

**The First Congregational Church
United Church of Christ
Concord, New Hampshire**

Bylaws

Our Mission Statement

Placing our trust in God, we, the members of First Congregational Church family, accept our responsibility in the global community. Reminded by God's promises, we share God's love through our compassionate responses. Guided by the teachings of Jesus Christ, we seek justice for all God's people, and we reach out to all people in faith and sensitivity. Inspired by the Holy Spirit, we endeavor to uphold the values of the Christian faith and so influence the changes which challenge the Church and the world.

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Bylaws of the First Congregational Church in Concord, New Hampshire
A Member of the United Church of Christ
Gathered in 1730

The church has been located at the corner of North Main and Washington Streets since 1842, and at two other nearby sites from 1730 to 1842; see historical materials for details.

Foreword to Church Bylaws

In the year 1957, during the Pastorate of Telfer Mook, it had been felt for some time that the church Bylaws needed revision; the annual meeting of 1957 authorized the minister to appoint a committee to study the matter. The committee, appointed in the spring of 1957, following the church's participation in the National Christian Teaching Mission, was as follows:

Robert Bailey, Richard Clough, Leonard Hill, Evelyn Kenyon, James Ordway,
Judge Elwin Page, Marion Presby, Dean Williamson, and Earl Smith, Chair.

And outstanding feature of the 1957 revision, which was adopted at the annual meeting of 1958, was the creation of a church cabinet "to interpret the will of the congregation, to serve as the executive committee of the church, and to supervise the church's activities according to the Bylaws and newly-created Manual of Procedure."

The Bylaws and the Manual of Procedure were revised in 1963, 1965, 1969, 1973, and 1979.

In the year 1987, during the Pastorate of Donald Jennings, it had been felt for some time that the church Bylaws needed revision; the annual meeting of 1987 authorized the church Cabinet to appoint a committee to study the matter. The committee members appointed in the spring of 1987 were, Frank Brown, Anne Rabuck, Everett Sims, Donald Jennings, Pastor and, chaired by Edward Brueggemann. The committee worked from March throughout the summer and autumn on revisions, which were presented at three informal informational hearings held on dates prior to a special church meeting on November 22, 1987. On that date the proposed revisions, as amended at that meeting, were adopted, becoming effective on January 15, 1988. The Cabinet was retained, although its membership was to be derived by direct election, rather than consisting of chairs of the various boards. The officers of president and vice-president supplanted those of chairman and vice-chairman of the Cabinet.

The Bylaws were reviewed and revised in January 1997.

The annual meeting of 1999 authorized the church Cabinet to appoint a committee to review the Bylaws with an eye to needed revisions. The committee, chaired by Sandy Metevier and consisting of Neal Andrew, Frank Brown, Richard Hart, Eleanor Provencher, Sheila Swenson, Pamela Woodward, and Interim Pastor David Travers, worked throughout the spring, summer, and autumn on revisions, which were presented at two informal informational hearings held at dates prior to a special church meeting on November 21, 1999, at which they were adopted, to become effective immediately. These revisions reduced the sized of three of the boards, adjusted term lengths for certain officers, moved the annual meeting to May, and established categories of active, inactive, and associate members.

Revised bylaws adopted at Annual Meeting May 2014, May 2013, May 2012, May 2005, and May 2001

ARTICLE I: NAME AND AFFILIATION

Section A — Name

The corporate name of this church shall be The First Congregational Church in Concord, New Hampshire.

Section B — Affiliation

The denominational affiliation of this church is the United Church of Christ, through membership in the Merrimack Association and the New Hampshire Conference.

ARTICLE II: FAITH, PURPOSE, POLITY AND FELLOWSHIP

Section A — Faith

This church acknowledges as its sole Head, Jesus Christ, Son of God and Savior. It acknowledges as kindred in Christ all who share in this confession. It looks to the word of God in the Scriptures, and to the presence and power of the Holy Spirit, to prosper its creative and redemptive work in the world. It claims as its own the faith of the historic Church expressed in the ancient creeds and reclaimed in the basic insights of the Protestant Reformers. It affirms the responsibility of the Church in each generation to make this faith its own in reality of worship, in honesty of thought and expression, and in purity of heart before God. In accordance with the teachings of our Lord and the practice prevailing among Christians of our tradition, it recognizes two sacraments: Baptism and Holy Communion.

This local church accepts, as its own, the statement of Faith adopted by the General Synod of the United Church of Christ assembled in Philadelphia, Pennsylvania, on July 4, 1961, and as adapted in doxology form for the twenty-fifth anniversary of the United Church of Christ:

“We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ, and our God, and to your deeds we testify: You call the worlds into being, create persons in your own image and set before each one the ways of life and death. You seek in holy love to save all people from aimlessness and sin. You judge people and nations by your righteous will declared through prophets and apostles. In Jesus Christ, the man of Nazareth, our crucified and risen Savior, you have come to us and shared our common lot, conquering sin and death and reconciling the world to yourself. You bestow upon us your Holy Spirit, creating and renewing the Church of Jesus Christ, binding in covenant faithful people of all ages, tongues, and races. You call us into your Church to accept the cost and joy of discipleship, to be your servants in the service of others, to proclaim the gospel to all the world and resist the powers of evil, to share in Christ’s baptism and eat at his table, to join him in his passion and victory. You promise to all who trust you forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, your presence in trial and rejoicing, and eternal life in your realm which has no end. Blessing and honor, glory and power be unto you. Amen.”

Section B — Purpose

The purpose of this church shall include:

1. maintaining the public worship of God in accordance with the traditions and practices of the United Church of Christ;
2. safeguarding the celebration of the rites and sacraments of the church;
3. developing Christian character through the education, nurturing, and mentoring of all;
4. equipping its members for effective Christian presence in society and the world;
5. furthering the religious, moral and social interests of the community; and,
6. advancing the Realm of God in the world.

Section C — Polity

The government of this local church is vested in the members who compose it. This church shall be congregational in polity. In all cases not provided for under these Bylaws, the procedure shall be according to common United Church of Christ usage.

Section D — Fellowship

While self-governing, this church will join in mutual counsel and cooperation with other congregations of the United Church of Christ. This church acknowledges its spiritual union with the Church in all lands and times and its part in the common duty of all churches of Jesus Christ toward the ideal of the Realm of God. This church will seek and extend ecumenical fellowship in all ways possible, including membership in the Greater Concord Interfaith Council.

ARTICLE III: MEMBERSHIP

Section A — Members

All baptized persons who manifest a sincere intent to lead a Christian life and who assent to the covenant of The First Congregational Church in Concord, New Hampshire, may become members of this church.

It is expected that members will, to the best of their ability, attend services of the church, contribute to its financial support and its benevolence, share in its organized activities, and seek diligently and prayerfully the spiritual welfare of the church as a whole.

Section B — Reception of Members

An individual may establish membership in this church by:

1. baptism, instruction in the faith, confession of Christian life, and assent to the covenant of this church; or
2. reaffirmation of Christian faith and assent to the covenant of this church; or
3. a satisfactory letter of transfer from another church and assent to the covenant of this church.

The reception of new members will take place in a worship service at which time the new members will covenant with the worshiping membership.

Section C — Covenant

The polity and practice of The First Congregational Church in Concord, New Hampshire, vests large responsibilities with its members, who make the following covenant with each other:

“Professing a firm belief in the Christian faith, I do humbly repent of my sins and do solemnly devote and dedicate myself to God. I declare my determination to be a disciple of Jesus Christ, to seek the will of God and to do it, yielding obedience to every truth of God which has been made known or shall be made known to me. In fellowship with this church, I promise watchfully to avoid whatever is contrary to purity, peace and love, to share in the church’s work and worship, to regard the members of this church as brothers and sisters in Christ, and to do my utmost to advance the Realm of God on earth.

Through Divine Grace assisting us, we covenant to aid each other in the duties of the Christian life. This we promise to do with the assistance of God’s Spirit and Grace. The Lord make us faithful to our promise. The Lord make us faithful to each other.”

Section D — Classification of Membership

There shall be three classifications of membership for persons desiring to maintain a member’s affiliation with this church.

1. Active Membership may be maintained by those members who meet at least one of the following criteria:
 - a) regular attendance at church services; or
 - b) contribution of financial support on an annual basis
 - c) contribution of time and effort in supporting the organized activities of the church.
2. Inactive Membership status may be granted to those who do not currently meet the criteria for active membership but have been active members in the past. Inactive members are not eligible to vote or hold office. (See Section E for reclassification.)
3. Associate Membership shall be available to persons who have current active membership in another church but wish to establish a close relationship with The First Congregational Church in Concord, New Hampshire, while continuing to maintain their existing membership. Associate Membership is provided primarily for persons who have established a residence in First Church’s geographical area but because of the long distance involved cannot regularly attend service or participate in the activities of their church of primary membership.
4. Application for Associate Membership must be submitted to the Board of Deacons who, after consultation with the Pastor and applicant(s), may grant Associate Member status.
5. Associate Members will be received into First Church at a regular church service and be duly recognized and greeted by the congregation.
6. Associate Members will be expected to meet the same criteria for membership as do active members in Section D, Part 1. They may participate in all phases of the church, including elective office, board and committee membership, and voting.

Section E — Review, Reclassification, or Transfer of Membership

The Board of Deacons, with the Pastor, shall conduct an annual review of the membership list to determine the status of members as specified in Section D. Members who have apparently relocated from the church's attendance areas, who have not responded to communication from the church relating to financial contribution or other member activities shall be removed from active status and placed on the inactive membership list for a period of two (2) years. Notice shall be given to the church clerk indicating the change in status. A personal letter shall be sent by the Board of Deacons to the member placed on the inactive list indicating that the active status has been temporarily terminated but may be reactivated by meeting one or more of the active membership criteria. The individual may request that his/her inactive status be extended until such time as he/she desires to reactive his/her membership, transfer to another church, or withdraw from affiliation with the church.

Inactive members who have permanently relocated to another area are encouraged to request a letter of transfer to another church. Upon request, a letter of transfer will be issued to the designated church. A member may request, in writing, removal from membership without concurrent transfer, which removal will then be granted by the Board of Deacons.

ARTICLE IV: CHURCH CABINET

Section A — Membership

The Cabinet shall consist of: a president, a vice president, and seven members, Two or three of whom shall be elected annually for a term of three years. The Pastor, clerk, treasurer, and financial secretary shall be *ex officio* members of the Cabinet without vote. Members of the Cabinet shall not serve more than two (2) consecutive terms and may serve concurrently on other church boards.

Section B —Responsibilities and Duties

1. The Cabinet will discern the will of the congregation, serve as the executive committee of the church and supervise its activities according to the Bylaws and the Manual of Procedure. At all times, the members of the Cabinet shall discharge their responsibilities for the welfare of the church as a whole.
2. The Cabinet shall maintain close contact with the church boards, the Women's Guild, and other fellowship groups, with a view to close coordination and efficient achievement of the church's objectives. The Cabinet's actions may be subject to review, appeal and change at any regular or special meeting of the congregation.
3. The Cabinet shall serve as the coordinating agent of all the interests and activities of the church and its organizations, and may make adjustments and improvements concerning policies and administration.
4. The Cabinet, in consultation the Pastor, shall be responsible to the members for establishing a Pastor-Parish Relations Committee.
5. The Cabinet shall be responsible for the financial affairs of the church, except those assigned to the Board of Trustees. (Article V, Section J 2b)
6. The Cabinet, in consultation with all boards and the Pastor, shall prepare the church's budget, arrange for stewardship drives supporting the church and arrange for all-church planning.
7. The Cabinet shall be responsible for the preparation and maintenance of the Manual of Procedure which shall contain a detailed description of the responsibilities and duties of each board and standing committee of the church. Changes in the Manual of Procedure may be made by the Cabinet upon request by any board or upon the Cabinet's own initiative. Such changes shall be subject to review by the congregation.

8. The Cabinet shall appoint all delegates to conferences, associations, ecclesiastical councils, and to such other meetings as it deems advisable. Such delegates shall be members of this church.
9. The Cabinet shall appoint a church historian
10. The Cabinet shall appoint a church librarian
11. The Cabinet shall fill any vacancies occurring in the elective offices of the church, with the exception of the Pastorate, with a recommendation from the nominating committee, until the next annual meeting of the church.
12. The Cabinet shall submit for the annual report a summary of its activities for the preceding year. With input from all boards, a comprehensive program involving the chief objectives of the church shall be outlined for the coming year and will include projections for the next five (5) years.
13. The Cabinet shall call for an annual internal or external review of the accounts, funds, and assets of the church, including investments and memorial funds, in accordance with recommended procedures and reporting such review to the Cabinet and Board of Trustees. Every five years the Cabinet will employ a professional outside auditor who shall be responsible for auditing the accounts, funds, and assets of the church, including investments and memorial funds, in accordance with recommended procedures, and reporting such audit to the Cabinet and Board of Trustees. The Cabinet will make a summary report of the audit available to the congregation. Actual copies of the reviews and auditor's reports will be available upon request.
14. The Cabinet shall appoint temporary committees as deemed necessary to fulfill its responsibilities and duties.

Section C — Meetings

The Cabinet shall hold monthly meetings at times to be decided by the Cabinet. Special meetings may be called at any time by the president, or upon written request of any three members of the Cabinet. Five members shall constitute a quorum. A representative of any board, or any active or associate church member, may attend a meeting of the Cabinet with voice but without vote.

ARTICLE V: OFFICERS AND BOARDS

Section A — Officers and Boards

The officers of this church shall be a president, a vice president, a clerk, a treasurer, and a financial secretary. The boards shall be the Board of Christian Education, Board of Deacons, Board of Missions, and Board of Trustees. Other officers and boards shall be determined by majority vote of the church.

Section B — Elections

All officers, Cabinet members and board members shall be members of this church and shall be elected by ballot at the annual meeting. All elections shall be determined by majority vote of the church members present and voting. All officers shall hold their offices until their successors are elected.

Section C — The Pastor

1. The Pastor shall be called by the church and shall hold office until the term of service is ended either by the Pastor's choice or by a two-thirds vote of the church members at a duly-called meeting.
2. The Pastor shall:
 - a) become a member of this church as soon as practicable after the acceptance of the call;
 - b) become a member of the Merrimack Association of the New Hampshire Conference of the United Church of Christ as soon as practicable after the acceptance of the call;
 - c) be inducted into office by a formal service of installation following examination by an ecclesiastical council of the Merrimack Association properly convened on the request of the church.
3. The Pastor is:
 - a) the spiritual and administrative leader of the church, as an institution, with the right of initiative and general supervision but not of veto, and is an *ex officio* member without vote on the Cabinet and all boards and committees of the church;
 - b) the teacher of all the people, ordained to lead them in worship, to preach and teach the good tidings of the Gospel, to celebrate the rites and sacraments of the church, and to enable lay ministries.
4. Whenever it becomes necessary to select a Pastor for the church, the Cabinet shall appoint a committee of six church members which shall make nominations for a Search Committee, exclusive of themselves, at the annual meeting of the church or at a special meeting called by the Cabinet. Opportunity for nominations from the floor of the meeting shall be given. The church shall then elect a Search Committee, to consist of an odd number of no more than thirteen and no less than seven persons, all of whom shall be members of this church. After suitable search, the Search Committee shall recommend a candidate to a meeting of the church called by the Cabinet. The church shall then vote by ballot. A vote of at least 80% is needed to call a new Pastor.
5. Whenever it becomes necessary to select an associate Pastor or other additional Pastoral staff, the Cabinet, in consultation with the Pastor and appropriate boards, shall define the nature of the position and the procedure by which that person is to be called.
6. A retired Pastor of long service may be made *Pastor emeritus* by vote of the members.

Section D — President and Vice President

1. A president and a vice president shall be elected, each for a term of one or two years, with a maximum of two (2) consecutive terms with each individual term suggested by the Nominating Committee.
2. The president shall preside over the Cabinet meetings and develop the agenda for its meetings, serve as moderator of the church, preside at all meetings of the members of the church, and be designated as the corporate head of the church.
3. The vice president, in the absence of the president, shall perform the responsibilities of the president, and shall perform any other duties delegated by the president.

Section E — Clerk

1. The clerk shall be elected for a three-year term and serve no more than three (3) consecutive terms.
2. The clerk shall:
 - a) keep a record of all the business meetings of the church;
 - b) serve as secretary of the Cabinet, keeping a record of the transactions of the meetings;
 - c) notify all officers, cabinet members, board members, and delegates of their election and terms of their appointment;
 - d) see that each newly-elected church officer, Cabinet member and chair of each board has a copy of the Bylaws and the Manual of Procedure;
 - e) issue letters of membership transfer according to the vote of the Board of Deacons;
 - f) keep an accurate list of all members and former members as provided in Article III above, and report at each annual meeting the changes in membership;
 - g) keep an accurate record of all baptisms, weddings, and funeral services performed by the Pastor(s);
 - h) preserve on file all communications and written reports, and give notice of all meetings prescribed in these Bylaws.

Section F — Treasurer and Financial Secretary

1. Treasurer
 - a) The treasurer shall be elected for a three-year term and serve no more than three (3) consecutive terms.
 - b) The treasurer shall:
 - i. disburse all moneys of the church, excluding the Women's Guild (see Article VII), subject to the direction and control of the Cabinet, and keep an accurate record of the same;
 - ii. pay only those bills contracted for and/or approved by an officer, board or committee of the church as authorized by the budget or the Cabinet;
 - iii. notify the Board of Trustees and Church President of financial gifts received by the church and the purpose for which they were designated.
 - iv. present to the annual meeting of the church a financial report of the preceding year.
 - c) Details of the church treasure's procedures shall be set out in the Manual of Procedure.

2. Financial Secretary

- a) The financial secretary shall be elected for a three-year term and serve no more than three (3) consecutive terms.
- b) The financial secretary shall:
 - i. receive all pledges and collections, special gifts, bequests, and legacies to the church,
 - ii. accurately post all payments by members and others;
 - iii. be responsible, subject to the direction and control of the Cabinet, for the collection of pledges made to the church.
- c) The details of the financial secretary's duties shall be set out in the Manual of Procedure.

Section G — Board of Christian Education

1. The Board of Christian Education shall consist of seven members. Two or three members shall be elected annually for a term of three years. No member shall serve more than two (2) consecutive terms.
2. The Board of Christian Education, in consultation with the Pastor, shall be responsible to the church members for:
 - a) the development of implementation of educational policy, procedures, and programs for all ages,
 - b) promotion of fellowship activities for all ages,
 - c) supervision of the nursery and toddler programs.
3. The Board of Christian Education shall appoint such committees as it deems necessary to fulfill its duties.
4. The details of the Board's duties shall be set out in the Manual of Procedure.

Section H — Board of Deacons

1. The Board of Deacons shall consist of nine members. Three members shall be elected annually for a term of three years. No Deacon shall serve more than two (2) consecutive terms.
2. The Board of Deacons, in consultation with the Pastor, shall be responsible to the church members for:
 - a) services of worship, including:
 - i.) the celebration of the sacraments,
 - ii.) music,
 - iii.) ushering and greeting,
 - iv.) coordinating efforts to make church services as spiritually satisfying as possible to each church member.
 - b) church membership, including:
 - i.) coordinating efforts to attract new members,
 - ii.) coordinating efforts to sustain current membership,
 - iii.) coordinating efforts to maintain a current roster of members of the church.

- c) new church members, including:
 - i) efforts to identify persons receptive to becoming members of the church,
 - ii) providing prospective members with helpful and meaningful materials and activities relating to accepting membership in the church.
- 3. The Board of Deacons shall report to the clerk all actions taken in connection with membership.
- 4. All members of this church who have served as deacons of this church and who are no longer in that office shall constitute a permanent diaconate. They may be called upon to aid the active deacons in the discharge of their duties, and they may be invited to meet with the Board of Deacons in an advisory capacity.
- 5. The Board of Deacons shall annually appoint a leader who shall be responsible for providing and directing a sufficient number of persons to serve as ushers at the Sunday morning services of worship and at all other church gatherings as requested by the Board of Deacons.
- 6. The Board of Deacons shall appoint such committees as it deems necessary to fulfill its duties.
- 7. The details of the board's duties shall be set out in the Manual of Procedure.

Section I — Board of Missions

- 1. The Board of Missions shall consist of seven members. Two or three members shall be elected annually for a term of three years. No member shall serve more than two (2) consecutive terms.
- 2. The Board of Missions, in consultation with the Pastor, shall be responsible to the church members for:
 - a) social concerns and mission interpretation, including local missions and Our Church's Wider Mission,
 - b) coordination of the church's special offerings, including, but not limited to, One Great Hour of Sharing, Strengthen the Church, Neighbors in Need and the Christmas Fund for Veterans of the Cross.
- 3. The Board of Missions shall appoint such committees as it deems necessary to fulfill its duties.
- 4. The details of the board's duties shall be set out in the Manual of Procedure.

Section J — Board of Trustees

- 1. The Board of Trustees shall consist of seven members. Two or three members shall be elected annually for a term of three years. No trustee shall serve more than two (2) consecutive terms.
- 2. The Board of Trustees, in consultation with the Pastor, shall be responsible to the church members for:
 - a) the church property, including its maintenance, improvement, use and insurance;
 - b) the acceptance of bequests and legacies and management of the church's investments and the church's memorial funds;
- 3. The Board of Trustees shall have no power to buy, sell, mortgage, lease, or transfer of real property without a specific vote of the church.

4. Board of Trustees shall appointment such committees as it deems necessary to fulfill its duties.
5. The details of the board's duties shall be set out in the Manual of Procedure.

ARTICLE VI: COMMITTEES

Section A — Personnel Committee

1. The Personnel Committee, a subcommittee of the Cabinet, shall consist of three members of this church, the Vice President or Cabinet designee, a Deacon and a Trustee. They may not serve on the PPRC concurrently.
2. The Committee, in consultation with the Pastor and appropriate boards is responsible for making recommendations for staff openings, changes in staff and the yearly review of staff.
3. The details of the Committee's duties shall be set out in the Manual of Procedure

Section B — Nominating Committee

1. The Nominating Committee of the church shall consist of four members of this church, two of whom shall be elected annually to serve a term of two years without succession.
2. The Nominating Committee shall prepare a slate of nominations for church offices and boards and shall submit this slate to the annual meeting for vote. All persons nominated will be members of the church.
3. Between annual meetings of the church, the Cabinet shall pass on to the Nominating Committee any written resignation from elective offices or board. The Nominating Committee shall then submit to the Cabinet the name of a church member to fill the vacancy. The Cabinet may then appoint the suggested member, who will serve until the next annual church meeting. A partial-year appointment by the Cabinet is not considered to be part of an elected term. Any member serving in an elective office for one half or more of an elected term to which another person was elected shall be deemed to have served a full term.
4. The Nominating Committee shall maintain an informal list of likely candidates for future openings.

Section C — Pastor-Parish Relations Committee

1. Purpose
 - a) The Pastor-Parish Relations Committee is a permanent committee of First Church which seeks to support and sustain an open relationship between the Pastor(s) and the members of the congregation. The committee serves as an advisory group to the Pastor(s) and as a support for the Pastors' leadership.
 - b) Constructive and caring communication is fostered in an atmosphere of confidentiality and mutual trust. The committee assists the Pastor(s) and the members of the congregation in sharing ideas, hopes, expectations, concerns, conflicts, and interpretations of mission. Issues can be dealt with creatively through helpful and honest dialogue.

- c) The goals of the committee are the professional growth and well-being of the Pastor(s) and the promotion of a mutual ministry between our Pastor(s) and the congregation. Through strengthened Pastor-parish relationship, we enhance the effectiveness of our church's mission.
- d) To accomplish the stated purposes, the committee is structurally independent but will maintain a consultative relationship with the church Cabinet and other boards when appropriate, and give an oral report to the congregation at annual meeting.

2. Organization of the Committee

- a) The Pastor-Parish Relations Committee consists of the Pastor(s) and five church members. Each church member of the Pastor-Parish Relations Committee will serve one five-year term effective April 1, with one member appointed annually in the following manner:
 - i) In the even-numbered years, the appointment will be made by the Pastor after consultation with the church Cabinet. If more than one Pastor is employed, then appointments shall alternate between them every other even-numbered year.
 - ii) In odd-numbered years, the Pastor-Parish Relations Committee will appoint a new member after consultation with the church Cabinet by the committee chairperson.
 - iii) In the event a member leaves before his/her term expires, a replacement will be appointed to complete that term by the same party that made the original appointment of the member creating the vacancy.

Section D — Temporary Committees

Temporary committees as deemed necessary may be appointed by the Cabinet and boards as needed.

ARTICLE VII: ORGANIZATIONS

The church is a unity. It welcomes the creation of organizations within its membership which shall help to fulfill its purposes, and it expects from all such organizations a maximum of cooperation. All organizations deriving their principal membership from the church membership shall be regarded as integral parts of the church.

Section A — Women's Guild

The Women's Guild is an integral organization within the church. Its objective is to unite all the women of the parish in a fellowship of worship, education, service, and giving, to carry Christian fellowship to others outside its membership, and to promote the social activities of the church. The Women's Guild is recognized as an independent organization operating under its own constitution and Bylaws.

ARTICLE VIII: MEETINGS

Section A — The Annual Meeting

The annual meeting of the church shall be held during the third week in May. At the meeting there shall be a full opportunity for any business or discussion, including reports of the Pastor(s), officers, Cabinet, and boards, which may properly come before the church. The business shall include:

1. the presentation by the treasurer of the financial position of the church for the preceding year.
2. the presentation of, and action on, the budget proposed for the current year.
3. the presentation of reports by Pastor(s), officers, Cabinet, boards, and Nominating Committee.
4. the presentation of an oral report by the Pastor-Parish Relations Committee and the introduction of the committee member for the following year.
5. the election of officers, Cabinet and board members and Nominating Committee members for the ensuing year.
6. opportunity for any other business which any member may wish to place before the church for consideration or action.

Section B — Special Meetings

A special meeting may be called by the Cabinet or by the clerk upon written request of 15 active or associate members of the church.

Section C — Notification

The call for each meeting, stating the purpose of the meeting, shall be posted at the meeting house at least 10 days before the meeting. A notice shall be published in the church paper or in a separate letter to the church members at least 10 days prior to the meeting.

Section D — Voting

All active and associate members of the church who are present at a meeting shall be entitled to vote upon any question before such a meeting. A majority vote shall control except as otherwise provided.

Section E — Quorum

At all meetings of the church, ten percent of all active and associate members shall constitute a quorum; but in the absence of a quorum, those present may vote to adjourn to a fixed date.

ARTICLE IX: DISSOLUTION

In the event of dissolution of the church, its assets and all property and interests of which it shall then be possessed, including any devise, bequest, gift, or grant contained in any will or other instrument, in trust or otherwise, made before or after dissolution, shall be transferred to the New Hampshire Conference of the United Church of Christ.

ARTICLE X: AMENDMENTS

The Bylaws may be amended by a vote of at least two thirds of all active or associate members who are present and voting at any regular meeting, or at any duly-called special meeting, provided that the substance of the proposed amendment is stated in the call for the meeting.