

The Congregational Church of South Dartmouth

United Church of Christ

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PREAMBLE

The true spirit of any local church is to be gauged by the quality of its love of God and man as set forth by Jesus in his Two Great Commandments summarizing all the Law and the Prophets in these words: "You shall love the Lord your God with all your heart, soul, mind and strength and your neighbor as yourself." These By-laws presume that such optimum love is both the tradition and the expression of the basic freedom of this church.

ARTICLE I. NAME

The corporate name of this church is The Congregational Church of South Dartmouth, United Church of Christ.

ARTICLE II. PURPOSE

"The purpose of this Church is the maintenance of the public worship of God, the development of His character in human beings and the advancement of His Kingdom in the world."

ARTICLE III. DOCTRINE

The doctrinal basis of this Church is the trinitarian faith which our fathers confessed and which from age to age has found expression in the historic creeds of the Church Universal, of the Congregational Fellowship, and of the United Church of Christ, the most recent expression of which is the following Statement of Faith:

"We believe in God, the Eternal Spirit, Father of our Lord Jesus Christ and our Father, and to his deeds we testify: He calls the worlds into being, creates man in his own image and sets before him the ways of life and death. He seeks in holy love to save all people from aimlessness and sin. He judges men and nations by his righteous will declared through prophets and apostles. In Jesus Christ, the man of Nazareth, our crucified and risen Lord, he has come to us and shared our common lot, conquering sin and death and reconciling the world to himself. He bestows upon us his Holy Spirit, creating and renewing the Church of Jesus Christ, binding in covenant faithful people of all ages, tongues and races. He calls us into his Church to accept the cost and joy of discipleship, to be his servants in the service of men, 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. He promises to all who trust him forgiveness of sins and fullness of grace, Courage in the struggle for justice and peace, his presence in trial and rejoicing, and eternal life in his kingdom which has no end. Blessing and honor, glory and power be unto him. Amen. "

ARTICLE IV. POLITY

Section A. Autonomy

1. This church is a basic unit of the United Church of Christ. The autonomy of this local church is inherent and modifiable only by its own action. The government of this Church is vested in its members who exercise sole responsibility for the management of its affairs.

Section B. Voluntary Fellowship

1. Recognizing the need for freedom that is responsible through voluntary wider relationships, this Church seeks to be in fellowship with other churches united in Association, Conference, Synod, conciliar and other ecumenical bodies which provide opportunities for counsel and cooperation in matters of common concern.

Section C. Church Meetings

1. Annual: The Annual Meeting of the Church shall be held the first Sunday in May after our worship service. Attendance shall be recorded by the Clerk. Notice of the Annual Meeting shall be prepared by the Clerk and read from the pulpit at the morning services on the two preceding Sundays.
2. Quarterly: Quarterly meetings of the church shall be held, unless modified by the Executive Committee, on the last Sunday of January, March and October following morning worship, due notice having been given from the pulpit the Sunday preceding. An annual budget for the next calendar year will be presented for approval at the October Quarterly Meeting. At each Quarterly Meeting, the Executive Committee shall make a progress report to the Congregation on the work of the various church boards and organizations.
3. Special: Special Meetings of the Church shall be called by the Clerk whenever a written request specifying the date of the proposed meeting and objects of the same shall be filed with the Executive Committee. Such a meeting may be requested by the Minister, by the Executive Committee or by ten members of the Church. The call of the meeting (in which the objects of the same shall be specified) shall be read from the pulpit on two Sunday morning services preceding the date of the meeting. No action not specified in the call shall be transacted at any special meeting.
4. In case the Moderator is absent from the Annual, Quarterly or Special Meeting, the Moderator will appoint a temporary Moderator. If the Moderator is unable to do so, the Executive Committee will appoint a temporary replacement.

5. At all Annual, Quarterly and Special Meetings, ten percent of the total membership shall constitute a quorum for the transaction of business.
6. The legality of the vote of members under 18 shall conform to the Laws of the Commonwealth of Massachusetts.

ARTICLE V. MEMBERSHIP

Section A. Membership in this church shall be constituted as follows:

1. All persons who at the adoption of these by-laws are members of this church shall continue as active members thereof.
2. Active membership shall be open to anyone without restriction who in good faith pledges loyalty before the congregation to God, through their committed participation in the Membership Ceremony for the Reception of New Members.
3. Persons joining our church through its Membership Ceremony, may come to us in one of the following three ways:
 - a. *Affirmation of Faith*, if they have never before been a church member;
 - b. *Letter of Transfer*, if they have been a member in good standing of a church which grants such a letter.
 - c. *Re-affirmation of Faith*, if they are coming to us from a church which does not grant such a letter.
4. In exceptional circumstances, as determined by the Board of Deacons (such as a person being unable to appear before the congregation), membership may be achieved by meeting before the Pastor, the Moderator, and a representative group of Deacons at a time and in a place mutually convenient. Providing the other provisions of Article V Section A, 2 and 3 are met.

Section B. Membership Ceremony for the Reception of New Members:

1. Roll Call of Candidates
2. Affirmation of Faith

Minister: Prospective members, in accord with BOTH the historic membership tradition of the Church Universal AND the heritage of our own United Church of Christ, that prizes and protects the precious need and right of individual interpretation, do you here affirm your faith in God, in Jesus Christ as your personal Lord and Saviour and in the presence and empowerment of the Holy Spirit making Jesus your example, and taking for your rule of life his words: "You shall love the Lord your God with all your heart and soul, with all your mind and strength. And Your neighbor as yourself?"

Response: I DO

3. *Owning of Our Church's Covenant* (in unison) "In the presence of God and these witnesses, I give myself unreservedly to God's service, and take this to be my church. Ever mindful of the welfare of my fellow members, I promise to walk with them in faithfulness and Christian love. And I promise that, so far as able, I will attend the services of this church, observe its sacraments, share in its work, support, and benevolences, and endeavor to make it a fruitful body of Christians."
4. *Welcome to the Church* (Minister and members in unison and standing). "We then as members of this congregation gladly welcome you to a part with us in the hopes, the labors, and the joys of this Christian Church. We promise to walk with you in genuine love and sympathy, and to promote, as far as in us lies, your growth in the Christian life."
5. *Right Hand of Fellowship* (by Minister and Deacon and including the reading of a scripture passage, appropriate to the individual, selected by the Minister).
6. *Gloria Patri* (All the congregation standing).

Section C. Membership in this Church may be terminated as follows:

1. Any member upon written notice to the Church Clerk may withdraw from church membership.
2. Letters of Transfer to other churches shall be granted members at their request.

Section D.: Inactive Membership in this church shall be constituted as follows:

1. This category is reserved for "Active Members" who have, for reasons other than health related problems, stopped active participation and support of our churches activities, but still feel attached to or a part of the congregation.
2. People considered to be inactive will be carried on a separate church roll and will not retain congregational voting privileges or membership in the Old Colony Association, MACDCC or the DCC.
3. A person may be transferred to the "Inactive Member" Roll either by request of the person involved or because of lack of response of the person involved by majority vote at a regular congregational meeting.
4. Any person carried on the "Inactive Membership" Roll is eligible for reinstatement as an "Active Member" by requesting the "Board of Deacons" to transfer them to the "Active Member" Roll and by the resumption of active participation and support of our church's activities. This action required a majority vote of the "Board of Deacons" at a regular meeting.

5. Prospective "Inactive Members" will be identified and placed on the Special Nurture list.

Section E. Special Nurture Membership List

1. A special nurture membership list shall be maintained of those whose inactive participation indicates the need for the added concern of the Church, upon recommendation of the Board of Deacons and the Executive Committee.
2. If further Special Nurturing does not produce a response of loyalty to the Church Covenant deemed sufficient by the Deacons, at the end of one year from being placed on the Special Nurture List, the names of such persons shall be presented to the Executive Committee for transfer to the inactive list.

Section F. Questions regarding church membership:

1. The determination of church membership shall reside ultimately with the church membership itself and all questions relative thereof shall be referred first to the Board of Deacons, then to the Executive Committee and finally, if need be, to the Church at a duly called meeting.

ARTICLE VI. PAID STAFF

Section A. Minister

1. The minister shall be called by the Church for an indefinite period of service which may be terminated either by the Church or the minister by a written notice of such intent at least one month in advance.
2. He/she shall be concerned with the welfare of the whole church and shall: preach and teach the Good News of God; discharge the duties of religious teacher and counselor in public and in private; administer the sacraments; care for the stated services of worship; and perform such other duties as belong to one whose responsibility is helping a congregation be 'the people of God'.
3. He/she shall be an advisory member without vote of all boards, committees and organizations of the Church, except the Executive Committee in which he shall be entitled to vote.
4. The minister shall direct the on-going administrative matters of the congregation, and, with input from the appropriate board, supervise all church staff. He/she shall have the right and duty to make recommendations to the appropriate board regarding the employment, termination, and salary reviews of all church staff.

5. SABBATICAL POLICY: The Congregational Church of South Dartmouth provides for a Sabbatical leave for its pastor. The church encourages the pastor to request a Sabbatical Leave from the Executive Committee when eligible and to provide a written plan for the Sabbatical leave to the Board of Deacons. It should provide not only refreshment and renewal for the pastor but a broadened vitality for the congregation.
- A. Eligibility for Sabbatical leave: After completing six (6) consecutive years of service the pastor qualifies for a 3 month Sabbatical leave, normally to be taken in the seventh year of service. The pastor will become eligible again after completing an additional six (6) consecutive years of service and every sixth (6) year after a Sabbatical leave.
 - B. The Sabbatical leave will be for a stated period, normally three (3) months taken consecutively. The minister while on Sabbatical leave will continue to receive full salary and benefits including accrual of vacation, with the provision that the pastor will remain for a minimum of one year (12 months) after taking a Sabbatical leave. Also it is understood that any additional expenses the pastor might incur as the result of the Sabbatical leave are the pastor's responsibility (IE: travel costs, tuition, fees, etc.)
 - C. Procedures for requesting a Sabbatical Leave:
 - 1. At least six (6) months advance notice will normally be given.
 - 2. The request initially will be given to the Executive Committee to verify eligibility and then referred to the Deacons to work out the specific timing and details with the pastor.
 - 3. The pastor's request will include a written proposal to the Deacons, outlining the activities for spiritual growth and renewal that a pastor will pursue during the Sabbatical leave.
 - 4. Upon return from a Sabbatical leave the pastor will review the process with the Deacons. This review is meant to improve the process for future Sabbatical leaves.

Section B. Other Staff

- 1. Other employed staff shall be procured or terminated by the Executive Committee through the appropriate boards with input from the minister.
- 2. Other paid staff will be supervised by the minister with input from the appropriate board.
- 3. Such positions shall be established by vote of the Church.

ARTICLE VII CORPORATE WORSHIP

Section A. Since corporate worship is the central act of the Christian community and since the strength of the total life of the Church is derived from its service of worship, every member should attend and participate regularly. Thus, it is considered of utmost importance that those who accept and engage in an official church responsibility shall, first of all, be faithful in their worship.

Section B. Services of worship shall be held weekly and at such other times as the Church may from time to time determine.

Section C. The Sacrament of the Lord's Supper shall, except as the Church shall otherwise determine, be administered on the first Sunday of each alternate month, beginning with February.

Section D. The Sacrament of Baptism may be celebrated at any age but in our tradition today most usually takes place shortly after birth.

ARTICLE VIII. EXECUTIVE COMMITTEE

Section A. Responsibility

1. The Executive Committee shall be responsible to the Church membership as a whole and shall meet regularly at stated times, but not less than once a month, summer excluded as desired.

Section B. Composition

1. The Executive Committee shall be composed of the Minister(s), the Moderator as Chairperson, the Clerk, the Treasurer, each of the Chairmen of the Five Boards (Art X), the Presidents of all functioning Church Groups, including the President or representative member of the Youth Fellowship.
2. The Church Secretary will serve as a non-voting secretary responsible to the Executive Committee and shall take minutes of all its meetings unless decided otherwise by the Executive Committee.

Section C. General Functions

1. It shall be the general function of the Executive Committee to consider the entire task of the Church, to correlate the work of the Boards and to share with the Minister(s) responsibility for the overall well-being and direction of the Church.
2. The Executive Committee shall be the executive body of the Church between Annual, Quarterly, and Special Church Meetings, and shall act for the Church in all matters not specifically delegated to another Board or Committee except the following which shall require action by the congregation.
 - a. The call and dismissal of the Minister(s).

- b. The determination and change of salaries of paid staff.
- c. The purchase, sale or transfer of any church property.
- d. The final settlement of any questions pertaining to action by the Executive Committee.

Section D. Specific Functions

1. The Executive Committee shall receive all program recommendations, including the church budget. These program and budget recommendations shall be approved and coordinated by the Executive Committee, and planned and administered by the respective Board, except as the Executive Committee may otherwise decide.
2. The Executive Committee shall present an annual budget to the congregation at its January Meeting for final approval.
3. The Executive Committee shall be responsible for forming a Pastoral Search Committee of at least ten members, representative of the spectrum of the Church, whose duty it will be to take those steps necessary to fill any pulpit vacancy caused by the departure of the Minister(s). This group should consist of the two (2) members at large of the Pastoral Advisory Committee plus eight (8) other members of the congregation.
4. The Executive Committee shall be responsible for the periodic review of the Church's by-laws and make recommendations thereto.
5. The Executive Committee shall verify the eligibility of the pastor for a Sabbatical leave and then refer the request to the Board of Deacons for approval and agreement on the details of the leave.
6. The Executive Committee shall assume responsibility for the Pastor's annual review.

ARTICLE IX. OFFICERS

Section A. Executive Committee Members

1. All Executive Committee Members shall automatically be officers of the Church.

Section B. Other Elected Officers

1. All persons elected to their position by vote of the congregation shall automatically be officers of the Church and hold office until their successors have been elected.
2. The officers of this Church shall be as follows:
 - Minister(s)
 - Moderator
 - Clerk
 - Assistant Clerk

Treasurer
Assistant Treasurer
Auditor
Twelve Members of the Board of Deacons
Twelve Members of the Board of Christian Outreach
Twelve Members of the Board of Religious Education
Ten Members of the Board of Trustees
Twelve Members of the Board of Ways and Means
*Presidents of all functioning Church Groups
*President or Representative of Youth Fellowship

3. All officers of this Church shall be elected by vote of the Church at its Annual Meeting except the Minister(s) (see VI, A 1) and those marked with an asterisk who shall be elected by the group they represent.

Section C. Term of Office

1. The Moderator, Clerk, Assistant Clerk, Treasurer, Assistant Treasurer and Auditor shall be elected for a one year term. They shall be eligible for reelection.
2. Deacons, Trustees, Christian Outreach, Religious Education and Ways and Means Board Members shall be elected for three year staggered. Terms. They shall be eligible to serve two full terms but then shall be ineligible for reelection until the lapse of one year.
3. For the Pastoral Advisory Committee, two (2) members shall be elected annually from the congregation. The representatives of the Board of Deacons will serve at the Boards' discretion, and the Moderator will serve as chairperson.

Section D. Delineated Official Duties of Certain Unpaid Officers

1. THE MODERATOR shall conduct all meetings of the Church and Executive Committee, work closely with the Minister and other officers for the efficient and relevant operation of the total life of the Church, and represent the Church as its principal lay officer in all matters pertaining to the Church. Additionally, the MODERATOR will be a full member of the Pastoral Advisory Committee.
2. THE CLERK shall have responsibility of all the record books of the Church, keeping accurate records of them; maintain a complete up-to-date record of the membership of the Church; call meetings of the Church as prescribed herein; issue letters of dismissal when requested and perform those other duties which belong appropriately to the office.
3. THE TREASURER shall receive, hold and disburse all funds of the Church. This person shall be a member of the Board of Trustees, keep the accounts of the Church in suitable books, shall have custody of the seal of the Church and shall discharge all other duties properly pertaining to the office or which may be attached thereto by the Church. All checks drawn shall be in the name of the Church. The Treasurer shall make an

annual written report of all Financial church transactions. A Financial Secretary may be appointed by the Board of Trustees to work with the Treasurer and shall be responsible to the Board of Trustees. In the absence or illness of the Treasurer, the chairperson of the Board of Trustees is authorized to sign checks and have access to the Safe Deposit Box.

4. The Assistant Treasurer shall assist the Treasurer and fulfill duties of the Treasurer in the absence of the Treasurer.
5. The AUDITOR shall audit carefully the accounts of the Treasurer at least once a year and shall make a written report at the January Meeting of the Church. No current Trustee may serve as Auditor.

Section E. Commitment

1. It is assumed that all Executive Committee and Board positions will be filled by church members who have clearly demonstrated their faithfulness and ability over an adequate period of time.

ARTICLE X. BOARD STRUCTURE

Section A. The mission and Ministries of this Church are grouped into five Boards which shall be responsible to the Executive Committee:

1. Board of Deacons
2. Board of Christian Outreach
3. Board of Religious Education
4. Board of Trustees
5. Board of Ways and Means

Section B. Board Chairpersons

1. Each Board shall be headed by a chairperson who shall be elected by the members of his/her own Board each year and shall remain in office until relieved by his/her successor. .
2. Each Chairperson shall be a member of the Executive Committee, preside at all meetings of his /her respective Board and may serve ex-officio, with vote, on all committees of his/her Board.
3. Each Chairperson shall have the responsibility of organizing the structure and the work of his /her Board as deemed most effective.
4. Each Chairperson shall annually have the opportunity of recommending to the Nominating Committee suggested names for filling any vacancies on his/her board.
5. Each Chairperson shall at the Annual Meeting of the Church, present a written report of the work of his/her Board during the year past and make such recommendations as are deemed needed for the future.

Section C. Board Meetings

1. All Boards shall normally meet monthly - except July and August unless required.
2. They shall deal with any concerns falling within their particular area, making specific recommendations to the Executive Committee for action where necessary. They shall not deal merely with what is commonly called "business" but with all aspects of their part in the church's common life and its relation to the Church's total mission and witness in the world.
3. Board meetings shall be open to any church member who may participate in discussions but not vote.
4. Two absences within a year without notification to the board chairman on the part of any board or committee member may be considered a voluntary resignation from the board.

ARTICLE XI. BOARD OF DEACONS

Section A. The purpose of this Board is to suggest to the Executive Committee ways in which the Gospel of God's love, for us made known in Jesus, may be effectively communicated. Its task is to furnish the Executive Committee with ideas as to how the Christian living of all church members may be quickened, so that they can and will witness to their faith in all areas of their daily life.

1. This Board shall be comprised of twelve members, six men and six women.
2. Specifically, this Board shall concern itself with the worship services of the Church, including assisting with the sacraments, the associated matters of music, choirs, organist, ushers, flowers, interior appointments and any other similar pertinent matters, to the end that our services of worship may be inspiring, instructive and done to the glory of God.
3. In addition, this Board shall plan such programs as parish visitation by Minister and laity, assimilation of new members into the life of the Church, classes to prepare adults and youth for church membership.
4. This Board shall see that a person is appointed to act as Historian and that an adequate record is kept of the major events in the life of the Church.
5. This Board shall be responsible for pulpit supply during the pastor's vacation, sabbatical leave, and at such times as necessary.
6. Specifically in the case of a Sabbatical leave the Board of Deacons will:
 - a. Be responsible for acting, after the Executive Committee has verified eligibility, on the pastor's request for a Sabbatical by:

1. Providing interpretations regarding the provisions of the Policy.
 2. Reviewing the pastors' written Sabbatical leave proposal to assure that it is consistent with the Sabbatical policy.
 3. Approving the Sabbatical leave.
- b. Supply the pulpit and provide the necessary coverage for hospital and shut-in visits, baptisms, weddings, funerals, normal counseling for the congregation, etc. These services may be provided by lay leadership.
 - c. The cost of a Sabbatical leave will be funded through a special Sabbatical accrual account that will be a line item in the Board of Deacons budget.
 - d. The total cost of the substitute coverage normally will not exceed 25% of the pastors' annual salary.
7. This Board shall be responsible for an annual review of the Church Membership. In their annual review of the membership, the Board of Deacons will single out for special concern and recommend to the Executive Committee for placing on the Special Nurture Membership List, members appearing inactive. The Board of Deacons shall then seek to find ways of helping such inactive persons rekindle that commitment they once made to God and their fellow members through the Church Covenant. If they are not successful in rekindling the spirit of the covenant, then the names would be proposed for placement on the "Inactive Members" Roll or dropped from membership if so requested by the individual.
 8. Shall supply two (2) members as representatives to the Pastoral Advisory Committee. These representatives shall serve as full members of the Committee.
 9. There shall be a Music Committee whose purpose is to lead the music ministry of our Church that we might more easily glorify God in all we do. It is directly responsible to the Board of Deacons and must make a report to each monthly Deacons meeting.
 - a. This committee shall consist of six members, appointed by the Board of Deacons, two each year for a three year term. A member can serve a maximum of two consecutive terms. At least one member must also be a member of the Board of Deacons. No more than two members of the committee shall be members of the adult choir. The minister and the Director of Music will be nonvoting ex officio members.
 - b. This committee will be responsible for directing the music programs

in our church. The music committee will assist the minister in evaluating music personnel who will report their recommendations to the Board of Deacons, who will make a recommendation to the Executive Committee.

- c. This committee will be responsible for the maintenance and acquisition of all musical instruments related to our official church programs (organ, pianos, etc.).
- d. Budget requirements of the music ministry will be submitted annually to the Board of Deacons to be forwarded to the Trustees.

ARTICLE XII. BOARD OF RELIGIOUS EDUCATION

Section A. The purpose of this Board is to lead persons of all ages within the Church to decisive encounter with God as revealed in Jesus, and to nurture them in continual growth in the knowledge and experience of God, to the end that all of life becomes increasingly committed to God.

1. This Board shall be comprised of twelve members. The Superintendent of the Church School and the advisor(s) to the Youth Fellowship as ex-officio members. Both of these positions are selected and/or approved by the Board of Religious Education.
2. This Board shall be responsible for directing the educational work of the Church for all age groups. It will have the responsibility of recruiting and training the necessary staff from the Church membership or nonmembers who are individually approved by the Board. The board will assist the minister in evaluating personnel. The minister will report their recommendation to the Executive Committee.
3. The Church School Curriculum shall be chosen and administered by this Board and shall reflect the doctrine of our Church as stated in Article III of these By-laws.
4. The Board of Religious Education shall establish suitable standards of behavior for the Church School.
5. This Board shall be responsible for matters connected with educational publications the Church may undertake.
6. This Board shall be responsible for the maintenance and growth of the church library.

ARTICLE XIII. BOARD OF CHRISTIAN OUTREACH

Section A. The purpose of this Board is to lead the Church in specific and concrete programs of witness and outreach, in order that the love of God experienced in our midst may be shared with the community, both local and worldwide.

1. This Board shall be comprised of twelve members.
2. Some of the ways in which this Board shall encourage such witness and outreach is through this Church's support of programs such as Our Christ Christian World Mission, the various Councils of Churches, The Padanaram Retirement Community Committee, Neighbors In Need, One Great Hour of Sharing, Veterans of the Cross, Market Ministries, Local Families, and similar efforts.
3. The dissemination of church-wide public information shall also be the responsibility of this Board.
4. All service, mission and scouting groups of the Church fall within the scope of this Board.
5. This Board also shall be responsible for the disbursement of mission money.

ARTICLE XIV. BOARD OF TRUSTEES

Section A. The purpose of this Board is the enlistment and organization of the total membership resources of this Church for the most effective service of God in the world. It is concerned not just with the material assets, but with the use of time and talent.

1. This Board shall be comprised of twelve members, including the Treasurer and Assistant Treasurer.
2. This Board shall be responsible for the development and proposal of the annual budget to the Executive Committee. It has the responsibility for the administration of the fiscal operations of the Church based upon the budget adopted at the January meeting.
3. This Board shall be responsible for the maintenance and care of the Church's entire property, real and personal, both buildings and grounds.
4. This Board shall recommend, and review annually with input from the minister, those persons who solicit, receive, disburse, and account for church funds as well as those persons performing secretarial, custodial, Nursery School and maintenance duties for Church operations.
5. This Board shall be responsible for all investments of the Church. This Board shall establish an Investment Committee consisting of at least six members. Members of this committee shall include the Chairman of the Trustees, Church Treasurer, Moderator, and a minimum of three additional church members.
 - a. The Investment Committee is authorized to invest and reinvest the monies available to the greatest financial advantage to the Church in common stocks, preferred stocks, bonds, mutual funds

or other property of financial value.

- b. The Investment Committee will keep complete accurate records of all its transactions, will have its records audited each year by the church auditor and will report at the January meeting the amount of funds, how invested and income derived.
6. This Board shall be responsible for the operations of the Children's Circle Nursery School. A nursery school liaison will be appointed from this Board to work with the school teaching staff to organize, coordinate, and administer the operations of this school.
7. This Board shall maintain a Personnel File that records each member's individual participation in the life of the Church. This file will include information as to their skills and areas of interest.
8. There shall be a Stewardship Committee whose purpose is to provide funding to meet the financial requirements of the Church. This committee shall be comprised of a minimum of six members plus the Church Treasurer and Assistant Treasurer, ex-officio. Members will serve staggered three year terms and will be nominated and elected at the Annual Meeting.
 - a. This Committee shall communicate the needs of the Church to the members and lift people's sights to the blessings of giving. They shall carry out the annual pledge campaign for both operations and outreach and coordinate other financial requests as they become necessary from time to time.
 - b. This Committee shall recommend policies governing memorial gifts and maintain records of donors and honorees.
 - c. This Committee shall encourage Planned giving and provide information on available programs including those offered *by* the UCC Planned Giving Ministry.
 - d. This Committee shall meet on a regular schedule similar to that of the Church Boards.

ARTICLE XV. BOARD OF WAYS AND MEANS

Section A. The purpose of this Board is to raise funds for the Church *by* organizing, coordinating, sponsoring and or conducting activities that promote Fellowship among the Church members.

1. This board will be composed of twelve members.
2. This board will plan and carry out events that will provide enjoyment and Fellowship and at the same time provide income to meet the budget set by the Trustees.
3. This board will be alert to social activities in other Churches in the area and will provide information about these events for our members.

ARTICLE XVI. PASTORAL ADVISORY COMMITTEE

Section A. The basic purpose of a Pastoral Advisory Committee is to act as a conduit for communications between the pastor and the congregation and between the congregation and the pastor.

1. The Pastoral Advisory Committee will consist of the Moderator, two (2) representatives of the Board of Deacons, and two (2) members from the congregation nominated and elected for a one (1) year term at the Annual Meeting. The Committee will meet once a month, summer excluded as desired, and will serve as a sounding board for congregational and/or pastoral concerns. Additionally the Committee will prepare and discuss with the pastor, the pastor's annual goals. All recommendations of this Committee will be subject to the approval of the appropriate Boards.

ARTICLE XVII. NOMINATING COMMITTEE

Section A. A Nominating Committee of five persons shall be chosen at the Annual Meeting who shall, before the next Annual Meeting, prepare in the form of a ballot a list of nominations of officers and committees to be elected under Art. IX. The right of a member to make a nomination from the floor shall be recognized. This committee shall fill all vacancies occurring between Annual Meetings - except that of the Minister.

ARTICLE XVIII. SPONSORED ORGANIZATIONS

All organizations assuming sponsorship by this Church, using its name and equipment, are regarded as integral parts of the church program and are under its general supervision. Any new auxiliary organization shall present its plans and purposes to the Executive Committee before assignment to a specific Board. Annual reports shall be presented in writing by all sponsored organizations to the Annual Meeting through the Executive Committee.

ARTICLE XIX. FISCAL YEAR

Section A. The fiscal year of the Church shall be January 1st through December 31st.

ARTICLE XX. SEAL

The seal of the church shall consist of two concentric circles with the words "Congregational Church of South Dartmouth, United Church of Christ" between the outer and inner circles and words "Incorporated: Massachusetts" around the inner side of the circle together with the date "January 13, 1920" horizontally across the center.

ARTICLE XXI. AMENDMENTS

Section A. These By-laws may be amended or repealed by a two-thirds vote of the members present and voting at any Annual, Quarterly or Special Meeting, provided that no amendment shall be made unless fully set out in the notice of the meeting.

ARTICLE XXII. RULES OF ORDER

Section A. In all matters of government not provided for in these By-laws, the church shall be governed by established Congregational usage and Robert's Rules of Order in accordance with which no proxy or absentee ballots will be allowed.

ARTICLE XXIII. ANNUAL BUSINESS MEETING

Section A. The Annual Business Meeting of the corporation shall receive the yearly reports of the officers and committees, elect officers and committees as herein recorded and adopt plans for the new year. All elections may be by ballot and shall be upon majority vote of the members present.

1. Order of Procedure
 1. Reading of the Call of the Meeting
 2. Devotions
 3. Reading of the Minutes
 4. Reading of the Membership Roll (Opt.)
 5. Annual Reports
 6. Election of Officers and Committees
 7. Proposed amendments or other business named in the warrant.
 8. Proposals for future action.
 9. Program, if any, concluding with the Lord's Prayer.
2. The term of all officers and committees shall begin immediately after their election and continue until their successors are elected.

BY-LAW COMMITTEE

Wayne Anderson
Lanie Hanrath-Clark
Robert Forbush
John Russell
Warren McCollester
Robert Lytle
Diane Metheny
Elizabeth Dunn
Minerva Russell
Daphne Fogg-Siegal
Rita Hoar, Secretary
Harry Schoening, Chairman
Olive Miller, Church Clerk
Ronald Chase, Chairman Board of Trustees
Nehemiah Boynton III, Minister