

**Bylaws of the**  
**North Falmouth Congregational Church, UCC**  
**Incorporated in North Falmouth, Massachusetts**



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## **ARTICLE I: NAME**

The name of this Church shall be the North Falmouth Congregational Church, Incorporated, in North Falmouth, Massachusetts.

## **ARTICLE II: PURPOSE**

This Church shall bind together followers of Jesus Christ for the purpose of sharing in the worship of God and in making His will dominant in the lives of people, individually and collectively, especially as that will is set forth in the life, teachings, death and resurrection of Jesus Christ.

## **ARTICLE III: POLITY**

This Church acknowledges Jesus Christ as its Head, and finds in the Holy Scriptures (interpreted by the Divine Spirit through reason, faith and conscience) its guidance in matters of faith and discipline.

The government of this Church is vested in its members, who exercise the right of control in all its affairs, subject in legal matters to the Articles of Incorporation granted to it by the Commonwealth of Massachusetts.

While the Church is amenable to no ecclesiastical judicatory, it accepts the obligation of mutual council, comity and cooperation involved in the free fellowship of the United Church of Christ, and pledges itself to share their common aims and work.

## **ARTICLE IV: DOCTRINE**

This Church recognizes the Bible as the sufficient rule of faith and practice and holds that living in accordance with the teaching of Jesus Christ is the true test of fellowship.

1. FAITH: Our Faith Statement is the “United Church of Christ Statement of Faith”, which can be found in the New Century Hymnal, page 885.

2. COVENANT:

We are united in striving to know the will of God as taught in the Holy Scriptures and in our purpose of walking in the ways of the Lord, made known or to be made known to us.

We hold it to be the mission of the Church of Christ to proclaim the gospel to all humanity, exalting the worship of the one true God and laboring for the progress of knowledge, the promotion of justice, the reign of peace, and the realization of human fellowship depending, as did our forebears, upon the continued guidance of the Holy Spirit to lead us into all truth. We work and pray for the transformation of the world into the kingdom of God, and we look with faith for the triumph of righteousness and the life everlasting.

## **ARTICLE V: MEMBERSHIP**

1. Members are accepted into this church upon recommendation of the Board of Deacons. They participate in Membership Sunday (regularly scheduled up to four times per year) and its rites.
2. **MEMBERSHIP QUALIFICATIONS AND RESPONSIBILITIES**
  - (a) Members of the Church are those who attend worship service and share in the life and work of this Church, contribute to its support and promote the spiritual welfare of the membership and the community.
  - (b) They shall be eligible to hold office, serve on boards and committees and shall have voice and full voting privileges.
3. **RECEPTION**

Persons recommended by the Board of Deacons shall be received at a Church Service set by the Board of Deacons. Those who have received approval by the Church but are unable to attend in public may be received by the Board of Deacons, acting on behalf of the Church.
4. **CHANGE IN MEMBERSHIP STATUS**
  - (a) **Letters of Transfer**

Any member who desires a letter of transfer to another church is entitled to request one and receive it by the following method:

    - (1) The request shall be submitted in writing to the Clerk.
    - (2) The Clerk shall issue the letter and notify the Board of Deacons.
    - (3) Membership shall terminate on the date of issuance of the letter.

(b) Letters of Termination

Any member who desires to terminate their membership is requested to submit a notification to the Clerk. Inactive List

(1) Members whose addresses are unknown or who for a period of two (2) years, in spite of communication from the Board of Deacons, have not responded or contributed to the support of the Church, may be transferred to the Inactive list by a recommendation of the Board of Deacons.

(2) They shall have no voting privileges and may not hold office. Those members who have been active supporters of the Church, but are no longer able to actively participate, may ask to remain as members at the discretion of the Board of Deacons..

5. RESTORATION TO MEMBERSHIP

Any person whose membership has been inactivated may have it restored by the following method:

(1) The request shall be submitted in writing to the Clerk.

(2) The Clerk shall notify the Board of Deacons who may at their discretion, restore membership.

**ARTICLE VI: SERVICES, MEETINGS AND CHURCH SCHOOL**

1. WORSHIP SERVICES

(a) Services of Worship shall be held at given hours each Sunday, except when temporarily suspended by vote of the Church.

(b) The Sacraments

(1) The Sacrament of the Lord's Supper shall be celebrated at least quarterly and at such other times as the Board of Deacons shall decide.

(2) Baptism of adults and the baptism or dedication of children shall be administered at such time as the Minister, or in his absence, the Board of Deacons may appoint.

(3) Other Services for worship, inspiration, prayer and study may be held as determined by the Church membership.

2. BUSINESS MEETINGS

(a) Annual Meeting

The Annual Meeting shall be held on the last Sunday of January to:

- (1) Receive the written yearly reports of officers, boards, committees, organizations and departments
- (2) Hold annual elections for officers, boards and committees
- (3) Approve an annual budget
- (4) Transact such other business as may legally be presented.

(b) Regular Meetings

Regular Meetings shall be held at least quarterly (a minimum of four(4) times per year) on the last Sunday of the month following worship service.

(c) Special Meetings

Special meetings for business may be called by the Pastor, the Board of Deacons, the Board of Finance, the Church Council or by the Clerk on the written request of five (5) members of the Church. The nature of the business shall be stated in the call of the meeting and only the business stated in the call may be discussed.

(d) Rules and Regulations

- (1) Notices of the Annual and Special Meetings shall be given at least seven (7) days prior to the meeting date. An agenda for the Annual Meeting and Regular meetings shall be posted one (1) week in advance of the meeting. Such notice shall be posted in a public place and read from the pulpit on the Sunday before the meeting. Notice of Special Meetings must include the exact purpose of the meeting and must be mailed (either electronically or by posted mail) to the membership no later than the required number of days in advance – seven (7) days.

Exception: Amendment of the bylaws requires thirty (30) days written notice (electronically or by paper) as well as reading of the notice from the pulpit or printing in the bulletin for three (3) Sundays prior to the meeting. See Article XIV.

- (2) Quorum

A quorum shall consist of twenty-five (25) voting members.

- (3) Voting

Voting shall be by voice, show of hands, roll call or any other regular method authorized by the assembly. Voting for the election of officers and the Board of Finance shall be by ballot, as required by these bylaws and Chapter 67: Sections 8 and 15 of the State Statute.

Unless otherwise required by these bylaws, a majority vote of Church membership present and voting at a properly called corporate meeting is decisive, provided a quorum is met.

-Voting by Mail – On matters of unusual importance, including but not limited to, large expenditures of money, a board or committee may request the Church Council's permission to conduct a ballot vote by mail (electronically or by posted mail). The procedure for such a vote shall be as follows:

- A. The Clerk shall provide a current official roll of voting members.
- B. If the vote is not to be secret, the following items should be sent to each qualified voter: 1) a printed or electronic ballot containing a space for the voter's signature, to ensure against votes being cast by other than legal voters, together with full instructions for marking and returning by the required date and 2) a self-addressed return envelope with the name and address of the person to whom the ballot should be returned or a secure electronic address.
- C. The ballot shall inform the voter that an unreturned ballot shall be considered a FOR vote.
- D. If the vote is to be secret, the procedure for such a vote is as follows:
  - 1) One (1) person to receive the ballots and at least two (2) tellers shall be designated to count the vote.
  - 2) Each qualified voter shall receive the following:
    - a) a printed ballot, large enough to be folded, which contains the information with full instructions for marking and returning it
    - b) a self-addressed envelope with the name and address of the person to whom the ballot will be returned or a secured electronic address for receipt of a completed ballot.
    - c) If by mail a plain inner return envelope with these instructions:
      - Completed ballots should be folded, placed in the plain envelope and sealed. The voter's signature should appear in the designated area on the face of the envelope.
      - The inner envelope should then be placed in the already addressed envelope and mailed.



- d) If electronically a secure means of transmitting the confidential vote back to the tellers.
- 3) The ballot shall clearly state the date by which the ballot must be received.
- 4) The person who receives the ballots shall hold them in the outer envelope, unopened, until a meeting with the tellers takes place. If electronic the person receiving the ballot shall hold them in a secure electronic folder.
- 5) At that meeting the following occurs:
  - a) If by paper
    - All inner envelopes are removed from the outer envelopes.
    - The tellers check the signatures on the inner envelopes against the list of qualified voters and check the voters off as having voted.
    - Qualified voters not returning a ballot will be checked off as a FOR vote.
    - The inner envelopes are then opened, the ballots are removed and placed, still folded, in a receptacle.
    - The ballots are then counted and saved.
  - b. If by electronic ballot
    - Each returned ballot shall be opened in the presence of two tellers.
    - The basic procedure above will then be followed.

E. When a vote by mail or electronic medium is taken, ALL VOTES are counted by ballot. No meeting, FOR A VOTE, is called on the same subject. Once the outcome is known, it shall be announced to the membership at a meeting called for that purpose. At that time the tellers request permission to destroy the ballots.

(4) State Statute

The Moderator shall be elected by ballot. The Clerk, Treasurer, Collector and the Board of Finance shall be elected by ballot and sworn in accordance with Chapter 67: Sections 8 and 15 of the State Statute relating to corporations. This shall be carried out at the Annual Meeting. The Moderator, after election to office, shall administer the oath of office to the Clerk, and the Clerk to the Treasurer, Collector and the Board of Finance.

(5) Official and Fiscal Year

Fiscal – The fiscal year of the Church shall be the calendar year.

Official – The official year of the Church shall begin on the day of the Annual Meeting; all officers, boards and committees shall assume their duties at that time and continue in office until their successors are elected and qualified.

(6) Robert's Rules of Order, the most recent edition, shall be the parliamentary authority for all matters of procedure not specifically covered by the bylaws.

3. EDUCATION

The Church shall provide for a Church School, the express purpose of which is to lead the participants into an increasing experience of fellowship with God and in the development of character which shall be genuinely and consistently Christian in all human relationships. It will endeavor to develop interest in the Church and increase the desire and ability to participate in its life and work

**ARTICLE VII: CHURCH COUNCIL**

1. MISSION STATEMENT

The Church Council shall be the Executive body of the Church. It bears great responsibility for representing the entire Church and bringing it together by way of action and communication. As the central governing structure, it carries out administrative duties, provides leadership, sets goals and visualizes the entire task of the Church as well as advises and guides the Pastor.

2. MEMBERSHIP

The membership shall be comprised of members of the Church as follows:

Moderator who shall act as Chairperson

Clerk, who shall act as Clerk

Treasurer

Pastor (ex officio)

Chairpersons of the following boards, committees and auxiliary organizations – Deacons, Finance, Christian Education, Stewardship, Outreach, Music, Buildings and Grounds, Publicity, Thrift Shop, Safe

Church

Delegates-at-large, two (2)

### 3. RESPONSIBILITIES

- (a) Make recommendations regarding the formation or discontinuance of Church organizations; review and approve new plans or procedures; appoint and supervise ad-hoc committees as necessary. At least two-thirds (2/3) of ad-hoc committee members shall be members of the Church.
- (b) Establish or discontinue boards, committees and positions, as need shall dictate, with a two-thirds (2/3) vote of the church membership present and voting at a properly called corporate meeting.
- (c) Receive, by its October meeting, and consider the annual budget submitted by the Board of Finance. If the Council does not approve the budget, it will request the Board to consider appropriate revisions. Upon Council approval, the budget will be presented to the Church membership for a vote at the Annual Meeting.
- (d) Submit to the Annual Meeting a comprehensive program including the chief objectives for the coming year.
- (e) Require, for the Annual Report, written reports from the following:  
Pastor, Clerk, Treasurer, Collector, Auditors, Historian, Thrift Shop, the Council and all boards and committees.
- (f) Prepare the agenda for the Annual Meeting.
- (g) Appoint the following:
  - (1) A Search Committee to fill a vacancy in the Pastorate or Assistant Pastorate when necessary
  - (2) Pastoral Relations Committee
  - (3) Delegates to the State Conference, the Barnstable Association of the United Church of Christ, the Cape Cod Council of Churches and other affiliations as they may arise
  - (4) Nominating Committee
  - (5) Altar Committee
  - (6) Publicity Committee
  - (7) Historian
  - (8) Auditors

(9) Safe Church Committee

(10) Personnel Committee

A list of appointments shall be published in the Annual Report.

- (h) Authorization to fill vacancies by appointment, as recommended by the Nominating Committee, on elected boards and committees until the next Annual Meeting. The Council may replace members of boards or committees who fail to attend meetings regularly without excuse or who fail to participate in the activities of the board or committee.
- (i) Hiring of all employed staff persons, including the preparation of job descriptions and the establishment of compensation levels, within budgetary guidelines, shall be approved by the Council in cooperation with the board, committee or auxiliary organization affected. Such employees shall be subject to discipline or dismissal for the failure to properly carry out their duties in a satisfactory manner. This section does not apply to the Pastor or Assistant Pastor.
- (j) Provide the opportunity for and encourage communication, cooperation and counsel among the officers, boards, committees and auxiliary organizations.
- (k) Establish a policy for use of church facilities and/or properties by member and non-member individuals, groups and organizations.
- (l) Authorization to buy, sell, rent, lease or transfer church buildings and/or property with a two-thirds (2/3) vote of the church membership present and voting at a properly called corporate meeting.
- (m) Be the executive body of the Church between the Annual and other corporate meetings and act for the Church except in those instances which require action by the Church. All decisions and actions of the Council shall be subject to review by the membership of the Church at a properly called meeting.

#### 4. MEETINGS

The Council shall meet a minimum of four (4) times per year and as many other times as the Council deems necessary. It shall have established dates and times. Whenever possible, notice of the meeting shall contain minutes from the last meeting and the anticipated agenda, and shall be received at least one (1) week prior to the meeting.

Special meetings may be called by the Moderator or any three (3) members of the Council.

A quorum shall be a simple majority of currently filled positions. (i.e. vacant positions shall not count toward a quorum); if no quorum is present, the Council will reconvene at the discretion of the Moderator. In the case of one (1) person representing more than one (1) board, committee or position, that person shall be counted only once toward the quorum and shall have one (1) vote.

Any chairperson of a board, committee or auxiliary organization who cannot attend a Council meeting shall select an alternate from that board, committee or auxiliary organization to attend. The alternate must be a Church member. Church members, who may also be employed staff, are not eligible to serve as the Council representative from the board or committee for which they are employed.

All Church members are encouraged to attend Council meetings and to participate in discussions, but only Council members or alternates may vote.

## **ARTICLE VIII: PASTOR**

### **1. PASTOR**

#### **(a) Responsibilities**

The Pastor shall, with the assistance of the Board of Deacons, be in charge of the spiritual welfare of the Church, and shall:

- (1) Preach the Gospel
- (2) Administer the Sacraments
- (3) Seek to enlist followers of Christ
- (4) Be responsible for all services of public worship
- (5) Administer the activities of the Church, in cooperation with the various boards and committees
- (6) Be an ex officio member of all boards and committees, without power to vote.
- (7) Have credentials presented to and accepted by the local United Church of Christ Association, presently Barnstable Association, and be responsible for maintaining a relationship with the Association and the State Conference

#### **(b) Selection**

The Pastor shall be called for an indefinite time by two-thirds (2/3) vote of the Church membership present and voting at a properly called Corporate

meeting. When a vacancy occurs in the pastorate, a Search Committee of Church members, appointed by the Church Council, shall make a canvass of available ministers.

It will seek help from the Area Minister and the State Conference in securing information about possible candidates. Once a candidate has been chosen and the professional profile and terms of employment have been approved by the Church Council, the Search Committee shall invite the pastoral candidate to speak to the congregation, to lead worship, and at a duly called meeting, propose selection. In the formal Call the terms of the proposed relationship shall be stated in writing by the Church.

(c) Installation and Membership in Church

Upon hiring and as soon as it is practical, the new Pastor shall:

- (1) Become a member of the North Falmouth Congregational Church
- (2) Transfer to or receive standing in the local association, presently Barnstable Association
- (3) Be installed by the local association, presently Barnstable Association.

(d) Termination

While the term of the Pastor shall be indefinite, the Church may at any time, upon recommendation of the Church Council, and by a two-thirds (2/3) vote of the Church membership present and voting at a properly called corporate meeting, give the Pastor ninety (90) days notice of termination. In the case of lost ministerial standing on the part of the Pastor, the relationship shall cease at once. If the Pastor decides to leave voluntarily, ninety (90) days' notice shall be given. Briefer notices may be mutually agreed upon. Written notice of such termination shall be sent by the Clerk to the Barnstable Association, the State Conference office and the national offices of the United Church of Christ.

2. ASSISTANT OR ASSOCIATE PASTOR

The Church may, at its discretion, choose an Assistant or Associate Pastor by the same process outlined for selecting the Pastor.

3. INTERIM PASTOR

In the event of a long-term or permanent absence of the Pastor, with a two-thirds (2/3) vote of the church membership present and voting at a properly called

corporate meeting, the Board of Deacons, with the help of the Associate Conference Minister and in cooperation with the Board of Finance and the Church Council, shall secure an Interim Pastor to serve as long as necessary.

## **ARTICLE IX. OFFICERS**

### **1. BASIC GUIDELINES**

- a) All officers shall be elected at the Annual Meeting and shall be members of the Church. State Statute, Chapter 67: Sections 8 and 15 require the following: The Moderator shall be elected by ballot. The Clerk, Treasurer, Assistant Treasurer, Collector, Assistant Collectors, and the Board of Finance shall be elected by ballot and sworn. The Clerk or, if the Clerk is absent, a member of the Board of Finance shall preside in the election of the Moderator. After the election, the Moderator administers the oath of office to the Clerk, and the Clerk to the Treasurer, Assistant Treasurer, Collector, Assistant Collectors, and the Board of Finance. If an officer who is to be sworn is absent, that officer should take the oath of office within seven (7) days after the election.
- b) Term of office shall be for one (1) year or until successors are elected and the term of office shall begin immediately after the election. After having served six (6) consecutive terms, officers shall not be eligible for re-election for one year thereafter. Exception: The Treasurer and Assistant Treasurer shall have no term limits. Those who may not wish to stand for re-election may immediately be eligible to hold another office and/ or serve on a board or committee.
- c) Vacancies in offices may be filled at any legal meeting
- d) No person shall serve in more than one (1) elective office at the same time, but may also serve on a board or committee.
- e) Officers shall share information and work with Assistant Officers. This will familiarize the Assistant Officers with the duties and responsibilities of the Officers. It will assure the efficient management of business in an Officer's absence and could set up a line of succession.
- f) Officers shall perform the duties prescribed by these bylaws and such others as may be prescribed by the adopted parliamentary authority.

## 2. CLERK

### a) Responsibilities

- (1) Keep an accurate record of all the proceedings of the Church and Church Council.
- (2) Keep a register with addresses of Church members, with dates and modes of reception and termination.
- (3) Keep a record of baptisms, marriages and deaths.
- (4) Issue letters of transfer (notifying the churches to which they are addressed) and letters of termination.
- (5) Preserve on file all communications and written official reports.
- (6) Notify all persons elected to offices, boards and committees.
- (7) Provide legal notices of meetings when required.
- (8) Provide all correspondence not otherwise allocated.
- (9) Perform any other duties prescribed by law or which usually pertain to the Office of Clerk of an Assembly.
- (10) Submit a written report to the Church Secretary at least three (3) weeks prior to the Annual Meeting to be included in the Annual Report
- (11) Serve as a member of the Church Council.
- (12) Co-sign, with the Board of Finance Chairperson or Board of Finance designee, all contracts and other legal documents.

## 3. ASSISTANT CLERK

### a) Responsibilities

- (1) Assume the Clerk's function in the Clerk's absence or incapacity and assist the Clerk as needed.

## 4. COLLECTOR

### a) Responsibilities

- (1) Except for such Trust funds which may have been transferred to the Board of Finance and those funds assigned by these bylaws to other committees, receive all funds or bank receipts from the Collector and any other funds of the Church, providing receipts for same, and maintaining confidentiality of these records unless the donor provides written permission for disclosure.
- (2) Deposit funds in the depository (ies) designated by the Board of Finance.



- (3) Provide an accurate record of gifting to each subscriber at least three times per year (nominally January April and September)..
- (4) Provide all bank receipts for funds deposited, to the Treasurer,  
being sure adequate and accurate records are provided for both the  
Collector and Treasurer.
- (5) Report monthly to the Board of Finance and Stewardship quarterly to the  
Church Council.
- (6) Submit a written report to the Church Secretary at least three (3) weeks prior  
to the Annual Meeting to be included in the Annual Report.

#### 5. ASSISTANT COLLECTOR(s)

##### (a) Responsibilities

- (1) Assume the Collector's function in the Collector's absence or incapacity and  
assist the Collector as needed.

#### 6. TREASURER

##### (a) Responsibilities

- (1) Disburse funds to pay the bills of the Church at the direction of the Board of  
Finance.
- (2) Keep an accurate account of all receipts and give such bonds as the Board of  
Finance shall prescribe.
- (3) Keep a separate account of all benevolence funds.
- (4) Report monthly to the Board of Finance and quarterly to the Church Council.
- (5) Submit a written report to the Church Secretary at least three (3) weeks prior  
to the Annual Meeting to be included in the Annual Report.
- (6) Serve as a member of the Church Council.

#### 7. ASSISTANT TREASURER

##### (a) Responsibilities

- (1) Assume the Treasurer's function in the Treasurer's absence or incapacity  
and assist the Treasurer as needed.

#### 8. MODERATOR

##### (a) Responsibilities

- (1) Preside at all business meetings of the Church membership.

- (2) Preside over all meetings of the Church Council
  - Provide an agenda for Council meetings.
  - Call special meetings of the Council as necessary.
  - Display leadership by promotion of discussion of pertinent matters and act as coordinator of all views and ideas.
  - Serve as an ex officio member of the Church Council, without a vote, for one year following his/her last term of office.
- (3) Display leadership and act as coordinator of all views and ideas.
- (4) Does not take part in debate; if any comments on a motion are to be made by the Moderator, he/she must first vacate the chair; in this case, the Assistant Moderator, if present, shall assume the chair. Otherwise, the Clerk shall conduct an election of a chairperson pro tem until the disposition of the subject.
- (5) May vote by ballot as long as the vote is cast at the same time as all others vote. Request to vote after the balloting closes requires permission of the assembly.
- (6) In all other cases, may, but is not obliged to, vote to change the outcome; in case of a tie, the motion is rejected.
- (7) Have good knowledge of the Church bylaws and Robert's Rules of Order.

## 9. ASSISTANT MODERATOR

### (a) Responsibilities

- (1) Preside at all meetings of the Church membership in the absence or incapacity of the Moderator. If both the Moderator and Assistant Moderator are absent or incapacitated, a chairperson pro tem may be elected by the members present.

## 10. COUNCIL DELEGATES-AT-LARGE (2)

### (a) Responsibilities

- (1) Participate as regular members of the Council at regular and special meetings.

## 11. OTHER OFFICERS

Other officers may be elected as need shall dictate.

# **ARTICLE X: ELECTED BOARDS AND COMMITTEES**

## 1. BASIC GUIDELINES

- (a) Members of all elected boards shall be members of the Church. At least two-thirds (2/3) of all elected committees shall be members of the Church. Except where otherwise provided, an organizational meeting shall be held as soon as practical following the Annual Meeting. The first person named on each board or committee shall be the convener and be responsible for calling the meeting.
- (b) Members shall elect their own officers and determine their methods of procedure. Names of officers shall be reported to the Clerk. The Secretary shall record the minutes of each meeting and file a copy with the Church Council and one with the Church Secretary, the latter to be available to the congregation
- (c) Each board or committee sets its own dates and times for regular meetings.
- (d) Additional meetings may be called as necessary.
- (e) All regularly scheduled meetings shall be open to all Church members.
- (f) All boards and committees shall meet at least four times per year
- (g) A quorum necessary to conduct business shall be a simple majority.
- (h) Members of boards and committees shall be elected for terms of three (3) years, their terms arranged in such a manner that one-third (1/3) shall be elected each year. After serving two (2) full terms, they shall not be eligible for re-election to the same board or committee until the lapse of one (1) year.
- (i) They may immediately be eligible to serve on another board or committee or as an officer. No member shall serve on more than one elected board or committee simultaneously.
- (j) Boards and committees may appoint sub-committees to aid them in

implementing their work.

- (k) Boards and committees may request the Council to replace members who fail to attend three (3) consecutive meetings without excuse or fail to participate in the activities of the board or committee.
- (l) ) In the case of employed staff, once a position has been approved by the Church Council and the Board of Finance, the board or committee affected shall recruit, interview and recommend a candidate(s) to the Church Council for final approval and shall cooperate with the Council and the Board of Finance regarding job descriptions and compensation levels. Church members, who may also be employed staff, may not serve on or be the representative to the Church Council from the board or committee for which they are employed. They may serve on other boards and/or committees.
- (m) All boards and committees shall prepare a proposed annual budget to be presented to the Board of Finance by its September meeting. Additionally, Outreach shall meet with the Board of Finance and Stewardship in the third or fourth quarter of the year to review funding for the current and next year as described in the Outreach Policy and Procedures Guidelines.
- (n) Each board and committee shall submit a written annual report to the Church Secretary no later than four (4) weeks prior to the Annual Meeting.
- (o) Each chairperson or an alternate from the board or committee shall serve on the Church Council. Regarding committees: chairperson or alternate must be a Church member.

## 2. BOARD OF DEACONS

### (a) Mission Statement

The Board of Deacons shall advise and assist the Pastor in all spiritual affairs of the Church and the community

### (b) Membership

There shall be a minimum of seven (7) members.

### (c) Responsibilities

- (1) Sacrament of the Lord's Supper – Prepare and serve Communion; in the event of the absence of a Deacon, a member, may be called upon to assist in

serving Communion.

- (2) The Board of Deacons may create Ad hoc committees for assisting the Board of Deacons as appropriate and shall submit a written report for the annual report.
- (3) Church Membership
  - a. Deacons will act in matters of membership as provided in ARTICLE V of the bylaws.
  - b. A review of the Church Membership shall be made periodically and submitted to the clerk.
- (4) Supply
  - a. Provide for worship leadership in the absence of the Pastor.
  - b. In the event of a long-term or permanent absence of the Pastor, the Board of Deacons, with help of the Associate Conference Minister and in cooperation with the Board of Finance and the Church Council, shall secure an Interim Pastor to serve as long as necessary.
- (5) Junior Deacons
  - a. May appoint up to six Junior Deacons annually to serve for one year under the Deacons' direction. Junior Deacons must be at least twelve (12) years old and approved by the Christian Education Director.
- (6) Former Deacons
  - a. Maintain a list of former Deacons who have served as a Deacon in the Church.
  - b. Solicit and obtain their cooperation and assistance, as needed, to supplement the duties and responsibilities of current members of the Board of Deacons
- (7) Shall be responsible for oversight of the Deacons' Fund.
- (8) Conduct an annual performance review of the Pastor's work, with the primary focus on improving the overall ministry and goals of the church. A summary report of this information shall be available to Church Council.
- (9) Make a recommendation to the Board of Finance regarding compensation for the Pastor.

- (10) A deacon shall serve on any Pastoral Search Committee and on the Pastoral Relations Committee.

### 3. CHRISTIAN EDUCATION COMMITTEE

(a) Mission Statement

The Christian Education Committee shall plan, direct and supervise the educational experiences of the Church, always working in close relationship with the Pastor.

(b) Membership

There shall be " a minimum of three and a maximum of six members on the committee. .

(c) Responsibilities

- (1) Organize and maintain a Church School, Youth Program and Adult Educational Programs
- (2) Determine methods of instruction and select curricula.
- (3) Recruit and educate teaching staff to improve participation and confidence.
- (4) Inaugurate and carry out other Christian Education activities necessary to maintain an inclusive education program.
- (5) Maintain and improve the Church library resources and literature; appoint a librarian(s).
- (6) Cooperate in the educational and benevolent aspects of social services and outreach.

### 4. BOARD OF FINANCE

(a) Mission Statement

The Board of Finance shall establish and implement the financial policies of the Church, deal with all matters which influence such policies, and keep the Church membership informed of the financial status on a regular basis.

(b) Membership

There shall be a minimum of five (5) members including the Treasurer and Collector (who shall have full voting privileges but may not serve as Chairperson).

(c) Responsibilities

- (1) Recommend to the Church at its Annual Meeting, after approval by the

Church Council, a proposed budget of anticipated receipts and expenses.

- (2) Recommend that until the budget for the upcoming year is approved at the annual meeting, it may authorize the expenditure of 1/12 of the total annual budget per month until the new budget is formally approved by the congregational at the annual meeting.
- (3) Provide a system of accounting for all funds of the Church, including the Deacons' Fund, the Thrift Shop Account and all bequests.
- (4) Choose the depository(ies) to be used by the Treasurer for funds, securities and other properties in its care.
- (5) Monitor receipts and expenditures and adjust activities as needed to maintain a balanced budget.
- (6) Authorize the Treasurer to disburse payments for approved expenditures within limitations of the budget and for membership-approved special projects. Expenditures, outside the budget, shall require two signatures. Any amount exceeding \$5000.00 shall require Church Council authorization and a two-thirds (2/3) vote of the Church Membership present and voting at a properly called corporate meeting.
- (7) Create and implement a working relationship with the Stewardship Committee regarding its fundraising efforts.
- (8) Establish a fee structure for use of Church buildings and equipment by non-Church functions and organizations.
- (9) Purchase adequate insurance policies for the overall protection of the Church and its property, buildings and operations.
- (10) Develop policies and institute plans to increase the endowment and trust funds of the Church, including estate planning and bequests.
- (11) The Board of Finance chairperson, or Board of Finance designee, shall co-sign with the Clerk, all contracts and other legal documents. As part of its authority, the Board may delegate, in writing, the power to enter into contracts for membership-approved special projects.
- (12) Supervise and manage endowment funds with permission to buy and sell securities under their control, up to the sum of \$5000.00, and to propose disposition of endowment income against operating and capital needs and

reserve funds. Amounts in excess of \$5000.00 shall require approval of the Church Council. The principal of the endowment funds may only be withdrawn by two-thirds (2/3) vote of the Church membership present and voting at a properly called corporate meeting, unless the money is a designated bequest. See Twelve (12) b.

(13) May place any or all endowment funds, with the authorization of the Church, in the care of a Trust Manager or a reliable financial institution.

(14) Receive and manage bequests.

- a. Undesignated bequests received by the Church shall be placed in the endowment fund.
- b. Bequests designated for a specific purpose(s) shall be placed in the endowment fund until such time as arrangements are made for their use.
- c. All bequests shall be made known to the membership within thirty (30) days of their receipt.

(15) Observe, at all times, a conservative, prudent investment policy as behooves good stewards of Church assets.

(16) Maintain suitable records of all financial activities, such records to be reported to the Church Council quarterly, subject to an annual audit, and included in the Annual Report.

(17) Have custody of all archival records relating to Church property.

(18) Shall have the power to obtain a mortgage on church property with Church Council authorization and a two-thirds (2/3) vote of the church membership present and voting at a properly called corporate meeting.

## 5. STEWARDSHIP COMMITTEE

### (a) Mission Statement

The Stewardship Committee shall assist and provide the necessary leadership and guidance in helping the Church in meeting its financial goals, objectives and obligations.

### (b) Membership

The committee shall consist of a minimum of three (3) members.

### (c) Responsibilities



- (1) Create and maintain a year-round program of stewardship education, informing Church members of financial needs and progress in meeting those needs.
- (2) Maintain a working relationship with the Board of Finance regarding the committee's fundraising efforts.
- (3) Conduct the annual all Parish Stewardship Campaign during the month of November or any other month as voted by the Church.
- (4) Oversee volunteers who will select, plan and supervise fundraising activities to assist in meeting the proposed annual budget.

## 6. OUTREACH COMMITTEE

### (a) Mission Statement

The Outreach Committee shall plan, develop and implement mission programs on behalf of the Church and shall plan, coordinate and supervise the charitable giving activities of the Church. However, as Christian charity and mission work is fundamental to all programs at the Church, the Outreach Committee shall provide assistance and guidelines pertaining to mission work to other Boards and Committees upon request.

### (b) Membership

The committee shall consist of a minimum of three (3) and maximum of six (6) members.

### (d) Responsibilities

- (1) Establish and maintain the Outreach Funding Policy and Procedures.
- (2) Develop a recommendation for funds to be included in the annual budget.
- (3) Disburse outreach funds as allocated in the annual budget.
- (4) Development of plans for regular and special offerings throughout the year and oversight of the distribution of these funds.
- (5) Cooperation with the Christian Education Committee regarding missionary education programs.
- (6) Promotion of interest in outreach activities among Church members for the benefit of local, national and international endeavors.

## 7. MUSIC COMMITTEE

### (a) Mission Statement

The Music Committee shall establish plans for and direct the music programs of the Church.

### (b) Membership

The committee shall consist of a minimum of three (3) and a maximum of five (5) members.

### (c) Responsibilities

- (1) Working closely with the organist and choir director, arrange for appropriate music for worship services throughout the year.
- (2) Select and develop music programs and activities of interest to all age groups.
- (3) Maintain musical equipment, including instruments, other inventory and the music library.

## 8. BUILDINGS AND GROUNDS COMMITTEE

### (a) Mission Statement

The Buildings and Grounds Committee shall have responsibility for the care and custody of all Church property not otherwise allocated by these bylaws. It shall not have power to buy, sell, mortgage, rent, lease or transfer property.

### (b) Membership

The committee shall consist of a minimum of three (3)

### (c) Responsibilities

- (1) Direct and supervise the work of the Custodian(s).
- (2) Direct and supervise timely cleaning and maintenance of all Church properties.
- (3) Inspect the Church, Parsonage and any other buildings the Church may own, periodically, for the purpose of repair, renovation or replacement.
- (4) Enter into contracts for maintenance and repair of Church property within the limitations of the budget.
- (5) Appoint a member of the committee to serve as the Church representative of the North Falmouth Cemetery Association. This appointee shall be a member of the Church, shall report to the Building and Grounds Committee, and may be the liaison member to the Church Council. The committee shall

include a written report of Cemetery activities within its Annual Report.

## **ARTICLE XI. APPOINTED COMMITTEES AND POSITIONS**

### **1. BASIC GUIDELINES**

- (a) Appointments shall be made by the Church Council. A list of appointments shall be published in the Annual Report.
- (b) Members of committees shall elect their own officers and determine their methods of procedure. Names of officers shall be reported to the Clerk. The Secretary shall record the minutes of each meeting and file a copy with the Church Council and one with the Church Secretary, the latter to be available to the membership.
- (c) Committees shall have at least four (4) meetings per year. Exceptions: Search, Pastoral Relations and Altar Committee.
- (d) Each committee sets its own dates and times for regular meetings. Additional meetings may be called as necessary.
- (e) All regularly scheduled meetings shall be open to all Church members.
- (f) A quorum necessary to conduct business shall be a simple majority.
- (g) Committees and position holders may appoint sub-committees to aid them in implementing their work.
- (h) Each committee or position holder shall prepare a proposed annual budget to be presented to the Board of Finance by its September meeting.
- (i) Each committee or position holder shall submit a written annual report to the Church Secretary no later than four (4) weeks prior to the Annual Meeting to be included in the Annual Report.

### **2. SEARCH COMMITTEE**

- (a) Mission Statement  
The purpose of a Search Committee is to fill a vacancy in the Pastorate or Assistant Pastorate.
- (b) Membership  
The committee shall consist of no fewer than six (6) and no more than twelve (12) members of the Church. One (1) member shall be a Deacon.
- (c) Responsibilities

- (1) Contact the Area Minister and the State Conference Office for assistance in searching for a new pastor.
- (2) Survey the Church membership with a questionnaire which shall serve as a basis for a profile of an acceptable candidate. This should be done prior to any advertisement for a pastor.
- (3) Present to the Church membership, for review, the profile and job description, including the salary range, of any pastoral candidates.
- (4) The committee shall be guided by enthusiasm and unanimity.
- (5) The committee, the Church Council and the Board of Finance shall determine the Pastor's and the Assistant Pastor's contracts.
- (6) Upon selection of a candidate, and with Council approval, the committee shall invite the pastoral candidate to speak to the congregation and to lead worship. At a properly called corporate meeting, the committee shall propose selection of the candidate and approval of the contract by a two-thirds (2/3) vote of the church membership present and voting.

### 3. PASTORAL RELATIONS COMMITTEE

#### (a) Mission Statement

To promote a healthy, constructive and satisfying faithful relationship between the Pastor and the congregation and enhance the effectiveness of the Church's mission.

#### (b) Membership

- (1) This committee shall consist of at least four (4) but not more than six (6) members of the Church. At least one (1) member shall be a deacon.
- (2) The Pastoral Relations Committee (PRC) shall be disbanded at the end of a pastorate.
- (3) During the first six (6) months of a new pastorate, at least four (4) members of the Pastoral Search Committee shall serve as the PRC.
- (4) During the second six (6) months of a new pastorate, two (2) members shall be replaced...one (1) shall be nominated by the pastor, one (1) by the Church Council, and both approved by the Church Council.
- (5) At the beginning of the second year of a pastorate, the remaining members of the Pastoral Search Committee shall be replaced . . . one (1) shall be

nominated by the pastor, the remaining by the Church Council, and all approved by the Church Council.

(c) Term of Service

After the initial year of a pastorate, members shall be appointed for a term of two (2) years. After serving two (2) full terms, they shall not be eligible for re-appointment until the lapse of one (1) year.

(d) Responsibilities

- (1) Interact with the Pastor and the Church membership to determine each other's expectations and roles and develop a faithful relationship aimed at carrying out the mission of the Church.
- (2) Provide the congregation with reasonable expectations of the Pastor, fostering the pastor's and congregation's relationship in accordance with the Covenant for Christian Communication (available in the Church Office), and in cooperation with the Safe Church Committee, when appropriate. If necessary, the Barnstable Association Church and Ministry Committee and/or the Association Conference Minister of the Massachusetts Conference of the United Church of Christ should be consulted.
- (3) Select a member to serve on a Pastoral Search Committee.
- (4) Encourage the Pastor's participation in continuing education programs and cooperate with the Church Council and the Board of Finance to accomplish this.
- (5) Report to the Church Council and the membership, as requested, bearing in mind that confidentiality is of the utmost importance.

(e) Meetings

The committee shall meet monthly during the first year of a pastorate. The committee shall, in subsequent years, meet at least four (4) times per year, and as many other times as necessary.

#### 4. NOMINATING COMMITTEE

(a) Mission Statement

The Nominating Committee shall prepare a slate of nominations for all elected officers, boards and committees and present it to the Annual Meeting for action.

(b) Membership

The committee shall consist of up to three (3) members, all of whom must be members of the Church.

(c) Term of Service

Members shall be appointed for a term of one year. They may serve for up to three (3) consecutive years and shall not be eligible for re-appointment until the lapse of one (1) year. They may immediately be eligible to serve as an officer or on another board or committee.

(d) Responsibilities

- (1) Make a careful study of the requirements of each office, board and committee position to be filled, using the bylaws as a guide.
- (2) Make a serious effort to select thoroughly qualified candidates for each position
- (3) Make clear to each candidate the duties and requirements of the position, including Church Council duties, and secure the candidate's agreement to serve if elected.
- (4) Prepare an official slate nominating one (1) person for each office to be filled at the Annual Meeting.
- (5) Present to the Church Council, on or before December 1, the list of nominees.
- (6) Post the nominations at the Church at least two (2) weeks prior to the Annual Meeting.
- (7) Present the slate to the Annual Meeting for election, always providing for nominations from the floor.
- (8) Provide a ballot(s) for the election of Officers and the Board of Finance. The Clerk may not cast one (1) ballot for the assembly.
- (9) Recommend, to the Church Council, candidates to fill vacancies on elected boards and committees and, to the membership, candidates to fill vacancies in offices which may occur between Annual Meetings.

5. ALTAR COMMITTEE

(a) Mission Statement

The Altar Committee enhances the beauty and spirituality of the Church through

flowers and other appropriate decorations and appointments.

(b) Membership

There may be up to twelve (12) members. Two-thirds (2/3) of the members shall be members of the Church.

(c) Term of Service

Appointments shall be for one (1) year. There shall be no term limit.

(d) Responsibilities

- (1) To invite donations of flowers.
- (2) To arrange for flowers at worship services.
- (3) To see that the Church is always appropriately decorated and appointed for services and other occasions.
- (4) To distribute flowers after Sunday service.

(e) Meetings

- (1) Meetings may be held as necessary

6. PUBLICITY COMMITTEE

(a) Mission Statement

This committee shall publicize activities of the Church among Church members as well as the community.

(b) Membership

There shall be two (2) members.

(c) Term of Service

Appointments shall be for one (1) year. There shall be no term limit.

(d) Responsibilities

- (1) Assure broad recognition of Church activities through all available media outlets.
- (2) Clear all major publication items through the Church Council.
- (3) Be responsible, with the help of the Pastor and the Church Secretary, for publication of a Church newsletter on a regular basis.
- (4) The Chairperson or an alternate shall serve on the Church Council

## 7. HISTORIAN

### (a) Mission Statement

The Historian shall provide the congregation with a historical perspective on all important and interesting activities of the life of the Church.

### (b) The Historian shall be a member of the Church.

### (c) Term of Service

Appointments shall be for one (1) year. There shall be no term limit.

### (d) Responsibilities

(1) Maintain historical documents and records of the Church.

(2) Report to the Church Council and the Church membership regarding historical matters when requested to do so.

## 8. DELEGATES

### (a) Mission Statement

The delegates serve as the Church's representatives and liaison to other significant organizations important to our spiritual and community lives.

### (b) Delegates shall be members of the Church.

### (c) Term of Service

Appointments shall be for one (1) year. There shall be no term limit.

### (d) Responsibilities

(1) Attend the State Conference, the Barnstable Association of the United Church of Christ, the Cape Cod Council of Churches and other affiliations as they arise.

(2) Report to the Church Council and to the Church membership following participation at their respective conferences.

## 9. AUDITORS

### (a) Mission Statement

The Auditors shall examine all accounts of the Church on an annual basis.

### (b) Number of Auditors

There shall be at least one auditor who need not be a member of the Church. The auditor shall have experience in financial matters. (If more than one auditor is appointed then only one will be required to have experience in financial matters.)



(c) Term of Service

Appointments shall be for one (1) year. There shall be no term limit.

(d) Responsibilities

(1) Examine all accounts of the Church.

(2) Provide reports regarding Church accounts at the Annual Meeting and as requested by the Church Council, the Board of Finance and the Church membership.

10. SAFE CHURCH COMMITTEE

(a) Mission Statement

As a part of the body of Christ, North Falmouth Congregational Church is called to follow Jesus' example of respect for the integrity and dignity of all persons. This is summed up in Jesus' great commandment to love God with heart, soul, mind, and strength and others as ourselves (Luke 10:27). To follow this commandment is to pursue love, safety, peace, and security for all who come within the reaches of our ministries. "Sanctuary" is more than a building. It is a peace-filled haven of safety and healing for all people. The Safe Church Program and Policies of North Falmouth Congregational Church (hereafter referred to as the Church) require its membership to provide sanctuary for persons of all ages who are entrusted to its care.

(b) Membership

There shall be five (5) members. In special circumstances additional temporary members may be appointed by Church Council. Attention will be given to appointing men and women who represent the age range of the church, various interest groups, and other relevant aspects of the congregation. Safe Church Committee members will have met the criteria for an Authorized Supervisor.

(c) Term of Service

Appointments shall be for a term of three (3) years. There may be successive terms as approved by Church Council.

(d) Responsibilities

(1) To enact and promote the spirit of the Mission Statement through encouragement of dialogue on how to remedy abuse of persons of all ages by organizing formal presentations by experts in the area of domestic

violence, elder abuse and child abuse, and by inviting informal discussions with church members seeking more information on support services in the community.

- (2) Assist in Recruitment Process for Authorized Volunteers (as described in Safe Church Program and Policies).
- (3) Implement Complaint Process (as described in SCPP).
- (4) Participate in training of Authorized Supervisors and Authorized Volunteers.
- (5) Implement and maintain Grievance Procedure (as described in SCPP).
- (6) Documentation and Storage of all necessary and appropriate records (as described in SCPP).
- (7) Cooperate and coordinate with Christian Education Committee, Buildings and Grounds Committee, Board of Finance, and Church Council.

11. OTHER APPOINTED COMMITTEES AND POSITIONS may be approved as need shall dictate.

## **ARTICLE XII: AUXILIARY ORGANIZATIONS**

All organizations connected with the Church, and using its equipment and/ or its property, are regarded as integral parts of the Church and under its general jurisdiction.

### **1. THRIFT SHOP**

#### **(a) Mission**

Operation of a Thrift Shop to provide a service to the community and financial assistance to the Church.

#### **(b) Administration**

- (1) The Thrift Shop Auxiliary shall administer and operate the Thrift Shop. It shall submit an annual budget to the Board of Finance, for approval, which shall include, but not be limited to: funding for accounting, utilities, repairs, capital equipment, custodial care and a reserve fund for emergencies. All its financial activity shall be kept by the Treasurer of the Church.
- (2) Membership of the Thrift Shop shall consist of those who regularly participate in the operation of the Thrift Shop and other volunteers who assist

as needed.

(3) Officers

The Thrift Shop Auxiliary shall determine its own mode of operation and shall elect its own officers who shall be members of the Church.

(4) Liaison to the Church

(a) The Chairperson or an alternate shall serve as a member of the Church Council. The alternate must be a member of the Church.

(b) The Thrift Shop shall submit a written annual report to the Church Secretary at least three (3) weeks prior to the Annual Meeting to be included in the Annual Report.

(c) Dissolution

In the event of closure of the Thrift Shop, the responsibility shall revert to the Church.

## 2. NORTH FALMOUTH CEMETERY

(a) Mission Statement

To provide a community cemetery. Since it seems quite clear that the intent of the original founders of the cemetery was that it be a community, not a Church cemetery, and since the Church owns the property, the following is adopted:

(b) Administration

(1) The North Falmouth Cemetery Association shall administer and operate the cemetery. They shall have complete jurisdiction of the cemetery, its policies, operation, maintenance, sale of lots or plots and establishment of charges for same.

All receipts, funds, donations, gifts and bequests relating to the cemetery shall be kept in the Cemetery Account.

(2) Membership

The Association shall be comprised of members of the North Falmouth community.

A member of the Church, appointed by the Buildings and Grounds Committee annually, shall serve on membership.

Other members of the Church may also be members of the Cemetery Association

(3) Liaison to the Church

The Buildings and Grounds member may serve as the liaison to the Church Council and shall submit a written report of Cemetery activities to the Buildings and Grounds Committee, to be included in its Annual Report.

(4) Land Purchase and Usage

Future land purchases, either by the Cemetery Association or the Church, shall require approval, by a two-thirds (2/3) vote, of Church membership present and voting at a properly called corporate meeting. Any land usage other than for cemetery purposes shall require approval of the Cemetery Association and the Church, again by a two-thirds (2/3) vote.

(c) Dissolution

In the event the Association is disbanded or ceases to operate the cemetery for any reason, the responsibility for the operation shall revert to the Church, and all funds and assets held by the Association shall be paid over to the Church. These funds shall be held in trust in a segregated account and used solely for the purposes of of the cemetery, pending the establishment by the Church of a new and succeeding organization for the operation of the cemetery.

**ARTICLE XIII: LAWS OF THE COMMONWEALTH OF MASSACHUSETTS**

1. The North Falmouth Congregational Church, Inc. is incorporated under State Statute, Chapter 67: Section 51. Any requirement of the Laws of the Commonwealth of Massachusetts applicable to a Church Corporation shall be considered a part of the bylaws, if not provided herein. Date of incorporation is April 10, 1958.

**ARTICLE XIV: AMENDMENTS**

1. These bylaws may be amended at any properly called corporate meeting by a two-thirds (2/3) vote of the Church members present and voting, provided that the membership receives notice of the meeting and the proposed amendment(s) thirty (30) days prior to the vote. In addition, notice of the meeting and its purpose shall be announced from the pulpit or printed in the bulletin on the three (3) Sundays immediately preceding the meeting.

## **ARTICLE XV: DISSOLUTION**

1. Upon the dissolution of the organization, the members shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations operated exclusively for the charitable, educational, religious or scientific purposes as shall at the time qualify as exempt under Section 501(C)(3) of the Internal Revenue Code, as the members shall determine by a two-thirds (2/3) vote at a duly called meeting. Any such assets not so disposed of shall be transferred to the Massachusetts Conference of the United Church of Christ.