

## DRAFT REVISIONS

### CONSTITUTION AND BY-LAWS OF THE COMMUNITY CHURCH OF DURHAM

United Church of Christ, Durham, New Hampshire

**FINAL** –March 2016

#### EDITOR'S NOTES:

We have tried our best to incorporate changes suggested by Council, Ministries, Committees, and open meeting of January 24 – deletions, additions, and revisions – as accurately as we can. Our general approach, grounded in the church's practice and in the existing Constitution, is that Constitutional items should focus on core beliefs, definitions, and behaviors, which can only be changed by congregational vote. The Bylaws, on the other hand, try to flesh out and implement those core items. Bylaws can be changed by the Council. It is a delicate dance to be sure. Not unlike a federal law vs an executive regulation explaining how to implement the law.

**BLUE FONT** indicates new or revised wording and can clue readers to sections of old document for comparison

In any event it will be important for everyone to closely compare the old document with this draft. Deletions are NOT noted with strikeouts. There was simply too much change to use that approach.

**Based on feedback at the January 24 open meeting, we have slightly reorganized the flow of the document by moving up the sections on Services and Meetings and Amendments**

We have also followed the strategic vision of change enacted at the 2014 annual meeting – i.e. to restructure by reducing the number of standing committees and positions. To that end, this DRAFT DOCUMENT has eliminated the following positions and committees whose missions have either been subsumed by ministries and service teams, or are no longer in need of articulation in this document:

Executive Committee

Moderator

Warden

Sexton

Fellowship Committee

Membership Committee

Memorial Gift Committee

Music Committee

Worship Committee  
Visiting Committee

Faithfully yours,  
The Constitution/Bylaws Subcommittee: Carol Atwood-Lyon, Wally Dunham, Steve Hardy

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**Article I**  
**Name**

The Name of this Church shall be The Community Church of Durham, United Church of Christ.

**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 and the Church Universal; to render loving service toward humankind; and to strive for righteousness, justice and peace.

Together we seek to be a community that is:

**Grounded in Faith** – To infuse everything we do with opportunities to explore and experience the Sacred and develop a deeper relationship with God that guides and sustains us in every part of our lives.

**Filled With Compassion** – To provide a friendly, welcoming and inclusive community where people know they are valued and cared for and where they experience forgiveness and affirmation from God and one another.

**Inspired and Committed to Action in the Broader Community** – Following in Jesus’ footsteps, we will actively reach out to prevent and ease suffering in the broader community and to heal and sustain the world that God has created.

**Alive and Relevant in A Rapidly Changing World** – To be a healthy, vibrant, sustainable community of faith that is deeply relevant in today’s world.

**Article III**  
**Polity**

This Church acknowledges Jesus Christ as its Head and finds in the Holy Scriptures, interpreted by the Holy Spirit through reason, faith and conscience, its guide in matters of faith and discipline.

This Church is governed by its members who, acting as a covenanted body, control all its affairs. It accepts the obligations of mutual counsel and cooperation involved in the free fellowship of the United Church of Christ, and pledges itself to share the common aims and work of the fellowship. A vote of the majority of members attending a meeting, at which a quorum of members is present, shall be the action of this Church. A quorum is defined as ten percent of the membership.

The members of this Church shall be joined by this covenant:

We covenant with one another to seek and respond to the Word and the will of God. It is our purpose to walk together in the ways of the Lord, made known and to be made known to us. We hold it to be the mission of this Church to witness to the Gospel of Jesus Christ in all the world, while worshipping God, and striving for truth, justice, and peace. As did our forebears, 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.

#### **Article IV Faith**

This Church recognizes the Bible as the sufficient rule of faith 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 undisturbed right to follow the word of God according to the dictates of his or her own conscience, under the enlightenment of the Holy Spirit. The following Statement of Faith (or principles), therefore, is not a test, but an expression of the spirit in which this Church interprets the Word of God:

##### **Statement of Faith of the United Church of Christ - (as revised by Robert V. Moss, Jr., 1976)**

We believe in God, the Eternal Spirit, who is made known to us in Jesus our brother, and to whose deeds we testify: God calls the worlds into being, creates humankind in the divine image, and sets before us the ways of life and death. God seeks in holy love to save all people from aimlessness and sin.

God judges all humanity and all nations by that will of righteousness declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Lord, God has come to us and shared our common lot, conquering sin and

death and reconciling the whole creation to its Creator.

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

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

God promises to all who trust in the gospel forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, the presence of the Holy Spirit in trial and rejoicing, and eternal life in that kingdom which has no end.

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

### **Open and Affirming** (Adopted by vote of the congregation on 20 November 2005)

Committed to the call of God as expressed in the life and teachings of Jesus Christ, and guided by our covenant, Community Church of Durham declares itself to be an Open and Affirming congregation. We embrace, affirm and celebrate the diversity of the human family. We welcome persons of every race, ethnicity, social and economic status, age, ability, gender identity and sexual orientation in our common purpose to discern and live according to the will of God. We honor human relationships that are based on love, responsibility, mutual respect, trust and fidelity. We believe that attitudes and acts of injustice, discrimination and violence work against the gospel of Jesus Christ. Therefore, we accept God's call to work to overcome these attitudes in ourselves and others. We offer all sacraments and rites to all who enter our circle of faith, and extend all responsibilities and privileges to those who choose covenant membership. We are secure in the knowledge that God's love is for everyone, and we invite all persons to join in the full life and ministry of this church.

### **Article V Membership**

Membership in this congregation shall be open to any person who has been baptized and confirmed, or has made a public affirmation of faith in Jesus Christ. In accordance with the gospel and consistent with the congregation's Statements of Faith, we invite into covenantal relationship persons of every race, ethnicity, social and economic status, age, ability, gender identity and sexual orientation.

Members join by confession or reaffirmation of faith or by letter of transfer and shall pledge themselves, insofar as able, to attend the services of this Church; observe its sacraments; share in its work, support, and benevolences; and endeavor to make it a fruitful body

of Christians. In this they shall be assisted by the [Minister and the Spiritual Nurture Ministry](#). All members of this Church have voting privileges.

Any member may, by his or her own written request to the church office, be granted a letter of transfer to join another church. In the work of this Church, provision is made for members to be declared an Affiliate Member, either by their own request, or by appropriate notification from the Council after their continued inactivity for at least two years. The Council is charged to carry out a census [every three years](#) in order to maintain an accurate list of the Church membership. An accurate list is necessary to maintain proper and appropriate contact of this Church with its members, to report to the New Hampshire Conference, United Church of Christ, to determine the amount of dues based on active membership payable to the Carroll-Strafford Association, and to derive the quorum number required for congregational meetings. Members declared an Affiliate Member may resume active membership status by a written request to the Church Office.

## Article VI Services and Meetings

**[moved from end of document since it seems more like core material]**

### 1. REGULAR SERVICES

Service(s) of worship shall be held on Sunday and at such other times as approved by the Council [in collaboration with the Minister\(s\)](#).

### 2. SACRAMENTS

A. Communion: The Sacrament of Communion shall be celebrated regularly, such regularity to be determined by the [Spiritual Nurture Ministry](#) and the minister(s). Additional Communion services may be celebrated at the discretion of the minister(s) and the [Spiritual Nurture Ministry](#).

B. Baptism: This Church observes the Sacrament of Baptism for adults and children. The frequency of the Service shall be at the discretion of the minister(s). Private baptism may be performed by the minister(s) in the presence of two witnesses.

### 3. MEETINGS OF THE CONGREGATION

A. An annual meeting shall be held each year for the purpose of approving the budget, electing officers, and conducting other such

business as deemed necessary.

B. Special meetings of the congregation shall be held according to the by-laws.

### ***Article VI Bylaws***

*1. Annual Meeting: The Annual Meeting of this Church shall be held in January on a date set by a vote of the Council. The warrant for the Meeting shall be drawn up by the Council and distributed to the congregation at least two weeks prior to the meeting, and shall include the following articles:*

*a. Old and new business*

*b. Election of officers*

*c. Annual budget*

*2. Special Meetings of the congregation: Special meetings of the congregation of this Church may be called by the Council or at the request of a minister or by a petition to the council signed by not fewer than ten members of this Church. The Council shall call such congregational meetings within three weeks from the presentation of the request at a Council meeting. The members of this Church will be notified, by the Clerk, of the major agenda items and the date, time, and location of the meeting. Notice may be sent in the Chronicle or by separate mailing so as to provide at least fourteen days notice.*

*3. Quorum: A quorum necessary to transact business at meetings of the congregation of this Church shall be at least ten percent of the membership.*

### **Article VII Amendments**

**[moved up in sequence, plus second paragraph is no longer in italics since it should be a part of the constitution.]**

The Constitution may be amended by two-thirds vote of those members present at a meeting of this Church, provided all members have been notified and the proposed amendments have been submitted in writing to the members of this Church at a congregational meeting at least a month prior to the called meeting.

To change the bylaws a Ministry or Committee must make their recommendation to the Council at a regularly scheduled Council meeting. After the recommendation is made to the Council, it will be voted on at the next regularly scheduled Council meeting. A two-thirds vote of the Council members in attendance is required to amend the bylaws

**Article VIII  
Other Procedures**

**[moved up]**

Robert's Rules of Order shall be followed insofar as they are consistent with this Constitution and By-laws.

**Article IX  
Governance**

**1. ORGANIZATION**

A. This Church shall be governed by its members who, acting as a covenanted body, control all its affairs. At the Annual Meeting of this Church, the members shall elect from the membership persons to carry out these affairs on a regular basis and as specified by this Constitution. This shall **include** the Council; the Ministries -- **Spiritual Nurture, Stewardship, Education and Faith Formation, Justice and Witness** -- all elected officers, and any standing committees of this Church.

B. Assumption of Office: All newly elected officials of this Church shall be installed during the Annual meeting and shall take office at the close of the Annual Meeting.

**2. THE COUNCIL**

A. The Council shall be the executive body of this Church, charged with determining the church's strategic plan and vision, and with ensuring proper oversight and coordination of that plan and vision. It shall be composed of the following voting members: a chairperson; a vice chairperson; a representative from each ministry -- **Spiritual Nurture, Stewardship, Education and Faith Formation, Justice and Witness**; and four at-large members charged with bringing the perspective of the broader congregation to Council discussions and decisions, and with assisting in special projects as needed. The minister(s) shall be ex-officio (non-voting) member(s) of the Council.

B. **In addition to its primary role of visioning and planning**, the Council shall be the policy-making body and shall transact the business of this Church and insure that provision is made for: the **strategic planning of the Church's financial resources**; **the approval, recommendation, and presentation of a budget proposal for the annual meeting**; the annual auditing of financial accounts which normally will be handled by the **Stewardship Ministry**; the adequate financial support of the staff. The Council may **appoint committees or service teams** to carry out its responsibilities. It shall keep a complete and accurate record of its proceedings and make an annual report to this Church of its regular and special meetings. All acts and deliberations of the Council are subject to the will of

the members of this Church and may be revised by action of the members. The Council shall see that all pertinent records of the Church are kept permanently.

C. With information provided by each Ministry or Committee, the church **Administrative Assistant** shall oversee the preparation, for approval by the members of this Church at the Annual Meeting, of a written Annual Report.

D. A majority of the members of the Council must be present to conduct business.

### ***Article IX.2 Bylaws***

*1. The Chair of the Council, Vice-chair of the Council, and the Chair of Nominating Committee shall be elected at the Annual meeting for a one year term, and may be elected without regard to previous Council service.*

*2. **At-large** Council members shall be elected at the Annual Meetings, and anyone may be re-elected to the Council for one more consecutive term. If terms are not consecutive, there is no limitation to the number that may be served.*

*3. The Council shall fill vacancies occurring in all Church ministries and offices designated by the constitution until the following Annual Meeting. The Nominating Committee shall make recommendations to the Council for filling vacancies in such ministries and offices.*

*4. The Council may remove from office any individual elected by the members of this Church if the individual has not become involved in the duties of his or her office. This action shall be taken only after discussion with the individual by a Council representative and clear indication that the non-involvement will continue. In the case of a removal, a replacement must be appointed immediately from the membership of this Church.*

*The Council will have the authority to appoint from the membership of this Church **committees and/or service teams**, as it may deem necessary to carry out the programs of this Church. Such committees, when formed or at other times when needed, may invite interested persons (not necessarily members of this Church) to serve. Dated minutes shall be taken at the committee meetings to record the members present and the business discussed. The minutes will be turned into the Church Office to become part of the permanent records of the Church.*

### **3. PERSONNEL COMMITTEE**

The Personnel Committee, under the Council, will be responsible for scheduling annual reviews for all staff. Review teams will consist of a member of the Personnel Committee, a member of the appropriate Ministry and the Senior Minister/Head of Staff. Each evaluation will be discussed with the Council before being presented to the evaluatee. Upon initial appointment, all staff will have a 6-month evaluation during the first year of employment. Evaluations shall be conducted with confidentiality.

### ***Article IX.3 Bylaws***

*1. The Personnel Committee is a standing committee of the Council and provides leadership, guidance and counsel for personnel matters. Serving under the Council, the committee shall assist in developing and maintaining of job descriptions and leading the annual review process. The committee will work towards the informal resolution of conflict in personnel matters affecting the church and its staff. It is a confidential and consultative body and reports to the Church Council. Actions on all matters considered by this Committee must be approved by the Church Council and Minister(s). The committee shall consist of no fewer than three (3) members of the church, including a leadership team of a minimum of two (2) past Council Chairs. Other appointments to this committee shall be made at the recommendation of Council and should be based on personnel related experience. The term shall be for three (3) years.*

*2. Responsibilities include but are not limited to:*

- a. Providing support and oversight of the paid staff of the church, including availability to hear concerns and grievances.*
- b. Initiating and completing staff job performance reviews/evaluations at least annually in conjunction with the appropriate ministry.*
- c. Assisting appropriate Ministry with the process for hiring and termination of staff.*
- d. Assisting appropriate Ministry with review, writing and updating of job descriptions for paid staff.*
- e. Leading the development and updating of personnel policies.*
- f. Acting as liaison for ministers, staff and the Council on personnel matters.*

### **4. THE MINISTRIES**

The ministries of this Church shall consist of Spiritual Nurture, Stewardship, Education and Faith Formation, and Justice and Witness. These ministries shall each consist of 6 members of this Church, with 3 elected annually for 2 years by the members at the Annual Meeting, and shall be led by a chairperson and a vice- chairperson. Each ministry will keep minutes of its meetings. These ministries and their associated service teams shall be responsible for the ongoing functions of this Church as outlined by this Constitution.

#### **A. Spiritual Nurture**

1. The principal mission of the Spiritual Nurture Ministry is to assist, encourage, and support the Minister in the spiritual life of the

Church. Its vision is to provide transformational opportunities for spiritual nurture, growth, healing, exploration, enrichment, and renewal - where members of the church and broader community can discover the sacred and advance their spiritual journey in order to become more loving Christians and servants of God.

2. The Spiritual Nurture Ministry shall consist of 6 persons elected by the members from the membership of this Church. They shall serve for a two-year term. They shall meet regularly to fulfill their mission and vision.

3. The Spiritual Nurture ministry shall liaison with service teams that relate to its mission and vision.

#### ***Article IX.4.A Bylaws***

*1. To realize its vision, the Spiritual Nurture Ministry will inspire and develop a wide variety of experiences including:*

- a. Creating a welcoming, caring, and inclusive community*
- b. Deepening social relationships and interpersonal connections*
- c. Caring and compassionate outreach*
- d. Traditional and innovative worship, meditative prayer, and reflection practices*
- e. Traditional and innovative Biblical and theological study*
- f. Music and art programs that cultivate deeper and more integrated spiritual life*
- g. Expanding uses of multi-media*
- h. Collaboration with other CCD Ministries and area spiritual communities*
- i. Multi-generational services and experiences*
- j. Environmental theology, awareness, and stewardship*

*2. Special responsibilities of the Spiritual Nurture Ministry are:*

- a. To be prepared, as spiritual representatives of the members of this Church, to advise the minister(s) of members 'concerns and to interpret ministerial concerns of the Church members.*
- b. To recommend to the Council candidates for the positions of Director of Music and Organist.*
- c. To participate in the evaluation of the Minister(s), the Director of Music and the Organist annually in accordance with guidelines established by the Council and the Personnel Committee.*
- d. To liaison with service teams that relate to its mission and vision. Examples may include: Greeters, Communion, Music, Hospitality, Arts.*

## **B. Stewardship**

1. The principal mission of the Stewardship Ministry shall be to assume responsibility for the financial operation and business affairs of this Church, including care and custody of church property as a sacred trust.
2. The Stewardship Ministry shall also encourage and facilitate the deeper understanding and faithful practice of stewardship among all church members.
3. The Stewardship Ministry shall consist of 6 persons elected by the members from the membership of this Church. They shall serve for a two-year term.
4. The ministry shall meet regularly to transact the business affairs of this Church.
5. The Stewardship Ministry shall liaison with service teams that relate to its mission and vision.

### ***Article IX.4.B Bylaws***

#### *1. Special responsibilities of the Stewardship Ministry are:*

- a. To collect, have custody of, and disburse all funds through the Collector, Treasurer, and Assistant Treasurer.*
- b. To collect data from the Ministries to prepare the annual Church budget and present it to the Council for review prior to the Annual meeting. The budget as adopted by the Council will be presented to the Church members for approval at the Annual meeting.*
- c. To authorize transfers within budgeted expense items as may be required to operate the Church properly.*
- d. To have custody of, preserve, and maintain all Church property, and to maintain records of Church property including an annual inventory of insurable items.*
- e. To oversee the payment of all bills and/or financial statements pertaining to those areas of Church operation, maintenance, and security for which the Ministry is responsible.*
- f. To oversee the Church's obligations to special funds and bequests [e.g. McQuade Fund].*
- g. To participate in the evaluation of the office personnel and custodial staff annually in accordance with guidelines established by the Council and the Personnel Committee.*
- h. To initiate and terminate the employment of the office personnel and custodial staff in accord with contracts drawn up by the Stewardship Ministry. Such actions must be reported to the Council.*
- i. To appoint such ad hoc committees as are required to carry on its responsibilities.*

- j. *To insure that the Auditor provides an audit of Church financial matters within six months of the close of the fiscal year.*
- k. *To see that there is appointed annually a [service team](#) that shall conduct a program for the raising of moneys for the annual budget of this Church.*
- l. *To be responsible for setting and collecting rental fees for use of the Church building by community groups according to the Policy for Mission Use of Church Facilities.*
- m. *To be responsible for maintaining a room reservation system for all parties using the Church facility and to notify the appropriate personnel when special arrangements are required, e.g., seating, tables, cooking facilities.*
- n. *To recommend to the Council appropriate individuals to serve as the church representatives to the Durham Housing Association Board for Church Hill Apartments and representatives to the Memorial Garden Committee.*
- o. *To be [responsible for the Business Manager, the Building Manager, and the Warden service team](#)*

### **C. Education And Faith Formation (EFF)**

1. The mission of the EFF Ministry is to provide, in cooperation with the minister(s), engaging and enriching learning experiences to help church children, teenagers and adults grow in their faith journeys. The EFF Ministry, together with the EFF Director, will nurture this spiritual growth through scripture and other inspirational resources that teach core United Church of Christ (UCC) values of love, service, tolerance, peace, gratitude and environmental stewardship.
2. The Education and Faith Formation Ministry shall consist of 6 persons elected by the members from the membership of this Church. They shall serve for a two-year term. They shall meet regularly to fulfill their mission and vision.
3. The Education and Faith Formation Ministry shall liaison with service teams that relate to its mission and vision.

#### **Article IX.4.C Bylaws**

1. *Key EFF learning experiences will include:*
  - a. *Educational programs for various age groups*
  - b. *Service opportunities that provide assistance to the church and the greater community*
  - c. *Events that foster fellowship and celebrate our faith*
2. *Special responsibilities of the Education and Faith Formation Ministry, in cooperation with the minister(s) [and appropriate service teams](#), are:*
  - a. *To provide a regular program of Christian education for the children of the membership and the community at large, including*

*recruitment and training of teachers; selection of curriculum, supplies and equipment; communicating to parents and the congregation the goals and methods of its Christian education program.*

- b. To provide a program of Christian education and fellowship for Middle School and High School students, including recruitment of youth advisors.*
- c. To provide a yearly opportunity for young people to confirm their baptismal vows and become full and involved members of this Church.*
- d. To provide experiences for adults to mature in their faith and grow in discipleship.*
- e. To encourage and support families in their endeavor to raise their children in a Christian life style, learning the ways and teachings of Jesus Christ.*
- f. When necessary to recommend a candidate for Director of [Education and Faith Formation](#) for approval by the Council.*
- g. [To participate in the evaluation of the Director of Education and Faith Formation annually in accordance with established guidelines from the Personnel Committee and the Council](#)*
- h. [To support the Director of Education and Faith Formation and/or the Minister.](#)*
- i. [To create and oversee the EFF budget](#)*
- j. [To set annual goals and strategy to achieve EFF mission](#)*
- k. [To support the church Library Committee in their work to maintain the Library](#)*
- l. [To recruit and liaison with EFF Service Teams whose job will be to implement activities that support the EFF mission and goals. Among other possibilities, EFF Service teams may include: the Christmas Pageant, Celebration Sunday, Family Programs, and Fellowship Opportunities.](#)*

#### **D. Justice And Witness**

- [1. The Justice and Witness Ministry shall inspire and guide our members in doing God's work for peace, justice and environmental stewardship.](#)
- [2. The Justice and Witness Ministry will consist of 6 persons elected by the church membership for two-year terms. They shall meet regularly to carry out the Justice and Witness Ministry of The Church.](#)
- [3. The Justice and Witness Ministry shall liaison with service teams that relate to its mission and vision. They shall meet regularly to fulfill their mission and vision.](#)

**Article IX.4.D Bylaws**

*1. The focus of this Ministry shall be:*

- a. To identify injustices locally, nationally, and globally*
- b. To educate the congregation in ways to become advocates/witnesses for justice.*
- c. To facilitate communication between ministries to promote a more just community and world.*
- d. To promote and inform the Church of Special UCC Offerings.*
- e. To provide support and oversight of the Echo Thrift Shop.*
- f. To oversee the distribution of a portion of Echo revenues to outreach partners as recommended by Echo steering committee and volunteers.*
- g. To provide support and oversight of the ministry of our church's Green Justice team.*
- h. To recommend individuals as representatives to United Campus Ministry when requested.*
- i. To present an annual budget to Council to cover anticipated needs as identified by Church members and the J&W Ministry and are related to our mission and purpose.*
- j. To appoint and support Ministry teams to carry out the identified needs to advocate for justice and to provide assistance to the less fortunate.*

**Article X****Congregational Nominating Committee**

1. A Congregational Nominating Committee consisting of 6 persons shall be elected from the membership of this Church by the members at the Annual Meeting to serve for two-year terms. The chairperson of this committee and new members of the committee shall be nominated by a special committee consisting of the current chairperson of the Council, the immediate past chairperson of the Council, three retiring members of the current congregational Nominating Committee, and the Senior Minister.

**Article X Bylaws**

*1. Duties of the congregational Nominating Committee shall be:*

- a. To nominate persons for all elective offices designated by this Constitution for election at the Annual Meeting.*
- b. To make recommendations to the Council for filling vacancies in elective offices that arise between Annual Meetings.*
- c. To make recommendations to the congregation of members for a search committee.*

## **Article XI Ministerial Search Committee**

1. In the event of a ministerial vacancy, a Search Committee shall be nominated by the Congregational Nominating Committee and elected by the members of this Church. The purpose of this committee is to seek and recommend to the members of this congregation a ministerial candidate

### ***Article XI Bylaws***

- 1. In filling a vacancy, the Search Committee may seek the counsel of the Conference Office of the New Hampshire Conference, United Church of Christ.*
- 2. The Search Committee may request the Conference Office to secure relevant information about any minister whom it wishes to consider for the vacancy.*
- 3. Any minister may confer with the Conference Office concerning a pastoral vacancy. At the minister's request, his or her name shall be submitted by the Conference Office for consideration by the Search Committee.*
- 4. The Search Committee shall present to the members of this Church the name of the candidate it recommends to fill the vacancy. A majority vote of members at a meeting called for this purpose constitutes a call.*
- 5. The terms of the relationship shall be stated, including the agreement of this church to participate in a pension plan and a health insurance plan, and other terms agreed between the candidate and the Committee. The minister, this church, the Carroll-Strafford Association, and the Conference Office shall each receive a copy of the terms of the relationship.*
- 6. The Minister shall be installed by the Carroll-Strafford Association.*

## **Article XII Memorial Garden**

The Council will appoint Memorial Garden Trustees from the church membership. The Trustees will report to the Council regularly and on an as needed basis. Trustees will oversee the care, maintenance, control, budget, and procedures as appropriate for the Memorial Garden and will publish and maintain Guidelines governing Garden use.

### ***Article XII Bylaws***

- 1. The duties of the Memorial Garden Trustees are to oversee the care, maintenance, control, budget, and procedures of the Garden and its use.*

2. *The Trustees will report to the Council regularly and on an as needed basis.*
3. *The Trustees will maintain and publish Guidelines of the Memorial Garden which will govern the acts and the responsibilities of the Trustees and those who use the Garden.*

### **Article XIII Service Teams**

1. It is expected that service teams will arise and dissolve, with no fixed size or tenure, according to the needs and visions of the congregation. Service teams will be linked to the Council or to one or more ministries or standing committees. It is expected that service team membership will be self-selecting and self-replacing, although a team may be expanded or replaced with the help of Council, ministries, or committees. Service team members will have no term limits (unless so determined by the team). Every service team must include at least one church member.

#### ***Article XIII Bylaws***

1. *Examples of service teams might include: Christmas Pageant, Hospitality, Music, Annual Pledge Drive, and Soup Kitchen. Service teams that perform regular or annual duties/activities [e.g. Greeters] will be asked to develop written procedures that will be part of a larger electronic document archive.*
2. *The Council, in conjunction with ministries and committees, will conduct annual call-to-service fairs -- at coffee hour, on-line, or via mail – giving members opportunities to sign up for various teams and activities. This initiative will include a census of existing teams and contacts. The annual census will be posted on the Church web site.*

### **Article XIV Officers**

#### **1. MINISTER OR MINISTERS**

The minister(s) are called for the purpose of guiding, leading, and inspiring the members and friends of this Church in the Christian way of life. If more than one minister has been called, one shall be designated the senior minister, who shall be responsible, overall, for fulfilling this stated purpose. With the [Spiritual Nurture Ministry](#), the minister(s) shall have charge of the spiritual life of this Church and are responsible for all services of worship in this Church, including baptisms, weddings, funerals and memorial services, which shall be recorded in the permanent records of this Church. They shall assist in the direction of the activities of this Church in

cooperation with the various ministries and committees. They shall be ex-officio members of all committees and ministries of this Church without voting power. *The Senior Minister shall serve as Head of Staff.*

## 2. CHAIR OF THE COUNCIL

The Chair of the Council shall be elected from the membership of this Church at the Annual Meeting for a one-year term.

### *Article XIV.2 Bylaws*

*The Chair of the Council shall preside at all Council meetings and at all annual and special meetings of the congregation.*

## 3. VICE-CHAIR OF THE COUNCIL

The Vice-Chair of the Council shall be elected from the membership of this Church at the Annual Meeting for a one-year term with the assumption that he/she will serve as Chair of the Council the following year. The Vice-Chair shall serve as Chair of the Delegates.

### *Article XIV.3 Bylaws*

*The Vice Chair of the Council (or a designate) shall preside at the Council and congregational meetings in the absence of the Chair of the Council.*

## 4. DELEGATES

Delegates shall be appointed annually by the Council from the Church membership to provide a total number equal to the allotment allowed to this Church by the Constitution and By-laws of the New Hampshire Conference, United Church of Christ.

### *Article XIV. 4 Bylaws*

*1. The Vice Chair of the Council will serve as Chair of the Delegates and be responsible for seeing the Church has the correct number of delegates at Association, State, and other meetings. Delegates will be drawn from the Council, the Ministries and committees, and members of the Church. Length of term (normally 2 years), rotation, and substitution of delegates shall be at the Council's discretion*

*2. Duties of the Delegates shall be:*

- a. To represent this Church at all Conference, Association, and other meetings where appropriate.*
- b. To serve as liaison between this Church and the outside organizations to which they are delegated, providing feedback as appropriate.*

## 5. CLERK

A Clerk shall be elected from the membership of this Church at the Annual Meeting for a term of two years.

**Article XIV.5 Bylaws**

*1. Duties of the Clerk shall be:*

- a. To keep a complete record of all meetings of the congregation.*
  - b. To serve as recording secretary and voting member of the Council.*
  - c. To give adequate notice of all meetings of the congregation.*
- 2. In the absence of the Clerk, a temporary clerk may be appointed by the Council.*

**6. TREASURER**

A Treasurer shall be elected from the membership of this Church at the Annual Meeting of this Church for a term of two years and shall be bonded as per Church insurance policies. The Treasurer may be elected for one additional two-year term.

Duties of the Treasurer shall not be performed by the same individual who holds the office of Collector or Assistant Collector.

**Article XIV.6 Bylaws**

*1. The Treasurer shall be subject to the direction and control of the [Stewardship Ministry](#) and shall be an ex-officio, nonvoting member of the [Stewardship Ministry](#).*

*2. The duties of the Treasurer shall be:*

- a. To receive and disburse all current moneys of this Church in accordance with the approved budget of this Church and to account for same.*
- b. To have custody of documents pertaining to the management of current moneys under the Treasurer's purview, all such documents to be in the name of this Church and kept in this Church's safe deposit box.*
- c. With the assistance of the Business Manager, to make an annual written report of receipts and expenditures, properly certified by the Auditor of this Church, and such interim reports as may be requested by the [Stewardship Ministry](#).*
- d. To sign duly approved contracts and agreements other than employment contracts, which commit this Church to expenditures. Commitments of more than five percent of the annual operating budget must be approved by the congregation in the annual budget or at a special Congregational meeting.*

**7. ASSISTANT TREASURER**

An Assistant Treasurer shall be elected from the membership of this Church at the Annual Meeting of this Church for a term of two years and shall be bonded as per Church insurance policies. The Assistant Treasurer may be elected for one additional two-year term.

Duties of the Assistant Treasurer shall not be performed by the same individual who holds the office of Collector or Assistant Collector.

***Article XIV.7 Bylaws***

*Duties of the Assistant Treasurer shall be to serve in the absence of the Treasurer and/or assist the Treasurer as mutually agreed upon.*

**8. COLLECTOR**

A Collector shall be elected from the membership of this Church at each Annual Meeting and shall be bonded as per Church insurance policies.

Duties of the Collector shall not be performed by the same individual who holds the office of Treasurer or Assistant Treasurer.

***Article XIV.8 Bylaws***

*Duties of the Collector shall be:*

*To receive, record, and account for all offerings of this Church and payments on pledges.*

*At the direction of the [Stewardship Ministry](#) and with the assistance of the Business Manager, report to the individual contributor at designated intervals the amounts received from him or her in support of the Church.*

*To bank all moneys received and forward the deposit slip to the Treasurer.*

*To recommend to the [Stewardship Ministry](#) members of this Church to act as Assistant Collectors.*

**9. ASSISTANT COLLECTOR**

An Assistant Collector may be appointed from the membership of this Church by the Stewardship Ministry, such appointment to be made with the Approval of the Council and shall be bonded as per Church insurance policies.

Duties of the Assistant Collector shall not be performed by the same individual who holds the office of Treasurer or Assistant Treasurer.

***Article XIV.9 Bylaws***

*The duties of the Assistant Collector(s) shall be to serve in the absence of the Collector and/or assist the Collector as mutually agreed upon.*

## 10. HISTORIAN

An Historian may be appointed from the membership of this Church by the Council annually.

### ***Article XIV.10 Bylaws***

*The Historian will act upon guidance from the Council.*

## 11. AUDITOR

An Auditor shall be elected for a two-year term at the Annual Meeting of this Church, but need not be a member of this Church.

The Auditor shall be responsible to the [Stewardship Ministry](#).

### ***Article XIV.11 Bylaws***

*Duties of the Auditor shall be:*

*To audit Church financial affairs annually within six months of the close of the fiscal year.*

*To be available for consultation with the Treasurer and the Business Manager*

## **Article XV**

### **Staff**

[All staff listed under this article shall be evaluated annually by the Personnel Committee in accordance with its established guidelines](#)

## 1. MUSIC

A Director of Music, an Organist, and any additional music staff may be recommended by the [Spiritual Nurture Ministry](#), and approved by the Council, and shall be responsible to the [Spiritual Nurture Ministry](#), but do not have to be members of this Church.

### ***Article XV.1 Bylaws***

*1. Duties of the Director of Music shall be:*

*a. To be responsible for the leadership and vision of the [Music Program](#) in this church.*

*b. To be responsible for the choirs and their leadership.*

*c. To be responsible for the care and maintenance of all musical instruments owned by this Church.*

*d. [To provide support for service teams that might arise around music programs and events.](#)*

*2. Duties of the Organist shall be:*

*a. To prepare for and play music in the worship services.*

- b. *To provide music for weddings, funerals and memorial services. If unable to play, will work with staff to find a suitable replacement.*

**2. DIRECTOR OF EDUCATION AND FAITH FORMATION**

A Director of **Education and Faith Formation** may be recommended by the **Education and Faith Formation Ministry**, for approval to the Council, and shall be responsible to the **Education and Faith Formation Ministry**, but does not have to be a member of this Church.

***Article XV.2 Bylaws***

*1. Duties of the Director of Education and Faith Formation shall be to have administrative responsibility for the Christian education program of this Church in collaboration with the Education and Faith Formation Ministry and the Senior Minister.*

**3. OFFICE STAFF**

- A. Business Manager
- B. **Administrative Assistant**

***Article XV.3 Bylaws***

- 1. The Personnel Committee will maintain job descriptions for the Office Staff positions.*
- 2. The Minister (or Senior Minister if there are multiple ministers) will serve as head of office staff in the daily operations of the church and will participate in the evaluation of all staff.*
- 3. The Business Manager will:*
  - a. *Be responsible to the Stewardship Ministry and will attend Council meetings as requested.*
  - b. *Supervise the custodians and other maintenance workers.*
- 4. The Administrative Assistant will be responsible to the Stewardship Ministry.*

**4. BUILDING MANAGER**

- A. **The Building Manager shall be hired by the Stewardship Ministry for a one-year term, eligible for renewal without restriction.**
- B. **The Building Manager shall be responsible to the Stewardship Ministry.**

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HISTORICAL NOTE: The original Manual of the Congregational Church, Durham, New Hampshire, was adopted by the congregation in 1895. The first changes to that Manual were made in 1937 and at the same time the name of the church was formally changed to Community Church of Durham (Congregational), the name which had been in common usage since 1923. Other major revisions were made in 1944, 1950, 1959 and 1961. It was the 1961 revision that changed the name of the document from Manual of to Constitution of the Community Church of Durham (Congregational). Also at that time the name of the church was changed to Community Church of Durham (United Church of Christ). Other significant revisions were made in 1963, 1976, 1980, 1984 and 2001. Minor changes were also made in 1986, 1988, 1991, and 1996. The establishment of bylaws separate from the constitution was done in 2001.

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### *Appendix 1 - Guidelines for Staff Evaluations*

*According to the Constitution, Staff Evaluations are to be completed annually and confidentially. The following guidelines have been established so that the process will be both identical and comparable. These guidelines are part of the by-laws of the Constitution of The Community Church of Durham, UCC.*

- » The evaluations will be based on the criteria found in each contract or terms of call.*
- » While it is understood that staff members may be interviewed or answer questions for any evaluation, no staff member will be a member of an evaluation committee.*
- » The Personnel Committee will conduct a two-way evaluation and dialog with staff members that is captured in a written evaluation that will become part of each staff members personnel file.*
- » At least three members of an evaluation committee will be present at the meeting, typically a member of the Personnel Committee, a member of the appropriate Ministry and the Senior Minister/Head of Staff.*

- 1. The Personnel Committee will remind the appropriate Ministry Chairs of the evaluation process and the guidelines to be followed.*
- 2. The Personnel Committee, operating as a Committee of the Whole, will review the previous year's process and evaluation for possible changes. Any changes in the process or evaluation instrument will be discussed with the Council. The Council and the Personnel Committee will come to agreement on the evaluation instrument, questions to be asked, and the process to be followed.*
- 3. Each Evaluation Team will go through the process that has been agreed upon, gathering information from Staff Members. Upon gathering the base information, the Evaluation Team, acting as a Committee of the Whole, will distill the information and write the*

*evaluation.*

- 4. When the written evaluation is completed, members of the Personnel Committee, acting as a Committee of the Whole, will meet to discuss all evaluations and, following concurrence, present the evaluations to the Council for review.*
- 5. Each Evaluation Team will review the evaluation with the staff member. Besides at least three members of the Board, there will be one member of the Council present. At the end of the presentation and review, all present will sign copies of the evaluation document. The staff member will keep a copy, and a copy will be kept in the staff member's personnel file.*
- 6. If during this process it is found that the position has changed or the job description or expectations have changed, this will be noted with a change in the staff person's contract.*
- 7. The Personnel Committee, in conjunction with the Council, shall annually review and agree upon terms of call for any and all pastoral staff.*