

By-Laws of the United Christian Church of Lincolnville Center, Maine

A. MEMBERSHIP

Categories

See Article III Section 2. Constitution

Reception

For reception of members into this church, the Pastor shall work out his/her own rituals or forms. The following two questions or thoughts giving the same ideas should be included in the form:

- Do you accept Jesus Christ and His teachings as a pattern and center for your life?
- Will you show your loyalty to this church and its work by your presence at worship, by your prayers and by your offering of time and financial support?

Transfer Any member may, on his/her request, be granted a letter of transfer.

Change of Status

A member whose address has long been unknown or who for a period of two years has not attended the church's worship services or contributed to its support, may, by recommendation of the Board, be removed from the membership roll.

B. BOARD OF DIRECTORS

Responsibilities of the Board of Directors

The Board shall hold eight business meetings each fiscal year, with these meetings being open to the congregation. The Chairperson of the Board shall provide the congregation with an agenda one week in advance of a business meeting. During the business meetings, all church members in attendance are welcome to participate in the voting process.

In the event that a decision involving a serious matter of a confidential nature arises, the Chairperson may call for a closed session of the Board of Directors.

In all matters not covered by the Constitution, the Board of Directors may have power to decide and they may call in the aid of the Maine Conference of the United Church of Christ.

Five officers shall constitute a Board quorum, while one-fifth of the members of the church shall constitute a congregational quorum.

Chairperson

The Chairperson shall:

- Oversee the business of the church.
- Serve as the spokesperson for the church.
- Prepare and distribute the agenda one week in advance of each business meeting.
- Conduct business meetings.
- Provide guidance and supervision for other officers.
- Prepare the annual budget with the assistance of the Treasurer and committee chairs.

- Receive complaints/suggestions and direct them to the appropriate committee or Board officer, the Pastor or Pastoral Committee.
- In case of emergency, provide leadership for worship service.

Vice-Chairperson

The Vice-Chairperson shall:

- Assist Chairperson.
- Conduct Board meetings if Chairperson is absent

Secretary

The Secretary shall:

- Record minutes of all Board and Annual meetings and provide reports to the congregation
- Keep church records in an orderly manner and store appropriately.
- Oversee the updating of the church directory.

Treasurer

The Treasurer shall:

- Oversee all financial activities of the church.
- Gather all church service collections; count and enter funds in ledgers according to each designation or category.
- Fill out proper deposit slips and complete bank deposits as soon as possible; enter deposits in proper checkbook; keep checkbook refills and deposit slips available.
- Update certificates of deposit, money market funds, etc., and add to, delete or transfer funds to same, with awareness of maturity dates and interest rates.
- Pay and record in ledgers all bills received and paid with the date of payment.
- Record income and expense entries in monthly sequence for use in accounting requirements, financial reports, budgets, audits, reference, etc.
- Attend meetings and provide necessary financial information and printed reports.
- Work with Chairperson to prepare annual budget.
- Provide information on, and pay premiums for, all insurance policies, including worker's compensation and building policies.

Chairperson of Trustees

One member of the Trustees shall serve as Chairperson on the Board. The Chairperson of the Trustees shall:

- Attend business meetings.
- Maintain and store maintenance records for all church property.
- Provide progress reports to congregation as appropriate.

Chairperson of Deacons/Deaconesses

One member of the Deacons/Deaconesses shall serve as Chairperson on the Board. The Chairperson of the Deacons/Deaconesses shall:

- Attend business meetings.
- Communicate, coordinate and delegate responsibilities among Deacons/Deaconesses.

Representative-at-Large

The Representative-at-Large shall:

- Act as a liaison between the congregation and the Board.
- Attend business meetings and participate fully in Board discussion and deliberations.

C. ASSISTING ROLES

Chairperson of Christian Education

The Chairperson of Christian education shall, with the assistance of a committee and the guidance of the Pastor, organize and implement a family worship service once a month beginning in September and ending in June.

Trustees

One member of the Trustees shall serve for a period of one year, one for a period of two years, and a third for a period of three years. Overlapping terms of Trustees will allow experienced Trustees to pass knowledge to the new Trustee. The Board of Trustees shall:

- Consist of three people.
- Be responsible for the use of the property.
- Oversee care and up-keep of church property.

Deacon and Deaconesses

The Deacons and Deaconesses shall consist of up to six people, or one for every 15 church members. Two members of the Deacons/Deaconesses shall serve for a period of one year, two for a period of two years, and two for a period of three years. The Deacons and Deaconesses shall:

- Assist and support the Pastor in the spiritual affairs of the church.
- Communicate with one another regularly.
- At the Pastor's request, visit the sick and those unable to attend Sunday's worship service.
- Provide the elements of the Lord's Supper.

Assistant to Treasurer- Finance Committee

~~The Assistant to the Treasurer shall:~~

- ~~• Support the Treasurer and review financial records.~~
- ~~• Provide a second signature as required for banking transactions.~~
- ~~• Collect and safeguard service offerings, contributions or gifts during any absence of the Treasurer.~~

The Finance Committee shall consist of three to five members, each member serving for a period of three years and approved so that at least one new member is approved each year. The term of the Chair shall be one year, appointed annually. The Finance Committee shall review, advise, coordinate, and assist the church Treasurer with his/her duties and shall perform regular audits of the Church books. The Chair position will be chosen by the Finance Committee Members after the Annual Church Meeting.

The Chair of the Finance Committee shall provide assistance for any need in the absence of the Treasurer.

Corresponding Secretary

The Corresponding Secretary shall:

- Be responsible for church correspondence, such as thank you notes, get-well cards, and greeting cards.

D. COMMITTEES

A variety of committees provide ongoing support of the rituals and traditions of the United Christian Church of Lincolnville Center, Maine. The Nominations Committee will work to contact and update these committee members prior to the Annual Meeting. A list of current committee members shall be provided to the congregation at the Annual Meeting. The following is a listing of ongoing committees:

- Pastoral Relations Committee
- Floral Committee
- Missions Committee
- Hospitality/Membership Committee
- Nominations Committee
- Christian Education Committee

Ad hoc committees may be established as needed to address issues, formulate solutions, and take action, including fund raising for specific purposes. These committees shall provide the Board of Directors with updates on a regular basis.

E. ELECTIONS

Nominations

Prior to the Annual Meeting in October, the Board of Directors shall appoint a Nominations Committee Chairperson to form a Nominations Committee. This committee shall bring before the congregation, on the first and each following Sunday in October, candidates for all offices of the Board of Directors and the Boards of Trustees and Deacon/Deaconesses. Nominees must be at least eighteen years of age. The Nominations Committee shall:

- Review the slate of officers, assistants and committee chairs to identify ending term limits.
- Set a course for developing a nominations slate for Annual Meeting.
- Provide the Board and the congregation with a slate of nominees.

These revised By-Laws were adopted by the Congregation of the United Christian Church of Lincolnville Center, Maine, at the Annual Meeting on October 30, 2011.

Chairperson of the Board of Directors:

Secretary of the Board of Directors: