

**THE FIRST CHURCH IN BELFAST
8 COURT STREET
BELFAST, MAINE 04915**

BY-LAWS

As adopted in 1994 and amended through September 2014

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The First Church in Belfast was organized December 29, 1796.
The sanctuary erected in 1818 -- Paul Revere Bell hung in belfry 1820
Congregation divided in 1820 -- Re-united in 1921
Clock installed in 1836 -- Clock automated in 2013
Organ installed in 1848 -- Organ restored in 1975

ARTICLE I -- NAME

This Church shall be called THE FIRST CHURCH IN BELFAST,
UNITED CHURCH OF CHRIST

ARTICLE II -- PURPOSE AND WELCOMING STATEMENT

The avowed purpose of this Church shall be to worship God, to preach the gospel of Jesus Christ, and to celebrate the Sacraments; to realize Christian fellowship and unity within this Church and the Church Universal; to render loving service toward humankind and to strive for righteousness, justice and peace.

The First Church Welcoming Statement

(Adopted January 24, 2010 making us an Open and Affirming Congregation)

We, the people of The First Church in Belfast, United Church of Christ, declare ourselves to be a gathered body of Christians, ever open to the voice of the Still Speaking God. In the spirit of those who worshipped here before us for over 200 years, we strive to witness God's love and Jesus' example in the wider community. To that end, we engage and support all people, whoever they may be and wherever they are on their spiritual journey, in worship, fellowship and service. We intentionally and joyfully welcome people of every race, ethnicity, age, gender, sexual orientation, gender identity and expression, marital status, physical and mental ability, socio-economic situation and faith background into the full life, ministry, sacraments and leadership of this church. We celebrate and support family in all its diverse forms and recognize and bless all loving and committed relationships. Together, we will strive, in the words of the prophet Micah, "to do justice, love kindness and walk humbly with our God."

ARTICLE III -- GOVERNMENT AND FELLOWSHIP

Section 1. GOVERNMENT

The government of this Church is vested in its members who exercise the right of control in all its affairs, subject to the laws of the State of Maine. It is amenable to no other ecclesiastical body.

Section 2. FELLOWSHIP

The Church accepts the obligation of mutual counsel, comity and co-operation with the Hancock-Waldo Association of the Maine Conference United Church of Christ and the Maine Conference United

Church of Christ. The Church pledges itself to share the common aims and work of the United Church of Christ.

First Church recognizes itself to be in fellowship with all Christian churches and understands its field of service as being the entire world with special Responsibilities springing out of its various relationships with its membership, its parish and community as well as the state, nation and the people of other lands.

ARTICLE IV -- FAITH

We believe in the freedom and responsibility of the individual soul, and the right of private judgment and welcome into our membership any person who loves the Lord Jesus Christ and who proposes to live according to his law of love. Members of this Church subscribe to the following statement of faith of the United Church of Christ:

We believe in God, the Eternal Spirit, who is made known to us in
Jesus our brother, and to whose deeds we testify;

God calls the worlds into being,
creates humankind in the divine image,
and sets before us the ways of life and death.

God seeks in holy love to save all people from aimlessness and sin.

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

In Jesus Christ, the man of Nazareth, our crucified and risen
Lord, God has come to us
and shared our common lot,
conquering sin and death
and reconciling the whole creation to its Creator.

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

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

God promises to all who trust in the gospel

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

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

ARTICLE V -- FISCAL YEAR

The fiscal year of this Church shall be the calendar year.

ARTICLE VI -- MEMBERSHIP

Section 1. COVENANT MEMBERS

The covenant membership of the First Church is open to all and shall consist of:

A. All persons who were members of the Church at the time of the adoption of these By-Laws on September 5, 2014.

B. Any person who has been baptized and has received orientation from the Diaconate and Pastor. Such persons may join by confession of faith in Jesus Christ as Lord and Savior, confirmation, reaffirmation of faith or letter of transfer.

Section 2. ASSOCIATE MEMBERS

Persons wishing to participate in the fellowship of the Church and support its activities, but who do not wish to commit to full membership, may upon recommendation of the Diaconate be accepted as Associate Members. Associate Members may participate in all activities of the Church, hold any office except those of Moderator, Clerk, Trustee, Deacon or member of the Pastor-Parish Relations Committee or of the Pastoral Search Committee, or a Delegate to the Association, Conference or Synod, and may vote on all matters except by-law amendments, the Pastor's selection or dismissal, the Perpetual Maintenance Fund, the General Expense Fund, calls for Special Congregational Meetings, real estate transactions or property transfers. Associate Members shall not be counted in membership reports to the denomination.

Section 3. RESPONSIBILITIES OF COVENANT MEMBERS

Members are expected to the best of their ability to attend the regular services of worship, to contribute financially to the support of the Church and its benevolences, to participate in its life and work, and to evidence in their daily lives a Christian life-style.

Section 4. PRIVILEGES OF COVENANT MEMBERS

All covenant members of this Church who are in good standing may act and vote in all affairs of the Church and hold any Church office unless restricted by their official position in the church.

Section 5. TRANSFER, RELEASE OF MEMBERS

A. Any member may request a letter of transfer to any Christian Church. A letter of transfer may be granted to any member or inactive member by vote of the Diaconate or at the discretion of the minister and the Church Clerk. The Diaconate shall be notified promptly of any transfer requests.

B. Members may on request and by vote of the Diaconate be released from membership. Their names will be removed from the rolls and they may be granted a certificate indicating the date upon which they joined the Church and the date upon which their membership was terminated.

Section 6. INACTIVE MEMBERS

Members who have ceased to be active in the church and who have not fulfilled the “responsibilities” of a member for a period of two years or more shall be deemed inactive members. Such persons shall be contacted by the Diaconate, with the intent of having them return to active participation in the church. After contact is made, either in person, by telephone, email or by letter if necessary, and the individual makes no attempt to become active, or if contact is not possible, the Diaconate will make a recommendation to the Church Council for that person to be moved to the “Inactive Member” list. Inactive members shall continue to be contacted yearly by the Diaconate for a period of three years. Inactive members shall not be counted in membership reports to the denomination.

ARTICLE VII -- OFFICERS

Section 1. PASTOR

The Pastor shall be chosen by a 2/3 vote of the covenant members attending a Congregational Meeting upon recommendation of a Pastoral Search Committee. The Pastor may be recognized by the Church or formally installed by an Ecclesiastical Council if the Pastor and the Church so desire.

A. The Pastor shall be an ordained minister with full and regular standing in an Association of the United Church of Christ or a licensed

person actively seeking full standing. He or she shall have charge of the worship services of the Church and shall carry on a ministry of preaching, pastoral care and leadership. As pastoral leader of the congregation of which he or she shall be a member, the Pastor shall be an ex-officio member of the Church Council and all boards and committees and be entitled to be informed of and be present at any meeting of any church-sanctioned group. The Pastor is entitled to be informed of the business transacted at such meetings.

B. The Pastor shall supervise the work of the church staff which shall include all employees and shall assure that job descriptions are prepared for each staff position.

C. The Pastor shall interview applicants for the position of Office Administrator and the position of Custodian, in consultation with the Trustees, Treasurer and Financial Secretary and shall present a candidates to the Church Council for its approval.

D. The Pastor(s) shall request approval for vacation time and, as reasonable emergency leave time, with the Diaconate

E. The pastoral relation may be dissolved either by:

1) The Pastor giving written notice of such intentions at least two months in advance unless otherwise agreed upon by the Church and Pastor.

2) A request for the Pastor's resignation approved by a 2/3 vote of the covenant members attending a Special Congregational Meeting, as described in Article XI, Section 4, provided that:

a) The Pastor receives written notice from the Clerk one month in advance of the vote and

b) The Pastor is accorded a full hearing before the Congregation at least two weeks in advance of that Special Congregational Meeting.

c) The Pastor shall be given at least two months' notice in advance of severing the relationship unless otherwise agreed upon by the Church and Pastor or unless severing the relationship is on grounds of misconduct by the Pastor.

Section 2. MODERATOR

There shall be a Moderator whose regular term shall be one year. After serving three one-year terms or any part thereof, a person shall not be eligible for reelection for one year. The Moderator shall be a covenant member. The Moderator shall not serve on any board or committee.

The Moderator shall preside at all Annual and Special Congregational Meetings and shall serve as Chair of the Church Council. The Moderator shall call together for organization any board or committee, elected or appointed, which has not organized within two weeks after the election. If the Moderator cannot be present to preside at

any of these meetings, either the Pastor or someone appointed by the Pastor shall preside in place of the Moderator.

Section 3. CLERK

There shall be a Clerk whose regular term shall be one year. After serving three one-year terms or any part thereof a person shall not be eligible for election as clerk for one year. The Clerk shall be a covenant member.

The Clerk shall give notice of all meetings of the Church according to the by-laws or any amendment and shall keep a record of these meetings. The Clerk shall supervise the keeping of records of all members received, transferred or dismissed, and of all baptisms, marriages and deaths. He/she shall make an annual report of the membership of the Church and conduct Church correspondence so far as is otherwise not provided. He/she shall supervise the custody of all Church records, receive resignations and then notify the Chair of the Nominating Committee and the Pastor of these resignations. The Clerk shall notify members of the Church Council of meetings and shall act as a secretary of these Council meetings. The Clerk shall be an ex-officio member of the Historical Committee and the Church Council.

Section 4. TREASURER

There shall be a Treasurer whose regular term will be for one year, from annual meeting to annual meeting. The Treasurer shall preferably be a covenant member.

The Treasurer shall maintain the financial records of the Church.

The Treasurer shall disburse financial resources in accordance with the votes of the Church and/or the Trustees. The Treasurer shall record the expenditures of the church. He/she shall be authorized to sell, assign and transfer on behalf of the Church any securities standing in the name of the Church, to open a bank account and to draw checks against it, as authorized by the Board of Trustees. The Treasurer shall execute deeds for real estate transactions made in the name of the Church after authorization by the covenant membership. The Treasurer shall make reports to the Trustees and the Church Council as requested and shall make a full report of the financial affairs of the Church for the preceding year at the annual meeting which the Clerk shall enter into the Church records. The Treasurer is an ex-officio member of the Board of Trustees and the Church Council. If a covenant member, the Treasurer shall be a voting member of the Board of Trustees. In the absence of the Treasurer, the Chairman of the Board of Trustees shall be authorized to make disbursements.

Section 5. FINANCIAL SECRETARY

There shall be a Financial Secretary whose regular term will be for one year, from annual meeting to annual meeting. The Financial Secretary, with a Trustee, or Deacon if no Trustee available, shall receive and record the income of the Church from all offerings and deposit same. The Financial Secretary shall receive and record income from all other sources and deposit same. In the absence of the Financial Secretary, the Chairman of the Board of Trustees may appoint an acting Financial Secretary. The Financial Secretary shall receive, record, and provide the Clerk with a report of all bequests and memorial gifts to the Church. The Financial Secretary shall assure that all monies received are credited to the specific Church Funds for which they were contributed.

The Financial Secretary shall make reports to the Trustees as requested and shall assist the Treasurer in preparing a full report of the financial affairs of the Church for the annual meeting.

The Financial Secretary shall prepare semi-annual statements for those who pledge. (Annual financial statements for members who pledge or if requested shall contain IRS approved wording related to tax deductible donations.) The Financial Secretary shall report to the Stewardship Committee regarding the collection of pledges as needed. The Financial Secretary is an ex-officio member of the Board of Trustees and of the Stewardship Committee and of the Church Council.

ARTICLE VIII -- CHURCH COUNCIL

Section 1. COUNCIL MEMBERSHIP

The Church Council shall be composed of:

Pastor	ex-officio*
Moderator	voting only in case of a tie
Clerk	ex-officio*
Financial Secretary	ex-officio*
Treasurer	ex-officio*
Diaconate Chair	voting
Trustees Chair	voting
Religious Education Chair	voting
Stewardship Chair	voting
Missions Chair	voting
Nominating Chair	voting
Music Chair	voting
Flower and Altar Chair	voting
Ushering Chair	voting
Hospitality Chair	voting

Member-at-large **	voting
Religious Education Director	ex-officio*
Historical Committee Chair	voting
Eight O'Clock Club President	voting

* Ex-officio shall be a non-voting member.

** To be elected by congregation at annual meeting. May be any covenant or associate member except Deacons or Trustees.

Section 2. GENERAL OPERATIONS

A. All Council meetings, except when executive sessions are required to address sensitive matters, are open to any Church member and any Church member may, with the agreement of the Moderator, address the Council. Anyone wishing to address the Council shall notify the Clerk so that the topic may be placed on the agenda.

B. Each committee Chair with a Council seat shall delegate a member of her/his respective committee to attend Council meetings in her/his absence.

C. A quorum shall consist of seven voting members.

D. The Council shall meet bi-monthly. Special meetings may be called by the Pastor, Moderator, Diaconate, Trustees or by any five Council members.

E. When possible, the Clerk shall provide Council members with an agenda at least 48 hours in advance of any Council meeting.

Section 3. RESPONSIBILITIES

The Council shall:

A. Be responsible for coordination of all program activities of the Church and have the power of the congregation between Congregational Meetings on all matters not specifically prohibited by the By-Laws, shall provide direction for the aims and purposes of the Church, assist the Pastor in the development of a well-rounded program and coordinate the work of all boards, committees and officers.

B. Assist all boards and committees to solve problems they cannot solve themselves and mediate among all boards and committees in matters where they are in conflict.

C. Direct the Diaconate and Pastor-Parish Relations Committee to conduct an annual pastoral review.

D. Act on nominations from the Nominating Committee to fill vacancies in any elected office between annual meetings.

E. Appoint a pastoral search committee to present to the congregation a successor to the ministry of the Church when the pulpit is vacant.

F. Provide for timely communication with Church members and friends via weekly bulletins, the regularly published Church newsletter or, when appropriate, the public news media.

G. Have no power to borrow money, buy or sell, mortgage or transfer real property.

H. Review, and if applicable, approve all contracts and agreements which require the expenditure of more than \$5,000 of non-budgeted funds or which bind the congregation to long-term (one year or more) financial commitments.

I. Nominate candidates to serve on the Nominating Committee for consideration by the Congregation at the annual meeting.

J. Be authorized to appoint committees including, but not limited to, budget, membership, by-laws review, and personnel committees.

K. Approve all new special collections and solicitations except those conducted by the Mission Committee.

L. Encourage volunteer efforts for Church Fairs, Wreath Project, and other fund raising projects.

M. Encourage volunteer efforts for work days and other facilities improvement projects.

N. Secure chair persons for the Summer and Christmas Fairs and Wreath Project.

O. Shall cause the By-Laws to be reviewed at least every 5 years.

P. Approve exceptions to term limit provision for all Boards and Committees.

ARTICLE IX
BOARDS AND COMMITTEES
ELECTION AND GENERAL OPERATIONS

Section 1. ELECTIONS

All officers and members of boards and committees shall be elected from a slate presented by the Nominating Committee or by additional nominations from the floor by majority vote of members present and voting at the Annual Meeting.

Section 2. ORGANIZATION

Each board and committee shall organize and elect a Chair and any other officers they deem necessary within two weeks after the Annual meeting. The retiring Chair shall convene the board or committee and report the name of his/her successor to the Clerk.

Section 3. RESIGNATIONS

An officer or member of a board or committee may resign by notifying the Chair of their board or committee, and Clerk in writing and that information shall be shared at the following Church Council meeting. The respective committee Chair shall notify, in writing, the Nominating Committee Chair of the resignation.

Section 4. REMOVALS

The position of an officer or member of a board or committee may be considered vacant and subject to replacement on the occasion of three non-excused absences from official meetings in a year. Such decisions will be made by the members of that board or committee after discussion with the member in question. The Clerk shall be notified in writing of any such removals within two weeks of said action and shall report that information at the following Church Council meeting. The respective committee Chair shall notify, in writing, the Nominating Committee Chair of the removals.

Section 5. QUORUM

A quorum of a board or committee shall consist of a simple majority of its members, in person or via telephone or video conference call. When required, a vote may be taken by e-mail but must be recorded in the minutes at the next board or committee meeting.

ARTICLE X **BOARDS AND COMMITTEES -- COMPOSITION AND** **RESPONSIBILITIES**

Section 1. DIACONATE

A. The Diaconate shall consist of at least six (6) and no more than ten (10) members who shall be covenant members of First Church. They shall be elected for three-year terms with at least two (2) elected each year. After serving a maximum of two three-year-terms, or any portion thereof, a member of the Diaconate shall be ineligible for re-election to the Diaconate for one year. The Pastor shall be an ex-officio member.

B. The Diaconate shall elect one member Chair and one secretary.

C. RESPONSIBILITIES

The Diaconate shall provide lay leadership in the furthering of the spiritual life of the Church. The Diaconate, in consultation with the

Pastor, shall be concerned with membership, worship, fellowship and ministering to those in need. To these ends, the Diaconate shall:

- 1) Cooperate with the Pastor in promoting the spiritual life of the Church and ministering to those in need of spiritual support in the Church and community.
- 2) Work with the Pastor to evaluate worship effectiveness and suggest improvements.
- 3) As needed assist the Pastor in conducting worship services.
- 4) Assist the Pastor in administering the sacraments.
- 5) Diaconate shall approve vacation schedule requests and, as reasonable emergency leave for the Pastor(s). Provide pulpit supply in the absence of the Pastor and secure ministers for interim pastorates.
- 6) Determine the appropriate alternative uses for spaces used for worship, e.g. sanctuary.
- 7) With the Music Committee, work to enhance the congregation's worship experience through music.
- 8) Conduct an outreach program inviting and welcoming new members in accordance with provisions of Article VI., Section 1 (b).
- 9) Every year conduct a survey of the Church membership rolls and recommend to the Council names to be transferred to an inactive list as described in Article VI, Section 3.
- 10) Under the auspices of the Church Council, assist the Pastor Parish Relations Committee in conducting an annual pastoral review.
- 11) Make an annual report to the congregation.
- 12) Maintain a written record of meetings and file copies in the church office.

Section 2. BOARD OF TRUSTEES

A. The Board of Trustees shall consist of at least six and no more than eight members who shall be covenant members of First Church with at least two elected each year. After serving a maximum of two three-year terms, or any portion thereof, a member of the Board of Trustees shall be ineligible for re-election as a Trustee for one year. The Treasurer, if a covenant member, shall be a voting member of the board. The Financial Secretary and Pastor shall be ex-officio* members.

B. The Board shall elect a Chair and Secretary.

C. RESPONSIBILITIES

The Board of Trustees shall manage the Church financial affairs and provide care and custody of the Church property subject to corporate and state laws. Trustees shall:

- 1) Have full power to invest and re-invest the capital and short-term surplus funds of the Church and to authorize the Treasurer to duly assign and transfer on behalf of the Church any securities

standing in the name of the Church, and to execute deeds for real estate transactions made in the name of the Church after authorization by the covenant Church members.

2) Secure the services of a Treasurer and Financial Secretary whose Responsibilities are outlined in Article VII.

3) Secure the services of an Auditor who shall conduct an audit every three years on all accounts of the Church and present a report to the Trustees as soon as possible after the end of each calendar year. The results of the audit will be published in "The Messenger".

4) Appoint a property management subcommittee consisting of five members, at least two of them Trustees, to serve for one year. The subcommittee Chair shall be a Trustee. The subcommittee shall be responsible for the maintenance of the Church property, including grounds, buildings and equipment, and make an annual report to the Trustees on the condition of the Church property.

5) Receive reports from the Pastor regarding the work of the custodian and assist the Pastor in hiring and in making decisions regarding the custodian's work when requested.

6) Establish and administer policy concerning use of the Church facilities.

7) Complete all tasks necessary to buy, sell, mortgage, lease or transfer property as directed by a vote of the covenant Church membership.

8) Provide for adequate property and liability and other federal and state mandated insurance.

9) Contract with maintenance service providers.

10) Make an annual report, including the condition of and all major repairs or changes done to the Church property in that year, to the congregation.

11) Maintain a written record of meetings and file copies in the church office.

Section 3. RELIGIOUS EDUCATION COMMITTEE

A. The Religious Education Committee shall consist of six but no more than eight members who shall be covenant members elected for three-year staggered terms with at least two elected each year. The Pastor and the Religious Education Director shall be ex-officio* members.

B. The Committee shall elect a Chair and a Secretary.

C. RESPONSIBILITIES

The Committee shall:

1) Work with the Pastor and the Religious Education Director to administer the Church's educational programs.

2) Select, appoint and assist in training teachers and leaders for the Church school program.

- Church.
- 3) Provide educational opportunities for all age groups in the Church.
 - 4) Develop goals and objectives for the Christian education program.
 - 5) Provide curriculum and supplementary materials and equipment for the Church school program.
 - 6) Communicate information about the Church educational programs to the entire congregation.
 - 7) Evaluate ongoing education programs
 - 8) Determine financial needs for the entire educational program and submit an annual budget request to the Budget Committee.
 - 9) Assist the Pastor in providing a confirmation program.
 - 10) Recommend to the Church Council the terms of employment for the Religious Education Director.
 - 11) Be empowered to employ and discharge the Religious Education Director in consultation with the Pastor.
 - a) The Religious Education Director shall be directly responsible to the Committee and be under the day-to-day supervision of the Pastor.
 - 12) Shall provide supervision of nursery care.
 - 13) With the Religious Education Director, make an annual report to the congregation.
 - 14) Maintain a written record of meetings and file copies in the Church Office.

Section 4. NOMINATING COMMITTEE

A. The Nominating Committee shall consist of three members whose terms shall be three years, one elected each year. Candidates for the Nominating Committee shall be selected by the Church Council to be voted on at the Annual Meeting. After serving two three-year terms or any part thereof a member shall be ineligible for reelection to the Nominating Committee for one year. The Pastor shall be an ex-officio* member.

B. RESPONSIBILITIES

The Nominating Committee shall:

- 1) Prepare a slate of nominees for officers, standing committees and such special committees as the Church may request for the ensuing year, and present them to the Annual Meeting.
- 2) In case vacancies occur between Annual Meetings, present nominations to the Church Council.
- 3) Provide nominees before the Annual Meeting with written descriptions of the responsibilities of the office, committee or board to which they are being nominated.
- 4) Consider the following guidelines when selecting candidates:

a) Consult with boards and committees for candidate suggestions.

b) Whenever possible, strive for gender balance on boards and committees.

c) Whenever possible, candidates for the Diaconate, Trustees, Moderator, Clerk, Religious Education Committee, and Pastor-Parish Relations Committee should have been actively involved in the life of the Church for at least one year.

d) Whenever possible, individuals should be nominated to serve on no more than one board and one committee simultaneously.

Section 5. MISSIONS COMMITTEE

A. The Missions Committee shall consist of at least six and no more than eight members elected for three year terms with at least two elected each year. After serving two three-year terms or any part thereof a member of the Missions Committee shall be ineligible for reelection for one year. The Pastor shall be an ex-officio* member.

B. RESPONSIBILITIES

The Missions Committee shall:

1) Develop an annual goal for mission pledges and determine how the funds raised shall be allocated to local, national and world mission programs and projects, to include Our Church's Wider Mission (OCWM).

2) Conduct special collections for One Great Hour of Sharing, Strengthen the Church, Neighbors in Need, the Christmas Fund, disaster relief and other emergency mission needs.

3) Sponsor mission awareness education programs.

4) Coordinate the congregation's participation in local ecumenical mission programs and projects.

5) Submit an annual budget request to the Budget Committee.

6) Make an annual report to the congregation.

7) Maintain a written record of meetings and file copies in the Church office.

Section 6. STEWARDSHIP COMMITTEE

A. The Stewardship Committee shall consist of six members elected for three-year terms with two elected each year. After serving two three-year terms or any part thereof a member of the Stewardship Committee shall be ineligible for reelection for one year. The Financial Secretary and Pastor shall be an ex-officio* members.

B. RESPONSIBILITIES

The Stewardship Committee shall:

1) Conduct ongoing educational programs in personal stewardship including the elements of time, talent and financial commitment.

2) Conduct the annual pledge drive each October/November to raise funds for the following year's budget and report the results of the drive to the Budget Committee by December 1.

3) Solicit support for special Easter and Christmas offerings.

4) Throughout the year encourage contributions, bequests and memorial gifts to support the General Church Budget (including Missions), the General Revenue Fund (endowment) and the First Church Perpetual Building Maintenance Fund. Committee solicitations for funds other than those identified above are subject to approval by the Church Council.

5) Not have authority to expend the funds it raises for the Church.

6) Prior to the 30th of September each year, contact persons whose pledge commitments are not being met.

7) Make an annual report to the congregation.

8) Maintain a written record of meetings and file copies in the church office.

SECTION 7. BUDGET COMMITTEE:

A. The Budget Committee shall consist of a member of Diaconate, Trustees, Religious Education, Stewardship, Missions and the Treasurer as a minimum.

B. RESPONSIBILITIES

The Budget Committee shall:

1) Prepare an annual proposed budget by the first of October.

2) Prior to drafting a budget for the following year the Budget Committee shall solicit financial requests from all Church organizations.

3) The Budget Committee, with assistance from the Pastor-Parish Relations Committee, shall conduct an annual review of the salaries, benefits, and allowances of the Pastor, Religious Education Director, Organist, Choir Director, Office Administrator, Treasurer, Financial Secretary, and all church employees.

4) The Budget Committee shall submit a draft budget to the Church Council for review and approval and, at that time, shall provide copies of the draft budget to all committees and boards which submitted financial requests.

5) Following Council approval, the committee shall present the budget to the Congregation at the annual meeting.

Section 8. PASTOR-PARISH RELATIONS COMMITTEE

A. The Pastor-Parish Relations Committee shall provide support and counseling to the Pastor in matters of Church relations.

B. The Committee shall consist of three covenant Church members recommended by the Moderator to three-year terms with one appointed each year. After serving two three-year terms or any part thereof a member of the Pastor-Parish Relations Committee shall be ineligible for reappointment for one year. Appointments shall be in consultation with the Pastor and shall have the approval of the Church Council. The pastor is an ex-officio* member.

C. The committee shall elect a Chair.

D. RESPONSIBILITIES

The Pastor-Parish Relations Committee shall:

1) Serve as a complement to the various boards and committees, focusing on Pastor and people relationships.

2) Provide the opportunity for the Pastor and the Committee to address potential conflicts, serve as a clearing house for the ideas and opinions of the Pastor, and be a forum of trust and confidentiality.

3) Engage in performance analysis with the Pastor as a means of helpful interchange to enhance his/her ministry with First Church.

4) Recommend to the Church Council matters relating to the promotion of effective ministry.

5) Under the auspices of the Church Council, assist the Diaconate in conducting an annual pastoral review.

Section 9. HOSPITALITY COMMITTEE

A. The Hospitality Committee shall consist of six members elected for staggered three year terms. After serving two three-year terms or any part thereof a person shall be ineligible for reelection for one year. The Pastor is an ex-officio* member.

B. RESPONSIBILITIES

The Hospitality Committee shall:

1) Secure greeters for Sunday morning worship services.

2) Purchase supplies for the coffee hour following Sunday morning worship services.

3) Secure coffee hour hosts.

4) Assist boards and committees in hosting social affairs of the Church, i.e. Harvest Supper.

5) Submit an annual budget request to the Budget Committee.

6) Make an annual report to the congregation.

Section 10. MUSIC COMMITTEE

A. The Music Committee shall consist of five members whose terms shall be three years, with at least one elected each year. After serving two three-year terms or any part thereof a person shall be ineligible for reelection for one year. The Organist and Choir Director and Pastor shall be ex-officio* members of the committee.

B. RESPONSIBILITIES

The Music Committee shall:

- 1) Plan the musical program of the Church in consultation with the Pastor and the Diaconate.
- 2) Encourage the development of choirs.
- 3) Recommend terms of employment for the Organist and Choir Director to the Church Council and, in consultation with the Pastor, employ and discharge an Organist and Choir Director.
- 4) Assist the Organist and Choir Director in securing new music for the choirs.
- 5) Oversee maintenance of the organs and pianos.
- 6) The music committee shall meet with the choir director/organist at least yearly.
- 7) The committee shall be responsible for sponsoring outside music functions and/or performances.
- 8) Submit annual budget requests to the Budget Committee to include funds for the maintenance of the Church pianos and organs and compensation for the organist and choir director.
- 9) Make an annual report to the congregation.
- 10) Maintain a written record of meetings and file copies in the Church office.

Section 11. FLOWER AND ALTAR COMMITTEE

A. The Flower and Altar Committee shall consist of three members whose terms shall be three years, one elected each year. After serving two three-year terms or any part thereof a person shall be ineligible for reelection for one year. The Pastor is an ex-officio* member.

B. RESPONSIBILITIES

The Flower and Altar Committee shall:

- 1) See that the altar cloths, vases, brass pieces, candelabra, collection plates and all other furniture or furnishings used on the altars of the Church are cleaned and otherwise maintained in good condition at all times.
- 2) Arrange for the purchase of candles.
- 3) Arrange for the purchase of palms
- 4) Have charge of providing flowers and decorations at the regular Church services.

- 5) Submit an annual budget request to the Budget Committee.
- 6) Make an annual report to the congregation.

Section 12. USHERING COMMITTEE

A. The Ushering Committee shall consist of six members whose terms shall be three years, two elected each year. After serving two three-year terms or any part thereof a person shall be ineligible for reelection for one year. This committee shall elect a Head Usher. The Pastor is an ex-officio* member.

B. RESPONSIBILITIES

The Ushering Committee shall:

- 1) Have charge of the ushering at the regular Church services and at special services when requested.
- 2) Recruit an adequate number of ushers from the congregation as it deems necessary.
- 3) See that the Church is properly lighted and ventilated during Church services and keep a record of Church attendance.
- 4) Familiarize itself with written policies and procedures of the committee and make sure that persons who are acting as ushers are instructed in their Responsibilities, including fire and safety issues.
- 5) Make an annual report to the congregation.

Section 13. DELEGATES

A. The Congregation shall elect at the Annual Meeting two delegates to attend the Annual Meeting of the Maine Conference, United Church of Christ, and two delegates to the Hancock-Waldo Association. Each delegate shall be elected for a three-year term. After serving two three-year terms or any part thereof a person shall be ineligible for reelection for one year.

B. Along with the Pastor, delegates shall, whenever possible, inform the Congregation of matters and issues to be considered by these bodies, thus providing the Congregation with an opportunity to comment. Delegates shall report to the Congregation the results of the meetings,

C. RESPONSIBILITIES:

Delegates to the Hancock-Waldo Association shall:

- 1) Attend annual Spring and Fall meetings and other specially called meetings of the association.
- 2) Be a liaison between the leadership of the association and the local church regarding programs regarding programs, events, issues or information pertaining to the association.
- 3) Help recruit church members to positions at the Association level.

4) Share pertinent information through newsletters, announcements, Church Council, and special presentations to inform and receive responses from the congregation.

5) Make an annual report to the congregation.

Delegates to the Maine Conference UCC shall:

1). Attend the Annual Meeting of the Maine Conference UCC and other special meetings called by the Conference.

2) Bring resolutions or other concerns from the local church to the Annual Meeting of the Maine Conference UCC.

3) Be a liaison between the leadership of the conference and the local church regarding programs, events, issues or information pertaining to the Conference.

4) Keep abreast of programs, events, issues or information at the National levels of the UCC.

5) Share pertinent information through newsletters, announcements, the Church Council and special presentations to inform and receive responses from the congregation.

6) Make an annual report to the congregation.

Section 14. HISTORICAL COMMITTEE

A. The Historical Committee shall consist of at least three members each elected for a three-year term with at least one member elected each year. After serving two three-year terms or any part thereof a person shall be ineligible for reelection for one year. The Clerk and Pastor shall be ex-officio* members.

B.-RESPONSIBILITIES

The Historical Committee shall:

1) Be responsible for collecting and preserving items of interest, publicity and achievement, and of objects of historical nature relating to the work and service of the Church, the membership and its services to the community.

2) Make an annual report to the congregation.

3) Work with the Belfast Free Library to preserve and keep historical records.

Section 15. EIGHT O'CLOCK CLUB

A. PURPOSE: The purpose of this Club shall be to enlist the women of the parish in a fellowship Worship, education, service and giving, to aid the program of The First Church In Belfast as it serves the cause of Christ in the community and throughout the World.

B. RESPONSIBILITIES

The Eight O'Clock Club shall:

1.) Make an annual report to the congregation.

ARTICLE XI -- CONGREGATIONAL MEETINGS

Section 1.

The Moderator shall preside at all Congregational Meetings except as provided in Article VII, Section 2.

Section 2. ANNUAL

The Annual meeting of the Church for the purpose of discussing and approving the Church budget for the current year, the election of officers, hearing reports and the transaction of other business, shall be held in January at the call of the Church Council.

Section 3. HARVEST

The Harvest Meeting of the First Church in Belfast, for the purpose of participating in setting goals and developing the Church budget for the following year, shall be held on the fourth Sunday in October following worship.

Section 4. SPECIAL

Special Congregational meetings may be called by the Pastor, the Board of Trustees, the Diaconate or by any group of ten (10) covenant members who present a written request to the Clerk. No business except that announced in the Call shall be considered at a Special Meeting.

Section 5. NOTICES

The Clerk shall provide notice of the Annual Meeting, Harvest Meeting and all special Congregational meetings. Notice shall be given from the pulpit and in the Church bulletin on at least two Sundays prior to the date of the said meeting. The notice of each meeting shall clearly state the objectives of said meeting and the business to be acted upon. Only at the Annual Meeting and Harvest Meeting or any adjournment thereof may any business which the Church may legally do (except those matters requiring specific prior notice as stipulated in the by-laws) be transacted whether named in the notice of the meeting or not. As noted above, only business stated specifically in the notice may be transacted at special Congregational Meetings.

Section 6. DELEGATES

The Church may act on the appointment of delegates to councils and conferences of the churches at any meeting or service of the Church without previous notice. In the event of an emergency immediately prior

to a conference, the Pastor or Moderator is empowered to appoint delegates.

Section 7. QUORUM

At all meetings of the Church, 30 members entitled to vote at such meetings shall constitute a quorum. Voting may be by a show of hands, unless any member present objects, in which case voting may be by written secret ballot.

ARTICLE XII -- INVESTMENTS

Trustees are entrusted with the formulation and execution of the investment, donation and gift policies of the Church. Trustees make decisions based on historical precedents, church policies, Bylaws and the prudent man rule. All policies adopted by the Board of Trustees will be recorded in the Board minutes with written documentation maintained in the Church office.

Section 1. ALL FUNDS

All trust funds and invested funds, including earned income of the Church and funds to be invested shall be managed and controlled in accordance with the requirements of both state and federal laws.

Section 2. GENERAL REVENUE FUND

The investment objective of this fund is income and growth. The fund may be used for unrestricted purposes determined at the discretion of the Board of Trustees. Asset allocation will be reviewed annually by the Board of Trustees. The spending policy will be up to 4% of the 12-31 market value of the past five year rolling average. It shall require a vote of 51% of a quorum of the covenant membership of the Church, voting at a duly called annual or special meeting, to authorize the Board of Trustees or Treasurer to expend in excess of the spending policy of this fund.

Section 3. PERPETUAL BUILDING MAINTENANCE FUND

The purpose of the fund is income and growth. The fund may be used for the improvement, preservation and maintenance of Church buildings. Asset allocation will be reviewed annually by the Board of Trustees. Trustees can expend maintenance funds in an amount, not to exceed, the greater of \$10,000 or up to 4% of the 12-31 market value of past five year rolling average. It shall require a vote of 51% of a quorum of the covenant membership of the Church, voting at a duly called

annual or special meeting, to authorize the Board of Trustees or Treasurer to expend in excess of the spending policy of this fund.

Section 4. ANNUAL REPORT

Trustees shall make an annual report to the congregation on the status of all investments and physical assets.

ARTICLE XIII -- AMENDMENTS TO BY-LAWS

These By-Laws and Rules of Government may be amended by two-thirds vote of the covenant members present and voting at any Annual Meeting, Harvest Meeting or any special meeting duly called for the purpose, provided that the notice of the proposed amendment is incorporated in the notice of such meeting.

ARTICLE XIV -- RESTRICTED ACTIVITIES

No substantial part of the activities of the Church shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the Church shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidates for public office.

ARTICLE XV -- DISSOLUTION

Upon the dissolution of the Church or the termination of its activities, the assets of the Church remaining after the payment of all its liabilities shall be distributed exclusively to one or more organizations organized and operated exclusively for such purposes as shall then qualify as an exempt organization or organizations under Section 501(c) of the Internal Revenue Code of 1954, as amended, and as a charitable, religious, eleemosynary, benevolent or educational corporation within the meaning of Title 13B, of the Maine Revised Statutes as amended.

No part of the net earnings of the Church shall inure to the benefit of any member, director, or officer of the Church, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Church in carrying out one or more of its purposes), and no member, director, or officer of the Church, or any private individual, shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Church.