

TEWKSBURY CONGREGATIONAL CHURCH

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**Constitution and By-Laws
of the
Tewksbury Congregational Church**

I - Name

The name of this Church shall be TEWKSBURY CONGREGATIONAL CHURCH, Tewksbury Massachusetts. It shall be further identified as a “Member of the United Church of Christ.”

II - Object

The object of this church shall be to 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 and deeds of Jesus Christ.

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 on Incorporation granted it by the Commonwealth of Massachusetts.

While this Church is amenable to no ecclesiastical judicatory, it accepts the obligations of mutual council, comity, and cooperation as a member of the United Church of Christ and pledges itself to its common aims and work.

IV - Doctrine

This Church recognizes the Bible as the sufficient rules of faith and practice, and holds that living in accordance with the teachings of Jesus Christ is the true test of fellowship. Members shall have the undisturbed right to follow the Word of God according to the dictates of their respective consciences, under the enlightenment of the Holy Spirit. The following statement of faith, therefore, is not a test but an expression of the spirit in which the Church interprets the Word of God.

Faith – We believe in God the Father, infinite in wisdom, goodness and love, and in Jesus Christ, His son, our Lord and Savior, who for us and our salvation lived and died and rose again and liveth evermore; and in the Holy Spirit, who taketh of the things of Christ and revealeth them to us, renewing, comforting, and inspiring all souls.

Covenant – We are united in striving to know well the will of God as taught in the Holy Scriptures and in our purpose to walk 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 mankind, 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 brotherhood. Depending, as did our forefathers, 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 life everlasting.

V – Membership

The members of this Church are all those persons who have been received by vote of its Board of Deacons, by vote of the Church, and have made public acceptance of its covenant:

- (a) On presentation of satisfactory letters of transfer from other Churches,
- (b) By reaffirmation of faith (if letters are not available)
- (c) On confession of faith (and baptism if not previously baptized.)

1. Reception. Candidates for admission to the Church, whether by letter, confession of faith, or reaffirmation of faith, shall make application to the Pastor, or in the Pastor's absence, the Board of Deacons. Upon completion of a class of instruction or a personal interview with the Pastor, and after due consideration of the candidates, the Board of Deacons may vote to recommend them for membership.

The candidates, having been approved by a favorable vote of the Board of Deacons and by a vote of the Church, shall be received into membership with an appropriate ceremony at any regular service of worship of the Church. The candidate's names shall be printed in a calendar or order of worship the day they are received into membership. The candidates may be received into membership by the Pastor or by a Deacon acting on behalf of the Church. In case of illness or extreme circumstances, the above-mentioned procedure may be omitted and the person(s) may be received by the Pastor or Deacon outside of worship.

At any regular Worship Service the Church may, without special notice, act upon the reception of members previously recommended by the Board of Deacons, but not upon other business.

2. Associate Membership. Any person requesting a letter of transfer may also apply in writing to the Board of Deacons for the status of “Associate Member” which entitles that individual to continued fellowship in the Tewksbury Congregational Church with the exception of voting privileges and holding office. Associate Members are not included in the Church membership count reported to the United Church of Christ annually.

3. Termination of Membership. The continuance of membership shall be subject to the principles and usage of the United Church of Christ, and membership may be terminated under the following conditions:

- (a) A member in good and regular standing who desires a letter of dismissal and recommendation to another church, upon request is entitled to receive it by action of the Church Clerk,
- (b) Membership shall terminate upon notice of acceptance into another church. General letters addressed to no particular church shall not be granted,
- (c) If a member in regular standing requests in writing to be released from church membership, the Church may grant the request and terminate such membership.
- (d) Members whose addresses have long been unknown or who for a period of two (2) years, in spite of kindly approaches, have not communicated with the Church or contributed to its support may by recommendation of the Membership and Enlistment Committee, and by vote of the Board of Deacons be transferred to an inactive list. From the date of such transfer, said persons shall cease to be reported on the active membership roll and shall forfeit their privileges to vote at Church meeting. If possible these people shall be notified in writing of such action. Members of the Inactive List by written request, and by vote of the Board of Deacons, may terminate their membership. A person on the Inactive List may be restored to active status by request to the Pastor and/or a member of the Membership and Enlistment Committee. The request shall be granted upon the recommendation of the Membership and Enlistment Committee, and by vote of the Board of Deacons. A person on the Inactive List for a period of Five (5) years may be removed from the rolls by vote of the Church after recommendation by the Board of Deacons.
- (e) Should a member become an offense to the Church and its good name by reason of un-Christian conduct, or by persistent breach of the voting member’s covenant vows, the Church on recommendation of the Board of Deacons may dismiss such member On a three fourths (3/4) vote of members present and voting. This shall occur only after due notice and opportunity has been given for a fair hearing by the Board of Deacons and after faithful efforts have been made to bring said member to amendment in accordance with the laws of Christ.

4. Equality. All persons shall be treated equally with regard to any of the duties or responsibilities and all shall share equally as members.

VI – Worship

1. Services of worship shall be held at given hours each Sunday, as specified by the Board of Deacons, except when temporarily suspended by a proper vote of the Church.
2. The Lord's Supper shall be celebrated on the first Sunday of each month, *but by a vote of the Board of Deacons and agreement from the Pastor, the monthly celebration may be postponed to another Sunday within the same month. Any change from the first Sunday shall be published thirty days before the change takes effect if possible.*^A The Lord's Supper may also be celebrated at such other times as appointed by the Pastor, the Board of Deacons or as determined by the Church.
3. The Baptism of adults and the Baptism or consecration of children shall be administered at such times as the Pastor, or in his/her absence, the Board of Deacons may appoint.
4. Other services for worship, inspiration, prayer, and study may be held as appointed by the Pastor or the Board of Deacons, or as determined by the Church.

VII – Education

The Church shall conduct a Church School, the expenses of which shall be included in the regular budget of the Church. As a part of Christian training, the school will be afforded the opportunity to contribute to the regular expense and benevolence budgets of the Church.

It shall be the purpose of the Church School to lead all congregants into an increasing experience of fellowship with God and in the development of a character which shall be genuinely and consistently Christian in all human relationships. It will endeavor to develop interest in the Church as well as increasing desire and ability to participate in its life and work.

Rules for the administration of the Church School may be proposed by the Board of Religious Education for adoption by the Church.

The Church School shall include all the distinctly religious educational activities of the Church. It will make specific provisions for the following:

1. Sessions of the Church School.
2. Other activities such as Vacation Bible Schools, weekday religious education, and instructions in religious subjects.
3. Special organizations or groups such as youth fellowship groups.
4. Adult education

^A This amendment was approved by the Congregation at the annual meeting on January 29, 2006, as Article III of the warrant thereof, as amended; previously no provision existed to waive 1st Sunday requirement.

VIII – General

1. Fiscal Year – The fiscal year of the Church shall begin on January 1 and shall close on the following December 31.

2. Board or Committee Quorum – The quorum for a Board or Committee shall be a majority of the same, unless otherwise provided.

3. Reports – The officers and the boards and committees of the Church and all organizations taking the name and working under the auspices of the Church shall present a written report of the year's activities to the Clerk of the Church, unless otherwise noted, no later than forty-five (45) days after the close of the fiscal year. In addition, said organizations shall present proper statements of their finances for the preceding fiscal year. [Article XI, 4, (e)].

IX – Meetings

1. Warrants for Meetings – The Warrants calling meetings of the Church shall be prepared and posted by the Clerk of the Church on at least one Sunday previous to the meeting. The call shall also be read at the Sunday service prior to the day fixed for such meeting. The order of business for a stated meeting shall be listed in the Warrant calling that meeting. Proposed articles for the Warrants shall be submitted to the Clerk in writing by Officers, Boards, Committees, the Church Council, or by written request of three (3) active members.

2. Voting Privileges – All active members shall be qualified to vote at all Church meetings.

3. Annual Meeting – An annual meeting shall be held in *January*, the date to be set by the Church Council in agreement with the Finance Committee. At this meeting, the Church shall receive through the Finance Committee proposed appropriations for the ensuing fiscal year. *The month of January for the new fiscal-year shall be flat funded at the previous fiscal-year level until the budget for the new fiscal-year is approved^B.* Notice of the proposed appropriations shall be given fourteen (14) days prior to the meeting in order to permit study by the members prior to enacting the budget. The meeting shall transact such other business as may be specified in the warrant calling the meeting and/or authorized by the By-Laws.

4. Semi-Annual Meeting – A Semi-Annual meeting shall be held during the month of May, but not in conflict with Town Meeting, to receive and act on the Annual Reports of officers, boards, committees, and to elect officers and members of boards, and committees whose terms shall begin on the June 1 next following, and transact such other business as may be specified in the Warrant calling the meeting and/or authorized by the By-Laws. The date and time are to be set by the Church Council no later than its preceding March meeting.

5. Special Meetings – Special meetings shall be called by the Clerk upon request of the Pastor, or any Officer, Board, or Committee, or upon written request of five (5) active members of the Church. The business to be transacted shall be stated in the call. Warrants for special meetings shall meet the requirements of Article IX, Section 1, Warrants for Meetings.

^B This amendment was approved by the Congregation at a special meeting on October 5, 2004, as Article II of the warrant thereof; previously the annual meeting was held in November or December prior to the start of the fiscal-year.

6. Quorum – At all meetings of the Church ten percent (10%) of the active members, as annually reported to UCC by the Clerk, shall be necessary to constitute a quorum for the transaction of business unless otherwise specified. A lesser number shall have the power to adjourn.

7. Parliamentary – The meetings of the Church shall be conducted in a business-like manner using the most recent revision of Robert’s Rules of Order, except that on any point where they are in conflict with these By-Laws, the By-Laws shall take precedence.

X – Elections

1. Annual - Elections of officers, members of boards and committees, delegates, and others shall be conducted annually at the Semi-Annual Meeting.

2. Term – Unless otherwise provided. The term of office for all officers (except the Pastor(s)), members of boards and committees, Church Council, delegates, and others shall be from June 1 next following the Semi-Annual Meeting at which they are elected until the end of the May that completes their term unless stipulated elsewhere. After completion of a full, three-year term, the individual holding the board or committee membership shall be eligible for the same office for one more term. After a second term said individual shall be ineligible for the same board or committee for a period of one year unless otherwise provided in these By-Laws.

3. Limits– An individual can be elected to no more than one office and to membership on no more than one board or committee concurrently. However, one individual may both hold the office of Clerk and the office of Registrar simultaneously.

4. Filling Vacancies – In case of a vacancy on any Church board, committee, or the Church Council, said board, committee, or Church Council shall fill the vacancy until the next Semi-Annual Meeting. Unless otherwise provided, in case of a vacancy in a one-year office (Article XI, Officers) such vacancy shall be filled by vote of the Church Council until the next Semi-Annual Meeting.

5. Excessive Absence – Any member elected to any office, board, or committee shall realize the responsibility it entails. Any officer, board, committee member or delegate absent from regular meetings three times in succession shall be contacted to determine interest in serving and if no interest is expressed shall be deemed to have resigned and shall be replaced.

XI – Officers and Other Elected Officials

The Officers of the Church shall be Pastor, Associate/Assistant Pastor, Moderator, Clerk, Assistant Clerk, Financial Secretary, Assistant Financial Secretary, Treasurer, Assistant Treasurer, Auditor, and Registrar. Officers, except the Pastor(s), shall be elected by the Semi-Annual Meeting and unless otherwise stated in these By-Laws, their term of office shall be one (1) year.

No member of the Church shall be elected an officer unless he/she shall be eighteen (18) years of age or older. The positions of Financial Secretary, Assistant Financial Secretary, Treasurer, Assistant Treasurer, shall be bonded positions, said bond to be at least one half (1/2) of the annual revenue of the Church. All officers, except the Moderator, Clerk, Assistant Clerk, Assistant Financial Secretary, and Assistant Treasurer, shall prepare an annual report as specified in Article VIII, 3, Reports.

1. Pastor – The Pastor shall be called for an indefinite time by a two-thirds vote of the Church members present and voting. When a vacancy occurs in the pastorate, the Search Committee, after seeking the guidance of the Divine Spirit, shall, with the cooperation of the executive head of the State Conference and others, make a canvass of available ministers, select one who, in their judgment should be called to the pastorate, introduce the Candidate to the Church, and at a duly called meeting propose election.

The Pastor shall receive an annual review. This review will be initiated by the Board of Deacons, keeping in mind the needs of the Church as expressed through the Council

While the term of the Pastor shall be indefinite, the Church may at any time by a three-fourths (3/4) vote of those present and voting at a meeting called for the purpose, request the Pastor's resignation with the expectation that it will be presented within sixty (60) days. For the purposes of this meeting the quorum shall be twenty percent (20 %) of the active members, as annually reported to UCC by the Clerk. Likewise, sixty (60) days notice shall be given by the Pastor in case of requesting voluntary release. In the case of loss of ministerial standing on the part of the Pastor, relations shall cease at once.

The Pastor shall have charge of the spiritual welfare of the Church with the assistance of the Board of Deacons, shall seek to enlist persons as followers of Christ, preach the Gospel, administer the sacraments, oversee all services of public worship, and administer activities of the Church in cooperation with the various boards and committees. The Pastor shall be ex officio, an advisory member of all boards and committees.

The Pastor shall convene conversations among the Committees and with Staff about the fulfillment of the Church's Gospel Mission.

The Pastor shall supervise the Church Secretary. Whenever the Church Secretary's position shall become vacant, the Pastor shall recommend a replacement, subject to the conditions of Article XIII, 5, Finance.

2. Associate/Assistant Pastor – An Associate and/or Assistant Pastor may be hired from time to time, having such duties and responsibilities as may be set forth in the call.

3. Moderator – The Moderator shall preside at all legally called meetings of the Church. The Moderator may also serve as chair of the Church Council. The Council Chair person shall act as Moderator in the absence of the Moderator.

4. Clerk – It shall be the duty of the Clerk:

- a. To keep a complete record of the transactions at all business meetings of the Church which shall be read for approval at the next following meeting;
- b. To assure minutes and any other Church meeting documentation as well as written official reports are maintained on file;
- c. To notify all officers, members of boards and committees, and delegates of their election or appointment;
- d. To give legal notice of all meetings when such notice is necessary as indicated in these By-Laws and to conduct all correspondence therefore;
- e. To call the attention of the officers of the Church and the officers of the several organizations of the Church to the Annual Report requirement (Article VIII, 3, Reports) one month prior to the close of the fiscal year and through the Church Secretary to prepare printed copies of all written financial and activity reports for use of the Semi-Annual Meeting. These reports are to be made available one week before Semi-Annual Meeting;
- f. To notify the Nominating Committee and incumbents of the approach of the end of a term limit.

5. Assistant Clerk - The Assistant Clerk shall serve as Clerk of the Church Council and shall assist the Clerk, and shall assume the duties when the Clerk is absent.

6. Registrar – It shall be the duty of the Registrar:

- a. To keep a register of the names of all Church Members with dates of admission, dismissal, or death, together with a record of all baptisms and marriages and report such to the Church Council and Finance Committee on or before the date set by the Massachusetts Conference of the United Church of Christ of each calendar year.
- b. To issue letters of dismissal and recommendation.

7. Financial Secretary – The Financial Secretary shall receive all payments on current expenses and benevolence subscriptions; take charge of all offerings and special collections; keep an accurate account with each subscriber; and furnish subscribers with quarterly statements of their accounts. The Financial Secretary shall keep an accurate account of all receivables and give a report at the monthly scheduled meeting of the Finance Committee of the revenue condition of the Church. The Financial Secretary is also responsible for the safe keeping of revenue records.

8. Assistant Financial Secretary. The Assistant Financial Secretary shall assist the Financial Secretary and assume the duties in the absence of the Financial Secretary.

9. Treasurer – The Treasurer shall pay the bills of the Church on order from the Finance Committee. Accurate accounts of all disbursements shall be kept and a report given at the monthly meeting of the Finance Committee of the expenses condition of the Church. The Treasurer is responsible for the safe keeping of financial records.

The Treasurer shall keep a separate account of all restricted funds and shall expend such funds in accordance with the standing orders of the specific fund. The Deacon's Restricted fund shall be held in a separate account, subject to the order of the Board of Deacons.

10. Assistant Treasurer - The Assistant Treasurer shall assist the Treasurer and shall assume the duties in the Treasurer's absence.

11. Auditor – It shall be the duty of the Auditor to audit and compare accounts of the Financial Secretary and Treasurer and to certify as to the accuracy of the financial reports rendered by the Financial Secretary and Treasurer, to make a report in writing to the Semi-Annual Meeting showing the results of the periodic auditing of the Church as well as the annual audit of the accounts of the affiliated and auxiliary organizations of the Church, to make a report in writing to the Semi-Annual Meeting upon the condition and activity of all special accounts and funds of the Church.

12. Delegates – Delegates shall be elected annually to the Andover Association and to the Massachusetts Conference of the United Church of Christ.

XII – Church Council

1. Purpose and Function

The Council of the Church shall serve collectively as the executive branch of Church government. It shall be the function of the Church Council to visualize the entire task of the Church, to advise the Pastor on the general direction of Church activities, and to cooperate with the Pastor in the formation of a well-rounded program. The Council is to act for the Church in business and financial matters between stated meetings, always assuming that unless such action is taken with practical unanimity, it must have the confirmation of the Church.

The Council may be called upon to resolve disputes between committees and to oversee any programs not assigned to a specific committee. The Council shall provide oversight that all hired staff of the Church are properly supervised and regularly reviewed by the appropriate committees.

The Council shall be responsible for electing Church officers to fill positions left vacant between Semi-Annual Meetings. Such officers shall only serve until the Semi-Annual Meeting and may then be reelected by the Congregation at that time.

The Council shall appoint institutional representative(s) for Scouting or similar organizations.

The Council shall assure that written Policies and Procedures are provided by all Officers, boards, and committees to explain their respective practices for carrying out their responsibilities. The Council shall be responsible for promulgating the completed Policies and Procedures and shall prepare any such documents not falling under the control of any specific Officer, board, or committee. Said Policies and Procedures shall be maintained in the Church Office.

1. Membership and Organization

The membership of the Council shall include any Pastor(s) of the Church, the Moderator, and three (3) at-large members. The chairpersons of each of the standing boards and committees shall also be members of Council unless another permanent representative from a certain standing board or committee is chosen. The Assistant Clerk, the Treasurer, and the Financial Secretary shall be ex officio members.

The Council shall elect a Chairperson at the first meeting of the Council held after the Semi-Annual Meeting of the Church. The Assistant Clerk shall serve as secretary. The Council shall also elect from among its membership a vice chair who shall be next in line to serve as Chair, or Council Secretary if either of these either duties is unfulfilled by virtue of that person's absence.

The Council shall meet at least once every thirty-five (35) calendar days between September 1 and June 30 and may meet at any time subject to the call of the Pastor or the Moderator. Any seven members shall constitute a quorum necessary to conduct business and a simple majority shall be necessary to decide substantive questions.

XIII – OFFICIAL BOARDS AND COMMITTEES

1. General

The standing boards and committees of the Church (hereinafter referred to as committee) shall exercise jurisdiction over the various aspects of Church life and welfare as stated in this article. They shall hire, in consultation with the Finance Committee, and supervise staff where appropriate, managing a portion of the Church budget as provided to the respective committee, and developing programs to fit the needs of the Church in their specific areas of responsibility.

The membership of each committee shall divide as equally as possible into three groups, with one group being chosen by the Congregation each year to serve for a term of three years. Each committee shall meet at least once every thirty-five (35) calendar days between September 1 and June 30 and may meet at any time subject to the call of the respective Chair. A majority of the membership shall constitute a necessary quorum and the necessary proportion to make decisions.

Members of each committee shall be elected via the nominating process outlined in these bylaws and shall not concurrently serve on any other standing committee. The Pastor(s) shall be an ex officio member(s) of each committee.

Each committee shall organize by electing a chair and a secretary at the first meeting and shall be empowered to form subcommittees as they deem necessary. The Secretary of the Church Council and the Pastor shall be promptly notified by the secretary of the committee as to the election of the chairperson, secretary, and council delegate (if it is not the chairperson.) Minutes of each committee meeting shall be filed in the Church Office upon approval by the committee. Also, each committee shall also compile its portion of the policy and procedures manual. All Standing Committees, except for those stipulated below, shall consist of six (6) members, two (2) of whom shall be elected annually to serve for a term of three (3) years.

2. Deacons

The Board of Deacons shall consist of twelve (12) members elected in the manner prescribed in these bylaws. The Board of Deacons shall be the premier coordinating body of all matters directly relating to worship services of the Church, but shall work closely with other appropriate committees in planning services. The Deacons shall assist in the preparation and administration of the ordinances in caring for the poor, the sick, the sorrowing, the indifferent, and the stranger. The Board shall appoint and supervise Head Ushers and may delegate a Deacon to oversee particular worship services.

The Board shall at least annually review with the Pastor(s) the spiritual goals and needs of the Church to insure that the needs in this regard of the Congregation are being met. The Deacons shall review all candidacies for membership in the Church and make recommendations thereon to the Congregation. The Deacons' Restricted Fund shall be administered under the sole jurisdiction of the Pastor.

The position of Life Deacon is an honorary position intended to recognize exceptional service by a member of the Church in the role of Deacon. To be eligible for Life Deaconship, one must first have served at least six years on the Board of Deacons, and have served as an active member of this Church, exemplifying Christian conduct, for at least twenty years. Life Deacons shall, at the invitation of the Board of Deacons, play an advisory role regarding policy, serve in the sacraments and worship of the Church, and support the Board of Deacons in any other way as directed by them. Any member honored as a Life Deacon shall remain so until death or termination of membership in the Tewksbury Congregational Church.

3. Religious Education

The Board of Religious Education shall have supervision and direction of the educational work of the Church. It is authorized to select, hire, and supervise lay and professional leadership, including the Director of Religious Education, Church School teachers, and Youth Group leaders. It shall, where appropriate, co-ordinate with other committees regarding overall themes for curriculum topics and shall co-operate in the educational aspects of social services and benevolences.

4. Trustees

The Board of Trustees, except as otherwise provided, shall have custody of and oversee the maintenance and improvements of the real and physical property of the Church, subject to the regulation of applicable laws. The Trustees shall also have the authority to hire and supervise one or more Sextons to properly maintain the building and grounds. The Trustees shall make recommendations relative to the sale, purchase, mortgage, transfer, rent, or lease of any property and take no action without specific authority by vote of the Congregation. The Trustees have the authority to rent rooms and halls within the Church for periods not exceeding seven (7) consecutive days. Use of the Sanctuary shall be determined by the Board of Deacons, Pastor, and the Trustees.

5. Finance

The Finance Committee shall have the general oversight of the finances of the Church. They shall prepare a balanced budget, with the requested salaries, planned expenditures, and revenues, to be submitted at the Annual Meeting for approval. The Finance Committee will provide assistance to those committees with staff employees in regard to the annual review process. Ex Officio members shall include the Pastor, the Treasurer, and the Financial Secretary.

They shall meet once a month and/or as often as needed in order to make recommendations to the Pastor, Council, committees and boards consistent with the then existing financial condition of the Church.

The Finance Committee is authorized and empowered to administer the investment programs of the Church, making from time to time such changes in the programs as in its judgment may be in the best interests of the Church, and is authorized to engage outside investment advisory and management services.

A Committee composed of the Chairpersons of the Finance Committee, The Board of Deacons, and the Board of Religious Education shall be involved in the search for and shall have the right to approve or to deny the Pastor's selection for the position of Church Secretary, whenever a vacancy occurs in that position.

The Finance Committee shall set and review the compensation for the Church Secretary, Financial Secretary and Treasurer annually.

The Finance Committee will make recommendations for the staff employment agreements and review all said agreements prior to any binding signatures taking place. The Finance Committee will review and make recommendations on all contracts that financially obligate the Church.

6. Membership and Enlistment

In co-ordination with the Pastor(s) and the Board of Deacons the Membership and Enlistment Committee shall be responsible for promoting Christian commitment and providing community outreach efforts for the Church. They shall see to it that new and prospective members are made to feel welcome in our Church. They shall encourage active participation in the life of the Church on the part of the enrolled membership. They shall work closely with the Pastor(s) and Registrar, and with the Board of Deacons to assure accurate and updated membership rolls.

7. Missions

The Missions Committee shall have charge of the supervision and correlation of the benevolent plans of the Church, and shall recommend to the Finance Committee beneficiaries of special offerings throughout the year in coordination with the Stewardship Committee. This committee shall assist in promoting missionary interest and systematic giving of time, talent, and treasure to benevolences. It shall co-operate with the Board of Religious Education in missions education programs.

8. Music

The Music Committee shall assure that music is provided for regular worship services and that opportunities exist for members of the Church to share their musical talents in worship. They shall be authorized to hire and supervise a music staff which may include a Director of Music whose duties shall be defined by the Committee, as well as an organist, and vocal, and hand-bell choir directors. They shall exercise discretion over the care, maintenance, and use of musical instruments and related materials belonging to the Church.

9. Stewardship

The Stewardship Committee shall advocate the sharing of gifts by Church members of time, talent, and treasure. They shall promote and manage the annual stewardship campaign in consultation with the Finance Committee. They shall organize service projects, working with the Missions Committee and the Trustees that will serve to enhance the environment of Tewksbury Congregational Church. The committee shall publicly and appropriately acknowledge the contributions of Church members to these ends.

XIV - Special Committees

1. General

The special committees of the Church shall operate without the restrictions placed on the standing boards and committees. Members shall be permitted to sit on other committees and shall not be subject to the same limit of terms as the standing committees. Chairs of such committees shall participate in the business of the Church Council as requested. Selection of members shall be accomplished pursuant to specific provisions for each committee.

2. Memorial Gifts

The Memorial Gifts Committee shall consist of three members who shall be chosen by the Congregation for a period of five (5) years and divide as equally as may be into that many groups and elected on a rotating basis. They shall maintain the Book of Remembrance and inventory of gifts. They shall see to it that donors are assisted in making appropriate donations and that such donations are used for their intended purpose. They shall take regular inventory of gifts to the Church and have responsibility for the Memorial Gifts cabinet.

3. Pastor-Parish Relations

The Pastor-Parish Relations Committee shall consist of five members who shall be chosen by the Congregation for a period of two years and divide as equally as may be into that many groups and elected on a rotating basis in the same manner as the standing boards and committees. No member, however, may serve more than two (2) consecutive terms. The committee shall serve as a conduit of communication between the Pastor and the Pastoral family and the various members of the Church staff and the Congregation. They are to see to it that the needs and concerns thereof are addressed, including enhanced opportunities for spiritual and professional growth. They should see to it that Pastor, staff, and Congregation understand each other's needs and expectations in carrying out their respective roles in Christian ministry of the Church.

4. Nominating Committee

The Nominating Committee shall consist of five members appointed by the Council at least sixty (60) days prior to each Semi-Annual meeting. The committee shall recruit candidates for the several offices of the Church and committee assignments as provided for in these bylaws. The committee shall prepare a ballot listing their recommendations to be published at least two Sundays prior to the Semi-Annual Meeting. If there are more candidates for a post than there are positions to be filled, the committee shall see to it that an election is held in a manner which is fair to all candidates and members. The committee shall be considered dissolved at the close of the Semi-Annual Meeting unless a motion is made and approved for it to continue its work.

5. Personnel Committee

The Personnel Committee shall consist of three members chosen by the Church Council. The Personnel Committee shall insure that annual staff reviews are conducted by the responsible Board or Committee. The Personnel Committee will insure reviews include meaningful evaluations of work performed against expectation criteria as well as direction for improvement. The hiring/termination procedure used by the responsible Board or Committee will be reviewed by the Personnel Committee. Staff is defined as contractual personnel and shall participate in the review process as required.

In cases where any Committee or Board cannot successfully complete a review, then the Council shall require the Personnel Committee to assure a review is conducted.

6. Search Committee

The Search Committee shall be elected by the Church when a vacancy occurs in the pastorate or to fill an associate/assistant pastorate if so desired by the Congregation, pursuant to nomination by the Church Council. The Council shall determine the appropriate number of members. The committee shall review candidates for the office and present one candidate to the Congregation for confirmation by a two-thirds (2/3) majority of members present and voting. The committee shall be considered dissolved once a new pastor has been confirmed and accepts the call to serve Tewksbury Congregational Church.

7. Ad Hoc Committees

If a need arises to form a temporary committee for a specific purpose not covered in another committee's jurisdiction, an ad hoc committee may be formed. Such a proposal shall be submitted in the form of a warrant article to be acted upon at the next regularly called meeting of the Church, or if of an urgent nature, at a meeting of the Church specially called for this purpose pursuant to the provisions for special meetings. The warrant article should specifically state the purpose, jurisdiction, and nature of what is expected of the committee as well as the number of members needed to serve. If the article is approved, the Council shall make the appropriate number of appointments at its next meeting. When the committee feels it has completed its task, it shall report to the Congregation. The committee shall be considered dissolved at the close of the Church meeting at which its findings were acted upon unless a motion is made and approved for it to continue its work.

XV – Gifts and Legacies

Each gift or legacy made to the Church for a special designated purpose shall be kept separate and apart from other gifts or legacies and from general assets of the Church and so marked that it may be readily identified, and such gift or legacy shall be used only for the purpose designated. If the purpose of a gift or legacy cannot be immediately accomplished, the income thereof, in the absence of directions otherwise by the donor or testator, shall accumulate and be expended at the time of the expenditure of the principle, for the same or a similar purpose as that to which the principal is applied. No designated gift or legacy shall be used to pay or pledge to secure a debt of the Church. In the annual report, the Treasurer shall list each such gift or legacy and state the nature of the investment represented by such gift or legacy and the disposition of the income thereof during the preceding fiscal year. The provisions of this section of the By-Laws shall govern gifts or legacies made with the restriction that the income only shall be used.

This By-Law shall not apply to gifts or legacies of less than one-half of one percent (0.5%) of the annual budget, or gifts or legacies the purpose of which can immediately be accomplished such as gifts for immediate repairs, purchase of books, or like or similar purposes.

XVI – Dissolution

Upon dissolution of the Church, its assets, liabilities, and all property and interest of which is shall then be possessed, including any devise, bequest, or grant contained in any will or other instrument, be transferred to the Massachusetts Conference of the United Church of Christ.

XVII – Records and Books

Upon the adoption of these By-Laws, the records and acts of the Tewksbury Congregational Church shall become a part of the records and acts of this organization.

XVIII – Adoption and Amendment

1. Upon adoption, these By-Laws will supersede all previous By-Laws of this Church.
2. The By-Laws may be amended by a two-thirds (2/3) vote of the members present and voting at any meeting called by the Clerk in the manner prescribed by law, the proposed amendment being stated in the notice of the meeting.