

THE UNITED CHURCH OF NORTHFIELD BY-LAWS

ARTICLE 1 - NAME

Sec. 1. The name of this Church is “**The United Church of Northfield**” and its location is Northfield, Vermont.

Sec. 2. The United Church of Northfield is a union of the First Congregational Church of Northfield, Vermont, Inc. and the First Universalist Society of Northfield, Vermont. We are a member of Vermont Conference, The United Church of Christ and are affiliated with the Northern New England District of the Unitarian Universalist Association (UUA). Historically we are united from Congregational and Universalist roots.

ARTICLE 2 - PURPOSE

Sec. 1. We gather as a body of Christ for the purpose of worshipping God and studying the Holy Scripture. We seek to deepen our faith so that we are better equipped to do Christ’s work in the world, striving to promote peace, seek truth, and to insure wholeness and justice for all God’s people.

Recognizing that each of us travels our own faith journey, our mission is to encourage all to extend Christ’s love beyond this church’s walls to all brothers and sisters worldwide. We warmly receive and welcome all who come through our doors, offering fellowship to each no matter who, or where, they are on life’s journey.

ARTICLE 3 - COVENANT

Sec. 1.

We acknowledge you as the only God -
the all-powerful, all-forgiving, all-loving Giver of Grace.
We are your children and we trust in you.
We strive to glorify your name and enjoy your gift of boundless love.
We affirm Jesus Christ as the incarnation of God’s love.
We seek to know your will through the work of the Holy Spirit in our lives..

We gather as a community
to worship you,
to join faithfully in the life of the church,
to promote peace, justice, and the well-being of all people,
and to share our burdens and joys.

In all that we do, we seek to walk in the Way of the Lord.

ARTICLE 4 - GOVERNMENT AND POLICY

Sec. 1. The governing body of the United Church of Northfield is the membership, as defined in Article 5, assembled in church meetings. The Church Council is a representative body that oversees the general welfare of the church and makes financial decisions between annual meetings (see Article 6). The ministries of the church are organized into committees as defined herein.

Sec. 2. The United Church of Northfield affirms its responsibility toward, and its dependence upon the wider church. The First Congregational Church is a member of the Washington Association of the Vermont Conference of the United Church of Christ, and actively supports the work and mission of the United Church of Christ. The First Universalist Society is affiliated with the Northern New England District of the Unitarian Universalist Association (UUA). We rejoice in and seek to extend ecumenical relationships with people of all faiths, especially here in Northfield.

ARTICLE 5 – MEMBERSHIP

Sec. 1. A prospective member will receive instruction in the history, polity and mission of the United Church of Northfield, as defined under Article 1. Membership in the United Church of Northfield will be finalized by entering into a covenantal relationship during a small ceremony at a Sunday service.

Sec. 2. For purposes of affiliation, fiscal responsibility, and historical continuity, to become a member of the United Church of Northfield, a person must join one of two denominations; 1) become a member of the First Congregational Church of Northfield, Vermont, (becoming a member of the United Church of Christ, UCC) **OR** 2) become a member of the First Universalist Society of Northfield, Vermont, (becoming affiliated with the Northern New England District of the Unitarian Universalist Association (UUA) by:

- a. Confession of faith, or
- b. Presentation of a letter of transfer from another church, or
- c. Reaffirmation of faith when a letter of transfer cannot be obtained, or
- d. Approval by United Church of Northfield Pastor, after review of recommendation brought before the deacons, as an Associate Member.

Sec. 3. Membership as an Associate Member is open to persons having an existing membership in another church. An Associate Member must join either the First Congregational Church of Northfield or the First Universalist Society of Northfield as an affiliate.

Sec. 4. Termination of membership may be by (a) written request for a letter of transfer to another church, or (b) by notification of termination to the Council Clerk. Any member who has not attended the United Church of Northfield or shown support for this church in any way within a two-year period will be placed on Inactive Status and will not be included in the per capita counts for the UCC or UUA. Active Status will be renewed automatically with resumption of church activity.

ARTICLE 6- CHURCH COUNCIL

Sec. 1. The **Church Council** is a nine (9) member representative body that oversees the general welfare of the church and makes financial decisions between annual meetings. The Church Council should meet once a month, or as needed. Duties and responsibilities of the Council are:

- a. To be the Administrative body to set policy for the church.
 - i. Neither the Church Council nor any Officers of the Church may buy, sell, mortgage, or transfer real property without a vote of the active members at a duly constituted and properly warned meeting.
 - ii. Spiritual and social policy
 - iii. Programs and business policy
- b. To oversee the total program and business of the Church, including the approval of all contracts.
- c. To hire paid church employees, with the exception of the pastor.
- d. To fill vacancies in elected and appointed positions between Annual Meetings.

- e. To act as the Nominations Committee annually, as further defined in Section 7.
- f. To appoint other ad hoc committees as required to conduct the business of the Church.
- g. To review the annual budget and approve it for presentation to the Church membership.
- h. To call all special church meetings: the Moderator is to chair all church meetings and the Council Clerk is to keep the records and prepare and keep meeting minutes.
- i. To present major proposals from the Council at the Annual Meeting or any Special Meeting for approval or disapproval by the church membership.
- j. For extended absences of the Pastor, the Church Council will provide for the Pastor coverage for the period of time needed.

Sec. 2. Council Members shall consist of the Pastor (ex-officio and voting), Moderator, Council Clerk, Treasurer, Deaconate representative, a Stewardship Committee representative, a Mission and Outreach Committee representative, and two (2) Members-at-Large.

Sec. 3. The Voting Members of the Church Council shall consist of the Pastor, Moderator, Council Clerk, Treasurer, Deaconate representative, a Stewardship Committee representative, a Mission and Outreach Committee representative and two (2) Members-at-Large. Additional voting members may be added at any meeting by unanimous vote of the council. Only members of the United Church of Northfield may serve as voting members on the Church Council. All actions of the council require a vote by the majority of those present and voting and shall consist of at least 5 voting members.

Sec. 4. Standing Committees of the Church Council are:

- a. Deacons
- b. Stewardship Committee
- c. Mission and Outreach Committee

The duties and responsibilities of the Standing Committees of the Church Council are further defined in Articles 8, 9, and 10 respectively.

Unless otherwise noted, **Church Committees** shall consist of a minimum of three persons of which two are active members of the United Church of Northfield. All subcommittees shall have, at a minimum, one member from the main committee serving on the subcommittee.

Sec. 5. Up to two (2) **Council Members-at-Large** may be elected annually. These positions carry no major obligations, other than faithful attendance and participation at Council Meetings, and assistance as needed in the work of the Church. One of the Member-at-Large positions may be a Youth Member. All members-at-large may vote at church council meetings.

Sec. 6. If a Council Member does not attend monthly meetings for an extended period of time, or satisfactorily perform required duties, the Council may request the individual, and if he/she is unable or unwilling to serve, to step down and replace that member of the Council with someone new to fill the remainder of their term.

Sec. 7. The Council shall act as the **Nominations Committee** in the fall of each year, or as required. The nominations committee can be a subcommittee of the council. The committee shall poll the congregation as to areas of interest in serving the church through Time and Talent Sheets, and confirm whether persons in their respective positions and church officers wish to continue in their present service. Based on this information, the Nominations Committee shall nominate for election at the annual meeting the following:

- a. Moderator
- b. Council Clerk
- c. Treasurer
- d. Financial Secretary
- e. Deacons (6 persons - fill staggered terms as needed)
- f. Stewardship Committee (4-6 persons)
- g. Mission and Outreach Committee (4-6 persons)
- h. Members-at-Large (1-2 persons)
- i. Pastoral Relations Committee (3 persons)
- j. Delegates to the Association to attend the UCC Annual Meeting (1-2 persons)

ARTICLE 7 - OFFICERS OF THE CHURCH

Sec. 1. The officers of this Church are the Moderator, Council Clerk, Treasurer, Financial Secretary, and Pastor. With the exception of the Pastor, they shall be elected at an Annual Meeting to serve until their successors are elected. Only members of the United Church of Northfield may serve as Church officers.

Sec. 2. The **Moderator** shall be elected annually. The duties of the Moderator are:

- a. To be the presiding officer at all meetings of the Church and of the Church Council. In the absence of the Moderator, an acting moderator shall be appointed from the pool of Church Council voting members.
- b. To call special church meetings as stated in Article 15, Sec. 3.
- c. To prepare an agenda for each council meeting.
- d. To serve ex officio on the Stewardship Committee.

Sec. 3. The **Council Clerk** shall be elected annually. The duties of the Council Clerk are:

- a. To prepare and keep the minutes of all meetings of the Church and the Council.
- b. To receive minutes from all ad hoc committees.
- c. To give official notice of all meetings of the Church as required under Article 15.
- d. In the absence of the Moderator or their appointed alternate, to call to order any meeting of the Church or Council, and to preside until an Acting Moderator is appointed.
- e. To keep records of all church statistics with the support of the Pastor (weddings, births, deaths, baptisms, confirmations, marriages, membership).

Sec. 4. The **Treasurer** shall be elected annually, and may not simultaneously serve as Financial Secretary. The duties of the Treasurer are:

- a. To disburse money for all normal operating expenses of the Church from the United Church Checking Account.
- b. To oversee and keep a faithful record of all money expended by the Church from all church accounts including, but not limited to, the Memorial Gifts Fund Account, Pastor's Discretionary Fund Account, Special Projects Account, and any other financial accounts of the Church and its committees.
- c. To coordinate with the Financial Secretary and have access to a current financial income report.
- d. To prepare and provide a monthly written report to the Church Council.
- e. To prepare and provide a detailed financial report, as needed, to the Stewardship Committee.
- f. To prepare and provide a preliminary annual budget report to the Stewardship Committee.
- g. To make a detailed financial report available to all church members at each Annual Meeting.
- h. To handle all church matters pertaining to the Internal Revenue Service, Vermont Tax Department, and insurance and pension funds.

- i. To register with the VT Secretary of State Office biannually as required.
- j. To prepare notification of Tax Gift Receipts for monetary donations, as requested.
- k. To oversee and manage the United Church of Northfield Endowment Fund.
- l. To attend the monthly Church Council meetings.
- m. To recommend changes in salary and/or compensation to the Stewardship Committee for church employees and the Pastor.
- n. To manage the Memorial Gift Account (see Deacons, Article 8, Sec. 2) and keep a faithful record of all money expended and received.

Sec. 5. The **Financial Secretary** shall be elected annually, and may not simultaneously serve as Treasurer. The duties of the Financial Secretary are:

- a. To receive and deposit all money contributed or paid to the United Church of Northfield.
- b. To provide a weekly accounting to the Treasurer of all money received by category.
- c. To keep a faithful record of all money, (including contributions, pledges, and memorial gifts) received.
- d. To maintain an accurate record keeping of the annual pledges and donors. In April, September, and early December, send out a progress report to all members and friends concerning their pledge payments made to the United Church of Northfield. No later than January 30, for tax purposes, send a final written report to all members and friends concerning their pledge payments made to the United Church of Northfield for the previous tax year.
- e. To coordinate with the Treasurer and have access to a current financial expense report.
- f. To attend Stewardship Committee Meetings and Council Meetings as requested.
- g. To work with Pastor and Secretary to submit a report for inclusion in the Annual Report of the United Church of Northfield.

ARTICLE 8 - DEACONS

Sec. 1. The **Deacons** shall consist of six (6) members, each who is elected to a four-year term. The terms of the Deacons shall be staggered and filled annually as needed. A Deacon may not serve consecutive four-year terms. The duties and responsibilities of the six (6) Deacons shall be to provide pastoral, worship, educational, and fellowship support. A chairperson shall be elected each year and the outgoing chair will call the first meeting of the deacons. A voting member of the Deacons shall attend the monthly Church Council meetings. The duties of the Deacons are:

- a. To provide counsel for the Pastor in the development of the Church's spiritual life.
- b. To provide for and assist in the worship services of the church, including the serving of communion, and representation at baptisms, confirmations, and new member services.
- c. To visit or phone elders, the sick, and shut-ins on a monthly basis, and assist the Pastor as needed in providing communion services for them.
- d. To provide for pastoral service in the temporary absence of the Pastor due to illness or vacation. This may include arranging for pulpit supply, preparing orders of worship, readings, and hymns. For extended absences of the Pastor, the Church Council will provide for the Pastor coverage for the period of time needed.
- e. To participate in confirmation classes, as needed.
- f. To manage the education of the Church children and youth through solicitation of volunteer teachers, substitute teachers, and persons to be in charge of nursery care.
- g. To assist the Pastor in developing Intergenerational Services and ecumenical educational opportunities throughout the church year.
- h. To provide for changing and dry cleaning the alter hangings on a regular basis, in consultation with the Pastor, as well as polishing the cross and candle sticks.

- i. To maintain worship supplies.
- j. To assist the Pastor in setting up and cleaning up the worship space and in providing hospitality to visitors on a rotating weekly basis.
- k. To assist the Pastor in developing opportunities for Christian education.
- l. To organize periodic events and activities that foster fellowship within the Church family.
- m. To supervise preparation of coffee hours following weekly church services.
- n. To designate a Worship Hospitality Coordinator to arrange for greeters and ushers on a weekly basis.
- o. To designate a Calling and Caring Ministry Coordinator to provide outreach for families of sick or bereaved persons.
- p. To designate a Reception Ministry Coordinator/Co-Coordinator to assist families with funeral and memorial receptions.
- q. To designate a Head Caller to create and implement a calling list to be used as required for major church functions.
- r. To bring matters of concern to the Church Council.

Sec. 2. The church Deacons will appoint a sub-committee, known as the **Memorial Gift Committee**, consisting of at least three (3) members to oversee the use of the Memorial Gift Account and recommend the best use of memorial funds. Committee members will write thank you notes for individual gifts and a permanent record of donations and honorees will be preserved in a memorial book. The Church Treasurer shall manage and administer the Memorial Gift Fund account with approval of the Church Council, and will provide monthly updates on the current balance to the Church Council and Deacons.

ARTICLE 9 – STEWARDSHIP COMMITTEE

Sec. 1. The **Stewardship Committee** shall be elected annually and consist of 4-6 members. The duties and responsibilities of the Stewardship Committee shall be to oversee the maintenance of all church buildings and properties, oversee the budgetary and financial matters of the church, and to conduct personnel matters. A chairperson shall be elected each year and the outgoing chair will call the first meeting of the committee. A voting member of the Stewardship Committee will attend the monthly Church Council meetings. The duties of the Stewardship Committee are:

- a. To oversee maintenance of church buildings and properties (including the parsonage), perform minor repairs, and hire professional services as required.
- b. To prepare a list of duties to be performed by the Sexton.
- c. To request additional funding for larger projects, if necessary, from the Church Council.
- d. To plan and oversee the annual pledge drive. The planning should begin no later than October 1st.
- e. To secure the necessary funding for the annual budget.
- f. To finalize a Church budget to be submitted to the Church Council for approval and presentation to the church membership for a vote.
- g. To recommend to the Church Council means for providing for unforeseen expenses.
- h. To coordinate and oversee fundraising events to meet budgetary goals and establish ad hoc committees as needed.
- i. To provide oversight of the Treasurer and Financial Secretary duties, roles, and responsibilities.
- j. To have responsibility for and access to all papers relating to the property and trust funds of the United Church of Northfield.
- k. To interview and make recommendations to the Church Council to fill all church employee positions, with the exception of the Pastor.
- l. To review the work of church employees and bring matters of concern to the Church Council.

- m. To designate a Howe's Hall Coordinator to serve on the Stewardship Committee and be responsible for the proper scheduling of special event usage of Howe's Hall and be responsible for making sure contracts are filled out and fees are collected, oversee the distribution of the keys for the Church, and maintain the master key list.
- n. To bring matters of concern to the Church Council.

Section 2. In a prolonged absence of either the Treasurer or Financial Secretary, the chair of the Stewardship Committee shall assume the role of the Treasurer or Financial Secretary, as needed. In no case shall the Chair of the Stewardship Committee serve in the role of Treasurer and Financial Secretary at the same time. If necessary, the Stewardship Committee shall appoint a second committee member to assume one of the roles in order to maintain separation of the two financial positions.

ARTICLE 10 – MISSION AND OUTREACH COMMITTEE

Sec. 1. The **Mission and Outreach Committee** shall be elected annually and consist of 4-6 members. The duties and responsibilities of the Mission and Outreach Committee shall be to oversee the mission and outreach activities of the Church. A chairperson shall be elected each year and the outgoing chair will call the first meeting of the committee. A voting member of the committee shall attend the monthly Church Council meetings. The duties of the Mission and Outreach Committee are:

- a. To gather information and make suggestions to the Council for mission projects for the Church.
- b. To promote ecumenical mission activities and to keep the Church active in local missions.
- c. To keep the Council informed about possible wider mission activities.
- d. To make periodic announcements in Church about current mission projects and denominational offerings.
- e. To bring matters of concern to the Church Council.

ARTICLE 11 - OFFICE OF THE PASTOR

Sec. 1. The **Pastor** shall be the spiritual leader, teacher, and chief administrator of the Church. The Pastor shall serve as ex-officio on the Church Council and provide spiritual leadership for the deaconate. The Pastor shall provide support and advice to the church committees.

Sec. 2. The duties and responsibilities of the Pastor shall include, but are not limited to the following:

- a. To plan, prepare and preside at regular worship services, sacraments and rites of the Church, to include, but not be limited to, celebrations of the Lord's Supper, baptisms, weddings, funerals, holy confirmations, and reception of new members.
- b. To maintain the following records and to provide a copy of this information annually for the United Church of Northfield Annual Report, to the Vermont Conference, and to the Church Council Clerk for recording in the official church records:
 - 1. The official list of members of the United Church of Northfield together with their addresses, dates and methods of reception or removal, and their affiliations (with the help of the Deacons).
 - 2. The official list of active and inactive members, associate members, as well as friends of the United Church of Northfield. A friend of the church is defined as a non-member of the United Church of Northfield who supports the church in some way.
 - 3. Baptisms: the full name, date of birth, date of the sacrament and full names of parents.
 - 4. Deaths: the full name, date of death, date of funeral, and former church affiliation.
 - 5. Marriages: the full names, date of ceremony, full names of parents, and church affiliation.
 - 6. Confirmations: the full name, date of birth, date of the sacrament and full names of parents.

- c. To provide devotional services at area Nursing Homes with the assistance of the congregation.
- d. To provide pastoral visitations to members of the church family.
- e. To provide pastoral visitations to hospitals, nursing homes and correctional institutions as needed.
- f. To provide premarital, grief, and crisis counseling as required.
- g. To be an advocate and provide referrals and consultations to appropriate agencies as required.
- h. To maintain and have discretion of the Pastor's Discretionary Fund Account, and provide a report to the church Treasurer of the bank statements.
- i. To work with youth and adults of the congregation in developing an ongoing program of Christian education. To advise and work with church teachers on the educational curriculum for the children and youth.
- j. To provide confirmation classes and membership classes.
- k. To be the "Church Face" and representation in the community.
- l. To participate in Church Council meetings on a monthly basis.
- m. To serve ex officio on the Stewardship Committee.
- n. To represent the church in local ecumenical services and the wider Church Conference.
- o. To approve non-church use of the sanctuary with assistance of the Deacons and Director of Music in accordance with the CONTRACT & GUIDELINES FOR COMMUNITY USE OF THE SANCTUARY, last revised February 2010 and as amended.
- p. To maintain an active involvement in the wider church.
- q. To commit to lifelong spiritual growth and practice with the support of the congregation.
- r. To provide administrative functions including but not limited to:
 1. Written correspondence, preparation of church bulletins, public relation materials such as the Church brochure.
 2. Facilitate communication among Church Officers, Council Members, and committees.
 3. Compose church Newsletter with help from church Secretary.
 4. Collect and distribute church mail and other church correspondence as necessary.
 5. Maintain and respond to phone messages.
 6. Maintain and approve social media (all forms) for the church in coordination with the Church Council and the church's social media policy.

Sec. 3. Calling A Pastor:

- a. The Church Council shall appoint a Pastoral Search Committee of eight (8) members, including members from the Council and outside the Council.
- b. The Church Council shall arrange for the supply of the pulpit and pastoral ministry, preferably by means of an Interim Pastor, during this transitional period.
- c. The Pastoral Search Committee, in consultation with the Vermont Conference of the United Church of Christ and/or the Maine/New Hampshire/Vermont District of the Unitarian-Universalist Association shall study the records of selected candidates and by investigation, personal interviews, and observation of their conduct at a neutral pulpit of public worship, determine their capacity for the work of ministry of this Church.
- d. When the Pastoral Search Committee has reached a decision it shall invite the candidate to preach in the Church and shall request that the Moderator call a special meeting of the membership of the Church to act on the Committee's recommendation; a two-thirds vote of the active membership present and voting at the special meeting is required to call the Pastor.
- e. If the prospective Pastor is approved by the membership, the Church Council will negotiate a contract with the prospective Pastor which will include the following items:
 1. A detailed description of the duties and responsibilities of the Pastor as defined in these by-laws of the church;
 2. A full statement of annual salary, expenses and benefits;

3. Terms of agreement concerning days off, sick leave, vacation, sabbatical leave, and further education and training endeavors.
- f. After a call is extended and accepted, the Church Council shall arrange for a service of installation of the Pastor.

Sec. 4. The Pastoral Relationship may be terminated upon ninety days notice by either party. Less notice may be granted upon mutual consent by both parties.

- a. In case of resignation by the Pastor, the Church Council shall notify the congregation.
- b. In case of the proposed dismissal of the Pastor for cause, the Church Council, upon recommendation of the Pastoral Relations Committee, deliberation with the Pastor, and consultation with denominational officials, shall call a special meeting of the Church; a two-thirds vote of the active membership present and voting at the special meeting is required for the dismissal of the Pastor.

ARTICLE 12 - CHURCH EMPLOYEES

Sec. 1. The **Secretary** shall be hired annually, and shall receive compensation as determined by the approved annual church budget. The duties of the Secretary are:

- a. To help prepare, reproduce, and collate church bulletins on a weekly basis for use in Sunday services.
- b. To help prepare, reproduce, collate, and distribute the Church Newsletter.
- c. To help prepare, gather reports, reproduce and collate the Annual Report of the UCN and the Annual Meeting meeting materials.
- d. To order and purchase church office supplies and maintain church office equipment, as needed and within budgetary limits.
- e. To provide special secretarial services as required by the Pastor.
- f. To perform other duties as delegated by the Church Council and as defined in the job description.

Sec. 2. The **Director of Music** shall be hired annually, and shall receive compensation as determined by the approved annual church budget. The duties of the Director of Music are:

- a. To play the organ and/or piano for Sunday church services.
- b. To coordinate with the Pastor concerning selection of music for church services.
- c. To organize, practice with, and direct a Church choir.
- d. To oversee the maintenance and tuning of the organ and piano with approval of the Church Council.
- e. To recommend and supervise non-church use of the organ and piano, with the approval of the church Pastor and in accordance with the CONTRACT & GUIDELINES FOR COMMUNITY USE OF THE SANCTUARY, last revised February 2010 and as amended.
- f. To exercise first right of refusal to provide music for other church services held at the UCN, such as weddings, funerals, or other special occasions. The Director of Music will receive additional compensation for these other church services in accordance with pre-arranged agreements between the parties involved.
- g. To purchase music and choir supplies and maintain equipment, as needed and within budgetary limits.
- h. To perform other duties as delegated by the Church Council and as defined in the job description.

Sec. 3. The **Sexton** shall be hired annually, and shall receive compensation as determined by the approved annual church budget. The duties of the Sexton are:

- a. To provide weekly cleaning of Howe's Hall and the Sanctuary.

- b. To perform other duties delineated in the job description held by the Stewardship Committee.

ARTICLE 13– PASTORAL RELATIONS COMMITTEE

Sec. 1. The **Pastoral Relations Committee** shall be elected annually and consist of three (3) members. The Pastoral Relations Committee will serve as the liaison between the congregation and the pastor. A chairperson shall be elected each year and the outgoing chair will call the first meeting of the committee. The Pastoral Relations Committee duties are:

- a. To call a meeting at least twice a year with the pastor (either party may request more frequent meetings), unless otherwise requested.
- b. To bring matters of mutual concern to the Pastor and or the Church Council for resolution.
- c. To bring matters of concern to the Church Council

ARTICLE 14–AUDITOR

Sec. 1 On an annual basis the Church Council shall appoint a qualified person to serve as **Auditor** for a one-year term. This person shall have experience with accounting principles. The auditor shall be independent and not subject to the control or influence by anyone who has responsibility for the financial accounts and records of the Church. The auditor shall be a person unrelated to those with financial responsibility in the Church.

Sec. 2. The Auditor shall review the records of the Treasurer and the Financial Secretary at the end of the fiscal year for the purpose of providing reasonable assurances that good stewardship is being used in handling and accounting for the funds and other assets of the church and report the results to the Church Council no later than 30 days after the Annual Meeting. The Auditor will use accepted accounting practices when performing the review. The report may include the recommendation for an external audit.

Sec. 3. The Auditor does not serve as a representative on the Church Council.

ARTICLE 15- CHURCH MEETINGS AND VOTING

Sec. 1. The governing body of this Church is the active membership assembled in church meeting. The vote of a majority of the members present and voting at a church meeting shall be the action of the Church. A quorum shall consist of twenty five percent (25%) of the active members. If the quorum is not called for, a quorum shall consist of all members present and voting.

Sec. 2. The **Annual Meeting** of the this Church shall be held on the **first Sunday of February**, and notice thereof, stating the object of the meeting, shall be posted in a prominent place in the church building at least seven days before the day of the meeting and shall be duly warned prior to the meeting.

Sec. 3. The Moderator may call special meetings whenever the occasion requires. He/she shall call a meeting at the request of the Church Council or when a request in writing is presented by seven active members of the church. Notice of special meetings shall be given in the manner provided for the Annual Meeting.

Sec. 4. Only active members shall have a vote. The method of voting at all meetings shall be determined by the Moderator, except that voting shall be by ballot if requested by one member.

Sec. 5. Associate Members shall not have a vote at the Annual Meeting or Special Meetings of the church but may vote at church council meetings if they hold a position on the church council.

ARTICLE 16 – AMENDMENTS

Sec. 1. These by-laws may be amended at any Annual Meeting or Special Meeting of the Church, provided that notice of such proposed amendments, including the complete text thereof, shall have been given in the manner prescribed for the Annual Meeting (Article 15). A two-thirds vote, of the membership in attendance, unless a quorum is called, is required for approval of any amendment to these by-laws. For the purpose of voting, a quorum can be called by any church member (a quorum is defined in Article 15).

ARTICLE 17- EFFECTIVE DATE

Sec. 1. These by-laws shall supersede the by-laws last modified and passed on January 18, 2009. This document became effective on __7th__ day of February 2016 with approval at the February 7, 2016 Annual Meeting.