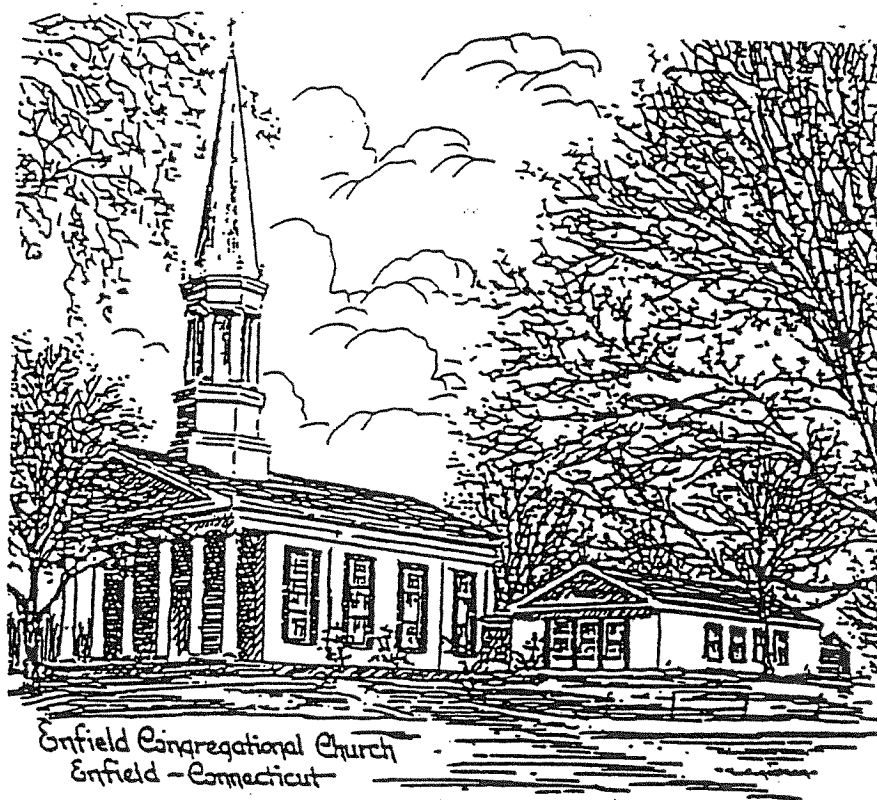


Constitution and Bylaws
for the
Enfield Congregational Church
United Church of Christ



Revised June 19, 2005

SECTION I

CONSTITUTION

“Teacher, which commandment in the law is the greatest?”
He said to him, ““You shall love the Lord your God with all
your heart, and with all your soul, and with all your mind.’
This is the greatest and first commandment. And the second
is like it: ‘You shall love your neighbor as yourself.’ On
these two commandments hang all the law and the prophets.”
(Matthew 22:36-40) NRSV

“To the Church of God that is in Corinth, including all the
saints throughout Achaia: Grace to you and peace from
God our Father and the Lord Jesus Christ.”
(2 Corinthians 1:1b-2) NRSV

Article 1 Name

The name of this Church shall be Enfield Congregational Church, United Church of Christ, Enfield, Connecticut, incorporated in 1948 according to the laws of the State of Connecticut and organized in 1680. The present building was erected in 1849.

Article 2 Purpose and Mission

The purpose of mission of this church is:

- to unite those who profess to be followers of Jesus Christ;
- to understand, receive and proclaim the Gospel;
- to live and grow in grace;
- to be the people of God;
- to realize Christian fellowship and unity in this church and the Church Universal;

- to be servants of Christ in the service of humanity;
- to seek the Kingdom of God;
- to promote faith, justice and peace, and
- to go forth, invite and reach out with the Gospel of Jesus Christ.

“I give you a new commandment, that you love one another.
Just as I have loved you, you should love one another. By
this everyone will know that you are my disciples, if you
have love for one another.”

(John 13:34-35) NRSV

Article 3 Polity

This church acknowledges Jesus Christ as its Head. We recognize a covenant relationship with the United Church of Christ. In all aspects of our governing we must be mindful of our purpose of being; prayerfully seeking God's will in our actions and deeds. The governance and the right of control of this church's affairs has been entrusted in its members.

Article 4 Doctrine, Faith, and Covenant

We covenant with the Lord and one with another and do bind ourselves in the presence of God, to walk together in all His ways, according as He is pleased to reveal Himself unto us in His blessed word of truth. (The Salem, Massachusetts, Congregational Church Covenant of 1629.)

We, the members of the Enfield Congregational Church, United Church of Christ acknowledge as our sole head, Almighty God, who called us into relationship with our Creator, through the life, death and resurrection of Jesus Christ, Savior and Redeemer, Teacher and Lord. Being bound to our Lord's mission, called to witness, serve, heal, rebuild and reconcile, we belong to God through Christ, and strive to follow wherever He leads. We look to the Word of God in the Holy Scriptures for guidance, and to the presence and power of the Holy Spirit to help us become all that we are created to be. We acknowledge, as brothers and sisters in Christ, those who share in this confession; but we also seek relationships in love with all people of good will worldwide, recognizing in others God's infinite creativity and intended diversity. We strive for deeper understanding of each other and commit ourselves to the basic call of Christianity which is to:

“...let us love one another, because love is from God;
everyone who loves is born of God and knows God.
Whoever does not love does not know God, for God is love.”
(1 John 4:7-8) NRSV

We pledge to fulfill the purpose of the church as set forth in the following covenant, owned by all members at the time they join this church, and reaffirmed from time to time during our service of worship.

We covenant with the Lord and one with another; and do bind ourselves in the presence of God, to walk together in all His ways, according as He is pleased to reveal Himself unto us in His blessed word of truth.

We adhere to the Statement of Faith as adopted by the United Church of Christ, and rejoice in our Christian fellowship together.

STATEMENT OF FAITH

We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and to your deeds, we testify:

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

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

You judge people and nations by your righteous will
declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Savior,
you have come to us
and shared our common lot,
conquering sin and death
and reconciling the world to yourself.

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

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

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

Article 5 **Membership**

Section 1. **Meaning of Membership**

“Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the

manifestation of the Spirit for the common good. To one there is given through the Spirit the utterance of wisdom, to another faith by the same Spirit.....All these are activated by one and the same Spirit, who allots to each one individually just as the Spirit chooses. For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ. For in the one Spirit we were all baptized into one body – Jews or Greeks, slave or free – and we were all made to drink of one Spirit.”

(1 Corinthians 12:4-8, 11-14) NRSV

This church recognizes the value of each member of our community which reflects the body of the whole as being precious and irreplaceable. We look always to seek new members and to try to meet the needs of our existing members. We come together as one body in Christ, with the common purpose of worshipping God, serving God’s people, and growing in spiritual fullness and faith.

Section 2. Conditions of Membership

A. Qualifications and Reception

A person may become a member of this church upon confession of faith, or by letter of transfer from another church. Those persons who, having been baptized in this or some other Christian church, have confessed their faith in Jesus Christ, and have declared their purpose to live Christian lives shall be welcome members of this church. New members shall openly accept these conditions of membership and receive the right hand of fellowship at a special service of worship.

B. Types of Membership

1. Active Members are those who fulfill their covenant vows, attend services regularly, share in its organized work, and contribute regularly toward support of the Church and its Missions.
2. Absent Members are those members who have absented themselves from our church fellowship for reasons the Board of Deacons deem acceptable, such as: nursing home residents, young people away at college, shut-ins, and persons away for an extended time.

3. Inactive Members are those who do not meet the requirements of active membership and are not absent members of those who have not fulfilled their responsibilities as active members for a period of two years despite kindly approaches. These people may, by vote of the Board of Deacons be transferred to the Inactive list. From the date of transfer, such persons shall cease to be reported on the Active membership roll.
4. Members Subject to Removal
 - (a) Those who have moved permanently from the area.
 - (b) Members on the Inactive list who have not renewed their commitment to the church. If after an additional three (3) years of kindly approaches, such members have not renewed their active connection to the church, they may be removed from the membership roll as provided in Article 5, D3.

C. Duties, Responsibilities and Privileges

1. Active members are called to be faithful to all the duties, responsibilities, and privileges of the church.
2. Active members may act and vote in the legal transactions of the church.
3. Only active members may serve on Boards, and the Church Council.

D. Termination of Membership

Although each member is an integral part of the whole body of the church, it is recognized that termination of certain members will, for a variety of reasons, be unavoidable. Therefore, with our church community's heartfelt regrets, termination of membership will take place in the following ways:

1. A request for a letter of dismissal given by the Clerk accompanied by a recommendation to another church, if desired.
2. If a member requests in writing to be released from the obligations of membership, the church shall grant such a request and terminate the person's membership, after patiently trying to secure the member's continuance in its fellowship. Such a request shall be approved by the Pastor and the Board of Deacons and a letter of release will be issued by the Church Clerk.

3. If, after a period of up to five years, inactivated members have not renewed their active connection with the church, their names may be removed from the membership roll when authorized by the Board of Deacons and by a vote of the congregation at an annual meeting.

E. Reinstatement of Membership

Upon meeting the conditions of active membership, an inactive or removed member may be reinstated to active membership by:

1. Written request of the inactive or removed member, and
2. A two-thirds vote of the Board of Deacons.

Article 6. Church Property

1. The Church and its property shall be forever devoted to religious purposes with the exception of the parsonage which may be rented for the purpose of bringing income to the church, if the minister and the Church agreed as part of the minister's covenant with the church, that the minister will not use the parsonage as a residence.
2. No officer, member or employee of the church shall receive any monetary profit from the Church or its properties except reasonable compensation for services rendered in effecting one or more of its purposes.
3. In the event of the dissolution of the Church, its property shall become vested in, and its functions as trustee, if any, administered by the Missionary Society of Connecticut or its successor, or by such church or other organization organized and operated exclusively for religious or charitable purposes which the membership of the Enfield Congregational Church shall designate at a meeting called before the said dissolution or, in the absence of such determination, as the Superior Court of Hartford County shall determine.
4. Church real and tangible property may be purchased, sold, rented or mortgaged at a special meeting called for that purpose, only by a two-thirds, affirmative vote of the members present at the meeting.

Article 7 Business Meetings

“Let the word of Christ dwell in you richly; teach and admonish one another in all wisdom; and with gratitude your hearts sing psalms, hymns and spiritual songs to God. And whatever you do, in word or deed, do everything in the

name of the Lord Jesus, giving thanks to God the Father
through him.” (Colossians 3:16-17) NRSV

1. The Annual Meeting of the Church shall be held as soon after January 15th as possible, on which occasion the annual reports shall be presented, Boards and Nominating Ministry elected, and such business transacted as may be specified in the call or authorized in the Bylaws. The Call for this meeting, which includes the date, hour and agenda of the meeting, shall be decided by the Council. The Call for the annual meeting shall be posted and read from the pulpit, or mailed to the active members of the Church, at least 14 days before the date of the meeting.
2. Special Meetings of the Church may be called by the Council or upon written request of 10 percent (10%) of the active members as reported at the last annual meeting, the objectives of said meeting to be stated in the Call, posted and read from the pulpit at least five days beforehand. A Special Annual Church meeting shall be held on or before November 1st, to elect the members of the Church Council with an effective date of the Annual Meeting.
3. A quorum at both the Annual and Special meetings shall be 10 percent (10%) of the active members as reported at the last annual meeting except for a meeting at which a minister is called or dismissed or where the Church real estate is to be purchased, sold, rented, or mortgaged then the required quorum is 25 percent (25%) of the total active membership, as reported at the last Annual meeting.
4. The fiscal year of the Church shall be from January 1st through December 31st with books closed and reports rendered which cover that period.
5. Robert's Rules At all Church meetings and Board meetings, Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not Specifically covered in the Church Constitution and Bylaws.

Article 8 **Amendments**

“When all things are subjected to him, then the Son himself
will also be subjected to the one who put all things in
subjection under him, so that God may be all in all.”
(1 Corinthians 15:28) NRSV

1. This Constitution and/or Bylaws may be altered or amended at any annual or special meeting of the church by a two-thirds affirmative vote of the members present and voting.
2. This Constitution and/or Bylaws shall be formally reviewed for modifications, revisions, and changes by a committee appointed by the Church Council, at least every ten (10) years.

EFFECTIVE DATE

This Constitution and Bylaws shall become effective on the date specified by the church Membership at a meeting called for its adoption as provided for in the above Article 7.

The adoption as provided for in the Constitution and Bylaws was held on October 9, 1994 and the effective date specified by the church membership at this meeting was March 31, 1995.

A revision was made to the Constitution and Bylaws at the Special Annual Meeting held on October 22, 1995.

The second revision was made to the Constitution and Bylaws at the Special Annual Meeting held on October 27, 1996.

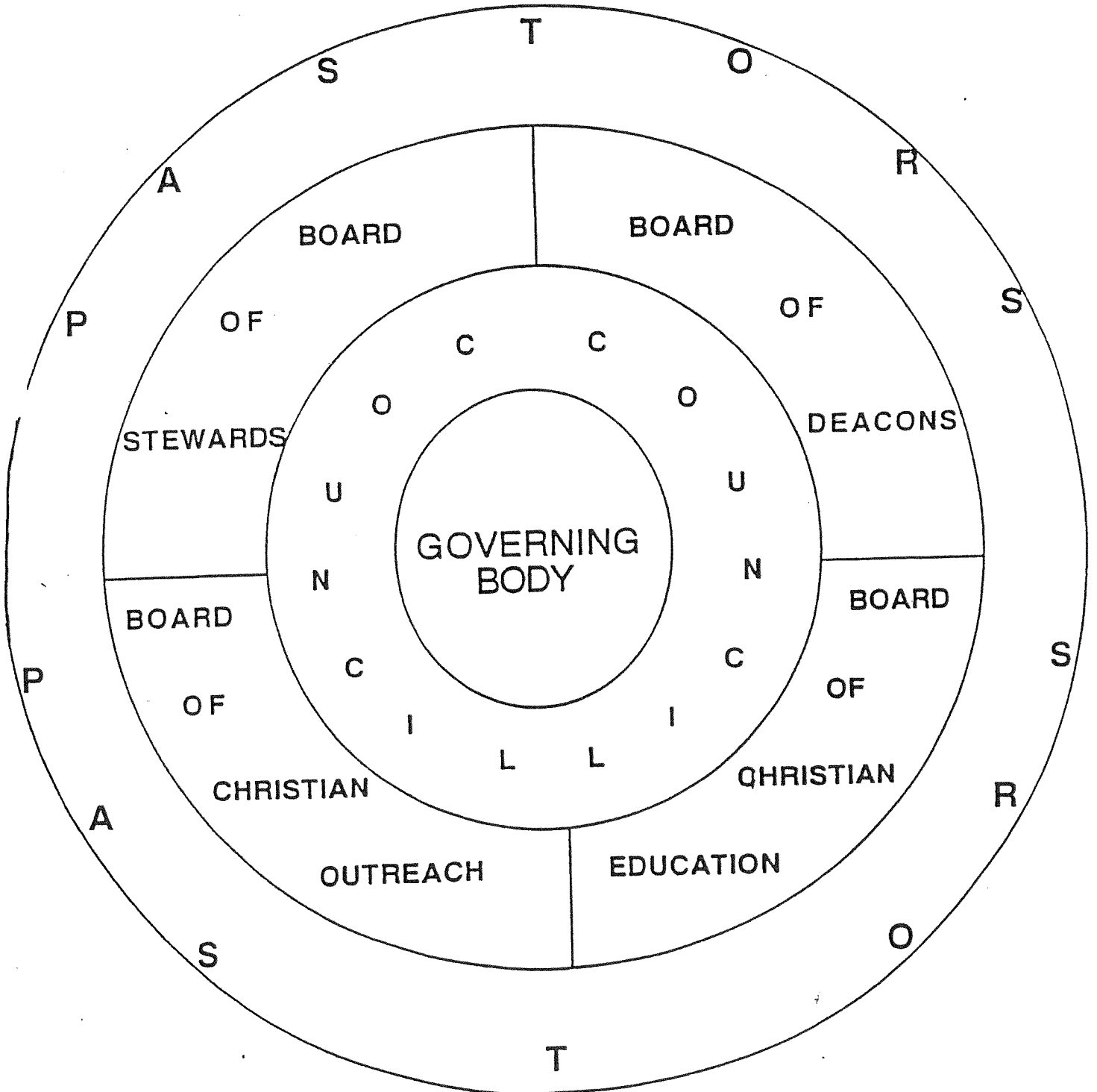
The third revision was made to the Constitution and Bylaws at the Annual Meeting held on January 25, 1998.

The fourth revision was made to the Constitution and Bylaws at the Annual Meeting held on February XX, 2005.

SECTION II - BYLAWS

GOD'S SERVANTS

TO BE GOD'S SERVANTS IS TO BE CHOSEN TO USE ONE'S ABILITIES AND TALENTS TO FULFILL GOD'S CALLING. ONE SERVES: SELFLESSLY, HUMBLY, GENTLY, RESPONSIBLY, UNCONDITIONALLY, FREELY, LOVINGLY, AND WITH FORGIVENESS IN THE COMMITMENT AND SACRIFICE IN OBEDIENCE TO GOD'S WORD.



POLICY
MAKING AND
ADMINISTRATIVE
MINISTRIES

LEADERSHIP
TRAINING
MINISTRIES

HISTORIAN
MINISTRIES

AUDIT
MINISTRIES

LONG
&
SHORT RANGE
PLANNING
MINISTRIES

NOMINATING
MINISTRIES

COORDINATING
CHURCH
MINISTRIES

DRUMBEAT
&
COMMUNICATION
MINISTRIES

STAFF &
PERSONNEL
MINISTRIES

CHURCH COUNCIL MEMBERSHIP

THE CHURCH COUNCIL, BETWEEN CHURCH MEETINGS SHALL BE THE PRIMARY POLICY MAKING BODY OF THE CHURCH, WITH EXECUTION OF SUCH POLICY LEFT TO THE PRINCIPAL BOARDS UNDER CONTROL OF THE COUNCIL. ITS FUNCTIONS SHALL BE TO VISUALIZE THE ENTIRE TASK OF THE CHURCH, TO FORMULATE PLANS ON THE GENERAL DIRECTION OF THE CHURCH'S ACTIVITIES, AND TO PROVIDE BROAD REPRESENTATION TO ALL BODIES AND ORGANIZATIONS OF THE CHURCH. IT SHALL PROVIDE PERIODIC AUDITING OF THE FINANCIAL ACCOUNTS OF THE CHURCH.

THE COUNCIL'S PRIORITIES SHALL BE:

- 1st. MISSION
- 2nd. MANAGEMENT
- 3rd. MEMBERS
- 4th. MONEY
- 5th. MAINTENANCE

11 MEMBERS:

- 1. MODERATOR
- 2. VICE MODERATOR
- 3. CLERK
- 4. THE CHAIR FROM EACH BOARD
- 5. NOMINATING CHAIR
- 6. PASTOR
- 7. TWO AT LARGE MEMBERS

SECTION II

BYLAWS THE CHURCH COUNCIL

“If we live by the Spirit, let us also be guided by the Spirit.
Let us not become conceited, competing against one
another, envying one another.Bear one another’s
burdens, and in this way you will fulfill the law of Christ.”
(Galatians 5:25, 26, and 6:2) NRSV

1. **Purpose**

The Church Council shall be the Executive Board of the Church, with primary responsibility to execute policies established by the Governing Body. Between Church meetings the Council shall be the primary policy making body of the Church, with execution of such policy left to the Principal Boards of Deacons, Stewards, Christian Outreach and Christian Education. Its function shall be to visualize and implement the Purpose and Mission of the Church, to formulate plans on the general direction of the Church’s activities with special emphasis on Mission, followed by Management, Members, Money and Maintenance.

2. **Membership** – The Church Council shall consist of Eleven (11) Members:

a) **Moderator**

- i) The Moderator of the Council shall preside at all Council, Annual and Special church meetings.
- ii) Have responsibility for the agenda preparation for each Council meeting.
- iii) Schedule such meetings to provide ample time for discussion.
- iv) Approve, with the Pastor and Council, nominations of candidates for any other positions otherwise provided for in these bylaws.

b) **Vice-Moderator**

- i) The Vice-Moderator shall preside at Council, Annual, and Special church meetings in the absence of, or at the request of, the Moderator.
- ii) The Vice-Moderator shall perform such other duties of the office of Moderator as may be delegated by the Moderator or the Church Council.
- iii) The Vice-Moderator shall be Chair of the Staff & Personnel Ministry.
- iv) The Vice-Moderator shall be a member of the Long-Range Planning Ministry.

- c) **Clerk**
 - i) The Clerk shall keep a complete and permanent record of all business transacted by the Church at its business meetings and shall be a member of and serve as secretary of the Church Council.
 - ii) She/he shall also insure that a register of Church Membership with dates of inception and termination, a record of baptisms, marriages, and deaths is kept, and make full report of these to the Church at its Annual Meeting.
 - iii) She/he shall issue letters of termination and recommendation in accordance with Article 5, Section D of the Constitution.
 - iv) She/he shall preserve on file all the above documents and written official reports for a period of five years (5) after which time they shall be turned over to the custody of the Church Historian.
 - v) She/he shall give legal notice of all meetings when such notice is necessary, except in his/her absence when the Moderator may give such notice.

- d) **The Chair of Nominating Ministries**
 - i) The Chairperson of the Nominating Ministry is a member of the Council.
 - ii) She/he shall preside over the Nominating Ministry as they prepare for the Annual Meeting a slate of Council Members, all Board members, and other positions to be filled by the Nominating Ministry.
 - iii) During the calendar year this Chairperson will communicate to and from the Council any positions that have become vacant and recommend to the Council new persons to fill these positions.

- e) **Council-at-Large Persons**
 - i) The Council at large persons will represent the Church body and their duties will be at the discretion of the Moderator (Chair).

- f) **The Four Principal Board Chairpersons**
 - i) Chairperson of the Board of Deacons
 - ii) Chairperson of the Board of Christian Education
 - iii) Chairperson of the Board of Christian Outreach
 - iv) Chairperson of the Board of Stewards

The Chairpersons of the (4) Four Boards oversee the responsibilities of their respective areas of the church organization.

g) The Office of the Pastor(s)

“Such is the confidence that we have through Christ toward God. Not that we are competent of ourselves to claim anything as coming from us; our competence is from God, who has made us competent to be ministers of a new covenant, not of the letter but of the Spirit; for the letter kills, but the Spirit gives life.” (2 Corinthians 3:4-6) NRSV

- i) One (1) or more Pastors are called to be the spiritual leaders of the congregation, fulfilling the responsibilities of Teacher and Counselor, for individual persons and the organization of the Church, seeking to interpret the Word of God for each day and age. The Pastors shall be allowed the freedom of being persons of action in their own right and are to be allowed to speak the truth in love as their consciences and faith dictate for the primary purpose of enabling the laity to grow in the use of their God-given gifts in carrying out the ministry of the Church in the world. The Pastors may include a Senior Pastor and a number of Associate Pastors as determined by the Governing Body.
- ii) Pastor shall be called for an indefinite term, at a meeting called for that purpose, by a two-thirds vote of the Governing Body. The call for an Associate Pastor shall have the approval of the Senior Pastor, as well.
- iii) Termination of a Pastor may occur by:
 - a) A two-thirds (2/3) vote at a church meeting called for that purpose.
 - b) Notice of resignation of the Pastor. Such termination notice of ninety (90) days must be given unless mutually agreed for a shorter period of time.
- iv) In the event of a vacancy in the office of any Pastor, the Council shall appoint a Pastoral Search Ministry to interview candidates and make a recommendation to the Governing Body for filling the office. For the interim period, between permanent Pastors, the Board of Deacons shall appoint an Interim Search Ministry to interview candidates and make a recommendation to the Council which shall have final approval for calling an Interim Pastor.
- v) The Pastor(s) has an indefinite term of office on the Council.
- vi) Pastor(s) shall become member(s) of the Church.
- vii) The specific duties of the Senior Pastor shall be determined by the Board of Deacons. The duties of the Associate Pastors shall be determined by the Senior Pastor in consultation with the Council and the Board of Deacons.

- viii) The Senior Pastor shall be the supervisor of all Staff (as defined in the Staff & Personnel Ministry), overseeing the responsibilities and evaluations of all other Pastors and Staff, and with the Church Council, employ, reward, discipline or discharge Staff.
- ix) Pastor(s) shall make reports of the years work at the Annual Meeting of the church.

“Let love be genuine; hate what is evil; hold fast to what is good; love one another with mutual affection; outdo one another in showing honor. Do not lag in zeal, be ardent in spirit; serve the Lord. Rejoice in hope, be patient in suffering, persevere in prayer. Contribute to the needs of the saints; extend hospitality to strangers.” (Romans 12:9-13) NRSV

3. Ministries

- a) The Church Council shall be the primary policy making and administrative body of the church and shall act upon or delegate any matter pertaining to the Church’s Mission, policies or operations that has not been otherwise assigned by these Bylaws-
- b) The Church Council shall facilitate and coordinate church activities including the arbitration of conflicts which may arise.
- c) The Church Council will assure that members are nominated to the Church’s Boards and Ministries.
 - i) A Nominating Ministry, consisting of seven (7) members, shall be nominated by the Council and elected by the Governing Body for a two (2) year term. One of these persons shall be nominated by the Church Council to serve as its Chairperson and be a member of the Church Council.
 - ii) It shall recommend, for presentation at the Annual Meeting and/or the Special Annual Meeting as stipulated in the Article 7, paragraphs 1 and 2 of the Constitution, the names of nominees for:
 - a) Moderator of the Church Council (1)
 - b) Vice-Moderator of the Church Council (1)
 - c) Chairpersons of the Principal Boards (4)
 - d) Members of the Principal Boards as follows:
 - (1) Board of Deacons (12)
 - (2) Board of Christian Education (10)
 - (3) Board of Christian Outreach (11)
 - (4) Board of Stewards (9)
 - e) Junior Deacon for the Board of Deacons (1)

- f) At-large Members to serve on the Church Council (2)
 - g) Clerk of the Church to serve on the Church Council (1)
 - h) Church Treasurer to serve on the Board of Stewards (1)
 - i) Financial Secretary to serve on the Board of Stewards (1)
 - j) Superintendent of Sunday School (1) – to be elected at the Annual Meeting, term commences in June.
 - k) Historian (1)
 - l) Assistant Treasurer – is not a member of the Board of Stewards (1)
- iiia) Because of the complex nature of church finance and some training needed, the term of the Treasurer shall be one (1) year, renewable indefinitely.
 - iiib) Because long-term continuity in Church historical matters is needed, a nominee for Historian shall be designated for a five (5) year term of office and may be re-nominated. The Historian is responsible to the Church Council.
 - iv) The Nominating Ministry shall be responsible for posting their report in the Church at least one (1) week before the Annual Meeting and for including the list of the nominees as part of the annual report available to members.
 - v) Additional nominations may be made from the floor at the Annual Meeting and/or the Special Annual Meeting, as stipulated in the Article 7, paragraphs 1 and 2 of the Constitution, provided that the consent of the nominee to serve has been obtained in advance. All nominees must be members of the Church.
 - vi) In making the foregoing nominations and recommendations, the Nominating Ministry shall consult with the Pastor, Moderator of the Church Council and the Chairs of the Principal Boards.
 - vii) The Nominating Ministry shall directly assist the Council and the Principal Boards in selecting persons to fill various Ministries and Ad Hoc positions and any other work to be accomplished requiring additional people.
 - viii) Should any office or Board position fall vacant by resignation, death, or other means, the Nominating Ministry shall be in charge of selecting, confirming, and presenting a

name for this position to the Church Council. This person, if so desires, is eligible for a full, unrestricted, committee term as of the next annual meeting.

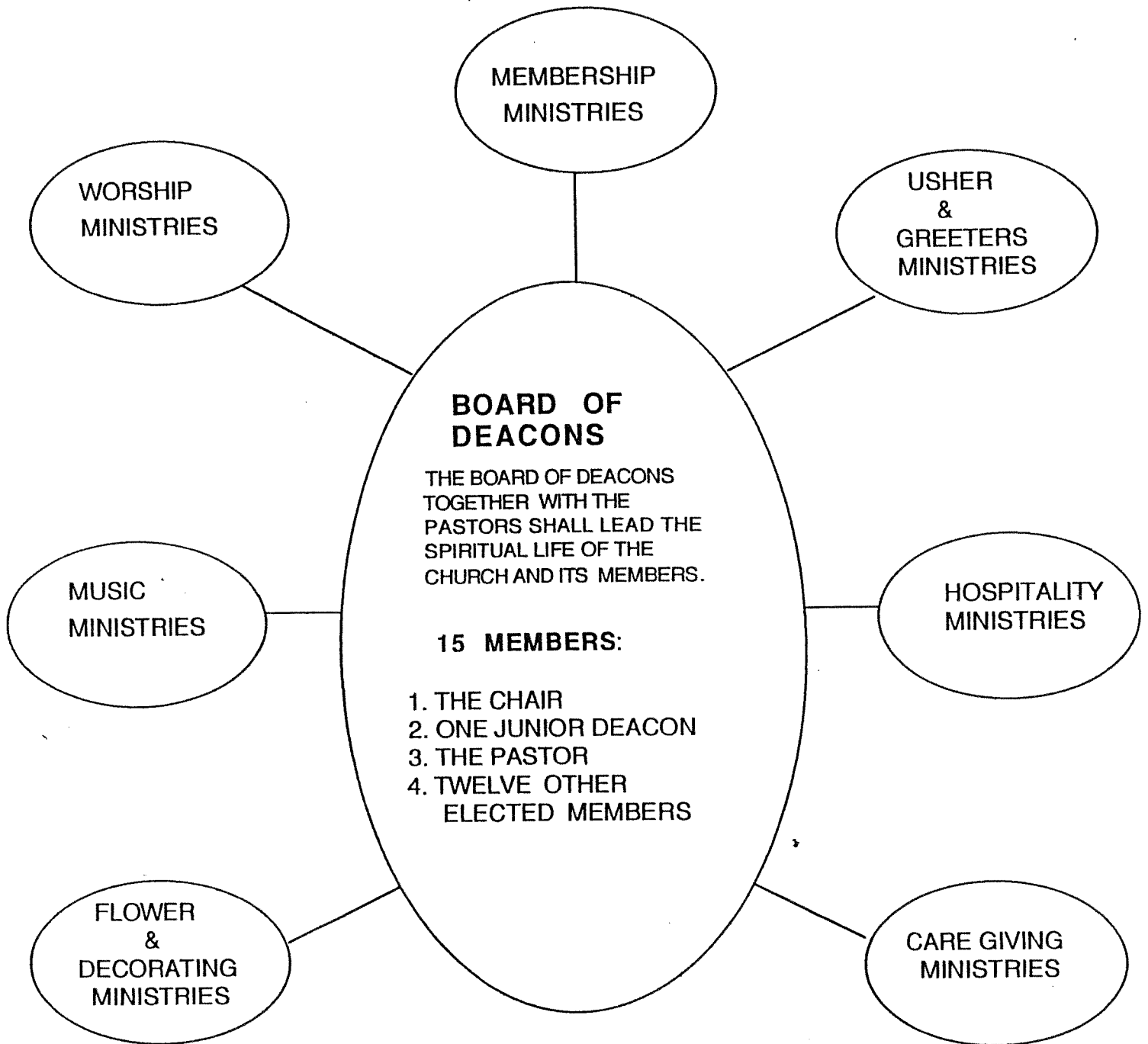
- d) The Church Council shall establish a Leadership Training Program
- e) The Church Council shall establish a continuing Long and Short Range Planning Ministry.
- f) The Church Council shall approve the employment of all staff.
 - i) The Council shall form a Personnel Ministry, to be chaired by the Vice-Moderator, which will act in an advisory capacity only to the Council and Boards.
 - a) The Personnel Ministry, consisting of three (3) to five (5) members, shall establish and maintain position descriptions for all employees, subject to the review and approval of the Council, as well as the Senior Pastor, except in the case of the Senior Pastor's position.
In addition, the Personnel Ministry shall advise on appropriate non-contractual matters and review employment covenants. The Vice-Moderator is the chair of the Personnel Ministry.
 - b) The Personnel Ministry shall maintain consistent and equitable work rules and policies with respect to compensation and benefits for all employees, subject to approval of Council and financial approval from the Board of Stewards. This shall include the responsibility to assure that staff performance appraisals are held at least annually with input from the employee, Senior Pastor and Supervisory Board.
 - c) The Personnel Ministry shall define a process to be used for hiring and firing each employee, but shall have no authority to hire or fire staff.
 - ii) Definition of Staff – for the purposes of these Bylaws, Staff shall include anyone who holds a permanent paid position of employment either full or part-time, which is not subject to election.
 - a) Staff positions shall be created only upon approval of the Council.

- b) Salaries and benefits of all staff shall be subject to annual evaluation, recommendation by the Senior Pastor and the Supervisory Board and approval of the Governing Body. All staff are supervised by and report to the Senior Pastor, and must be approved for hire or dismissal by the Church Council and Senior Pastor after receiving recommendations by the Personnel Ministry and responsible Boards.
 - c) Staff shall not be elected to serve on any Board, on the Council, or the Nominating Ministry. Staff may serve on any Ministry with the exception of any Ministry involved with their staff position.

- g) The Church shall approve or disapprove ongoing financial transactions and the proposed coordinated annual budget prepared by the Board of Stewards before it is submitted to the Governing Body for approval.
 - i) The Church Council shall approve all budgetary transfers and the allocation of funds from special purpose accounts for the purpose for which it was established.
 - ii) The Church Council shall have the authorization and responsibility to accept or reject any gift, device, bequest or other transfer to the church, whether such is intended to be held in trust or otherwise that places an encumbrance on the church. The acceptance or rejection of routine gifts shall be deferred to the Endowment and Gift Ministries.
 - iii) The Church Council is authorized, within budgeted funds, to commission any studies, reports or plans, which it may deem necessary to plan properly for the future of the Church.
 - iv) The Church Council will approve all employee contracts after receiving a financial review concerning the budgetary impact from the Board of Stewards.
 - v) The Church Council will decide or refer other financial decisions.
 - vi) The Church Council shall annually require the auditing of the Church's financial records.

- h) The Church Council, together with the Historian shall:
 - i) Have custodial responsibility of:
 - a) All historical objects belonging to the Church.

- b) Church papers and Church organization papers, which are over five (5) years old.
- ii) Shall assure all such objects and papers are catalogued and described, insured when appropriate, properly preserved, displayed and/or stored.
- iii) On a continuing basis, shall educate the Church's membership about our rich historical legacy.
- i) The Church Council shall provide an on-going Drumbeats and Communication Ministries for our worship services, activities, and any other types of publicity.
- j) The Church Council shall appoint delegates to represent our church at the Hartford East Association, Connecticut Conference of the UCC, or any other organization deemed appropriate.



THE BOARD OF DEACONS

“...Paul sent a message to Ephesus, asking the elders of the church to meet him. When they came to him, he said to them: “You know how I lived among you the entire time from the first day that I set foot in Asia, serving the Lord with all humility and with tears,.....(Acts 20:17-19) NRSV

1. Purpose

The Board of Deacons is responsible for the spiritual well-being of the Church and together with the Pastor(s) shall lead the spiritual life of the Church.

2. Membership – The Board of Deacons shall consist of Fifteen (15) Members.

- a) The Chair of the Board who serves on the Church Council.
- b) One youth member.
- c) The Pastor, who serves ex-officio.
- d) Twelve Other Elected Members responsible for the following ministries:
 - i) Worship Ministries
 - ii) Flower and Decorating Ministries
 - iii) Usher and Greeters Ministries
 - iv) Music Ministries
 - v) Membership Ministries
 - vi) Hospitality Ministries
 - vii) Care Giving Ministries
 - viii) Any other Ministries as designated by the Board of Deacons.

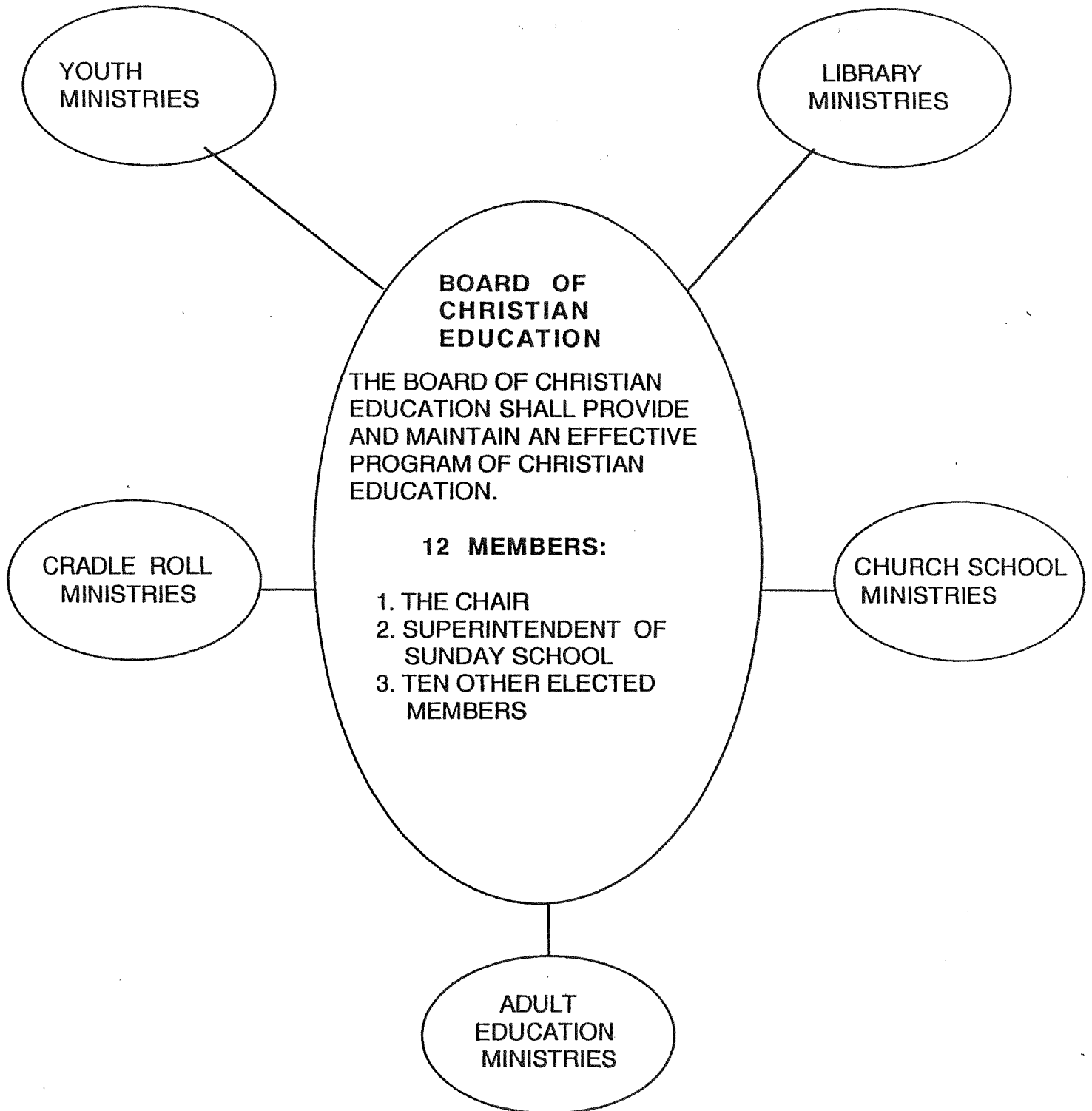
3. Ministries

- a) The Board of Deacons shall be responsible for the conduct of worship services.
- b) The Board of Deacons will develop and maintain a quality music program
- c) The Board of Deacons will be responsible for membership outreach and for the reception of new members.
- d) The Board of Deacons will assure hospitality is provided at church functions.
- e) The Board of Deacons will advise, assist, and have administrative oversight and review of the Pastor(s).

- f) The Board of Deacons shall be responsible for all flower and decorating activities of the Church sanctuary.
- g) The Board of Deacons shall recruit, train and schedule ushers and greeters for regular and special services.
- h) The Board of Deacons shall initiate and oversee Care-Giving Ministries to members and friends.
- i) There shall be a Pastoral Relations Ministry for each Pastor composed of four (4) members, three (3) of whom shall be nominated by the Pastor(s) and elected to three (3) year terms with one (1) term expiring annually, plus one (1) of the Deacons nominated by the Pastor(s) and to be appointed annually by the Board of Deacons. The restrictions of Generic Bylaws Section III, paragraph K do not apply to the members of the Pastoral Relations Ministries.

The Pastoral Relations Ministry shall report to the Board of Deacons. They shall provide a supportive relationship with the respective Pastor within which ideas, hopes, dreams, and interpretations of mission can be shared and shaped. They shall provide an open relationship between the Pastor(s) and the members of the church to engender creativity and within which conflict can be dealt with creatively.

The Pastoral Relations Ministry shall meet regularly with the Pastor(s) to discuss parish concerns; shall act as a mediator in the resolution of conflict within the church; shall regularly review the work of the Pastor(s) and shall help to promote a harmonious ministry.



THE BOARD OF CHRISTIAN EDUCATION

“...But as for you, continue in what you have learned and firmly believed, knowing from whom you learned it, and how from childhood you have known the sacred writings that are able to instruct you for salvation through faith in Jesus Christ.”
(2 Timothy 3:14-15) NRSV

1. Purpose

The Board of Christian Education shall provide and maintain an effective program of Christian education.

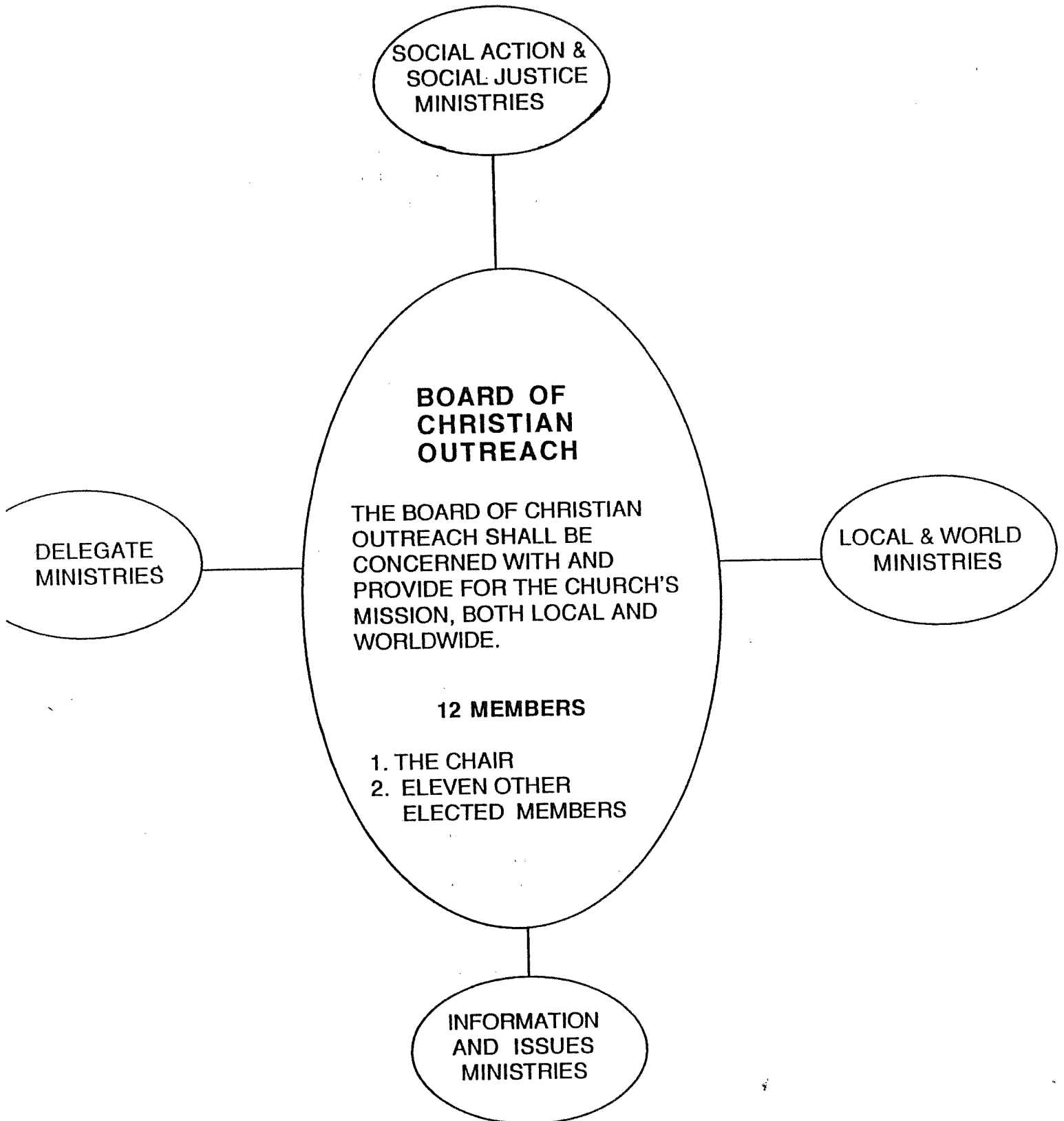
2. Membership – The Board of Christian Education shall consist of Thirteen (13) members.

- a) The Chair of the Board who serves on the Church Council.
- b) The Superintendent of the Sunday School shall have a two-year term of office with an option of a third year commencing in June of the year he/she is elected at the Annual Meeting.
- c) Associate Pastor who serves ex-officio.
- d) Ten (10) elected members each responsible for ~~one~~ of the following ministries:
 - i) Church School Ministries
 - ii) Youth Ministries
 - iii) Library Ministries
 - iv) Adult Education Ministries
 - v) Cradle Roll Ministries
 - vi) Any other Ministries as designated by the Board of Christian Education.

3. Ministries

- a) The Superintendent of Sunday School will aid the Board of Christian Education to oversee the general operation of the Sunday School. Prior to the beginning of the term of office in June, the Superintendent shall have a three month training period during the months of March, April and May.
- b) The Board of Christian Education shall establish and develop programs for the youth of the Church.

- c) The Board of Christian Education shall organize, maintain and update the church library.
- d) The Board of Christian Education shall oversee the care of infants during church services.
- e) The Board of Christian Education shall be responsible for year round adult education programs.
- f) The Board of Christian Education shall be responsible for conducting a quality Christian education program for the Church. The Board of Christian Education shall strive to provide trained Christian Education Services.



THE BOARD OF CHRISTIAN OUTREACH

“You are the light of the world.....In the same way, let your light shine before others, that they may see your good works and give glory to your Father in heaven.”

(Matthew 5:14a,16) NRSV

1. Purpose

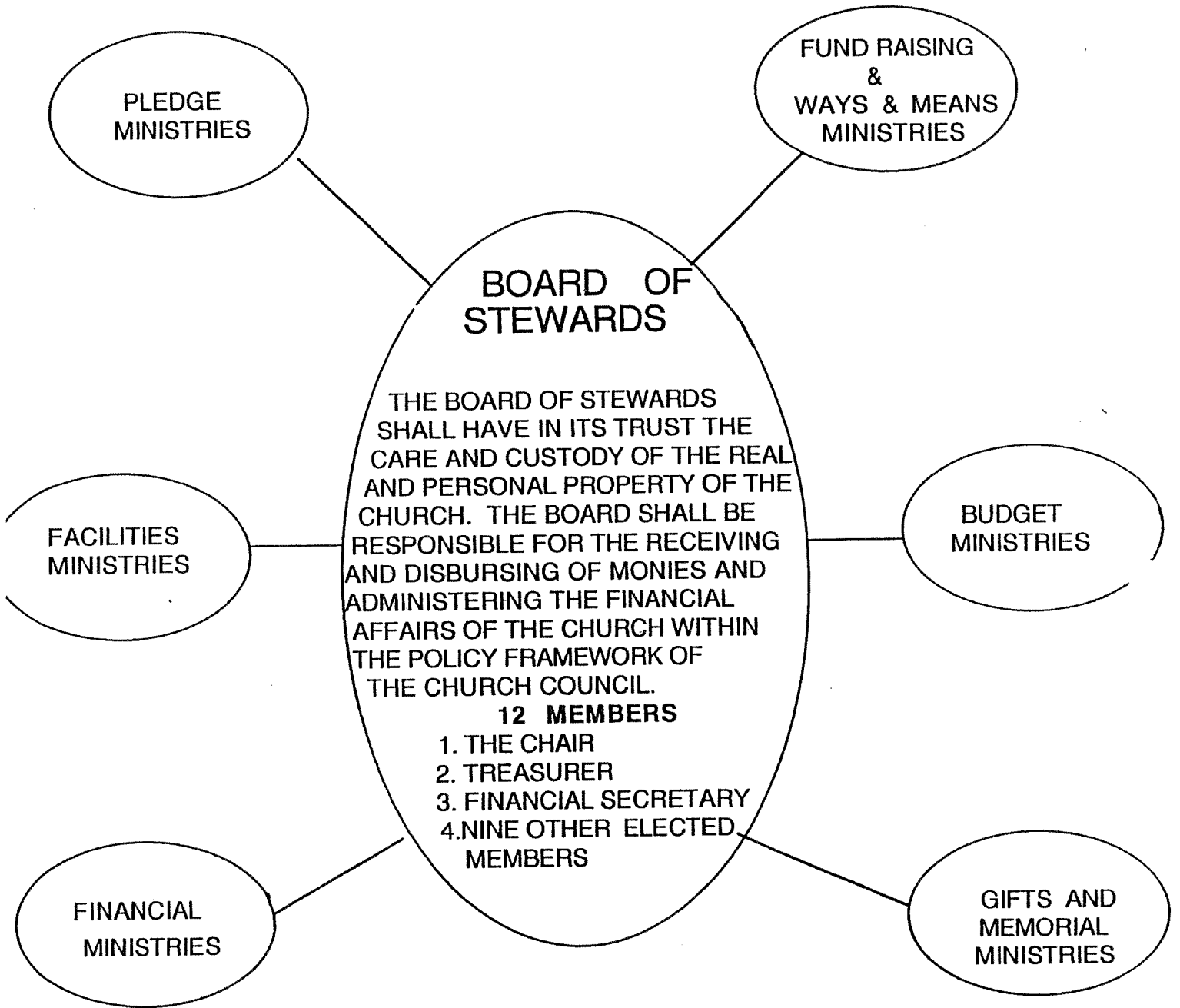
The Board of Christian Outreach shall be concerned with and provide for the Church’s mission, both local and worldwide.

2. Membership – The Board of Christian Outreach shall consist of twelve (12) Members.

- a) The Chair of the Board who serves on the Church Council.
- b) Eleven other members whose ministries shall be designated by the Board of Christian Outreach.

3. Ministries

- a) The Board of Christian Outreach shall identify and keep informed about issues of concern to the Christian Church.
- b) The Board of Christian Outreach will recommend to the Church Council, Social Action and Social Justice policy statements and programs for participation by the congregation. While the Board of Christian Outreach may express its mind on any issue, it shall not, of itself, take a stand on any issue in the name of the Church.
- c) The Board of Christian Outreach will implement programs or courses of action as approved by the Council, or governing body which are believed necessary to fulfill our Church’s obligations with respect to missionary, benevolent, and social action concerns including local and world missions.
- d) The Board of Christian Outreach shall appoint Delegates for the Greater Outreach of the Church to represent our church at Hartford East Association, Connecticut Conference of the United Church of Christ, Enfield Conference of Churches, and other organizations deemed appropriate and approved by the Council.



THE BOARD OF STEWARDS

“..... whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is pleasing, whatever is commendable, if there is any excellence and if there is anything worthy of praise, think about these things. Keep on doing the things that you have learned and received and heard and seen in me, and the God of peace will be with you.”
(Phillippians 4:8-9) NRSV

1. Purpose

- a) The Board of Stewards shall have as its sacred trust the care and custody of the real and personal property of the Church. This Board shall be responsible for the receiving and disbursing of monies and administering the financial affairs of the Church within the policy framework of the Church Council.

2. Membership – The Board of Stewards shall consist of twelve (12) members.

- a) The Chair of the Board who serves on the Church Council.
- b) The Treasurer shall:
 - i) Receive and disburse all monies paid or contributed to the church.
 - ii) Keep distinct accounts of all monies received for designated purposes.
 - iii) Disburse funds in accordance with established policies and procedures set up by the Board of Stewards.
- c) The Financial Secretary shall:
 - i) Receive all income to the Church from any source.
 - ii) Deposit these monies in a bank.
 - iii) Keep records of all deposits, as well as records of the various sources of the monies and any special purposes in their use.
- d) Six (6) Elected Members each responsible for one of the following ministries:
 - i) Budget Ministries
 - ii) Facilities Ministries
 - iii) Pledge Ministries
 - iv) Endowment and Gift Ministries
 - v) Fund Raising and Ways and Means Ministries
 - vi) Financial Ministries
- e) Three (3) additional elected members. The Board of Stewards will designate their ministries.

3. Ex-Officio Members

- a) In addition to the above members, a separate ministry called Continuing Investment and Insurance Ministry consisting of at least three (3) persons who are knowledgeable in financial matters, shall be appointed for an indefinite term and reaffirmed annually. The three (3) persons are ex-officio members, and will report at least quarterly to the Board of Stewards. They are not members of the Board of Stewards.
- b) The Assistant Treasurer shall be under the direction of the Treasurer and shall be capable of and responsible for assuming the full duties of the Treasurer in the event of the Treasurer's absence or disability.
 - b.1 It is preferable that the Treasurer and Assistant Treasurer do not reside in the same household.
- c) The Assistant Financial Secretary shall be under the direction of the Financial Secretary and shall be capable of and responsible for assuming the full duties of the Financial Secretary in the event of the Secretary's absence or disability.
 - c.1 It is preferable that the Financial Secretary and Assistant Financial Secretary do not reside in the same household.

4. Ministries

- a) The Board of Stewards shall develop and submit to the Church Council a coordinated annual budget for current operating expenses and missions.
 - i) The Board of Stewards shall authorize and direct the Treasurer as to the payment of monies for which it has responsibility.
 - ii) The Board of Stewards shall not expend a total unbudgeted amount exceeding five percent (5 %) of the annual budget without approval of the governing body.
- b) The Board of Stewards shall be responsible for the care, maintenance, and use of all property of the Church including the parsonage. The Board of Stewards shall have no power to rent, sell, mortgage, lease, or transfer any real property of the Church without a two-thirds (2/3) affirmative vote of the governing body authorizing such action, except in selling trusts for the purpose of reinvestment.
- c) The Board of Stewards shall be responsible for raising money through pledging and fund raising, including the Nearly New Shoppe, for the support of the Church and its programs and for the monitoring of Church expenditures.
- d) The Board of Stewards shall keep Church invested funds under continuous review.
 - i) The Board of Stewards shall seek the advice of competent investment and insurance counselors.

- ii) The Board of Stewards may purchase, sell, and make other changes in the investment portfolio.
 - iii) The Board of Stewards shall keep the Church insurance program under continuous review and make appropriate changes.
 - iv) The Board of Stewards shall advise the Council of its investment and insurance actions.
- e) The Board of Stewards shall promptly acknowledge all gifts, memorials, trusts and endowments. The full terms of any trust or endowment will be established with the donor prior to acceptance and acknowledgement in the name of the Church. Any funds that are combined for investment purposes shall share investment income in proportion to principal. The Board of Stewards shall record all gifts, memorials, trusts and endowments and assure they are administered according to the intents of the donor.

A separate and general listing (excluding financial disclosure) of the type of gifts, memorials, trusts and endowments on record shall be made available to any potential donor.

- f) The Board of Stewards shall secure bonds for the Treasurer, Assistant Treasurer if elected, Financial Secretary, Pastors and other persons and employees who may from time to time handle funds in excess of five percent (5%) of the annual budget.
- g) The Board of Stewards shall make recommendations to the Church Council concerning financial compensation of staff.
- h) The Board of Stewards shall keep appropriate records of all financial transactions. The Board of Stewards shall submit, for the Annual Meeting, an accounting of Church Income and expenses and other pertinent financial information for the prior year. The Board of Stewards shall submit a complete audited accounting to the Church Council within the succeeding year.

Section III - Generic Bylaws

- A. The Church Council and Boards shall meet at least eleven (11) months a year. A majority constitutes a quorum. Special meetings, when necessary, may be called by the Chairperson, the Pastors, or by a majority of the members of the Council or Boards. Meetings of the Council and Boards shall be announced in advance and shall be open to all members of the Church except when the Council or Boards are in executive session.
- B. The term of office for members of the Church Council, Boards and Nominating Ministry is two years (2) with an option of a third year. No one may hold office on Council, any Board or Nominating Ministry for more than three (3) years. In such cases one (1) year must elapse before a person may serve on the Church Council, the same Board or the Nominating Ministry. Based on Nominating recommendation(s), should a vacancy not be filled, then any existing member on a board and/or ministry may be nominated and approved to fill the vacant position to additional one (1) year separate terms, not to exceed a maximum of five (5) continuous years of board and/or ministry service.
- C. Each Board and the Church Council shall keep a complete and accurate record of it's proceedings, and shall report to the church at its regular and special meetings.
- D. Each Board and the Church Council may create from within or outside of its own membership such ministries as may be necessary to carry out their responsibilities.
- E. Each Board and the Church Council is responsible for establishing, maintaining, and following the written policies pertaining to its work. Policies of the Boards shall not conflict with those of the Church Council.
- F. The Pastor(s) have no vote on any Board or the Church Council.
- G. Each Board and the Church Council shall expend only budgeted funds. In exceptional or emergency cases which call for expenditures beyond budgeted funds, approval of the Chair of the Board of Stewards, after consultation with the Chair of the Church Council, is required.
- H. Each Board and the Church Council shall prepare an annual budget and submit it by October 1st of the calendar year to the Board of Stewards to be incorporated within the proposed annual Church Budget.
- I. All Board and the Church Council will report results of their respective fundraising activities to the Board of Stewards at least quarterly.

- J. No one may serve on more than one (1) elected position at the same time.
- K. When, in the opinion of a Chairperson, a member of a Board, Council, or Nominating is delinquent in the performance of her/his duties, the Chairperson, upon vote of the members, may request said member to resign. This shall apply to all Ministries as well. In addition, the Nominating Ministry shall be informed of any vacancy in writing.

Section IV - Organizations

All organizations within the Church or organizations sponsored by the Church shall be approved by the Church Council and are subject to authority of the Church and are under its supervision. They shall make reports to the Annual Meeting of the Church and to the Church Council, if requested. A copy of the Bylaws, if any, of each organization of the Church shall be on file with the Clerk of the Church. Such organizations shall require the auditing of their accounts, and their finances shall be reported to the Annual Meeting.

Present organizations which have unique relationships to the Church are as follows:

A. Nearly New Shoppe

Purpose

The Nearly New Shoppe is an independent church organization linked to the Board of Stewards. The basic purpose of the Nearly New Shoppe is to earn income to support, maintain and repair the church buildings, including the Parsonage by providing a service to the wider community. The specific use of income derived from Nearly New Shoppe activities will be decided by Nearly New Shoppe personnel guided by a set of priority developed for them by the Board of Stewards.

(B) Women's Fellowship and (C) Board of Directors of the Nursery School do not exist and are now deleted.

GLOSSARY

Active Member:

A member who has fulfilled his/her covenant vows, attends services regularly, shares in the church's organized work and has contributed regularly toward the support of the Enfield Congregational Church and its missions.

Annual Meeting:

A yearly meeting at which reports are presented to the congregation, members are elected to the Boards, Nominating Ministry, budgets are approved any other business specified in the call is discussed.

Appoint:

To designate for a position.

Ad hoc:

A group of people established with Council's approval, for the specific purpose of situation, to be disbanded when the group's work has been completed.

Board:

A major organizational group. There are four in the Enfield Congregational Church's Bylaws: (the Board of Deacons, the Board of Christian Education, the Board of Christian Outreach, and the Board of Stewards.)

Bylaws:

Rules on how an organization operates, how the organization distributes authority and duties. Bylaws can only be changed by a vote of the congregation (the governing body) at a special church meeting.

Church Mission:

To unite those who profess to be followers of Jesus Christ: to understand, receive and proclaim the Gospel; to live and grow in grace; to be the people of God; to realize Christian fellowship and unity in this Church and the Church Universal; to be servants of Christ in the service of humanity; to seek the Kingdom of God; and to promote faith, justice, and peace.

Constitution:

Fundamental principles of an organization. The Constitution defines who we are, what we believe, and what we stand for as a church.

Contract:

An enforceable agreement or covenant between the church and another party (parties) for personal services dealing with working conditions, job descriptions, financial compensation, and benefits. Also, can be used to purchase goods.

Designate:

To be appointed.

Elect:

To be selected by a vote of the majority of the congregation.

Ex-Officio:

A member by virtue of his/her office and may or may not include the privilege of voting.

Executive Session:

A meeting of a group from which anyone other than a member of the group is excluded for one or more of the following reasons:

1. Discussion concerning the appointment, employment, performance, evaluation, health, dismissal of an employee, unless that employee requests that discussion be held at an open meeting.
2. Strategy and negotiations with respect to pending claims or litigations.

Governing Body:

Voting members of the Enfield Congregational Church, United Church of Christ. The Governing Body shall be the membership assembled at a church meeting. The vote of a majority of the members present shall be the action of the church except as otherwise provided.

Inactive Members:

Those members who do not meet the requirements of active membership, those who have moved from the area and are not absent members or those who have not fulfilled their responsibilities as active members for a period of two years.

Meeting Leader:

A person chosen by the Chairperson of the Council to lead any meetings of the Governing Body.

Ministry:

How one serves within the organism of the church body. Ministries are those areas that the Church Council and each of the Boards create to fulfill their purpose statement.

Moderator:

Is the Chairperson of the Church Council, which is the executive board of the church, and presides at all Council meetings.

Personal Contact:

A form of verbal communication. However, the Board of Deacons can decide by policy how they will deal with contacting people who do not live up to the active membership requirements.

Personnel Ministry:

A ministry formed by the Church Council which will act in an advisory capacity only to the Council and the Boards.

Policy:

A statement, adopted by a Board, Church Council or Ministry which describes the position of the group on an issue that is within their specific areas of responsibility defined by the Constitution or Bylaws. Policies can be changed without having a church meeting. The Board or Ministries may on its own change a policy. Under the Generic Bylaws it states that policies of the Boards shall not conflict with those of the Church Council since it is the primary policy making and administrative body of the church.

Quorum:

The minimum number of members who must be present for a valid transaction of business to occur.

Special Annual Meeting:

A yearly meeting at which members are elected to the Council and any other business specified in the call is discussed.

Staff:

Shall include anyone who holds a paid position of employment either full or part-time which is not subject to election.