

## **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**

**Revised January 25, 2015**

**Revised January 22, 2017**

**Revised January 28, 2018**

**Revised January 22, 2023**

**Revised January 26, 2025**

### **Preamble**

The gathered congregation of Pilgrim Church adopt these by-laws on January 26, 2025.

These by-laws stand as both witness and testimony: the by-laws honor who we are and where we hope to go. This document is not meant to be static, but rather an evolving work into our new future together. The congregation approved the by-laws purposefully to be a guide. The congregation left the by-laws general for future generations of Pilgrim Church to work within the bylaws.

Pilgrim Church is a congregation of the United Church of Christ. The gathered congregation chooses to worship and run our church through a modern protestant ideology. We are a church; we gather each week to worship God through Jesus Christ. We read the Bible to find inspiration and instruction. We share music and do missions together. We value all people, regardless of ethnicity, gender identity or expression, sexual preference, financial ability, or physical or mental challenges. As you will read, we follow the principles of democratic participation in governance, and our Senior Minister serves the entire congregation as both leader and employee.

Times have changed since our last by-laws, and this document came to being after two stark challenges: one is the COVID pandemic, the other is the general de-Christianization of life in the United States in the early 2000s. While we hope to reverse this later trend (at least in our areas of operation), it has had a great impact on how Pilgrim Church runs.

Please use these by-laws well. When you can no longer do so, please change them.

### **Article 1: Name**

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

### **Article 2: Purpose**

Pilgrim Church exists to worship God and to celebrate the sacraments. We serve to teach the Gospel and to help others in Jesus' name.

### **Article 3: Polity (Governance)**

This church acknowledges Jesus Christ as its head, and seeks the guidance of God through Scripture and shared reflection. God is still speaking.

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 a 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 4: Ecclesiastical Affiliations**

Pilgrim Church is a member congregation of the United Church of Christ, USA through the Southern New England Conference of the UCC (SNEUCC). 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. Pilgrim Church is a member of the Central Massachusetts Association of the SNEUCC.

### **Article 5: Faith and Covenant**

Each member of Pilgrim Church has the right to follow the Word of God according to the dictates of their own conscience. Pilgrim Church Covenant: Members of Pilgrim Church covenant that we believe in God, our Creator; and in Jesus Christ, God's Son, our redeemer and Lord; and in the Holy Spirit, God's presence in our lives. Members will seek to follow the teachings of Jesus to share his Good News of God's Redeeming Love. We will accept, care for and forgive one another. Should conflict arise, we covenant to seek resolution that honor the priorities and faith of each member through dialogue and mutual respect.

### **Article 6: Membership**

#### **A. CONDITIONS**

Potential members meet with the Deacons and the Pastor to share their faith story and request membership. New Members join Pilgrim Church through either adult baptism, confirmation, or a letter of transfer from another church. When no letter is available, we invoke the applicant's Christian Experience.

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

New Members are received by Pilgrim Church through Fellowship during normal Worship services. Anyone unable to attend Worship may be received by the Pastor and the Diaconate on behalf of Pilgrim Church.

#### **C. EXPECTATIONS OF ACTIVE MEMBERSHIP**

The expectations of Active Membership in Pilgrim Church include attendance at our worship services and the celebrations of the sacraments. Members are expected to contribute to the financial well-being of Pilgrim Church and to follow our Faith and Covenant (Article 5 above). Members are expected to abide by our Conflict Resolution Policy when necessary (Article 6.5 below).

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

All Active Members may participate and vote in the business and transactions of Pilgrim 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 officers, serve on committees and act as delegates or representatives. Active Members may attend Church Council and committee meetings. Active Members may request and shall be given access to any records which deal with the public operations of this church. Individual Pledge information and Personnel Records, however, shall be kept private.

#### E. TERMINATION OF MEMBERSHIP

Any member may, on their own behalf, request in writing through the Minister of Communication :

- a Letter of Transfer to another church
- a Certificate of Membership
- a Letter of Release from Membership.

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

Church Council may vote to remove Members from Active Membership. Note shall be made by the Minister of Communication.

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 their own behalf the special 'Associate Membership' status. 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. Associate Membership status, once granted by vote of the Church Council, grants 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. They may have a voice but not a vote. Associate Membership may be withdrawn by vote of the Church Council.

#### **Article 6.5: Conflict Resolution**

As people of free-will, disagreements may sometimes arise at Pilgrim Church. We seek to resolve conflicts through direct conversation whenever possible. Our preferred priority of communication for most interactions is:

- Direct face-to-face conversations
- Mediation face-to-face conversations
- Phone calls
- Emails
- Texting or other services

Where two Members of Pilgrim Church are unable to resolve conflicts between themselves, a mediation team including the Pastor, the Moderator, and a member of the Diaconate will form. Together, we will address underlying needs and priorities and seek a mutually beneficial compromise. Those who refuse to comply with this procedure should seek membership with other congregations.

Per our Church Covenant (Article 5, Faith and Covenant above) we value one another too greatly not to participate in this process when necessary.

## **Article 7: Worship Services and Business Meetings**

### **A. WORSHIP SERVICES**

1. The hours of Sunday Worship will be set by vote of the Church Council.
2. The Lord's Supper (Holy Communion) dates and times will be established by a vote of the Church Council.
3. Baptism or dedication will be set at such times as the Pastor or, if absent, the Diaconate may establish.
4. Other services for worship, 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. Email will meet the mailing requirements for notice for those active members with an email address on file. Otherwise, US mail will be utilized for those without an email address on file.

### **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 by-laws, a majority vote of the members present, and voting is decisive.

### **G. FORMATION**

All committees must endeavor to meet within fifteen (15) days after election to elect chairs and set regular dates for their meetings. Please communicate these to the Minister of Communication.

### **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 8: Church Council**

## A. COMPOSITION

The Church Council ("the Council") shall consist of the Moderator as chair, the Pastor, the Clerk, the Treasurer, Members-At-Large, and the chair or an appointed delegate of the following committees: Buildings and Grounds, Diaconate, Christian Education, Financial Resources, Fellowship, Music, Outreach, Personnel, Stewardship, and IT/AV. The Council will function as a Standing Committee in accordance with the laws of the Commonwealth. (See Article 3: 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 Officers and Committees, as defined by these by-laws, 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, members of 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 may be up to three Members-At-Large on the Council. Each shall be elected annually for a term of three years in consecutive years. Members-At-Large bring an independent, non-affiliated perspective to Church Council meetings and take the lead role on special projects as assigned by the Council.

# ARTICLE 9: 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 the Pastor's own initiative, the Pastor shall give ninety (90) day notice in writing to the Clerk. The resignation shall be recognized 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 10: Officers

### CONDITIONS

All officers of this church shall be nominated from the Active Membership of this church. Officers shall be elected at the Annual Business Meeting and shall serve until their successors are elected. Officers shall serve a one-year term and may not have more than five consecutive terms in office. Officers will serve in one office at a time. Officers are not compensated employees of this church. Officers report to the Council and be guided by the Council, unless otherwise specified by these by-laws. Assistants may be appointed with the approval of Council at the respective officer'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 Council and Special Meetings of this church. In the absence of the Moderator, the Diaconate Representative shall preside.
- B. Clerk. The Clerk shall serve as a constitutional officer of the incorporated church. The Clerk shall keep a record of the proceedings of this church and the Council. The Clerk shall have custody of the Church Seal. The Minister of Communication shall keep an Active Membership List with addresses of active church members, dates and modes their reception and removal; and records of baptisms, weddings and funerals which take place at this

church. The Minister of Communication will provide this information to the Clerk when requested. The Clerk shall make annual statistical reports to both the Annual Business Meeting and The Massachusetts Conference of the United Church of Christ

Minister of Communication. The Minister of Communication 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 Minister of Communication 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 officers and committee members; give legal notice of all called church meetings. The Minister of Communication shall maintain the Policy Manual and make it available to members in the church office.

D. Treasurer. The Treasurer shall serve as a constitutional officer of the incorporated church. The Treasurer 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. The Treasurer shall see to the deposit of all funds received in such depository as the Financial Resources Committee shall order. The Treasurer 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. The Treasurer shall maintain all financial accounts and records. The Treasurer shall assist in the preparation and implementation of the annual budget.

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

The Treasurer's books may 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.

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

F. Financial Secretary. The Financial Secretary shall be accountable to the Treasurer and the Financial Resources Committee and shall attend their meetings if requested to report on financial records. The Financial Secretary 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. The Financial Secretary shall be an ex-officio, non-voting member of the Financial Resources Committee and the Stewardship Committee.

G. Superintendent of Church School. The Superintendent shall strive to accomplish the objectives of the Church School in accordance with the directives and policies established by the Christian Education (CE) Committee. The Superintendent shall report to and be an ex-officio, non-voting member of the Christian Education Committee. 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.

H. Historian. The Historian shall work 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 11: Committees**

### **CONDITIONS**

All members of committees shall be nominated from the Active Membership of this church and be elected at the Annual Business Meeting, and shall serve for terms as specified in these by-laws. Compensated employees of this church may not serve as committee members unless otherwise provided by these by-laws. All committees shall meet as frequently as necessary to accomplish their duties. 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 7, 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, a committee member shall be ineligible for re-election to the same committee for one year. 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, the requested 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 in consecutive years. Buildings and Ground 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 the Committee's judgment, may be necessary within the charge of the annual budget. Buildings and Grounds shall prepare and execute all routine contracts pertaining to the upkeep and use of this church and other church property. The committee shall oversee the work of the sexton. The committee shall research and formulate a capital improvement plan. Buildings and Grounds 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. Christian Education. This committee may consist of up to six members, two of whom shall be elected annually to serve for three years, in consecutive years. The committee 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 the Director of Youth Ministry who reports to this committee. The Superintendent of Church School and Director of Youth Ministry shall be ex-officio members of this committee and have voice but not vote.
- C. Diaconate. This committee may consist of up to eight members; up to two members shall be elected annually to serve for a term of four years in consecutive 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. Deacons 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. Deacons shall arrange for substitute Ministers in the absence of the Pastor. Deacons 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 the Diaconate deems prepared for Active Membership. The Diaconate shall act with the Minister of Communication and Financial Secretary to recommend any changes in membership status.

The Diaconate 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. Deacons 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. In coordination with the Buildings and Grounds committee, the Diaconate shall conduct an annual review of the liability insurance policy to determine if the church has appropriate coverage for sexual misconduct on church property or during church activities.

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

- D. Christian Education. This committee may consist of up to six members, two of whom shall be elected annually to serve for three years, in consecutive years. The committee 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 the Director of Youth Ministry who reports to this committee. The Superintendent of Church School and Director of Youth Ministry shall be ex-officio members of this committee and have voice but not vote.
- E. Fellowship. This committee may consist of up to six members, to serve for a term of three years, two of whom shall be elected in consecutive 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. Fellowship shall make visitors, new members and active members feel welcome.
- F. Financial Resources. This committee shall consist of the Treasurer and three (3) members, each shall be elected annually for a term of three years in consecutive 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. Financial Resources shall authorize and oversee the financial operations of this church. The committee 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.
- G. Information Technology / Audiovisual (IT/AV). Information Technology / Audiovisual (IT/AV). This committee shall be composed of three members, each shall be elected annually for a term of three years in consecutive 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.
- H. Music. This committee may consist of up to six members, two of whom shall be elected annually for a term of three years in consecutive 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. The committee shall provide opportunities for all to participate in worship through music and to promote musical activities within the church. The committee 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 the Director of Music 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.

Outreach. This committee may consist of up to six members, two of whom shall be elected annually for terms of three years in consecutive years. The committee shall plan and coordinate the Outreach programs of this church. The committee 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. Outreach shall set goals for local mission and outreach projects for the future, both short and long-term. The committee shall determine the use of the Outreach funds budgeted by this Church.

- I. Personnel. This committee may consist of up to three members. Each shall be elected annually for a term of three years in consecutive years. The committee shall hire, discipline or discharge any member of the paid staff with the exception of the Pastor in accordance with state and federal laws. Personnel shall review the personnel policy and procedures of this Church annually, recommending policy changes to the Council. The committee 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. The committee shall conduct performance reviews annually. Personnel 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.
- J. Stewardship. This committee may consist of up to six members, but no fewer than three members. Each shall be elected annually for a term of three years in consecutive years. It shall be the general purpose of this committee to encourage a responsible commitment to the church and its mission, as well as the community and the world, in the form of time, talents and financial resources. It shall be the primary purpose of this committee to conduct an annual pledge drive starting in September and leading up to the Annual Business Meeting in January. This committee shall sponsor community activities or events that may have a positive effect on the stewardship within the church. The Stewardship committee shall be consulted before any fundraising activities occur during Pilgrim's fall stewardship campaign.

## **ARTICLE 12: 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. Task Forces. Task Forces other than standing church committees may be formed by vote of this church or the Council. Task Forces can be formed for a specific purpose, or to complete a special task. The continuance of the Task Force shall be reviewed at the Annual Business Meeting. The membership of Task Forces shall be determined and voted upon, as appropriate, by the founding group, in view of the Task Force's purpose or task. Members of standing church committees may serve on Task Forces at the discretion of the founding organization.

## **ARTICLE 13: Auxiliary Organizations**

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

## **ARTICLE 14: 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 may 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 15: 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 Emailed or mailed at least seven days before the meeting. See Article 7, Section D.