BYLAWS
OF
THE PRESTON CITY CONGREGATIONAL CHURCH
2024

ARTICLE I

Name

The name of this church shall be the Preston City Congregational Church.

ARTICLE II

Membership

The members of this church shall be persons who have been recommended by the Diaconate, have publicly accepted Jesus Christ, are in agreement with Congregational Church polity, and have provided one of the following:

(a) A satisfactory letter of transfer from another church

(b) A reaffirmation of faith, if a letter is not available

(c) A confession of faith and baptism, if with no previous church affiliation

1. Reception

Persons recommended by the Diaconate shall be received into membership, singly or as a group, during either a spring or fall church service customarily used for membership purposes. Any persons, who are unable to attend either of the above services, may be received by making arrangements with the Pastor and the Diaconate for an alternative Sunday. If a church service is not possible, and due to rare and extreme circumstances, an alternative time and location may be arranged. The names of candidates shall be presented to the congregation two weeks before being scheduled to be received into membership. Recommendation for membership shall be obtained upon attending one of two informational meetings, dates to be determined by the Diaconate.

2. Termination

In general, the continuance of membership shall be subject to the principles and usage of the Congregational Christian Church and specifically as follows:

(a) Any member in good and regular standing, who desires a letter of dismissal and recommendation to another church, upon request, is entitled to receive the

letter from the Clerk. The right to vote shall be suspended when a letter is granted, and membership shall terminate upon notice of acceptance into another church. Letters of recommendation shall be addressed to specific churches, and unaddressed letters shall not be granted.

(b) If a member desires to join a religious body with which this church is not in fellowship, or which would not receive its letter, the Diaconate may request the Clerk (at the member's request) to give him a certificate of his standing, at which time his membership shall terminate.

(c) An active member is a member who contributes to the life of the church. He/she shall support the church through faithful participation in worship (Exceptions include shut-ins, college students, and active-duty military personnel). Members whose addresses are unknown or who have not supported the church through faithful participation in worship may be transferred to an Inactive List as noted below. From the date of transfer to the inactive list, the subject individuals shall cease to be reported on the active membership roll and the privilege to vote shall be revoked. The Diaconate, with the concurrence of the Pastor and the Clerk, shall annually review the lists for completeness and accuracy and shall take the appropriate action in accordance with the above guidelines. Consideration for reinstatement to the active (voting) rolls may be made by contacting a member of the Diaconate. Members shall only be removed from the membership list upon their request, or in the event of their death.

3. Dual Membership

The availability of dual membership (the simultaneous membership in the Preston City Congregational Church and another Protestant Church) shall be considered under special circumstances and shall require the unanimous agreement of the Diaconate and the Pastor for acceptance. Possible foundations for application for dual membership include the expressed intention of the applicant to support both churches with an active interest. The Pastor and the Diaconate shall meet with the applicant to discuss the particular circumstances that would allow mutually beneficial relationships for all concerned without presenting obvious conflicts for the applicant or the churches. Such dual membership shall include all the rights and privileges of the usual, single membership**.**

4. Membership for Youth Under 18 Years of Age

See Article III, Section 2(d), "Quorum/Voting Members"

5. Online Membership

Online membership is available to a person 18 (eighteen) years or older who wishes to unite with our church, but is unable to join in person. An online member shall support the church through faithful participation in online worship. He/she shall have no privilege to vote on church matters and shall not be eligible to serve as a church officer. Online members shall meet the same membership requirements as traditional members.

ARTICLE III

Services And Meetings

The services and meetings of this church shall be as follows:

1. Worship

(a) Services of worship shall be conducted at designated hours each Sunday except when temporarily suspended for the safety of all by the agreement of the Pastor, the Pastor's Administrative Assistant, and the Senior Trustee, or their respective designees.

(b) The sacrament of the Lord's Supper shall be celebrated on the first Sunday of every month and at such other times as the church may determine. The baptism of adults and the baptism and dedication of children shall be administered at such time as the Pastor, or in his/her absence, the Diaconate may advise.

(c) Other services for worship, inspiration, prayer, and study may be held as determined by the church officers.

2. Business Meetings

(a) Annual Church Meeting and September Church Meeting

The Annual Meeting shall be held the second Sunday in February, or the following Tuesday if weather necessitates, for the following purposes:

1. to hear the yearly reports of the officers, committees, and organizations.

2. to elect officers, boards, committees, and auditors.

Unless previously addressed and finalized at a duly called business meeting of the church, the following items shall also be addressed at this time:

3. the adoption of the annual budget

4. the completion of plans for the new year

5. the transaction of any additional business

Notices for the Annual Meeting shall be posted by the Clerk at least five (5) days previous, shall be printed in the worship folder and shall be announced from the pulpit on the two (2) previous Sundays. Other business meetings that involve corporate action or that, in the opinion of the Standing Committee, deal with controversial matters shall have the same notice.

A Church Meeting shall be held the second Sunday September, or the third Sunday, if the church calendar necessitates, for the following purposes:

1. to hear reports of the officers, committees, and organizations.
2. the transaction of any additional business

Notices for the September Church Meeting shall be posted by the Clerk at least five (5) days previous, shall be printed in the worship folder and shall be announced from the pulpit on the two (2) previous Sundays. Other business meetings that involve corporate action or that, in the opinion of the Standing Committee, deal with controversial matters shall have the same notice.

(b) Budget Meeting (Standing Committee)

Prior to the Standing Committee's October Budget Meeting, the Employee Relations Committee and the Finance Committee shall prepare a church budget for preliminary review by the Standing Committee. At the October Budget Meeting, the Standing Committee shall review and reach a consensus on each line item (with or without change). The proposed budget shall then be forwarded to the congregation in early November for review, and the Stewardship campaign shall be conducted throughout the remainder of the year to support the budget.

(c) Regular Services As Business Meetings (Church)

1. As circumstances warrant, the regular Sunday or special mid-week meeting of the church shall be considered acceptable and official for the transaction of business. However, issues involving corporate action shall require the usual legal notice of other business meetings.

2. If more than one Sunday service is customary, the church members of all services shall be given, as near as possible, the same opportunity to hear the issues, to share their opinions, and to register their vote. However, to ensure that such special meetings maintain an identical order of business when held at different times for the identical purpose, the usual parliamentary rules cannot be used, and the vote shall be by referendum only. Consequently, only agreement (yes) or disagreement (no) with a referendum statement shall be possible. If the referendum totals do not show at least a 2/3^{rds} position of agreement, then a single meeting shall be called to resolve the issue. The Standing Committee shall ensure that, at a minimum, the Church Moderator and/or the Church Clerk, or their designee shall be available to answer questions and conduct the vote at all services that are also being used to conduct business.

(d) Quorum/Voting Members

A quorum shall consist of 5% of the voting members, but not less than twelve (12) when the voting membership is less than 240. Only active members of the church, eighteen (18) years of age or older, are eligible to vote on all issues that come before the church. However, membership under the age of eighteen (18) shall be attainable for those who successfully complete a Congregational confirmation program, and they shall be allowed to vote on all issues other than corporate issues. The Moderator, the Chairperson of the Standing Committee, the Clerk, and the Treasurer, after seeking each other's counsel, shall determine which issues are corporate issues. Unless a decision is unanimous and without qualification, the officers shall seek legal counsel from the church attorney.

(e) Official Year

The fiscal year of the church shall begin January first. All officers, boards, and committees shall continue in office until their successors are elected at the Annual Meeting in February.

3. Religious Education

The church shall conduct a church Sunday School. The purpose of the church Sunday School shall be to lead its members into an increasing experience of fellowship with God and to develop a character that shall be genuinely and consistently Christian in all human relationships. The church Sunday School shall endeavor to develop interest in the church and increase the desire and ability of its members to participate in the life and work of the church. As a part of Christian training, the school shall be afforded the

opportunity to contribute to the regular expense and benevolence budgets of the church.

Operating within the scope of their respective positions, both the Director of Religious Education (D. R. E.) and the Board of Religious Education shall participate in the direction of the church Sunday School. As circumstances warrant, and if in general agreement, the D.R.E. and the Board of Religious Education may propose administrative changes of the church Sunday School to the Standing Committee for adoption by the church. As required, the Diaconate shall be made available to assist the D. R. E and the Board of Religious Education in the resolution of those outstanding issues where a general agreement cannot be obtained. The specific roles of the D. R. E., the Board of Religious Education, and the Diaconate are described elsewhere in the Bylaws.

The church Sunday School shall include all the distinctly religious educational activities of the church.

ARTICLE IV

Officers

All officers of the church shall be active church members and shall be subject to removal by a majority vote of the church.

1. Pastor

The Pastor shall be called for an indefinite time by a two-thirds vote of the members present. When a vacancy occurs in the pastorate, the Standing Committee shall appoint a Pastoral Search Committee from the membership. The Pastoral Search Committee, after seeking the guidance of the Divine Spirit, shall request information of potential candidates from local sources, state, and national fellowships, and shall propose one candidate to the Standing Committee for consideration. The Standing Committee shall review the report on the selected candidate and conduct any additional investigation it deems necessary. If in its judgment the candidate should be called to the pastorate, the Standing Committee shall introduce the candidate to the church and call a meeting to propose his/her selection. While the term of the Pastor shall be indefinite, the church may at any time call a meeting to request (by a majority vote) his/her resignation and expect that it will be presented within sixty days.

Likewise, the Pastor shall give sixty days notice in case he/she wishes to leave of his own volition; however, in the case of loss of ministerial standing on the part of the Pastor; relations shall cease at once.

The Pastor shall be in charge of the Christian Education and the spiritual welfare of the church with the assistance of the Diaconate and the D. R. E.

The Pastor shall seek to enlist individuals as followers of Christ, preach the gospel, administer the sacraments, provide for all services of public worship, and administer the activities of the church in cooperation with the various boards and committees. In addition to his/her specific appointment to several boards and committees, the Pastor shall be an ex-officio member of all other boards and committees. With the exception of matters concerning himself/herself, he/she shall be available to preside at any meeting of the church when neither the duly elected moderator/chairperson nor an alternative officer is present.

2. Clerk

The Clerk shall keep a faithful record of the proceedings of the church and of the Standing Committee and shall serve as their secretary. The Clerk shall keep a register of the addresses of church members (with the dates and modes of their reception and removal), and a record of baptisms and marriages. The Clerk shall issue letters of transfer voted by the Diaconate (notifying the churches to which they are addressed), shall preserve on file all communications and written official reports, shall notify all persons elected to offices and committees, shall give legal notices of all meetings when such notices are necessary, and shall conduct all correspondence so far as it is not otherwise provided. Additionally, the Clerk shall perform such other duties as are prescribed by law or as usually pertain to the office of a clerk or secretary of an assembly, including the signing of official church documents and, in the absence of the Treasurer and Assistant Treasurer, the dispersing of church funds as directed by the Standing Committee or the church, as appropriate.

The Clerk is one (1) of five (5) church officers given signature authority by the church to facilitate carrying out the duties of the office as noted above. However, for other than routine duties and specifically for all cases involving corporate action by the church, the Clerk shall faithfully follow the direction of the Standing Committee or the Congregation before proceeding to finalize any transaction. Two (2) authorized church signatures shall be required for all real estate and mortgage agreements.

The Clerk's term of office shall be three (3) years with eligibility for re-election.

3. Financial Secretary

The Financial Secretary shall receive all pledge monies for current expenses and other pledge card line items and shall keep an accurate account with each contributor and the

respective fund treasurer (taking receipts for the same). Additionally, he/she shall receive all offerings and special collections (except as noted elsewhere), shall deposit all monies received in the proper accounts, shall have signature authority to set-up and withdraw from all accounts in his/her jurisdiction and shall give such bonds as the Standing Committee or the congregation shall prescribe. The Financial Secretary shall furnish all members and/or families with weekly envelopes as they request.

Without specific church approval to the contrary, only institutions offering FDIC guarantees shall be used for the deposit of church funds**.**

The Financial Secretary is one (1) of five (5) church officers given signature authority by the church to facilitate carrying out the duties of the office as noted above. However, for other than routine duties and specifically for all cases involving corporate action by the church, the Financial Secretary shall faithfully follow the direction of the Standing Committee or the congregation before proceeding to finalize any transaction. Two (2), authorized church signatures shall be required for all real estate and mortgage agreements.

The Financial Secretary's term of office shall be three (3) years with eligibility for re-election.

The Diaconate Fund collections shall be received, recorded, and deposited in a separate account by the Diaconate Fund treasurer.

4. Assistant Financial Secretary

In the absence of the Financial Secretary, the Assistant Financial Secretary shall initiate and act upon the Financial Secretary's standing orders to carry out the collection, posting and deposit procedures of the weekly loose and envelope (pledge) offerings.

When possible, before an absence of the Financial Secretary and upon his/her return, the Financial Secretary and the Assistant shall meet to discuss, review, and agree upon the current status of the accounts. Any unresolved concerns shall be jointly brought to the attention of the Standing Committee for further direction. During the absence of the Financial Secretary, the Assistant Financial Secretary shall assume the signature authority for the accounts of the Financial Secretary and is one (1) of five (5) church officers with such authority. The Assistant Financial Secretary is a voting member of the Standing Committee and has a three (3) year term of office with eligibility for re-election. Election of the secretaries shall be coordinated so both do not occur in the same year.

5. Church Treasurer

The Treasurer shall receive the receipts for all monies deposited in the Treasurer's accounts by the Financial Secretary and shall give receipts for any other funds received before delivering them to the Financial Secretary, or such depository as the Standing Committee or congregation shall order. Under the direction of the Standing Committee, the Treasurer shall have custody of all documents relating to the property and finances of the church, shall have signature authority to pay the bills of the church on approval of the Standing Committee, shall keep accurate records of all receipts and disbursements, and shall give such bonds as the Standing Committee or the congregation shall prescribe.

The Treasurer is one (1) of five (5) church officers given signature authority by the church to facilitate carrying out the duties of the office as noted above. However, for other than routine duties and specifically for all cases involving corporate action by the church, the Treasurer shall faithfully follow the direction of the Standing Committee or the congregation before proceeding to finalize any transaction. Two (2) authorized church signatures shall be required for all real estate and mortgage agreements.

The Church Treasurer shall ensure that all church received incomes and monetary gifts, including pledge contributions, loose collections, fundraiser proceeds, property sales, and monetary legacies are deposited only with institutions offering the FDIC guarantee. At risk investments (speculative and/or uninsured) of any church funding shall not be made without the approving vote of the church. However, speculative investments received by the church as gifts may be held and managed by the Standing Committee with the advice of the Finance Committee.

All memorial contributions and legacies to the church, regardless of the manner of conveyance, shall be in the custody of the Memorial Fund Treasurer and, unless directed otherwise by the donor or donor's family, shall be invested in the Permanent Fund of Article IX. The Treasurer's term of office shall be three (3) years with eligibility for re-election.

6. Church Assistant Treasurer

In the absence of, or in coordination with the Treasurer, the Assistant Treasurer shall carry out the duties of the Treasurer.

During the absence of the Treasurer, the Assistant Treasurer shall assume the signature authority for the accounts of the Treasurer and is one (1) of five (5) church officers with such authority. The Assistant Treasurer is a voting member of the Standing Committee and has a three (3) year term of office with eligibility for re-election. Election of the treasurers shall be coordinated so both do not occur in the same year.

7. Director Of Religious Education (D.R.E.)

The D.R.E. shall assist the pastor in bringing the church family to a deeper understanding of the church and Jesus Christ and shall provide spiritual growth and commitment to the church through worship, study, and fellowship. Reporting to the Standing Committee and working with the guidance of the Pastor, he/she shall advise and cooperate with the Board of Religious Education as an equal in authority on board matters. However, the D.R.E. shall have a larger scope of authority and shall be a leader in the development and supervision of the educational programs pertaining to Christian education, including, but not limited to, the regular Sunday programs and related activities.

The D.R.E. candidate shall be interviewed by and, with the Pastor's approval, nominated by the Employee Relations Committee for review and approval by the Standing Committee. The D.R.E is an employee and member (officer) of the church and shall be elected to the position by the church for an indefinite term.

8. Pastor's Administrative Assistant

The Pastor's Administrative Assistant shall assist the Pastor in performing the more routine office duties of the Pastoral position that do not require the Pastoral authority, presence, or initiative. Such duties include, but are not limited to, the day-to-day operation of the church office, preparation of church calendars, bulletins, newsletters, and official church documents. When appropriate and necessary, the Administrative Assistant shall serve as liaison and advisor to the Pastor in responding to the numerous requests and inquiries of the church office. As circumstances warrant, the Administrative Assistant shall also serve as schedule coordinator for the activities and functions of the numerous church organizations.

The Administrative Assistant also serves as the church secretary and is responsible for the management and operation of the church office.

A candidate for the office of Administrative Assistant shall be interviewed by and, with the Pastor's approval, nominated by the Employee Relations Committee for review and acceptance by the Standing Committee. The Administrative Assistant is an employee and member (officer) of the church and shall be elected to the position by the church for an indefinite term.

9. Historian

The Church Historian shall collect, organize, and maintain material that will faithfully represent the life and purpose of our church to future generations. In addition to the collection of current information, the Historian shall, as circumstances warrant, review

existing church records for the events and actions of past congregations that were influential in the development of our present church. As opportunity allows, the Historian may be consulted by members of the congregation concerning the church records of previous family members.

The Historian's term of office shall be three (3) years with eligibility for re-election.

10. Moderator

The Moderator shall be the presiding officer or chairperson at all official, church business meetings that require the action of the congregation of voting members, including the Annual Meeting and the business meetings held during the week or on Sunday after the church service. In chairing the meeting, the Moderator shall adhere to accepted parliamentary procedure and the current church bylaws. The Moderator shall be careful to abstain from the appearance of partisanship, but shall retain the right to call another officer to the chair in order to personally address an issue under discussion. To ensure that all pertinent points of view are heard and, as appropriate, that the interests and ideals of the church are given full consideration, the Moderator shall be thoroughly briefed on all issues that will come before the congregation for action.

Because the Moderator is a church officer, he/she shall be a voting member of the Standing Committee. However, as the Standing Committee chair usually presents the Standing Committee position on all matters that come before the church congregation, in the interests of impartiality, the church Moderator shall not also be the Standing Committee's chairperson (moderator). This separation of duties (between Standing Committee Moderator and Church Moderator) presents the congregation with a more impartial format for the evaluation of Standing Committee proposals.

If unavailable to preside at a meeting, the Moderator shall designate another church officer to serve as Moderator at the meeting. The Moderator shall be elected at the Annual Meeting for a term of three (3) years and shall be eligible for re-election.

11. Diaconate and Trustees

The members of the Diaconate (Board of Deacons) and the Board of Trustees are officers of the church, and the positions are described under Article V (Boards).

12. Other Officers

Other officers may be elected as need shall dictate.

ARTICLE V

Boards

All board members shall be active members of the church and shall be subject to removal by a majority vote of the church.

1. Diaconate (Board of Deacons)

The Diaconate shall consist of six (6) members, who shall be elected at the Annual Meeting for terms of six (6) years in such manner that the term of one member shall expire annually. After serving one full term, the Deacon/Deaconess shall be ineligible for re-election for one year.

The Diaconate shall support the Pastor by being responsible for maintaining and continuing the spiritual well being of the church. Additionally, the Diaconate is entrusted to demonstrate the appropriate example to the congregation in all spiritual matters that reflect the character, purpose, and desire of the church.

The Diaconate shall be responsible for the maintenance of an Emergency Assistance Fund for the purpose of helping those within the immediate community who find themselves with urgent needs and very limited resources. Selection to receive such emergency funding requires both the affirmative vote of the Diaconate and the concurrence of the Pastor.

However, the Diaconate shall decide the appropriate amount of funding support for each circumstance.

The Diaconate shall be responsible for the maintenance of a Scholarship Fund and shall annually (usually in the spring) solicit applications from interested members of the church that desire financial assistance to attend college in the fall. The Diaconate shall make the final selection(s) and shall award the scholarship during a Sunday church service in June. The Diaconate shall be responsible for the selection and reception of the non-monetary portion of any contributions to the church. If a memorial fund is to be opened to raise money for a gift, the donor, or the family of the deceased, may petition the Diaconate for permission to use part or all of the received memorial monies for a specific gift or use to the church. The Diaconate alone shall have the sole authority for negotiating such requests with the donors and shall have the authority for the ultimate approval or denial of the requests. However, any money not used within one year for the purchase of a specific gift, shall automatically become part of the Permanent Fund and shall, in accordance with Article IX, only be disbursed by the direction of the Standing Committee or the church.

Although not a member of the Standing Committee, a member who has served a term on the Diaconate of this church is considered a member emeritus of the Diaconate. At the discretion of the Head Deacon/Deaconess, the Deacon/Deaconess Emeritus may be invited to serve communion as circumstances allow.

a. Diaconate Fund Treasurer

The Diaconate Fund Treasurer shall keep a current and accurate account of all monies received and disbursed from the Deacons' Fund and all the Scholarship Funds. The funds, which are to be kept separate from each other and from all other church accounts, are to be disbursed by the Diaconate Fund Treasurer at the direction of the Senior Deacon and the Pastor. The Diaconate shall select the Diaconate Fund Treasurer from the current or a former Diaconate membership. If unable to secure a treasurer from either the current or a former Diaconate membership, who is available to attend meetings, the process reverts to the Nominating Committee for a nominee from the membership at-large.

When the Diaconate Treasurer is selected by the Diaconate as noted above, the Diaconate Treasurer continues in office until either the incumbent or the Diaconate desires to make a change. However, if the nomination falls to the Nominating Committee, the Diaconate Treasurer shall be elected at the Annual Meeting for a three (3) year term with eligibility for re-election.

b. Memorial Fund Treasurer

The Memorial Fund Treasurer, under the guidance of the Diaconate, shall keep a current and accurate account of all monies received and disbursed for specific memorials to deceased members and friends of the church. Such memorial funds shall be kept separate from all other church accounts and from each other and shall only be disbursed for specific memorials under the direction of the Diaconate. Unused or any unspecified memorial funding shall revert to the Permanent Fund where disbursement shall be in accordance with Article IX. The Memorial Fund Treasurer shall be elected at the Annual Meeting for a three (3) year term and shall be eligible for re-election.

2. Board Of Religious Education

The Board of Religious Education shall consist of the Pastor, the D.R.E., and six (6) additional members, two (2) of whom shall be elected at the Annual Meeting for a three (3) year term in such a manner that the terms of two (2) of the members shall expire annually. After serving one full term of three (3) consecutive years, a member shall be for one (1) year ineligible for re-election.

With the guidance of the D.R.E., the Board shall be responsible for the operation of the educational programs of the church with the full power to appoint and remove teachers and to inaugurate and maintain additional religious educational activities. The Board shall also be responsible, as circumstances allow, for the development and direction of programs and activities for the Pilgrim Fellowship(s). The Board shall cooperate in the educational aspects of social services and benevolences, shall determine the appropriation of funds contributed by the Church School, and shall set up its annual budget.

The Board shall elect its own chairperson and other officers annually, and the D.R.E. shall not be eligible for these positions. The chairperson of the board, or the chairperson's appointed designee, shall represent the Board of Religious Education on the Standing Committee.

3. Board of Trustees

The Board of Trustees shall consist of six (6) members, two (2) of whom shall be elected at the Annual Meeting for terms of three (3) years in such a manner that the terms of two (2) member shall expire annually.

As circumstances warrant, the Board shall meet before the monthly Standing Committee meeting to prepare a position on current issues to present to the Standing Committee for consideration and approval. The most senior Trustee(s) shall have the option of serving as the Head Trustee(s) or appointing or electing another member of the board. Under the direction of the Standing Committee, the Board of Trustees shall be the principal body responsible for the care and custody of the church property.

Additionally, as the principal custodian of the church property, the Head Trustee or his/her designee, after conferring with other Trustees and/or church officers as appropriate, shall have the authority to initiate emergency repairs to the church utilities for the continuance of service and/or to authorize emergency repairs to the church buildings and grounds to prevent further, impending damage. The Pastor (or the church office) shall be immediately notified of the problem, of the selected course of action and, if possible, notified before repairs are contracted or work started. Additionally, as soon as practicable, at least one church financial officer shall be contacted concerning the likely cost of repairs and the terms of the payment.

At the discretion of the Head Trustee, or his/her designee, the Trustees shall have $700 available from the annual Repair and Maintenance budget line item for each emergency repair. Any additional funding required must be requested from the Treasurer and the Church Office.

The Board shall have no authority to buy, sell, mortgage, lease, or transfer property without specific authority given by the church membership**.**

4**.** Standing Committee

The seventeen (17) member Standing Committee shall serve as the administrative board for church operations and shall consist of the following elected positions:

a. The Officers: Pastor, Clerk, Financial Secretary, Church Treasurer, D.R.E, Pastor's Administrative Assistant, Historian, and Moderator-- total (8)

b. The Boards: Senior Deacon (or designee) (1) and Head Trustee (or designee) (1) -- total (2)

c. The Board Chairperson (or designee): Religious Education -- total (1)

d. The Committee Chairpersons (or designee): Missions Committee/Chairperson, Music Committee/Director, Flower Committee, and Finance Committee -- total (4)

e. Members-at-Large (one man and one woman), who are elected at the Annual Meeting for a period of one year and shall be for one year ineligible for re-election -- total (2). The Nominating Committee shall use these two, annually expiring, non-officer positions to increase the participation of the membership in the administrative and decision making process of their church.

The Standing Committee shall consider the entire mission of the church, advise the Pastor on the general direction of the church's activities, and cooperate with him/her in the formation of a well-rounded program. The Standing Committee may act for the church in routine matters, always assuming that unless such action is taken with a 2/3rds majority of voting members (abstentions do not count), the board must seek the confirmation of the church.

Additionally, if a proposed action is not in the accepted budget and the cost exceeds 10% of the current annual budget, the board must seek the approval of the church. The proposed annual budget and the slate of officers shall have been reviewed and approved by the Standing Committee before submission to the Annual Meeting for final approval. Both the proposed annual budget and the slate of officers may be amended at the Annual Meeting.

If a vacancy in the current elected slate arises during the year, the Standing Committee shall request a nomination for a replacement from the Nominating Committee. If the nomination is approved by the Standing Committee, the appointed nominee shall serve until the next Annual Meeting. Upon election at the Annual Meeting, the incumbent

shall complete the unexpired term and shall also be eligible for re-election to a full term.

The Standing Committee shall annually elect its own chairperson, who shall, as circumstances warrant, present the position of the Standing Committee at business meetings and the Annual Meeting. If the chairperson anticipates being unavailable to preside at a Standing Committee Meeting or to attend a church business meeting, he/she shall appoint a church officer from the Standing Committee to preside or to attend as circumstances require. The Standing Committee shall meet monthly, and the Clerk shall be its secretary. A quorum shall be required for the Standing Committee to transact official business, and a quorum shall be a 50% representation from the full committee membership. However, in the event a committee person is serving in more than one capacity, the total membership of the committee shall be accordingly reduced by one for each instance. If the committee membership is an odd number, 50% of the next lower number shall constitute a quorum.

ARTICLE VI

A. Committees Appointed by the Standing Committee

All members of committees noted in the Bylaws shall be active members of the church and shall be subject to removal by a majority vote of the church.

1. Nominating Committee

The Nominating Committee shall consist of the Pastor and three (3) active church members, appointed by the Standing Committee for a three (3) year term. The members shall serve a three-year term in such a manner that the term on one member shall expire annually. The appointment of the new member shall be made at the October meeting of the Standing Committee. If a vacancy should occur, the Standing Committee shall appoint a member to serve the remainder of the vacated term.

The committee shall prepare nominations for the expiring terms of all officers, boards, and committees noted in the Annual Report for review and acceptance by the Standing Committee at the December meeting. As the Nominating Committee prepares lists of candidate nominees for each expected vacancy, the committee shall seek additional information from the membership with questionnaires seeking the names of any interested persons or the suggestion of other qualified members who might have an interest in the openings.

2. Employee Relations Committee (ERC)

The Employee Relations Committee shall consist of the Pastor, the Clerk, the Treasurer, one (1) Deacon, one (1) member of the Finance Committee, one (1) Trustee, one (1) member from the Music Committee and one (1) member from the Board of Religious Education. One (1) additional member shall be appointed from the Standing Committee or the congregation-at-large to bring the committee membership to a total of nine (9). All appointments shall be made by the Standing Committee at the September Semi-Annual meeting or when a vacancy occurs and shall be for a one (1) year term with eligibility for re-appointment. The Standing Committee shall show preference to members with at least a general knowledge of church operations, church employee duties and currently accepted employment practices.

The purpose of the ERC is to act as the Personnel Committee for the Standing Committee and to be cognizant of all matters concerning the paid employees of the church. The employee positions (with the exception of the Pastor) and the location of the associated position description (PD) are listed below:

- Pastor's Administrative Assistant (PAA)/Church Secretary
  PD located in the Bylaws
- Director of Religious Education
  PD located in the Bylaws
- Music Director/Organist
  PD located with the Employees Relations Committee
- Church Sexton
  PD located with the Employees Relations Committee

The committee shall meet in the early fall before the Standing Committee sets the proposed budget for the following year. The committee shall interview the staff employees (with the exception of the pastor) individually at this time to discuss any issues that the employee or the committee may have concerning the work, the possible solution to any existing problems and the current pay schedule. The committee shall then meet in private to share one another's evaluation of the information presented and to propose any pay adjustments for the coming year that may be required. The committee shall then report their findings to the Standing Committee for action at the October Budget Meeting.

The Standing Committee may require additional meetings of the ERC during the year when staff changes are being considered or when other issues concerning the employees require resolution.

If recommending a new Director of Religious Education, a Pastor's Administrative Assistant or an Assistant Pastor to the Standing Committee, the Pastor's agreement with the selection is required. If the Standing Committee does not

accept or reject the ERC's selection with a 2/3rds majority, the ERC has the same options as the Nominating Committee; i.e., the ERC can either present another name or proceed to present the name to the congregation for consideration.

3. Pastoral Search Committee

When the need for a new pastor arises, the Standing Committee shall appoint a Pastoral Search Committee from the membership that shall include Diaconate representation. The committee shall elect a chairperson, conduct a search of all reasonable sources, and periodically report its progress to the Standing Committee as required. The Pastoral Search Committee shall review resumes, interview candidates, travel (when practical) to hear candidates' sermons, and shall propose one candidate at a time to the Standing Committee for its consideration. The Pastoral Search Committee shall disband upon the completion of a successful search.

4. Pastoral Relations Committee

Upon selection of a new Pastor, the Standing Committee shall appoint two active members from the church membership to serve on the Pastoral Relations Committee for an unspecified term. The Pastoral Relations Committee shall meet with the Pastor regularly to discuss the progress the church is making toward the desired goals. In addition to reviewing the current status of the church with the Pastor, the Committee shall serve, when the parties so desire, as an intermediary between the Pastor and members of the congregation. The members of the Pastoral Relations Committee may be replaced at any time by the Standing Committee, but only with the concurrence of the Pastor.

5. Planning and Coordinating Committee

The Planning and Coordinating Committee (P&C Committee) shall be tasked with the identification, organization and prioritization of the maintenance and improvement of the church buildings and the maintenance, replacement and upgrade of equipment within the buildings as used to support the church operations.

As a result of this inventory of present and future church needs, the Finance Committee shall be in a better position to use realistic budget estimates for the following budget line items in October: "maintenance and repair," "unscheduled expenses" and "capital improvements." This information also enables the P&C to prioritize other feasible initiatives in the light of this church's mission for presentation to the Standing Committee for future consideration.

The committee shall meet quarterly or as required and shall draw upon the diverse and deep church involvement of its membership in making its recommendations. The committee shall comprise the Pastor, the Moderator, the Clerk, the Treasurer, the Financial Secretary and/or the Assistant Financial Secretary, the Director of Religious Education, the Head Deacon (or an appointed alternate), and the Head Trustee (or an appointed alternate). For those individual officers not able to serve, the Standing Committee shall make appropriate substitutions with "members at large." Appointments shall be for one (1) year with eligibility for reappointment.

6. Event Coordinating Committee (ECC)

The Event Coordinating Committee, previously known as the Alternative Use Committee (AUC), serves as the clearinghouse or screen before bringing fundraising event proposals to the Standing Committee for their consideration for inclusion as part of the church's on-going program. All funds raised by the ECC automatically go toward meeting the current years' proposed operating budget unless specifically determined otherwise by the Standing Committee.

The ECC is limited to not more than six (6) church members, who shall elect their own chairperson. The chairperson or his or her designee shall prepare an annual report summarizing the committee's yearly activity, and this account shall be included in the church's annual report. Committee members are elected for a three (3) year term and are eligible for re-election.

B. Committees Elected by the Church Congregation

1. Missions Committee

The Missions Committee shall comprise a minimum of three (3) church members elected at the Annual Meeting for a one (1) year term with eligibility for re-election.

The committee shall be organized to fulfill the church's commitment to missionary work at home and abroad. The committee is responsible, with the approval of the church, for the appropriate disbursement of the mission monies. After receiving preliminary review comments and suggestions from the Standing Committee, the Missions Committee shall compose its final apportionment and distribution schedule for presentation to the church at a duly called business meeting.

The Missions Committee shall elect its own chairperson annually, and the chairperson (or chairperson's designee) shall represent the Missions Committee on the Standing Committee.

2. Finance Committee

The eight (8) member Finance Committee shall comprise the Pastor, the Treasurer, the Assistant Treasurer, the Financial Secretary, the Assistant Financial Secretary and three (3) additional church members elected at the Annual Meeting to have cognizance of all the individual funds of the church. The three (3) elected members shall have one (1) year terms with eligibility for re-election. The committee shall meet at least quarterly to review the church's individual and total funding and to determine how the funds shall be safely invested to best support the future plans of the church.

The Finance Committee shall draft the annual church budget for review and approval by the Standing Committee at its October budget meeting. The preliminary draft shall consider all budget line items with the exception of the employee's salaries, which are recommended by the Employees Relations Committee. The committee shall elect its own chairperson annually, and the Pastor, Treasurer, and the Financial Secretary shall not be eligible for this position. The chairperson shall present the proposed budget to the Standing Committee at the October budget meeting.

3. Stewardship Committee

The Stewardship Committee shall comprise the Pastor, one member of the Finance Committee, and a minimum of three (3) additional members. The members shall be elected at the Annual Meeting for a one (1) year term and shall be eligible for re-election. The Stewardship Committee shall seek support of the proposed budget by arranging short presentations on selected Sunday mornings during the fall Stewardship Campaign to encourage the attainment of the desired goals.

4. Bylaw Committee

The Bylaw Committee shall consist of the Pastor, the Clerk, and three (3) additional church members elected at the Annual Meeting for a one (1) year term with eligibility for re-election. The Bylaw Committee shall meet annually in the fall or as needed to review the current Bylaws and to draft changes and updates. The revised Bylaws shall be presented to the Standing Committee for preliminary review comment**s** and suggestions before presentation to the church for final approval at the Annual Meeting. Bylaw changes require a two-thirds (2/3rds) vote of the voting members at the Annual Meeting

5. Other Committees

Additional committees may be appointed at the Annual Meeting, at a business meeting, or by the Standing Committee as appropriate.

ARTICLE VII

Other Elected Officials

The following elected officials shall be active members of the church:

1. Fellowship of Northeast Congregational Christian Churches Representative

The Northeast Fellowship Representative shall represent the church as a voting member of the Fellowship Executive Board. The Board consists of one representative from each of the Fellowship churches and meets six times a year in Hartford**.** The representative shall be elected at the Annual Meeting for a one (1) year term with eligibility for re-election.

2. Fellowship and Association Delegates

The church's quota of voting delegates *(based on current church membership totals)* shall be elected at the Annual Meeting for a one (1) year term to attend the following semi-annual and annual meetings respectively:

(a) The Fellowship of Northeast Congregational Christian Churches

(b) The National Association of Congregational Christian Churches

The delegates shall be eligible for re-election.

If a church appointed delegate elects to attend any out-of-state meeting, the Standing Committee shall consider reimbursement in full or in part for each delegate.

3. Auditors

Two (2) auditors shall be elected at the Annual Meeting to serve for three (3) years. They shall examine all church financial accounts and issue a report for the Annual Meeting. The Auditors shall be eligible for re-election.

4. Chairpersons of Other Organizations

The following chairpersons/representative/head shall be nominated by the Nominating Committee and elected at the Annual Meeting for a one (1) year term with eligibility for re-election:

a. Music Committee* Chairperson (Standing Committee Rep.)

b. Flower Committee* Chairperson (Standing Committee Rep.)

c. Decorating Committee*

d. Coffee Committee* Chairperson

e. Hospitality Committee* Chairperson

f. Head Usher

g. Preston City Cemetery Representative

*Note: With the exception of the chairpersons of the above committees (a) through (e), committee membership is not restricted to church members. Additionally, with the exception of the head usher (f), participation as an usher is also not restricted to church members. Consequently, any interested individual may be nominated by the Nominating Committee and participate fully with organizations (a) through (f) when elected at the Annual Meeting.

ARTICLE VIII

Auxiliary Organizations

All organizations connected with the church and using its equipment are regarded as integral parts of the church and under its general jurisdiction. Auxiliary organizations are invited to contribute to the church under plans of their own choosing.

ARTICLE IX

Finance

1. Offerings/Pledges

The church shall seek supporting contributions from individuals and organizations. Opportunity shall be offered to all friends and members of the church to make written pledges to support the Annual Stewardship Drive. The Pledge Card apportionment of monies for current expenses, benevolences, and specific projects shall be used to support the proposed budget presented to the church for approval.

2. Memorial Funds

All gifts to the church in memory of a loved one shall have one (1) year to be allocated as the donor specifies. However, the Diaconate shall reserve the authority to determine that the gift is appropriate and not in conflict with any existing church principles or policies. A less than unanimous decision by the Diaconate must be brought to the Standing Committee for a favorable 2/3rds resolution before acceptance.

(a) Unrestricted Memorial Funds after One (1) Year

All legacies not apportioned by the families of the deceased to some specific purpose within one (1) year shall be transferred to the Unrestricted General Memorial Fund.

The contributions to the various Unrestricted General Memorial Funds shall be kept in separate accounts by the Memorial Fund Treasurer, and both the principal and the interest of the funds shall be available to the Church or the Standing Committee as either deems necessary and appropriate.

(b) Restricted Memorial Funds (currently $10,000 minimum); A.K.A "The Permanent Fund"

The Restricted Funds shall be kept in separate accounts by the Memorial Fund Treasurer and the following restrictions are possible:

1. No principal may be used; however, the Church or the Standing Committee may use the interest for any purpose at any time.

2. No principal may be used, and the interest may only be used for a specified purpose.

3. The disbursement of principal (1&2 above) or the disbursement of interest for purposes other than that specified (2 above) from the Permanent Fund shall only be considered when the church finds itself in extreme financial difficulty for which it is unable to find a solution for continuance as a church.

4. The Church may seek legal consultation on the specifics of the desired distribution before proceeding with a church vote on the issue. Alternatively, a detailed inventory of such restricted funds might show that the restricted amount is relatively small and insufficient for the current needs.

5. If the Church decides to proceed, the usual requirements for a church business meeting and a 2/3rds majority shall pertain.

ARTICLE X

Right to Dissolve & Dissolution

After exhausting all options and alternatives, the Members of the Church, by the required affirmative vote, may dissolve the church.

Any action to dissolve the Church must be approved by a two-thirds (2/3) vote of eligible Voting Members of the Church present at a meeting called to specifically consider such action, for which meeting written notice has been issued to all Members eligible to vote in accordance with the provisions of these bylaws. After the satisfaction of all obligations, debts, and liabilities of the Church, all of the assets, with the exception of real estate, shall become the property of the Fellowship of Northeast Congregational Christian Churches, or in the case of their dissolution, the National Association of Congregational Christian Churches.

ARTICLE XI

Amendments & Rules of Order

These Bylaws may be altered or amended by a two-thirds (2/3) vote at any Annual Meeting. Additionally, under urgent conditions that impact the welfare of the Church and upon a 2/3rds vote of the Standing Committee, a special meeting of the church may be called at any time to consider a Bylaw revision. A notice specifying the substance of the proposed amendment shall have been given from the pulpit, announced by the Clerk, and printed in the Worship Folder on the two (2) Sundays immediately preceding said meetings.

After briefing the Bylaw Committee, Bylaw changes may be proposed by any active member, but only at the Annual Meeting.

The rules contained in "Robert's Rules of Order" shall govern the business meetings of the Preston City Congregational Church in all cases except when such rules would contradict the church bylaws.