

## PROPOSED AMENDMENTS TO FCC BY-LAWS

To be offered for congregational vote at the 2015 Annual Meeting, 2/8/15

- pp. 2-3 Table of Contents; deleted Vice-Moderator and Memorials Committee.
- p. 9 Deleted Vice-Moderator, revised Moderator description.
- p. 11 Specified that Church School Superintendent serves on CE Committee.
- p. 13 Deleted Chair of Memorials Committee on list of Council membership.
- p. 15 Revised minimum number of members for Board of Governors.
- pp. 15-16 Incorporated language formerly describing responsibilities of the Memorials Committee into the scope of the Trustees.
- p. 17 Specified that Church School Superintendent serves on the CE Committee, in addition to the other members.
- pp. 17-20 Specified ranges of 4-6 members for Christian Ed, Music, and Stewardship Committees, and 6-8 members for Mission & Social Action, all for 3-year terms. Also, revised the number of members elected each year to be “as many as” two (or four), rather than a fixed number.
- p. 18 Reduced Nominating Committee to three members, for 3-year terms.
- p. 19 Deleted Memorials Committee.
- p. 24 Deleted Memorials Committee from Annual Report list.

FIRST CONGREGATIONAL CHURCH  
LEBANON, NEW HAMPSHIRE

CONSTITUTION AND BY-LAWS  
FROM THE CHURCH COVENANT

The object of this church and its basis of fellowship are expressed in the following confession and covenant:

*“We believe in God the Father, infinite in wisdom, goodness, and love; and in Jesus Christ, His Son, Our Lord and Savior, who for us and our salvation lived and died and rose again and liveth ever more; and in the Holy Spirit, who taketh of the things of Christ and revealeth them to us, renewing, comforting and inspiring the souls of men. 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 unto us. We hold it to be the mission of the Church of Christ to proclaim the gospel to all mankind, exalting the worship of the one true God, and laboring for the progress of knowledge, the promotion of justice, the reign of peace, and the realization of human brotherhood”*



United Church of Christ

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## Change History:

Adopted	June 3, 1963
Revised	February 7, 1967
Amended	February 4, 1969
Amended	February 2, 1971
Amended	February 6, 1973
Amended	December 16, 1973
Revised	January 16, 1979
Revised	July 27, 1990
Revised	February 4, 2003
Amended and Revised	February 8, 2009
Revised	February 14, 2010
Revised	February 12, 2012
Amended	April 27, 2014

## Article I

### *Name and Seal*

This corporation shall be called the First Congregational Church of Lebanon, New Hampshire. The "church" shall refer to said corporation whenever used in these by-laws. It adopts as its corporate seal the words: First Congregational Church, Lebanon, N.H., 1768.

## Article II

### *Faith and Covenant*

The object of this church and its basis of fellowship are expressed in the following confession and covenant:

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

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 unto us. We hold it to be the mission of the Church of Christ to proclaim the gospel to all mankind, exalting the worship of the one true God, and laboring for the progress of knowledge, the promotion of justice, the reign of peace, and the realization of human brotherhood.

Depending, as did our forefathers, upon the continued guidance of the Holy Spirit to lead us into all truth, we work and pray for the transformation of the world into the Kingdom of God; we look with faith for the triumph of righteousness and the life everlasting. We believe in the freedom and responsibility under God of the individual and in the right of private judgment.

We hold to the autonomy of the local church and its independence of all ecclesiastical control.

We cherish the fellowship of the churches, united in district, state and national bodies, for counsel and cooperation in matters of common concern, and gladly acknowledge our membership in the Grafton-Orange Association, in the New Hampshire Conference, and in the United Church of Christ.

While affirming the liberty of our churches, and the validity of our ministry, we hold also to the unity and universality of the Church of Christ, and will unite with all its branches in hearty cooperation. We will earnestly seek, so far as in us lies, that the prayer of our Lord for His disciples may be answered, that they all may be one.

We agree to maintain the institutions of the gospel, to submit ourselves to the orderly administration of the affairs of the Church, and to walk together in brotherly love.

### *Character*

As an incorporated body under the laws of the State of New Hampshire, this church will undertake to manage its own business affairs without the intervention or assistance of another local society.

# Article III

## *Membership*

### 1. Definition

The church consists of covenant members and corporate members.

A covenant member:

- 1) The following persons shall be covenant members of this church:
  - a) All who are covenant members of First Congregational Church of Lebanon, NH at the time of the adoption of these by-laws.
  - b) All who shall subsequently be received into membership upon (a) confirmation; or (b) confession of faith; or (c) presentation of satisfactory letters of transfer from other churches; or (d) reaffirmation of faith if such letters are not available.
- 2) The recommendation of the Diaconate of a person for membership shall be sufficient and official action for uniting with this church, when followed by formal subscription to its Constitution and By-Laws. The form for reception of members shall be left to the discretion of the minister.

A corporate member:

Any person who is not a covenant member, who attends church and contributes to the financial well-being of the church, is considered a corporate member.

### 2. Duties

Members are expected to be faithful to all the spiritual duties essential to the Christian life, and also to attend habitually the services of this church, to give regularly for the support of this church and its interests at home and abroad, and to share in its organized work by serving on boards, committees, etc.

### 3. Termination of Membership

- 1) By letter or withdrawal:
  - a) Letters of transfer shall be granted to any member, active or inactive, at his or her request.
  - b) A release shall be granted to any member who, after deliberate request and due conference with the minister or Diaconate, desires to withdraw from membership.
- 2) By absence and inactivity:



- a) Members whose address remains unknown after a lapse of three years, or any member, who in spite of kindly reminder, has not communicated with this church or contributed to its support for a like time, may, by vote of the Diaconate, be transferred to the inactive list. The names of persons so placed on the inactive list shall be read at the next annual meeting. If one year after said annual meeting the address still remains unknown or said member is unwilling to renew any active connection with this church, that member's membership may be terminated at any time by a majority vote of the Diaconate.
- 3) By involuntary actions:
  - a) Should a member persistently breach his or her covenant vows or become an offence to the church and its good name, the Diaconate shall consider the case, and after due notice and opportunity for hearing, and in consultation with the minister, may recommend to the church that his or her membership be terminated and the church shall take appropriate action. If any action shall be taken by the church, said member shall be notified in writing of the action taken.

#### **4. Reinstatement**

Any person whose membership has been terminated as defined in Article III, section 3, parts 1 and 2, may be restored to membership by vote of the Diaconate. Any person whose membership has been terminated as defined in Article III, section 3, part 3, may be restored to membership by vote of the church.

#### **5. Corporation membership and voting rights**

- 1) Any corporate members eighteen years of age and older and all covenant members who shall worship with and contribute meaningfully to the support of this church shall be voting members of the Corporation with full privileges of:
  - a) attending all business meetings
  - b) voting upon all matters relating to the care of the property or funds
  - c) the calling or dismissing of a minister
  - d) being eligible to serve on all committees and boards, and hold any office in this church, excepting that of deacon, deaconess, or any other officer position requiring covenant membership.
- 2) A majority of covenant church members present and voting at any corporation meeting shall have the power of veto.

## Article IV

### *Officers and Duties*

The officers of this church, all of whom shall be members, are:

#### 1. Minister

The Minister shall be chosen and called by this church for an indefinite time at a duly notified meeting. The minister shall hold standing in the Grafton-Orange Association of the United Church of Christ and shall, on behalf of the church, request that the Association conduct a Service of Installation.

At the end of two years, the minister's stewardship shall be evaluated by the Church Council, and at least every four years thereafter. Upon completion of the review, the Church Council shall make a report of its findings and recommendations to the church at the next regularly called meeting or at a special meeting called for such purpose. The minister shall be given a 90-day notice in case of dismissal by this church, and the church shall receive the same notice, if possible, in the event of resignation.

The minister shall:

- 1) preach the gospel
- 2) administer the sacraments
- 3) have charge of all services of public worship
- 4) administer the activities of this church in cooperation with the other officers, committees and boards
- 5) promote the spiritual welfare of this church and those whom it serves
- 6) be an ex-officio member, without voting power, of all committees and boards of this church.

This officer position shall be a covenant member of the church.

#### 2. Moderator

The Moderator shall be a layperson elected each year at the annual meeting. He/she shall preside at all business meetings of the church and also chair the Pastoral Relations Committee. In the event that the Moderator cannot preside at one of these meetings, he/she shall consult with Council to designate a substitute for that meeting.

This officer position shall be a covenant member of the church.

#### 3. Vice Moderator

The Vice Moderator shall be a layperson elected each year at the annual meeting and shall preside at all business meetings of the church in the absence of the Moderator.

This officer position shall be a covenant member of the church.

#### **4. Council Chair**

The Council Chair shall be a layperson elected each year at the annual meeting. He/she shall preside at all Council meetings, and also act as the President of the Corporation.

This officer position shall be a covenant member of the church.

#### **5. Council Vice-Chair**

The Council Vice-Chair shall be a layperson elected each year at the annual meeting and shall serve in the absence of the Council chair.

This officer position shall be a covenant member of the church.

#### **6. Clerk**

The Clerk shall be elected each year at the annual meeting and shall have the following duties:

- 1) Attend and keep a complete record of the proceedings of all business meetings of the church and the church council.
- 2) Have custody of the church records.
- 3) Keep a register of all members of the church, with the dates of admission to and termination of membership.
- 4) Record baptisms and deaths and make a full report to the church at its annual meeting.
- 5) Notify all officers, members of boards or committees, and delegates of their election or appointment.
- 6) Give proper notice of all church meetings as provided in these By-Laws.
- 7) Issue letters of transfer, recommendation, or certificates of standing voted on by the Diaconate.
- 8) Preserve on file all communications and official written reports.
- 9) The Clerk shall serve as the secretary of the corporation.

#### **7. Treasurer**

The Treasurer shall be elected each year at the annual meeting and shall have the following duties:

- 1) Receive and keep an account of all monies of this church and disburse them in accordance with the Finance Committee.
- 2) Sign, seal and deliver, in the name of this church, all deeds of real estate, property, conveyances and other contracts or agreements under the direction of the Board of Trustees.
- 3) Present a full written report of the Treasurer accounts, correctly audited, at the annual meeting, and submit monthly reports to the Church Council.

## 8. Assistant Treasurer

The Assistant Treasurer shall be elected each year at the annual meeting and shall have the following duties:

- 1) Receive, count, record, and account for all church offerings and payments of pledges.
- 2) Appoint a collector to assist with the church offerings.
- 3) Send out periodic financial statements to all church members.

## 9. Auditor

The Auditor shall be elected each year at the annual meeting and shall have the following duties:

- 1) Audit the accounts of the Treasurer.
- 2) Audit the accounts of the Board of Trustees.
- 3) Audit the accounts of any other committees or boards who maintain funds.
- 4) Provide a report of each audit at the annual meeting.

## 10. Church School Superintendent

The Church School Superintendent shall be elected each year at the annual meeting and shall have general supervision and direction of the Church School. He/she shall conduct the affairs of the Church School according to the plans and methods approved by the Christian Education Committee, on which he/she shall serve. The term for this office shall be July 1st through June 30th.

This officer position shall be a covenant member of the church.

## 11. Historian

The Historian shall be elected each year at the annual meeting and shall have the following duties:

- 1) Keep a record of all historical events of the church and its various organizations.
- 2) Collect and preserve programs and materials of vital interest in the life of the church and its members.
- 3) File such historical materials and records that are not kept by the Clerk.

# Article V

## *Boards and Duties*

Each Board shall elect a chair and report that name to the Chair of the Council on or before its first meeting in March.

Any Board member being absent from three consecutive meetings may be removed and replaced in accordance with the provisions of the Constitution.

The Chair and Vice-Chair of the Council, and all members of the Diaconate, shall be covenant members of this Church.

Every board that collects or dispenses funds shall, at least monthly, provide an accounting of all receipts, disbursements and current balances to the Church Council. A fiscal year-end report shall also be prepared for inclusion in the Church's annual report providing an accounting of all receipts, disbursements and current balances.

Each board, as appropriate, shall submit budget requests to the Finance Committee no less than two months prior to the annual meeting.

The Boards of this church shall be:

### **1. Council**

*Purpose:* The Council acts as the highest governing body of the church, excepting the entire congregation. Since its membership consists of representation from each of the boards and committees of the church, this is where all boards and committees report.

*Scope:* The powers of this body relate to listening to and resolving issues facing the church. The Council shall coordinate the activities of the church and transact all business, which is not specifically delegated to any other board, committee or organization.

The Council may fill a vacancy in any office, board or committee, with such appointee serving until the next annual meeting.

The Council may appoint sub-committees of its own members for any regular or special work belonging to the Council (see personnel standing subcommittee listed below).

The Council is responsible for the hiring of all church employees with the exception of calling a minister.

The Council shall appoint a Pulpit Committee when there is occasion to call a minister (See Article X).

The Council shall evaluate the minister on a regular basis in accordance with Article IV, section 1, paragraph 2.

*Membership:* The Council shall consist of the following voting members:

- 1) four members, preferably two men and two women, from the church at-large, one being chair and one being vice-chair, who shall both be covenant members, all four of whom shall be elected each year at the annual meeting;
- 2) the Clerk
- 3) the Treasurer

- 4) the Church School Superintendent
- 5) the Chair of the Diaconate
- 6) the Chair of the Board of Trustees
- 7) the Chair of the Board of Governors
- 8) the Chair of the Christian Education Committee
- 9) the Chair of the Music Committee
- ~~10) the Chair of the Memorials Committee~~
- 11) the Chair of the Memorial Gardens Committee
- 12) the Chair of the Nominating Committee
- 13) the Chair of the Mission and Social Action Committee
- 14) the Chair of the Finance Committee
- 15) the Chair of the Stewardship Committee
- 16) the President of the Women's Fellowship
- 17) a representative from the Youth Group
- 18) the chairs of such other church organizations as the Council may designate.

The chair and vice-chair may serve on the Church Council for a term of four consecutive years, but shall not again be eligible for the office until one year after the completion of their term of office.

It is recommended that the chair and vice-chair shall not chair any other board or committee during their term of office on the Council.

*Meetings:* Regular meetings of the Council shall be held monthly during the year and optionally during the summer months of July and August.

Special meetings of the Council may be called by the Minister, the Council Chair, the Clerk, or any three of its members.

If the Chair of any board or committee is unable to attend a Council meeting, he/she shall designate a representative to attend who shall have voting privileges.

A majority of the Council shall be necessary for the transaction of any business.

The following standing subcommittee of the Church Council shall be:

**Personnel Subcommittee:**

*Purpose:* To assist and make recommendations for action to the Council regarding employees and volunteer staff.

*Scope:* Works with any search committee, except a pulpit committee, to review applications for paid and unpaid staff, and makes hiring recommendations to the Council; administers and oversees the safety policy; handles personnel concerns by or about staff; performs periodic evaluations of all staff except the minister.

*Membership:* The Personnel subcommittee shall consist of:

- 1) The chair of the Church Council
- 2) The chair of the Diaconate or his/her designate
- 3) The chair of the Board of Governors or his/her designate
- 4) A member of the Finance Committee.

*Meetings:* As required by the Council or other boards or committees that have personnel issues to deal with.

## 2. Diaconate

*Purpose:* The Diaconate serves as the spiritual leaders of the church.

*Scope:* They shall advise and assist the minister in the spiritual affairs of the church, with special concern for evangelism, visitation, and membership.

They shall be responsible for the consideration of all membership candidates, and propose for membership those who give satisfactory evidence of sincere Christian purpose.

They shall be responsible for the “Called to Care” program.

They shall work with the Clerk in the periodic review and revision of the church membership rolls.

They shall provide the elements, prepare and aid in the administration of the sacraments of the Lord's Supper, and Baptisms.

They shall host church receptions for ordinations, installations, and the welcoming of new members.

They shall join with a new minister in requesting the Grafton-Orange Association arrange for a service of installation or recognition.

They shall secure adequate leadership for the services of worship in the absence of the minister, including arranging for an interim minister if necessary.

They shall secure adequate childcare coverage during the worship services and other special events as required.

They shall secure usher and greeter coverage for the worship services and other special events as required.

*Membership:* The Diaconate shall consist of twelve deacons, all covenant members and, when possible, equally balanced between men and women. Four deacons shall be elected each year at the annual meeting for terms of three years each. The Diaconate may also include as many as two youth deacons, preferably covenant members, who shall be elected at the annual meeting for terms of one year each.

In the event of a vacancy, either temporary or by resignation, any former diaconate member may be recommended by the Diaconate Chair for approval by the Council to fill the vacancy for a period no longer than until the next annual meeting of the congregation.

A Diaconate member may serve two consecutive terms of office and may also fill a vacancy in the diaconate until the next annual meeting of the congregation, but shall not again be eligible for appointment by the Council or election by the congregation to a full or partial term on the diaconate until the expiration of one year after the completion of such term of office, whether by appointment or election.

New Diaconate members shall be ordained by prayer and the laying on of hands at a service of worship.

*Deacon Emeritus* status may be conferred on any Deacon whom the church congregation deems worthy of such honor.

*Meetings:* The Diaconate shall meet regularly for the continuing oversight of the spiritual life of the church.

### 3. Board of Governors

*Purpose:* The Board of Governors shall have general charge and care of the church's physical property.

*Scope:* They shall determine, prioritize, and schedule all physical improvements, renovations, and repairs to any of the Church's physical properties, but shall have no authority to make any substantial alterations therein without the directing vote of the church. This responsibility includes the entire Church building and grounds located on South Park Street as well as the Parsonage and grounds located at 15 Kimball Street in the city of Lebanon.

They shall arrange with volunteers or contract with vendors as necessary to perform maintenance or facilitate new construction and renovations, consulting with the Finance Committee as necessary to identify and secure adequate funding.

*Membership:* The Board of Governors shall consist of at least ~~six~~ four and no more than nine members, who shall serve staggered terms of three years each.

*Meetings:* The Board of Governors shall meet regularly for the continuing oversight of the church's physical property.

### 4. Board of Trustees

*Purpose:* The Trustees shall be charged with the handling of the trust funds and endowments of the church and shall see that they are properly invested. They shall also be charged with seeing that the income collected is used according to the terms of the trusts and the instructions of the church.

*Scope:* Any property or monies left to the church by gift, will, deed, or any other manner, shall, if not otherwise designated, be placed in the hands of the Trustees. The Trustees shall consider such gifts to the church and, as necessary, make recommendations to the Council pertaining to their acceptance and acknowledgment.

They shall submit to the church at each annual meeting an itemized accounting, properly audited, of all funds under their jurisdiction.

The Trustees, with the directing vote of the church, shall have the authority to direct the Treasurer to sign, seal and deliver, in the name of this church, all deeds of real estate, property, conveyances and other contracts or agreements.



They shall also, as occasions warrant, bring to the attention of individuals the desirability of considering the future needs of the church by making provisions for it in wills or by making outright gifts as memorials.

*Membership:* The Board of Trustees shall consist of three members, one of whom shall be elected each year at the annual meeting for a term of three years.

*Meetings:* The Board of Trustees shall meet at the call of the Chair or any two members.

# Article VI

## *Committees and Duties*

Each committee shall elect a chair and report that name to the Chair of the Council on or before its first meeting in March.

Any committee member being absent from three consecutive meetings may be removed and replaced in accordance with the provisions of the Constitution.

Every committee that collects or dispenses funds shall, at least monthly, provide an accounting of all receipts, disbursements, and current balances to the Church Council. A fiscal year-end report shall also be prepared for inclusion in the church's annual report, providing an accounting of all receipts, disbursements and current balances.

Each committee, as appropriate, shall submit budget requests to the Finance Committee no less than two months prior to the annual meeting.

The committees of this church shall be:

### **1. Christian Education Committee**

*Purpose:* The Christian Education Committee shall have general supervision of all educational matters of the church.

*Scope:* It shall select materials to be used in the church school.

It shall appoint and may remove teachers.

It shall determine the policy to be pursued in the total educational work of the church school and young people.

It shall provide for leadership training programs and appoint delegates to conferences relating to Christian Education.

*Membership:* The Christian Education Committee shall consist of the Church School Superintendent and from four to six additional members. As many as two of whom members shall be elected each year at the annual meeting for terms of three years each, and the Church School Superintendent.

*Meetings:* Regular meetings of the Christian Education Committee shall be held monthly during the year and optionally during the summer months of July and August.

### **2. Mission/Social Action Committee**

*Purpose:* The Mission/Social Action Committee shall be responsible for developing the program of Christian World Mission and social services as related to Christian principles through the education and involvement of our church in our community, the New Hampshire Conference, the national boards of the United Church of Christ, and the world.

*Membership:* The Mission/Social Action Committee shall consist of ~~at least six and up to~~ eight members, ~~four to~~. As many as four members shall be elected each year at the annual meeting for terms of ~~two~~ three years each.

*Meetings:* Regular meetings of the Mission/Social Action Committee shall be held monthly during the year and optionally during the summer months of July and August.

### 3. Music Committee

*Purpose:* The Music Committee shall be responsible for developing the appreciation of music within the church and enhancing the spiritual experience of our faith through music.

*Scope:* The Music Committee shall assist the organist and choir director in providing the music for the regular and special church services.

It shall cooperate with the Minister, organist, and choir director in promoting the ministry of music for the entire church.

It shall suggest its budget needs to the Finance Committee.

It shall, in conjunction with the Personnel Subcommittee, recommend an organist and/or choir director, or such other personnel as the Church Council may approve.

*Membership:* The Music Committee shall consist of ~~at least four and up to~~ six members, ~~two to~~. As many as two members shall be elected each year at the annual meeting for terms of three years each.

The organist and choir director shall be ex-officio members of the Music Committee.

*Meetings:* The Music Committee shall meet as deemed necessary by its members.

### 4. Nominating Committee

*Scope:* The Nominating Committee shall submit a list of nominations for the church officers, boards, and committees to be presented at the annual meeting as required by these bylaws.

The Nominating Committee shall make recommendations to the Church Council to fill mid-year vacancies on boards and committees.

*Membership:* The Nominating Committee shall consist of ~~four~~ three members, ~~two~~ one of whom shall be elected each year at the annual meeting for a term of ~~two~~ three years.

*Meetings:* The Nominating Committee shall meet as deemed necessary by its members.

## 5. Memorials Committee

*Purpose:* The Memorials Committee is responsible for acknowledging gifts to the church and maintaining the church's awareness of the importance of gifts to the church.

*Scope:* The Memorials Committee shall consider the offer of gifts to the church and make recommendations pertaining to their acceptance.

They shall also, as occasions warrant, bring to the attention of individuals the desirability of considering the future needs of the church by making provisions for it in wills or by making outright gifts as memorials.

*Membership:* The Memorials Committee shall consist of three members, one of whom shall be elected each year at the annual meeting for a term of three years.

*Meetings:* The Memorials Committee shall meet as deemed necessary by its members.

## 6. Pastoral Relations Committee

*Purpose:* The Pastoral Relations Committee shall act as a confidential and privileged body in providing a two-way communication link between the minister and the congregation. It will aid the minister by providing awareness of hidden problems or concerns of individuals or groups within the congregational body. In addition, the Pastoral Relations Committee will assist the minister in dealing with situations that arise in his or her ministry that need the counsel of a small, concerned, and representative body of the church. The committee will not act in duplication or assume the duties of the existing church bodies such as the Council, the Diaconate, or the Board of Governors.

*Scope:* The powers of this body are limited to listening to the concerns of the minister and the congregation or any segment of it, then giving consideration as to the fairest, most complete and expedient way of dealing with the concern. It is empowered to counsel with the minister or any group within the church as a group or through one of its duly appointed members.

*Membership:* The Pastoral Relations Committee shall consist of five laypersons of the church and the minister. The five laypersons should represent a fair cross section of the church's membership and its governmental bodies.

- 1) Chairmanship of the committee will be assumed by the Moderator of the church.
- 2) Two seats will be assumed by two members of the church's Diaconate. The chairperson of the Diaconate will automatically be a member of the Committee. The other Diaconate member will be appointed by the other members of the Diaconate for a term of not more than two years.
- 3) One member of the Board of Governors shall be appointed by that body to serve for a term of three years.

- 4) One member-at-large from the church congregation shall be elected by the other members to serve for a term of three years.

*Meetings:* The Pastoral Relations Committee shall meet at least semi-annually and may also meet at the request of the Chair or the minister.

## 7. Finance Committee

*Purpose:* The Finance Committee shall have general charge and oversight of the church's financial and business affairs including preparing and presenting an annual budget and approving expenditures over and above the budget.

*Scope:* Works with and advises all boards and committees to determine appropriate use of church funds and to prepare an annual budget.

They shall submit the general budget to the church for appropriate action at an annual or special meeting called for such purpose.

*Membership:* The Finance Committee shall consist of:

1. One member of the Board of Trustees
2. One member of the Board of Governors
3. One member of the Stewardship Committee
4. The Treasurer (serves concurrently with office appointment and may act as chair of this committee).
5. One member-at-large from the church congregation shall be elected each year at the annual meeting for a term of three years.

*Meetings:* The Finance Committee shall meet regularly for the continuing oversight of the church's financial affairs and preparation of its annual budget.

## 8. Stewardship Committee

*Purpose:* The Stewardship Committee shall have the responsibility of overseeing the stewardship activities of the church and its members, including year-round education and presentation of information concerning stewardship.

*Scope:* It will organize and conduct the annual stewardship campaign for pledges to the church budget, in addition to any other special drives to cover needs that might arise during the year.

*Membership:* The Stewardship Committee shall consist of **at least four and up to six members, two to**. **As many as two members shall** be elected each year at the annual meeting for terms of three years each.

*Meetings:* The Stewardship Committee shall meet as needed, at least quarterly, to accomplish the committee's activities.

## 9. Memorial Gardens Committee

*Purpose:* The Memorial Gardens Committee shall be responsible for the oversight and maintenance of (1) the Howard Memorial Garden surrounding the church sign in front of the church, and (2) Internment Garden in front of the memorial stone where members may have their ashes interred. They shall provide a setting for acknowledgement of contributing members.

*Scope:* The Memorial Gardens Committee shall be responsible for making sure the policies and guidelines for care and interment are followed, in addition to:

- 1) Seeing that proper and accurate financial and interment records are maintained;
- 2) Seeing that both gardens are maintained;
- 3) Arranging for the burial place for the interment of ashes;
- 4) Overseeing and approving any planting that is done in either garden.

*Membership:* The Memorial Gardens Committee shall consist of three members, one of whom shall be elected each year at the annual meeting for a term of three years.

*Meetings:* The Memorial Gardens Committee shall meet as deemed necessary by its members.

## 10. Other Committees

Other Committees and/or delegates may be appointed by the Council or elected by the church congregation as the need arises, but the foregoing shall be the standing committees of the church. The Council shall determine whether the chairs of newly appointed committees shall become members of the Council.

## Article VII

### *Organizations*

The church regards as integral parts of itself all organizations formed for the purposes of advancing the church life and work. They shall be under the general oversight of the church Council, have free use of church property and facilities, and present a report of their activities at the annual meeting.

Every organization that collects or dispenses funds shall, at least annually, provide an accounting of all receipts and disbursements and current balances as requested by the Auditor.

Each organization requiring funding support shall submit budget requests to the Finance Committee no less than two months prior to the annual meeting.

## Article VIII

### Meetings

#### 1. Related to Worship

- 1) Worship services shall be held on the Lord's Day and on such other occasions as the church or the Diaconate and the minister shall determine.
- 2) The Sacrament of the Lord's Supper shall be celebrated at such times as the minister and the Diaconate may direct.
- 3) Baptisms may be administered in connection with the reception of members, and at such other times as approved by the Diaconate and minister.
- 4) New members may be received, without special notice, at any regular worship service following approval by the Diaconate.

#### 2. Related to Business

- 1) The fiscal year of the Church shall be January 1st through December 31st.
- 2) The annual meeting:
  - a) Shall be held following the church service on the second Sunday of February.
  - b) Shall be warned with at least fourteen days' notice being given by a written notice signed by the Clerk of this church. In the Clerk's absence, the Council Chair may sign the notice.
    - i) The notice will state the business to be acted upon at such meeting.
    - ii) The notice shall be posted in the narthex of the church meetinghouse, as well as two other conspicuous places.
    - iii) The notice will be read in its entirety from the pulpit and placed in the weekly bulletin for the two consecutive Sundays in advance of the meeting.
  - c) order of business shall be:
    - i) Invocation
    - ii) Reports of officers, boards, committees, and organizations
    - iii) Report of Nominating Committee
    - iv) Election of church officers, boards and committee members
    - v) New year budget presentation and vote



- vi) Any other business
- vii) Benediction
- d) Annual written reports shall be received at the annual meeting from the following:
  - i) Officers:
    - (1) Minister
    - (2) Clerk
    - (3) Treasurer
    - (4) Auditor
    - (5) Church School Superintendent
    - (6) Historian
  - ii) Boards:
    - (1) Council
    - (2) Diaconate
    - (3) Board of Governors
    - (4) Board of Trustees
  - iii) Committees:
    - (1) Christian Education Committee
    - (2) Mission and Social Action Committee
    - (3) Music Committee
    - (4) Nominating Committee
    - ~~(5) Memorials Committee~~
    - (6) Pastoral Relations Committee
    - (7) Finance Committee
    - (8) Stewardship Committee
    - (9) Memorial Garden Committee
    - (10) Other Committees
  - iv) Organizations:
    - (1) The Women's Fellowship
- 3) Special meetings may be called by the Clerk, at the request of the Church Council, or upon written request of ten members of the Corporation, and shall be notified in the same manner as is provided for the annual meeting. Such notice shall clearly specify the business to be transacted.
- 4) All business meetings of the church shall require twenty-five (25) members of the corporation be present to constitute a quorum.

## Article IX

### *Voting and Amendments*

- 1) A majority vote of those present at all regular and all legally called special meetings of this church shall be sufficient to elect all officers, boards, and committees, and to transact all business except for the amendment of this Constitution and By-Laws, and as provided in Article III, Section 5, paragraph 2.
- 2) This Constitution and By-Laws may be altered or amended at any annual meeting, or at any legally called special meeting of this church called for that purpose, by a two-thirds vote of those present and voting, provided that previous notice in writing be given to the Clerk to be inserted in the Warrant calling said meeting and printed with the annual reports which are presented at the annual meeting.

## Article X

### *Calling a Pastor*

In the event a need arises to call a Pastor, a Pulpit committee of the First Congregational Church of Lebanon will be formed to fill this vacancy. The Pulpit committee will be nominated by the Chair of the Church Council and approved by the Council. The committee will serve until a vote of approval by the congregation at a meeting called to approve the candidate to become the next pastor of the church.

In securing pastoral services during the period of a vacancy, the Diaconate will be responsible for providing coverage as described under Scope within Article V, Section 2.

The Pulpit committee may request that the Conference minister secure relevant information about any candidate whom it wishes to consider for the vacancy.

The Pulpit committee will present the candidate it recommends to the Church Congregation, which determines by vote whether it wishes to call the candidate recommended. Preceding the vote of the Congregation, the candidate will lead the worship service and preach a sermon to give the congregation a chance to evaluate the candidate.

The terms of the call agreement will be negotiated between the called minister and the chair of the pulpit committee in consultation with the Finance Committee and the Council. The finalized call agreement will then be presented to the Church Council for approval. Following signing by the Church Council Chair and the minister called, a copy of the call agreement will be filed in the Church office and also given to the minister called.

When a Minister accepts a call to the First Congregational Church of Lebanon, the Minister and Diaconate will join in requesting the Grafton-Orange Association arrange for a service of installation or recognition.

If the First Congregational Church of Lebanon selects a ministerial leader who does not have standing in the United Church of Christ, the minister may seek dual standing from the Grafton-Orange Association or UCC ordination.

## Historical List of Pastors

PASTORS who have served at the First Congregational Church of Lebanon, New Hampshire.

Rev. Isaiah Potter	1772 to 1812
Rev. Calvin Cutler	1823 to 1829
Rev. Phineas Cooke	1829 to 1848
Rev. Charles A. Downs	1849 to 1873
Rev. Walter H. Ayers	1874 to 1875
Rev. John M. Dutton	1876 to 1885
Rev. Edgar T. Farrill	1885 to 1902
Rev. John T. Whitley	1903 to 1911
Rev. Grant L. Shaeffer	1912 to 1915
Rev. Frederick G. Chutter	1916 to 1923
Rev. E. Chandler Garfield	1924 to 1931
Rev. Leonard B. Gray	1932 to 1940
Rev. Winston L. King	1940 to 1943
Rev. Cornelius Fersch	1943 to 1960
Rev. R. Christensen Dowell	1960 to 1963
Rev. Einar Michaelsen	1964 to 1967
Rev. Alden H. Blake	1968 to 1971
Rev. Harvey Pinyoun (interim)	1971 to 1972
Rev. Norman E. Dubie, Sr.	1973 to 1982
Rev. Heidi W. Hoskin (interim)	1982 to 1983
Rev. Richard N. Slater	1983 to 2008
Rev. Louise K. Bastille (interim)	2008 to 2010
Rev. Stephen R. Silver	2010 to ~~~