

**DENNIS UNION CHURCH**

713 Main St. (Route 6A)

Dennis, MA 02638

**BYLAWS OF  
DENNIS UNION CHURCH**

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# BYLAWS OF DENNIS UNION CHURCH

## ARTICLE I - NAME

The name of this church is the **Dennis Union Church** (the “Church” or “DUC”), located at 713 Main Street, Route 6A, Dennis, MA 02638. The Church is part of the United Church of Christ.

## ARTICLE II - GOVERNMENT

The government of this Church is vested in its members, who exercise the right of control in all its affairs through church meetings or as delegated in these Bylaws to elected Officers, Boards and Committees. We believe in the freedom and responsibility of each believer, and the right to personal individual decision. We hold to the liberty of the local church and its independence of any external ecclesiastical control. We cherish the fellowship of the churches, united in the Barnstable Association, Southern New England Conference of the United Church of Christ, and general Synod of the United Church of Christ, for counsel, cooperation, and action in matters of common concern; and we gladly affirm our free and responsible membership in the United Church of Christ.

## ARTICLE III - DOCTRINE

### A. Statement of Faith

This Church commends to its members the Statement of Faith of the United Church of Christ as a testimony of common faith for use in worship, in private devotions and for purposes of study.

### B. The Covenant of Dennis Union Church

In humble dependence on the grace of God, and in the presence of God and this congregation, we do covenant with one another and the Lord to walk before Him in love all the days of our lives. We make it our purpose to be at peace with all people; we accept as our responsibility the worship of God, the fellowship of this community of faith, and the witness of Christ’s Church; and we claim as our mission the promotion of justice, human dignity, and peace. Thus we bind ourselves to follow where the Spirit of God shall lead, revealing God’s will for our lives and the life of the Church.

### C. Anti-Discrimination Policy (adopted 2005)

In accordance with the unconditional love of God towards all humanity and with abiding faith in the teachings of Jesus Christ our Lord and Savior, the members of Dennis Union Church, with honesty of thought and expression, do freely welcome all people into our fellowship and worship. This welcome is neither constrained by differences in an individual’s station in life nor by differences in circumstances of birth, being inclusive of race, national origin, ethnicity, gender, age, disability, marital status and sexual orientation. We do humbly and earnestly affirm our commitment to this anti-discrimination policy.

D. Open and Affirming (“ONA”) Declaration (adopted 2017)

Believing that everyone is a child of God, it is with joy and in the love of Christ, that we welcome all persons into the full life, ministry and mission of Dennis Union Church. We choose not to turn away anyone whom Christ would welcome. We affirm the dignity and worth of every person including, but not limited to, people of every race, ethnicity, age, gender, gender identity or expression, sexual orientation, physical or mental ability, family structure or economic circumstance. We celebrate God’s creative love shown in the wide diversity of humanity and the unique gifts each of us brings to the world. It is our intention to love one another as Christ has loved us.

E. The Wider Fellowship

We hold to the unity and universality of the United Church of Christ, and will unite with all its branches in hearty cooperation; and will earnestly seek that the prayer of our Lord may be answered “that they may all be one.” We gladly affirm our membership in the Cape Cod Council of Churches.

**ARTICLE IV - MEMBERSHIP**

A. Qualifications

The Dennis Union Church will welcome into its membership any person who has been baptized and who seeks membership by Confession of Faith, by Reaffirmation of Faith, or by Letter of Transfer, and having been received by the Board of Deacons (“Diaconate”), is willing to affirm the Covenant of this Church.

B. Method of Receiving New Members

All persons desiring to become members of the Church shall present their names through some member of the Church or through the Pastor, who shall bring their names to the attention of the Diaconate. The Diaconate will then meet with the proposed member in a New Members Class and shall receive them through one of the following procedures:

1. On Confession of Faith, receiving the sacrament of baptism if not previously baptized, and participating in an appropriate service for their reception, including the giving of the right hand of fellowship and a certificate of membership.
2. On Reaffirmation of Faith, following the same procedure as for those uniting with the Church on Confession of Faith.
3. By presenting a satisfactory Letter of Transfer from another church, by subscribing to the Covenant of this Church, and by joining with the congregation in the above service.

C. Associate Members

The Church shall receive associate members who shall maintain the same qualifications and aspirations as are expected of regular members. Such membership shall be open to those holding another church membership which they do not wish to sever.

D. Termination of Membership

Membership may be terminated by one of the following procedures:

1. Letter of Transfer to another church;
2. Written request of the member asking that his or her name be removed from the roll;
3. Revision of the roll. Members whose addresses are unknown or who for a period of one year have not participated in the life of the Church, or responded to communication from the Church, or contributed to its support, shall by a vote of the Diaconate be transferred to the Inactive List. From the date of such transfer such persons shall cease to be reported on the active membership roll. If after the expiration of another year, their addresses are still unknown, or they have not participated in the life of the Church nor contributed to its support, their names may be dropped from the roll by a vote of the Diaconate;
4. By vote of the Diaconate as a form of disciplinary action, after the member has had due hearing; and,
5. Disbanding the Church.

**ARTICLE V - SERVICES**

- A. Services of worship shall be held at given hours each Lord's Day, except when temporarily suspended by a vote of the Diaconate.
- B. The Lord's Supper shall be celebrated at least six times a year according to a schedule established by the Diaconate.
- C. Other services for worship, inspiration, prayer or study may be held as determined by the Pastor in collaboration with the Diaconate.

**ARTICLE VI - CHURCH COUNCIL**

A. Composition

1. The Church Council shall consist of the Moderator, the Assistant Moderator, the Clerk, the Treasurer, the Chair of the Board of Deacons, the Chair of the Board of Trustees, the Chair of the Board of Christian Education, the Chair of Activities Committee, the Chair of Missions Committee, the Chair of the ONA Committee, the Chair of Social Concerns Committee, and the three Members-at-large

(collectively, the “Voting Parties”). These individuals are voting members of the Church Council.

2. Voting Parties who are not able to attend Church Council meeting may designate a representative (or stand-in) from their respective boards or committees. Said designee(s) shall also be a voting member. This replacement provision does not apply to other officers of the Church Council, (i.e. Moderator, Assistant Moderator, Clerk, or Treasurer).
3. The Moderator may invite other representatives to attend Church Council meeting, as he/she deems necessary, (i.e. chairs of various existing and/or ad-hoc committees). These additional representatives are non-voting members.
4. The Pastor (and Associate Pastor, if applicable) shall attend Church Council meetings, as able. The Pastor or Associate Pastor is a non-voting member.
5. The three Members-at-large shall be elected at the Annual Meeting, one each year for a three-year term.
6. Any Member or Associate Member of the Church may attend Church Council meetings. These additional attendees do not vote on matters before the Church Council.

B. Duties and Responsibilities

1. The Church Council shall act as the executive body of the Church. It shall visualize the entire task of the Church and, in cooperation with the Pastor, oversee the Church’s program. It shall be responsible to the Church Membership for the planning and performance of the activities of the Church. It shall approve the annual budget before it is submitted to the Membership for final approval.
2. The Church Council shall refer questions to the Church Membership at a meeting when it is deemed necessary. It may review and, for weighty cause, overrule specific decisions made by the Boards and Committees, but only after due notice of consideration of such action has been given to the Board or Committee involved and to all members of the Council.
3. The Church Council is responsible for the hiring of the Pastor and, if necessary, the Associate Pastor, after having received approval from the Congregation by at least two-thirds vote at a Special Meeting of the Church. The Church Council is also responsible for the termination of the Pastor and/or Associate Pastor.
4. Should a vacancy occur in the Pastoral office, the Church Council shall appoint a Pastoral Search Committee of no less than seven (7) and no more than nine (9) church members to seek a replacement. This search committee shall introduce the candidate of its choice to the Church and propose his/her election at a Special Congregational Meeting. A favorable vote of at least two-thirds of the Church members present shall constitute a Call.

5. The Church Council shall conduct an annual evaluation of the ordained personnel, to include a review of their performance, their salaries and benefits, and terms of employment pursuant to subparagraph (6) below.
6. The Pastor's Evaluation shall be conducted by the Assistant Moderator, the Chair of the Board of Deacons, and the Chair of the Board of Trustees (collectively, the Pastor Evaluation Committee). The Pastor's Evaluation, to be conducted annually, is to be completed prior to the end of the calendar year.
7. The Church Council is ultimately responsible for approval of salary recommendations for the clergy, based upon recommendations from the Pastor Evaluation Committee, the Finance Committee, and review by the Board of Trustees. The Church Council makes its ultimate recommendation on salaries for approval by the Congregation during the Annual Meeting.

C. Meetings

1. The Council shall meet at least six (6) times a year. Special Council meetings may be called by the Moderator provided members are notified at least forty-eight (48) hours in advance of the meeting.
2. A quorum shall consist of ten (10) voting members.

## **ARTICLE VII - OFFICERS**

A. Pastor

1. The Pastor is the spiritual head of this Church and shall be an ex-officio (i.e. non-voting) member of the Church Council and all the Boards and Committees. The Pastor, in coordination with the Diaconate, shall be in charge of the spiritual welfare of the Church and shall seek to enlist persons as followers of Christ, preach the Gospel, celebrate the sacraments, have under his or her care all services of worship, visit the sick, be solely responsible for the Discretionary Fund, and cooperate with the various Officers, Council, Boards and Committees in administering the activities of the Church.
2. The Pastor shall serve as the head of staff and as such is responsible for the direction and supervision of each staff member. The Pastor will, in consultation with the pertinent Boards and Committees, help develop each staff member's goals and objectives and will recommend salary increments to the Personnel and Finance Committees.
3. After consultation with the Personnel Committee, the Pastor shall have the final determination on the hiring and termination of non-called staff.
4. The Pastor will be offered a sabbatical after a period of continuous ministry in the Church, as specified by the Pastor's Call Agreement. The Pastor must agree to serve at least one year upon return from the sabbatical. Plans for the sabbatical study leave will be developed in consultation with the Diaconate or special sub-

committee appointed by the chair of the Diaconate. The content of the sabbatical should be designed to strengthen the ministry of the Dennis Union Church, to provide rest and renewal for the Pastor, and to fulfill the personal and professional interests of the Pastor.

B. Associate Pastor (if applicable)

1. The Associate Pastor shall consult with the Pastor to determine what Pastoral responsibilities are to be assumed and undertaken.
2. The Associate Pastor shall be an ex-officio member of the Church Council and all Boards and Committees.
3. The Associate Pastor will be offered a sabbatical after a period of continuous ministry in the Church; as specified by the Associate Pastor's Call Agreement. The Associate Pastor must agree to serve at least one year upon return from the sabbatical. Plans for the sabbatical study leave will be developed in consultation with the Diaconate or special subcommittee appointed by the chair of the Diaconate. The content of the sabbatical should be designed to strengthen the ministry of the Dennis Union Church, to provide rest and renewal for the Associate Pastor, and to fulfill the personal and professional interests of the Associate Pastor.

C. Moderator

1. The Moderator shall be the lay leader of the Church. The Moderator shall be the Chair of the Church Council and shall preside at the Annual Meeting and at special meetings. The Moderator shall be a member, ex-officio, of all other Boards and Committees of the Church, except the Nominating Committee.
2. The Moderator shall sign all contracts entered into by the Church, and shall represent the Church in all legal or business matters.
3. The Moderator shall be elected at the Annual Meeting for a one-year term, but may serve two consecutive terms.

D. Assistant Moderator

1. The Assistant Moderator shall act for the Moderator in the Moderator's absence and may represent the Moderator on any Board or Committee in an ex-officio capacity.
2. The Assistant Moderator shall sign all contracts entered into by the Church, upon the incapacity of the Moderator or with the Moderator's written permission.
3. The Assistant Moderator shall be elected at the Annual Meeting for a one-year term, but may serve two consecutive terms.



E. Clerk

1. Working with the Church's Office Administrator, the Clerk shall keep a faithful record of the Church and maintain or provide the following:
  - a. A register with names of Church members, including dates and modes of their reception and/or removal;
  - b. A record of baptisms, marriages and deaths;
  - c. Letters of Transfer voted by the Diaconate, with notification of the churches involved;
  - d. A file of all communications and written reports; and,
  - e. Performance of such other duties as usually pertain to the office of Clerk or Secretary of a corporation.
2. The Clerk shall take minutes (i.e. notes) of the Church Council meeting and any other congregational meeting and distribute said minutes to Council members. In the Clerk's absence, the Moderator shall select another Council member to take minutes.
3. The Clerk shall read the announcement of the Annual or Special Meeting to the Congregation.

F. Treasurer

1. The Treasurer shall be responsible for:
  - a. Receiving all moneys, gifts, and bequests to the Church or records thereof;
  - b. Paying all bills and obligations which have been properly approved in accordance with regulations and procedures established by the Finance Committee;
  - c. Maintaining complete and accurate records of all transactions;
  - d. Reviewing all funds in coordination with the Finance Committee and for investing such funds that are available in an appropriate manner;
  - e. Rendering a monthly report of financial operations to the Finance Committee, the Board of Trustees and the Church Council and an annual report to the Church members: and,
  - f. Performing all other duties pertaining to this office.
2. The Treasurer, working in close cooperation with the Pastor, shall be responsible for the activities of the Financial Secretary as described in the Job Description.

G. Assistant Treasurer

1. The Assistant Treasurer shall be responsible for:
  - a. Assisting the Treasurer in the performance of his/her duties, assuming such specific responsibilities as may be delegated to him/her by the Treasurer with the approval of the Finance Committee;
  - b. Signing checks and performing other duties pertaining to the office of the Treasurer, in his/her absence but at the Treasurer's direction.
2. The Assistant Treasurer is an officer of the Church but is not a member of the Church Council. In the absence of the Treasurer, the Assistant Treasurer shall be a voting member of the Church Council.

**ARTICLE VIII - BOARDS**

A. Board of Deacons

1. Composition

- a. The Board of Deacons shall consist of at least twelve (12) Members, with a minimum of four (4) candidates to be elected at each Annual Meeting for a term of three years. As feasible, Deacons should be chosen to provide balance of diversity (i.e. genders, race, and ages) to best represent the Congregation. These Deacons shall have voting privileges on Diaconate matters.
- b. Any other Member or Associate Member of the Church may attend Board of Deacons meetings. These additional attendees do not vote on matters before the Diaconate.

2. Duties and Responsibilities

- a. The Diaconate shall coordinate the activities of its committees under its jurisdiction; namely, the Audio-Visual Committee, Memorial Committee, the Music Committee, the Flower Committee, the Hospitality Committee, the Pastoral Relations Committee, and the Welcome Committee. Each committee will have a Deacon assigned as liaison to work with the committee member(s) and/or chair, by reviewing and acting upon reports and recommendations of these committees and to report on committee activities at the Board of Deacons meetings.
- b. The Diaconate shall be responsible for determining the pastoral needs of the Church and for recommending to the Church Council the need for changes and/or additions to the ordained personnel, both full-time and part-time.

- c. The Diaconate shall cooperate and assist the Pastor in providing for the spiritual needs of the Church, including Sacraments.
- d. The Diaconate shall secure clergy to conduct worship services in the absence of the Pastor and an Associate Pastor.
- e. The Diaconate shall be responsible for the care of the Communion Silver Service and Elements, prepare same for the Celebration of the Sacraments, and officiate as needed as assistants to the Pastor and the Associate Pastor.
- f. The Diaconate shall provide a New Members Class as a means of receiving and welcoming new members into the Church.
- g. The Diaconate shall work in collaboration with the Pastor(s) for or with those Members who are sick and shut-in.
- h. The Diaconate shall coordinate and provide ushers for the Church's worship services.
- i. The Chair of the Board of Deacons, in consultation with the Pastor or Associate Pastor, will appoint a three-person subcommittee (the Chair being one), which will serve as the Pastoral Relations Committee for one year. The committee will be listed in the church newsletter.
- j. In the event of a vacancy in the Pastorate, the Diaconate will appoint an Interim Pastor(s) to serve until a candidate recommended by the Pastoral Search Committee assumes the duties of the Pastor.

### 3. Meetings

- a. The Diaconate shall meet at least six (6) times a year. Special board meetings may be called by the Chair of the Board of Deacons provided its members are notified at least forty-eight (48) hours in advance of the meeting.
- b. A quorum shall consist of eight (8) voting members.

## B. Board of Christian Education

### 1. Composition

- a. The Board of Christian Education shall consist of six (6) members, at least two of which are not members of the Church School Staff. These members are voting members.
- b. Any other Member or Associate Member of the Church may attend Board of Christian Education meetings. These additional attendees do not vote on matters before the Board of Christian Education.

## 2. Duties and Responsibilities

- a. The Board of Christian Education is responsible for supervision, selection, administration, and evaluation of curricula and materials.
- b. The Board of Christian Education is responsible for the selection, training and supervision of the Church's teachers and spiritual lay leaders.
- c. The Board of Christian Education is responsible for the provision of educational programs which meet the immediate and long range needs of the entire congregation, including but not limited to Sunday Church School, Youth Ministries, Adult Education and the Church Library. The Board is authorized to appoint appropriate subcommittees it deems necessary to assist it in these goals.
- d. The Board of Christian Education shall provide assistance to the other Boards and Committees in connection with special activities, meetings, and services.
- e. The Board of Christian Education shall work in close cooperation with the Pastor, who shall have supervisory responsibility for the activities of staff members in these areas.
- f. The Board of Christian Education shall provide input to the Pastor and Personnel Committee about the (i) need for staff personnel, (ii) job descriptions; (iii) terms of employment, and (iv) salary recommendations. Moreover, the chair of the Board shall at least annually conduct an evaluation of appropriate staff personnel in coordination with the Pastor.

## 3. Meetings

- a. The Board of Christian Education shall meet at least six (6) times a year. Special board meetings may be called by the Chair of the Board provided its members are notified at least forty-eight (48) hours in advance of the meeting.
- b. A quorum shall consist of four (4) voting members.

## C. Board of Trustees ("Trustees")

### 1. Composition

- a. The Board of Trustees shall consist of nine (9) members, including:  
  
the Chair of the Finance Committee, the Chair of the Property Committee, the Chair of Stewardship Committee, the Chair of the

Auction Committee, the three Members-at-large (separate from those on Church Council), the Treasurer, and the Assistant Treasurer.

- b. The Chairs of Finance, Property, Stewardship, and Auction Committees, along with the three Members-at-large having voting privileges.
- c. The Treasurer, and Assistant Treasurer serve in an ex-officio capacity and do not vote.
- d. The Members-at-large are elected by the Congregation, with one elected each year for a term of three years.
- e. The Chair of the Auction Committee shall be recruited as necessary by the Trustees with assistance with the outgoing Auction chairperson (or persons) and the Chair of the Nominating Committee. There is no specific end to the term of the Chair of the Auction Committee.
- f. Any Member or Associate Member of the Church may attend board meetings. These additional attendees do not vote on matters before the Trustees.

## 2. Duties and Responsibilities

- a. The Trustees direct the financial affairs and oversee business administration matters of the Church.
- b. The Trustees shall evaluate proposed contracts for services and materials, and submit these contracts to the Moderator for his/her signature on behalf of the Church.
- c. The Trustees review and act upon reports from the Finance, Property, Stewardship, Auction and Endowment Committees and initiate action(s) on matters relating thereto, as it deems necessary.
- d. The Trustees shall be responsible for approving the use of Church buildings and grounds for all meetings and activities, aside from the use of the Sanctuary which is the prerogative of the Diaconate.
- e. The Trustees shall establish rules and regulations pertaining thereto including, but not limited to, rental fees, service contributions, custodial arrangements, hours of use and utilization of Church equipment and facilities.

## 3. Meetings

- a. The Board of Trustees shall meet at least six (6) times a year. Special board meetings may be called by the Chair of the Board provided its members are notified at least forty-eight (48) hours in advance of the

meeting.

- b. A quorum shall consist of four (4) voting members.

**ARTICLE IX – COMMITTEES  
(listed in alphabetical order)**

A. Activities Committee

1. Composition

The Activities Committee shall consist of six (6) members, two elected each year at the Annual Meeting for terms of three years.

2. Duties and Responsibilities

The Activities Committee shall plan, promote, and coordinate greater social fellowship of the Church through new programs and special activities.

B. Auction Committee

1. Composition

- a. The Auction Committee shall consist of the Chair(s) and others, as deemed needed by the Chair.

- b. There is no specified term for the Chair(s) or other members of the Auction Committee.

2. Duties and Responsibilities

- a. The Chair(s) of the Auction Committee is responsible for the scheduling and the overall coordination of activities for the annual Church auction.

- b. The Chair(s) shall recruit persons to manage the major activities of the Church auction and such persons shall constitute the Auction Committee.

- c. The Chair(s) shall maintain and update the Auction Manual (in which a more detailed description of the duties of the auction chair(s) is included).

- d. The Chair shall attend meetings of the Board of Trustees as a voting member. If there are multiple Chairs of the Auction Committee, the Auction Committee as a whole will still nevertheless have only one vote at Board of Trustees' meetings.

C. Audio/Visual Committee

1. Composition

The Audio/Visual Committee is an appointive committee of the Board of Deacons, and the Board of Deacons is responsible for its composition. The term of committee members will be determined by the individual and the Diaconate.

2. Duties and Responsibilities

- a. The Audio/Visual Committee shall operate and supervise the audio/visual recording equipment in the Sanctuary at times agreed upon by the Board of Deacons and the Pastor and/or Assistant Pastor.
- b. The Audio/Visual Committee shall provide audio and video for weddings and memorials, as requested.
- c. The Audio/Visual Committee shall provide training for members of the committee.
- d. The Audio/Visual Committee shall maintain supplies needed and request ordering of new supplies to the Church Administrator when needed.
- e. The Audio/Visual Committee shall provide for the upkeep and maintenance of the audio/visual equipment.

D. Audit Committee

1. Composition

- a. The Audit Committee shall consist of three (3) Members-at-large, recommended by the Board of Trustees and appointed by the Church Council.
- b. One Member will be elected each year for a term of three years and may be reappointed but will serve no more than two terms in succession.
- c. Members of the Audit Committee may not serve in a current position as Treasurer, Financial Secretary or the Finance Committee.

2. Duties and Responsibilities

- a. Annual audit of financial reports and records using our Conference Handbook for the Church Audit Committee.
- b. Periodic (random) reviews during the year – petty cash, vendor accounts and authorized signers, tax (federal and state) and insurance payments, credit card holders and statements.
- c. Verification of bank/investment accounts and signature authorities.

- d. Verification of church key holders.
- e. Verification of Pastor's Discretionary Fund accounting.
- f. Preparations of a written audit report to be provided to the Board of Trustees and to be included in the Church's annual report.

E. Church Library Committee

1. Composition

The Church Library Committee is an appointive committee. The Board of Christian Education shall appoint whatever number of members it deems necessary, and these appointments will be reviewed annually.

2. Duties and Responsibilities

- a. The Church Library Committee shall review and order books and videos appropriate for the Church's collection.
- b. The committee shall build and maintain a church library collection to meet the needs of the Congregation, young people, Church School teachers, and pastor(s).
- c. The committee shall report to the Christian Education Committee at their regular meeting on the status of the library.

F. Endowment Fund Committee

1. Composition

The Endowment Fund Committee consists of three to five members who will be appointed by the Board of Trustees. The initial appointments will be for one to two members elected each year for a term of 3 years, and Committee members may be reappointed by the Board of Trustees as their term expires.

2. Duties and Responsibilities

- a. The members of the Endowment Fund Committee must coordinate the management of the assets of The Endowment Fund under the guidelines of the Endowment Fund Policy of Dennis Union Church.
- b. The Endowment Fund Committee determines the amount available for distribution from the Endowment funds annually based on figures provided by the church treasurer, following the provisions of the Endowment Fund Policy.
- c. The committee reports the fund status to the Trustees at least semi-annually and to the Congregation annually.



- d. The committee shall conceive and implement programs to educate the Congregation and to secure assets for the Fund.
- e. Advise the Congregation of income and grants received into the Fund.
- f. Advise the Congregation of distributions made from the Fund.
- g. Review proposed gifts to the Fund.
- h. Provide acknowledgments to the donors of gifts to the Fund and provide the family of a person memorialized with names and addresses of those who have made gifts to the Fund in the name of that person.

G. Finance Committee

1. Composition

- a. The Finance Committee consists of six (6) members consisting of: three Members-at-large elected by the Congregation, the Treasurer, the Assistant Treasurer, and the Chair of the Stewardship Committee.
- b. The Members-at-large will be elected each year at the Annual Meeting for a term of three years.
- c. The Chair of the Stewardship Committee serves in an ex-officio capacity.

2. Duties and Responsibilities

- a. The committee shall determine the financial needs of the Church and prepare an annual budget, submitting it to the Board of Trustees and the Church Council for approval prior to presentation to the Congregation.
- b. The committee shall review all funds available and see to it that they are appropriately invested.
- c. The committee shall establish routines and regulations for the receiving of funds and the handling of expenditures including the payment of bills, salaries and taxes.
- d. The committee shall review and approve the monthly report of the Treasurer prior to submission to the Board of Trustees.

H. Flower Committee

1. Composition

The Flower Committee is an appointive committee of the Board of Deacons, and the Board of Deacons is responsible for its composition. The

Board of Deacons shall appoint annually whatever number of members it deems necessary to this committee.

2. Duties and Responsibilities

The Flower Committee shall provide flowers for the worship services and other special services, and then distribute the flowers to the sick and shut-ins.

I. Hospitality Committee

1. Composition

The Hospitality Committee is an appointive committee of the Board of Deacons, and the Board of Deacons is responsible for its composition. A member of the Board of Deacons will be appointed each year to coordinate hospitality functions related to worship services (an additional Deacon will serve as back-up coordinator).

2. Duties and Responsibilities

- a. The Hospitality Committee is responsible for the supervision and storage of all supplies used for hospitality functions in the kitchen.
- b. The committee is responsible for the purchase of food and beverages for Sunday Fellowship Hours.
- c. The committee shall coordinate a schedule of individuals, committees, and groups to host the Sunday Fellowship Hours.

J. Memorial Committee

1. Composition

The Memorial Committee shall consist of three Members, one elected each year at the Annual Meeting for a term of three years.

2. Duties and Responsibilities

- a. The Memorial Committee shall receive and acknowledge all memorial gifts and notify families concerned.
- b. The committee shall consult with families and the Board of Deacons regarding specific memorials before recommending acceptance of gifts or expenditures of memorial funds.
- c. The committee shall recommend to the Board of Deacons and the Church Council the appropriate use of memorial funds. In the case of

memorial scholarships, the committee shall administer the scholarship programs.

- d. The committee shall inscribe in the Book of Memorials the nature of each memorial and assure that said Book shall be kept in view in the Church building.

K. Mission Committee

1. Composition

The Mission Committee shall consist of six (6) Members, two elected each year at the Annual Meeting for terms of three years.

2. Duties and Responsibilities

The Mission Committee shall have responsibility for Christian outreach throughout the world as follows:

- a. Inform the church membership of the needs of local, national, and worldwide areas of mission;
- b. Determine priorities and policies for the Church's mission outreach program and keep the church membership informed;
- c. Determine the allocation of mission funds for the work of the United Church of Christ and other mission ventures; and,
- d. Inform the church membership of special offerings specified by the Church Council.

L. Music Committee

1. Composition

The Music Committee shall consist of six (6) Members, two elected each year at the Annual Meeting for a term of three years.

2. Duties and Responsibilities

The Music Committee shall have responsibility to:

- a. Exercise general supervision of the musical activities and programs of the Church;
- b. Provide for a choir or choirs and music and robes for members thereof and hymnals for the Church;

- c. Be responsible for obtaining organs and pianos and maintenance thereof;
- d. Organize and plan special music programs and concerts;
- e. Determine the need for staff personnel; and,
- f. The committee shall provide input to the Pastor and Personnel Committee about the (i) need for staff personnel, (ii) job descriptions; (iii) terms of employment, and (iv) salary recommendations. Moreover, the Chair of the Committee shall at least annually conduct an evaluation of appropriate staff personnel in coordination with the Pastor.

M. Nominating Committee

1. Composition

- a. The Nominating Committee will consist of the three (3) Members-at-large of the Church Council and one member of each Board.
- b. The chair will be the Member-at-large who is in his or her last year of that term.
- c. All members will be appointed following the Annual Meeting and will serve for a term of one year.

2. Duties and Responsibilities

- a. The Nominating Committee is responsible for the preparation of a slate of nominations to fill all elective positions, the terms of which expire at the Annual Meeting. The slate shall include nominations to fill the remaining portions of vacated terms. The slate shall be posted two weeks before the Annual Meeting.
- b. When a vacancy occurs between Annual Meetings in any of the positions specified in the preceding paragraph, the committee will recommend to the Church Council for appointment a successor to serve until the end of the remaining term.
- c. The committee is responsible to prepare a list of nominations to fill all elective positions, the terms of which expire at the next Annual Meeting, and the unexpired portions of vacated terms shall be posted two weeks before the Annual Meeting.
- d. In addition to such nominees, any person may be recommended from the floor at the Annual Meeting.

- e. The Nominating Committee is responsible for notifications to all persons elected to offices, boards, and committees.
- f. In fulfilling these responsibilities the Nominating Committee shall:
  - (i) Explain the duties of the position to the nominee and obtain his/her consent prior to submitting his/her name for consideration; and,
  - (ii) Maintain a record of members indicating service in various church organizations together with other data that will enable the committee to make selections more effectively.

N. Open and Affirming Committee (“ONA Committee”)

1. Composition

The ONA Committee shall consist of at least six (6) members, two elected each year at the Annual Meeting for a term of three years.

2. Duties and Responsibilities

- a. The ONA Committee will report directly to the Church Council.
- b. The committee shall maintain an awareness within the Congregation that we are an ONA church and help new church members understand our ONA designation.
- c. Keep the Congregation informed of ONA activities within the UCC, Cape-wide and Southern New England Conference, as well as appropriate non-church activities.
- d. Promote ONA practices within the Congregation and assist other Boards and Committees in staying current as needs arise.
- e. Coordinate with the Pastor and other Boards and Committees as appropriate to promote and carry out educational programs and other appropriate activities within the Church and wider community.

O. Pastoral Relations Committee

1. Composition

The Chair of the Diaconate, in consultation with the Pastor(s), will appoint a three-person sub-committee (with the Chair being one), which will serve as the Pastoral Relations Committee for one year.

2. Duties and Responsibilities

The committee shall meet with the Pastor(s) as often as deemed necessary, but at least two times per year, to discuss mutual concerns.

P. Personnel Committee

1. Composition

The Personnel Committee shall be appointed by the Moderator, but at a minimum shall consist of the Assistant Moderator (as a voting member), the Treasurer as an ex officio / non-voting member, as well as at least one other Member of the Congregation for a three year term (as a voting member).

2. Duties and Responsibilities

- a. The Personnel Committee is responsible to develop and maintain personnel policies pertaining to any and all personnel matters pertinent to the staff of Dennis Union Church. Such policies and revisions thereto, would be subject to approval by the Church Council.
- b. The committee shall maintain current personnel files for all employees, including, at a minimum, a current job description, contract and performance evaluation.
- c. The committee shall review all draft, Pastoral Call Agreements and employment contracts for consistency and compliance with Church policies and the United Church of Christ guidelines.
- d. The committee shall establish and oversee a policy of annual review for all employees including the provision of performance evaluation guidelines.
- e. The committee shall assist the Pastor, as requested, with the review of salary adjustment recommendations for staff members following their annual review as part of the budget process.
- f. The committee shall consult with the Pastor about the hiring and/or dismissal of staff members.
- g. When requested, the committee assists in the resolution of conflicts involving staff members, in accordance with Church personnel policies.

Q. Property Committee

1. Composition

The Property Committee shall consist of six (6) Members elected by the Church Congregation; two Members elected each year for a term of three years.

2. Duties and Responsibilities

- a. The Property Committee is responsible for the care and maintenance of all buildings, furniture, and equipment owned by the Church (except for musical instruments which shall be the responsibility of the Music Committee).
- b. The committee is responsible for the care and maintenance of the Church grounds, including the Memorial Garden.
- c. The committee shall acquire or replace major permanent equipment, subject to the approval of the Board of Trustees and the Church Council.
- d. The committee shall undertake renovations or major alterations, only with the approval of the Board of Trustees and the Church Council.
- e. The committee shall supervise the furnishings and decorating of the interior of the Church building. To assist the committee in this function, it is authorized to appoint an appropriate sub-committee from its membership or otherwise.
- f. The committee shall establish a system and supervise the same which will assure proper care and use of the kitchen equipment and, at the same time, meet the health and safety standards as set forth by the Commonwealth of Massachusetts and the Town of Dennis.
- g. The committee shall determine the needs for staff personnel.
- h. The Committee shall provide input to the Pastor and Personnel Committee about the (i) need for staff personnel, (ii) job descriptions; (iii) terms of employment, and (iv) salary recommendations. Moreover, the Chair of the Committee shall at least annually conduct an evaluation of appropriate staff personnel in coordination with the Pastor.

R. Social Concerns Committee

1. Composition

The Social Concerns Committee shall consist of six (6) Members, with two elected each year at the Annual Meeting for terms of three years.

2. Duties and Responsibilities

- a. The committee shall be responsible for the Church's involvement in society by identifying issues of Christian concern.
- b. The committee shall inform the Congregation of stands adopted by the Southern New England Conference of the United Church of Christ, the General Synod, the Mass. Council of Churches, the Cape Cod Council of Churches, and other instrumentalities of the United Church of Christ.

- c. The committee shall suggest to the Congregation ways to respond to issues facing society today.

S. Stewardship Committee

1. Composition

The Stewardship Committee consists of six (6) Members elected by the Church Congregation, with two members elected each year at the Annual Meeting for a term of three years. The Chair of the Finance Committee shall be a member ex-officio.

2. Duties and Responsibilities

- a. The Stewardship Committee shall organize and conduct the annual Christian Stewardship Campaign in order to promote funds for the Church program and budget.
- b. The Committee shall organize and conduct any special financial fund raising duties that may be authorized by the Church Council.

T. Welcome Committee

1. Composition

The Welcome Committee is an appointive committee of the Board of Deacons and shall consist of at least four (4) Members, who will be appointed by the Diaconate. There is no specific terms for the Chair or the members of this committee. There will be one member of the Diaconate who shall be the liaison to the Welcome Committee.

2. Duties and Responsibilities

- a. The Welcome Committee is responsible for launching and coordinating a greeter ministry, focusing on helping Members and visitors to the Church connect with each other.
- b. The committee is responsible for appointing greeters at Church services and activities, either from members of the committee itself or from Members of the Congregation.
- c. The committee shall coordinate with the Pastor on the welcoming ministry.
- d. The committee shall report to the Diaconate.



## ARTICLE X – CHURCH DELEGATES

- A. The Church shall elect, for a term of one year, four delegates who will represent the Church at meetings of the Barnstable Association of the United Church of Christ and other meetings suggested by the Church Council. Four delegates to the Annual Meeting of the Southern New England Conference of the United Church of Christ shall be appointed by the Moderator to serve for one year. In the event a delegate cannot attend for a specific meeting, that delegate shall secure a substitute.
- B. They shall be reimbursed for expenses incurred, including mileage, in the performance of this representation.
- C. Church Delegates shall report to the Church Council.

## ARTICLE XI - BUSINESS MEETINGS

### A. Annual Business Meeting

There shall be an Annual Business Meeting of the Members and Associate Members held in the month of February on a date determined by the Church Council, to be decided no later than its January meeting. Five days public notice in writing shall be given prior to this meeting, and it shall be announced, in Church, on the two preceding Sundays. For good and sufficient reason, the Moderator may postpone this meeting not more than ten days.

### B. Special Meetings

Special meetings of the Church may be called by the Pastor and Moderator, or at the written request of five Members, specifying the objects thereof. Such notice shall be given at the worship service on the Lord's Day preceding the day fixed for such meeting.

### C. Rules and Regulations for Church Meetings

1. A quorum for the transaction of business shall consist of fifty (50) Members or Associate Members of the Church.
2. Members and Associate Members shall enjoy equal privileges in voting.
3. All Officers, Boards, and Committees shall submit written reports for the Annual Meeting (except the Assistant Moderator and Assistant Treasurer), and at such other times as may be required.
4. Questions put to vote, except amendments to the Bylaws, shall be decided by a majority vote of the members present. In case of a tie, the motion fails.
5. Robert's Rules of Order shall be the authority for conducting meetings.

6. If neither the Moderator nor Assistant is present to preside at a meeting of the Church or Church Council, the Clerk, or in the absence of the Clerk, some other elected member, shall call the meeting to order and a Moderator pro tempore shall be elected who would hold office during that session, unless such office is terminated by the entrance of the Moderator or the Assistant Moderator.

## **ARTICLE XII - RULES AND REGULATIONS**

### **A. Elections, Appointments, and Terms of Office**

1. Officers – All Officers, excepting the Pastor and Associate Pastor, shall be elected at the Annual Meeting for a term of one (1) year and may be re-elected to that office, except that the Moderator and the Assistant Moderator shall serve no more than two years consecutively in these positions.
2. Boards and Committees - All members of Church Council, boards, and committees, except as otherwise specified in these Bylaws, shall be elected at the Annual Meeting for a three-year term with one-third being elected each year.
3. All Officers, members of the Church Council, and members of all boards and or committees must be Members or Associate Members of the Church.
4. Members and Associate Members shall enjoy equal privileges in holding office.

### **B. Other Details**

1. Succession and Concurrency – Elected Board or Committee members may serve two consecutive three-year terms. After serving two terms, he or she may not succeed himself/herself for a period of one year. However, a person appointed to fill an unexpired term may be elected/appointed to two consecutive three-year terms.
2. Vacancies - Should a vacancy occur among elected Officers (except the Pastor), Board or Committee members, a replacement to serve for the remainder of that term shall be appointed by the Church Council on recommendation of the Nominating Committee.
3. Relief from Office - Any elected Officer, Board, or Committee member who has been absent from three consecutive meetings of his/her unit without just cause shall be relieved of all duties and the office declared vacant.
4. Schedules - All Committees shall meet within two weeks following the Annual Meeting and Boards between two and three weeks following the Annual Meeting for the Purpose of electing Chairs. The calling of such a meeting shall be the responsibility of the outgoing Chair. However, any board or committee may elect a new chair and/or a vice chair for the new year before the Annual Meeting of the Church.

5. Ad Hoc Committees - The Moderator and the Chair of any Board or Committee is authorized to appoint any “ad hoc” committee he/she deems advisable.
6. Meeting Frequency – Boards and Committees shall meet at least six (6) times each year.

### **ARTICLE XIII – PROPERTY**

- A. The Church may hold real and personal estate devoted to its purposes and receive and hold, in trust or otherwise, funds received by gift or bequest to be devoted by it to such purposes.
- B. The power to buy, sell, mortgage, lease or transfer real property of the Church cannot be done without specific authority granted by a vote of the Church Membership.
- C. Upon dissolution of the Church, its assets and all its property including any gift contained in any will or other instrument, in trust or otherwise, made before or after dissolution, shall be transferred to the Southern New England Conference of the United Church of Christ.

### **ARTICLE XIV - AMENDMENTS**

The Church ByLaws may be amended by a two-thirds (2/3) vote of the Church Members present and voting at the Annual Meeting or Special Meeting called for this purpose. At least three weeks prior to this meeting the date shall be announced and posted, and any proposed amendment to the ByLaws shall be posted by the Clerk, with a copy to the Moderator and copies made available to the membership on request.