



# BYLAWS

of

THE FIRST CONGREGATIONAL CHURCH

UNITED CHURCH OF CHRIST

EAST HARTFORD, CONNECTICUT

March 15, 2015

## TABLE OF CONTENTS

ARTICLE 1. NAME.....	1
ARTICLE 2. PURPOSE, POLITY, FAITH, COVENANT .....	1
ARTICLE 3. MEMBERSHIP.....	2
ARTICLE 4. OFFICERS .....	2
ARTICLE 5. PASTOR.....	3
ARTICLE 6. MINISTER/DIRECTOR OF CHRISTIAN EDUCATION.....	4
ARTICLE 7. MODERATOR AND ASSISTANT MODERATOR.....	5
ARTICLE 8. CLERK AND ASSISTANT CLERK .....	5
ARTICLE 9. TREASURER AND ASSISTANT TREASURER.....	6
ARTICLE 10. DIRECTOR OF MUSIC.....	6
ARTICLE 11. HISTORIAN .....	7
ARTICLE 12. ARCHIVIST .....	7
ARTICLE 13. LIBRARIAN .....	7
ARTICLE 14. AUDITORS .....	8
ARTICLE 15. TERMS OF BOARDS .....	8
ARTICLE 16. BOARD OF TRUSTEES.....	8
ARTICLE 17. BOARD OF STEWARDSHIP.....	9
ARTICLE 18. BOARD OF DEACONS.....	10
ARTICLE 19. BOARD OF DEACONESSES.....	10
ARTICLE 20. BOARD OF MISSIONS.....	11
ARTICLE 21. BOARD OF CHRISTIAN EDUCATION.....	11
ARTICLE 22. BOARD OF MUSIC.....	12
ARTICLE 23. STANDING COMMITTEE .....	12

ARTICLE 24. ROLLS COMMITTEE .....	13
ARTICLE 25. BUDGET COMMITTEE .....	13
ARTICLE 26. REMEMBRANCE FUND COMMITTEE .....	14
ARTICLE 27. SCHOLARSHIP FUND COMMITTEE .....	15
ARTICLE 28. NOMINATING COMMITTEE.....	16
ARTICLE 29. HISTORICAL COMMITTEE.....	16
ARTICLE 30. LIBRARY COMMITTEE .....	17
ARTICLE 31. HUMAN RESOURCES COMMITTEE.....	17
ARTICLE 32. FLOWER COMMITTEE .....	17
ARTICLE 33. ELECTION PROCEDURE.....	18
ARTICLE 34. ANNUAL AND SPECIAL CHURCH MEETINGS .....	18
ARTICLE 35. BYLAW CHANGES AND AMENDMENTS.....	19
ARTICLE 36. DISSOLUTION PROVISION .....	19
INDEX.....	I

Bylaws of  
First Congregational Church  
United Church of Christ  
East Hartford, Connecticut

Article 1. Name

The name of this Corporation is The First Congregational Church, United Church of Christ, of East Hartford, Connecticut, Inc.

Article 2. Purpose, Polity, Faith, Covenant

Purpose: The avowed purpose of this Church is to worship God, to preach the gospel of Jesus Christ, and to celebrate the sacraments, to realize Christian fellowship and unity within this Church and the Church Universal, to render loving service to others, and to strive for righteousness, justice and peace.

Polity: The government of this Church is vested in its members, who exercise the right of control in all its affairs, subject, however, to the laws of the State of Connecticut.

Faith: This Church acknowledges as its sole Head, Jesus Christ, the Son of God and the Savior of humankind. It acknowledges as brothers and sisters in Christ all who share in this confession. It looks to the Word of God in the Scriptures, and to the presence and power of the Holy Spirit, to prosper its creative and redemptive work in the world. It claims as its own the faith of the historic Church expressed in the ancient creeds and reclaimed in the basic insights of the Protestant reformers. It affirms the responsibility of the Church in each generation to make this faith its own. In accordance with the teachings of our Lord and the practice prevailing among evangelical Christians, it recognizes two sacraments: Baptism and the Lord's Supper or Holy Communion.

Covenant: We covenant with one another to seek and respond to the Word and the will of God. We purpose to walk together in the ways of the Lord, known

24 and to be made known to us. We hold it to be the mission of the Church to  
25 witness to the gospel of Jesus Christ in all the world, while worshiping God, and  
26 striving for truth, justice, and peace. Like our forebears, we depend on the Holy  
27 Spirit to lead and empower us. We pray for the coming of the Kingdom of God  
28 and we look with faith toward the triumph of righteousness and eternal life.

### 29 Article 3. Membership

30 Membership in this Church is open to any person who has been baptized,  
31 confirmed, and has made public confession of faith in Jesus Christ as Lord and  
32 Savior. Members pledge themselves to attend the regular worship of the Church  
33 and the celebration of the Lord's Supper, to live the Christian life, to share in the  
34 life and work of the Church, to contribute to its support and benevolences, and  
35 to seek diligently the spiritual welfare of the membership and the community.  
36 Any member may, by personal request, be granted a letter of transfer. If  
37 wishing to join a body not in fellowship with this Church, he or she may be  
38 granted a letter of dismissal with certification of Church membership. If a  
39 member requests in writing to be released from membership obligation, the  
40 Board of Deacons shall try to persuade the member to continue in fellowship. If  
41 this effort fails, on approval of the Pastor and Standing Committee, the Clerk  
42 shall issue the appropriate letter of dismissal. A member whose address has  
43 long been unknown or who for a period of two years has not attended the  
44 Church's worship or contributed to its support may be placed on the inactive list  
45 by the Standing Committee after consultation with the Pastor. If, after the  
46 expiration of one year, the relationship remains unchanged, the name may be  
47 dropped from the membership rolls by a further vote of the Standing Committee  
48 after consultation with the Pastor.

### 49 Article 4. Officers

50 Church officers are the ordained Ministers, Minister/Director of Christian  
51 Education, Moderator, Assistant Moderator, Treasurer, Assistant Treasurer,

52 Clerk, Assistant Clerk, members of the Board of Trustees and Board of  
53 Stewardship. With the exception of the ordained Ministers and the  
54 Minister/Director of Christian Education, the officers shall be elected by ballot  
55 or appointed as hereinafter specified. All members of boards and committees  
56 and officers of any adult organization of this Church must be members of this  
57 Church.

#### 58 Article 5. Pastor

59 The Pastor: The Pastor shall be concerned with the spiritual welfare of the  
60 congregation, preach the Word, plan the services of public worship, and  
61 administer the sacraments. The Pastor is a member ex-officio of all boards and  
62 committees unless otherwise specified. The Pastor is responsible for the  
63 activities of Office Administrators and of assistants or associates who may be  
64 appointed. The Pastor is called for an indefinite period. In order to terminate  
65 the relationship between the Church and Pastor, at least three months' notice  
66 shall be given by either party. The Pastor may be dismissed only by a two-thirds  
67 vote of the membership attending a special meeting called to consider dismissal.  
68 This meeting is subject to the quorum prescribed by the bylaws in Article 34  
69 and duly advertised by written notice to the Church membership.

70 Assistants to the Pastor: At such times as the Church decides to call an Associate  
71 Pastor or an Assistant Pastor, the conditions of call and release are the same  
72 that apply to the Pastor. Duties are determined at the time of call. The Assistant  
73 or Associate is responsible to the Pastor for their fulfillment.

74 Filling the Pulpit: The Board of Deacons nominates a committee of nine, to be  
75 known as the Search Committee. This committee, which includes both men and  
76 women representing the various age groups of the Church membership, shall be  
77 approved by vote of the Church at a special meeting legally called, to be held not  
78 later than six weeks following the date of resignation, retirement or death of the  
79 Pastor. It is the duty of this committee to confer with the Connecticut  
80 Conference of the United Church of Christ to consider candidates and to make a

81 recommendation to the Church membership. The vote of this committee in  
82 making such a recommendation must be unanimous. Upon selecting a  
83 candidate, the Search Committee shall request the Moderator to call a special  
84 meeting of the congregation to receive their report and act upon their  
85 recommendation. The motion to call a Pastor shall be by general consent.  
86 Should the motion fail, a three-quarters majority is required. When the Church  
87 is without a Pastor, the Board of Deacons has the authorization to provide  
88 interim pastors for the pulpit.

89 Article 6. Minister/Director of Christian Education

90 The Minister/Director of Christian Education initiates and supervises all  
91 religious education work, including the Church School and related activities,  
92 under the direction of the Board of Christian Education and the Pastor. This  
93 staff member works cooperatively with the Pastor in planning and conducting  
94 special family services, and assists in the total educational ministry of the  
95 Church. The Minister/Director is a member ex-officio of the Board of Christian  
96 Education, working in cooperation with these members in planning and being  
97 responsible for putting into effect its policies. The Minister/Director is a  
98 member ex-officio of the Board of Missions, assisting them in a continuous  
99 program of education of our Church's wider mission and is a member ex-officio  
100 of the Board of Music and the Library Committee. If the Director is an ordained  
101 minister, he or she is subject to the conditions of call and release as stated in  
102 Article 5. If, however, the Director is not an ordained minister the following  
103 shall apply. The Director of Christian Education shall be chosen by a special  
104 committee of seven Church members to be called the Search Committee. This  
105 committee is appointed by a two-thirds vote of the Board of Christian Education  
106 at a duly called meeting and approved at a special Church meeting called for that  
107 purpose. This committee shall include both men and women representing the  
108 various age groups of the Church membership. It is the duty of this committee  
109 to consider candidates and to make a recommendation to a joint session of the

110 Board of Christian Education and Standing Committee for final approval. In  
111 order to terminate the relationship between Church and Director, three months  
112 notice shall be given by either party. The Director may be dismissed only by a  
113 two-thirds vote of a special joint meeting of the Board of Christian Education  
114 and the Standing Committee called to consider dismissal.

115 Article 7. Moderator and Assistant Moderator

116 The Moderator is the chief administrator of the Church and will serve as Chair of  
117 the Standing Committee. The Moderator presides at the Annual Meeting and all  
118 legally called special meetings. He or she will serve as liaison between the  
119 Pastor, congregation, and the Standing Committee. Should the Church be  
120 without a Pastor, the Moderator will activate an ad hoc committee consisting of  
121 Moderator, Clerk and the Chairs of the Boards of Deacons and Trustees or their  
122 appointed alternates. This committee directs and coordinates all administrative  
123 matters normally handled by the Pastor until a successor has been installed.  
124 The Moderator is an ex-officio member of all boards and committees and serves  
125 as a delegate to the Connecticut Conference of the United Church of Christ. The  
126 Moderator and Assistant Moderator are elected for two year terms and are  
127 eligible for one additional two year term. After serving two full terms they are  
128 for one year ineligible for re-election. The Assistant Moderator will assume all  
129 duties outlined above in the absence of the Moderator.

130 Article 8. Clerk and Assistant Clerk

131 The Clerk and Assistant Clerk are elected annually. The Clerk maintains a  
132 record of membership, records all business meetings of the Church, and serves  
133 as an ex-officio member of the Historical Committee. The Clerk shall submit  
134 minutes of all legal Church meetings for corrections or additions to the Standing  
135 Committee at its first meeting following the Church meeting. The minutes will  
136 be approved for the Church records at the next Annual Church meeting. The  
137 Assistant Clerk performs all of the duties of the Clerk in the event of the Clerk's



138 absence or inability to act.

139 Article 9. Treasurer and Assistant Treasurer

140 The Treasurer and Assistant Treasurer are elected annually. The following  
141 duties are performed by the Treasurer, or in the Treasurer's absence, by the  
142 Assistant Treasurer. The Treasurer is an ex-officio member of the Board of  
143 Trustees, Budget Committee and the Board of Stewardship. It is the duty of the  
144 Treasurer to call an organizational meeting of the Budget Committee within two  
145 months after the Annual Meeting. At the monthly meetings of the Board of  
146 Trustees, the Treasurer's monthly financial reports shall be reviewed by the  
147 Chair or Vice-Chair and at least one other member of the Board of Trustees, and  
148 the Treasurer or Assistant Treasurer shall be available to answer questions if  
149 needed. The Treasurer and/or Assistant Treasurer shall deposit and pay out all  
150 monies for the Church according to the approved budget. Monies raised or  
151 given for special purpose funds shall be disbursed in accordance with the rules  
152 governing those funds. The Treasurer and/or Assistant Treasurer will be  
153 responsible to sign all checks, balance the check book, check all accounts at the  
154 end of each month, and report any discrepancies to the Board of Trustees.

155 Article 10. Director of Music

156 The Director of Music provides leadership for the musical activities of the  
157 Church and is accountable to the Pastor and the Board of Music. The Director  
158 leads the Adult Choir and assists leaders of the Youth and Children's Choirs in  
159 planning programs. The Director serves as an ex-officio member of the Board of  
160 Music and advises the Board of Music in selection and upkeep of musical  
161 instruments. Two months' notice by either the Director or the Church is  
162 required to terminate the relationship. The Director of Music shall be chosen by  
163 a special committee of seven Church members to be called the Search  
164 Committee. This committee is appointed by a two-thirds vote of the Board of  
165 Music at a duly called meeting and approved at a special Church meeting called

166 for that purpose. This committee shall include both men and women  
167 representing the various age groups of the Church membership. It is the duty of  
168 this committee to consider candidates and to make a recommendation to a joint  
169 session of the Board of Music and Standing Committee for final approval. The  
170 Director may be dismissed only by a two-thirds vote of a special joint meeting of  
171 the Board of Music and Standing Committee.

#### 172 Article 11. Historian

173 There shall be a Historian who maintains a chronological record of Church  
174 events and prepares an annual written report for the archives. The Historian  
175 also responds to inquiries about the history of the Church, prepares historical  
176 booklets, pamphlets and articles, materials for anniversary celebrations, and  
177 displays, working with the Historical Committee. The Historian is elected  
178 annually.

#### 179 Article 12. Archivist

180 There shall be an Archivist who works with the Historical Committee to  
181 organize and preserve historical records. Special attention will be given to  
182 ongoing records, such as building contracts, financial drives, ministerial  
183 changes, annual reports and minutes of congregational meetings, newsletters,  
184 bylaws, and photographs labeled with names and dates. Attention shall be  
185 given to fire protection of the archival storage area and preservation techniques.  
186 There shall be an inventory of records in storage at the office of the Connecticut  
187 Conference. The Archivist is elected annually.

#### 188 Article 13. Librarian

189 There shall be a Librarian who works with the Library Committee in the  
190 organization and maintenance of the Library, overseeing the operation of the  
191 Library, including ordering and processing materials and supplies, keeping  
192 records, and recommending acquisition of materials and furnishings. The

193 Librarian is elected annually.

194 Article 14. Auditors

195 There shall be two auditors elected annually. They shall annually examine the  
196 accounts of the Trustees and Treasurers, and affix their certificate thereto prior  
197 to the Annual Meeting. There shall be an independent certified audit  
198 periodically at the discretion of the Trustees.

199 Article 15. Terms of Boards

200 The members of the Boards of Trustees, Stewardship, Deacons, Deaconesses,  
201 Missions, and Christian Education shall be elected for terms not to exceed two  
202 years, in such a manner that half of the terms shall expire annually. After  
203 serving two full terms on a given board, a member is, for one year, ineligible for  
204 re-election to that same board. The Board of Deaconesses may waive the one-  
205 year ineligibility requirement.

206 Article 16. Board of Trustees

207 There shall be a Board of Trustees, which should consist of eight members and  
208 the Treasurer ex-officio. Half of the elected members shall constitute a quorum.  
209 At its first meeting, to be held within one month after the Annual Meeting, the  
210 Board shall elect a Chair, Vice-Chair, and Secretary to hold office for the ensuing  
211 year. The Board shall appoint one Trustee to the Scholarship Fund Committee.  
212 The Chair or Chair's designee shall be appointed to the Budget Committee. Two  
213 Trustees shall be appointed to the Investment Committee, one of whom shall be  
214 the Chair or the Chair's designee. The Chair or alternate shall attend Standing  
215 Committee meetings. The Board of Trustees exists as the primary caretaker for  
216 all tangible Church assets. The Board shall be responsible for hiring church staff  
217 as necessary. The Board is responsible for Church real estate and other real  
218 property. The Board is responsible for all Church funds, invested or non-  
219 invested, restricted or unrestricted. The Board delegates the supervision of said

220 funds to a five-member Investment Committee. Whereas the Board and the  
221 Investment Committee share fiduciary responsibility, final authority rests with  
222 the Board of Trustees. The Board shall submit an itemized budget proposal for  
223 the coming year to the Budget Committee. The Board shall notify the Budget  
224 Committee whenever a budgeted item exceeds its appropriation in the adopted  
225 budget. The Chair will prepare a report of the Board of Trustees' activities and  
226 business transactions to be presented at the Annual Meeting and included in the  
227 Annual Report. There shall be an independent certified audit periodically at the  
228 discretion of the Trustees.

229

230 Article 17. Board of Stewardship

231 There shall be a Board of Stewardship, which should consist of eight members.  
232 At its first meeting, to be held within one month after the Annual Meeting, the  
233 Board shall elect a Chair, Vice-Chair, and Secretary to hold office for the ensuing  
234 year. The primary responsibility of the Board of Stewardship is to implement a  
235 continuing program of education in principles of Christian stewardship within  
236 the congregation. The Board of Stewardship assumes executive leadership in  
237 the attainment of the Church's financial goal, devises ways and means for  
238 securing funds for local expenses and apportioned benevolences, approves or  
239 disapproves special campaigns to raise funds except denominational special  
240 offerings, and cooperates in financial programs which are not routine, such as  
241 debt reduction, building improvements or other approved campaigns. The  
242 Chair or the Chair's designee represents the Board on the Budget Committee  
243 and one member is appointed to attend Standing Committee. In addition, it is  
244 the responsibility of the Chair to assist the Treasurer or Assistant Treasurer in  
245 the recruitment of Church members to serve as counters of monies received at  
246 Church services.

247  
248  
249  
250  
251  
252  
253  
254  
255  
256  
257  
258  
259  
260

Article 18. Board of Deacons

There shall be a Board of Deacons, which should consist of Twelve Deacons. At its first meeting, to be held within one month after the Annual Meeting, the Board shall elect a Chair, Vice-Chair, Secretary, and Treasurer to hold office for the ensuing year. It is the duty of the Deacons to assist the Pastor in the Communion service, to confer with the Pastor on spiritual matters, to attend to the discipline of the Church, and to provide for the supply of the pulpit in the case of vacancy or absence of the Pastor. Deacons shall be alert evangelists, constantly inviting both newcomers and inactive members to share in worship and other activities. The Board annually elects one member to represent it on the Standing Committee, two members on the Rolls Committee, one member on the Board of Music, one member on the Scholarship Fund Committee, one member on the Remembrance Fund Committee, and one member on the Budget Committee.

261  
262  
263  
264  
265  
266  
267  
268  
269  
270  
271  
272  
273  
274  
275

Article 19. Board of Deaconesses

There shall be a Board of Deaconesses, which should consist of at least twelve Deaconesses, in addition to Life Deaconesses. At its first meeting, to be held within one month after the Annual Meeting, the Board shall elect a Chair, Vice-Chair, Secretary, and Treasurer to hold office for the ensuing year. Deaconesses may be elected for life upon nomination by the Board of Deaconesses and elected at an Annual Meeting. It is the duty of the Deaconesses to assist in the work of the Church, confer with the Pastor on spiritual matters, and report to the Pastor those who are seriously ill, bereaved, or in circumstances that merit pastoral attention. They visit families, distribute flowers, and study ways to show the love and care of the Church. They appoint two of their members to assist the Deacons in the annual revision of the rolls. The Board annually elects one Deaconess to represent it on the Standing Committee. The Chair or Vice-Chair of the Board of Deaconesses serves as a member of the Remembrance Fund Committee. The Chair or the Chair's designee represents the Board on the

276 Budget Committee.

277 Article 20. Board of Missions

278 There shall be a Board of Missions, which should consist of eight members. The  
279 Minister/Director of Christian Education is an ex-officio member. At its first  
280 meeting, to be held within one month after the Annual Meeting, the Board shall  
281 elect a Chair, Vice-Chair, Secretary, and Treasurer to hold office for the ensuing  
282 year. The primary responsibility of the Board of Missions is to implement a  
283 continuing program of missionary education within the congregation. The  
284 Board has charge of the missionary activities of the Church and shall submit an  
285 itemized budget proposal for the coming year to the Budget Committee. The  
286 Missions Board allocates final expenditures of the amount contributed  
287 specifically for missions in accordance with their benevolent goals for the year.  
288 The Chair or the Chair's designee represents the Board on the Budget and  
289 Standing Committees.

290 Article 21. Board of Christian Education

291 There shall be a Board of Christian Education, which should consist of eight  
292 members. At its first meeting, to be held within one month after the Annual  
293 Meeting, the Board shall elect a Chair, Vice-Chair, and Secretary to hold office for  
294 the ensuing year. The Minister/Director of Christian Education is an ex-officio  
295 member. The Board shall submit an itemized budget proposal for the coming  
296 year to the Budget Committee, exclusive of salaries, for the educational work of  
297 the Church. The Board of Christian Education, in cooperation with the  
298 Minister/Director of Christian Education, establishes an educational policy  
299 which is consistent with Christian theology as interpreted by the United Church  
300 of Christ, and implements said policy through a comprehensive teaching  
301 program for youth and adults. The Chair or the Chair's designee represents the  
302 Board on the Budget Committee. The Board annually elects a member to  
303 represent it on the Standing Committee, Scholarship Committee, Board of Music

304 and the Library Committee.

305 Article 22. Board of Music

306 There shall be a Board of Music, which should consist of six members, one each  
307 appointed annually by the Adult Choir, Youth Choir, Board of Deacons, and  
308 Board of Christian Education, and two members from the congregation at large  
309 elected to a two-year term. At its first meeting, to be held within one month  
310 after the Annual Meeting, the Board shall elect a Chair, Vice-Chair, and Secretary  
311 to hold office for the ensuing year. The Director of Music, Directors of Youth and  
312 Children's Choirs and Minister/Director of Christian Education are members ex-  
313 officio. Meetings shall be called quarterly by the Chair. The Board shall submit  
314 an itemized budget proposal for the coming year to the Budget Committee,  
315 exclusive of salaries, for musical expenses. The Board is responsible for  
316 obtaining and maintaining musical instruments with the approval of the Board  
317 of Trustees. The Board assists the Director of Music and Pastor in music  
318 programming. The Chair or the Chair's designee represents the Board on the  
319 Budget and Standing Committees. Orders to the Church Treasurer for  
320 disbursements of funds shall be signed by the Chair. The Board is responsible  
321 for obtaining substitutes for the Director and/or Organist when the need arises.

322 Article 23. Standing Committee

323 A Standing Committee shall consist of the Pastor, Minister/Director of Christian  
324 Education, Moderator, Assistant Moderator, Historian, Clerk, Assistant Clerk,  
325 Treasurer, Assistant Treasurer, and the chair or the chair's designee of all other  
326 boards, committees, and organizations of the Church. The Moderator serves as  
327 Chair of the committee and the Clerk as secretary. The duties of the committee  
328 are to welcome all candidates for Church membership, consider questions of  
329 Church policy and act on such matters as do not require a special meeting of the  
330 Church. It may grant letters of transfer and remove members from the Church  
331 rolls in accordance with Article 3 on Church membership. Its meetings may be

332 called by the Pastor or the Chair. At its first meeting following the Annual  
333 Meeting, the committee shall, as far as possible, establish a calendar of standing  
334 and special dates for the ensuing year. At least six meetings shall be called each  
335 year to discuss matters of general policy other than the reception of new  
336 members. A record of its meetings is kept for submission to the Church  
337 whenever called for. Nine members constitute a quorum.

#### 338 Article 24. Rolls Committee

339 A Rolls Committee shall consist of two Deacons, two Deaconesses, the Treasurer  
340 or Assistant Treasurer, and the Clerk, who shall make an annual survey of the  
341 Church rolls. The Clerk calls the first meeting of the Committee not later than  
342 June 30 of each year. When revisions in the rolls are necessary this committee,  
343 after consultation with the Pastor, makes recommendations to the Standing  
344 Committee.

#### 345 Article 25. Budget Committee

346 A Budget Committee shall consist of eight members including the chairs or their  
347 designees of the Boards of Christian Education, Trustees, Deacons, Deaconesses,  
348 Stewardship, Missions, and Music and one member at large who is not an officer  
349 or staff member of the church. The at-large member shall be elected for a single  
350 two-year term. The Treasurer is a member ex-officio of the Budget Committee.  
351 At its first meeting, to be called by the Treasurer of the Church within two  
352 months after the Annual Meeting, the Budget Committee elects a Chairman and  
353 Secretary. It is the responsibility of this committee to consult with the officers  
354 and boards of the Church concerning their anticipated expenses, and to submit  
355 to the congregation for approval at a meeting called on or before December 1  
356 each year a proposed budget of estimated costs for current expenses for the  
357 following year. The budget may be revised by the Budget Committee before the  
358 Annual Meeting to reflect the results of the annual pledge program based on the  
359 anticipated income, and shall be presented to the Annual Meeting for final



360 approval.

361 Article 26. Remembrance Fund Committee

362 A Remembrance Fund Committee shall consist of the Pastor or an ordained  
363 designee of the Church, a representative of the Board of Deacons, and a  
364 representative of the Board of Deaconesses. The Committee is responsible for  
365 administration of the Remembrance Fund, including distribution of available  
366 income. The Remembrance Fund enables contributions to be made in memory  
367 of or in honor of friends or relatives, or in observance of a special occasion. One  
368 member of the Church, elected annually, shall be responsible for  
369 acknowledgment of contributions and maintenance of the Book of  
370 Remembrance. All funds are recorded by the Treasurer and deposited in the  
371 investment accounts. The Treasurer disburses amounts authorized for payment  
372 on written order signed by the Pastor and one other administrator. Total  
373 withdrawals from the fund in any given year shall not exceed the total interest  
374 and/or investment income earned the preceding year. If, at any time in the  
375 future, the income portion reaches twenty-five percent of the principal, the  
376 Committee may vote on an amount to be transferred from the income portion to  
377 the principal portion of the Fund. An accounting of receipts, expenditures, and  
378 principal shall be included in the Annual Report of the Church, as well as the  
379 amount available for spending the following year.

380 Income from the Fund shall be used only for benevolent purposes as follows:

- 381 1) to assist with members' medical expenses or financial problems;
- 382 2) to assist members who are enrolled in study for Christian Education or the  
383 Ministry;
- 384 3) to make contributions to organizations of the United Church of Christ or  
385 interfaith agencies that perform benevolent functions.

386 No grant to any recipient shall exceed \$1,500 in any calendar year.

387 Article 27. Scholarship Fund Committee

388 A Scholarship Fund Committee shall administer the fund that provides  
389 scholarships for post-secondary education to members of this church. . Awards,  
390 announced each June, are granted on the basis of financial need, academic  
391 ability, personal integrity and faithfulness to Christ. No single award shall  
392 exceed \$1,000, and no one may receive more than four awards. Payment is  
393 made to students when they have been accepted in the school or college of their  
394 choice. If the student elects not to attend school or college, the money shall be  
395 returned to the Church, and shall be placed into the income portion of the fund.  
396 The Scholarship Fund Committee, composed of one member each from the  
397 Board of Trustees, Board of Deacons and Board of Christian Education, is  
398 responsible for administration of the fund, including fund-raising and public  
399 information. The committee is called together by the Moderator as soon as  
400 possible after the Annual Meeting to elect a chair and name an Awards  
401 Committee. This committee consists of three church members who shall remain  
402 anonymous and whose work is confidential. They will serve for three years, the  
403 term of one member expiring annually. The Awards Committee reviews  
404 scholarship applications in consultation with the Pastor and Minister/Director  
405 of Christian Education and recommends recipients and the amount of each  
406 award to the Scholarship Committee for presentation in June. The Treasurer  
407 and/or Assistant Treasurer disburse amounts authorized for payment on  
408 written order signed by the Chair of the Scholarship Fund Committee and one  
409 member of the Awards Committee. All contributions are recorded by the  
410 Treasurer and/or Assistant Treasurer and deposited in the investment account.  
411 Except for contributions designated by the donor to be available immediately  
412 for scholarships, all donations will be preserved as principal. The income  
413 earned in the previous year shall be available for scholarships. At the end of  
414 each year any unspent amount remains in the income portion of the Fund. An  
415 accounting of receipts, expenditures and principal shall be included in the  
416 Annual Report of the Church, as well as the amount available for spending the

417 following year. If, at any time in the future, the income portion reaches forty  
418 percent of the principal amount, the scholarship committee may vote on an  
419 amount to be transferred from the income portion to the principal portion of the  
420 fund.

#### 421 Article 28. Nominating Committee

422 A Nominating Committee should consist of six members and shall represent the  
423 diversity of the Church membership. At its first meeting, to be held within one  
424 month after the Annual Meeting, the committee shall elect a chair who calls  
425 meetings as necessary. They shall submit nominees for Church officers, board  
426 and committee members, delegates and other authorized Church positions, to  
427 be voted on at the Annual Meeting. Members of the Nominating Committee are  
428 elected for terms of two years in such a manner that the terms of three  
429 members expire annually. After serving two full terms, a member is for one  
430 year ineligible for re-election. The Clerk is a member ex-officio. The  
431 Nominating Committee solicits recommendations for positions to be filled from  
432 various boards and committees. The Nominating Committee shall avoid, as far  
433 as reasonably possible, nominating any person for more than one office. Should  
434 all open positions not be filled prior to an Annual Meeting, the committee shall  
435 continue to fill open positions on an interim basis until the next Annual Meeting.  
436 The Nominating Committee may remove any board or committee member at the  
437 recommendation of the Board or Committee Chair if that member has been  
438 absent for three consecutive regularly scheduled meetings.

#### 439 Article 29. Historical Committee

440 A Historical Committee shall consist of the Historian, Archivist, and up to six  
441 members elected annually. A Chair and Secretary shall be elected at the  
442 committee's first meeting following the Annual Church meeting. The Clerk shall  
443 serve as an ex-officio member. The duties of the committee are the collection  
444 and preservation of historical records of the Church, planning displays for the

445 Goodwin display case, and assisting the Church with plans for historical events.  
446 Meetings may be called by the Pastor or the Chair.

447 Article 30. Library Committee

448 A Library Committee shall consist of the Librarian and up to eight members  
449 elected annually. At its first meeting, to be held within one month after the  
450 Annual Meeting, the committee shall elect a chair who calls meetings as  
451 necessary. The Minister/Director of Christian Education or a designee of the  
452 Board of Christian Education is a member ex-officio. The purpose of the Church  
453 Library is to provide a collection of religious and inspirational books and related  
454 materials, both adult and juvenile, for the use of the members and staff of the  
455 Church. The Library Committee is responsible for the organization and  
456 maintenance of the Library, including the selection of books and other  
457 materials, promotion of their use, and expenditures of available funds.

458 Article 31. Human Resources Committee

459 A Human Resources Committee shall consist of three members, the Moderator,  
460 and two members at large. The Moderator shall call the first meeting to be  
461 held within one month after the Annual Meeting to elect a Chair. The terms  
462 shall be four years and renewable. The Human Resources Committee shall have  
463 oversight responsibilities for contracts already in place. Contracts and any  
464 changes to them shall be approved by the Human Resources Committee. Human  
465 Resources will conduct annual performance reviews and will manage any job  
466 performance concerns. In matters of confidentiality, the Committee may  
467 schedule executive sessions. In matters that present a conflict of interest to any  
468 member of the Committee, that member will be temporarily replaced.

469 Article 32. Flower Committee

470 A Flower Committee shall consist of three members elected annually. The  
471 Committee is responsible for obtaining donations of floral arrangements for

472 worship services in the sanctuary each Sunday during the year; also for securing  
473 plants at Easter and Christmas for display in the sanctuary. All flowers and  
474 plants are made available for distribution by the Board of Deaconesses.

#### 475 Article 33. Election Procedure

476 Recommendations of the Nominating Committee shall be posted on two Church  
477 bulletin boards and made available at the Church office not later than two weeks  
478 prior to the Annual Meeting. Additional nominations may be made from the  
479 floor at the Annual Meeting. If there are contending nominations, the voting  
480 shall be by ballot, and write-in votes may be made on the ballot for any eligible  
481 person for any office, board or committee.

#### 482 Article 34. Annual and Special Church Meetings

483 An Annual Church Meeting shall be held before March 31st each year, to elect  
484 officers and act on other positions as presented by the Nominating Committee.  
485 The meeting will act on the budget, the Treasurer's report and other  
486 appropriate business. Printed copies of the agenda, the Nominating Committee  
487 report, and the Annual Report shall be made available at the Church office one  
488 week before the Annual Meeting and at the meeting itself. Special meetings may  
489 be called by the Pastor, the Moderator, the Board of Trustees, or by written  
490 petition of ten Church members submitted to the Moderator, such meetings to  
491 be held not later than two weeks from the receipt of the petition. Ten days'  
492 notice for the Annual Meeting and special meetings shall be given by the Clerk  
493 by posting the call to the meeting on two Church bulletin boards, announcement  
494 at a Sunday service or by newspaper publicity. Announcement by direct mail to  
495 all Church members shall be made at the discretion of the Moderator and the  
496 Pastor depending on the nature of the business. Parliamentary procedure at all  
497 legally called Church meetings will be in accordance with Robert's Rules of  
498 Order. Ten percent of the active membership as determined by the latest count  
499 of the Rolls Committee and published in the Annual Report shall constitute a

500 quorum. Only members of the First Congregational Church of East Hartford are  
501 entitled to vote. Minutes of the Church Annual Meetings and all special  
502 meetings shall be prepared by the Clerk to be approved at the next Annual  
503 Meeting of the congregation.

504 Article 35. Bylaw Changes and Amendments

505 Proposed changes to the Bylaws may be requested by the Pastor and Chair of  
506 any one elected board, by the Moderator or by the request of five Church  
507 members. Bylaw changes must be approved by a two thirds vote of the  
508 congregation present at a meeting called for that purpose.

509 Article 36. Dissolution Provision

510 If the First Congregational Church of East Hartford shall ever be dissolved as a  
511 corporate body, its assets and all property and interest of which it shall then be  
512 possessed, including any devise, bequest, gift or grant contained in any will or  
513 other instrument, in trust or otherwise, made before or after such dissolution,  
514 shall be transferred to the Connecticut Conference of the United Church of  
515 Christ, or its successor.

## Index

Accounts, 6

Administrator, 5

Annual Report, 7, 9, 14, 15, 18

Archivist, 7, 16

Assets, 8, 19

Assistant Moderator, 2, 5, 12

Audit, 8

Auditors, 8

Baptism, 1

Boards, Terms of, 8

Budget, 6, 9, 11-13

Budget Committee, 6, 8, 10, 13

Bylaws Amendment, 19

Calendar, 12

Campaign, Special, 9

Choirs, 6, 12

Christian Education, Board of, 4, 5, 8, 11-13, 15, 17

Christian Education, Minister/Director of, 3, 4, 11, 12, 15, 17

Church School, 4

Clerk, 2, 3, 5, 12, 13, 16, 18

Communion, 1, 10

Connecticut Conference, UCC, 3, 5, 19

Counters, 9

Covenant, 1

Deaconesses, Board of, 8, 10, 13, 14, 17

Deaconesses, Life, 10

Deacons, Board of, 2- 5, 8, 10, 13-15

Discipline, 10

Dissolution, 19

Election, 17

Employee - Annual performance reviews, 17

Employee - Contracts, 17

Faith, 1

Flower Committee, 17

Funds, 8, 9

Government, 1

Historian, 7, 12, 16

Historical Committee, 5, 7, 16

Human Resources Committee, 17

Investment Committee, 8

Librarian, 7, 16

Library Committee, 4, 7, 11, 16, 17

Lord's Supper, 1, 2

Meeting, Annual, 5, 6, 8-13, 15, 16, 18

Meetings, Annual, 10

Meetings, Special, 5, 18

Membership, 2, 3, 5, 12, 16, 18

Minister. *See* Pastor

Missions, Board of, 8, 11, 13

Moderator, 2, 4, 5, 12, 15, 17-19

Monies, 6, 9

Music, Board of, 12, 13

Music, Director of, 12

Music, Director of, 6  
 Musical Instruments, 12  
 Name, 1  
 Nominating Committee, 16, 18  
 Offerings, 9  
 Officers, 2  
 Organist, 12  
 Parliamentary Procedure, 18  
 Pastor, 2-6, 10, 12-16, 18, 19  
 Pastor, Assistant, 3  
 Pastor, Associate, 3  
 Policy, 13  
 Polity, 1  
 Property, 8, 19  
 Purpose, 1  
 Records, Church, 5  
 Records, Historical, 7  
 Remembrance Fund, 14  
 Remembrance Fund Committee, 10, 14  
 Remembrance, Book of, 14  
 Rolls Committee, 10, 13, 18  
 Sacraments, 1, 3  
 Scholarship Awards Committee, 15  
 Scholarship Fund Committee, 8, 10, 14, 15  
 Scriptures, 1  
 Search Committee, Minister/Director of Christian Education, 4  
 Search Committee, Pastor, 3  
 Standing Committee, 2, 5, 7-13  
 Stewardship, Board of, 8, 9, 13  
 Treasurer, 2, 6, 8, 9, 12-15, 18  
 Trustees, Board of, 3, 5, 6, 8, 9, 12, 13, 15, 18  
 Word of God, 1  
 Worship, 1, 2