

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

Manual of Procedure

Manual of Procedure Adopted and Amended February 2014

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MANUAL OF PROCEDURE
First Congregational Church in Concord, NH
A Member of the United Church of Christ

I. The Cabinet

A. **Authority:** Bylaws, Article IV, Section B

B. **Responsibilities:**

1. The Cabinet shall discern the will of the congregation, serve as the executive committee of the church, and supervise the church's activities according to the Bylaws and the Manual of Procedure.
2. The Cabinet shall appoint liaisons so as to 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.
3. The Cabinet shall serve as the coordinating agent of all the interests and activities of the church and its organizations and shall make adjustments and improvements concerning policies and administration.
4. The Cabinet, in consultation with the Personnel Committee and the Pastor, will oversee, hire and if necessary dismiss paid (non-elective) church staff.
5. The Cabinet shall arrange for stewardship drives for the support of the church and will, with all boards, arrange for all-church planning.

C. **Duties:** The Cabinet's duties shall be to:

1. appoint two Cabinet members, either of whom may approve budgeted expenses and submit them to the treasurer for payment.
2. prepare the Cabinet's budget.
3. establish an annual budget subcommittee, to be made up of the Vice-President, a member of each board, a member at large, the Church Treasurer and the Pastor. This committee shall prepare the church's proposed budget, including recommendations for staff salaries and for vote of Cabinet and presentation at annual meeting.
4. approve unbudgeted expenses presented to the Treasurer for payment.
5. publish *The North Star* and appoint its Editor.
6. appoint a coordinator to publicize church activities.
7. schedule church activities.

8. conduct an annual fellowship and planning meeting.
9. prepare and maintain the Manual of Procedure.
10. appoint and support delegates to the NH Conference, Merrimack Association, and ecclesiastical councils.
11. appoint a Church Librarian.
12. appoint a Church Historian.
13. appoint, in consultation with the Financial Secretary, a five (5) member Counting Committee to process the contributions made to the church each week.
14. establish a Personnel Committee made up of the Vice President, one Deacon and one Trustee, who cannot be a member of Pastor Parish Relations Committee.
15. receive written resignations of board members and fill these vacancies occurring in the elective offices of the church until the next annual meeting upon the recommendation of the nominating committee.
16. submit to the annual meeting a report of its activities for the preceding year and a program of objectives of the church for the coming year as well as projections for the next 5 years.
17. employ a professional, outside auditor, at least every 5 years, to audit the accounts, funds, and assets of the church and report the findings of the audit to the Cabinet and Board of Trustees. The Cabinet shall make a summary report available to the congregation. Copies of the auditor's complete report will be available upon request.
18. select persons to fill staff vacancies, in consultation with Personnel Committee and the Pastor.
19. arrange, in consultation with all boards and the Pastor, for the annual stewardship drive and such church-approved special fund drives as may be adopted from time to time by the church.
20. in consultation with the Pastor and Chairs of Boards, oversee the volunteer policy.

It is within the Cabinet's discretion to appoint a committee to undertake any of these duties.

II. The Pastor

A. Authority: Bylaws, Article V, Section C

B. Responsibilities:

1. The Pastor shall be the spiritual and administrative leader of the church.

2. The spiritual duties relevant to this responsibility will vary with each Pastor, and that Pastor's style of leadership; the strength of ministry and the needs of the church will govern the related duties.

C. **Duties:** The Pastor's administrative duties shall be to:

1. consult with the Personnel Committee and appropriate boards on staffing needs and the description of positions to fill those needs.
2. consult with the Cabinet and appropriate boards in securing candidates to fill staff needs.
3. consult with Cabinet and Personnel Committee on a regular basis concerning staff matters.
4. consult with Personnel Committee and appropriate boards on yearly reviews of staff, as well as recommending any changes in staffing and in staff personnel.

III. The President

A. **Authority:** Bylaws, Article V, Section D

B. **Responsibilities:**

1. The President, as corporate head of the church, shall preside over meetings of the church and the Cabinet.
2. In case of emergency, the President will convene a meeting of all chairpersons to coordinate a plan of action.

C. **Duties:** The President's duties shall be to:

1. consult with the Pastor on a regular basis regarding the welfare of the congregation.
2. develop the agenda for meetings of the church and the Cabinet.
3. preside over the Cabinet meetings.
4. preside at all congregational and quarterly meetings of the church.
5. oversee the fulfillment of decisions by the church and Cabinet.
6. schedule quarterly meetings (February, June, September, November) with the Cabinet and representatives from all boards for the purpose of review, evaluation, all-church planning and fostering regular communication.

IV. The Vice President

A. **Authority:** Bylaws, Article V, Section D

B. **Responsibilities:**

The Vice President, as assistant to the President, shall perform the President's duties in the absence of the President.

C. **Duties:** The Vice President's duties shall be to:

1. perform the items listed as 1 through 6 herein as the President whenever the President is absent.
2. perform any other duties delegated by the President or the Cabinet.

V. The Clerk

A. **Authority:** Bylaws, Article V, Section E

B. **Responsibilities:**

The Clerk shall act as the secretary of the church and the Cabinet.

C. **Duties:** The Clerk's duties shall be to:

1. notify all officers, Cabinet members, board members, and delegates of their election or appointment.
2. provide each newly-elected officer, Cabinet and Board member with a copy of the Bylaws and the Manual of Procedure and notify these persons of the date of their first meeting and the term of their office.
3. record all the business meetings of the church and the Cabinet.
4. maintain an accurate list of all active, inactive, associate, and former members.
5. issue letters of membership transfer according to the vote of the Board of Deacons.
6. maintain an accurate record of all baptisms, weddings, and funeral services performed by the Pastor(s).
7. preserve on file all written reports.
8. give notice of all meetings of the church.

VI. The Historian

A. **Authority:** Bylaws, Article IV, Section B

B. **Responsibilities:**

The Historian shall preserve and stimulate interest in the heritage of the church.

C. **Duties:** The Historian's duties shall be to:

1. collect records and artifacts which perpetuate the church's heritage and history.
2. preserve the records and artifacts of the church.
3. develop and supervise rules governing the use of the church's vault.
4. initiate observances of significant anniversaries of the church.
5. respond to inquiries for historical data.
6. exhibit on a regular basis artifacts and documents to heighten members' historic awareness.
7. prepare articles on a regular basis for *The North Star* to heighten parishioners' knowledge of the church's history.

VII. The Librarian

A. **Authority:** Bylaws, Article VI, Section B

B. **Responsibilities:**

The Librarian shall encourage the reading of books and other materials of the church library.

C. **Duties:** The Librarian's duties shall be to:

1. publicize, in *The North Star*, books and other materials recommended by the boards, committees, and groups of the church.
2. create displays which exhibit and encourage the reading of books and other materials of the church library as provided by the boards.
3. receive materials purchased by the boards and catalog them for circulation.
4. secure funds from appropriate boards for purchasing materials for the library.

VIII. The North Star Editor

A. **Authority:** Bylaws, Article IV, Section B

B. **Responsibilities:**

The Editor shall work in conjunction with the Church Secretary to assist in the monthly publication of the North Star, the monthly church newsletter.

C. **Duties:** The North Star Editor's duties shall be to:

1. review materials submitted for accuracy of content.
2. correct spelling, punctuation and grammar as necessary.
3. assess general formatting of publication and make suggestions as necessary for readability.

**Note: Any changes that alter the meaning of an article should be made only after consultation with the author of the article.*

IX. Personnel Committee

A. **Authority:** Bylaws, Article VI, Section A

B. **Responsibilities:**

The Committee is responsible for making recommendations for staff openings and the yearly review of staff.

C. **Duties:** The duties of the Personnel Committee shall be to:

1. in consultation with appropriate boards and the Pastor, make recommendations to Cabinet on persons to fill staff vacancies.
2. in consultation with appropriate boards and the Pastor, make recommendations for changes in staffing and staff personnel.
3. review, in consultation with the Pastor and appropriate boards, staff performance and report to the Cabinet. The reviews will be completed by February 28th or 90 days before annual meeting.
4. review, in consultation with the Pastor-Parish Relations Committee, the Pastor and Pastoral staff's performance and report to Cabinet. The reviews will be completed by February 28th or 90 days before annual meeting.
5. maintain job descriptions, the personnel handbook and policies regarding holidays, vacations and accrued sick time.
6. report to Cabinet quarterly or as needed.

X. The Nominating Committee

A. **Authority:** Bylaws, Article VI, Section B

B. **Responsibilities:**

The Nominating Committee shall recruit and recommend to the church and the Cabinet candidates for elected office.

C. **Duties:** The Nominating Committee's duties shall be to:

1. maintain an informal list of likely candidates for future openings.
2. obtain nominees, who shall all be church members, for elected offices and present the slate at the annual meeting of the church.
3. recommend a church member to the Cabinet for appointment to fill any vacancy made known to the Cabinet by a written resignation by an elected officer. The Nominating Committee may consider, for filling a vacancy, a church member whose term in that capacity has expired recently.

XI. The Pastor-Parish Relations Committee

A. **Authority:** Bylaws, Article VI, Section B

B. **Responsibilities:**

The Pastor-Parish Relations Committee is responsible for promoting communication and understanding between the Pastor(s) and the parish. The functions of the Pastor-Parish Relations Committee are to help the congregation have reasonable expectations of the Pastor and to clarify the mutual expectations of the Pastoral role and to determine what has priority. The committee is responsible for assisting the Pastor(s) in setting goals and in the periodic renegotiating of expectations and priorities.

C. **Duties:** The Pastor-Parish Relations Committee's duties shall be to:

1. meet regularly, at least twice a year, as arranged by the chairperson.
2. appoint a secretary, who shall keep a record of the meeting dates, members present and committee members' appointed terms. No minutes shall be kept during the meeting.
3. keep discussions confidential within the committee.
4. serve as a vehicle to promote healthy relationships between the Pastor(s) and the congregation by:
 - a) providing a communication link.
 - b) providing opportunities for the Pastor to express feelings, concerns, and ideas to the committee.

- c) openly sharing with the Pastor the feelings and reactions of church members.
 - d) meeting regularly to provide Pastoral support and lessen the possibility of misunderstanding.
 - e) identifying a concern or potential conflict between the Pastor's ministry and the congregation.
 - f) assisting in developing alternative solutions.
5. notify the Cabinet President and/or Vice-President in the event that information obtained is beyond the scope of the Pastor-Parish Relations Committee's ability to respond.
 6. review the Pastor(s) leadership and the congregation's responsiveness to it by:
 - a) ensuring that the evaluation process is based on mutually accepted goals and objectives.
 - b) ensuring that the evaluation takes place, that the process is fair, and that the primary focus is to improve the church's ministry.

XII. The Treasurer

A. Authority: Bylaws, Article V, Section F

B. Responsibilities:

The Treasurer shall disburse all moneys of the church and maintain records of the disbursements.

C. Duties: The Treasurer's duties shall be to:

1. pay bills authorized by the church budget upon approval of appointed board member or the Cabinet. Payment for a capital project or product exceeding \$1,000.00 requires the signature of treasurer and either the President or Vice President.
2. pay bills not authorized by the church budget but authorized by the Cabinet.
3. notify the Board of Trustees and Church President of financial gifts received by the church and the purpose for which they were designated.
4. consult with the church office on a regular basis regarding bills and office needs.
5. post receipts for all funds on a weekly basis.
6. complete payroll on a biweekly, monthly, or quarterly basis as required.
7. balance all accounts on a monthly basis and reconcile records with the bank statements.
8. segregate Federal Insurance Contribution Act (F.I.C.A.) and Federal Insurance Tax (F.I.T.) withholdings on a regular basis.

9. transmit Our Church's Wider Mission funds to the New Hampshire Conference on a timely basis.
10. attend regular meetings of the Cabinet and Board of Trustees and provide a financial statement on a monthly basis.
11. transmit F.I.C.A. and F.I.T. moneys on Internal Revenue Service (IRS) Form 931 to the IRS.
12. transmit annuity moneys to the Pension Board on behalf of the Pastor and other participating staff.
13. transmit moneys committed to seminaries and the Greater Concord Interfaith Council.
14. segregate moneys committed to building reserves, the Pastor's sabbatical leave, and other approved special accounts.
15. prepare IRS forms W-2 and W-3 for submission to employees and the IRS on an annual basis.
16. provide upon request an IRS form W-4 to each employee.
17. calculate the payroll for each employee on an annual basis.
18. assemble financial records and submit the records to an auditor on an annual basis.
19. prepare a financial report for the annual meeting of the church.
20. complete the financial section of the annual report for the New Hampshire Conference.
21. prepare and transmit salary statements for the Pastor and other participating staff for the pension board on an annual basis.
22. retain and preserve for four years financial and payroll records which would be subject to IRS audit.
23. follow the Church Treasurer's Procedure:
 - a) All monthly bills will be paid from the Operating Checkbook. There will be one money market account that incorporates all funds not having monthly activity. Total interest on the one money market account will be prorated on year-end balance.
 - b) With the exception of the payroll accounts, no payment will be made without a Payment Authorization Form approved by someone other than the person paying the bill. All payments will have two approvals – the person requesting payment and the person writing the check.
 - c) The treasurer will administer the payroll accounts.
 - d) Persons authorized to pay bills (sign checks) are the church President and the Treasurer. The President and Vice President are authorized to approve all bills, but cannot take action on the payment of a bill that he/she approved.

- e) The Board of Trustees is authorized to approve bills for accounts related to operating the building.
- f) The chairperson of the Board of Trustees in consultation with the Board is authorized to approve expenditures on the following accounts: Repair and Maintenance, Building Repair Reserve, Office Equipment Reserve, and any newly created construction project accounts.
- g) The Board of Missions is authorized to approve expenditures for wider mission accounts.
- h) Expenditures for programs conducted by the various boards and the Cabinet must be authorized by one of the following: The President or Vice-President for the Cabinet and chairperson or appointed member of the separate boards.

XIII. The Financial Secretary

A. Authority: Bylaws, Article V, Section F

B. Responsibilities:

The Financial Secretary shall receive and maintain records of pledges and contributions to the church.

C. Duties: The Financial Secretary's duties shall be to:

1. consult with the Cabinet about their appointment of a 5-member counting committee to count moneys received by the church during the week.
2. establish with the committee a schedule and procedure for counting and depositing moneys:
 - a) Each week at least two (2) members of the counting committee who have been appointed by the Cabinet will be responsible for counting, documenting and depositing moneys received during the week and at church services.
 - b) All information and a copy of the deposit slip produced by the counting committee will be forwarded to the financial secretary on a weekly basis.
3. coordinate and oversee the receipt of the weekly pledges and contributions to the church as processed by the counting committee and forward information to the Treasurer.
4. ascertain the purpose of all special gifts. If the donor's intent is unclear to the financial secretary all information will be forwarded to the treasurer and Board of Trustees, who shall determine the purpose of the gift.
5. obtain a bank copy of the deposit slip on a weekly basis.
6. post individual giving from pledges and contributions on a weekly basis.
7. transmit a statement of recorded giving to all contributors on a semi-annual basis (January and June).

8. order and prepare offering envelopes for members on an annual basis.
9. retain and preserve financial records for four years. (An IRS audit would include a review of these records.)

XIV. Financial Procedure

A. Authority : By Laws: Article IV, Section B and Article V, Section F and Section J

1. The Financial Secretary will process special gifts, bequests, and legacies in the same manner as all other income. The financial secretary shall ascertain the purpose of the funds and notify the treasurer of their intent at the time of their deposit.
2. The Treasurer upon notice from the financial secretary of a special gift, bequest, or legacy shall notify the Board of Trustees and the Cabinet of the funds and their purpose.
3. If the donor's intent is unclear to the financial secretary all information will be forwarded to the treasurer and Board of Trustees, who shall determine the purpose of the gift.
4. The Board of Trustees shall review the gifts, bequests, or legacies referred to them and determine whether it is in the best interest of the Church to accept the funds and notify the Cabinet of their decision. The Board of Trustees in accordance with the stated purpose will place accepted gifts in the Memorials or Investment accounts. Any gift not accepted will be returned to the Cabinet for their review, and if they so desire, brought before the Church for their consideration and final action.
5. Unrestricted gifts to the First Congregational Church from an estate, by will, or under terms of a trust Agreement, or an annuity, or accompanied by a letter, shall be deposited by the Financial Secretary to the First Congregational Church checking account. The Church Treasurer shall notify the church Cabinet of the gift and at the same time transfer the gift by check to the Investment Committee of the Board of Trustees.
6. The Investment Committee will invest the funds in money market or other short-term investments pending further instructions from the Cabinet. The Cabinet may make recommendations for the use of unrestricted gifts (subject to approval of the Trustees). The Cabinet will furnish the Trustees with instructions in writing and upon receipt by the Trustees will instruct the Investment Committee to transfer funds to the Church Treasurer.
7. The Investment Committee will maintain a record of funds disbursed from each unrestricted gift and the purposes for which it was used. Such activity will be detailed in the annual report of the Investment Committee and Church Treasurer's Annual Report.

XV. The Board of Christian Education

A. Authority: Bylaws, Article V, Section G

B. Responsibilities:

1. The Board of Christian Education, in consultation with the Pastor, shall be responsible for developing and implementing educational policy, procedures, and programs, including supervision of the nursery and toddler programs.
2. The Board will seek to secure 3 competitive bids for any purchase or contract for supplies or service for a project that will exceed \$1,000 except for an emergency. The Pastor and President in consultation with the appropriate board will determine emergency situations.
3. The Board of Christian Education shall report its activities to the Cabinet and participate in the quarterly meetings called by the Cabinet.

C. Duties: The Board of Christian Education's duties shall be to:

1. appoint two board members either of whom may approve budgeted expenses and submit them to the church treasurer for payment.
2. recommend a budget for the board to the Cabinet; and appoint a board member to serve on the Cabinet's budget subcommittee.
3. evaluate the Christian education needs of all age groups within the church and implement programming and changes as needed.
4. determine guidelines for educational programs and appropriate presentations for recognition of service and achievement.
5. collaborate with the church school administrator to ensure implementation of the Board of Christian Education's programs.
6. recruit and train additional leaders, teachers, and volunteers necessary for the efficient functioning of the church school.
7. evaluate and determine the appropriate educational materials for the board's programs.
8. confer with the church librarian regarding the library inventory prior to purchasing new material for the library.
9. appoint a Cradle Roll Mother who will provide support for the family during baptism.
10. plan and facilitate church retreats as determined to be appropriate to enhance the spiritual and educational programs of the church.

11. facilitate requests for scholarship aid for conference and camp programs of Christian education,
12. advocate for and promote fellowship groups.
13. develop church-wide awareness of Christian education and its programs through regular communication,
14. collaborate with other boards, church leaders, and organizations in planning of special worship services and other church programs and events.

It is within the Board of Christian Education's discretion to appoint a committee to undertake any of these duties.

XVI. The Board of Deacons

A. **Authority:** Bylaws, Article V, Section H

B. **Responsibilities:**

1. The Board of Deacons, in consultation with the Pastor, is responsible for offering worship services, including celebration of the sacraments and ordinances; preparation and reception of new members, as well as determining membership status; special Pastoral services, seasonal decorations, and the ministry of music.
2. The Board will seek to secure 3 competitive bids for any purchase or contract for supplies or service for a project that will exceed \$1,000.00, except in an emergency. The Pastor and President in consultation with the appropriate board will determine emergency situations.
3. The Board of Deacons shall report its activities to the Cabinet and participate in the quarterly meetings called by the Cabinet.

C. **Duties:** The Board of Deacons' duties shall be to:

1. appoint two board members either of whom may approve budgeted expenses and submit them to the church treasurer for payment.
2. identify a board member to sit on the Personnel Committee.
3. recommend a budget for the board to the Cabinet and appoint a board member to serve on the Cabinet's budget subcommittee.
4. assist the Pastor in both the preparation and the conducting of the worship service by:
 - a) establishing with the Pastor the content and order of the worship service.

- b) appointing deacons to be present in the church each Sunday morning to greet worshipers, welcome guests and invite them to share information to facilitate communication.
- c) monitoring the appropriate lighting and sound amplification.
- d) maintaining the worship appointments and procure and arrange for the display of the seasonal decorations including but not limited to the crèche, wreaths, tree, and candles.
- e) changing the dorsal cloths and lectern sashes appropriate to the church calendar.
- f) selecting and distributing appropriate devotional and education literature in the narthex and in the pew racks.
- g) arranging for guest preachers and lay leadership for services of worship as needed.
- h) appointing a leader who shall be responsible for providing and directing a sufficient number of persons to service as ushers at services of worship.
- i) ringing of the church bell at the appointed times.

5. assist the Pastor in the celebration of the sacraments and ordinances by:

- a) providing for the care of the communion silver, cups, and linens.
- b) preparing and arranging the appointments and elements for the service.
- c) preparing the font for baptisms.
- d) instructing the new deacons in the proper discharge of their duties as they relate to the sacraments;

6. nurture and foster church members by:

- a) developing and maintaining, in collaboration with the congregation, a list of prospective members by seeking out newcomers and discovering non-churched people in the community.
- b) developing, in collaboration with the congregation, a regular group of visitors to call on prospective members and extend a welcome while inviting them to worship.
- c) referring to the Pastor names of prospective members obtained from the congregation.
- d) identifying, in collaboration with the congregation, members of the church who have become inactive in its life and encouraging them to return to the fellowship.
- e) communicating with members who have moved, in order to determine their interest in
- f) continuing membership in this church.

7. prepare and receive new members by:

- a) aiding the Pastor in determining the procedure for educating new members regarding the historic teaching of the Christian church and the covenant of this church.
- b) providing for, in cooperation with the Board of Christian Education and the Pastor, the preparation of young people for church membership through confirmation classes.
- c) collaborating with the congregation to assist the Pastor in nurturing and integrating new members.

8. review the membership roll annually, pursuant to the Bylaws, Article III, Section E. If after two years on the inactive list there is no communication from an inactive member, the member may be subject to removal from the membership roll by a vote of the Board of Deacons.

9. provide Pastoral services for those in special need by:

- a) preparing the home communion kit and accompanying the Pastor on the calls to the sick and shut-in persons when possible.
- b) arranging for the transportation to church services of those who otherwise would be unable to attend.

10. encourage and assist those members interested in full-time Christian vocations or Christian commitment.

11. designate recipients of the Emma B. Boardman Higher Education Fund and the Ruth P. Prowse Fund.

12. confer with the Church Librarian regarding the library inventory prior to purchasing new materials for the library.

13. ensure there is music at worship services, and select and maintain church hymnals.

14. collaborate with the Board of Christian Education concerning arrangements for intergenerational services.

15. collaborate with the Women's Guild for placement of flowers in the sanctuary for the worship services.

It is within the Board of Deacons' discretion to appoint a committee to undertake any of these duties.

XVII. The Board of Missions

A. **Authority:** Bylaws, Article V, Section I

B. Responsibilities:

1. The Board of Missions, in consultation with the Pastor, shall undertake social concerns and missions, including local missions and Our Church's Wider Mission (OCWM) and coordinate 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.
2. The Board will seek to secure 3 competitive bids for any purchases or contract for supplies or services for a project that will exceed \$1,000.00, except in an emergency. The Pastor and President in consultation with the appropriate board will determine emergency situations.
3. The Board of Missions shall report its activities to the Cabinet and participate in the quarterly meetings called by the Cabinet.

C. **Duties:** The Board of Missions' duties shall be to:

1. appoint two board members, either of whom may approve budgeted expenses and submit them to the church treasurer for payment.
2. recommend a budget for the Board to the Cabinet and appoint a Board member to serve on the Cabinet's budget subcommittee.
3. recommend a budget to the Cabinet for Our Church's Wider Mission, including our closely related seminaries and OCWM Basic Support.
4. approve funds to be disbursed to the conference for wider missions.
5. identifying and educate the congregation about local, national, and international social issues and mission concerns and advise the appropriate organizations in the church about these concerns.
6. confer with the church librarian regarding the library inventory prior to purchasing new materials for the library.
7. promote and support wider mission projects including OCWM, Neighbors in Need, One Great Hour of Sharing, Strengthen the Church, Christmas Fund and Blankets for Hope.
8. promote and support local mission projects including our Zimbabwe Partnership, the Friendly Kitchen, Crop Walk, Outreach to Cold Weather Shelter and the Retired and Senior Volunteer Program (RSVP).

9. maintain and facilitate the procurement and distribution of food supplies for the Food Pantry.
10. promote mission activities of the New Hampshire Conference, UCC, The Merrimack Association of the NH Conference, UCC, and the Greater Concord Interfaith Council.

It is within the Board of Missions' discretion to appoint a committee to undertake any of these duties.

XVIII. The Board of Trustees

A. Authority: Bylaws, Article V, Section J

B. Responsibilities:

1. The Board of Trustees, in consultation with the Pastor, shall conduct the care, custody, maintenance, administration, and use of all properties of the church, including the sanctuary, chapel, offices, classrooms, meeting spaces, and church grounds.
2. The Board will seek to secure 3 competitive bids for any purchase or contract for supplies or service for a project that will exceed \$1,000.00, except in an emergency. The Pastor and President in consultation with the appropriate board will determine emergency situations.
3. The Board of Trustees, with the Pastor, shall be responsible for the management of the church's investment and memorial funds.

C. Duties: The Board of Trustees' duties shall be to:

1. appoint two Board members, either of whom may approve budgeted expenses and submit them to the church treasurer for payment.
2. identify a Board member to sit on the Personnel Committee.
3. recommend a budget for the board to the Cabinet and appoint a board member to serve on the Cabinet's budget subcommittee.
4. anticipate capital building expenses and, in cooperation with the Cabinet, plan a long-term budget for their payment.
5. recommend budget items for building maintenance.
6. establish policies relating to the use of the church building. (Policies regarding the use of the Guild Room, kitchenette, and kitchen will be developed in conjunction with the Women's Guild.)
7. determine and secure adequate insurance for the building and properties.
8. appoint a Memorials Committee of three members of the church, one of whom shall be a trustee. The committee shall select its chairperson and shall:

- a) designate a member of the committee to account for all income for the memorial fund.
 - b) maintain a record of those gifts.
 - c) have the authority to decide what purchases will be made and whether or not the church will accept a memorial gift when the donor stipulates a specific use of the gift.
 - d) acknowledge the receipt of all accepted gifts and advise the nearest relative of the name and address of the donor/s; keep a record of all expenditures and maintain a memorial book suitable inscribed.
9. appoint an Investment Committee of three members of the church, one of whom shall be a trustee.
- a) The committee shall select its chairperson and the member to maintain its records. The committee shall be charged with:
 - i) the management of church investments.
 - ii) accounting for the income of those investments.
 - iii) transferring the income in accordance with the terms of the endowment.
 - iv) maintaining an annual record of those transactions and such activity will be summarized in the annual report of the Investment Committee and Church Treasurer's annual report.
 - b) The Investment Committee is authorized to conduct any and all business transactions consistent with the nature and requirements of investments. A report shall be made monthly to the Trustees reflecting transactions made in the month. A summary of the detailed transactions will be printed in the annual report.
10. in consultation with the music director, maintain and care for all musical instruments belonging to the church, and establish a schedule and fee for use of the pianos and all other musical instruments by individuals within the church and by individuals and organizations outside the church for recital and practice. All fees shall be paid to the church Treasurer. (The use of the Guild Room piano and fees for its use are determined by the Women's Guild.)
11. physically review, verify, and maintain the inventory of the church's property annually.

It is within the Board of Trustees' discretion to appoint a committee to undertake any of these duties.