

By-Laws
Congregational Church
of Bar Harbor, Maine
~ As Adopted On June 13, 2004 ~

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Article I: Name

The name of this Church shall be The Bar Harbor Congregational Church, United Church of Christ.

Article II: Purpose and Covenant

The purpose of this Church shall be to bind together followers of Jesus Christ to share in the worship of God and in making God's will dominant in the lives of men, women, youth and children as exemplified in the life, death and resurrection of Jesus Christ.

Therefore, we covenant with the Lord and one another, and do bind ourselves in the presence of God to walk together in all God's ways as revealed to us in the blessed word of truth.

Article III: Polity

1. This Church acknowledges Jesus Christ as its Head and finds in the Holy Scriptures, interpreted by the Holy Spirit through reason, faith, and conscience, its guidance in matters of faith and discipline.
2. The government of this Church is vested in its members who exercise the right of control in all its affairs, always seeking the guidance of the Holy Spirit.
3. While this Church is governed by no ecclesiastical body, we accept the obligations of mutual counsel and cooperation involved in the free fellowship of the United Church of Christ and pledge to share in its common aims and work.

Article IV: Faith

This Church recognizes the Bible as the sufficient rule of faith and practice. Each member shall have the undisputed right to follow the Word of God according to the dictates of his/her own conscience, under the enlightenment of the Holy Spirit. The following statement of faith, therefore, is not a test but an expression of the spirit in which this congregation interprets the Word of God.

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

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

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

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

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

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

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

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

Blessing and honor, glory and power be unto You. Amen.

Article V: Membership

1. There shall be two membership classifications: Covenant Members and Parish Members.
2. **Covenant Members** shall be persons who have publicly accepted the Covenant of this Church (a) on presentation of letters of transfer from other Churches, or (b) by reaffirmation of faith, or (c) confession of faith.
 - A. Covenant Members shall be received at a worship service. Any who are unable to attend such service may be received by the Pastor acting in behalf of the Church.
 - B. Covenant Members may resign at any time. They may be granted letters of transfer to other Churches.
 - C. Covenant Members who for a period of two years have not communicated with the Church or contributed to its support may be transferred to an inactive list after inquiry and notification.
 - D. Covenant Members shall have the right to vote at all meetings of the Church upon all questions.
3. **Parish Members** shall be persons who contribute regularly to the support of the Church or whose interest and activity in the Church merit such membership. They shall have the right to vote at all meetings of the Church upon all questions except: (a) to call or dismiss a Pastor, (b) to appoint a By-Laws Committee or (c) to revise the By-Laws.

Article VI: Services and Meetings

1. Services for worship shall be held each Sunday, at such time and place as voted by the Board of Deacons, except when temporarily suspended by vote of the Board of Deacons.
2. The Sacrament of the Lord's Supper and the Sacrament of Baptism shall be administered at such times as the Pastor or the Board of Deacons may appoint.
3. The Annual Meeting of the Bar Harbor Congregational Church, U.C.C. shall be held in November prior to Advent to hear reports of officers, boards, committees and organizations, to elect officers and members of Church organizations, to adopt a budget and to transact all other business which may properly come before said meeting. The exact date of the Annual Meeting will be set by the Church Council at their April meeting and notice shall be given by the Clerk in the manner provided in Paragraph 5 below.
4. Special Meetings may be called by the Pastor, the Church Council, a Board of the Church, or by seven Covenant Members of the Church, and notice shall be given by the Clerk in the manner provided in Paragraph 5 below. The nature of the business to be transacted shall be stated in the Call.
5. Notices for the Annual and for Special Meetings shall be given by posting the Call on the outer door of the main entrance to the Church and by mailing a copy to all members at least fourteen days prior to the date of the meeting. Said Call shall state the nature of the meeting, whether Annual or Special, shall state the nature of the business to be transacted, shall be signed by the parties initiating the Call, and shall be attested by the Clerk.
6. Twenty-five percent of the active Covenant membership, as published in the most recent Annual Report, shall constitute a quorum for the transaction of business.
7. Voting may be done by ballot, voice, or show of hands. A majority of those voting shall be decisive except in cases specifically stated otherwise in these By-Laws or by State Law.
8. The Fiscal Year of the Church shall begin on January 1 of each year and end on December 31. All officers, boards, committees and organizations of the Church shall report at the Annual Meeting, and these reports shall cover their activities since the last Annual Meeting.
9. As part of the Call for the Annual Meeting, the Clerk shall post the Nominating Committee's list of nominations on the Church bulletin board and publish the list in the annual report. At the Annual Meeting, the Nominating Committee shall move the nominations and the meeting shall vote on them in such manner as the Moderator shall decide. Additional nominations may be made from the floor of the Annual Meeting.

10. Copies of the annual report shall be available to the Congregation no later than the Sunday prior to Annual Meeting.
11. The following shall be the order of business for the Annual Meeting: Call to order; Prayer; Reading of the Call; Determination of a quorum; Reports of the officers, boards, committees, and organizations; Adoption of an annual budget; Other business as specified in the Call; Election of Church officers and members of boards, committees and the Church Council; and Adjournment.

Article VII: Officers & Other Positions

1. The officers of this Church shall be the Moderator, Clerk, and Treasurer, each of whom shall be a Covenant Member. These officers shall be elected at the Annual Meeting and shall hold office in accordance with the provisions found herein. All officers shall assume their duties at the close of the Annual Meeting and shall continue in office until their successors are elected.
2. **Moderator :**
 - A. The Moderator shall be elected to a three-year term, not to exceed two consecutive three-year terms , after which he/she will be ineligible for re-election for one year.
 - B. The Moderator shall preside at the Annual Meeting and all Special Meetings of the Church.
 - C. The Moderator shall be an ex-officio member of the Church Council with voice and vote.
 - D. The Moderator shall call the meeting to propose members of the Nominating Committee as stated in Article XI, Section 2.
3. **Clerk:**
 - A. At the first Annual Meeting following approval of this by-law revision, the Clerk shall be elected to a two-year term. Thereafter, the Clerk shall be elected to a three-year term, not to exceed two consecutive three-year terms, after which he/she will be ineligible for re-election for one year.
 - B. The Clerk shall keep on file in the Church office a faithful record of the proceedings of the Church and of the Church Council, give notice of the Calls for all meetings, issue letters of transfer and perform such other duties as are prescribed by law.
 - C. The Church Council may appoint a Deputy Clerk to assist the Clerk with his/her duties and to act in the absence or disability of the Clerk.
 - D. The Clerk shall be an ex-officio member of the Church Council with voice and vote.
4. **Treasurer:**
 - A. At the first Annual Meeting following approval of this by-law revision, the Treasurer shall be elected to a one-year term. Thereafter, the Treasurer shall be elected to a three-year term, with no limitation on the number of terms .
 - B. The Treasurer shall be an ex-officio member, with voice and vote, of the Board of Trustees and of the Church Council.
 - C. The Treasurer shall act in compliance with the instructions of the Board of Trustees in matters pertinent to the financial management of the Church and will report any deficiencies or problems in this area to the Board for its resolution.
 - D. The Board of Trustees may appoint a Deputy Treasurer to assist the Treasurer with his/her duties and to act in the absence or disability of the Treasurer.
5. **Delegates:**
 - A. At the Annual Meeting or a Special Meeting, the Congregation shall elect Delegates to represent the Church at all meetings of denominational and interdenominational organizations to which the Church belongs and is entitled to send Delegates. When Delegates are unable to attend any meeting, Alternate Delegates may be appointed by the Pastor.

6. **Historian:**

- A. The Historian shall be elected to a one-year term, with no limit on the number of consecutive terms which may be served.
- B. The Historian shall keep records of membership, baptisms, weddings, and funerals .
- C. The Church Council may appoint a Deputy Historian to assist the Historian with his/her duties and to act in the absence or disability of the Historian .

Article VIII: Pastor

- 1. When a vacancy occurs in the pastorate, a **Pulpit Committee** of eleven Covenant Members shall be nominated by the Nominating Committee and elected at a duly called meeting of the Congregation. The Committee should include a broad representation from the Church, including at least one, but no more than two, representatives from each board. It shall be the duty of the Pulpit Committee to canvass available ministers and recommend to the Congregation the election of the person who best meets the requirements of the pastorate. It shall be the further duty of the Pulpit Committee to arrange for supplying the pulpit during the time the pastorate is vacant.
- 2. The Pastor shall be called for an indefinite term by a two-thirds vote of those Covenant Members present at a meeting called for that purpose.
- 3. When a Pastor has been elected and has accepted the call, he or she shall become a Covenant Member of the Church.
- 4. While the term of the Pastor shall be indefinite, the Congregation may at any time, by a two-thirds vote of those Covenant Members present at a meeting called for that purpose, dismiss him/her, said dismissal to be effective sixty days from the date of said action, or in case the Pastor wishes to resign, he/she shall give sixty days notice of this intention to the Church Council. The sixty days can be adjusted by mutual agreement as stated in the Pastor's contract.
- 5. The Pastor shall have charge of the spiritual welfare of the Church with the cooperation of the Board of Deacons. The Pastor shall seek to enlist men, women, youth and children as followers of Christ, preach the Gospel, administer the Sacraments, have under his/her care all services of worship, and administer all the activities of the Church in cooperation with various officers, boards, committees and other Church organizations. The Pastor shall be ex-officio, a member with voice but no vote, of all boards, committees, the Church Council and other Church organizations.
- 6. The Pastor shall interview and recommend the hiring of new employees to the Trustees and shall supervise and direct the activities of all Church employees and Youth Ministry leaders.

Article IX: Boards

- 1. The boards of this Church are: the Board of Christian Education, the Board of Deacons, the Board of Outreach and the Board of Trustees. These boards are governed by the following general considerations:
 - A. The terms of all members shall be for three years.
 - B. After having served two full terms, a member, for a period of one year, shall be ineligible for re-election to the same board.
 - C. A quorum of any board shall, unless otherwise specifically excepted, consist of a majority of the currently elected and appointed voting membership.
 - D. Each board may establish such committees as may be necessary or desirable to carry out its responsibilities and appoint members thereof from both within and outside the membership of the board.
 - E. Each board shall meet on a regular basis and shall maintain records of its meetings to be kept on file in the Church office.

- F. All expiring terms of members shall end on December 31.
 - G. Each board shall hold its first meeting of the new year prior to the fourth Wednesday in January, said meeting to be called by the retiring board chair. In the absence of the chair, the vice-chair or secretary, in that order, shall call the meeting.
 - H. At the first meeting of the year, each board shall elect a chair, vice-chair, secretary, Church Council Representative and such other officers and sub-committees as it shall determine.
 - I. Each board officer shall serve until their successor in office is elected by the board.
 - J. Each board shall submit a budget proposal to the chair of the Board of Trustees no later than September 15 of each year.
 - K. Each board chair shall:
 - i. submit an annual report to the Administrative Assistant at least thirty days prior to the Annual Meeting.
 - ii. promptly notify the Nominating Committee chair of a vacancy in the membership.
2. The **Board of Christian Education** shall consist of seven members, at least four of whom shall be Covenant Members. Two or three members shall be elected at each Annual Meeting of the Church, as vacancies caused by expiring terms shall require. If there is a staff person responsible for Christian Education, they shall be an ex-officio member of this board with voice but no vote, as shall the Pastor.
 - A. The Board shall plan and administer the educational programs for this Church which may include a Sunday School, adult education programs, and parish family life programs .
 3. The **Board of Deacons** shall consist of twelve members, at least nine of whom shall be Covenant Members of the Church. Four members shall be elected at each Annual Meeting of the Church.
 - A. The Board shall cooperate with the Pastor in ministering to the spiritual needs of the Church and community.
 - B. The Board shall assist in the preparation and administration of the sacraments.
 - C. The Board shall review the Church membership rolls each October, with the assistance of the Church Administrative Assistant and Church Historian, revise the rolls as necessary and publish the most recent membership totals in the Annual Report.
 - D. The Board shall determine the time and place of services for worship and may temporarily suspend services as it deems necessary.
 - E. The Board or the Pastor shall determine the time that the Sacrament of the Lord's Supper and the Sacrament of Baptism shall be administered.
 4. The **Board of Outreach** shall consist of six members, with no minimum number of Covenant Members required. Two members shall be elected at each Annual Meeting of the Church.
 - A. The Board shall be responsible for informing and involving the Congregation in opportunities for carrying out the world-wide mission of the Church locally, in the community, state and nation, and throughout the world by giving to offerings of the United Church of Christ and other agencies and by the participation of the Congregation in programs of study and action.
 - B. The Board shall appoint a representative to serve on the Bar Harbor Food Pantry Board of Directors.
 - C. An **Outreach Endowment Fund**, whose purpose, governance and operational procedures are defined by one or more resolutions adopted by the Congregation, is hereby established.
 - i. The Board shall administer the Outreach Endowment Fund in accordance with all applicable resolutions adopted by the Congregation.
 - ii. The Board shall expend interest income from the Fund only for outreach into the community and the organizations to which this Congregation relates and to special programs designed for those persons in our community who are in spiritual, emotional or economic need as determined by the Board of Outreach.

- iii. The Board shall not expend any portion of the income generated by the Fund for the general operation of the Church.
 - iv. The Board may solicit contributions to the Fund.
 - v. The Board of Outreach shall advise the Board of Trustees on the appointment of an investment manager of the Fund, although the Trustees shall be under no obligation to abide by such advice.
 - vi. The Board shall submit a quarterly accounting of the Fund to the Board of Trustees as custodian of the Fund.
 - vii. On or before October 15 of each year, the Board chair shall submit an annual report and accounting of the Fund to the Administrative Assistant for inclusion in the Annual Report.
5. The **Board of Trustees** shall consist of nine members, at least seven of whom shall be Covenant Members, plus the Treasurer. The Treasurer shall be ex-officio, with voice and vote. Three members shall be elected at each Annual Meeting of the Church.
- A. Under the direction of the Congregation, and except as otherwise provided, the Board of Trustees shall be the legal and business agent of the Church, shall have the care and custody of the Church property, shall be responsible for its maintenance and repair, and shall have charge of its financial affairs.
 - B. The Board shall hire and fix the salary and any other compensation of the Organist/Music Director, Sunday School Coordinator, Custodian and Nursery Attendant, if any. The Board shall set the Pastor's salary, but the Pastor shall be called as provided by Article VIII.
 - C. The Board may discharge employees for cause, after notice and hearing, except that the Pastor may be discharged only as provided in Article VIII.
 - D. The Board shall establish controls for approval and payment of bills.
 - E. The Board shall cause the financial books of the Church to be independently reviewed annually by an outside accountant, said review to be available for inspection at the Church office within six months of the end of the fiscal year.
 - F. The Board shall not purchase, sell, mortgage, lease or transfer any of the real property of the Church without specific authority to do so by vote of the Congregation.
 - G. The Board shall survey the financial needs of the Church and its ministry and present a budget for the ensuing year to the Annual Meeting for approval. The budget shall contain estimates of income and expenses for the maintenance of the Church properties and the ministries of the Church.
 - H. The Board shall arrange for the raising of the funds required to support the budget.
 - I. The Board may appoint a Deputy Treasurer.
 - J. The Board shall define, in writing, the duties and responsibilities of the Treasurer and Deputy Treasurer.
 - K. The Board shall appoint a **Finance Committee** composed of five members, who need not be Trustees, plus the Pastor as an ex-officio member with voice but no vote. The Finance Committee shall advise the Trustees on such matters as the Board of Trustees shall request.
 - L. The Board shall serve as the custodian of the Outreach Endowment Fund, in accordance with all applicable resolutions adopted by the Congregation and shall appoint an investment manager of the Fund after seeking advice, but not necessarily consent, from the Board of Outreach.
 - M. The Board shall serve as the custodian of all other endowments and manage them in accordance with all applicable resolutions adopted by the Congregation.

Article X: Church Council

1. The Church Council shall consist of the Moderator, the Clerk, the Treasurer, a member elected annually by each of the four boards, three at-large members and, should they wish to do so, a member elected annually

by each standing committee, Youth Ministries and Called to Care. The Pastor shall serve as an ex-officio member of the Church Council, with voice but no vote.

2. The objective of the Church Council shall be to provide liaison between the officers, boards, committees and other organizations of the Church and so to coordinate interactions among these groups, to assess the direction of the Church and to propose new initiatives to meet the purpose of the Church and to enhance its growth. To further these objectives, the Church Council shall have the following goals:
 - A. Fostering communication between Church organizations to improve planning and sharing of ideas among a broad cross-section of the Congregation.
 - B. Initiating projects to further the mission of the Church which are not within the scope of other Church organizations.
 - C. Providing “cross-section” reactions to proposals introduced by Church organizations.
 - D. Acting as a creative source of new ideas.
3. The Church Council shall place on the Call all proposals for amendment of these By-Laws, presented as provided in Article XIV.
4. The Church Council shall be governed by the following general considerations:
 - A. The at-large members shall be nominated by the Nominating Committee, elected at the Annual Meeting, and serve for staggered terms of three years.
 - i. After having served two full terms, an at-large member, for a period of one year, shall be ineligible for re-election to the Church Council .
 - ii. All expiring terms of at-large members shall end on December 31.
 - B. In the absence of the appointed representative of a Church organization, a substitute may attend the Church Council meeting and participate in discussion, however, substitutes shall not be permitted to vote on any issue before the Church Council.
 - C. The Church Council shall, not later than the first of February each year, elect officers, including a chair, vice chair and such other officers as it may deem necessary.
 - i. Each Church Council officer shall serve until their successor in office is elected by the Council.
 - ii. The Clerk of the Church shall be the secretary of the Church Council.
 - D. A quorum of the Church Council shall consist of a majority of the currently elected and appointed voting membership.
 - E. The Church Council may establish such committees as it may deem necessary or desirable to carry out its responsibilities and appoint members thereof from both within and outside the membership of the Council.
 - F. The Church Council shall meet on a regular basis and shall maintain records of its meetings to be kept on file in the Church office.
 - G. Church Council meetings shall be open sessions. Any Church member or organizational representative may attend and have voice but no vote.
 - H. The Church Council shall submit a budget proposal to the chair of the Board of Trustees no later than September 15 of each year.
 - I. The chair of the Church Council shall:
 - i. Submit an annual report to the Administrative Assistant at least thirty days prior to the Annual Meeting.
 - ii. Promptly notify the Nominating Committee chair of the resignation of an at-large member.

Article XI: Standing Committees

1. The standing committees of this Church are: the Nominating Committee, the Music Committee, the Flower Committee and the Pastor/Parish Relations Committee. These committees are governed by the following general considerations:
 - A. The terms of all members shall be for three years.
 - B. After having served two full terms, a member, for a period of one year, shall be ineligible for re-election to the same committee.
 - C. A quorum of any committee shall, unless otherwise specifically excepted, consist of a majority of the currently elected and appointed voting membership.
 - D. Each committee may establish such sub-committees as may be necessary or desirable to carry out its responsibilities and appoint members thereof from both within and outside the membership of the committee.
 - E. Each committee shall meet on a regular basis and shall maintain records of its meetings to be kept on file in the Church office.
 - F. All expiring terms of members shall end on December 31.
 - G. Each committee shall hold its first meeting of the new year prior to the fourth Wednesday in January, said meeting to be called by the retiring committee chair. In the absence of the chair, the vice-chair or secretary, in that order, shall call the meeting.
 - H. At the first meeting of the year, each committee shall elect a chair, vice-chair, secretary, Church Council Representative and such other officers and sub-committees as it shall determine.
 - I. Each committee officer shall serve until their successor in office is elected by the committee.
 - J. Each committee shall submit a budget proposal to the chair of the Board of Trustees no later than September 15 of each year.
 - K. Each committee chair shall:
 - i. Submit an annual report to the Administrative Assistant at least thirty days prior to the Annual Meeting.
 - ii. Promptly notify the Nominating Committee chair of a vacancy in the membership.
2. A **Nominating Committee** of six Covenant Members shall be elected at each Annual Meeting, two members being elected each year. During the month of September each year, the Moderator shall call a meeting of the Moderator and the chairs of each board to propose members of the Nominating Committee for consideration at Annual Meeting. The Pastor shall serve as an ex-officio member with voice, but no vote.
 - A. The Committee shall identify the talents and interests of Church members; match those talents and interests with positions available within the life of the Church, community, and wider Church; and recruit Church members for positions.
 - B. The Committee shall appoint members to fill any vacancies, except the office of Pastor, that arise between Annual Meetings, said appointed members to serve until the next Annual Meeting, at which time the Congregation shall vote to fill any unexpired portion of the term.
 - C. If any board, committee or the Pastor shall create a new committee, task force or delegation between Annual Meetings, the Committee may, upon request, appoint the members thereof.
 - D. If a Congregational Meeting shall approve the creation of a By-Laws Committee, the Nominating Committee shall appoint the members thereof.
 - E. The Committee shall nominate candidates for boards, committees and Church offices, except the office of Pastor, as provided below:

- i. The Committee shall prepare and file with the Clerk, at least fifteen days before the succeeding Annual Meeting, a list of nominations for the expiring terms of all boards, committees and Church offices, except the office of Pastor.
3. The **Music Committee** shall consist of six members, two to be elected at each Annual Meeting. The Organist-Music Director and Pastor shall be ex-officio members of the Music Committee with voice but no vote.
 - A. The Committee shall promote the establishment and encouragement of a choir or choirs and supervise the care of the organ and piano, the purchase of music and the provision of other equipment necessary for its program.
 - B. The Committee shall make timely reports to the Board of Trustees on the condition of the musical instruments owned by the Church.
 - C. The Committee shall conduct the search for and recommend an Organist-Music Director to the Board of Trustees for their consideration and possible employment.
 - D. The Committee shall approve the expenditure of monies from the Organ Fund and the Music Fund.
 - E. The Chair shall submit annual financial reports for the year ending December 31 to the Chairman of the Trustees on or before January 31 of each year.
 - F. The Organist-Music Director may engage other professional musicians within budgetary limitations.
4. The **Flower Committee** shall consist of six members, two to be elected at each Annual Meeting, plus the Pastor, who shall serve ex-officio with voice but no vote.
 - A. The Committee shall see that flowers are provided for the altar for Sunday services.
 - i. Each member is responsible for two months of the year to be determined at the first meeting.
 - ii. The chair shall advise the Administrative Assistant of which member is responsible for each month.
 - iii. The member responsible for any given month shall:
 - a. Inform the Administrative Assistant of the name of that month's flower donors and the corresponding wording for the Church bulletin.
 - b. Assure that the flowers are delivered to a designated recipient following the service.
 - iv. The Committee shall maintain a record of weekly donors from year to year.
 - v. The Committee shall coordinate the ordering, arranging and delivery of Christmas and Easter flowers and the decoration of the Church for special occasions.
 - a. After the holiday, the Committee shall assure that the remaining flowers are delivered to the sick and shut-ins.
5. **Pastor/Parish Relations Committee** - shall consist of three to five members.
 - A. The Committee shall serve as a vehicle to promote healthy relations between the Pastor and Congregation, including:
 - i. advocating the needs of the Congregation to the Pastor,
 - ii. advocating the needs of the Pastor to the Congregation,
 - iii. assisting the Pastor and the Congregation as a new Pastor adjusts to his/her position,
 - iv. monitoring progress on performance evaluations, and
 - B. Members of the Congregation are encouraged to share matters of concern regarding the Congregation or Pastor with the members of the Committee who will treat their concerns in strictest confidence.
 - C. The Committee shall receive and act on any reports of pastoral misconduct in accordance with the Pastoral Misconduct Policy adopted by the Congregation.
6. The **Finance Committee** is not a standing committee but a subcommittee of the Board of Trustees.

Article XII: Other Church Organizations

1. **Called to Care** is a group of volunteers who, with the Pastor, oversee the pastoral care of the Congregation. Called to Care shall:
 - A. Assess the pastoral needs of the Congregation with the guidance of the Pastor.
 - B. Minister to the varied pastoral care needs of the Congregation and community.
 - C. Enlist volunteers to assist with pastoral care.
 - D. Submit a budget proposal to the chair of the Board of Trustees no later than September 15 of each year.
 - E. Submit an annual report to the Administrative Assistant at least thirty days prior to the Annual Meeting.
2. **Youth Ministry** is a group of adult and youth Church members and non-members.
 - A. The purpose of Youth Ministry is to reach junior and senior high school students to help them share in God's Word, offer themselves in service to Christ and care for one another.
 - B. The guiding principles of Youth Ministry shall include fellowship, discipleship, worship, mission and evangelism.
 - C. All Youth Ministry leaders shall be under the supervision of the Pastor.
 - D. Youth Ministry shall submit a budget proposal to the chair of the Board of Trustees no later than September 15 of each year.
 - E. Youth Ministry shall submit an annual report to the Administrative Assistant at least thirty days prior to the Annual Meeting.

Article XIII: Auxiliary Organizations

All organizations using Church facilities are regarded as integral parts of the life of the Church and shall be under its general oversight.

Article XIV: By-Law Amendments

These by-laws may be altered or amended as follows :

1. **Proposal** - The Church Council or any board or standing committee of the Church may propose a By-Law amendment as follows:
 - A. To propose an amendment, the Church Council, a board or a standing committee shall pass a motion describing the general nature of and need for the amendment and submit a copy of the motion to the Chair of the Church Council.
 - B. At the next scheduled meeting after the Church Council Chair's receipt of a complete proposal for amendment, the proposing board or standing committee shall present its proposal to the Church Council.
 - C. Following the presentation, the Church Council shall place on the Call for the next Congregational meeting the question of the formation of a By-Laws Committee to consider the proposed amendment and such other amendments as the By-Laws Committee shall consider appropriate.
 - D. At the Congregational meeting, only Covenant Members may vote on the question of the formation of a By-Laws Committee, passage of which shall require a simple majority of those Covenant Members present.
 - E. Upon passage of the question, the Nominating Committee shall appoint a By-Laws Committee.

2. **By-Laws Committee:**

- A. The By-Laws Committee shall be an ad hoc committee, serving only until its report has been considered by the Congregational meeting, unless the term is extended by the Congregational meeting.
 - B. The Committee shall be composed of five Covenant Members, plus the Pastor, who shall serve as an ex-officio member with voice but no vote.
 - C. A quorum shall consist of a majority of the currently elected and appointed voting membership.
 - D. At its first meeting, the By-Laws Committee shall organize by electing a chair, vice chair, secretary and such other officers as it may determine.
 - E. The Committee shall maintain records of its meetings to be kept on file in the Church office.
 - F. The Committee chair shall promptly notify the Nominating Committee chair of the resignation of a member.
 - G. The Committee shall draft a proposed By-Law amendment as directed by the Congregational meeting, consult with any affected boards, committees, organizations, officers or individuals and present a report to the Church Council. In addition, the By-Laws Committee may propose the amendment of such other areas of the By-Laws as the Committee considers appropriate.
3. **Notice** - Upon the Church Council's receipt of the final report of the By-Laws Committee, the Council shall place the By-Laws amendment on the Call for the next Annual Meeting or for a special Congregational meeting at the discretion of the Council. Copies of the proposed amendment and the Committee's report shall be made available to the Congregation and notice of the availability shall be published in the weekly Church bulletin and by mail, at least fourteen days prior to the meeting at which action is to be taken.
4. **Adoption** of the By-Law amendment shall require approval by a two-thirds vote of those Covenant Members present at the Congregational meeting and shall become effective immediately, unless otherwise stated in either the amendment or the motion to adopt the amendment.
5. **Revision** - Once approved by the Congregation, the By-Laws Committee Chair shall provide a copy of the amendment to the Administrative Assistant, who shall incorporate the amendment into the official By-Laws of the Church.

Article XV: Transition

1. **Effective Date** - This By-Law revision shall be effective immediately upon adoption, except that the terms of all current Church Officers and members of Church organizations shall be continued to December 31, 2004.

[End of By-Laws]

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