

**Revised By-Laws**

**The Pilgrim Church, United Church of Christ (Congregational)  
of Southborough, Massachusetts, Incorporated**

**January 14, 1996**

**Revised January 23, 2011**

**Revised January 27, 2013**

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**Revised January 22, 2017**

**Revised January 28, 2018**

**Revised January 22, 2023**

**ARTICLE I: NAME**

The legal name of this church is "The Pilgrim Church, United Church of Christ (Congregational) of Southborough, Massachusetts, Incorporated." This church shall be known as Pilgrim Church.

**ARTICLE II: PURPOSE**

The purpose of Pilgrim Church is to seek God's will and bring its congregation together as faithful followers of the living spirit of Jesus Christ. Welcomed in a shared love of God, we will participate together in the worship of God and in the holy sacraments; teach the Gospel; strive to render loving and caring service that embodies the principles of righteousness, justice and peace and act under the guidance of the Holy Spirit.

**ARTICLE III: POLITY (Governance)**

This church acknowledges Jesus Christ as its head, and finds its guidance in the Holy Scriptures as interpreted through faith, love, reason and conscience.

This church is independent in its government and discipline. Its power in all cases originates and resides in its members and is subject only to the legal matters contained in the Articles of Incorporation granted to this church on April 17, 1901 by the General Court of the Commonwealth of Massachusetts acting under Chapter 404, Acts of 1887. This church shall act in such manner as required to comply with the General Laws of the Commonwealth of Massachusetts, as they apply to non-profit and ecclesiastical organizations. Any powers of office exercised in this church must be by the appointment of this church and are revocable by this church when necessary for its own well-being in the fulfillment of its purpose.

**ARTICLE IV: ECCLESIASTICAL AFFILIATIONS**

While this church is subject to no ecclesiastical judicature, it willingly accepts the obligation of mutual cooperation involved in the free fellowship of the United Church of Christ.

This church cooperates voluntarily in the programs of the area councils and other churches, in which it is or may become a contributing member.

**ARTICLE V: FAITH AND COVENANT**

This church looks to the Word of God in the Scriptures and to the presence and power of the Holy Spirit to achieve its creative and redemptive work in the world. Each member shall have the undisturbed right to follow the Word of God according to the dictates of his/her own conscience, under the enlightenment of the spirit in which this church interprets the Word of God:

We believe in God the Father, our creator; in Jesus Christ, God's Son, our redeemer and Lord; and in the Holy Spirit, God's presence in our lives. Believing this, we covenant with God and with one another

- to follow Jesus Christ as the only head of the church;
- to grow in our understanding of the will of God;
- to live according to Christ's teachings;
- to share with others the news of God's redeeming love;
- to be accepting, caring, forgiving members in our community of Christian Faith.

## **ARTICLE VI: MEMBERSHIP**

### **A. CONDITIONS**

Any person desirous of membership in this church shall meet with, and upon recommendation of the Diaconate and the Pastor, publicly covenant to be a member of this church either by:

- presentation of satisfactory letters of transfer to the Clerk; or
- reaffirmation of faith; or
- confession of faith, and baptism if not previously baptized; or
- confirmation.

### **B. RECEPTION INTO MEMBERSHIP**

Reception of new members will normally take place at a regular worship service of this church. Those who are unable to attend, for illness or other reason, may be received by the Pastor and the Diaconate on behalf of this church.

### **C. RESPONSIBILITIES OF ACTIVE MEMBERSHIP**

The responsibilities associated with Active Membership in this church include attendance at the worship services and the celebrations of the sacraments of this church, if physically able; regularly contributing to the financial well-being of this church; seeking diligently to enhance the spiritual welfare of the membership and the community; following the Faith and Covenant of this church.

### **D. RIGHTS OF ACTIVE MEMBERSHIP**

All Active Members may participate and vote in the business and transactions of this church as set forth in these articles, subject to the laws of the Commonwealth of Massachusetts relating to non-profit and ecclesiastical corporations.

All Active Members are eligible to represent the membership of this church as officials, serve on committees and act as delegates or representatives. Active Members may attend Church Council and committee meetings; and, unless they are elected members of these groups, shall have voice but not vote at these meetings. Active Members may request and shall be given access to any reports, records, minutes or other public information, past and present, which deal with the public operations of this church. Individual Pledge information and Personnel Records shall not be available.

### **E. TERMINATION OF MEMBERSHIP**

Any member may, on his/her own behalf, request in writing through the Clerk:

- a Letter of Transfer (to another church)
- a Certificate of Membership (stating that he/she is a member of this church)
- a Letter of Release from Membership.

Such a request shall be granted upon vote of the Church Council. The Letter of Transfer, Certificate of Membership or Letter of Release shall then be issued by the Clerk.

A member who has not fulfilled the Responsibilities of Active Membership, and a member who for a period of one year, in spite of spiritual care, has not communicated with this church may, at the recommendation of the Diaconate after consultation with the Clerk and the Financial Secretary, be transferred from the Active Membership List to the Inactive Roll upon vote of the Church Council and will be considered to have relinquished the rights of Active Membership. If, for an additional year, the relationship remains unchanged, the Diaconate may recommend that the member be dropped from the Inactive Roll by vote of the Church Council.

Notice shall be made by the Clerk.

Any person whose name has been placed on the Inactive Roll may be restored to the Active Membership List by request to and recommendation by the Diaconate, and by vote of the Church Council, at which time Rights of Active Membership shall be restored.

## **F. ASSOCIATE MEMBERSHIP**

The Church Council may confer upon a person who applies on his/her own behalf, special Associate Membership status. He/she shall present a special circumstance (e.g. former member, now living elsewhere, student, military personnel) for consideration. This membership category is intended for those who wish to maintain or create a connection to this church but are unable or do not wish to be Active Members.

This Associate Membership status, once granted by vote of the Church Council, shall mean that he/she may enjoy all rights and responsibilities conferred by the Church Council in the approval but said Associate Member shall not be able to cast a vote at any meetings, nor be an official or a member of a committee.

Associate Membership may be withdrawn by vote of the Church Council.

## **ARTICLE VII: WORSHIP SERVICES AND BUSINESS MEETINGS**

### **A. WORSHIP SERVICES**

1. The hours of Sunday worship will be set by vote of the Church Council.
2. Celebration of the sacrament of the Lord's Supper will be at such times as set by vote of the Church Council.
3. Baptism or consecration will be set at such times as the Pastor or, in his/her absence, the Diaconate may establish.
4. Other services for worship, inspiration, prayer and study may be determined by the Pastor, Diaconate or the Church Council.

### **B. ANNUAL BUSINESS MEETING**

The Annual Business Meeting of this church corporation will be held on the fourth Sunday in January as provided in the Articles of Incorporation of this church, as amended, to hear a financial report from the Treasurer; to hear the yearly reports of officials, committees, and organizations, to elect officials and committee members, to approve the Annual Budget for the new year; to transact any other business which may regularly come before the membership and to approve the operating plan for the new year. Reports must be filed as requested by the Clerk, and be available at church services the Sunday preceding the Annual Meeting.

### **C. SPECIAL MEETINGS**

Business Meetings other than the Annual Business Meeting and special meetings of this church shall be called "Special Meetings." They may be called by the Pastor, the Diaconate, the Financial Resources Committee, the Church Council, or by written request signed by a minimum of five percent (5%) of the Active Membership, and received by the Clerk. The nature of the business to be transacted shall be stated in the call.

### **D. NOTICES**

Notices for the Annual Business Meeting and Special Meetings, signed by the Clerk, shall be posted at all entrances of this church, announced during the Sunday worship the week prior, and mailed at least seven (7) days before the meeting to all members on the Active Membership List, except as may be otherwise required by these By-Laws.

#### E. QUORUM

A quorum for any church business or special meeting shall consist of twenty- five percent (25%) of the Active Membership as last reported to the Massachusetts Conference of the United Church of Christ.

#### F. VOTING

Members as listed on the Active Membership List are entitled to vote. Unless otherwise required by these Bylaws, a majority vote of the members present, and voting is decisive.

#### G. FORMATION

All committees shall meet within ten (10) days after election to elect chairs and set regular dates for their meetings. The Clerk shall be notified.

#### H. PROCEDURE

"Robert's Rules of Order-Newly Revised", or otherwise amended and updated, shall govern the proceedings of all business meetings of this church and its constituent parts except as provided in these by-laws.

### **ARTICLE VIII: CHURCH COUNCIL**

#### A. COMPOSITION

The Church Council ("the Council") shall consist of the Moderator as chair, the Pastor, the Clerk, the Treasurer, 3 Members-At -Large, and the chair or an annually appointed delegate of the following committees: Buildings and Grounds, Diaconate, Christian Education, Financial Resources, Fellowship, Music, Outreach, Parish Relations, Personnel, Stewardship, and IT/AV.

The Council will function as a Standing Committee in accordance with the laws of the Commonwealth.

(See Article III: Polity)

In the absence of the Moderator, the Diaconate representative shall serve as chair of the Council. The Council shall be comprised of Active Members of this church.

#### B. RESPONSIBILITIES

The Council shall direct, supervise, oversee, coordinate and administer all activities and affairs of this church. The Council shall approve all policies of this church. The Council shall review and approve all material, non-routine financial contracts of this church. Unless provided otherwise by these by-laws, the Council, as the elected representatives of this church, acts for the congregation and shall have authority in all church matters subject to appeal to the congregation. All Officials and Committees, as defined by these bylaws, shall be responsible to the Council.

Each year, the Council shall prepare an operating plan for this church which shall include the individual operating plans of this Church's Committees. This operating plan shall outline the planned goals and supporting activities for the coming year and shall be included in Pilgrim Church's Annual Report together with a proposed budget to support the plan. The operating plan and its supporting budget shall be effective when approved by the congregation at the Annual Business Meeting. The Council may prepare and update a long-range plan for at least 5 years that outlines the goals for this church.

#### C. MEETINGS

The Council shall meet at least six times yearly. Two-thirds (2/3) of the Council members shall constitute a quorum. At any Council meeting a majority of the total Council membership is required to pass any motion. Special meetings of the Council may be called by the Moderator, Pastor or three members of the Council.

#### D. VACANCY

When a vacancy occurs in an office or on a committee, the Moderator shall nominate and the Council shall vote to approve a substitute to serve until the next Annual Business Meeting. Should the Council determine that any official, committee member, or delegate, has failed to perform his/her duties and does not resign his/her office, the Council, at the request of that committee, or by its own initiative in the case of an official or delegate, shall declare the office vacant after the Moderator has communicated with and then given the officeholder ten (10) days written notice of the Council's intent.

#### E. MEMBERS AT-LARGE

There shall be three Members-At-Large on the Council. One shall be elected annually for a term of three years. They shall bring an independent, non-affiliated perspective to Church Council meetings and take the lead role on special projects as assigned by the Council.

### ARTICLE IX: PASTOR

#### A. THE CHARGE

The Pastor shall provide leadership which enables this church to be a servant to people, to show God's love throughout the local and worldwide community, and to achieve its stated purpose. The Pastor's responsibilities shall include (but not be limited to) care for the spiritual welfare of the members, preaching of the Word of God and administration of the sacraments, general supervision of the work of this church in cooperation with the various committees, and any other specific issues covered in the employment contract. The Pastor is accountable to this church generally and shall work responsibly with the Council. The Pastor shall be an ex-officio member of all committees and shall have voice but not vote.

#### B. CALLING THE PASTOR

When a vacancy occurs, a Pulpit Committee of not less than five and not more than nine members, being a group representation of the entire church family, will be nominated by the Council and elected through a Special Meeting of this church called for that purpose by the Council.

1. The Pulpit Committee shall report to and periodically advise the Council of progress.
2. The Pulpit Committee shall, after due and prayerful consideration of several candidates, unanimously recommend one candidate only to this church for call.
3. The Pastor shall be called for an indefinite time by two-thirds (2/3) vote of the Active Church Members present and voting at a special meeting of this church called by the Council.
4. In the call, the terms of the relationship shall be stated, including salary, vacation, pension and insurance program, and all essential terms of the proposed relationship agreed upon among the candidate, the Pulpit Committee and Personnel.
5. Upon accepting a call to this church, the Pastor shall, at the earliest opportunity, become a member of this church. The Council and the Pastor shall join in requesting that the Central Association of the Massachusetts Conference of the United Church of Christ arrange for a Service of Installation or Recognition.

#### C. DISMISSING THE PASTOR

By Special Meeting called for this purpose, this church may dismiss a Pastor by a two-thirds (2/3) vote of the Active Members present and voting, and said termination, including all Pastoral duties, shall be effective on the date of the vote. Total compensation will continue for up to 90 days unless otherwise agreed by contract. Notice of the dismissal shall be sent by the Clerk to the Conference Executive and to the Central Association of the Massachusetts Conference of the United Church of Christ for proper action.

## D. RESIGNATION

If the Pastor wishes to sever the relationship with this church and resign on his/her own initiative, the Pastor shall give ninety (90) day notice in writing to the Clerk. The resignation shall be accepted by a two-thirds (2/3) vote of the members present and voting at a Special Meeting called by the Council to address same, and notice of such resignation shall be sent by the Clerk to the Conference Executive and to the Central Association of the Massachusetts Conference of the United Church of Christ for proper action.

## ARTICLE X: OFFICIALS

### CONDITIONS

All officials of this church shall be nominated from the Active Membership of this church, elected at the Annual Meeting and shall serve until their successors are elected. They shall serve for a one-year term, shall not have more than five consecutive terms in office nor shall they serve in more than one office at a time. They shall not be compensated employees of this church. They shall report to the Council and be guided by the Council, unless otherwise specified by these by-laws. Assistants may be appointed for a specified period of time by the Moderator with the approval of the Council at the respective official's request. Any resignations shall be submitted in writing to the Council with a minimum of 90-day notice.

A. Moderator. The Moderator shall serve as a constitutional officer of the incorporated church and shall preside over all the Council and Special Meetings of this church. In the absence of the Moderator, the Diaconate Representative shall preside. When a vacancy occurs in an office or on a committee, he/she shall nominate and the Council shall vote to approve a substitute to serve until the next Annual Business Meeting. Any committee created by vote of this church at the Annual Business Meeting, and whose members are to be appointed by the Moderator, shall be appointed by the incoming Moderator with approval of the Council.

B. Clerk. The Clerk shall serve as a constitutional officer of the incorporated church. He/she shall keep a record of the proceedings of this church and the Council. He/she shall keep an Active Membership List with addresses of active church members, dates and modes of their reception and removal; and records of baptisms, weddings and funerals which take place at this church.

The Clerk shall meet quarterly with the Diaconate, the Pastor and the Financial Secretary to review the Active Membership List. A copy of the Active Membership List shall be displayed in the church office prior to the Annual Business Meeting. Written notice of any change in Membership status shall be sent to affected Members.

The Clerk shall issue Letters of Transfer, Certificates of Membership and Letters of Release from Membership as voted by the Council; preserve in the files of this church all extraordinary communications and official written reports; notify all persons elected as officials and committee members; give legal notice of all called church meetings; make annual statistical reports to both the Annual Business Meeting and The Massachusetts Conference of the United Church of Christ.

The Clerk shall maintain the Policy Manual and make it available to members in the church office.

The Clerk shall have custody of the Church Seal.

C. Treasurer. The Treasurer shall serve as a constitutional officer of the incorporated church. He/she shall be a voting member of the Financial Resources Committee, and the Council.

The Treasurer shall receive all moneys from the Financial Secretary and other moneys of this church, and give receipts for them. He/she shall see to the deposit of all funds received in such depository as the Financial Resources Committee shall order. He/she shall have the responsibility for all legal papers relating to the property of this church. The Treasurer shall pay the bills of this church as authorized by the Financial

Resources Committee or their properly appointed agents. He/she shall maintain all financial accounts and records. He/she shall assist in the preparation and implementation of the annual budget.

The Treasurer shall keep a separate record of all benevolence funds. He/she shall make quarterly reports of such benevolence moneys as have been pledged, given or budgeted, to the Financial Resources Committee. He/she shall hold the Deacons' Fund in a separate account subject only to the order of the Diaconate.

The Treasurer's books shall be reviewed on an audit basis annually by a qualified independent auditor who is not a member of Pilgrim Church in the first quarter of the new fiscal year.

D. Assistant Treasurer. The Assistant Treasurer will assist the Treasurer and serve as Treasurer in the case of the Treasurer's absence or incapacity. He/she shall be an ex-officio member of the Financial Resources Committee.

E. Financial Secretary. The Financial Secretary shall be accountable to the Treasurer and the Financial Resources Committee and shall attend their meetings if requested to do so to report on financial records. He/she shall receive all payments, donations, gifts, offerings, and special collections; keep an account with each donor providing them with periodic reports as to amounts paid and a year-end report acceptable to the Internal Revenue Service; deposit, as authorized, and report all moneys received to the Church Treasurer, and keep a record of receipts for same. He/she shall be an ex-officio member of the Financial Resources Committee and the Stewardship Committee and shall have voice but not vote.

F. Superintendent of Church School. The Superintendent shall strive to accomplish the aims, goals and objectives of the Church School in accordance with the directives and policies established by, and shall report to and be an ex-officio member of the Christian Education Committee having voice but not vote. A Superintendent of Church School may be appointed at the discretion of the Christian Education Committee based on need and interest. Should the Christian Education Committee determine there is no need for a Superintendent, or if a suitable candidate cannot be found, the Christian Education Committee will perform the duties of the Superintendent of Church School. This may be a paid position.

G. Historian. The Historian shall work in conjunction with the Officers and Committees of this church. The Historian shall keep current the archival files of this church including, but not limited to, Church bulletins, parish papers and items marking special occasions; keep pictures and newspaper clippings pertaining to this church as well as local items having an impact on this church; make arrangements for proper storage of all records and important documents for safety. The Historian shall be responsible for updating the written history of this church. This position will not be subject to term limits.

## **ARTICLE XI: COMMITTEES**

### **CONDITIONS**

All members of committees shall be nominated from the Active Membership of this church, elected at the Annual Meeting and shall serve for terms as specified in these by-laws. All committees shall meet as frequently as necessary to accomplish their charge. Compensated employees of this church may not serve as committee members unless otherwise provided by these by-laws. Committees shall report to the Council and be guided by the Council, unless otherwise specified by these by-laws. All committees of this church shall elect a chair as provided in Article VII, Section G of these By-Laws. Any resignations shall be submitted in writing to the Council with a minimum of 30 days' notice. The Council may appoint one teenage member of this church to serve as an additional member of any committee for a one-year term. After serving one full term, any committee member shall be for one-year ineligible for re-election to the same committee. Committees are required to find candidates to serve on their committee for approval by Council or by membership at the Annual Business Meeting. Committees may request Council approval for a committee member to serve consecutive terms. In this case, requesting Committee would need to provide proof of need and inability to find members to join their

committee. If the request is not granted by Council, requesting Committee would continue to search for new volunteers for their committee. Church members may serve on more than one committee concurrently but may only be voting members of one committee.

An alphabetical listing of Committees follows.

- A. Buildings and Grounds. This committee shall be composed of three members, one of whom shall be elected annually for a term of three years. They shall have the care, custody, and management of the church property and supplies, and authority to make all routine repairs, additions, and alterations thereto which, in their judgment, may be necessary within the charge of the annual budget. They shall manage the use of church property, with the exception of the sanctuary which shall be used as determined by the Diaconate. They shall prepare and execute all routine contracts pertaining to the upkeep and use of this church and other church property. They shall oversee the work of the custodian(s). They shall research and formulate a capital improvement plan. They shall have no power to buy, sell, mortgage, lease or transfer real property without specific authority given by a two-thirds (2/3) vote of those present and voting at a duly called church meeting.
- B. Diaconate. This committee shall consist of eight members who are representative of the congregation of which two shall be elected annually to serve for a term of four years. It shall be the duty of the Deacons to work with the Pastor in ministering to the spiritual interests of this church and community. They shall assist the Pastor in the preparation and administration of the sacraments, in visiting the sick and needy, and in introducing new families into the life of this church. They shall provide for the supply of the pulpit in the absence of the Pastor. They shall be responsible for and determine the use of the sanctuary.

The Diaconate shall meet with all applicants for membership to help determine their readiness for membership, and, along with the Pastor, shall recommend to this church such persons as they deem to be prepared for Active Membership. They shall act with the Clerk and Financial Secretary to recommend any changes in membership status.

A discretionary fund, known as the Deacon's Fund, shall be built up by donations and used at the discretion of the Diaconate.

- C. Christian Education. This committee shall consist of six members, two of whom shall be elected annually to serve for three years. They shall direct educational programs of this church for adults, youth and children; develop overall educational strategies; recruit, train and assist Church School teachers; choose tools and texts; oversee operation of this church's library; determine the use of the Church School funds budgeted by this Church. Any Youth Fellowship program shall be directed by this committee. The Superintendent of Church School shall be an ex-officio member of this committee and have voice but not vote.
- D. Fellowship. This committee shall consist of six members, two of whom shall be elected annually to serve for a term of three years. This committee shall provide for activities which will stimulate member participation in church programs and events, always striving to raise the levels of Christian hospitality and fellowship. They shall make visitors, new members and active members feel welcome. They shall provide for follow-up contact with visitors and new members whenever possible, working in conjunction with the Diaconate.
- E. Financial Resources. This committee shall consist of the Treasurer and three members, one of whom shall be elected annually for a term of three years. Assisting and acting as ex-officio members are the Assistant Treasurer, the Financial Secretary and the chairperson, or person delegated by the chairperson, of the Stewardship Committee. They shall authorize and oversee the financial operations of this church. They shall receive the recommendations of the respective committees and present an Annual Budget and a financial plan to the Council to support the operating plan of this church for the coming year.
- F. Information Technology / Audiovisual (IT/AV). Information Technology / Audiovisual (IT/AV). This committee shall be composed of three members, one of whom shall be elected



annually for a term of three years. The committee provides direction to church staff and leaders on the use of technology, striving to get the most out of our technology investments. The committee's responsibility includes developing the strategy, implementation plans and establishing ongoing operational support/maintenance/upgrade of the church's technology including, but not limited to, software applications, website, computers and related hardware and software, amplification and recording systems, video display and recording systems, phone systems and providers, network infrastructure and internet service providers. The IT/AV committee will work with other committees as needed to address their technology requirements. The IT/AV committee must approve the implementation of any new technologies. Where technology projects require modifications to the church's physical plant, the committee shall agree jointly with Buildings and Grounds before proceeding. The committee shall prepare and execute all contracts pertaining to the upkeep and use of the church's technology.

- G. Music. This committee shall consist of six members, two of whom shall be elected annually for a term of three years. The Director of Music and any directors of existing choirs of this church shall be ex-officio members of this committee and have voice but not vote.

The Music Committee shall have charge of this church's music program. In coordination with the Pastor and the Director of Music they shall provide opportunities for all to participate in worship through music and to promote musical activities within the church. They shall maintain and preserve the musical resources of this church which include but are not limited to the organ, pianos and sheet music, and direct the expenditure of whatever sums may be budgeted for their use.

The use of the organ will be the responsibility of the Director of Music, and only he/she may grant permission for its use by others. An organ use policy shall be made available through the Director of Music or the Chairperson of the Music Committee.

- H. Outreach. This committee shall consist of six members, two of whom shall be elected annually for terms of three years. They shall plan and coordinate the Outreach programs of this church. They shall evaluate the needs, inform this church and encourage members to contribute financial and personal help to present a strong, positive Christian attitude to the local and global communities. They shall set goals for local mission and outreach projects for the future, both short and long term. They shall determine the use of the Outreach funds budgeted by this Church.

- I. Parish Relations. This committee shall consist of three members, one of whom shall be elected annually for a term of three years. They shall identify and receive concerns and ideas which may develop within this church, and coordinate and facilitate the resolution of concerns or the institution of ideas. They shall provide a safe, confidential forum for communication among the Pastor, staff, and members of the congregation. This committee will, if required, institute formal proceedings in the handling of complaints regarding sexual exploitation or harassment, as stated in The Pilgrim Church Procedure document regarding said issues.

- J. Personnel. This committee shall be composed of three members, one of whom shall be elected annually for a term of three years. They shall hire, discipline or discharge any member of the paid staff with the exception of the Pastor in accordance with state and federal laws. They shall annually review the personnel policy and procedures of this Church, recommending policy changes to the Council. They shall meet at least semi-annually with each paid member of the staff of this Church to advise them of current personnel matters and update job descriptions. A member of the committee shall be present for each review. They shall prepare and execute all employment contracts. All contracts are to be written and updated annually to reflect changes in salaries, benefits, etc. as budgeted and approved by this Church's Annual Business Meeting.

- K. Stewardship. This committee shall consist of six members, two of whom shall be elected annually for terms of three years. It shall be the general function of this committee to encourage the congregation to a responsible commitment to the church and its mission, in the community and in the world, including personal involvement of time, talents and financial resources. It shall be the primary function of this committee to

conduct an annual Pledge Drive. They shall work closely with the Treasurer, the Financial Secretary, Financial Resources and any other persons or committees assigned the task of working with the finances of this church. They shall be consulted on all fundraising activities of the church to ensure that other activities do not negatively impact the work of this committee.

## **ARTICLE XII: APPOINTMENTS**

- A. Delegates. The Moderator shall nominate and the Council shall approve the delegates allowed by the Massachusetts Conference of the United Church of Christ to attend ecclesiastical councils, meetings of the Conference, Association and Councils of Churches prior to the time of said meetings. These delegates shall report to Council.
- B. Other Committees. Committees other than standing church committees may be formed by vote of this church or the Council. Other committees can be formed for a specific purpose, or to complete a special task. The continuance of the committee shall be reviewed at the Annual Business Meeting. The membership of other committees shall be determined and voted upon, as appropriate, by the founding group, in view of the committee's purpose or task. Members of standing church committees may serve on other committees at the discretion of the founding organization.

## **ARTICLE XIII: AUXILIARY ORGANIZATIONS**

All organizations connected with the church and/or using its equipment are under its general jurisdiction.

## **ARTICLE XIV: FINANCE**

- A. Fiscal Year. The fiscal year of this church shall end with the thirty-first day of December.
- B. Approved Signatures. Approval of signatures necessary on contracts, checks and orders for payment, receipt or deposit of money, and access to securities of this church shall be provided by written authorization of the Clerk at the direction of the Council.
- C. Property. Title to all property shall be in the name of this church.
- D. Deposits and Investments. All the funds of this church shall be deposited to the credit of this church.
- E. Audits. A qualified independent auditor who is not a member of Pilgrim Church shall be retained by this church to perform the annual review and perform such other services as deemed advisable. A report of all examinations shall be submitted to the council for inclusion in the Annual Report.
- F. Contributions. Any contributions, bequests, and gifts made to this church shall be accepted or collected as authorized by resolution of the Council. Guidelines for accepting contributions must be established by the Council.

## **ARTICLE XV: AMENDMENTS**

These By-Laws may be altered or amended by a two-thirds (2/3) vote of Active Church Members present and voting at a special meeting, provided that a notice specifying the time of the meeting and the substance of the proposed amendment shall have been given from the pulpit or printed in the Sunday bulletin on three

consecutive Sundays preceding such meeting and copies of the amendment accompanied by a call to the meeting have been mailed at least seven days before the meeting. See Article VII, Section D.