in the Church. The Pastoral Relations Committee will focus on relationship concerns brought to it by the Pastors and/or by committees or individuals within the Church. The Committee shall not seek out issues or concerns from the Congregation nor shall it seek to evaluate either the programs of the Church or the job performances of the Pastors.

Given the sensitive nature of its work, any minutes of the Pastoral Relations Committee will be discrete and only as detailed as necessary. Minutes will be kept in a secure, confidential file and not distributed. The Chairperson of the Pastoral Relations Committee shall report to the Board of Deacons at least two (2) times a year and a report to the Church will be made as part of the Annual Report of the Board of Deacons. These reports should indicate the number of times the Committee met and general areas of the Committee's work, to the extent that can be done with discretion and without violating confidentiality.

Although the Pastoral Relations Committee is a subcommittee of the Board of Deacons, the Committee shall be free, in the pursuit of its purposes, to consult with or give reports to any Board, Committee,

Delegation, or individual in the church, without first receiving permission to do so from the Board of Deacons.

**b. Visitation Committee**

The Board of Deacons shall annually appoint the Visitation Committee. Those appointed may be Active or Associate Members. They shall serve a term of one (1) year or until their successors are appointed and there is no limit on the number of consecutive terms members can serve on this Committee. The Visitation Committee shall keep in contact with and care for persons affiliated with the Church who are in area care facilities or shut-in at home. The Visitation Committee shall make a report to the Board of Deacons two (2) times each year and to the Congregation as part of the annual report of the Board of Deacons.

**c. Good Samaritan Committee**

The Board of Deacons shall annually appoint the Good Samaritan Committee, which shall consist of no less than two (2) Active Members. Those appointed shall serve a term of one (1) year or until their successors are appointed and there is no limit on the number of consecutive terms members can serve on this Committee. The Good Samaritan Committee shall oversee the use of the Church's Good Samaritan Fund, which is devoted to the relief of persons in need in the community. The Good Samaritan Committee shall exercise discretion and confidentiality in its work and shall meet as needed.

The Good Samaritan Committee shall make a report to the Board of Deacons annually and to the Congregation as part of the annual report of the Board of Deacons. Those reports shall show the total amount and types of expenditures the Committee made from the Good Samaritan Fund, to the extent that can be done without revealing the identities of those who received help from the Fund.

**d. Memorial Fund Committee**

The Board of Deacons shall annually appoint the Memorial Fund Committee composed of three (3) Active Members of the Church. Those appointed shall serve a term of one (1) year or until their successors are appointed and there is no limit on the number of consecutive terms members can serve on this Committee. The Treasurer shall be a member without vote on this Committee.

The Memorial Fund Committee shall administer the Memorial Fund and seek to ensure that all funds and property given to the Memorial Fund shall be used for worthwhile purposes which benefit the Church and its ministry and that all Memorial gifts are properly recorded and acknowledged.

The Memorial Fund Committee shall maintain a list of suitable Memorial Fund expenditures which are needed by the Church, so those expenditures may be considered and possibly selected by

Memorial Fund donors and/or the families of deceased loved ones in whose name Memorial Fund donations have been given.

The Memorial Fund Committee shall make a report to the Board of Deacons two (2) times each year and to the Congregation as part of the annual report of the Board of Deacons.

#### **E. Board of Trustees**

- 1.** The Board of Trustees shall consist of twelve (12) Active or Associate Members, at least nine (9) of whom shall be Active Members of the Church. The Chairperson of the Board of Trustees shall be an Active Member. Members of this Board shall be elected by the Church for a term of three (3) years or until their successors are elected. Four (4) members shall be elected to the Board each year.
- 2.** The Board of Trustees shall have general oversight over all fiscal interests of the Church and shall have charge of the real estate and all physical property owned by the Church. The Board of Trustees shall have charge of the funds of the Church, including money raised by the Stewardship Committee, and shall disburse those funds as directed by vote of the Church at its annual Budget Meeting.
- 3.** The Board of Trustees shall have the management, control, and disposition of all securities, investments, and other property of the Church, both real and physical, except as otherwise provided in these Bylaws, but shall have no power to sell, lease, or mortgage any real estate owned by the Church, or to purchase or lease any additional real estate other than that authorized by specific vote of the Church.
- 4.** The Board of Trustees shall usually meet monthly, September through June, and at such other times as may be necessary.
- 5.** The authority of the Board of Trustees shall include the power to invest and reinvest, and from time to time change the investments of any and all funds of the Church as it deems prudent. The purchase, sale, transfer, or exchange of any securities or other investments shall be first authorized by two-thirds of the Board.
- 6.** The Board of Trustees shall establish the fiscal year of the Church, which shall be the calendar year, unless determined otherwise.
- 7.** The Board of Trustees shall determine the date of the annual Budget Meeting of the Church, in accordance with Article VII, Section B., 2. of these Bylaws, and shall notify the Clerk accordingly.
- 8.** The Board of Trustees shall review, modify, and approve the Annual Budget, as prepared by its Budget Committee, for presentation to the Church. The Board shall present a budget for the ensuing year which, when and as adopted by the Church, shall be the standard for raising funds and regulating expenditures.
- 9.** The Board of Trustees shall, at each Annual Meeting and Budget Meeting, report the financial condition of the Church, including its invested funds, and all other matters having to do with its responsibilities.



**10.** The Board of Trustees shall develop personnel policies and procedures for the Church, with said policies and procedures being ratified by the Church Council.

**11.** The Board of Trustees shall appoint the following subcommittees:

**a. Investment Committee**

The Board of Trustees shall annually appoint the Investment Committee. The majority of the members on the Investment Committee shall be Active Church Members. They shall serve a term of one (1) year or until their successors are appointed and there shall be no limit on the number of consecutive terms members can serve on this Committee. The Committee shall make investment recommendations to the Board of Trustees.

**b. Budget Committee**

The Board of Trustees shall annually appoint the Budget Committee consisting of at least three (3) persons, one of whom shall be the Treasurer. Those appointed may be Active or Associate Members and they shall serve a term of one (1) year or until their successors are appointed. There shall be no limit on the number of consecutive terms members can serve on this Committee. The Treasurer shall have voice and vote on the Committee and other employees of the Church who work with the Church's finances may serve as non-voting members of the Committee. The Budget Committee, in consultation with the Church Council and all Officers, Boards, Committees, and the Delegation of the Church, shall prepare the annual Budget for the Board of Trustees. This Committee shall coordinate its efforts with the Stewardship Committee.

**c. Personnel Committee**

The Board of Trustees shall annually appoint the Personnel Committee consisting of members of the Board of Trustees. Those appointed may be Active or Associate Members and they shall serve a term of one (1) year or until their successors are appointed. There shall be no limit on the number of consecutive terms members can serve on this Committee. The Personnel Committee shall oversee the consistent application of the *Personnel Policies and Procedures of The Church of the Pilgrimage*. See Appendix I. The Committee shall strive to see that church employee job descriptions are kept current and that church employee evaluations are conducted on a timely basis. The *Personnel Policies and Procedures of The Church of the Pilgrimage* shall be developed by the Board of Trustees, with ratification by the Church Council.

**d. House Committee**

The Board of Trustees shall annually appoint the House Committee. Those appointed may be Active or Associate Members and they shall serve a term of one (1) year or until their successors are appointed. There shall be no limit on the number of consecutive terms members can serve on this Committee. The House Committee shall have charge of the kitchen(s), their use, equipment, and general

care, subject to the direction of the Board of Trustees. The House Committee shall make a report to the Board of Trustees two (2) times each year and to the Congregation as part of the annual report of the Board of Trustees.

**e. Memorial Garden and Columbarium Committee**

The Board of Trustees shall annually appoint the Memorial Garden and Columbarium Committee. The Committee shall consist of four (4) Active Members of the Church, at least one of whom shall be a member of the Board of Trustees. Those appointed shall serve a term of one (1) year or until their successors are appointed and there is no limit on the number of consecutive terms members can serve on this Committee. The Memorial Garden and Columbarium Committee shall have charge of the Church's Memorial Garden and Columbaria, subject to the direction of the Board of Trustees. The Committee shall make a report to the Board of Trustees two (2) times each year and to the Congregation as part of the annual report of the Board of Trustees.

**12.** The Board of Trustees may appoint ad hoc subcommittees from the Active or Associate Members of the Church as it shall from time to time consider necessary or advisable (e.g. Building Committee, Planning Committee).

**13.** The Board of Trustees shall appoint:

**a. Collectors**

The Board of Trustees shall annually appoint, upon recommendation of the Treasurer, Collectors to receive and process the weekly offering made to the Church, in accordance with the procedures directed by the Board of Trustees. A Collector shall be an Active or Associate Member. Collectors shall serve a term of one (1) year or until their successors are appointed and there is no limit on the number of consecutive terms persons can serve as Collectors. The Board shall provide adequate bonding for the Collectors.

**b. Church Historian**

The Board of Trustees shall annually appoint the Church Historian, who shall oversee the preservation and cataloging of the Church's historic records, as directed by the Board of Trustees. The Church Historian shall serve a term of one (1) year or until his or her successor is appointed and there is no limit on the number of consecutive terms a person can serve as the Church Historian

**14.** The Board of Trustees shall provide adequate bonding for the Treasurer, Assistant Treasurer, Collectors, and Church Office Staff who handle the Church's money.

**15.** The Board of Trustees may employ and pay for the services of such individuals or organizations as it may deem expedient to advise and assist it in regard to the financial and administrative activities of the Church. The Board of Trustees may contract for the services of Sextons, Administrative

Assistants, Bookkeepers, Financial Secretaries, or others as deemed necessary by the Board of Trustees.

**16.** All contracts binding upon the Church must be in writing, and shall be signed by the Moderator and the Chairperson of the Board of Trustees, subject to the approval of the Board of Trustees. Contracts for ordained clergy must also be signed by the Chairperson of the Board of Deacons; contracts for Christian Education personnel must also be signed by the Chairperson of the Board of Christian Education; and contracts for Music personnel must also be signed by the Chairperson of the Music Committee.

**17.** All extraordinary or non-contractual orders upon the Treasurer for the payment of bills, current expenses, or otherwise, must be approved by the Chairperson of the Board of Trustees.

**18.** The Board of Trustees may authorize the Treasurer to borrow money in the name of and for the benefit of the Church, in such amount and upon such terms as it deems prudent.

#### **F. Board of Christian Education**

**1.** The Board of Christian Education shall consist of nine (9) Active Members of the Church, three (3) of whom shall be elected at each Annual Meeting of the Church, to serve for a term of three (3) years or until their successors are elected, and the Superintendent of Church School (if any), who shall serve as a non-voting member. The Board shall usually meet monthly September through June, and at such other times as may be necessary.

**2.** The Board of Christian Education shall oversee the work of the Church School and programs for youth, and shall act as an advisory committee for all the educational programs of the Church. The Board shall receive approval of its theological direction from the Board of Deacons in conjunction with the Senior Pastor.

**3.** The Board of Christian Education shall, in conjunction with the Senior Pastor, be responsible for the supervision and definition of the duties of a Director of Christian Education, if one is employed by the Church. Any contracts binding on the Church for the employment of any Christian Education personnel must be in writing and approved by the Board of Trustees and must be signed by the employee, the Chairperson of the Board of Christian Education, the Moderator, and the Chairperson of the Board of Trustees

**4.** The Board may appoint a Superintendent for the Church School to serve a one (1) year term from July 1 to June 30 of each year. The Superintendent shall be an Active Member of the Church.

**5.** In all its work with children and youth, the Board of Christian Education shall uphold and seek to ensure that the Safe Church policies and procedures of the Church are followed.

**6.** All church school teachers, nursery supervisors, Confirmation class teachers and mentors, youth group supervisors, chaperones, drivers, and

others involved in activities for children or youth sponsored by the Board of Christian Education, must be approved to serve in those positions by the Board of Christian Education, the Chairperson of the Board of Christian Education, or the Director of Christian Education, in accordance with the requirements of the “*Safe Church Policies and Procedures – The Church of the Pilgrimage.*” See Appendix III.

7. The Board of Christian Education shall have charge of the Church Library, its use, inventory, and general care.

8. The Board of Christian Education shall, in consultation with the Board of Deacons and Pastors, assure that Confirmation classes are offered yearly.

#### **G. Missions and Outreach Committee**

1. The Missions and Outreach Committee shall consist of nine (9) Active or Associate Members of the Church, three (3) of whom shall be elected at each Annual Meeting of the Church, to serve for a term of three (3) years or until their successors are elected.

2. The Missions and Outreach Committee shall meet at least every other month except during July and August.

3. The Missions and Outreach Committee shall determine the distribution of all income available to it for its mission and benevolence work. The Committee shall direct the Treasurer in the distribution of those funds and it shall provide to the Church Council and the Church an annual account of the distributions it has made for missions and benevolences.

4. The Missions and Outreach Committee shall acquaint itself with the missions and benevolence activities of the United Church of Christ, and shall regularly report on such matters to the Church Council and the Church to secure support for them.

#### **H. Music Committee**

1. The Music Committee shall consist of six (6) Active or Associate Members of the Church, at least five (5) of whom shall be Active Members. Two (2) members shall be elected at each Annual Meeting to serve for a term of three (3) years or until their successors are elected. The Music Director and Church Organist shall serve as non-voting members of the Committee.

2. The Music Committee shall have general oversight of all the Church’s music programs in conjunction with the Music Director, Organist, and Senior Pastor. The Music Committee shall supervise all music personnel in conjunction with the Senior Pastor.

3. The Music Committee shall be responsible for the tuning, maintenance, and repair of the organ and other musical instruments of the Church.

4. The Music Committee shall usually meet monthly, September through June, and at such other times as may be necessary.

**5.** The Music Committee may contract for an Organist, Music Director, Section Leaders, and such other persons as it may deem advisable from time to time, subject to the approval of the Board of Trustees and the Church Council. Any contracts binding on the Church for the employment of any music personnel must be in writing and approved by the Board of Trustees and must be signed by the employee, the Chairperson of the Music Committee, the Moderator, and the Chairperson of the Board of Trustees.

Short term musician services, such as substitutes or special soloists, may be made at the discretion of the Music Committee, as long as the cost of those services are within the Church's approved annual music budget or supported through other funds available to the Music Committee.

**6.** The Music Committee shall be responsible for the adoption and administration of policies for the use of the organ and other musical instruments of the Church, subject to the approval of the Church Council.

**7.** The Chairperson of the Music Committee shall be notified of all requests for the use of the facilities and musical instruments of the Church for musical performances, and shall, in accordance with Music Committee policies, advise the Board of Trustees as to the appropriateness of such use.

**8.** Each year the Music Committee shall submit its recommendations for the next year's Music Committee budget to the Budget Committee of the Board of Trustees, for the Budget Committee to consider as it prepares the annual budget of the Board of Trustees.

## **I. Nominating Committee**

**1.** The Nominating Committee shall consist of six (6) Active Members of the Church, two (2) of whom shall be elected at each Annual Meeting of the Church to serve for a term of three (3) years or until their successors are elected.

**2.** It shall be the duty of the Nominating Committee to determine prospective nominees, and to contact all nominees, explaining to them the duties of the offices as described in these Bylaws. The Committee shall place in nomination the names of candidates who have agreed to serve. Candidates shall be elected by the Church at the Annual Meeting or at any Special Meeting called for such a purpose. Candidates may also be elected by the Church Council to fill the balance of unexpired terms. See Appendix IV: *"Election and Appointment Matrix."*

**3.** The Nominating Committee shall consult with the Senior Pastor before the Nominating Committee recommends individuals to the Church, Church Council, or Moderator to be elected or appointed to serve as the Moderator, the Assistant Moderator, or on the Board of Deacons.

**4.** The Nominating Committee shall also provide advice to the Moderator when temporary appointments must be made to fill vacancies for Officers, Board, Committee, or Delegation members. Such appointees shall serve only until the next Church Council Meeting or Business Meeting of the Church, at which Meeting a successor shall be elected to serve the balance

of the unexpired term. Appointments to vacancies on the Board of Deacons shall be limited to previously elected Deacons.

5. The Nominating Committee shall maintain a current list of all Officers, Board, Committee, and Delegation members, including their terms of office and elected status (appointed, elected – partial term, etc.). This list shall be provided to the Church Office whenever it is updated.

#### **J. Stewardship Committee**

1. The Stewardship Committee shall consist of nine (9) Active Members, three (3) of whom shall be elected annually at the Budget Meeting of the Church to serve for a term of three (3) years or until their successors are elected.

2. The Stewardship Committee shall manage the annual Stewardship Campaign to raise money for the support of the Church and its ministries, subject to the approval of the Board of Trustees and the Church Council. The Committee shall be assisted in their work by all the other Boards and Committees of the Church. The Stewardship Committee shall also inform and encourage the Congregation to support the Church and its ministries through other forms of giving, such as through wills and annuities.

3. The Stewardship Committee shall assist and give counsel in any other Church pledge programs as the need arises.

#### **K. Membership and Evangelism Committee**

1. The Membership and Evangelism Committee shall seek to maintain and expand membership in the Church.

2. The Membership and Evangelism Committee shall consist of nine (9) Active members, three (3) nominated each year by the Nominating Committee to serve a three (3) year term or until their successors are elected.

3. The Committee shall usually meet monthly September through June, and at such other times as shall be deemed necessary.

4. The Membership and Evangelism Committee shall be responsible for contacting visitors and other potential new members. The Committee shall take an active role in encouraging and maintaining the participation of Active and Associate Members in the life of the Church. The Committee shall nurture fellowship within the Congregation, and encourage and assist Active and Associate members to fulfill their covenantal responsibilities to the Church.

5. The Membership and Evangelism Committee shall review the membership rolls of the Church regularly, in consultation with the Clerk, Senior Pastor, and Church Office Staff. The Committee shall determine and report to the Clerk by May of each year, Active Members who qualify for the Inactive List in accordance with Article VI, Section A., 3., and Associate Members whose membership should be terminated in accordance with Article VI, Section D., 2.

6. The Membership and Evangelism Committee shall coordinate all its efforts with the Pastors and the Board of Deacons, and shall report to the Board on a regular basis during the year and give a written annual report to the Church at its Annual Meeting.

#### **L. Auditing Committee**

1. The Auditing Committee shall consist of three (3) Active members, one (1) nominated each year by the Nominating Committee to serve a three (3) year term or until their successors are elected.

2. After the close of the calendar year, the Auditing Committee shall examine the books and accounts of the Treasurer and all Boards, Committees, Delegations, and designated Organizations in the Church which maintain independent funds, in accordance with generally accepted internal audit procedures, and report to the Church no later than June of each year its finding regarding the financial operations for the past year, and the statement of financial condition at the close of the year.

#### **M. United Church of Christ Delegation**

1. The United Church of Christ Delegation shall function as the representative of the Church and/or the Church Council at the Massachusetts Conference of the United Church of Christ, at the Pilgrim Association of the Massachusetts Conference, and at such other United Church of Christ conferences and meetings as the Church and/or Church Council may direct.

2. The number of members of the Delegation shall be the largest number of delegates authorized by the Massachusetts Conference of the United Church of Christ or the Pilgrim Association of the Massachusetts Conference. All members of the Delegation shall be Active Members of the Church. Delegation members shall serve for one (1) year immediately following their election or until their successors are elected. There shall be no limitation on the number of consecutive terms served by members of this Delegation.

3. Alternate United Church of Christ Delegates may be appointed by the Church Council to represent the Church at specific United Church of Christ meetings when one or more members of the Delegation cannot attend those meetings. The Council may use electronic and telephone voting, in accordance with Article X, A., 11, to appoint such Alternate Delegates. Alternate United Church of Christ Delegates shall be Active Members of the Church. They shall have no limit on the number of consecutive terms they may serve and they may serve simultaneously on a standing Board or Committee of the Church. Alternate Delegates shall report to the Delegation and the Council on the United Church of Christ meetings they are appointed to attend.

4. Members of the Delegation and Alternate United Church of Christ Delegates shall, in good faith, seek to represent the views and wishes of the Church in their votes at United Church of Christ meetings, when such views and wishes are known to them. The Church shall pay all reasonable costs

for the registration, travel, room and board of the Delegation and Alternate United Church of Christ Delegates in attending United Church of Christ meetings..

5. Members of the Delegation shall, in a timely manner, inform the Moderator of matters to be considered at Massachusetts Conference and Pilgrim Association meetings. When, in the opinion of the Moderator, those matters are of particular importance to the Church, the Moderator shall arrange for Members of the Delegation to meet with the Church Council, prior to such Conference or Association meetings, to discuss those matters and seek the views and advice of the Council.

6. Delegation members shall make a report to the Church Council and, if requested by the Council, meet with the Council following Conference and Association meetings they have attended. The United Church of Christ Delegation shall present a report to the Church following Conference and Association meetings. The Delegation shall also give a written annual report to the Church at its Annual Meeting.

## **Article XI – Designated Church Organizations**

The Church regards as integral parts of itself all regularly constituted Church Organizations which are designated as such by the Church Council. Such designated Organizations shall be formed for the purpose of advancing the Christian ministries of the Church. Each designated Organization shall present to the Church, at each Annual Meeting, a written report of its work, finances, and accomplishments. The President of each designated Organization shall have voice and vote on the Church Council.

## **Article XII – Indemnification**

The Church shall indemnify any and all persons who may serve or who have served at any time as Officers, Board or Committee members, or volunteers, against any and all expenses, including amounts paid upon judgments, counsel fees, and amounts paid in settlement (before or after suit is commenced) actually and necessarily incurred by such persons in connection with the defense or settlement of any claim, action, suit, or proceeding in which they, or any of them, are made parties, or a party, or which may be asserted against any of them or any of them by reason of being or having been Officers, Board or Committee members, or volunteers of the Church, except in relation to matters as to which any such individual shall be adjudged in any action, suit, or proceeding to be liable for his or her own negligence or misconduct in the performance of his or her duties. Such indemnification shall be in addition to any other rights to which those indemnified may be entitled under any law, bylaw, agreement, or otherwise. Provided, however, that such indemnification will only be made in the event that such Officer, Board or Committee member, or volunteer notifies the Church as soon as reasonably possible after receiving notice of any claim, action, suit or proceeding for which indemnification is sought.



## Article XIII - Amendments

Any Active Member may propose an amendment to these Bylaws. The proposal shall be submitted in writing to the Church Council or to the Council's Bylaw Review Committee, if it exists, for review. The reviewing body shall present a report, with a recommendation, to the Church. Thereafter these Bylaws, except Articles I, II and III, may be amended by a two-thirds affirmative vote of the Active Members present and voting at any Annual Meeting or Budget Meeting of the Church whose call contains the proposed amendment or at any Special Meeting called for that purpose, by a two-thirds vote of the Active Members present and voting.

No amendment to Articles I, II and III, entitled "Name," "Covenant," and "Character," shall be made except at a Special Meeting called for that purpose, and then only by a vote cast in the affirmative by one-third of all Active Members of the Church entitled to vote, notice of said Meeting and proposed change having been sent by mail not less than one (1) month before the time of such proposed action, and read from the pulpit during the service of worship at least one (1) Sunday preceding such Meeting.

If a Bylaw amendment adopted at a Business Meeting creates a vacancy in the position of an Officer, or Member on a standing Board, Committee, or the Delegation, then the vacancy may be filled at that Meeting following adoption of the Bylaw amendment.

## Appendices

For informational purposes, documents important to the ministry and life of The Church of the Pilgrimage are included as appendices to the Bylaws of the Church. The Bylaws refer to these documents, however, these documents themselves are not a part of the Church's Bylaws.

### Appendices

**Appendix I.** *Personnel Policies and Procedures of The Church of the Pilgrimage*

**Appendix II.** *Resolution and Call to Action on the Issue of The Church of the Pilgrimage, UCC Becoming an Open and Affirming Church*

**Appendix III.** *Safe Church Policies and Procedures—The Church of the Pilgrimage*

**Appendix IV.** *Election and Appointment Matrix*

**Appendix IV - Election and Appointment Matrix – January 27, 2019**

<b>Position</b>	<b>Nominated by</b>	<b>Elected or Appointed by</b>	<b>No. per year*</b>	<b>Term (yrs)*/ Limit on Consecutive Terms</b>	<b>Qualifications</b>
<b>Pastor(s)</b>	Pastoral Search Committee	Special Meeting (90% vote)	NA	NA	
<b>Moderator</b>	Nominating Comm.	Annual Meeting	1	2/ Only 2 consecutive	Active Member
<b>Assistant Moderator</b>	Nominating Comm.	Annual Meeting	1	1/ No limit	Active Member
<b>Clerk</b>	Nominating Comm.	Annual Meeting	1	1/ No limit	Active Member
<b>Assistant Clerk</b>	Nominating Comm.	Annual Meeting	1	1/ No limit	Active Member
<b>Treasurer</b>	Nominating Comm.	Budget Meeting	1	1/ No limit	Active Member
<b>Assistant Treasurer</b>	Nominating Comm.	Budget Meeting	1	1/ No limit	Active Member
<b>Board of Deacons</b>	Nominating Comm.	Annual Meeting	4	3/ Only 2 consecutive	Active Member
<i>Deacon Emeritus (optional)</i>	NA	Board of Deacons	NA	NA	Minimum 2 full terms on Board of Deacons
<i>Pastoral Relations Committee</i>	NA	Board of Deacons and Pastor(s)	5	1/ No limit	Active Members
<i>Visitation Comm.</i>	NA	Board of Deacons	NA	1/ No limit	Active or Associate Members
<i>Relief Committee</i>	NA	Board of Deacons	2 at least	1/ No limit	Active Members
<i>Memorial Fund Committee</i>	NA	Board of Deacons	3	1/ No limit	Active Members
<b>Board of Trustees</b>	Nominating Comm.	Annual Meeting	4	3/ Only 2 consecutive	at least 9 Board members shall be Active Members
<i>Investment Committee</i>	NA	Board of Trustees	No limit	1/ No limit	Majority of Committee members shall be Active Members
<i>Budget Committee</i>	NA	Board of Trustees	Treasurer plus at least 2 others	1/ No limit	Active or Associate Members
<i>Personnel Committee</i>	NA	Board of Trustees	No limit	1/ No limit	Board of Trustee Members
<i>House Committee</i>	NA	Board of Trustees	No limit	1/ No limit	Active or Associate Members
<i>Collectors</i>	Treasurer	Board of Trustees	No limit	1/ No limit	
<i>Church Historian</i>	NA	Board of Trustees	1	1/ No limit	
<b>Board of Christian Education</b>	Nominating Comm.	Annual Meeting	3	3/ Only 2 consecutive	Active Members
<i>Superintendent of the Church School (optional)</i>	NA	Board of Christian Education	1	1 [July 1-June 30]/ No limit	Active Member
<b>Missions and Outreach Committee</b>	Nominating Comm.	Annual Meeting	3	3/ Only 2 consecutive	Active or Associate Members
<b>Music Committee</b>	Nominating Comm.	Annual Meeting	2	3/ Only 2 consecutive	at least 5 Committee members shall be Active Members
<b>Nominating Comm.</b>	Nominating Comm.	Annual Meeting	2	3/ Only 2 consecutive	Active Members
<b>Stewardship Comm.</b>	Nominating Comm.	Budget Meeting	3	3/ Only 2 consecutive	Active Members
<b>Membership and Evangelism Comm.</b>	Nominating Comm.	Annual Meeting	3	3/ Only 2 consecutive	Active Members
<b>Auditing Committee</b>	Nominating Comm.	Annual Meeting	1	3/ Only 2 consecutive	Active Members
<b>UCC Delegation</b>	Nominating Comm.	Annual Meeting	To be det.	1/ No limit	Active Members
<b>Alternate UCC Delegate</b>	NA	Church Council	To be det.	1 UCC Meeting/ No limit	

\* excluding elections/appointments to fill unexpired terms