

BYLAWS
Orange Congregational Church, Orange, Connecticut

ARTICLE I
NAME AND LOCATION

The name of this church shall be the Orange Congregational Church ("Church"), in Orange, Connecticut.

ARTICLE 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 men and women; individually and collectively, especially as that will is set forth in the life, teachings, death and living presence of Jesus Christ.

ARTICLE III
POLITY

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

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

While this Church is amenable to no ecclesiastical judicature, it accepts the obligations of mutual council, comity, and cooperation involved in the free fellowship of the United Church of Christ.

*Note: It is the intent of these articles to not limit the gender of persons serving on any position on the church boards or staff. Reference to "his" or "her", etc. are used in this content merely to simplify the text.

ARTICLE IV
DOCTRINE

This Church recognizes the Bible as the sufficient rule of faith and practice, and holds that living in accordance with the teaching of Jesus Christ is the true test of fellowship. Each member shall have the undisturbed right to follow the Word of God according to the dictates of his own conscience, 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.

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We believe in God, the eternal spirit, who is made known to us in Jesus our brother, and to whose deeds we testify:

God calls the worlds into being, creates humankind in the divine image, and sets before us the ways of life and death. God seeks in holy love to save all people from aimlessness and sin.

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

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

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

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

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

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

COVENANT

We are united in striving to know 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 people, exalting the worship of the one true God, and laboring for the progress of knowledge, the promotion of justice, the reign of peace, and the realization of human fellowship. Depending, as did our forebears, upon the continued guidance of the Holy Spirit to lead us into all truth, we work and pray for the transformation of the world into the kingdom of God; and we look with faith for the triumph of righteousness, and the life everlasting.

ARTICLE V MEMBERSHIP

The members of this Church shall be persons who have been approved by vote of the Board of Deacons, acting for the Church, and by public acceptance of its covenant, (a) on presentation of satisfactory letters of transfer from other churches; or (b) if letters are not

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available, by reaffirmation of faith; or (c) confession of faith and baptism; or (d) by affiliation - persons who may desire to affiliate themselves with the Church in a manner which involves all the rights, privileges, and responsibilities of membership, and who for reasons sufficient to themselves do not feel at liberty to sever their connection with the church in which they hold membership, may be received upon satisfactory evidence of their membership in such church. Such persons shall be affiliate members.*

*Only affiliated members may join teams, boards or committees but non-members may participate in the activities of such teams, boards or committees.

1. Reception. Persons approved by the Board of Deacons shall be received at a communion service or at some other time as ordered by the Church, by public assent to the covenant. Any who are unable to attend in public may be received by the Board of Deacons acting in behalf of the Church. After being received into membership of the Church, each person (or family) shall be given a copy of the Bylaws.

2. Termination of Membership. The termination of membership shall be subject to the principles and usages of the congregations of the United Church of Christ, and especially as follows:

(a) Any member in good and regular standing who desires a letter of dismissal and recommendation to another church, upon written request, is entitled to receive it by vote of the Board of Deacons. This letter shall be valid as a recommendation for one year only from its date, unless renewed; and this restriction shall be stated in the letter. The right to vote shall be suspended when a letter is voted, and membership shall terminate upon notice of acceptance into another church, or at the end of one year after inquiry which fails to give ground for renewal. Letters addressed to churches in general shall not be granted.

(b) If a member desires to join a religious body with which this Church is not in fellowship, or which would not receive its letter, the Church may, at his request, give him a certificate of his standing, and his membership shall terminate upon receipt of notice that he has been received into the body to which the letter was given.

(c) If, because of a change in faith or other reasons, a member in regular standing requests in writing to be released from his covenant obligations, the Church shall patiently endeavor to secure his continuance in its fellowship; failing in such effort, the Church may grant the request and terminate his membership.

(d) Members whose addresses are unknown or who, for a period of two years in spite of kindly approaches, have not communicated with the Church or contributed to its support, shall by a vote of the Board of Deacons be transferred to an inactive list. From the date of this transfer such persons shall cease to be reported on the active membership roll. Members remaining on the inactive list for a period of two years shall, by a vote of the Board of Deacons, be dropped from the roll.

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3. Open and Affirming Congregation**. Orange Congregational Church is an Open and Affirming congregation, believing that in God all people are uniquely and completely loved.

Led by our still-speaking God's loving spirit, we welcome, respect and affirm all people regardless of their sexual orientation, gender, gender identity or expression, race, ethnicity, cultural background, religious background, nationality, age, marital status, economic circumstances or physical, emotional or mental ability. Our extravagant welcome is an invitation to participate in the full spiritual and organizational life of our Church and to share in its joys, privileges, sacraments, blessings and responsibilities. We value the presence, gifts, companionship and contributions of all members of our Congregation, even when our opinions may differ.

This covenant reflects the collective heart of our Church. As a declared Open and Affirming Congregation, and following Jesus' example, we commit ourselves to the work of ending ignorance, fear, hatred, prejudice and discrimination against people considered to be different, including our lesbian, gay, bisexual and transgender sisters and brothers. We pray for God's help in this journey of faith.

**Congregation refers to all individuals attending worship services at OCC, members and non-members.

ARTICLE VI SERVICES AND MEETINGS

Services of worship shall be held at given hours each Sunday, except when temporarily suspended by vote of the Congregation.

The sacrament of the Lord's Supper shall customarily be celebrated on the first Sunday of every month and at any other times that may be determined by the ministers and the Board of Deacons.

The Annual Meeting of the Church shall be held during the month of January, and the Semiannual Meeting shall be held during the month of June, the dates to be decided by the Leadership Council (formerly, Church Council), public notice having been given at least one week in advance.

At the Annual and Semiannual Meetings and all other business meetings of the Church, the Chairman of Leadership Council (also, known as Moderator) shall call the meeting to order.

The Annual Meeting shall consider the reports of officers, staff, teams, boards, and committees whose members' terms of office expire with the Annual Meeting; also, the financial reports of all boards, teams, and committees shall be presented. Copies of reports shall be made available at the Church office one week in advance. The Annual Meeting shall elect one member-at-large to the Leadership Council to serve for a term of three years; Treasurer, Moderator, Assistant

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Moderator, Auditor, Historian, Librarian, Church Clerk; new members of the Board of Trustees, Board of Christian Stewardship; Staff-Personnel Committee and Memorial Fund Committee member-at-large. The Annual Meeting shall also adopt the annual budget, transact business, and adopt plans for the coming year.

The Semiannual Meeting shall consider the reports of officers, boards, teams and committees whose members' terms of office expire at that time. The Semiannual Meeting shall elect new members of the following team and boards: Faith Formation Team, Board of Deacons, Board of Christian Service and Outreach as part of the Faith in Action Team, and Board of Music Ministry. The Semiannual Meeting shall also transact business and adopt plans of the boards, teams and committees concerned for the coming year.

Special Church meetings for business shall be called by the Clerk upon request of the Pastor, the Deacons, the Trustees, or the Leadership Council; and, if he is asked to do so, pursuant to a written request signed by five members of the Church. The nature of the business to be transacted shall be stated in the call, public notice having been given at least one week in advance.

A quorum for the transaction of business at a regular or special meeting shall be fifty members.

ARTICLE VII
THE LEADERSHIP COUNCIL
(Previously known as the Church Council)

All Board and Leadership Council meetings are open to all members of the Church. Professional staff is encouraged to attend all meetings. Boards and the Leadership Council may call closed executive sessions as needed.

LEADERS

In order to provide structure and oversight to the overall ministry of the Church, the following Teams have been designated: Worship and Spirituality, Resources for Ministry, Faith Formation and Faith in Action. Team Leaders shall be appointed for each of these areas and will serve two-year terms, which can be renewed once. Team Leaders shall be identified by the Nominating Committee and approved by the Congregation by majority vote at the Annual Meeting. Present (as of the 2018 Annual Meeting) Board and Committee Chairman are eligible to serve as Team Leaders.

Only Church members are eligible to join a Board but Teams may undertake activities and events that involve non-members. Team Leaders are responsible for assuring that the boards and committees reporting to them function efficiently and properly, but have flexibility in assuring the performance of responsibilities. They shall also have the following responsibilities:

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- (a) Ensure that reports are prepared for timely presentation to the Leadership Council.
- (b) Attend Leadership Council (held monthly) and be prepared to report on the workings of assigned Boards and/or Committees.
- (c) Mentor a successor as warranted.

LEADERSHIP COUNCIL

The Leadership Council, hereinafter referred to as the "Council", shall consist of three members-at-large, and Leaders from the following Teams: Worship and Spirituality, Faith Formation, Resources for Ministry and Faith in Action, as well as the chairman of the Board of Trustees. Each year, two (2) of these Team leaders will rotate off the Council, in accordance with the listed order, unless otherwise agreed upon. The Treasurer shall also be a voting member. The Senior Minister and Director of Faith Formation shall be non-voting members of the Leadership Council.

The members-at-large shall each serve for three (3) years, on overlapping terms, so that one new member is added each year and one retired. These individuals shall serve as secretary/church clerk, vice-chairman, and chairman in that order. Selection of these members-at-large will be by the Congregation at the annual meeting. Eligibility for a member-at-large is that he has served a full term on a Board or Team. A member-at-large, after completing his term, will be ineligible for re-election until after the lapse of one year.

Each board or team represented on the Council shall choose an alternate who shall represent it in the absence of the regular member.

The Council shall consider the entire operation and mission of the Church, advise the pastorate on the general direction of the Church activities, and cooperate with them in the formation of a well-rounded program. The Council may act on behalf of the Church except: when the responsibility for such acts should be presented by the Church membership in an official meeting, where otherwise noted in the Bylaws, and where decisions on matters are specifically given to the Church membership as a whole; i.e. power to buy, sell, mortgage or transfer property. It shall be the duty of the Council to receive the recommendations of the Budget Committee. The Budget Committee is led by the Chairman of the Board of Trustees and comprised of the Treasurer and representatives from the Council, Trustees, Deacons, Staff-Personnel, Stewardship, and Faith Formation. At other times the Council may make recommendations for adjustment within the budgets, to be acted upon by the Church. The Council shall coordinate the various activities of the Church and make recommendations to a duly called Church meeting on such matters as it deems proper.

The Council will receive reports of all Teams, Boards, Committees and pastoral staff and act as a clearing agent on matters between Boards and Committees when third party interpretations and decisions are

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required. It will have the power to make decisions on matters brought to its attention by other Teams, Boards, and Committees and individuals.

The Leadership Council shall be responsible for overseeing the formation of Search Committees when necessary to fill vacant positions.

The Council will have the authority to approve the establishment of groups within the body of the Church.

The Council shall meet ordinarily once a month with the first meeting of the year called by the chairman. A majority of the voting members shall constitute a quorum.

ARTICLE VIII

TEAMS, BOARDS, AND COMMITTEES OF THE CHURCH

After serving one full term, a Board member shall be ineligible to serve on that Board for one year. No member shall serve on more than one Board simultaneously except for serving on the Council. If, during any 12 month period of a Board member's tenure, he fails to attend at least 50% of all Board meetings, regular and special, the chairman will request the member's resignation. Under extenuating circumstances and upon an affirmative vote of the majority of the members of the Board, a leave of absence for up to six months may be granted a Board member.

WORSHIP & SPIRITUALITY TEAM

The Worship and Spirituality Team shall be responsible for the following Church Boards and Committees: Board of Deacons, Music Ministry, Ushers, and Flowers.

Board of Deacons

A Board of Deacons shall consist of twelve (12) members, with equal representation by men and women, four of whom shall be elected each year at the Semiannual meeting for a three (3) year term. A quorum shall consist of a majority.

The Board of Deacons shall organize by selecting its own chairman, clerk, and such other officers or committees as it may ordain. It shall be the duty of the Deacons to coordinate their responsibilities with the Pastor(s) in ministering to the spiritual interests of the Church and community. The Deacons shall approve or disapprove applications received by letter or otherwise for admission to Church membership, shall examine all applicants for membership on confession of faith, with respect to their fitness therefore, and shall accept in the name of the Church such persons as they deem to be prepared for membership. They shall make an annual review of the Church roll and make appropriate recommendations to the Leadership Council. They

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shall provide for the supply of the pulpit in case of a vacancy and in the absence of the Pastor. The Board of Deacons shall appoint committees for providing ushers, sacraments, worship services, greeters, flowers, hospitality and visitation.

Board of Music Ministry

A Board of Music Ministry shall consist of six (6) members, three (3) of whom shall be elected each year for a term of two (2) years at the Semiannual Meeting of the Church. A quorum shall consist of a majority. The Director of Music will attend meetings as a non-voting member of the Board.

This Board shall be responsible for formulating and effecting policy concerning the music program of the Church. In consultation with the Director of Music, the Board will authorize the purchase of music and musical equipment, insure proper maintenance of musical equipment belonging to the Church, recommend disbursement of money from memorial music fund(s), organize and publicize music programs of the Church and encourage participation by the members of the Congregation in the musical life of the Church.

Two members of the Board shall serve on any search committee organized by the Leadership Council for the purpose of searching for qualified individuals to serve as Music Director. When the Organist position is held by a person other than the Music Director and the position becomes vacant, the Board of Music Ministry, with the assistance of the Music Director, and with (non-voting) input from the Pastor(s), will conduct a search for a qualified individual to fill the position and make a recommendation to the Leadership Council.

The Board shall recommend an annual budget for the music program of the Church to the Council.

RESOURCES FOR MINISTRY TEAM

The Resources for Ministry Team shall be responsible for the following Church Boards and Committees: Board of Trustees, Fundraising, Staff-Personnel Committee, Board of Christian Stewardship, Maintenance, Furnishings, Nominating, Memorial Fund Committee, and Scholarship Committee.

Board of Trustees

There shall be a Board of Trustees consisting of eight (8) members, two of whom shall be elected each year at the Annual Meeting for a four (4) year term. The Board shall meet regularly once a month and for any special meetings that may be called by the Board's chairperson. A quorum shall consist of a majority. A quorum shall be required to transact business. The Board shall elect its own officers and committees and determine its own mode of procedure. The

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chairperson, or the chairperson's designee, shall represent the Board as a member of the Leadership Council.

Under the direction of the Leadership Council and except as otherwise provided in these Bylaws, the Board of Trustees shall be responsible for the care, maintenance and custody of the property of the Church and shall be responsible for the financial affairs of the Church, always subject to the laws of the State of Connecticut.

The Board shall:

- (a) hold in trust and administer for the Church all funds and property conveyed to the Church;
- (b) oversee the finances of the Church and authorize the Treasurer and Bookkeeper(s) to pay invoices, payrolls and other expenses of the Church in furtherance of the annual budget;
- (c) authorize the Treasurer and Bookkeeper(s) to release monies to the Church's boards, teams and committees in accordance with the annual budget;
- (d) in consultation with the Treasurer, establish goals and policies concerning the Church's investments; and
- (e) exercise strategic oversight for the roles of the Church Secretary, the Bookkeeper(s) and the Sexton, all of whom shall receive day-to-day supervision and report to the Senior Minister. Hiring, discipline and termination of those positions will be a cooperative responsibility of the Senior Minister and the Trustee Chairperson.

The Board may authorize the Treasurer and Bookkeeper(s) to pay non-budgeted expenses related to maintenance, custody, repair or improvement of the Church's real property and other assets from the Church's Asset Preservation and Maintenance Fund.

The Board shall have no power to buy, sell, mortgage, or transfer real property without specific authority given by a two-thirds vote of the Church members present and voting at a regular or special meeting of the Church in accordance with Article VI of these Bylaws.

The Board of Trustees shall appoint a liaison representative to the following boards and committees: Christian Stewardship, Staff-Personnel, Memorial, Scholarship and Building & Grounds.

BOARD OF CHRISTIAN STEWARDSHIP

A Board of Christian Stewardship, which shall consist of six (6) members, three (3) of whom shall be elected each year at the Annual Meeting for a two (2) year term. A quorum shall consist of a majority. In addition, the Board of Trustees shall designate a Trustee to be a member of the Board of Christian Stewardship as a liaison representative. The Chairman is a member of the Council and the board shall elect an alternate.

The duties of this Board shall be to appraise continually the stewardship of the Congregation, to provide for continuous stewardship education

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of the membership, to cooperate with the Christian Service and Outreach Board in support of the ideals of world-wide Christian stewardship, and to have responsibility for the annual stewardship canvass of the church. This Board shall organize itself by selecting its own chairman and vice chairman and such other subcommittees as it deems necessary, and shall determine its own operating procedures.

FAITH IN ACTION TEAM

The Faith in Action Team shall be responsible for the following Church Boards and Committees: Outreach Initiatives, Board of Christian Service & Outreach, and Open & Affirming Committee.

Board of Christian Service and Outreach

A Board of Christian Service and Outreach shall consist of eight (8) members, four of whom shall be elected annually at the Semiannual Meeting to serve a term of two (2) years. A quorum shall consist of a majority.

The Board shall supervise and coordinate the ministries and outreach of the Church beyond the needs of the local Congregation. The Board shall recommend to the Leadership Council the annual budget for the Christian Service and Outreach Fund, together with objects for regular or special offerings throughout the year, and oversee all matters of apportionment of funds for Christian Service and Outreach. Subject to any direction the Church may give, it shall direct the distribution of Christian Service and Outreach Funds. The Board shall promote interest in, and giving to, the missions outreach of the Church. It shall make recommendations to the Council relating to issues of Christian social concern.

FAITH FORMATION TEAM

A Faith Formation Team shall consist of nine (9) members who shall be elected at the Semiannual Meeting for two (2) year terms on a rotating basis. A quorum shall consist of a majority. The Faith Formation Team shall elect a chairperson and vice-chair each for a term of one (1) year at the Team's July meeting. The Chairperson is a member of the Leadership Council, and the Team shall elect an alternate. The Pastor, the Associate Pastor, the Director of Faith Formation and any other members of the professional staff as may be appropriate shall attend the meetings as ex officio members.

The Faith Formation Team will work in cooperation with the pastorate and other teams to infuse Faith Formation into the life of the Church. The Team shall be responsible for addressing the faith formation needs of the Congregation across the entire age-span from infancy, Church School, youth, family and to adult ministries. The Team shall be responsible for developing and maintaining a program of Christian education and spiritual development that is continuous and cohesive.

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In order to carry out these responsibilities, the Team shall enlist other Church members to assist in implementing all educational programs and spiritual enrichment opportunities. This includes working closely with the Director of Faith Formation in the selection of curriculum, support of music programs, the development of intergenerational programs, and all education programs that enhance the life of the Church.

The Team will also work in partnership with the leadership of the Orange Congregational Church Nursery School.

The Faith Formation Team and Director of Faith Formation shall work closely with the Church School Coordinator(s) in the area of recruiting lay leaders and setting policy for youth. The Confirmation class will remain under the jurisdiction of the Board of Deacons with leadership provided by the Pastor and the Director of Faith Formation. The extent of Director of Faith Formation involvement will be determined between the Director and the Pastor.

The Faith Formation Team shall create Christian education and spiritual enrichment opportunities to reach adults, within and beyond the Congregation, on their lifelong faith journey.

The Faith Formation Team will work in cooperation with the pastorate and will recommend an annual budget to the Board of Trustees.

Staff-Personnel Committee

A Staff-Personnel Committee shall consist of five (5) members, elected for a two (2) year term at the Annual Meeting. A majority of this committee must have previously served a full term on a Church Team, Board, or Committee. The committee will elect its own chairman and report to the Leadership Council.

The committee shall be responsible to the Council for the following:

1. Develop job descriptions for Church staff positions.
2. Conduct an annual confidential review by Congregation members for the professional staff.
3. Convey to staff members and Council annual staff evaluations based on Congregational input.
4. Serve as a confidential consultative body available to all staff, boards, and members of the Church in all personnel matters.
5. Make recommendations regarding staff study programs, sabbatical leaves, benefits, and salaries.
6. Recommend short and long range policies for the paid personnel of the Church.
7. Act as consultant to any search committee appointed to fill vacancies in the professional staff.
8. Consult with Council on other personnel matters, including possible staff changes.

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The committee shall meet ordinarily once a month. A quorum shall consist of a majority.

ARTICLE IX
COMMITTEES

Nominating Committee
Memorial Fund Committee
Furnishings Committee
Housekeeping Committee

Other Committees as the Council may deem necessary

Nominating Committee

A Nominating Committee shall serve for one year and shall be composed of eight (8) members. The Vice Chairman of the Leadership Council will be the chairman of the Nominating Committee. Six (6) additional members shall be appointed by the Council at its next regular meeting following the Annual Meeting. Each Board and the Staff-Personnel Committee will appoint one member. A quorum shall consist of a majority. The first meeting shall be called by the chairman of the Nominating Committee within 60 days of appointment.

This standing Committee shall prepare and present to the Annual and Semiannual Meetings candidates for the slates of team, boards, and committees. Further nominations are always in order.

Should vacancies occur in any of these elected positions, name(s) shall be presented to the Nominating Committee by the team, board or committee concerned. The Nominating Committee shall also notify the Congregation of the vacancy and request volunteers and recommendations. The Committee shall present the name of the candidate(s) to the Council for vote of acceptance. Should vacancies occur in the Nominating Committee, each vacancy shall be filled for the unexpired term by the Board or Team concerned. Appointments shall be made within sixty (60) days from the time a vacancy occurs. If the vacancy occurs within sixty days of the Annual or Semiannual Meeting, these vacancies shall be filled by election at the respective meeting.

Memorial Fund Committee

A Memorial Fund Committee shall be composed of the Pastor(s), member-at-large elected at the Annual Meeting for a term of one year, a member of the Board of Deacons, and a member from the Board of Trustees. The Committee will meet at least annually and an annual report of this Committee shall be referred to the Council for inclusion in the annual report.

This Committee shall be responsible for the allocation of monies contributed to the Orange Congregational Church Gift and Memorial Fund, which shall be set up as a separate account by the Trustees. Contributions to this Fund shall not be used for general operational

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expenses or maintenance of the Church. Any monies designated for specific memorials shall be segregated from the Church's general fund.

Furnishings Committee

A Furnishings Committee has two (2) permanent members appointed by the Board of Trustees, plus one member of that Board. The Committee reports to the Board of Trustees and membership shall be expanded or reduced for specific purposes as needed. The Committee is responsible for furnishings, furniture, and decor of interiors.

Housekeeping Committee

A Housekeeping Committee has two (2) permanent members appointed by the Board of Trustees. The Committee reports to the Board of Trustees, and membership shall be expanded or reduced for specific purposes as needed. The Committee is responsible for the general housekeeping and cleanliness of the interiors.

Scholarship Fund Committee

This Committee will be comprised of the Pastor(s), one (1) representative each from the Board of Trustees and the Board of Deacons, the Church Treasurer, the Director of Faith Formation, one member at large elected at the Annual Meeting for a term of one (1) year, and if possible invite one (1) member from each family for whom a fund is named to be present. The Committee will meet at least annually, minutes to be recorded, and a report submitted to the Council to include the names of recipients and the total of funds awarded, but not individual amounts.

ARTICLE X
STAFFING OF THE CHURCH
(Officers Indicated)

MINISTERIAL STAFF

Pastor - Officer
Director of Faith Formation - Officer

LEADERSHIP COUNCIL

Chairman - Principal Office
Vice-Chairman - Officer
Secretary - Officer
Chairman Board of Trustees -
Officer

MUSIC STAFF

Music Director and Organist

LAITY STAFF

Treasurer - Officer
Moderator - Officer
Assistant Moderator - Officer
Auditor
Historian
Librarian
Church Clerk

OFFICE STAFF

Church Secretary
Bookkeeper(s)
Sexton

MINISTERIAL STAFF

PASTOR

A 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 Leadership Council shall appoint a Pastoral Search Committee of seven members* to be appointed by the Leadership Team from nominees offered by the Congregation. Candidates to serve on the Committee shall be sought from the Congregation through a nomination process that permits participation by all OCC members but precludes self and intra-family nominations. In serving on the Search Committee, all members shall consider the best interests of the entire Church. This Committee, after seeking the guidance of the Holy Spirit shall, with the cooperation of the minister of the State Conference and others, make a canvass of available pastors, settle upon the one who in its judgment should be called to the pastorate, introduce that candidate to the Congregation, and at a duly called meeting, propose his/her election.

*must be a Church member

When a pastor has been elected and has accepted the call, if it is agreeable to him, the association to which the Church belongs shall be invited to sit as an ecclesiastical council for the purpose of installing or recognizing the Pastor in accordance with established usage. The Pastor shall become a member of the Church and of the association of which the Church is a member at his first opportunity.

While the term of the Pastor shall be indefinite, the Church may at any time by a two-thirds vote of the members present and voting at a meeting called for the purpose, request his resignation within sixty days. Likewise, the Pastor shall give sixty days notice in case he wishes to leave of his own volition; but 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. He shall seek to enlist people as followers of Christ, preach the Gospel, administer the sacraments, have under his care all services of public worship, and administer the activities of the Church in cooperation with the various teams, boards and committees.

The Pastor shall give guidance to the Associate Pastor (if any) and the Director of Faith Formation and work together in a spirit of mutual cooperation and communication, with final direction from the Leadership Council.

The Pastor and the Staff-Personnel Committee shall make an annual review of the Pastor's responsibilities. The Staff-Personnel Committee - based on evaluations from the Congregation - shall annually evaluate the Pastor's performance and report such evaluation to the Pastor and

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the Council. Ministry staff meetings, chaired by the Pastor, shall be held at least once per month.

DIRECTOR OF FAITH FORMATION

The position of Director of Faith Formation, ("DFF") serving as a Church Officer, shall be established with the following duties. This position will undertake the responsibilities of the Director of Christian Education, Youth Director and Director of Adult Christian Education as stated in prior Bylaws. There is no ordination requirement for this position. The DFF shall be responsible for developing a comprehensive curriculum and associated age-appropriate learning goals that address the faith formation needs of the Congregation across the entire age-span from infancy, Church School, youth, family and adult ministries. Integral to this position is an ongoing assessment of the congregational needs, communication and collaboration with the Senior Minister and Ministry Teams, and an open and ongoing dialogue with members of the Congregation. The DFF will be responsible for providing the vision, structure and coordination necessary to develop and execute a holistic program of spiritual development for the children, youth and adults at OCC. In working with Church members and staff, the DFF will approach the learning process as both an individual and collective journey. When a vacancy occurs in this position, the Leadership Council shall appoint a Search Committee of seven members* to be appointed by the Leadership Council from nominees offered by the Congregation. Candidates to serve on the Search Committee shall be sought from the Congregation through a nomination process that permits participation by all OCC members but precludes self and intra-family nominations. In serving on the Search Committee, all members shall consider the best interests of the entire Church. The Director of Faith Formation shall serve at will, unless otherwise provided by contract, and shall report to the Senior Minister.

*must be a Church member

MUSIC DIRECTOR AND ORGANIST

The Music Director is responsible for organizing and conducting the music program of the Church under the direction of the Board of Music Ministry. The Director will select and recommend purchase of music for performance by the choirs, will conduct (and when necessary, accompany) the adult and youth choirs, will maintain open dialogue with the Church staff and the Congregation through the Board of Music Ministry and will encourage participation by members of the Congregation in the music program of the Church. The Director will work with the ministers in selecting music to accompany worship and maintain the effective use of music in the total life of the Church.

The organist, if that position is held by a person other than the Music Director, is responsible for playing keyboard instruments during worship services and, in the absence of the Music Director, conducting

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the adult choir. The organist will report to, and work with, the Music Director and the Music Board in a spirit of mutual cooperation and communication.

The performance of the Music Director and the Organist will be evaluated annually - based on survey input from the Congregation - by the Staff-Personnel Committee, which will seek advice from the Music Board and report such evaluation to the Music Director and Leadership Council. Annual recommendations for salary and benefits for the Music Director and Organist will be made to Council by the Staff-Personnel Committee, in consultation with the Board of Music Ministry.

When a vacancy occurs in this position, the Leadership Council shall appoint a Search Committee of seven members* to be appointed by the Leadership Team from nominees offered by the Congregation. The Music Director shall serve at will, unless otherwise provide by contract, and shall report to the Senior Minister. The Pastor(s) will participate as non-voting members of the search committee. When an appropriate candidate, willing to serve as Music Director, has been identified, the search committee will propose his/her hiring to Church Council.

When a vacancy occurs in the position of Organist (when that position is held by a person other than the Music Director) the Music Board, with the assistance of the Music Director, will conduct a search for a qualified individual to fill the position. The Pastor(s) may participate as non-voting members of the search committee. When an appropriate candidate, willing to serve as Organist, has been identified, the search committee will propose his/her hiring to Leadership Council.

While the term(s) of the Music Director and Organist shall be indefinite, the Leadership Council may at any time, after soliciting a recommendation from the Board of Music Ministry, by a two-thirds vote of the members present and voting at a meeting called for the purpose, request the resignation of the Music Director and/or Organist within sixty days. Likewise, the Music Director and/or Organist shall give sixty days notice in case of voluntary termination of employment.

LAITY STAFF

TREASURER

A treasurer shall be elected at the Annual Meeting to serve for two years. The Treasurer shall maintain funds received in such depository as the Trustees shall order. Under the direction of the Trustees, the Treasurer shall have custody of all papers relating to the property of the Church. The Treasurer shall be bonded as the Trustees shall prescribe and be available to assist in carrying out the duties of the Bookkeeper(s) as approved by the Board of Trustees.

The Treasurer shall pay the bills of the Church on order from the Trustees, or their properly appointed agent, such as the bookkeeper(s).

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He shall keep accurate account of all receipts and disbursements, and may have available assistance in carrying out these duties as approved by the Board of Trustees.

The Treasurer, in accordance with the goals and policies of the Board of Trustees, shall invest the funds of the Church. These monies shall be invested in legal investments, recommended by the Board of Trustees, in consultation with the Treasurer. The Treasurer will report to the Board of Trustees and Leadership Council on a periodic basis (no less than quarterly) the financial condition and results of all funds.

MODERATOR/CHAIRMAN OF LEADERSHIP COUNCIL

A moderator shall be elected at the Annual Meeting to serve for one year. The Moderator shall be a lay member, and he may be re-elected for one more year; then there shall be an interim of two years before he may be nominated again for this office. It shall be the duty of the Moderator to call the meetings to order and to preside at all Church meetings.

ASSISTANT MODERATOR/VICECHAIRMAN OF LEADERSHIP COUNCIL

An assistant moderator shall be elected at the Annual Meeting to serve for one year. The Assistant Moderator shall be a lay member, and shall preside at all Church meetings in the absence of the Moderator.

AUDITOR

An auditor shall be elected for one year at the Annual Meeting, and shall examine the accounts of the Treasurer with or without the assistance of a non-member auditor as determined by the Board of Trustees. The Auditor will report annually to the Leadership Council.

HISTORIAN

The historian shall keep a journal of all occurrences of interest to the Church and shall be elected at an Annual Meeting to serve until his successor shall be elected.

LIBRARIAN

A librarian shall be elected at an Annual Meeting to serve until his successor shall be elected.

CHURCH CLERK/SECRETARY OF LEADERSHIP COUNCIL

The clerk will be responsible for recording the minutes at the Annual, Semiannual and any other congregational meetings, as well as issuing the call for such meetings.

ARTICLE XI DELEGATES

Delegates to the meetings indicated below shall be appointed by the Leadership Council in consultation with the Pastor(s):

1. The Connecticut Conference - United Church of Christ

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2. The New Haven Association - Connecticut Conference - United Church of Christ
3. Any other organization to which the Council shall elect to send delegates

Reports of these sessions shall be presented by the delegates to the Council.

ARTICLE XII
AMENDMENTS

These bylaws shall be altered only by a two-thirds (2/3) vote of the members of the Church present and voting at the Annual Meeting or Semiannual Meeting or at a meeting called for the specific purpose, notice of such proposal having been given at least two weeks previous to the whole Church membership. The Leadership Council may change the job duties of positions in the Office Staff Addendum without approval of the Church membership.

Any proposed change to the bylaws shall be submitted to the Leadership Council for review. Changes shall be submitted by a team, board or committee, or at least five members of the Church. If the Council does not agree with the proposed change, the submitter shall be informed of the reasons for the decision and may, by petition of no less than 20 members, submit the proposed change to a vote of the Church members.

ARTICLE XIII
RULES OF ORDER

The rules of order for the business of this Church shall be Robert's Rules of Order.

ARTICLE XIV
USES AND PRACTICES OF CHURCH FACILITIES

Conduct on Church property and use of Church facilities must at all times take into account the feelings of Church members as well as the possibility of damage to Church property or personal injury. Guidelines governing use - including both reasonable custom and municipal ordinance - are covered in the Addendum, which is an integral part of these bylaws. Acceptance of these guidelines, known as "Use of Church Facilities" is a precondition to use of Church facilities by any group.

The guidelines apply to all groups - both within and outside the Church. The Addendum may be amended as required by the Board of Trustees. Any emergency situation arising and not specifically covered may be ruled on by the Pastor(s) with subsequent referral to the Board of Trustees for discussion and recommendation.

A copy of the Addendum shall be displayed in suitable places throughout the Church structure.

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ADDENDUM I
OFFICE STAFF

CHURCH SECRETARY

The Church Secretary shall keep a register with addresses of the members of the Church, with dates and modes of their reception and removal; also a record of baptisms and marriages. The Church Secretary shall issue letters of transfer voted by the Board of Deacons, notifying the churches to which they are addressed. The Church Secretary shall maintain the parish membership files in order and current to provide any necessary information required by the various teams, boards and committees of the Church. The Church Secretary will provide office services for the ministerial staff and all teams, boards and committees. The Church Secretary will produce the weekly church bulletin and calendars and such other work as the staff may request. During absences, the Board of Trustees will assign two persons for whatever purpose is needed. The Church Secretary reports to the Senior Minister and employment shall be at will unless otherwise specified by contract.

SEXTON

A sexton shall keep the Church clean, orderly, and in a smoothly functioning condition so that the services and work of the Church can be carried on under the best possible conditions. The Sexton is to call to the attention of the Building and Grounds Chairman of the Board of Trustees any conditions which require the services of outside contractors. The Sexton reports to the Senior Minister.

BOOKKEEPER(S)

The bookkeeper(s) will maintain contribution records, summarize account activity, handle payroll matters and will assist the Treasurer by maintaining financial records. The bookkeeper(s) will also draw checks with authorization of the Board of Trustees, make up the Treasurer's Report and do such bookkeeping as may be requested by the Treasurer. The bookkeeper(s) and, as needed, the Church Secretary will count all contributions each Monday and make up bank deposits. During absences, the Board of Trustees will assign two persons for whatever purpose is needed. The bookkeeper(s) reports to the Senior Minister and performs duties that may be assigned. This position is at will unless otherwise provided by contract.

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ADDENDUM II
USE OF CHURCH FACILITIES

Each group or individual wishing to rent the Church facilities, except the Sanctuary and Chapel, must obtain permission from the Board of Trustees. The Pastor may approve rental of the Sanctuary or Chapel which are restricted for religious services, weddings, and funerals. Members and Church families are not charged for use of either the Sanctuary or Chapel, but are responsible for the Sexton and Organist fee.

RULES TO BE OBSERVED:

1. Use of Church facilities shall be limited to non-profit organizations/individuals.
2. The Sexton must be present at all non-member functions. If held during normal working hours, the Sexton's fee is included in the charge. If held at any time other than the Sexton's normal hours, the fee schedule must be followed unless a member of the Church is present and willing to take full responsibility.
3. If a member or Church family rents the facilities, the Board of Trustees will determine if the Sexton is necessary. If the Sexton is not on duty, the member will be held responsible for adhering to the rules, turning off the lights and thermostat, and securing the building. Keys must be picked up and returned to the Church office.
4. Arrangements for weddings must be made through a pastor and the Church office.
5. Consumption of alcohol, including wine and beer is prohibited on Church property with one exception: Wine & beer ONLY may be consumed at specific, adult-only, social events sponsored by a church, team, board or committee within the Church building or on the grounds with permission from Trustees. A Church member must submit an application to Trustees by a date no later than one month in advance of the event, and it must be approved by a majority of the Board of Trustees. Each application will provide details about the event including the number of (anticipated) participants, the date, time and planned duration of the event. For some events, people attending will be allowed to bring their own wine or beer.
 - For some events, wine and beer will be served as part of the event, with the cost included in the price of the event.
 - Wine and/or beer will NOT be stored on Church property for more than 24 hours before and/or after an approved event. It will be stored in a locked, secure location while on Church property.
 - Event sponsors will be responsible for assuring that all event attendees are of legal age.

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6. Smoking is prohibited in any part of the Church building.
7. The use of flammable decorations is prohibited. No tape may be used on the walls.
8. No Church equipment may be borrowed and removed from the premises unless special permission is granted by applying to the Board of Trustees.
9. All organizations rearranging furnishings will be expected to return them to their original position and leave the premises in good order. Furniture may not be moved from one room to another.
10. Any kitchen equipment used is to be cleaned and returned to its proper storage area.
11. All users are responsible for any damage to the premises and equipment. A security deposit of \$100 is required with the signed rental agreement.
12. No activity shall extend beyond midnight.
13. Dates and rooms to be used must be cleared through the Church office and activities limited to only those rooms rented. Special rates can be set by the Trustees for groups holding meetings regularly.

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ADDENDUM III
HISTORICAL JOB DESCRIPTIONS

ASSOCIATE PASTOR

An associate pastor shall be called for an indefinite period of time by a two-thirds vote of the members present and voting. When a vacancy occurs in the pastorate, the Leadership Council shall appoint a Pastoral Search Committee of seven members* to be appointed by the Leadership Team from nominees offered by the Congregation. Candidates to serve on the Committee shall be sought from the Congregation through a nomination process that permits participation by all OCC members but precludes self and intra-family nominations. In serving on the Search Committee, all members shall consider the best interests of the entire Church. This Committee, after seeking the guidance of the Holy Spirit shall, with the cooperation of the minister of the State Conference and others, make a canvass of available associate pastors, settle upon the one who in their judgment should be called to the pastorate, introduce that candidate to the Church, and at a duly called meeting, propose his/her election.

When an associate pastor has been elected and has accepted the call, if it is agreeable to him, the Association to which the Church belongs shall be invited to sit as an ecclesiastical council for the purpose of installing or recognizing the Pastor in accordance with established usage. The Associate Pastor shall become a member of the Church and of the association of which the Church is a member at his first opportunity.

*must be a Church member

While the term of the Associate Pastor shall be indefinite, the Church may at any time by a two-thirds vote of the members present and voting at a meeting called for the purpose, request his resignation within sixty days. Likewise, the Associate Pastor shall give sixty days' notice in case he wishes to leave of his own volition; but in the case of loss of ministerial standing on the part of the Associate Pastor, relations shall cease at once.

The Associate Pastor shall work with the guidance of the Pastor in a spirit of mutual cooperation and communication, with final direction from the Council. He shall assist the Pastor in preaching the gospel and shall share in the total pastoral responsibility.

The Associate Pastor shall supervise and give spiritual guidance to the Youth Director and work in close cooperation with the Youth Director and Christian Education Board on youth ministry matters.

The Associate Pastor and the Staff-Personnel Committee shall make an annual review of the Associate Pastor's responsibilities. The Staff-Personnel Committee - based on evaluations from the Congregation -

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shall annually evaluate the Associate Pastor's performance and report such evaluation to the Associate Pastor and the Council.

DIRECTOR OF CHRISTIAN EDUCATION

A director of Christian Education shall be called for an indefinite time by a two-thirds vote of the church members present and voting. When a vacancy occurs in this office, the Church Council shall appoint a Committee of thirteen members. One member is to be selected from each of the following: Trustees, Christian Service and Outreach, Stewardship, Music, Staff-Personnel, Senior Pilgrim Fellowship*, two members from the Board of Deacons, one member from the Board of Christian Education, one member from the Board of Adult Christian Education and three members-at-large** elected by the congregation. This Committee, after seeking the guidance of the Holy Spirit shall, with the cooperation of the minister of the State Conference and others, make a canvass of available directors, settle upon the one who in their judgment should be called, introduce her/him to the church, and at a duly called meeting propose her/his election.

While the term of the Director of Christian Education shall be indefinite, the church may at any time by a two-thirds vote of the members present and voting, at a meeting called for the purpose, request her/his resignation within sixty days. Likewise, the Director shall give sixty days' notice in case she/he wishes to leave of her/his own volition; but in the case of loss of professional standing on the part of the Director, relations shall cease at once.

*must be a member

**any church member is eligible

The Director shall initiate and supervise plans for the religious education of the children (birth through eighth grade) of the church, including the Sunday sessions and related activities, with the cooperation of the Pastor(s) and under the direction of the Board of Christian Education. The Director and the Staff-Personnel Committee shall make an annual review of the Director's responsibilities. The Staff-Personnel Committee shall - based on evaluations from the congregation - annually evaluate the Director's performance and report such evaluation to the Director and the Council.

YOUTH DIRECTOR

A youth director shall be called for an indefinite time by a two-thirds vote of the church members present and voting. When a vacancy occurs in this position, the Church Council shall appoint a committee of nine people, to include the ordained ministers, one representative each from the Board of Christian Education, Board of Deacons, and Staff-Personnel Committee, two members at large from the congregation and two youth members from the senior high PF. This committee, after seeking the guidance of the Holy Spirit, will decide upon a qualified

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youth director and recommend that candidate to the Church Council. The council will call a meeting of the church to propose the candidate for election.

While the term of the Youth Director shall be indefinite, the church may at any time by a two-thirds vote of the members present and voting, at a meeting called for the purpose, request her/his resignation within sixty days. Likewise, the Youth Director shall give sixty days' notice in case of voluntary termination of employment. In the case of misconduct on the part of the Youth Director, relations will cease at once.

The Youth Director shall plan and organize activities for youth fellowship groups involving youth in grades 5-12 that help us achieve our goals of loving and serving one another, our community, and our world; involving youth in the life and worship of the Orange Congregational Church; and having fun together. The Youth Director will work in cooperation with the Board of Christian Education and the professional staff, and will be under the supervision of the Associate Pastor.