

Constitution and Bylaws
of
Centre Congregational Church
UNITED CHURCH OF CHRIST
in
Lynnfield, Massachusetts

ARTICLE I - Name

The name of this church shall be Centre Congregational Church, United Church of Christ.

ARTICLE II - Purpose

The purpose of this church is to worship God, to preach the Gospel of Jesus Christ, celebrate the sacraments, to walk together in all God's ways, and to live together in holy fellowship with our congregation and the wider world according to the rule of love. On December 11, 2005, the Congregation declared itself to be an "Open and Affirming" church where *everyone* is welcome. In 2022, we declare that in seeking to be an expression of God's Love in the world, we strive to be a fellowship that welcomes and inspires all individuals in our community, regardless of race, culture, age, gender identity, gender expression, sexual orientation, ability, or socio-economic status.

ARTICLE III - Government

This church is a part of the United Church of Christ and accordingly sustains the relationship to the United Church of Christ described in those portions of the Constitution and Bylaws of the United Church of Christ relating to local churches. This church is in fellowship with the Metropolitan Boston Association and the Southern New England Conference of the United Church of Christ. We encourage ecumenical and interfaith fellowship.

The government of this church is vested in its members, who in accordance with the provisions of these bylaws exercise the right of control in all its affairs. It is subject to the control of no other ecclesiastical body, but it accepts the obligations of mutual counsel, cooperation, and fellowship with other congregations of the United Church of Christ and avails itself of the resources the denomination provides for the enhancement of ministries and missions.

Any action of Parish Council, the Diaconate, or any Ministry Team, Board, Committee, or organization within the church is subject to review, revision and/or reversal by a majority vote at a duly called Congregational Meeting as outlined in Article XIII, Section 2.

ARTICLE IV - Principles

Section 1 - Covenant of Worship and Service.

This church is an association of people united by the acceptance of a mutual covenant, which is as follows: "We, the members of this church, drawn by the ties of a common faith in Jesus Christ, do

1 reverently covenant with God and with one another, to seek prayerfully the blessed fellowship of the
2 life made known to us through the example and teachings of Jesus and acknowledge Him to be Lord
3 and Savior. We covenant together to promote loyally and lovingly the interest and activities of this
4 church and of Christ's kingdom in the world."
5

6 **Section 2 - Statement of Faith.**

7
8 This church grants to all its members the right to their individual interpretations of the principles of
9 the Christian religion and respects them in their honest convictions. Consequently, the following
10 Statement of Faith of the United Church of Christ is set forth not as a test for membership in this
11 church but as a testimony of the belief generally accepted by the United Church of Christ.
12

13 **"United Church of Christ Statement of Faith"**

14
15 "We believe in God, the Eternal Spirit,
16 who is made known to us in Jesus our brother, and to whose deeds we testify:
17 God calls the worlds into being, creates humankind in the divine image,
18 and sets before us the ways of life and death.
19 God seeks in holy love to save all people from aimlessness and sin.
20 God judges all humanity and all nations by that will of righteousness
21 declared through prophets and apostles.
22 In Jesus Christ, the man of Nazareth, our crucified and risen Lord,
23 God has come to us and shared our common lot, conquering sin and death,
24 and reconciling the whole creation to its Creator.
25 God bestows upon us the Holy Spirit,
26 creating and renewing the Church of Jesus Christ,
27 binding in covenant faithful people of all ages, tongues, and races.
28 God calls us into the Church
29 To accept the cost and joy of discipleship,
30 To be servants in the service of the whole human family,
31 To proclaim the Gospel to all the world and resist the powers of evil,
32 To share in Christ's baptism and eat at His table,
33 To join Him in His passion and victory.
34 God promises to all who trust in the Gospel
35 Forgiveness of sins and fullness of grace,
36 Courage in the struggle for justice and peace,
37 The presence of the Holy Spirit in trial and rejoicing,
38 And eternal life in that kingdom which has no end.
39 Blessing and honor, glory and power be unto God. Amen."
40
41

42 **ARTICLE V - Membership**

43 **Section 1 - Qualification.**

44
45 We welcome all candidates for membership who confess their faith in Jesus Christ and endeavor to
46 live according to His Law of Love.
47
48

49 **Section 2 - Admission and Membership Classification.**

50
51 **Members** - Admission to membership is by confession of faith; by confirmation; by reaffirmation of
52 faith; or by letter of recommendation from another church. Those who desire to unite with the church

1 shall meet with the Pastor(s) and other members of the staff and of the church as invited by the
2 Pastor(s) to explore our shared lives of faith as disciples of Jesus Christ. After approval by the Social
3 and Environmental Ministries Team, candidates shall become members on giving public assent to
4 the Centre Congregational Church Covenant and receiving the sacrament of baptism, if not
5 previously baptized. The covenantal liturgy of membership shall be held during any regular service
6 of the church.
7

8 **Associate Members** - Any person not a member of this church but in sympathy with its work and
9 expressing interest and meeting the qualifications in Section 1 above may become an Associate
10 Member by so signifying such desire to the Pastor(s) or Chair of Social and Environmental
11 Ministries Team and by subsequent approval of that team. Associate Members shall be entitled to
12 vote on all but financial matters of the church. They shall be eligible for elective or appointive office
13 except those of Moderator, Treasurer, Financial Secretary, Recording Clerk, Auditor, member of the
14 Diaconate or Parish Council.
15

16 **Section 3 - Duties.**

17
18 Members are expected to be faithful to all duties essential to the Christian life, to attend regularly the
19 worship services of the church, to give generously and systematically for its support and its
20 benevolences, and to share in its ministry and mission outreach.
21

22 **Section 4 - Privileges.**

23
24 All active members shall have the privilege of participating in activities and in voting on all action
25 items in duly called Congregational Meetings, except that the right to vote on financial matters of the
26 church shall be in accordance with the laws of the Commonwealth of Massachusetts. Associate
27 Members shall have the privileges previously set forth in Section II of this article.
28

29 **Section 5 - Termination.**

30
31 Membership in the church may be terminated under the following conditions:
32

33 **(a) By Letter.** An active member may, upon written request to the Membership Clerk, be granted a
34 letter of transfer to any Christian church.
35

36 **(b) By Withdrawal.** Any active member wishing to join a body not accepting letters of transfer may
37 be granted a certificate of church membership by the Membership Clerk.
38

39 **(c) By Lack of Status.** Active members whose whereabouts are unknown for three consecutive
40 years, may be terminated by approval of the Social and Environmental Ministries Team.
41

42 **(d) By Resignation.** Any member may resign by notifying the Membership Clerk in writing of such
43 resignation.
44

45 **(e) By a majority vote of the Diaconate** not sooner than one month after recommendation by the
46 Senior Pastor with the concurrence of Social and Environmental Ministries Team, an individual's
47 membership can be terminated for *unrepentant* behavior or behavior of such egregious nature as to
48 undermine the faith and life of the church.
49

50 **ARTICLE VI - Pastoral Staff, Non-ordained Staff, and Duties**

51
52

1 **Section 1 - Senior Pastor.**
2

3 The Senior Pastor, in conjunction and consultation with the Diaconate, is responsible for the public
4 services of worship, including the sacraments, and for the pastoral care and spiritual welfare of the
5 congregation. As the senior administrative officer and head of staff, the Senior Pastor shall be
6 responsible for the entire professional and support staff of the church. The senior pastor is *ex-officio*
7 a member of all Ministry Teams, Boards, Committees, Commissions and Organizations at the
8 church. At the time of the Annual Meeting, the Senior Pastor shall present a report of pastoral work
9 and of the overall life and activities of the church.

10
11 **Section 2 - Other Staff.**
12

13 At its discretion, Parish Council may hire or terminate the employment of full or part-time ordained
14 or non-ordained staff members to serve the administrative, educational, or pastoral needs of the
15 church, provided that the termination of non-ordained staff shall be executed according to Section 4
16 (four) of this Article VI. The scope of the work of this/these person(s) shall be defined by the Parish
17 Council in consultation with the Senior Pastor. If the scope of the work includes regular attendance
18 at any Ministry Team, Board, Committee, Commission or Organization meeting, this/these
19 persons(s) shall be *ex-officio* a voting member of that Ministry Team, Board, Committee,
20 Commission or Organization.

21
22 **Section 3 – Performance Reviews.**
23

24 An annual performance review of the Senior Pastor shall be coordinated by the Moderator, the Chair
25 of the Worship Ministries Team, and the Chair of the Pastor Parish Relations Committee, and shall
26 be embedded in a process of assessment of the entire ministry of the Church. The Senior Pastor, in
27 turn, shall conduct annual performance reviews with all other staff members. However, the Senior
28 Pastor, in consult with the Moderator may include other members of the congregation and Ministry
29 Team members in said reviews.

30
31 In the event of dissatisfaction over a performance review, Parish Council will appoint three (3) active
32 members of the church (including one (1) member of the Pastor Parish Relations Committee) to act
33 as a review board and make recommendations to Parish Council.

34
35 **Section 4 – Call and Termination.**
36

37 If the relationship between the Senior Pastor and the church is to be dissolved by either party, a sixty
38 (60) day notice shall be given (a) by the Senior Pastor to the Moderator to be transmitted to the
39 Parish Council and to the church; or (b) by the Moderator to the Senior Pastor on vote of the church
40 at a duly called Special Congregational Meeting where notice of the proposal is contained in the call
41 of the meeting.

42
43 When a letter of resignation of the Senior Pastor or other ordained pastoral staff members is
44 received, or if the call of such person is revoked by the church, or if such person is disabled or
45 deceased or if there is a vacancy in the position of the Senior Pastor for any other reason, Parish
46 Council shall, in consultation with the Southern New England Conference of the United Church of
47 Christ, obtain the services of an Interim Pastor.

48
49 When a vacancy occurs in the position of Senior Pastor, as soon as practicable, thereafter, Parish
50 Council shall appoint a Pastor Search Committee. Membership of the Pastor Search Committee shall
51 consist of a minimum of six (6) and up to eight (8) mature and well-respected members of the
52 congregation, and shall, as much as possible, be representative of the diversity within the church.

1 The Pastor Search Committee shall consider the available candidates and after examining credentials
2 and standing, and meeting with the candidate or candidates, it shall make a single recommendation at
3 a duly called Special Congregational Meeting, at which time the active members present shall vote
4 upon this recommendation. Included in the vote(s) of the church shall be the terms of salary and
5 allowances, housing, pension plan, health insurance, vacation, and any other terms discussed and
6 agreed upon by the Pastor Search Committee and approved by Parish Council.

7
8 Should the congregation decide to call additional ordained pastoral staff, the call and termination
9 process as outlined in this section shall also so apply.

10
11 If the relationship between any other staff and the church is to be dissolved by either party, other
12 than by death or disability, a sixty (60) day notice shall be given (a) by the staff member to the
13 Senior Pastor to be transmitted to Parish Council and to the church; or (b) by the Pastor to the staff
14 member on vote of Parish Council.

15 16 **ARTICLE VII - Church Officers and Duties**

17 18 **Section 1 – Officers and Other Elected Positions.**

19
20 The Officers of the church shall be the Moderator, Recording Clerk, Treasurer, and Financial
21 Secretary, all of whom shall be members of the church and shall be elected by majority vote of the
22 active members of the church present and voting at the Annual Meeting. Terms, starting at the
23 beginning of the fiscal period, shall be three (3) years. No officer shall serve in the same office for
24 more than two (2) full terms, except by two thirds vote at a Congregational Meeting of the
25 congregation as outlined in Section two (2) of ARTICLE XIII. In addition to the election of its
26 Officers, the Congregation shall elect two (2) Auditor(s), the Ministry Team Chairs including
27 Worship Ministries and all Deacons, Social and Environmental Ministries, Finance and Operations
28 Ministries, Stewardship Ministries, and Faith Formation Ministries, as well as the three (3) members
29 of the Pastor Parish Relations Committee.

30 31 **Section 2 - Duties.**

32
33 **The Moderator** shall preside at all Congregational Meetings and all meetings of Parish Council.
34 The Moderator serves as the President for compliance with the laws of the Commonwealth of
35 Massachusetts. In the absence of the Moderator a *moderator pro-tem* shall be elected by those
36 members attending such meeting. The Moderator is a member, *ex-officio*, of all Ministry Teams,
37 Committees, Boards, Commissions and Organizations of the church.

38
39 **The Recording Clerk** shall be a member of Parish Council and shall keep a record of the
40 proceedings of all Congregational Meetings and Parish Council meetings. The Recording Clerk
41 shall issue all credentials of Delegates representing the church and shall conduct appropriate
42 correspondence as requested by the Parish Council or Congregational Meetings.

43
44 **The Treasurer** shall be a member of Parish Council. The Treasurer shall maintain a file of all
45 income reports provided by the Financial Secretary and from any other source for the account of the
46 church; shall take charge of all deeds, documents, and papers relating to the property of the church;
47 shall have authority to issue checks against the church accounts for approved church obligations;
48 shall keep in books belonging to the church full and accurate accounts of income and disbursements,
49 taking proper vouchers for such transactions. The Treasurer shall render to Parish Council whenever
50 the members thereof may require it, and to the church at its Annual Meeting, a report of all
51 transactions as Treasurer and of the financial condition of the church. The Treasurer shall be an *ex-*
52 *officio* member of the Finance and Operations Team. The Treasurer shall be bonded.

1
2 **The Financial Secretary** shall be a member of Parish Council and shall be an *ex-officio* voting
3 member of the Finance and Operations Team. The Financial Secretary shall keep a proper record of
4 each pledge made and payments thereon; shall receive also all offerings received at each and every
5 service of the church; shall deposit all monies received by the church in the name and to the credit of
6 the church in such depository as may be designated by Parish Council; shall report bank deposits of
7 all monies received to the Treasurer; shall keep in books belonging to the church, full and accurate
8 accounts of receipts as Financial Secretary; and shall render to Parish Council, whenever the
9 members thereof may require it, and to the church at its Annual Meeting, a report of the activities of
10 the Financial Secretary. The Financial Secretary shall be bonded.

11
12 **The Auditor(s)** shall be elected by the congregation. The auditors shall audit the accounts of the
13 Financial Secretary, Finance and Operations Team, Treasurer, and all other accounts of the church
14 and shall present a report to the church at its Annual Meeting. There shall not be fewer than two (2)
15 auditors. Parish Council may retain the services of an audit firm to conduct an independent audit of
16 the financial records from time to time as needed.

17
18 **Ministry Team Chairpersons** shall be responsible for the functioning of their respective Ministry
19 Teams, seeing that all duties as outlined in these Bylaws are fulfilled. They shall report to Parish
20 Council regarding programs, perceived problems, and other concerns of the congregation. They
21 shall report on the work of their respective groups to the church in the Annual Report to the
22 congregation.

23 24 25 **ARTICLE VIII - Parish Council**

26 27 28 **Section 1 – Parish Council.**

29
30 There shall be a Parish Council which shall serve as the administrative body of the church between
31 Congregational Meetings. It is the “Board of the Directors” for the purpose of the laws of the
32 Commonwealth of Massachusetts. Its members shall consist of the Senior Pastor, Moderator,
33 Recording Clerk, Treasurer, Financial Secretary, and the Chairpersons of the following Ministry
34 Teams: Worship, Faith Formation, Finance and Operations, Stewardship, and Social and
35 Environmental Ministries.

36
37 Parish Council shall promote the general efficacy of the church, its Officers, Ministry Teams, and
38 other mission and ministry efforts. In addition, Parish Council shall develop policies and programs
39 for the church to fulfill the purpose of this church as stated in Article II of these Bylaws. It may
40 create and revise a succinct Mission Statement toward this same goal, and may create and revise
41 teams and committees as needed to accomplish the mission and ministry of the church. Once per
42 year within their scope of work Parish Council shall review and revise these Bylaws as needed to
43 accurately represent the current policies and practices of the church. Changes to these Bylaws will
44 then be proposed to the congregation for approval at a Special Meeting or the Annual Meeting of the
45 congregation.

46
47 In addition to its administrative and goal-setting tasks, Parish Council shall be responsible for
48 creating a budget for the upcoming Fiscal Year to be presented and acted upon at the Annual
49 Meeting.

50 51 **Section 2 – Meetings.**

52

Meetings of Parish Council shall occur not less than six (6) times a year to consider the temporal and spiritual needs of the church. Other meetings may be called by the Pastor, Moderator, or three (3) members of Parish Council. Five (5) Parish Council Members present shall constitute a quorum.

Section 3 – Responsibilities of Parish Council.

Parish Council shall:

- a. Request the presence of any members of the Support Staff, Ministry Teams, PPRC, or Tower Day Board, or any Committees, Commissions, or Organizations at a meeting to discuss any area of concern to the congregation. Meetings will be open to all active church members except when Parish Council votes to go into executive session. Minutes of the meetings, or a summary of the minutes, may be circulated in the church newsletter or published in a “members only” accessible area of the church website, except when Parish Council is in Executive Session.
- b. Have charge of the church’s financial affairs, subject to the General Laws of the Commonwealth of Massachusetts. It shall plan and arrange for the necessary funds for the operation and maintenance of the church; shall prepare and present to the Annual Meeting for approval by majority vote the budget for the ensuing year; shall, when so voted, borrow funds or otherwise arrange for funds for any authorized purpose. Expenditures in excess of funds already authorized in the budget by the church membership shall be reviewed and approved by Parish Council before commitments are made. All proposed contracts shall be reviewed and approved by Parish Council before such contracts can be executed. Parish Council shall accept and review financial reports of funds raised in the name of the church; shall when authorized by a vote of two-thirds of the members present at an Annual Meeting or a Special Congregational Meeting of the church, where notice of proposed action is contained in the call of that meeting, enter into contracts relating to the acquisition and disposition of real estate or major modifications to church buildings. Parish Council shall receive on behalf of the church all gifts, donations, and contributions of all types whether financial or physical.
- c. Request the resignation of any Officer, Deacon, Chairperson, Auditor, or any other person appointed or elected who is no longer active in the life of the church and fill the vacancy.
- d. Present a summary of its activities in a report by the Recording Clerk and/or Moderator at the Annual Meeting.
- e. Appoint four (4) members to the Tower Day School Board. One (1) member shall be the Treasurer or from the Finance and Operations Ministries Team and two (2) other members shall be chosen as members at large. The Moderator is an ex-officio member of the Tower Day School Board. Membership shall be determined so that terms do not expire at the same time. The Tower Day School Board also includes as members the Tower Day School Director and a member of the Tower Day School staff. The Tower Day School Board shall develop goals, objectives, and policy for the Tower Day School in conjunction with the Tower Day School Director. A member of the Tower Day Board shall report to Parish Council three (3) times per year on the state of Tower Day School operations.

ARTICLE IX - The Ministry Teams of Parish Council

Section 1 - The Worship Ministries Team.

The Worship Ministries Team shall be comprised of the Diaconate, ushers, the Organist/Choir

1 Director, any musicians (lay or staff), the Tech Team, Denominational Delegates, and Church
2 Historian.

3
4 The Diaconate, as a sub-group of the Worship Team, shall have up to nine (9) Deacons, normally
5 elected for up to a three (3) year term in such a way that 1/3 of the Diaconate is elected each year.
6 After serving for six (6) consecutive years, a Deacon shall not be eligible for re-election for at least
7 one (1) year, except by two thirds vote of the congregation at a Meeting of the Congregation as
8 outlined in Section two (2) of Article XIII. The Chair of Worship Team shall be elected by the
9 Congregation normally for a three (3) year term and shall be a member of Parish Council and shall
10 serve as Chair of the Diaconate. Deacons will be elected by the congregation at its Annual Meeting.

11
12 The Worship Ministries Team shall:

- 13 a. be responsible for the overall spiritual life of the church. In consultation with the Senior
14 Pastor, the Worship Team shall be responsible for Public Worship in all forms, the music
15 program, the sacraments of communion and baptism, ushering, flowers in worship, weddings,
16 memorial services and memorial receptions, filling the pulpit in the absence of the Senior Pastor,
17 ministries of compassion and spiritual care, and all other matters having to do with the worship
18 and spiritual life of the congregation.
- 19
20 b. appoint a Church Historian(s) to an indefinite term. The Church Historian (s) shall
21 preserve, protect, and promote any memorabilia of historical significance and maintain an
22 ongoing record of important events relating to the life of Centre Congregational Church.
- 23
24 c. appoint Denominational Delegates to represent Centre Congregational Church, UCC at
25 meetings of the Southern New England Conference, Metropolitan Boston Association, and
26 report on such meetings to Parish Council and the church membership. Church Delegates
27 appointed by the church to represent it in meetings or conferences with other organizations have
28 no power to bind the church to financial obligations or to any definite course of action unless
29 such power is expressly granted to them by action of the congregation.

30 31 32 **Section 2 - Faith Formation Ministries Team.**

33
34 The Chair of the Faith Formation Ministries Team shall normally be elected up to a three (3) year
35 term by the congregation and shall be a member of Parish Council. Members of the Faith Formation
36 Ministries Team shall be chosen by the Chair of Faith Formation or the existing team as needed to
37 meet the goals for the Faith Formation ministries of the Church.

38
39 In consultation with the Director of Faith Formation the Faith Formation Ministries Team shall:

- 40
41 a. design and implement a weekly educational program for children; oversee the nursery;
42 oversee the youth group(s); design and implement the confirmation program (in conjunction with
43 the Senior Pastor).
- 44 b. with the approval of Parish Council, hire or recruit the needed staff for the faith formation
45 programming offered each year and oversee their work.
- 46 c. oversee adult education (in conjunction with the Senior Pastor); and the church library
47 (directed by the Librarian).
- 48 d. participate in Safe Church policies and procedures in collaboration with the Safe Church
49 Director and the Finance and Operations Ministries Team.
- 50 e. appoint a Church Librarian(s) to an indefinite term. The Librarian(s) shall coordinate and
51 supervise the operations and activities of the Centre Congregational Church Library under the
52 direction of the Faith Formation Ministries Team and team may create a Library Subcommittee

1 if it seems wise.

2 3 4 **Section 3 – Social and Environmental Ministries Team**

5
6 The Chair of the Social and Environmental Ministries Team shall normally be elected up to a three
7 (3) year term by the congregation and shall be a member of Parish Council. Members of the Social
8 and Environmental Ministries Team shall be chosen by the Chair or the current members of the
9 Social and Environmental Ministries Team as needed to meet the goals for the social and
10 environmental ministries of the church.

11
12 Social and Environmental Ministries Team shall:

- 13 a. promote and inspire the congregation in its relationships within the congregation and the
14 immediate community and its work in the wider world.
- 15 b. determine the balance of support for Denominational Mission and Local Mission projects.
- 16 c. encourage participation of the congregation to give generously to disaster relief.
- 17 d. encourage “hands-on” involvement in mission and ministry in our community and beyond.
- 18 e. promote congregational awareness of matters of public significance.
- 19 f. provide instruction for people interested in becoming active participants in the mission and
20 ministry of the church and develop activities for the integration of new members into the life of
21 the church.
- 22 g. appoint a Membership Clerk(s) to an indefinite term. The Membership Clerk(s) shall keep a
23 register of the active, associate, and inactive members of the church with dates of reception and
24 removal; record baptisms, marriages, and deaths; make a full report to the church at its Annual
25 Meeting; and send all letters of transfer.
- 26 h. oversee the church’s use of communication tools both within the church and from the church
27 to the world.
- 28 i. oversee all environmental/creation justice ministries engaged in by the church and its
29 membership.

30 31 **Section 4 – Finance and Operations Ministries Team.**

32
33 The Chair of the Finance and Operations Ministries Team shall normally be elected up to a three (3)
34 year term by the congregation and shall be a member of Parish Council. The Treasurer and Financial
35 Secretary shall be ex-officio members of the Finance and Operations Ministries Team. New
36 members of the Finance and Operations Ministries Team shall be chosen by the Chair or current
37 team members. They shall be responsible for the monitoring of the annual church budget and have
38 oversight of all matters of the church related to finance, property, and insurance coverage for all
39 aspects of church life.

40
41 The Finance and Operations Ministries Team shall:

- 42
43 a. have oversight of the church property, including the church buildings, contents, and grounds.
44 It shall recommend to Parish Council appropriate personnel for care and maintenance of the
45 property. It shall oversee the use of the church building, making suitable rules regarding use by
46 groups within the church and by groups outside the church. It shall plan and execute all repairs and
47 maintenance of church property, except such repairs or maintenance that would alter the general
48 physical appearance of the church, which will be subject to the approval of Parish Council
- 49 b. have the responsibility for the portfolio of all church investments. It shall have the power to
50 invest or re-invest funds placed in its custody by Parish Council. It will provide the Treasurer with a
51 detailed report of holdings, changes, and interest earned for inclusion with the Treasurer's Annual
52 Report to the congregation. All records shall be subject to audit by the church Auditors.

- c. following the leadership of the Stewardship Chair, inspire generosity in gifts of time and money in the service of Christ through this congregation. The Chair shall be responsible for planning and implementing the annual Stewardship Program of the Church in collaboration with the Senior Pastor, and, if so requested by Parish Council, oversight of Capital Campaigns.
- d. publicize, maintain, and be responsible for the Church's Memorial Funds. Whenever it is reasonably feasible to do so, before Memorial Funds are distributed, consultation with a family member(s) representing the deceased will be sought. It shall have the authority to decline any gift with the concurrence of Parish Council. Acknowledgment of all Memorials gifts shall be made to the donors and to the survivors of the deceased and a record of such gifts shall be kept in the Book of Remembrance.
- e. oversee all Safe Church Policies and Procedures which are designed to follow Jesus' example of respect for the integrity and dignity of all persons. These Safe Church Policies and Procedures apply to all Church programs and to all groups using our facilities as guests or as part of any arrangement with Finance and Operations Ministries. They may appoint a Safe Church Director who may recruit additional members to execute the mission of the Safe Church Program. They will seek the counsel and cooperation of the other ministry teams as needed to insure compliance with all Safe Church policies and procedures.

ARTICLE X – Pastor Parish Relations Committee

Section 1 – Pastor Parish Relations Committee.

The Pastor Parish Relations Committee (PPRC) was officially established by a vote of the congregation at Annual Meeting on September 22, 2019. The PPRC is a confidential committee that requires a high degree of trust among members, the pastor, and congregation. It will consist of three (3) members of the congregation recommended by Parish Council and affirmed by a majority vote of the active members of the congregation. The PPRC exists to serve as an advisory group - sharing ideas, hopes, expectations, and concerns of the congregation with the Senior Pastor. This committee will take the lead in seeking to improve communication and cultivating an open, affirmative, and creative relationship between the pastor and congregation. If needs arise, the PPRC will serve as mediators to assist with negotiation and resolution. The committee will meet regularly and will provide an annual report to the congregation. The PPRC shall also provide focused, consistent support for the Senior Pastor, helping to interpret functions, roles, and the needs of the pastor to the congregation. The committee will be responsible for encouraging the pastor to plan time for recreation, relaxation, family need, and solitude. The PPRC shall be an advocate for personnel policy, continuing education, and sabbatical leave. One member (1) of the committee will participate with the Moderator and the Chair of the Worship Ministries Team to perform the annual evaluation of the Senior Pastor's ministry within the context of the whole church ministry assessment.

ARTICLE XI – Nominations of Elected Positions and Appointment of Denominational Delegates

Section 1 – Nominations

The responsibility of nominating qualified and interested individuals to elected positions in church governance resides with Parish Council. Parish Council, via the Moderator, shall present to the Annual Meeting a list of nominees for the Officers (Moderator, Recording Clerk, Treasurer, and Financial Secretary), the Chairpersons of all Church Ministry Teams, all members of the Diaconate, and Auditor(s). Normally, all such nominations will be for a three (3) year term, with service limited to no more than six (6) consecutive years as per Article VII, Section 1.

Parish Council shall prepare timely nominations for any vacancies that might occur in these positions

1 between Annual Meetings and shall request Parish Council to call a timely Special Congregational
2 Meeting for the purpose of acting on its nominations.

3
4 The right of a church member to make a nomination from the floor shall always be recognized.

5
6 **Section 2 – Denominational Delegates.**

7 Denominational delegates will represent Centre Congregational Church at meetings of the Southern
8 New England Conference of the United Church of Christ and the Metropolitan Boston Association and report
9 on such meetings to Parish Council and the church membership. Church Delegates appointed by the church
10 to represent it in meetings of conferences or with other organizations have no power to bind the church to
11 financial obligations or to any definite course of action unless such power is expressly granted to them by
12 action of the congregation.

13
14
15 **ARTICLE XII - Annual Reports**

16
17 Written Annual Reports by the Senior Pastor, Officers, Chairpersons of the various Ministry Teams, and
18 heads of other church organizations shall be presented to the church at its Annual Meeting. Copies of the
19 Annual Report shall be available in the church office for distribution to the membership not less than five
20 days (5) prior to the Annual Meeting.

21
22
23 **ARTICLE XIII - Meetings**

24
25 **Section 1 - Public Worship.**

26
27 **Public Worship Services** shall be held regularly on Sunday mornings, and at other times as may be
28 determined by the Diaconate.

29
30 **The Sacrament of the Lord's Supper** shall be administered not less than six (6) Sundays during the
31 calendar year and at such other times and/or with greater frequency as the Senior Pastor and the
32 Diaconate may designate.

33
34 **Section 2 - Congregational Meetings.**

35
36 **The Annual Meeting** of the Church shall be held not more than three (3) months after the end of the
37 fiscal year, on a date designated by Parish Council. On the agenda will be the election of Officers
38 and other elective positions described in ARTICLE VII, Section 1, distribution of written Annual
39 Reports, action on the budget and the transactions of any other business pertaining to the welfare of
40 the church. The Recording Clerk, or another person appointed by Parish Council, shall ensure that
41 the call for the Annual Meeting shall be announced in two services of public worship prior to the
42 meeting and posted in the vestibule and publish a written notice in the church newsletter at least one
43 week prior to the Annual Meeting.

44
45 **The Fiscal Year** shall run from July 1 to June 30 of the subsequent year unless changed by two
46 thirds vote of the congregation at a Special Congregational Meeting as outlined on Section two (2) of
47 Article XII.

48
49 **Special Congregational Meetings of the church** may be called by Parish Council, or shall be called
50 by the Recording Clerk, or in the absence or disability of the Recording Clerk, by a church member
51 designated by Parish Council, upon written request of ten (10) members of the church. The
52 Recording Clerk (or another person appointed by Parish Council) shall ensure that the call for a

1 Special Congregational Meeting shall be announced in two consecutive services of public worship
2 prior to the meeting and posted in the vestibule and publish a written notice in the church newsletter
3 at least one week prior to the Special Congregational Meeting. The call shall state clearly the
4 purpose of the Special Congregational Meeting.
5

6 **Ten (10) percent or more** of the membership, on the previous June 30th as reported by the
7 Recording Clerk shall constitute a quorum for action at any Congregational Meeting.
8

9 **Voting shall be by written ballot** at any Congregational Meeting, if so requested by five (5) church
10 Active Members present.
11

12 **Roberts Rules of Order (most recent edition)** shall be the parliamentary authority for all matters of
13 procedure not specifically covered by this Constitution and Bylaws.
14

15 16 **ARTICLE XIV - Elections**

17
18 **Elections shall be at the Annual Meeting** and by a majority of the active church members present and
19 voting. In case of a vacancy in the office of Moderator, Recording Clerk, Treasurer, Financial Secretary, or
20 Auditor(s), Parish Council shall prepare the needed nomination(s), and shall call a Special Congregational
21 Meeting to act on those nominations. In the event that vacancies occur in the Diaconate or the Chairpersons
22 of the Ministry Teams, Parish Council shall appoint members to fill the vacancy until the next Annual
23 Meeting.
24

25 26 **ARTICLE XV - Amendments**

27
28 This Constitution and Bylaws may be amended only by a vote of two-thirds of the church members present
29 and voting thereon at an Annual Meeting of the church, or at a Special Congregational Meeting of the church
30 called for that particular purpose, notice of the proposed amendments having been given in the call of such
31 Annual or Special Congregational Meeting.