

# Woodmont United Church of Christ

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Approved Bylaws as of  
January 31, 2021

**Amendments #1 & #2 approved on 1/28/2024**

**Where "Council" appears, refer to Amendment #2 "Executive Board."**

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## **Article I. Name**

The name of this Church shall be "Woodmont United Church of Christ (Congregational)" located at 1000 New Haven Avenue, Milford, Connecticut 06460, hereinafter referred to as WUCC.

## **Article II. Purpose**

The purpose of this Church shall be to worship God, to preach the Gospel of Jesus Christ, and to celebrate the sacraments; to realize Christian fellowship and unity within this Church, the fellowship of churches, and the Church Universal; to render loving service towards humanity, and to strive for righteousness, justice, the rule of God and peace on earth.

## **Article III. Vision Statement**

Woodmont United Church of Christ embodies God's unconditional love by ministering to the needs of the people and the environment, striving to promote spiritual growth through scripture-driven, exuberant worship, and advocating for peace and justice. We celebrate diversity and welcome all into a fellowship of acceptance, forgiveness, spiritual exploration and discovery.

## **Article IV. Polity**

This Church shall be part of the United Church of Christ and shall sustain that relationship to the United Church of Christ consistent with its avowed purpose. The government of this Church is vested in its Members, who exercise the right of control in all its affairs, subject to the laws of the State of Connecticut relating to religious corporations.

## **Article V. Faith and Covenant**

### **A. Faith**

This church recognizes the Bible as the spiritual guidance and practice and holds that living in accordance with the teachings of Jesus Christ is the true test of fellowship. Each Member shall have the right to follow the word of God according to the dictates of his/her own conscience enlightened by the Holy Spirit.

The Church follows the United Church of Christ Statement of Faith in the form of a doxology.

"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, and 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. Blessing and honor, glory and power be unto you. Amen."

### **B. Covenant**

We covenant one with another to seek and respond to the Word and the Will of God. It is our purpose to walk in the ways of the Lord, made known or to be made known to us. We hold it to be the mission of the Church to witness to the Gospel of Jesus Christ in all the world, while worshiping God, and striving for truth, justice and peace. As did those who came before us, we depend on the Holy Spirit to lead and empower us. We pray for the coming of the Kingdom of God, and we look with faith toward the triumph of righteousness and eternal life.

### **C. Open and Affirming Statement**

"We, the Members of Woodmont United Church of Christ, led by the Holy Spirit and by our study of Scripture, declare ourselves to be an Open and Affirming Church. Looking to Jesus as our model of inclusive and unconditional love, we seek to embrace all people, welcoming them into full membership and participation as Members of the Body of Christ.

We recognize, celebrate, and give thanks for the diversity in which we have been

created, affirming that each person is a beloved child of God who is made in God's own image. We believe that through our diversity, we can all grow and practice a unity of faith that transcends our differences.

We honor, cherish and welcome all of God's children, regardless of race, age, sexual orientation, gender identity, nationality, ethnicity, socio-economic status, physical or mental disability. We affirm and celebrate all loving and committed relationships. Acknowledging the long histories of discrimination perpetrated and/or condoned by the institutional church toward various groups of people, we commit ourselves to work diligently to end all such oppression and discrimination."

## **Article VI. Membership**

### **Invitation**

It is the heritage and vision of this Church that anyone seeking the Word of God and the presence of Jesus Christ in their life is welcome, without exception, to join in its Christian worship services and participate in the life of this church. Invitation to become a Member of this Church may be given by the Pastor and/or Board of Deacons to anyone who has demonstrated before the Congregation their commitment of faith and willingness to faithfully embrace this Church's Statement of Faith and its Covenant.

There shall be three (3) categories of Members: Active, Associate, and Inactive.

#### **A. Active Membership**

Candidates who are baptized shall be admitted into Membership upon:

1. Reception into the Church at a regular worship service or at such other time by the Pastor and Diaconate acting on behalf of the Church.
2. Letter of transfer from another church.

### **Responsibilities**

Active Members, to the best of their ability, are expected to do the following:

1. Regularly attend worship services
2. Regularly participate in Church activities
3. Pledge and contribute financially to the support of the Church and its missions
4. Participate and vote in Church meetings

- B. An Associate Member is a person who wishes to participate in the life of this Church while maintaining membership in another church. Associate members shall have all the rights and responsibilities of active Members, except the right to a letter of transfer to another church.
- C. An Inactive Member is a Member who has not attended the Church's worship services, participated in Church activities, or contributed to its support for a period of 2 or more years. After contact in good faith has been attempted either personally or by letter with no resumption of duties, the person may be removed from the roll of Active Members and placed on the Inactive List by action of The Diaconate. A member may also request to be placed on the Inactive List due to personal reasons. Inactive Members shall forfeit the right to vote and will not be counted in compiling an official roll of members.

#### **Release of Membership**

1. If a Member resigns in writing, the Board of Deacons, in consultation with the Pastor, shall endeavor to secure his/her continuance in the Church. Failing such effort, the Board of Deacons shall accept the resignation.
2. Any Active or Inactive Member wishing to leave this Church and join another is entitled to a letter of transfer from the Board of Deacons.
3. After a period of one (1) year, persons on the Inactive List shall be contacted again. Unless they make an explicit request to the contrary, they shall have their names removed from all membership rolls.
4. The Board of Deacons, in consultation with the Pastor, shall be the determining body in the event of a member's persistent breach of covenant vows. They shall act to:
  - a. Give due notice to him/her
  - b. Offer him/her a meeting
  - c. Make faithful efforts to bring him/her to amendment in accordance with The Word of Christ.

#### **Article VII. Governing Body**

The governing body of this Church shall be the Membership assembled in Congregational Meeting. A quorum shall consist of 20% of the Congregation's Membership at the date of the meeting. In legal transactions involving the disposition of property, the Members counted for the quorum must be at least 18 years of age.

### Article VIII. Annual Meetings/Special Meetings

The Annual Meeting of the Church shall be held in the month of January, or such other time as determined by the Church Council. It shall elect Officers, Boards, Committees and Delegates to the Association and Conference to which the Church belongs, adopt a budget for the ensuing year, hear annual reports from Officers, Boards and Committees, etc. and transact all necessary and proper business to come before the meeting.

Special meetings of the Church may be called by a vote of the Church Council, or by a petition signed by ten (10) or more Church Members. The Council shall call such meetings within three weeks of the receipt of the petition, and adequate notice shall be sent by the Clerk.

- A. Notice of all meetings of the Congregation shall be given in the following ways, notless than fourteen (14) days in advance of the scheduled meeting:
  - 1. Electronically via e-mail, unless a hard copy is requested through the church office.
  - 2. On the Church website ( [www.woodmontucc.org](http://www.woodmontucc.org) )
  - 3. In the Chapel Bell and/or Woodmont Weekly
  - 4. Posted in the building
  - 5. Announced during worship and printed in the Church Bulletin
  
- B. In the event of cancellation of the meeting due to inclement weather, the Moderator, with consent of Council, may reschedule the meeting. Notice of the rescheduled date must be distributed to all Members with at least one (1) weeks'notice. Notice shall be given in as many ways as feasible per Section A (above).
  
- C. The business to be conducted at such meetings shall be stated in the notice.
  
- D. The Moderator or Vice-Moderator shall preside at all congregational meetings of the Church. The Clerk shall record the minutes of the meeting.
  
- E. All Active and Associate Members shall have the right to vote. The majority vote of the Members present at the meeting shall be the action of the Church, except in the case of the election of a Pastor. (See Article X. Pastor)
  
- F. Robert's Rules of Order (Revised) shall be observed in the conduct of the meetings.
  
- G. The official year of this Church shall begin on January 1<sup>st</sup>.



## Article IX. The Church Council

**[Article IX revised on 1/28/2024 – Replaced by Amendment #1 at end of document]**

It shall be the purpose of the Council to consider and act upon the interests of the Church's life and work, to the end that its total program and outreach might be made more effective.

However, matters of major interest and concern, particularly where they involve further consideration, debate, and sizable expenditures of funds, shall be referred to the whole Church Membership. It shall be the concern of the Council to hear reports of the Officers and Boards and to implement such action as seems advisable and in the best interests of the fellowship.

There shall be a Church Council consisting of Church Members who represent standing Committees and Boards of this Church. It shall be composed of: the Pastor; the Moderator\*; the Clerk; the Treasurer\*\*; two (2) chosen representatives of the Diaconate; two (2) chosen representatives of the Board of Stewards (BOS); one (1) representative from each of the following: Board of Christian Education (CE); Personnel and Pastoral Relations Committee (PPR); Communications Committee; the Mission Coordination Team; and representatives from the Church's Membership who may be serving on the boards of outside organizations, which the Church, by virtue of vote of the Congregation has deemed worthy to sponsor. Each Committee will have one (1) vote, except Deacons and Board of Stewards who will have two (2) votes. The Pastor, Treasurer and Clerk have one (1) vote each. In the event of a tie, the Moderator shall cast the deciding vote. The C.E. Director, when there is one, shall attend as an Ex-Officio without voting rights.

Council's Executive Board consists of the Moderator, Clerk, Treasurer and the Pastor, when appropriate.

\*In the absence of the Moderator, the Vice Moderator assumes the Moderator's duties.

\*\*In the absence of the Treasurer, the Assistant Treasurer assumes the Treasurer's duties.

### Duties of Council

- Meets each month during the Church's calendar year, except the month of July or August as determined by vote.

- Meets additionally at the discretion of the Moderator or the Pastor.
- Appoints two (2) Trustees to administer the Stillman-Kelsey Grant Fund.
- Considers and acts upon the interests of the Church's life and work.
- Hears reports of the Officers, Committees, and Boards and implements such action as seem advisable, and in the best interest of the fellowship.
- The Moderator presides over each meeting.
- The Clerk acting as Secretary, takes the minutes of the meetings.
- A Quorum of five (5) including two (2) officers is needed to vote on issues and a majority votedetermines the action of Council.
- Approves candidates for all vacancies and unexpired terms of Church Officers, Boards, and Committees.
- Approves members of PPR recommended by the Moderator and the Chair of the Diaconate.

#### **Duties of Council's Executive Board**

- Meets under special circumstances such as when issues deemed extremely sensitive must be discussed and acted upon before informing Council at-large and/ or the general Congregation. The Pastor also partakes in these meetings.

#### **Article X. Pastor**

The Pastor shall be an ordained minister with full and regular ministerial standing in the Association to which this Church belongs. He or she shall have the charge of the worship services of the Church and shall carry on a ministry of preaching, pastoral care and leadership. As an ordained minister of the Congregation, each Pastor shall be a full member of the Church Council and ex-officio member of all Boards and Committees and entitled to be present at any meeting of any Church-sanctioned group, except meetings of the Congregation during the time his or her tenure or salary is under discussion, if the Church so votes. \*The Pastor may be a full member of the Congregation, if he or she so chooses. The Church, at its discretion, may choose an Associate or Assistant Pastor.

#### **Termination of Pastor**

The Pastor shall be elected for an indefinite period. In order to terminate this relationship, three (3) months' notice shall be given by either party, unless some other period of notice shall be mutually agreed upon.

In case of flagrant moral issues, the discipline of the Pastor shall be in conformity with common sense and Christian propriety. In case of controversial disputes involving theological and social differences, the counsel and advice of the Regional Conference Minister shall be sought by the Moderator in consultation with PPR and the Executive Board.

In the case of loss of ministerial standing as defined by the United Church of Christ, dismissal shall occur at once and membership shall cease at once.

Should the Church decide to terminate the relationship, the termination shall be by a majority vote of the congregation, upon recommendation by the Church Council; notice of such termination shall be sent by the Moderator to the Conference Minister and the Association.

### **Interim Selection Committee**

As soon as a pastoral vacancy occurs, it shall be reported to the Conference. The Officers of the Church shall recommend three (3) Church members plus a member of PPR to serve on the Selection Committee for an Interim Pastor, to the Church Council for approval. The Interim Selection Committee does not need congregational approval. The Committee shall follow Conference guidelines in fulfilling its commitment. By consensus, one or more candidates shall be presented to Council for selection and/or approval.

### **Pastoral Search Committee**

The Officers of the Church shall recommend five (5) Church members, one of whom must be a Member of PPR, to serve on the Search Committee, to the Church Council for approval. The Moderator shall also serve on the committee as an Ex-Officio member. The members shall, to the greatest extent possible, reflect the general diversity of the Congregation. This Committee must be approved by a majority vote of the Congregation.

The Search Committee shall follow Conference guidelines for the search and call of a settled Pastor.

The Search Committee shall present to the Church Council, the candidate it recommends to fill the vacancy. A majority vote of the Council will prompt the Moderator to convene a special congregational meeting, at which time the Search Committee will present the candidate. A quorum shall consist of 40% of the current Active and Associate Members List. A three-fourths (3/4) vote will constitute a call.

In the call, the terms of relationship shall be stated, including the agreement of the Church to participate in the Pension Fund of the United Church of Christ, the Pastor's Health Insurance Program, the terms of salary and vacation allotment, sabbatical leave and such additional benefits as may be agreed upon by the Pastor and the Church. The Pastor, the Church, and the Conference shall each receive a copy of the call.

When a minister accepts a call to this Church, the Church and he/she shall join in requesting the Association to arrange for a Service of Installation or Recognition. Copies of the Service shall be approved by the local Church and the Committee on Ministry of the Association.

#### **Article XI. Other Staff**

In order to assist in carrying out the full scope of the programs of the Church, other staff including professionals or qualified volunteers, in music, youth and adult education, office administration, facilities management, or other specific skill areas, may be hired or recruited.

Such staff personnel requirements and issues will be administered by PPR in accordance with the policies and procedures of the Church.

**After serving two (2) full terms, a year must elapse before a member is eligible for further election to the same position, board, or committee.**

#### **Article XII. Officers**

##### **MODERATOR**

The Moderator is a Church Member, who is the lay leader and Officer, elected at Annual Meeting for a term of two (2) years. They are authorized to sign legal documents of the Church. The Moderator uses "Robert's Rules of Order (Revised)" as a guide on all matters not covered by the *Bylaws of Woodmont United Church of Christ*.

##### **Duties**

- Preside at all congregational and special meetings of the church.
- Preside at all meetings of the Church Council.
- Help Pastor with Commitment Ceremony for members who are elected at Annual

Meeting to serve as Officers, Delegates, and Members on Boards and Committees.

- Provide opportunity and positive environment at meetings for all parties to express their opinions.
- Meet monthly with Pastor to review Council agenda.
- Write agenda and Moderator's Report for monthly Council meetings.
- Write agenda for other meetings such as Special Congregational Meetings.
- Cast deciding vote when motions at Council Meetings result in a tie.
- Work closely with Clerk, especially on matters pertaining to Council, Annual Meeting, and Special Congregational Meetings.
- Work closely with the Communications Committee to be informed on how the Church is being branded, marketed, and promoted.
- Check in periodically with other Church Officers, Delegates, Boards, and Committees (suggest attending their first or second meeting after Annual Meeting).
- Request monthly Committee Minutes to keep apprised of Church business.
- Suggest and approve Church Members as candidates for the Personnel and Pastoral Relations Committee along with the Pastor and the Chair of the Diaconate.
- Be aware of contract negotiation proceedings between the Board of Stewards and parsonage tenants, the Co-Op, and any other entity.
- Be aware of happenings with our New Haven Association, the Conference (Regional: South Central and Connecticut), and our denomination, for example, our Conference's Annual Meeting and the United Church of Christ General Synod, which occurs every two years.
- Introduce self, the Pastor, and other Church Leaders to new Church Members.
- Keep the Congregation informed about the business and activities of the Church.
- In case of dangerous weather or other safety concerns, the Moderator and the Chair of the Diaconate, in consultation with the Pastor, will decide whether to cancel services.
- Be a strong cheerleader and motivator.
- Graciously pass the Church's Bylaws, "Robert's Rules of Order (Revised)", and *The Duties of Officers, Committees, and Delegates* booklet to the next Moderator.

## VICE MODERATOR

The Vice Moderator is a Church Member elected at Annual Meeting for a term of two (2) years. They are authorized to sign legal documents of the church in the absence of the Moderator.

The Vice Moderator uses "Robert's Rules of Order (Revised)" as a guide on all matters not covered by the church's *Bylaws of Woodmont United Church of Christ*.

### Duties

- Assume other duties of the Moderator, when necessary, especially in Moderator's absence.
- Shall, in the event of resignation, permanent absence, or disability of the Moderator, succeed to that position for the remainder of the year.
- Shall serve as chairperson of the Nominating Committee.

## CLERK

The Clerk is a Church Member and an Officer elected at Annual Meeting for a term of one (1) year. The Clerk as an Officer is also authorized to sign legal documents of the church.

### Duties

- Act as secretary for Annual, Congregational and Council meetings, which includes meeting minutes.
- Performs duties as assigned by the Church Council.
- Gives notice of meetings as specified in Article VIII. Annual Meetings/Special Meetings.
- Keeps records of all Church proceedings and transactions.
- Keeps registry of membership, admissions, dismissals, baptisms, marriages, and deaths.
- Prepare a report for the Annual Meeting.
- Handle the correspondence of the Church.
- Hold the Corporate Seal.

## **TREASURER**

The Treasurer is a Church Member elected at Annual Meeting for a term of two (2) years, not to exceed six (6) consecutive years. The Treasurer is authorized to handle the matters of the Church's finances and is an Ex-officio Member of the Board of Stewards (BOS). The Treasurer, as an Officer, is also authorized to sign legal documents of the church.

### **Duties**

- Primary signer on all bank accounts, except the Deacon's Fund.
- Checks back-up invoices, payment requests, receipts, and contracts (when applicable) to assure proper procedures are being followed and are audit-ready.
- Signs checks prepared by the professional bookkeeper (hired by the church).
- Determines that payment requests are in order.
- Approves check authorizations in cases where the Chair of a Committee is unavailable.
- Prepares monthly and quarterly financial reports to present at monthly BOS and Council meetings.
- Prepares the budget to present at Annual Meeting in cooperation with BOS and the Assistant Treasurer.
- Prepares year-end financial reports to present at Annual Meeting.
- Trains Assistant Treasurer and Finance Member on BOS.
- Attends monthly meetings of BOS and Council to present financial reports.
- May not be a Counter or backup Counter.

## **ASSISTANT TREASURER**

The Assistant Treasurer is a Church Member elected at Annual Meeting for a term of one (1) year. The Assistant Treasurer is authorized to assist the Treasurer in the handling of the Church's financial matters. The Assistant Treasurer is also authorized to sign legal documents of the church in the Treasurer's absence.

## **Duties**

- Signs all bank accounts, except the Deacon's Fund, in the Treasurer's absence.
- Signs checks prepared by the professional bookkeeper (hired by the church) in the Treasurer's absence.
- Checks back-up invoices, payment requests, receipts, and contracts (when applicable) to assure proper procedures are being followed and are audit-ready in the Treasurer's absence.
- Assumes other duties of the Treasurer when necessary, especially in Treasurer's absence.
- Assists in preparation of budgets.
- Recruits and trains the Counters of Sunday offerings.
- Attends monthly BOS and Council meetings in the absence of the Treasurer.
- Shall, in the event of resignation, permanent absence, or disability of the Treasurer, succeed to that position for the remainder of the year.
- May not be a Counter or backup Counter.

## **Article XIII. Boards & Committees**

**[Article XIII revised on 1/28/2024 – Replaced by Amendment #2 at end of document]**

All Boards and Committees are represented on the Church Council. Ad hoc teams may be formed by Committees from the Congregation for a specific task or purpose, as defined by the Committee. The ad hoc team will report to the Committee under which it is created. Council will be notified when such teams are formed. Duties and responsibilities for such teams will be defined in *Duties of Officers, Committees, and Delegates* booklet.

### **THE BOARD OF STEWARDS (BOS)**

The Board of Stewards consists of seven (7) or more Church Members elected at Annual Meeting for a term of three (3) years. They oversee the Church's finances, care for real properties, and promote the annual campaign to encourage stewardship and commitment among Church Members. The Treasurer or the Assistant Treasurer whose position descriptions and duties are forewritten are participating Members. The Chairperson of the BOS shall prepare a report for the Annual Meeting. The chair is elected by the BOS.



## Duties

### **A. Finance Coordinator**

- May not be a signer on any church accounts
- Reconciles all banks accounts monthly, excluding the Deacon's Fund
- Assists in budget preparations
- Helps Assistant Treasurer when necessary
- Recruits other Church Members to assist in performing these functions

### **B. Trustees Coordinator**

- Maintains the Church's real properties, including grounds, utilities (heating, cooling, water, and lighting systems), repairs, general cleaning and sanitation
- Purchases furniture and appliances
- Ensures Church's compliancy with building codes, including fire
- Handles technical issues, including audio and Internet
- Handles matters pertaining to Church's real properties such as acquisitions, mortgages, leasing, or disposals (decisions may be subject to congregation vote)
- Recruits other Church Members to assist in performing these functions

### **C. Stewardship Coordinator**

- Plans, executes, and promotes (along with Pastor) annual stewardship campaign
- Assists Finance Coordinator and Treasurer in preparing the annual Church budget
- Oversees budgeted mission funds: Evaluates and recommends new requests for expenditure
- Periodically provides information of the use of budgeted mission funds to the Congregation
- Recruits other Church Members to assist in performing these functions

#### **D. Miscellaneous Duties**

- May be elected to act as Chairperson, Secretary, or Representative on Council.
- Attends monthly BOS meetings.
- May form Ad hoc Committees for related purposes, such as fund-raising, capital campaigns, fair committees, etc.

#### **BOARD OF DEACONS (THE DIACONATE)**

The Diaconate may consist of nine (9) Church Members, who will each be elected for a term of three (3) years. After serving two (2) full terms, a year must elapse before a member is eligible for further election to this Board. A Youth Deacon may also be appointed by the Diaconate as deemed appropriate. The Youth Deacon shall be a confirmed member of the church, still attending high school. The term shall run concurrent with the school calendar. Those who have exemplified lives of faith and service in their callings as Deacons may be elected by the congregation as Deacon Emeritus, with the full responsibilities of a triennially elected member, without voting privileges.

The Diaconate shall organize itself by the election of its own Chairperson, and such other Officers or Subcommittees as it may appoint and meet at such stated intervals as it may choose.

It shall be the responsibility of the Diaconate to cooperate with the Pastor in all matters pertaining to the spiritual interests of the Church.

The Diaconate shall:

- Assist in the preparation and administration of the sacraments.
- Be responsible, in coordination with the Pastor, for maintaining contact with and support of Members and their families in times of illness or crisis.
- Assist the Pastor in introducing new Members to the life of the Church.
- Make an annual survey of the Church Membership and carry out provisions of Article VI. Membership.
- Arrange for the temporary supply of the pulpit during the vacation, illness, or other temporary absence of the settled Pastor.
- Seek the advice and authorization of the Church Council in matters affecting the total Church.

- Maintain a Call-down List for the purpose of notifying the congregation in the case of illness, death, cancellation of services, etc.
- Prepare the Sanctuary for worship, including changing of paraments and floral arrangements.
- Schedule regular services of worship and, in consultation with the Pastor, such other appropriate services of worship as may be desired.
- Shall prepare an annual budget of its needs to present to the Treasurer and/or BOS.
- Shall prepare a report for the Annual Meeting.

The Chairperson of the Diaconate and the Pastor shall have the responsibility of administering the Deacon's Fund for those in need. Another deacon chosen by The Diaconate will reconcile the fund's bank statement.

Ad hoc teams may be formed for music, worship planning, hospitality, welcome, etc. Responsibilities of these teams will be listed in the document *Duties of Officers, Committees, and Delegates*.

### **BOARD OF CHRISTIAN EDUCATION (CE)**

The Board of Christian Education may consist of six (6) or more Church Members elected at Annual Meeting, each of whom should serve a term of three (3) years.

The Board of Christian Education shall:

- share with the CE Director, when the position is filled, the responsibility to cultivate an atmosphere for learning for all members, families and friends of the Church.
- provide for an adequate Church School, making provision for teaching staff, curriculum, and such training courses as may be deemed advisable.
- enlist and make provision for the training and on-going support of volunteer teachers and childcare workers.
- acquire curricula and other materials, as necessary.
- provide for opportunities for Christian growth within the community.
- prepare an annual budget of its needs to present to the Treasurer and/or BOS.
- prepare a report for the Annual Meeting.
- be responsible to fill the position of the C.E. Director in conjunction with PPR, and

Council's final approval (when applicable).

- elect its own Chairperson and meet at such stated intervals as it may choose. The C.E.

Director shall be an Ex-Officio Member with no voting rights.

Ad hoc teams may be formed for special events, etc. Responsibilities of these teams will be listed in the document *Duties of Officers, Committees, and Delegates*.

### **PERSONNEL AND PASTORAL RELATIONS COMMITTEE (PPR)**

PPR members are Church members appointed by the Moderator and Chair of the Diaconate from a list of names recommended by the Pastor and Council. There should be no more than five (5) nor less than three (3) members on the Committee. They are appointed for a term of two (2) years, with a maximum of four (4) consecutive years. Terms are rotated so there's always at least one experienced Committee member serving.

PPR shall meet as needed and with the Pastor quarterly. PPR will work to develop and maintain good working relationships between the congregation, the Pastor, and the staff of the church. They ensure job performance is consistent with the Church mission and goals. Members also provide a framework for staff and the Pastor with such tools as job descriptions, annual evaluations, and recommendations for compensation and benefits (included in the Church's budget to be voted on by the Congregation at Annual Meeting), forms, contracts and Personnel Handbook. PPR will seek input from Pastor and all staff when conducting annual performance evaluations. The Committee shall prepare a report for the Annual Meeting with discretion.

Members' duties are conducted within an atmosphere of confidentiality.

### **THE NOMINATING COMMITTEE**

The Nominating Committee shall consist of three (3) Church members elected at Annual Meeting to serve a term of one (1) year, none of whom will have served on the Committee the previous year. In addition, the Committee shall be led by the Vice Moderator. They will request recommendations for vacant positions from Committee Chairs. They shall present a slate of candidates for all the open elective positions of the Church, which is filled by vote at Annual Meeting in the year following its own election. Its suggestion of candidates shall comply with guidelines provided by the Church's *Bylaws* and the *Duties of Officers, Committees, and Delegates* booklet. Members strive to create a fair balance in their nominations

regarding gender, ethnicity, sexual orientation, age, disabilities, and length of time as a Member of the Church.

The Committee shall have the responsibility before the Annual Meeting of contacting all people it seeks to nominate, informing them of the responsibilities each proposed office would involve (using the *Duties of Officers, Committees, and Delegates* booklet), and seeking their approval to have their names placed in nomination.

At the Annual Meeting, nominations may be made from the floor for those slots which remain vacant. (In case a vacancy occurs in any office or board during the year, see Article IX. The Church Council.)

### **THE COMMUNICATIONS COMMITTEE**

This Committee oversees the marketing, promotion, and advertising of our Church's brand, values, and mission through publications, signage, displays, and social media platforms. With the exception of the Sanctuary, the Committee also works with BOS on the Church's decor/ appearance with Pastor's and Council's approval.

Due to the specialized skill set required to fulfill the responsibilities of this Committee, term limits are not in effect. The Coordinator, chosen by the Committee, may not serve as Chair for more than two (2) consecutive years. Committee members must be aware of and abide by legal requirements regarding publication in the printed and social media. They shall prepare an annual budget of its needs to present to the Treasurer and/or BOS, as well as a report for the Annual Meeting.

### **Communications Ad hoc Teams**

Ad hoc Teams may be formed for Photo Guild, Videography, Church Historian, etc.

Responsibilities of these teams will be listed in the document *Duties of Officers, Committees, and Delegates*.

### **MISSION COORDINATION TEAM**

Mission Coordination Team members are Church members who experience a common call to serve the community and the world through outreach projects. They shall engage the

Congregation, individually and collectively, in the missions of the Church. At least three (3) members are elected at Annual Meeting for a term of one (1) year but may remain as necessary for the duration of a project. A Coordinator is elected annually by Team members.

### Duties

- Seeks approval from Council on new mission projects and the elimination of current missions.
- Leads the outreach ministry of the Church through active service and financial giving.
- Provides regular updates to the Congregation as necessary.
- Prepares and presents occasional 'Mission Moments' to the Congregation.
- Elects a representative to Council.
- Prepares an annual budget of its needs to present to the Treasurer and/or BOS.
- Prepares a report for the Annual Meeting.
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### Article XIV. Other Elected Positions

#### **AUDITORS**

Two (2) Church Members are elected at Annual Meeting to serve a term of one (1) year. They ensure that the accounts of the Church's funds are used for their intended purpose, and prescribed procedures are followed. The year to be audited will be the year prior to the elected term. Council may decide to periodically request an outside audit or reconciliation.

#### **DELEGATES**

##### **Delegates to the New Haven Association**

Delegates are Church Members elected at Annual Meeting for a term of one (1) year. They represent Woodmont United Church of Christ at all meetings of the New Haven Association of Connecticut of the United Church of Christ. As per Conference guidelines, one (1) delegate per every 75 members or part thereof.

##### **Delegates to the Connecticut Conference of the United Church of Christ**

Delegates are Church Members elected at Annual Meeting for a term of one (1) year.

They represent Woodmont United Church of Christ at all meetings of the Connecticut Conference of the United Church of Christ. If possible, the Church defrays the cost in part or whole for the Delegates. As per Conference guidelines, one (1) delegate per every 75 members or part thereof. A youth delegate under the age of 21 may also attend.

**Delegate to the Milford Pastoral Counseling Center (MPCC)**

The delegate is a Church Member elected at Annual Meeting for a term of one (1) year. The delegate represents Woodmont United Church of Christ at the quarterly (February, May, August, and November) meetings of MPCC. MPCC supports the mental health of the community.

**Article XV. Removal of Member from an Elected Position**

In the case where an elected member is having difficulty in carrying out the responsibilities and actions required for fulfilling them, the Pastor will meet with the Executive Board\* to discuss a rational course of action and meet with the elected member.

Actions taken by the Executive Board and the Pastor as a result of these discussions might include but not be limited to the following:

1. Training the individual for the task at hand;
2. Requesting the individual resign from the elected position; and
3. Removing the individual from the elected position.

If the behavior of the individual includes actions in violation of the *Woodmont UCC Safe Space Policy* or includes illegal/risky behavior, immediate dismissal from the elected position would occur.

\*If individual is on the Executive Board, they would be excluded from the initial discussion.

**Article XVI. Property and Dissolution**

The Church in its corporate name may sue or be sued, acquire for purchase, gift, devise, bequest or otherwise, and own, hold, invest, reinvest or dispose of property both real and personal for such work as the Church may undertake, and may purchase, own, receive, hold, manage, care for and transfer, rent, lease, mortgage or otherwise encumber, sell, assign, transfer and convey such property for the general purpose of the Church. It may receive and hold in trust both real and personal property and invest and reinvest the same and make any contracts for promoting the objects and purposes of the Church.

The Officers of the Church will be empowered to sign legal documents as approved by appropriate Committees and/or Congregational Members. Other signers may be authorized by Council.

To dissolve/disband the Church, a vote of no less than two-thirds (2/3) of the current Active and Associate Members of the Church is required to do so. All dissolution procedures must be in compliance with state and federal guidelines.

In the event of the dissolution of the Church, its assets and all property and interests of which it shall then be possessed, including any devise, bequest, gift or grant contained in any will, or other instrument, in trust or otherwise, made before or after such dissolution, shall be transferred to the Connecticut Conference of the United Church of Christ or its successor thereof, unless otherwise specified by the donors.

#### **Article XVII. Amendments**

Amendments to the By-Laws may be made at any duly called Congregational Meeting by a two thirds (2/3) affirmative vote of the members present, public announcement of the text of the proposed amendment(s) having been made prior to the meeting, according to the notification procedures in Article VIII. Amendments may be proposed by the Church Council, by any Board, or by written request of 10% of the Active Members and submitted to the Clerk of the Church Council.



## **Amendment # 1 – Article IX**

(revisions approved at Annual Meeting on January 28, 2024)

### **Article IX. The Executive Board**

The Executive Board shall facilitate the smooth running of church activities.

The Executive Board consists of the Moderator, Vice Moderator, Clerk, Treasurer, Assistant Treasurer, and the Pastor. In the absence of the Moderator, the Vice Moderator assumes the Moderator's duties. In the absence of the Treasurer, the Assistant Treasurer assumes the Treasurer's duties.

It may call on coordinators to assist in developing and implementing the church's programs. Coordinators may be called to attend Executive Board meetings as needed, or to update, coordinate with, or seek support from Executive Board.

However, matters of major interest and concern, particularly where they involve further consideration, debate, and/or sizable expenditures of funds, shall be referred to the whole Church Membership. It shall be the concern of the Executive Board to hear reports of the Officers and to implement such action as seems advisable and in the best interests of the fellowship.

Duties of the Executive Board during the Interim Period

- Meets each month during the Church's calendar year, as determined by vote.
- Meets additionally at the discretion of the Moderator or the Pastor.
- Appoints two (2) Trustees to administer the Stillman-Kelsey Grant Fund.
- Considers and acts upon the interests of the Church's life and work.
- Hears reports of the Officers and Coordinators and implements such action as seem advisable, and in the best interest of the fellowship.
- The Moderator presides over each meeting.
- The Clerk, acting as Secretary, takes the minutes of the meetings.
- A Quorum of FOUR (4) is needed to vote on issues and a majority vote of the total Executive Board determines the action of Board.
- Approves candidates for all vacancies as needed
- Approves members of PPR as recommended by the Moderator and the Worship Coordinator

The Executive Board will appoint coordinators as the need arises. The coordinators, in turn, will call on other volunteers to join them in their work, as needed. They will inform the Executive Board on a regular basis. Any expenditures out of the scope of regular business and certainly any expenditures exceeding \$800 need to be cleared with the Executive Board.

## **Amendment # 2 – Article XIII**

(revisions approved at Annual Meeting on January 28, 2024)

### **Article XIII. Ministry Coordinators**

During the interim period, until such time that the congregation has adopted a new set of Bylaws regarding its governance, core functions in the life of the church shall be overseen by coordinators, who can call on other members to fulfill projects as needed.

#### **Worship Coordinator**

Works in conjunction with the Pastor to prepare the worship space and recruit volunteers.

#### **Trustees Coordinator**

Maintains the church's real properties, including grounds, utilities (heating, cooling, water, and lighting systems), repairs, general cleaning and sanitation.

Recruits others to assist in performing these functions.

#### **Fellowship Coordinator**

Plans fellowship opportunities and recruits volunteers to host them. Keeps the Church Council and the Office Administrator up to date about their plans, specifically for scheduling and advertising purposes.

#### **Missions Coordinator**

Plans mission opportunities and recruits volunteers to help fulfill them. Keeps the Church Council and the Office Administrator up to date about their plans, specifically for scheduling and advertising purposes

#### **Sunday School Coordinator**

Liaison to the children and their families. Provides for an adequate Church School, making provision for teaching staff, curriculum, and such training courses as may be deemed advisable.

#### **Fundraising Coordinator**

Explores, plans and develops ideas for fundraising activities for the good of the church.

#### **Stewardship Coordinator**

Assists the Pastor in planning and executing a stewardship campaign.

#### **Personnel and Pastoral Relations Committee (PPR)**

[unchanged]