

**UNION CONGREGATIONAL CHURCH OF HANCOCK  
UNITED CHURCH OF CHRIST**

**BYLAWS**

**November 12, 2023**

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**ARTICLE I - NAME AND TENETS**

**Section 1. Name**

The name of the corporation, hereinafter referred to as the "Church," shall be:  
UNION CONGREGATIONAL CHURCH OF HANCOCK, UNITED CHURCH OF CHRIST

**Section 2. Purpose**

The congregation of persons meeting as the Union Congregational Church of Hancock (UCC) is called to worship the God who is Love as made known to us by Jesus, to support one another within our church family and our communities, and to serve the needs of our neighbors world-wide.

We are Open and Affirming of all God's children.

The government of this Church is vested in its members, who exercise general control of its affairs, subject to the laws of the State of Maine.

**Section 3. Statement of Faith**

We are united in striving to know the will of God as taught in the Holy Scriptures and in our purpose to walk in the ways of the Lord, made known and to be made known to us. We hold it to be the mission of the Church of Christ to proclaim the gospel to all people, exalting the worship of the one true God and laboring for the progress of knowledge, the promotion of justice, the reign of peace and the realization of human unity. Depending, as did our Christian forebears, upon the continued guidance of the Holy Spirit to lead us into all truth, we work and pray for the transformation of the world into the kingdom of God; and we look with faith for the triumph of righteousness and the life everlasting.<sup>1</sup>

**Section 4. Covenant**

We covenant with the Lord and with one another and do bind ourselves in the presence of God, to walk together in all God's ways.

**Section 5. Affiliation**

The Church shall maintain membership in the United Church of Christ and the Sunrise Association of the Maine Conference United Church of Christ by contributions to and participation in their activities.

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<sup>1</sup> The Bylaws Committee of 2023 suggests that there is work to be done to update the written Statement of Faith (Article I, Section 3). We further acknowledge that this work is beyond the scope of this committee, and request approval of the 2023 (revised) Bylaws document with the proviso that a Statement of Faith committee shall be convened in 2024.

## **ARTICLE II-MEMBERSHIP**

### **Section 1. Membership**

- a) Membership in this Church shall be open to any person They may join through baptism, confirmation, public confession of faith or reaffirmation of faith, or by Letter of Transfer from another Church, without regard to race, color, gender, ethnic/national origin, marital status, sexual orientation, or gender identity. All members are welcomed into the full life and ministry of the Church, including leadership and employment.
- b) Members shall pledge themselves to attend the regular worship of the Church, observe its Sacraments, strive to live the Christian life, share in the life and work of the Church, contribute to its support and benevolences and diligently seek the welfare of the membership and the community.

### **Section 2. Associate Members**

Any person who continues to hold membership in another Church may, by complying with Section 1, Paragraph “b” of this Article, become an Associate Member of this Church with all rights of Regular Members, except in the issuance of Letters of Transfer.

### **Section 3. Friends**

The Church acknowledges with gratitude the involvement of our many “Friends”—those who for one reason or another do not wish to become members—and we look forward to their continuing fellowship and support of the activities of the Church. In many instances these Bylaws make provisions for the voting rights of “Friends” in all matters of the Church. Henceforth known as “Voting Friends”, these individuals are self-identified by attendance and/or participation as a volunteer in any capacity.

### **Section 4. Determination of Membership Status**

- a) Any member may terminate such membership by written notice to that effect filed with the Clerk of the Church.
- b) A member who desires a Letter of Transfer and recommendation to another church is, upon request, entitled to receive it.
- c) Members who have not participated in the on-going life of the church or contributed to its support for three (3) consecutive years will be deemed an inactive member and shall be so noted in the Clerk’s records. Upon request to the Board of Deacons by church leadership membership may be reactivated.
- d) The Board of Deacons will forward any membership changes to the Clerk.

## **ARTICLE III—MEETINGS**

### **Section 1. Worship Meetings**

Meetings for public worship shall be held regularly on Sunday mornings and at such other times as may be designated by the Board of Deacons. Temporary cancellation of worship services shall be at the discretion of the Pastor and Senior Deacon.

**Section 2. Annual Meeting** a) The Church year shall be the calendar year, excepting in matters of Fiscal management and reporting (see Article XI Section 1).

- b) The Annual Meeting shall be convened during the month of November, at a time determined by Council and announced in August. The meeting is to elect officers, board and committee members, to adopt the annual operating budget, to hear annual reports of the officers, boards and committees, and to act on any other business that needs to come before the church membership.

### **Section 3. Special Meetings**

Special meetings of the Church may be called at any time by Council, and shall be called by Council on written application of seven (7) or more Church Members, Associate Members and/or Voting Friends

setting forth the purpose of such a meeting. If for any reason the Council, after receipt of such an application, fails for two days to call the special meeting, said applicants may call the meeting.

#### **Section 4. Notices**

Notices for the annual and other corporate meetings of Church members shall be given by posting at the place of worship and a public place, printing in the bulletin and announcing from the pulpit for two consecutive Sundays. Notices shall include the date and time of the meeting, as well as the purposes for which the meeting is called. Notice of proposed Bylaw changes shall follow the requirements listed above.

#### **Section 5. Quorum and Voting**

- a) Except as otherwise provided, a quorum for the transaction of business at any regular or special meeting of the Church shall be twenty-five (25) Members, Associate Members or Voting Friends (as described above in Article II, Sections 1, 2, and 3), who may attend and vote in person or virtually.
- b) Except as otherwise noted, a majority vote of the Members, Associate Members and/or Voting Friends present and voting at a meeting at which a quorum is present shall be decisive for any motion or election. A two-thirds vote shall be required in matters of discipline, in amending the bylaws, and in calling or dismissing a minister.

### **ARTICLE IV—OFFICERS**

#### **Section 1. Officers**

The Church shall have a President, Vice President, Clerk, Treasurer, Assistant Treasurer, Stewardship Director, and Assistant Stewardship Director, all of whom shall be elected by and from the members at the Annual Meeting of the Church, to serve for a term of one (1) year. After serving one term, the Treasurer, Assistant Treasurer, Stewardship Director, and Assistant Stewardship Director are elected to three (3) year terms.

#### **Section 2. President**

- a) The President shall preside at all business meetings of the Church membership.
- b) The President shall be chairperson of the Budget Committee.
- c) The President shall sign and execute all Corporation documents on behalf of, and as authorized by, the Church members.

#### **Section 3. Vice President**

The Vice President shall act on behalf of the President during absences or inability to serve.

#### **Section 4. Clerk**

- a) The Clerk shall support the Office Administrator (OA) in keeping the minutes of meetings of the membership, seeing that all notices are duly given in accordance with the provisions of these Bylaws, as required by law, and, in general, performing all duties incident to the office of Clerk.
- b) The Clerk shall support the Office Administrator in keeping a register of Members of the Church, with addresses and with dates and modes of their reception and departure. The Clerk shall support the Office Administrator in keeping a record of baptisms, marriages and deaths.
- c) The Clerk shall support the OA in taking minutes of the Annual Meeting and submitting them within 3 months to the Church Council for approval.
- d) The Clerk shall have such other duties and exercise such authority as from time to time may be delegated or assigned by Council.

#### **Section 5. Treasurer**

- a) The Treasurer shall receive and deposit all income and receipts of the Church in the name of and to the credit of the Church in such depositories as may be designated by Council or these Bylaws and shall payout the same as may be properly ordered by Council or its delegate.
- b) The Treasurer shall manage, safeguard, and maintain the Church's financial resources.
- c) The Treasurer shall oversee the Church's financial records ensuring full and accurate accounts of all receipts and disbursements.
- d) The Treasurer shall sign all checks and other financial instruments drawn or endorsed on behalf of the Church, except as otherwise provided for in these Bylaws.
- e) The Treasurer shall prepare accurate financial reports for Council throughout the fiscal year. A written Annual Financial Report including the operating income and expenses as well as investment and fund balances, shall be provided to the Church at the Annual Meeting.
- f) The Treasurer shall be involved in the budgeting process as directed by Council and shall anticipate and report financial problems throughout the year.
- g) The Treasurer shall assure compliance with Federal, State, and other government reporting requirements.
- h) The Treasurer shall schedule a biannual Financial Review with the appointed Auditor.
- i) The Treasurer shall ensure confidentiality of pledges and anonymous gifts.
- j) The Treasurer shall serve on the investment committee.
- k) The Treasurer shall establish, maintain, and oversee internal controls for the handling of all Church finances.
- l) The Treasurer shall have such other powers and perform such other duties as may be assigned by Council.

#### **Section 6. Assistant Treasurer**

- a) The Assistant Treasurer shall collect/receive all income, donations, or other receipts of the Church and deposit them in the name of and to the credit of the Church.
- b) The Assistant Treasurer shall complete and maintain accurate records of all receipts and deposits assuring that two unrelated individuals count all cash receipts.
- c) The Assistant Treasurer shall oversee pledge reporting to individual members on a quarterly basis or otherwise as directed by Council.
- d) The Council may authorize the Assistant Treasurer or any of its members to sign checks and other instruments drawn or endorsed on behalf of the Church. The Assistant Treasurer shall have such other powers and perform such other duties as may be incidental to the office or as may be assigned by the Council.
- e) The Assistant Treasurer shall serve on the Investment Committee.

#### **Section 7. Stewardship Director**

- a) The Stewardship Director shall be responsible for organizing and administering the Stewardship Program to assist with funding the Annual Church Budget. The Council shall appoint as many Church Members and Friends as necessary to assist the Stewardship Director with the Stewardship Program and to work in cooperation with the Budget Committee.
- b) The amount of individual pledges, as well as "anonymous donations" shall be known only to the Stewardship Director, Assistant Stewardship Director, Treasurer and Assistant Treasurer.
- c) The Stewardship Director shall serve on the Investment Committee.

#### **Section 8. Assistant Stewardship Director**

- a) The Assistant Stewardship Director shall assist in the stewardship activities and act in the absence or

- unavailability of the Stewardship Director.
- b) The Assistant Stewardship Director shall serve on the Investment Committee.

## **ARTICLE V—MINISTER**

### **Section 1. Stipulations**

The minister shall:

- a) be an ordained minister with full and regular standing in the Association to which the Church belongs;
- b) be a member of this Church;
- c) have charge of the worship services of the Church and carry on a ministry of preaching, pastoral care and leadership;
- d) be a member of all Boards and Committees, *ex officio*, without vote;
- e) be entitled to be present at any meeting of any Church-sanctioned group except during the time when the minister's tenure or salary is under discussion;
- f) be responsible for supervision of the Office Administrator.

### **Section 2. Relationship with the Deacons**

- a) The Minister shall seek and cherish advice and assistance of the Board of Deacons, whose duty it shall be to consult with the Minister about ministerial duties, to interpret the Minister's special concerns to the congregation and to relay those of the congregation to the Minister.
- b) The congregation of the Church assures the Minister that its pulpit is theirs to use in the name of God, that they have the freedom to explore and present from the pulpit all issues and their relevance to the Christian faith.

### **Section 3. Sabbatical**

- a) The Minister shall be entitled to a sabbatical of three months duration with full pay and benefits at the end of five years of service and after every additional five-year period.
- b) The Minister must agree in writing, prior to the beginning of a sabbatical, to continue to serve the church for a minimum of one full year after the conclusion of a sabbatical.
- c) This sabbatical policy shall be incorporated in the Pastor's Letter of Call apart from negotiated vacations and days off.

### **Section 4. Vacancies**

- a) When a vacancy in the office of Minister occurs, the Church Council shall nominate a Pastoral Search Committee of not less than five (5) or more than nine (9) persons, including at least one Friend of the church. Said Search Committee shall be ratified by a two-thirds majority of eligible voters attending a congregational meeting. The Pastoral Search Committee shall seek the advice of the Maine Conference of the United Church of Christ in carrying out its mission. The committee shall nominate a ministerial successor at a meeting of the congregation called for the purpose of acting on such nomination.
- b) Election as Minister shall be by a two-thirds vote by written ballot of those Members and Voting Friends of the Church present and voting in person or virtually. The term of office shall be of indefinite duration with provision for termination by the congregation or the Minister on sixty (60) days' written notice.
- c) When the Minister accepts a call, the Minister, congregation and Sunrise Association shall arrange for a Service of Installation.

## **Article VI—Council**

### **Section 1. Composition**

- a) All Council members must be Church Members or Voting Friends.

- b) The Church Council shall consist of thirteen (13) Members. Three Council members shall be members-at-large. One member-at-large shall be elected annually from and by Members, Associate Members, and Voting Friends of the Church at the Annual Meeting. Each member-at-large shall serve for a term of three (3) years. Four (4) other members shall be elected respectively from and by each of the four major Boards of the Church and all members so elected shall serve for the Church year. Election of these four (4) shall take place as early as possible in the new Church year. A quorum consists of seven (7) members.
- c) No person shall be a member-at-large of the Council for more than two consecutive terms.
- d) The Minister, Church President, Vice President, Clerk, Treasurer and Stewardship Director of the Church shall be members of Council.
- e) The Council shall elect a presiding officer from among its members to serve for one year.
- f) All members of Council have a vote. No participant has more than one vote. However, one or two persons may hold a maximum of 2 positions.

## **Section 2. General Authority**

Between meetings of the Church membership, Council shall act on behalf of the Congregation.

## **Section 3. Responsibilities and Authorities**

The Council shall oversee the affairs of the Church, and shall have the responsibility and authority to:

- a) establish general policies for the overall supervision and direction of Church activities, and policies relating to any activities held in Church buildings or on Church property;
- b) establish a depository account in the name of the Church at a bank designated by the Council;
- c) authorize expenditures from the General Fund within the limits of the budget adopted by the membership and delegate specific line authority to Boards, Committees and individuals; re-allocate budgetary appropriations between categories within the total approved budget as required; and utilize General Fund contingency allocations. The Council shall not authorize expenditures in excess of the approved budget total without first obtaining authority at a meeting of the Church.
- d) with the advice of the Minister, establish policies relating to unordained members of staff, including direction of their activities;
- e) review major acts of all Boards, Committees and Officers with power to request reconsideration and possible revision;
- f) fill vacancies in any elective position, on recommendation of the Nominating Committee, until the next regular meeting of the membership.

## **Section 4. Real Estate and Indebtedness**

- a) The Council shall have no power to buy, sell, mortgage, lease, or transfer real property, or to put the Church in debt, without specific authority given by a vote of the Church Members and Voting Friends.
- b) A majority vote of the Church Members and Voting Friends present and voting at a meeting at which a quorum is present shall be decisive to buy, sell, mortgage, lease, transfer, alter real property, or undertake construction or major alterations.

## **Section 5. Emergency Powers**

In an emergency, the Council shall take such action and exercise such powers as it deems necessary and prudent to manage the situation, provided, however, that if the action taken is beyond the authority normally granted Council by the Church or these Bylaws, Council shall call a special meeting of the Congregation as soon as possible for review and consideration of the action taken or to be taken.

## **Section 6. Special Funds**

The Council shall administer the Special Funds in accordance with each fund's restrictions and these

Bylaws, and may authorize expenditures therefrom.

### **Section 7. Gifts to the Church**

The Council shall be informed of any proposed material gift to the Church, and shall vote to accept or reject the gift in accordance with the Church's gift policy.

### **Section 8. Committees**

The Council may appoint other committees and delegate to them such powers and duties as it shall deem necessary, consistent with these Bylaws.

### **Section 9. Meetings of Council**

- a) Regular meetings of Council shall normally be held once a month, at times designated by the Chair. Special meetings of Council may be called by the Chair, or any two of its members. Seven voting members of Council constitute a quorum.
- b) Meetings of Council shall be open to all Church members and friends, who may contribute their own views and concerns regarding items on the Council's agenda. However, when personnel matters are under discussion, Council shall go into Executive Session and meet without the presence of personnel about to be discussed and others who are not members of Council.
- c) Minutes shall be kept of all meetings citing any actions and decisions voted on by Council. Copies will be filed with the Office Administrator and posted on the Church bulletin board within 2 weeks of that meeting.

### **Section 10. Annual Ministerial Review**

Council shall conduct an Annual Ministerial Review in consultation with the Minister to include an assessment of their job performance.

## **ARTICLE VII— BOARDS AND COMMITTEES**

### **Section 1. Boards**

- a) The Church shall have the following official boards, the members of which shall be directly elected by the membership at the Annual Meeting: Board of Deacons, Board of Trustees, Board of Christian Education, and Board of Outreach. At its first meeting each year, each board shall elect a presiding officer and a representative to Council, and shall establish its own mode of procedure including frequency of meetings.
- b) Minutes shall be kept of all meetings with copies filed with the Office Administrator and posted on the Church bulletin board within 2 weeks of each meeting.
- c) It is the responsibility of each member of a board or committee to respond to meeting notices either with attendance or notice of absence.

### **Section 2. Board of Deacons**

- a) The Board of Deacons shall consist of nine (9) Church Members and/or Voting Friends elected for terms of three (3) years on a rotating basis. No person shall serve more than two consecutive terms.
- b) Should the members of the Church so elect, two (2) of the nine (9) posts on the Board of Deacons may be filled by "pairing". Pairing is the election of two persons to one post, each to serve different specified calendar months throughout the year.
- c) The board shall meet regularly. A quorum shall be five (5) members. One of their number shall be designated each year as Senior Deacon, whose responsibility shall be to preside at meetings of the Diaconate and carry out such responsibilities as the Diaconate may determine. The Senior Deacon



- position may be shared with another Deacon upon consent of the Board of Deacons.
- d) The Board of Deacons shall assist and advise the Minister in caring for spiritual and secular needs of the Church and community including, but not limited to, worship, pastoral care, pulpit supply and membership. They shall schedule regular services of worship, special services, and other related functions of the Church and serve as or appoint ushers. They shall assist in the administration of the Lord's Supper and Baptism.
  - e) The Board of Deacons shall appoint an interim minister when a ministerial vacancy occurs.
  - f) The Board of Deacons shall appoint the Flower Committee and such other subcommittees as the Board shall deem necessary to assist in carrying out its duties.
  - g) The Board of Deacons shall be responsible for membership status (see Article II, Section 4, letter(c)).

### **Section 3. Board of Trustees**

- a) The Board of Trustees shall consist of six (6) individuals, elected for terms of three (3) years on a rotating basis. At least four (4) of these individuals shall be Members of the Church. No person may serve more than two consecutive terms.
- b) The Board shall meet regularly; a quorum shall be four (4) members.
- c) The Board shall create its own subcommittees as it deems necessary.
- d) Under policies set by the Church, and except as otherwise provided herein, the Board of Trustees shall have care and custody of the property of the Church and its legal documents.
- e) It shall set up procedures and rules for use of Church property.

### **Section 4. Board of Christian Education**

- a) The Board of Christian Education shall consist of five (5) individuals, elected for terms of three (3) years on a rotating basis. At least two (2) of the members of this board shall be Members and/or Voting Friends of the Church.
- b) The Board of Christian Education is responsible for organized education programs of the Church, including, but not limited to nursery, Church School, confirmation class, youth group, adult education, and library.
- c) The Board of Christian Education shall administer the Scholarship Fund of the Church.
- d) A quorum shall be three (3) members. The Board shall create its own subcommittees as it deems necessary.

### **Section 5. Board of Outreach**

- a) The Board of Outreach shall consist of five (5) individuals, elected for terms of three (3) years on a rotating basis. At least two (2) of the members of this board shall be Members and/or Voting Friends of the Church.
- b) The Board of Outreach shall identify and evaluate missions that are directed toward meeting the needs of people locally, nationally, and worldwide. It shall stimulate concern and action of the Church toward meeting these needs. It shall provide direction and leadership in carrying out such activities.
- c) A quorum shall be three (3) members. The Board shall create its own subcommittees as it deems necessary.

### **Section 6. Nominating Committee**

- a) The Nominating Committee shall consist of five (5) individuals elected for terms of three (3) years on a rotating basis. At least three (3) of individuals shall be Members and/or Voting Friends of the Church. A quorum shall be three (3) members.
- b) This committee shall choose from among members and friends of the Church, in accordance with the Bylaws, names of those it deems best qualified to fill all the vacancies among the Officers, Council, Boards and Committees to be elected by the Church, and place them in nomination for election by the Church at the Annual Meeting.

### **Section 7. Budget Committee**

- a) The Budget Committee shall consist of the following 10 individuals: Church President, Vice President Treasurer, Stewardship Director, and representatives from the Music Committee, Finance/Investment Committee and the Boards of Deacons, Trustees, Christian Education, and Outreach. The Minister, Office Administrator and Bookkeeper are ex-officio members. A quorum is six (6) members.
- b) The Budget Committee shall be convened and Chaired by the President in the third quarter of the fiscal year prior to the September meeting of Council and shall meet as often as is necessary to fulfill its responsibilities as noted in (c) and (d).
- c) The Budget Committee shall recommend to Council a balanced operating budget for the Church for the ensuing fiscal year. Anticipated spending must equal anticipated revenues. Said revenue for the operating fund shall include pledges and offerings, Special Purpose Funds, fundraising activities, and other sources. The balanced operating budget shall also include a statement of expenses anticipated from ministries such as worship, education and outreach, compensating church employees, and maintaining church facilities. The Budget Committee shall solicit input from all boards, committees and individuals seeking funding from the operating budget and shall request from the Stewardship Director, the Treasurer and others, information regarding anticipated income.
- d) The Budget Committee shall recommend to Council the annual compensation of the Minister, including salary, housing, benefits such as health insurance, Social Security Medicare offset, retirement and disability premiums, vacation, sabbatical leave, professional expenses, and other professional matters.
- e) The Budget Committee shall seek the guidance of the Maine Conference UCC regarding compensation and benefit guidelines for church staff.

### **Section 8. Music Committee**

- a) The Music Committee shall consist of three (3) individuals elected at the Annual Meeting. All ensemble directors shall be ex-officio members. Each member shall be elected to a three-year term with one member being elected each year. No person shall serve more than two consecutive terms. A quorum is two (2) members.
- b) The Music Committee shall recommend to Council persons to serve as Organist, Choir Director, and any other music positions and recommend compensation for the same. It shall oversee the care of musical instruments and equipment of the church. It shall consult with the Minister and music personnel regarding music and musical ensembles within the life of the congregation.

### **Section 9. Pastoral Relations Committee**

- a) The Pastoral Relations Committee shall consist of six (6) individuals elected for terms of three (3) years on a rotating basis. Members of this Committee may be Church Members or Voting Friends, one of whom shall be a Deacon. No Committee member may serve more than two (2) consecutive terms. A quorum is four (4) members.
- b) Duties of the Pastoral Relations Committee:
  1. Meet a minimum of every four (4) months as well as at the request of the Pastor or Church Council.
  2. Act as a support for the minister, interpreting to the congregation the nature and function of the minister.
  3. Provide an opportunity for the committee to reflect on the personal concerns, hopes, ambitions, and frustrations of the minister.
  4. Demonstrate a concern for the minister and support for the minister's family.
  5. Keep the minister advised concerning relations between themselves, any other staff members, and the congregation.
  6. Work for improved communication and understanding between the church and the minister.
  7. Treat all matters confidentially.

- c) The Pastoral Relations Committee is responsible to the congregation of the Church and shall make a report for the Annual Meeting each year.
- d) While the Pastoral Relations Committee shall be an advocate for any personnel policies and shall make recommendations to the Budget Committee, it shall not take part in final decisions about salary, medical benefits, continuing education, vacation, holidays, sick leave or other benefits or procedures which are to be handled by those procedures established by Council for an Annual Ministerial Review (see Article VI, Section 10).
- e) If a problem arises that requires outside consultation, the Pastoral Relations Committee may discuss the problem with the President, Vice President and Council Chair who may contact the Sunrise Association Committee on Ministry for guidance and suggestions.

#### **Section 10. Thorsen Education Fund Committee**

- a) The Thorsen Education Fund Committee shall consist of four (4) individuals appointed by the Council, at least three (3) of whom shall be Members or Voting Friends of the Church, with the Church Minister ex-officio, to develop guidelines and policies to administer the Leon S. and Calista B. Thorsen Educational Bequest as a fiduciary.
- b) The Thorsen Educational Fund Committee shall appoint an Awards Panel consisting of five (5) members for three (3) year terms. Two (2) of these members shall be residents of Hancock and two (2) of the members shall be non-residents. The Chair of the Awards panel shall be a Member of the Union Congregational Church of Hancock. The Awards Panel reviews the applications and determines the funding based on criteria established by the Fund Committee.
- c) An Administrative Assistant shall provide clerical support, as well as organizational, informational and referral services, to the Thorsen Education Fund Committee and Awards Panel. The Administrative Assistant shall be paid from the Thorsen Education Fund.
- d) The Thorsen Education Fund Committee shall conduct an annual review between October and December each year of all functions of the Awards Panel, including the administration and award-making processes.
- e) The Thorsen Education Fund Committee shall submit an annual report for the Annual Meeting of the Union Congregational Church, UCC.

#### **The Finance/Investment Committee**

- a) The Finance/Investment Committee shall be composed of the Stewardship Director, Assistant Stewardship Director, Treasurer, Assistant Treasurer, and three (3) other Church Members or Voting Friends to be appointed by Council. The Chair shall be elected by the committee. The committee shall meet at least semi-annually to determine the financial and investment requirements of the Church and shall report to the Church Council after its meetings. A quorum consists of four (4) committee members.
- b) The Finance/Investment Committee, when acting in its fiduciary capacity, shall do so in accordance with the Laws of the State of Maine covering the acceptance and management of trusts, estates, and endowments and in conformance with the Investment Policy of the Church.
- c) The Finance/Investment Committee shall assist the Stewardship Director and Treasurer by acting in cooperation with the conduct and delegation of Duties and Responsibilities as specified in these Bylaws in Article IV, Section 5 and Section 7.

### **ARTICLE VIII—CHURCH STAFF**

#### **Section 1. General**

Church staff refers both to volunteers and to persons remunerated for their services.

#### **Section 2. Office Administrator**

The Council may contract for administrative services on a year-to-year basis. Council shall specify the

scope of those services, as well as the remuneration.

### **Section 3. Bookkeeper**

The Council may contract for bookkeeping services on a year-to-year basis. Council shall specify the scope of those services, as well as the remuneration.

### **Section 4. Memorial Gifts Secretary**

- a) A Memorial Gifts Secretary shall be appointed by Council to serve for one (1) year.
- b) This secretary shall acknowledge donations and memorial gifts, maintaining a list of the donors. In individual cases of memorial gifts, a list of the donors may be given to the family of the one memorialized. However, the amount of any gift or group of gifts shall be kept confidential.

### **Section 5. Music Staff**

The Council may contract for the services of music personnel, Organist and Choir Director, for example, on a year-to-year basis, as recommended by the Music Committee. The activities of such personnel shall be those normally associated with such posts, and as agreed upon between the Council, Music Committee and individual(s) involved.

### **Section 6. Custodial Care**

The Trustees may contract, as necessary, for the services of one or more persons to provide custodial care for buildings and grounds of the Church, and shall oversee such activities.

## **ARTICLE IX—CHURCH DELEGATES**

The Church's quota of delegates, plus two alternates, shall be elected at the Annual Meeting to represent the Church at the Maine Conference of the United Church of Christ, the Sunrise Association of the Maine Conference, and any other necessary organizations.

## **ARTICLE X—AUDITOR**

### **Section 1. Appointment of Auditor**

An auditor shall be appointed by the Church Council at the start of each Fiscal Year to serve for at least one (1) year.

### **Section 2. Scope of Review**

The Financial Reviewer/Auditor shall conduct a review of the accounts and records of the Church as maintained by the Treasurer and their designees.

### **Section 3. Report of Audit**

A report of such examination shall be made to the Church Council within 90 days of the close of the Fiscal Year. This report shall also be made available to the Church Members, Voting Friends and any other interested parties.

## **ARTICLE XI—FINANCES**

### **Section 1. The Fiscal Year shall be from September 1 to August 31.**

### **Section 2. Accounting**

- a) The monetary assets of the Church shall be maintained and accounted for in two separate systems: the General Fund and Special Funds.
- b) General Funds are those for the day-to-day operation and ministry of the Church.
- c) Special Funds are restricted funds wherein the principal or income, or both, are available only for some designated purpose. Included in Special Funds are endowment funds, which are capital funds from which only that income is available; the income may or may not be restricted.

### **Section 3. General Funds**

- a) Offerings: Under the guidance of Council and the Stewardship Director, the Church shall seek support via contributions from individuals and organizations
- b) Annual Budget: The approved Annual Operating Budget shall be the instrument by which the financial needs of the Church are planned and designated, operation expenses controlled, and spending authority delegated to knowledgeable persons. Except as expressly provided in these Bylaws, all expenditures from the General Fund must be kept within budgeted limits.

### **Section 4. Special Funds**

- a) Receipts: Donations received for endowment funds, memorial gifts and layaway funds shall be administered through Special Funds Accounts, where the limitations imposed can be honored.
- b) Expenditures: Any project or group of related projects requiring more than a total of \$3,000 from one or more Special Funds shall be submitted to the Church membership for authorization. If the total is less than \$3,000, the Council may approve expenditures from Special Funds.
- c) Expenditures from designated gifts and bequests are exempt from item "b".

## **ARTICLE XII—AUXILIARY ORGANIZATIONS**

- a) The Church Council shall establish guidelines for auxiliary organizations to carry out duties and functions to benefit the church and community.
- b) Any organizations using Church facilities are regarded as part of the Church and under its general oversight.

## **ARTICLE XIII—AMENDMENTS**

These Bylaws may be amended by a vote of two-thirds of the Members and Voting Friends present at any meeting of the Church called for that purpose. Proposed Bylaws changes shall be included in the bulletin for two (2) consecutive Sundays, posted in a public place, and announced from the pulpit.