

1 THE CONSTITUTION OF THE ROCKY HILL CONGREGATIONAL CHURCH,
2 UNITED CHURCH OF CHRIST, ADOPTED MARCH 18, 2018
3 AND AMENDED JUNE 16, 2019
4 AND (DATE)
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7 ARTICLE I
8 NAME AND ORIGIN
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10 The legal name of this Church shall be Rocky Hill Congregational Church, United Church of
11 Christ. This Church was petitioned December 19, 1720, founded June 7, 1727, and incorporated
12 March 20, 1895 according to the laws of the State of Connecticut.
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15 ARTICLE II
16 DEFINITIONS
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18 Rocky Hill Congregational Church, United Church of Christ is a collective of people dedicated to
19 worship and service, with membership defined in Article VI. Within this Constitution, generic
20 usage of the terms “the Church”, “the Congregation”, “we”, “us” and “our” refer to this
21 collective.
22

23 “Vote of the congregation” refers to a vote taken at a meeting called in compliance with the
24 stipulations set forth in Article X.
25

26 “Sponsoring body” refers to the entity (the Council or a Core Ministry) to which a Ministry Team
27 is responsible.
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29 ARTICLE III
30 MISSION
31

32 As a body of believers, our mission is to endeavor to walk in God’s ways. To that end we
33 welcome all on life’s journey, and strive to be a church which is active and engaged in carrying
34 out God’s work wherever we see need - both locally and globally ~~—especially—~~ as ~~God’s will is~~
35 ~~set forth~~ exemplified in the life, and teachings, ~~death, resurrection and living presence~~ of Jesus
36 Christ. We seek to engage in active ministry, building community, growing our faith, nurturing
37 the faith of our children and youth, and working to promote love, justice, and equity in all that
38 we do. We also seek to encourage and participate in ecumenical and interfaith activities in the
39 local community and beyond. “No matter who you are or where you are on life’s journey, you
40 are welcome here.”
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46 **ARTICLE IV**
47 **POLITY**
48

49 This Church acknowledges Jesus Christ as its head, its government being vested in its members,
50 who exercise the right of control in all its affairs, subject to the laws of the State of Connecticut.
51

52 We also acknowledge our fellowship with the United Church of Christ (UCC) and pledge
53 ourselves to share in its common work, especially as represented by the Hartford Association,
54 the ~~Connecticut~~Southern New England Conference (~~or its successor organization~~SNEUCC), and
55 the UCC General Synod.
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58 **ARTICLE V**
59 **COVENANT AND STATEMENT OF FAITH**
60

61
62 We covenant with the Lord and with one another and do bind ourselves in the presence of God
63 to walk in all His ways, according as He is pleased to reveal Himself unto us.
64

65 The Statement of Faith of the United Church of Christ expresses the beliefs of this Church:
66

67 We believe in You, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and
68 to Your deeds we testify.
69

70 You call the worlds into being, create persons in Your own image, and set before each one
71 the ways of life and death.
72

73 You seek in holy love to save all people from aimlessness and sin.
74

75 You judge people and nations by Your righteous will declared through prophets and
76 apostles.
77

78 In Jesus Christ, the man of Nazareth, our crucified and risen Savior, You have come to us
79 and shared our common lot, conquering sin and death and reconciling the world to
80 Yourself.
81

82 You bestow upon us Your Holy Spirit, creating and renewing the church of Jesus Christ,
83 binding in covenant faithful people of all ages, tongues, and races.
84

85 You call us into Your church to accept the cost and joy of discipleship, to be Your servants
86 in the service of others, to proclaim the gospel to all the world and resist the powers of
87 evil, to share in Christ's baptism and eat at his table, to join him in his passion and victory.
88

89 You promise to all who trust You forgiveness of sins and fullness of grace, courage in the
90 struggle for justice and peace, Your presence in trial and rejoicing, and eternal life in Your
91 realm which has no end.

92
93 Blessing and honor, glory and power be unto You. Amen.
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97 **ARTICLE VI**
98 **MEMBERSHIP**
99

100 **SECTION 1. Qualifications**
101

102 This Church acknowledges the priesthood of all believers and welcomes to membership as full
103 or associate members all persons who desire to be followers of Jesus Christ and who covenant
104 with the Congregation to share in the life, mission and ministries of the Church.
105

106 **A. Full Members.** Full members shall be received by baptism (if not previously baptized),
107 confirmation, profession, or reaffirmation of faith, or letter of transfer in such a manner
108 as may be prescribed by the Church. Full members may participate and vote in all
109 transactions of the Church at any Congregational Meeting.
110

111 **B. Associate Members.** Associate members are those who desire to retain membership
112 in another church, but wish to share more fully in the life, work, fellowship, support, and
113 worship of this Church. Associate membership does not affect membership with their
114 home church. Associate members have all the rights and privileges of full membership,
115 except as noted in Section 2 below.
116

117 **C. Friends.** Friends of the Church are those who may not, or may not yet, choose to join
118 the church but who wish to participate in the life, fellowship and journey, and to share
119 their time, talent and treasure in that regard.
120

121 **SECTION 2. Rights and Duties of Members and Friends**
122

123 Only full members may serve as Moderator, Vice Moderator, Treasurer, or Clerk. Both full and
124 associate members may be elected or appointed to any other position and participate and vote
125 at congregational meetings.
126

127 ~~Persons~~Friends who wish to participate in the life of this Church without becoming members
128 are welcome to participate in its life, ministries, support, and fellowship ~~as.~~ As friends of the
129 Church ~~and may be non-voting participants in Congregational meetings. Non-members, they~~
130 are welcome to serve on any Core Ministry ~~Team, if elected,~~ as defined in Article VIII ~~Section 3.~~
131 ~~Non-members.~~ Friends may also be appointed by the Council to any of its Standing or Ad Hoc
132 Committees as defined in Article VII Section 2. Friends may chair Core Ministries and serve on

133 the Council and even be voting participants in Congregational meetings as long as they hold one
134 of these elected or appointed positions.

135
136 All members and friends are encouraged to be stewards of the full life of the ~~church~~Church
137 through attendance, active participation in ministries, ~~outreach,~~ financial support, and
138 fellowship.

139
140 **SECTION 3. Termination and Restoration of Membership**

141
142 Members may cease to be members of this Church by request, which may be a request to
143 transfer membership to another church. From time to time as warranted, the Council shall
144 convene an ad hoc membership committee to review the Church membership rolls and, after
145 careful review and appropriate contact, submit a proposed list of members to be placed on the
146 inactive list. Such members shall only be declared inactive upon the vote of the Council and
147 may be reactivated upon such member's request.

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151 **ARTICLE VII**
152 **GOVERNANCE**

153
154 The governance of this Church is vested in its members, who exercise the right of full and final
155 control of all its affairs, subject to the laws of the state of Connecticut. The Church Council will
156 speak for the Congregation ~~as a whole~~ in the articulation of its mission, vision and ministries.

157
158 **SECTION 1. Church Council**

159
160 The Church Council shall oversee the active pursuit of our church's mission and ministries.
161 Toward that end, the Council shall:

- 162 • regularly develop, update, and articulate a ~~church~~Church vision, a strategic plan, and
163 annual goals.~~The Council shall~~
- 164 • develop a proposed annual budget (subject to approval by vote of the Congregation).~~]~~
- 165 • authorize the collection of any special offerings and the allocation of fundraising
166 proceeds,
- 167 • authorize the apportionment of any gifts or bequests which are undesignated as to
168 specific purpose (except as limited in Article X Section 2).~~]~~
- 169 • be responsible for the management of the business affairs of this Church,
- 170 • approve all personnel actions,
- 171 • appoint eligible Members or Friends to fill open positions for Officers or Core Ministries
172 after the related Budget and Elections Meeting. Such appointees shall be ratified by
173 congregational vote at the next duly scheduled meeting of the Church
- 174 • review the work of all Ministries and Committees.

176 The Council shall adopt policies, procedures, and financial controls, as necessary, to support
177 these efforts.

178
179 The Church Council shall be comprised of the following:

- 180
- 181 • Officers (Moderator, Vice Moderator, Clerk, Treasurer)
- 182 • Chairs of all Core Ministries
- 183 • Pastor(s)
- 184

185 The Council will meet as needed to carry out its mission and duties. A binding Council vote shall
186 require a quorum of at least five members who are eligible to vote on such matter. All Council
187 members are eligible to vote on all matters brought before the Council, with the following
188 exceptions:

- 189 • The Moderator shall only be eligible to vote on a matter in order to break a tie. The
190 Moderator shall not be counted in the determination of any quorum.
- 191 • Staff members and their immediate family members shall not be eligible to vote on any
192 matter pertaining to the individual staff member’s own employment status, including
193 salary actions. As such, Pastors shall not be eligible to vote on the total budget
194 recommendation, but may vote on any budget issue that does not include any element
195 of his or her direct or indirect financial compensation.
- 196 • From time to time the Council may choose to meet without the Pastor(s) or a particular
197 member on matters (financial or otherwise) that concern the Pastor(s) or that particular
198 member.
- 199
- 200 • The Officers plus the (Senior or Solo) Pastor will function as the Executive Committee of
201 the Council. The Executive Committee is authorized to act on issues requiring a quick
202 decision when a full meeting of the Council is impractical. The Executive Committee
203 shall also oversee issues of a routine administrative nature, and shall strategize on the
204 overall direction of the Council. The Executive Committee shall also oversee the
205 confidential management of the Helping Hand Fund, which is to provide financial
206 assistance to church members, friends, and others in need. From time to time the
207 Executive Committee may choose to meet without the Pastor(s) or a particular officer
208 on matters (financial or otherwise) concerning the Pastor(s) or that particular officer.
- 209

210 Executive Committee decisions, excluding those related to grants from the Helping Hand Fund
211 (to protect confidentiality), shall be routinely and promptly communicated by the Clerk or the
212 Moderator to the Council.

213
214
215 The Council may authorize unbudgeted expenditures from reserves up to ten percent of the
216 annual budget for any single project, including all related items, without prior approval of the
217 Congregation. All major expenditures exceeding this amount shall require the voted approval
218 of the Congregation unless such expenditures are (a) included in the approved church budget,

219 or (b) provided for by committed special contributions, bequests, pledges, or fund-raising
220 events. Notwithstanding the amount, no transaction which requires the mortgaging or selling of
221 real property or the borrowing of money shall be made without the voted approval of the
222 Congregation.

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225 **SECTION 2. Committees Reporting to the Council**

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From time to time the Council or the Congregation, at a regular or special meeting of the
Council or Congregation, may appoint a Standing or Ad Hoc Committee.

230 The responsibilities of each Standing or Ad Hoc Committee shall be established by the Council.
231 Each such committee shall report to the Council on a regular basis.

232

233 **Council Committees and Positions**

234

235 Appointments to Committees and positions that report to the Council will be made by the
236 Council. A full list of these appointments (including term dates) will be published for review at
237 the annual Budget and Elections Meeting, along with the proposed nominations for elected
238 positions by the Nominating Committee (see Article X, Section 2).

239

240 At the writing of this constitution, the following **Standing Committees** and **Appointed Positions**
241 report to the Council

242

Advocacy Panel: The role of the Advocacy Panel is to address complaints or allegations
of sexual misconduct, harassment, and/or abuse. Specific guidelines for Advocacy Panel
membership, responsibilities and procedures are defined in the Safe Church Policy,
dated May 17, 2002 or as subsequently amended.

247

Personnel Committee: The Council shall appoint at least ~~three~~two members to the
Personnel Committee. Each appointed member shall serve a term of two years.
Members may be reappointed to fill successive terms without limit at the discretion of
the Council. Terms shall be staggered to facilitate continuity from year to year. In
addition, the Moderator or Vice Moderator or their Council designee shall serve as an Ex
Officio member of the Personnel Committee.

254

The Personnel Committee shall be responsible for establishing and administering a
consistent personnel policy for all church employees. The Personnel Committee shall
recommend adjustments to staff compensation, ensure that comprehensive personnel
policies and procedures are documented and administered, and ensure that each
employee is advised at least annually of his or her position description, compensation
package, job performance, and performance goals and objectives. All recommendations
of the Personnel Committee regarding policy matters and compensation actions shall be
subject to review and approval by the Council.

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Pastoral Relations Committee: The purpose of a Pastoral Relations Committee (PRC) is to support a healthy relationship between pastor and congregation. The PRC has two roles: as an advisory group to the pastor--sharing ideas, dreams, expectations, and concerns of the congregation; and as a support for the pastor--interpreting the roles, functions, boundaries, opportunities, and needs of the pastor, and communicating them to lay leadership and to the congregation. The PRC will be comprised of four members who will be appointed by the Council in collaboration with the Pastor. Each member's term will be two years, and these terms are renewable. Terms shall be staggered to facilitate continuity from year to year. The PRC will meet as needed to carry out their duties, but with a minimum of 3-4 meetings per year.

Investment Committee: The Council shall appoint at least three members to the Investment Committee. Each appointed member shall serve a term of two years. Members may be reappointed to fill successive terms without limit at the discretion of the Council. Terms shall be staggered to facilitate continuity from year to year. The Treasurer shall also serve as an ex-officio member of the Investment Committee.

The Investment Committee shall develop and maintain an Investment Policy for all financial assets of the church, subject to approval by the Council. The Investment Committee shall also oversee and ensure the appropriate implementation of such policy.

Scholarship Committee: The Council shall appoint at least three members to the Scholarship Committee. Each appointed member shall serve a term of two years. Members may be reappointed to fill successive terms without limit at the discretion of the Council. Terms shall be staggered to facilitate continuity from year to year.

The Scholarship Committee shall oversee and document policies related to the awarding of scholarships from the Scholarship Fund of the Church, manage the application process, and communicate with and distribute awards to the selected recipients each year. With input from Council, the Scholarship Committee may also authorize Scholarship Fund distributions for other educational or training grants or stipends in keeping with the overall goals and mission of the church.

The following **Appointed Positions** will be appointed by and report to the Council:

Church Historian: The Council shall annually appoint a Church Historian, who shall be responsible for keeping a record of notable activities within the life of the Church and its participation in community and denominational affairs (by way of photographs, documents, and other relevant materials). From time to time, the Historian shall provide displays or written information to the congregation that will illustrate the Church's rich history. The ~~Historian~~historian may, at his or her discretion, recruit volunteers to form a

306 committee or Ministry Team to assist the Historian in carrying out these duties and/or
307 any special projects the Historian wishes to pursue.

308
309 **Auditor:** The Council shall annually appoint a church Auditor to audit all financial
310 records of the church with the objective to ensure that financial controls are properly
311 administered and that financial reports are accurate, timely, and complete. The Auditor
312 shall prepare and submit a written report at the end of each fiscal year attesting to the
313 appropriateness of all financial reports and processes, employing such tests and reviews
314 as are necessary and proper to carry out these duties. In the event that the Auditor has
315 concerns about any specific or general financial irregularities and/or potential
316 improprieties, the Auditor shall notify the Council as soon as is practical. If the Auditor
317 believes that additional resources are necessary to properly carry out any auditing
318 responsibilities (including the possibility of retaining outside auditing support), he or she
319 may request such support from the Council.

320 321 **Ad Hoc Committees**

322
323 An Ad Hoc Committee, by definition, is convened for a specific purpose. Examples of Ad
324 Hoc Committees might include a Search Committee, a Social Action Committee (for a
325 particular purpose), a Governance Review Committee, a Major Capital Improvement
326 Committee, etc.

327
328 When a Pastoral Search Committee is to be convened, a slate of members shall be
329 nominated by the Council, subject to voted ratification by the Congregation at a duly
330 called meeting. For other Ad Hoc committees, members will be appointed by vote of the
331 Council.

332
333 The existence of each such Ad Hoc committee shall terminate upon the acceptance of its
334 final report, and said committee shall be formally dissolved by vote of the Council.

335 336 **SECTION 3. Church Officers**

337
338 The Moderator, Vice Moderator, and Clerk shall each be elected for a term of two years with
339 the possibility of a second consecutive term. The terms of the Moderator and Vice Moderator
340 shall coincide. The term of the Clerk shall be offset from the Moderator's term by one year to
341 facilitate continuity. A Moderator, Vice Moderator, or Clerk who has served two consecutive
342 two-year terms shall be ineligible for reelection to the same position until two years have
343 elapsed.

344
345 The Treasurer shall be elected for a term of two years. A Treasurer may be reelected to serve
346 successive terms without limitation.

347
348 No person shall concurrently hold more than one officer position.

349

350 **A. MODERATOR**

351
352 The Moderator is the lay leader of the Church, and shall work closely with the Pastor(s)
353 and the Council in promoting the mission and ministries of the Church, including the
354 development of a vision statement, a strategic plan, and annual goals. The Moderator
355 shall preside at all business meetings of the Church and the Council held during his or
356 her term of office, except that any member of the Church whose term as Moderator
357 expired at the end of the previous fiscal year shall preside at the subsequent Annual
358 Meeting. If the Moderator is unable to preside at any meeting, the Vice Moderator shall
359 do so. If neither are able to preside, then the Moderator shall choose someone from
360 Council to preside in his or her absence. The Moderator shall have authority to execute
361 and/or endorse legal documents on behalf of the Church. The Moderator shall also
362 make appointments to the Advocacy Panel in accordance with the requirements of the
363 Safe Church Policy of the Church.

364
365 **B. VICE MODERATOR**

366
367 The Vice Moderator shall assist the Moderator as requested by the Moderator, and shall
368 preside at any business meeting of the Church or the Council if the Moderator is
369 unavailable to do so. The Vice Moderator shall have the authority to act in the capacity
370 of the Moderator in any duty for which the Moderator is unavailable or unable to fulfill.
371 In the event that the Moderator resigns prior to the expiration of his or her term, the
372 Vice Moderator shall assume the full duties of the Moderator for the remainder of that
373 term.

374
375 **C. CLERK**

376
377 The Clerk shall issue calls for Church meetings, keep faithful records of all meetings of
378 the Church and the Council, ensure that a record is kept of the membership of the
379 Church (including dates of admission, ~~dismissal~~[transfer](#), [status-change](#), and death), shall
380 write letters of dismissal, and record baptisms. The Clerk shall collaborate with the
381 Church's Office Manager to ensure that membership records of the Church are safely
382 maintained and updated. The Clerk shall report to the Church Council, which shall
383 establish and maintain policies for the implementation and execution of these duties.

384
385 **D. TREASURER**

386
387 The Treasurer shall be responsible for overseeing the proper receipt, aggregation,
388 disbursement, investment, and financial reporting of all church funds. The Treasurer
389 shall report to the Church Council, which shall establish and maintain policies and
390 financial controls for the implementation and execution of these duties.

391
392 Any group or Ministry Team that sponsors a fundraising activity shall advise the
393 Treasurer as to the recommended uses of the funds to be generated. If the Treasurer

394 believes that the recommended uses of funds are unusual, the Treasurer shall notify the
395 Council for their advice and consent.

396
397 The Council may establish appointed or staff positions to assist the Treasurer in the
398 execution of his or her duties.

399
400 The Treasurer shall have the authority to execute and/or endorse any financial legal
401 documents related to investments, investment accounts, or banking arrangements of
402 the Church, provided that such documents are compliant with the policies of the Church
403 or the stated directions of the Council.

404 405 406 **ARTICLE VIII – MINISTRIES OF THE CHURCH**

407
408
409 The Church’s mission shall be carried out through established Core Ministries that are central to
410 the mission and ministry of the church (as defined earlier in this Constitution) ~~and~~ consistent
411 with the vision and strategic plan (as articulated by the Council).

412 413 **SECTION 1. Core Ministries**

414
415 Seven Core Ministries are defined in this Constitution. If the Council feels that other Core
416 Ministries should be created, the Council may do so. Each Core Ministry will be led by and
417 managed by a small group who have each been nominated and elected for a term of 3 years.
418 The ending dates of terms of office shall be staggered in a manner to ensure ~~maximum~~
419 ~~continuity of membership from year to year.~~ continuity of membership from year to year. Since
420 members and friends are encouraged to pursue their ministry passions, there are no term limits
421 for serving on Core Ministries. However, it is strongly encouraged that chairs of Core Ministries
422 serve no more than five consecutive years as chair. They are encouraged to pass the baton of
423 leadership (though they may remain on the Ministry and may also resume leadership at a later
424 time). To that end, chairs of Core Ministries should develop leaders and groom successors for
425 leadership roles. Each Core Ministry will oversee the activity of various sponsored Ministry
426 Teams and/or Committees under its jurisdiction.

427
428 The (Senior or Solo) Pastor will be an ex officio member of each Core Ministry.

429
430 Our Core Ministries are:

431
432 **Worship:** The Worship Ministry shall advise the planning and conduct of worship in this
433 Church. This Ministry shall coordinate with the Pastor(s), staff, and other Core Ministries to
434 plan enriching worship opportunities. Areas of focus may include liturgical practices, rituals
435 and sacraments, music and liturgical arts, nurturing worship leaders and other participants
436 (liturgists, communion servers, ushers), seasonal observances, and other special worship

437 opportunities. The Ministry members include a Chair (lay leader) and at least two (2)
438 additional lay leaders.

439
440 **Faith Formation:** The Faith Formation Ministry shall oversee the development of
441 opportunities to foster the growth of our faith. This Ministry shall promote and manage
442 programming for church school, adult education, youth groups, confirmation, and
443 intergenerational experiences. The Ministry members include a Chair (lay leader), Faith
444 Formation staff, and at least two (2) additional lay leaders.

445
446 **Outreach and Witness:** The Outreach and Witness Ministry shall lead and direct our
447 relationship with local, [regional](#), and global concerns. This Ministry shall evaluate and
448 implement programs involving social justice and advocacy, local & global missions/support,
449 ecumenical and interfaith activities/relationships, and the appointment of ~~UCC delegates.~~
450 ~~The Ministry members include a Chair (lay leader) and at least two (2) additional lay~~
451 ~~leaders. In addition,~~ delegates to wider-church settings and organizations, including the
452 relevant UCC Conference, [and](#) Association, ~~and Christian Activities Council, shall.~~ [Delegates](#)
453 [or representatives to other sponsored agencies, including independent religious, social](#)
454 [service, or social action organizations, may also](#) be appointed by ~~this~~[the](#) Ministry. [at its](#)
455 [discretion.](#) This Ministry shall also recommend and administer the collection and
456 disbursement of related special offerings, subject to approval by the Council. [The Ministry](#)
457 [members include a Chair \(lay leader\) and at least two \(2\) additional lay leaders.](#)

458
459 **Congregational Care:** The Congregational Care Ministry shall oversee our response to the
460 needs of members and friends. This Ministry shall focus on pastoral care, visitation and
461 ~~shut-in care~~[care for homebound members and friends](#), fellowship and social interaction,
462 member-to-member care, welcoming ministries, and caring ministries. The Ministry
463 members include a Chair (lay leader), and at least two (2) additional lay leaders.

464
465 **Facilities:** This Ministry shall oversee the physical plant and equipment of the Church,
466 including the maintenance of the church building, grounds, and telecommunications
467 systems, the securing of property and liability insurance, and oversight of the use of the
468 building by outside groups. Ministry members include a Chair (lay leader) and at least four
469 additional lay leaders.

470
471 Because the Church relies on the good faith efforts of its members in carrying out the
472 various ministries of the Church, the Facilities Ministry shall maintain adequate liability
473 insurance coverage to indemnify each Church member for judgments, reasonable
474 expenses, amounts paid, etc. for their personal liability due to acts or omissions within the
475 scope of their duties as Church Officers, elected officials, or volunteers.

476

477 The Facilities Ministry may authorize unbudgeted expenditures from reserves up to ten
478 percent of the annual budget for any single project, including all related items, without
479 prior approval of the Congregation. All other major expenditures shall require the voted
480 approval of the Congregation unless such expenditures are (a) included in the approved
481 church budget, or (b) provided for by committed special contributions, bequests, pledges,
482 or fund-raising events. Notwithstanding the amount, no transaction which requires the
483 mortgaging or selling of real property or the borrowing of money shall be made without
484 the voted approval of the Congregation.
485

486 **Time, Talent, and Treasure:** This Ministry is responsible for the development and nurturing
487 of the resources necessary to carry out the mission and ministries of the Church. This

488 ~~Ministry oversees~~ ministry shall be responsible for the following:

- 489 • Developing a Stewardship strategy and plan in collaboration with the Pastor which
490 incorporates Stewardship messages, programming and campaigns throughout each
491 year.
- 492 • Carrying out the nominating process for elected positions, ~~the planning and~~
493 ~~execution~~ and making suggestions for other positions on Committees, Core
494 Ministries, and Ministry Teams. Further, this Core Ministry will promote efforts to
495 invite and incorporate other members and friends into the work and ministries of
496 the ~~annual pledge campaign, the coordination~~ Church.
- 497 • Coordination of regular on-going fundraising activities, and the development of
498 other avenues for harvesting the time, talent, and treasure necessary to support
499 the ~~Ministries of the church. This ministry shall also be responsible for developing a~~
500 ~~Stewardship strategy and plan with the purpose of incorporating Stewardship~~
501 ~~teachings throughout each year. Ministry members include a Chair (lay leader) and~~
502 ~~at least two additional lay leaders. In addition, the Chairs of the Nominating~~
503 ~~Committee and the Pledge Campaign Committee shall be members of the Time,~~
504 ~~Talent, and Treasure Ministry.~~ ministries of the church.

505
506 ~~An elected Nominating Committee and an elected Pledge Campaign Committee will be~~
507 ~~responsible to the Time, Talent, and Treasure Ministry. At least three members shall be~~
508 ~~elected to each committee. Candidates shall be nominated by the Nominating Committee.~~
509 ~~The term for each elected member shall be three years, staggered in a manner to ensure~~
510 ~~maximum continuity of membership from year to year.~~

511
512 Ministry members include a Chair (lay leader) and at least four additional lay leaders.
513

514 **Music:** The Music Ministry shall coordinate the overall music program of the church,
515 including worship, music events in the church, and music outreach, and shall advise and
516 support the Minister or Director of Music in all facets of the music programming in the
517 church. This Ministry shall also be responsible for the care and oversight of the church's

518 music equipment, including organs, pianos and other instruments. The Ministry members
519 include a Chair (lay leader), the Minister or Director of Music, and at least two (2)
520 additional lay leaders.

~~521 In addition to these listed Ministries, other Ministries may be sanctioned by the Council, either
522 as formal Core Ministries or as Ministry Teams.
523~~

526 SECTION 3. Ministry Teams

527
528 Ministry Teams ~~shall~~may be formed under the Council or any of the Core Ministries to address
529 specific ministry tasks, projects, or limited areas of responsibility ~~under~~consistent with the
530 ~~Council or any~~mission and vision of the ~~Core Ministries~~church. A Ministry Team may be
531 comprised of one or more members or friends. Each Ministry Team shall be sponsored by and
532 accountable to either the Council or a Core Ministry. A Ministry Team may be ~~formed~~proposed
533 by a sponsoring body, ~~but a Ministry Team may also be proposed~~ or by any person(s) in the
534 church community, according to how they are moved to carry out the work of the church, as
535 long as the proposal is ~~accepted~~endorsed by a sponsoring body. Ministry Team members are
536 not elected; ~~they~~ and do not have fixed membership. They are formed by ~~people~~members and
537 friends who are passionate about their a particular ministry. ~~Ministry team members do not
538 need to be members of the Church.~~

~~539
540 Each Ministry Team shall complete and submit (to the Council or a sponsoring Ministry) a brief
541 statement/form stating the objective(s) of the Ministry Team, the plans to achieve the
542 objective(s), and the requested financial support (if any). Once a Ministry Team is sponsored, it
543 must prepare and submit a written report at least annually, stating the current objectives,
544 activities, and accomplishments. The Council shall establish and publish guidelines or templates
545 for drafting such Ministry Team plans and periodic reports. These reports are intended to
546 ensure that the Council, Core Ministries, and any church body or member can read about the
547 purpose and opportunities of Ministry Teams. The reports are also intended to ensure that
548 everyone who seeks information can be aware of all church activities, and that all church
549 activities are consistent with our overall mission and vision.~~

551 Any member or friend who is interested in forming a Ministry Team should propose their ideas
552 to a Core Ministry chair or to any member of Council or the Pastor. The Core Ministry chair,
553 Council member or Pastor will then work with the member or friend to determine a brief
554 statement of the objectives and activities of the new Ministry Team, as well as any financial or
555 other resources needed from the church. The Core Ministry, Council member or Pastor will
556 coordinate with each Ministry Team on its activities and progress. Formation of new Ministry
557 Teams will be shared with the Council at its next regular meeting or as requested, and Core
558 Ministries or the Council should report on the work of its Ministry Teams in their Annual
559 Report.

561 A Ministry Team can be dissolved at any time by the lead and/or members of that team. ~~The~~
562 ~~and this~~ dissolution ~~of a~~ should be reported to the sponsoring Core Ministry ~~Team must be~~
563 ~~communicated to~~ and/or Council ~~prior to its dissolution~~. If a Ministry Team has been inactive it
564 can also be dissolved by the Council or the sponsoring ~~body~~ Core Ministry.
565

566
567 **ARTICLE IX**
568 **PASTOR(S) AND STAFF**

569 **SECTION 1. Pastors**

570
571
572 The Church shall call and employ ordained pastor(s) to order its worship and administer the
573 sacraments, provide for the spiritual needs of its members, and provide leadership for the
574 vision and the mission of the Church. The ministerial staff shall consist of one or more pastors
575 who have been ordained in the United Church of Christ, or have ordained ministerial standing
576 from another denomination and have been approved for serving a United Church of Christ
577 congregation through Privilege of Call.
578

579 **SECTION 2. Calling a Pastor**

580
581 **A.** When there is pastoral vacancy, a Pastoral Search Committee shall be formed. The
582 Council shall nominate a slate of Pastoral Search Committee candidates who provide broad
583 representation from within the Church. The slate of nominated members shall be ratified
584 by a majority vote at a congregational meeting. The Pastoral Search Committee will
585 consult with the ~~Connecticut~~ Southern New England Conference ~~office (or its successor) of~~
586 the United Church of Christ. The Pastoral Search Committee shall stand until it is
587 disbanded at a congregational meeting.
588

589 **B.** When calling an Associate or Assistant Pastor, the Senior Pastor will serve as a member
590 of the Pastoral Search Committee.
591

592 **C.** A Pastor (Solo, Senior, Associate, or Assistant) shall be called by the Congregation by a
593 two-thirds vote of the members present and voting at a congregational meeting. The
594 Church Council must approve the terms of the proposed contract with the nominee prior
595 to the meeting of the Congregation.
596

597 **D.** A called Pastor shall become a full member of the Church when their standing has been
598 transferred from their previous association and shall be installed as soon as practicable
599 after being called and accepting the position.
600

601
602
603 **SECTION 3. Termination of a Pastor**
604

605 The relationship between a Pastor and Congregation may be dissolved by either party upon 60
606 days written notice.

607
608 In order for the Congregation to ~~initiate the termination of~~terminate the relationship between
609 the Congregation and a Pastor, the Congregation must hold a vote at a meeting assembled
610 according to Article X. Such vote shall be by secret, written ballot, and shall require approval by
611 a two-thirds majority of the members present and voting.

612
613 **SECTION 4. Professional, Administrative, and Support Staff**

614
615 The Council shall be responsible for the proper staffing of the Church to carry out its mission. In
616 the event the Council desires to hire a staff member (either to replace a departing employee or
617 to fill a new position), the Council shall determine the most effective means of accomplishing
618 the new hiring.

619
620 The Church Council shall have the responsibility to ascertain the need for additional staff and to
621 hire staff for positions other than those already in place, with search and hire processes
622 determined by the Council, according to appropriate practices and procedures.

623
624

625 **ARTICLE X**
626 **FISCAL YEAR AND CONGREGATIONAL MEETINGS**

627
628 The fiscal year of the Church shall begin on May 1 and end on April 30 of the following year. The
629 books shall be closed and reports rendered as of the end of each fiscal year. All references to a
630 year in this Constitution shall refer to a fiscal year.

631
632 The Church shall have two regular meetings each year, an Annual Meeting and a Budget and
633 Elections Meeting. In addition, other special meetings may be called by the Council or by the
634 Officers or members of the Church, as provided herein.

635
636
637 The Council shall determine the most appropriate format for each meeting. Following are
638 acceptable formats:

- 639 A. Physical only: A meeting may be held in a single location with meeting
640 participants required to be present in person.
641 B. Virtual only: In circumstances when a physical meeting is impractical or
642 inappropriate, a virtual-only meeting may be held, using a digital platform which is
643 widely available to most members.
644 C. Hybrid meeting: A meeting may be held which combines the characteristics and
645 capabilities of both physical and virtual meetings.

646 [When members attend a meeting using a virtual platform, the clerk shall use reasonable means](#)
647 [to establish whether a quorum is present, and also to determine voting results.](#)

648 **SECTION 1. Annual Meeting**

649
650 The Annual Meeting of the Church shall be held after the close of each fiscal year, on a date and
651 time as the Council shall determine. At the Annual Meeting, the Church shall receive reports of
652 the various Ministries, activities, plans, and financial expenditures of the Council and each of
653 the Officers, [Core](#) Ministries, and ~~Ministry Teams~~[Committees](#). The call for the Annual Meeting
654 shall be issued by the Clerk by notice announced in church and published in the bulletin on the
655 two Sundays preceding the meeting and on the day of the meeting. ~~Written annual reports~~
656 ~~shall be published and~~[It should also be announced electronically through various means such as](#)
657 [newsletter or weekly news updates. Written annual reports may be distributed electronically](#)
658 [with additional copies published in hard copy to those who request it. They should be](#) made
659 available at least one week prior to the date of the Annual Meeting.

660

661 **SECTION 2. Budget and Elections Meeting**

662

663 The Budget and Elections Meeting shall be held during the first two weeks of March, or on such
664 other reasonable date and at such other time as the Council shall determine. The ~~Church~~
665 ~~Budget~~[church budget](#) for the next fiscal year shall be adopted at such meeting. Also, if the
666 Church has received a bequest (or has been notified of a pending bequest) that exceeds
667 \$50,000 and is not designated for any specific purpose, the apportionment of such bequest
668 (i.e., toward specific funds and/or projects) shall be recommended by the Council and approved
669 by vote of the Congregation.

670

671 In addition to the financial agenda previously articulated, the Church shall elect candidates for
672 Officers, Core Ministries, and any Standing Committees designated to be filled by election, as
673 presented on a slate of nominees recommended by the ~~Nominating Committee or as amended.~~
674 [Time, Talent and Treasure Core Ministry or as amended. Council appointments to committees](#)
675 [shall also be presented, but are not subject to congregational vote.](#)

676

677 Notice of the Budget and Elections Meeting shall be given in the same manner as that for the
678 Annual Meeting. All budgets and nominations shall be published and made available at least
679 one week prior to the date of the Budget and Elections Meeting.

680

681 **SECTION 3. Special Meetings**

682

683 Special meetings of the Church shall be called by the Council or upon the request in writing of
684 three Officers or five members of the Church. Notice of any such meeting shall be given in the
685 same manner as that for the Annual Meeting. No matter not included in the call to a special
686 meeting shall be brought before such meeting.

687

688

689 **SECTION 4. Cancellation of a Meeting**

690
691 Any meeting that has been duly called may be canceled or postponed in advance if the persons
692 calling the meeting agree with the cancellation or postponement, subject to the following
693 requirements:

- 694
- 695 A. If the meeting was called by a vote of the Council, then a majority vote of the
696 Council shall be required to cancel or postpone the meeting.
697
 - 698 B. If the meeting was called by a request from three Officers, then at least two of those
699 three Officers must agree to the cancellation or postponement.
700
 - 701 C. If the meeting was called by a group of five or more members of the Church, then a
702 majority of the calling group must agree to the cancellation or postponement, with
703 the additional stipulation that there must no longer be five or more members of the
704 calling group who wish to hold the meeting at the originally scheduled time.
705

706 In the event that any meeting is canceled or postponed subject to the foregoing provisions,
707 advance notification of such cancellation or postponement shall be made in a manner most
708 appropriate to the situation, as determined by the Moderator, Pastor, and Clerk.
709

710 Thirty members of the Church shall constitute a quorum at all regular and special meetings. No
711 person, other than a Full or Associate member of the Church ~~in actual attendance~~ or a Friend
712 who is duly elected to a Core Ministry or appointed by Council to a Committee, shall be entitled
713 to vote on any matter brought before the Church at any such meeting. Voters must be in either
714 actual or virtual (on camera) attendance. "Roberts Rules of Order" shall be observed in the
715 conduct of the regular and special meetings of the Church.
716

717
718

719 **ARTICLE XI**
720 **DISPOSITION OF REAL ESTATE PROPERTY**
721 **DISSOLUTION OF THE CHURCH**
722

723 The Church shall not sell, transfer or dispose of its real estate property used for worship or
724 ministerial residences nor withdraw from the United Church of Christ except following open
725 discussion at two special meetings of this Church at least three months apart with a two-thirds
726 affirmative vote at each such meeting, further provided that the meetings have been called and
727 a quorum is present in accordance with the requirements of this Constitution. Upon dissolution
728 of the Church, its assets and all property and interests of which it shall then be possessed,
729 including any devise, bequest, gift or grant contained in any will or other instrument, in trust or
730 otherwise, made before or after such dissolution, shall be transferred and conveyed to the
731 Connecticut Conference (or its successor organization) of the United Church of Christ. No

732 member of the Church shall receive or be entitled to receive any of the assets of the Church in
733 the event of its dissolution.

734

735

**ARTICLE XII
AMENDMENTS**

736

737

738 Amendments to, or revisions of, this Constitution (except amendments to Article IX Sections 1-

739 3, or Article XI, or this Article XII), may be adopted by two-thirds vote of the members of the

740 Church present and voting at a regular or special meeting of the Church. The intent of the

741 amendment(s) or revisions shall be made known with the call to the meeting and copies of the

742 proposed text of the amendment(s) or revision(s) shall be ~~posted on the Church's bulletin~~

743 ~~boards~~ electronically distributed to members and also made available in printed form in the

744 Church offices at least ~~90~~60 days in advance of the meeting. Revision of the sections excepted

745 in the first sentence of this paragraph shall require affirmative two-thirds votes at two separate

746 meetings duly called and separated by at least ~~90~~60 days.

747

748

749

**ARTICLE XIII
EFFECTIVE DATE**

750

751

752 This Constitution shall be effective on ~~May 1, 2018~~ [date] and as subsequently

753 amended by vote of the Congregation.

754