

Bolton Congregational Church, UCC Constitution

Adopted: TBD

Revision - Adopted Annual Meeting 2025

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ARTICLE I: NAME

The Name of the church shall be, Bolton Congregational Church, United Church of Christ, located in Bolton, Connecticut.

ARTICLE II: PURPOSE

Our purpose is to be an inclusive Christian community dedicated to living Jesus' message of love, peace and justice through joyful worship, compassionate service, radical hospitality and responsible stewardship.

ARTICLE III: BELIEFS

- A. We consider the Congregation vibrant, welcoming, enthusiastic, spiritual, and forward-looking.
- B. We believe that the teachings of Jesus Christ are the guiding principles of fellowship. Each person is free to follow the word of God according to their own conscience.
- C. We build each other up and walk hand in hand although we may not see eye to eye. We respect and honor the leadership of our Church. We offer opinions with clarity, humility and love. We seek God's guidance in what is best for our Church as a whole. We respect and honor the decisions of our Church family.
- D. We believe that each person is unique and valuable and has the right to belong to a family of faith where they have a strong sense of being valued and loved.
- E. We believe that each person is on a spiritual journey and may be at a different stage of that journey.
- F. We believe that the search for God produces an authentic relationship with God, fostering love, strengthening faith, dissolving guilt, and giving life purpose and direction.
- G. We believe in the power of peace, and work for nonviolent solutions to local, national, and international problems.
- H. We believe in possibility and that each person has the breathing room to explore and to hear, for after all, God is still speaking,

ARTICLE IV: GOVERNANCE

- A. Our members exercise their right of control of our affairs through direct participation in governance and through their elected and appointed leaders.
- B. The Church accepts the guidelines of the United Church of Christ which lets us determine our faith, worship, and discipline independently.
- C. The Church affirms its covenant with the Tolland Association of the Southern New England Conference of the United Church of Christ.

ARTICLE V: MEMBERSHIP

Section 1: Preparation

- A. Membership in this Church is a vital, mutual relationship. The Pastor and Deacons should instruct those seeking membership so that they fully understand and willingly accept the privileges and obligations of this relationship as set forth in this Constitution.

Section 2: Qualifications

- A. Any person willing to join in fellowship with the other members of the Church in the work of God, upon prayerful consideration of the Pastor and the Board of Deacons, may become a member by any of the following:
 - 1. **Confirmation:** Following attendance of confirmation classes, young people may be accepted into Church membership through the rite of Confirmation.
 - 2. **Letter of Transfer:** Persons may be received by letter of transfer from any Christian church of which they are members.
 - 3. **Reaffirmation of Faith:** Persons may be received upon reaffirmation of Christian faith and personal statements that they have been members of a Christian church from which a letter of transfer is not available.
 - 4. **Affirmation of Fellowship:** Persons may be received upon affirmation of fellowship and willingness to be an active part of the faith community.
- B. **Also, any person willing to join in fellowship with the other members of the Church in the work of God, after completion of one of the steps above is requested to also participate in at least two of the following:**
 - 1. **Sharing of Time, through volunteering of boards, committees, events or the like,**
 - 2. **Sharing of Talent, through advising, planning or the like,**
 - 3. **Sharing of Treasure through active giving, pledging, or the like.**

Section 3: Reception

- A. Persons recommended by the Board of Deacons shall be received at a worship service designated by the Pastor and the Board of Deacons. Any person unable to attend the reception service in public may be received in private by the Pastor and Deacons acting on behalf of the Church.

Section 4: Definitions

- A. **Members:** Members are faithful in all the spiritual duties essential to Christian life, including but not limited to the following: attending worship, volunteering time and talent for the services of the Church and contributing financially for the support of the Church and its missions.
- B. **Inactive:** Inactive members are those who are unable to meet the obligations of a member but who remain in contact with the Church and for whom an address is known.
- C. **Lapsed:** Lapsed members are those whose address is unknown or who for a period of two years have not communicated with the Church, attended worship, volunteered time or talent, or contributed financially to the Church.

Section 5: Termination of Membership

- A. **By Death**
- B. **By Transfer:** Any member of this Church who desires to unite with another Church may be granted a letter of recommendation or transfer to that Church upon receipt of a request by the member or the other Church, and upon recommendation by the Board of Deacons.
- C. **By notification** of membership with another Church
- D. **By request** of the member.

Section 6: Inactivity

- A. The Board of Deacons shall periodically review the membership roll in consultation with the Pastor. Members who have not been in communication with the Church for a period of one year, nor contributed to its support through time, talent and treasure within that year, shall be moved to the inactive or lapsed membership list, provided that a reasonable effort has been made to communicate with such members prior to their names being moved to such lists. From the date such

a member is placed on the inactive or lapsed member list, they shall not be considered an active member and shall not have voting privileges.

- B. Any inactive or lapsed member shall become active again upon their request and upon full communion with the church through sharing of time, talent and treasure.

ARTICLE VI: OFFICERS

Section 1: Officers

- A. All officers are members who are called by God and the Congregation to become Leaders of the Church. They shall do their best to lead and grow as Servant Leaders (Appendix A). The key traits of a Servant Leader are:

- Listens actively.
- Prioritizes.
- Accepts others.
- Guesses correctly.
- Foresees the future.
- Possesses awareness.
- Adapts readily.
- Sets a vision.
- Persuades others.
- Empowers others.

- B. To help them grow in their roles as Servant Leaders, all Church Officers shall be required to attend leadership training classes provided by the United Church of Christ as they become available.

- C. The Officers of the Church shall constitute the Executive Council of the church and shall be the:

- Pastor
- Moderator
- Clerk
- Deacon Chair
- Trustee Chair

- D. For the business purposes of the Church, the Executive Council, shall act as Board of Directors in all aspects of legality, and government issues. The Officers of the church, along with their various roles will also hold the following positions if required by Law.

- Pastor - Chief Executive Officer
- Moderator - Chief Administrative Officer
- Trustees Chair - Chief Financial Officer
- Deacon Chair
- Clerk

- E. Excluding the Pastor, all officers shall hold office for a two-year term. An officer will serve no more than two consecutive terms in the same office. An officer may hold a previously held office after a two-year hiatus.

- F. Excluding the Pastor, each officer shall be elected by the Members at a special meeting of the Congregation held on the second Sunday of November of each year. Each nominee for an officer's position shall be voted on separately. The term of office for each officer shall begin on January 1 of the following year.

- G. Other than the Pastor, any officer may be removed for cause by a two-thirds (2/3) affirmative vote of the Church Council at a duly called meeting at which a quorum is present. Reasons for removal include, but are not limited to:

1. Failure to perform the duties of their office.
2. Repeated lack of attendance at Church Council Meetings.
3. Violation of the Church's Conflict of Interest and Confidentiality policy.

- H. Should an officer be unable to complete their term for any reason, Church Council will appoint someone to fill the unexpired term until the next special meeting of the Congregation called to elect officers.
- I. All officers are responsible and accountable to the Members of the Church.

Section 2: The Pastor

A. Selection

1. The Pastor of this Church shall be an ordained minister in accordance with the standards for clergy as established by the United Church of Christ.
2. If a vacancy occurs,
 - a. The Church Council shall notify the Southern New England Conference to seek support and advice about current customary procedures regarding a pastoral vacancy.
 - b. The Executive Council, with input from the Congregation, shall prayerfully call a Pastoral Search Committee and instruct it about general and special qualifications needed to fill this office.
 - c. The Executive Council in concert with the Board of Trustees will develop a Call in accordance with the United Church of Christ guidelines, The Call shall state the terms of the relationship, prayerfully keeping in mind the recommendations for clergy in the Southern New England Conference of the United Church of Christ and the needs and abilities of the Church. The Pastor, the Church, the Tolland Association, and the Conference Minister shall each receive a copy of the Call.
 - d. The Search Committee shall report back to the Church Council with a recommendation.
 - e. The Pastor shall be called for an indefinite period by a two-thirds vote of members of the Church present and voting at a duly called meeting, providing a quorum is present.
 - f. After a Pastor accepts a Call to this Church, the Chair of the Search Committee shall ask the Tolland Association to arrange a Service of Installation no sooner than 90 days from the start of the Call.

B. Faith Foundations

1. This is a Church based in covenant. When the Church calls a Pastor, it covenants to compensate fairly, and the Pastor covenants to serve faithfully.
2. The Church is accountable for the wise use of its resources, both human and material; therefore, the Church should be an intentional steward in the raising and expenditure of funds, and the Pastor should be an intentional steward in the use and renewal of their life in ministry.
3. Because the connection between Pastor and people is a sacred trust, open, caring, healthy relationships are essential for the well-being of the Church. Salary and benefits negotiations, new and annual, should be conducted with candor and clarity, and with loving, supportive, mutual respect. As a Christian community, the Church is called to compensate all persons fairly, regardless of age, gender, gender identity, race, sexual orientation, disabilities, marital or family status.

C. Duties and Responsibilities

1. The Pastor shall have a central place of leadership in the Church, having under their care all services of public worship and administering the Church in cooperation with the various boards and committees.
2. Spirituality
 - a. The Pastor shall seek to enlist individuals as followers of Christ, preach the Gospel, administer the sacraments, and provide spiritual support to those in need.
 - b. The Pastor shall be responsible for the conduct of all worship services held on the Church grounds, administration of the sacraments, and spiritual counseling, with the assistance of

- and in cooperation with the Board of Deacons as needed, unless other arrangements are made in consultation with the Deacons. The Pastor shall assist in the public worship of God, the teachings of Christian beliefs, the cultivation of Christian character, the promotion of Christian fellowship and unity, the rendering of loving service toward all creation and the striving for righteousness, justice and peace as revealed and taught by our Savior Jesus Christ.
- c. Currently, worship occurs weekly on Sunday mornings. Services may be reduced or expanded as needed in consultation with the Deacons.
 - d. The Pastor may be asked to attend a Church-wide conversation monthly or as needed.
 - e. The Pastor may be asked to preside at crisis type services arranged by the community.
3. Teaching
- a. The Pastor's duties shall include the preaching ministry and other educational responsibilities in cooperation with the Minister of Faith Formation.
 - b. The Pastor shall further Faith Formation by supporting the Minister of Faith Formation and the Faith Formation Program, by co-leading Confirmation, by participating in any way they feel called, by seeking to develop effective programs of youth and adult faith-formation including short-term series, Bible studies, small groups, and events as considered appropriate
4. Visitation and Service
- a. The Pastor shall call upon the sick and the grieving in a timely manner, as well as the general membership as circumstances require and time permits. The Pastor may request assistance by deacons as needed. The Pastor is responsible for conducting weddings and funerals and appropriate counseling and/or referral to appropriate agencies.
5. Administration
- a. The Pastor shall be directly responsible to the Executive Council.
 - b. The Pastor shall serve as an ex-officio member of all boards and be an active part of the Executive Council. The Pastor shall aid the members of the Congregation as well as its officers, boards, and committees to comply with this Constitution and satisfy their duties and responsibilities.
 - c. The Pastor shall direct, support, and review all staff. At least annually, the Pastor shall conduct a performance review of each individual in those positions and shall convey the results of the reviews to the Council with recommendations relating to salary and other issues.
 - d. The Pastor shall direct the daily operations of the church, including but not limited to ensuring the physical plant is cared for, contracts are kept up to date, etc.
 - e. The Pastor shall maintain contact with local, state, and national religious organizations as deemed appropriate and in the best interest of the Church, in consultation with Council and Deacons.
 - f. The Pastor shall at least annually make a report of their work.
6. Community
- a. With God's guidance, the Pastor shall help build a sense of participation, community and sharing within the Church, as well as the surrounding community.
 - b. The Pastor shall inspire and motivate Christian ideals, which aid the Church in the growth of its Congregation in a reasonable and appropriate manner.
7. Outreach
- a. With God's guidance the Pastor shall inspire, support, and work cooperatively with the Board of Outreach and others to promote missions and outreach. The Pastor shall strive to support all outreach projects through encouragement and involvement.

- b. The Pastor shall help evaluate and implement current outreach work, encourage innovative ideas (including those to which the Pastor feels called), and inspire the Congregation's support.
 - c. The Pastor shall help foster the best use of the time, treasure, and talent of the Congregation in pursuing the vision of the Church to be true to the model and example set by the early Church of the Apostles.
 - d. The Pastor shall be a delegate to Tolland Association and Southern New England Conference meetings.
8. Future
- a. The Pastor and the Congregation shall work toward an open relationship that will allow all persons to share ideas, hopes, dreams, and interpretations of the mission of the Church.
 - b. With God's guidance and the Congregation's support, the Church
 - i. Encourages the Pastor to support and be a part of the Congregation and the community.
 - ii. Encourages the Pastor to engage the community in creative ways. The goal of the Church is to be a beacon of hope, inspiration, support, and Christian love.
 - iii. Looks to the Pastor as an inspiration of innovative ideas and perspectives that inspire, challenge, invigorate the Congregation. The Pastor will work with the Congregation to seek the best approach to implementing the Congregation's goals.
 - iv. Encourages the Pastor to be a positive, uplifting leader and to honor the core principles of acceptance, tolerance, and non-judgment.
 - v. Looks to the Pastor to encourage our faith journeys, to ask, "What does our faith tell us and teach us?" and to do this with a wondrous sense of humor and spirit.

D. Pulpit Freedom and Responsibility

- 1. The Church accepts the Pastor's freedom of expression in the pulpit in matters of faith and faithfulness.
- 2. The Church trusts the Pastor to be responsible to the insight of scripture, the work of the Holy Spirit, the traditions of the United Church of Christ, and the contexts in which we live.

E. Copyright Agreement

- 1. Church and Pastor acknowledge that sermons and other original written and spoken theological reflections authored by the Pastor (collectively, "the works") are ecclesiastical events and moments, which are the product of deeply personal spiritual reflection, prayer, and discernment by Pastor.
- 2. Church and Pastor agree that regardless of when and where such reflection, prayer, discernment, and preparation of the works occur, whether or not on Church premises or using Church facilities and whether or not during regular Church hours of operation, the content of such works remain personal to the Pastor, with the Pastor retaining all ownership, copyright, and other legal interests in such works.

F. Review of Ministry

- 1. Monthly

At a minimum, the Pastoral Relations Committee will meet with Pastor monthly to review concerns, joys, progress, setbacks, and needs. The collective goal is the Pastor's smooth transition, success, and growth.
- 2. Annually
 - a. The Pastor's ministry among us will be reviewed and summarized by the Executive Council, with input from the Congregation. A summary of the past year will include progress on the Five-Year Plan, new goals, and the focus on the coming year.

- b. In concert with the annual review, The Executive Council and the Board of Trustees will review and recommend salary, housing allowance, and benefits as a part of the annual budgeting process.

G. Dispute Resolution

We, the Congregation of the Church, acknowledge that, even as we pledge our faithfulness to God, to one another, and to the Pastor, there may be times when difficulties within the relationship begin to overwhelm us. In those instances, we, along with the Pastor, covenant to:

- a. Bring the issue to the Pastoral Relations Committee for consideration.
- b. If the Pastoral Relations Committee cannot remedy the issue, then it and the Pastor will seek the wisdom of the board of Deacons and, if needed, the Executive Council.
- c. If needed, the Executive Council may call a special meeting of the Congregation for the purpose of healing the relationship.
- d. Should there be no resolution, either party or both may present the issue to our UCC Association or Conference Minister to restore the grace that God has placed within the relationship.

H. Termination of Pastoral Call

- 1. The Church recognizes that relationships change and that many reasons can lead to separation.
- 2. The Pastor may terminate their pastoral Call agreement by giving 90 days written notice to the Church Council. The Pastor shall continue to perform their duties under the Call for the full 90 days, except for using accrued vacation time (and PTO, if applicable), and will be compensated accordingly.
- 3. The Church may choose to terminate the Call by a vote of the Congregation as prescribed in this Constitution by giving 30 days written notice to the Pastor. If applicable, any such consideration and vote of termination shall be made in accordance with relevant state and federal labor laws. Such a termination would not be made lightly or secretly, and we promise to consult with Tolland Association and Southern New England Conference staff before such a vote.
- 4. The Executive Council may also vote to immediately excuse the Pastor from further performance of their duties once either party has given 90 days written notice to the other, at which time the Executive Council will consult with Southern New England Conference and Tolland Association staff, and coordinate payment of any amounts due and owed to the Pastor according to the Call.

Section 3: Moderator and Vice Moderator

- A. The Moderator shall be the Chief Administrative Officer of the Church. The Moderator and Pastor shall work closely together to help the Congregation hear God's wisdom in developing a vision for the Church. The Moderator shall be a skilled and involved Servant Leader as outlined in Appendix A.
- B. The Moderator's duties include:
 - 1. Convening, guiding and chairing Executive Council meetings at least monthly or more often if needed.
 - 2. Keeping the Council and Boards on track with the Church Vision and Mission.
 - a. Annually reviewing with the Congregation the Church Vision and Mission statements.
 - b. Helping each Board develop annual and five-year plans grounded in the Congregation's Vision and Mission statements.
 - c. Meeting with each Board quarterly to review its annual plan to ascertain whether it is on track with its annual plan. Should the annual plan need to be changed for any reason, bring this to the Church Council for review, to request help in meeting the annual plan goals and/or to alter the expectations of the annual plan.
 - 3. Arranging to bring suggested changes to annual plans to the next congregational meeting so the Congregation can be aware of changes, requests for assistance and guidance.

4. In concert with the Pastor, the Executive Council , the boards, and the Chair of Trustees, planning and presiding over the Annual Meeting and other meetings with the Congregation.
 5. Supervising and coordinating the work of the Church in cooperation with the Pastor, Church staff and other officers as well as the boards and committees of the Church.
 6. Being the principal signatory on legal instruments of the Church.
 7. Issuing the call for meetings of the Church when the Church Clerk cannot do so.
 8. Seeing that all requirements of this Constitution and other official instructions of the Church are followed. The Moderator shall report uncorrected violations to the Executive Council and the appropriate officer for action.
- C. In the absence of the Moderator, the Vice Moderator shall assume the duties of the Moderator. If both are absent, the Clerk or a member of the Executive Council may call and/or conduct a meeting.

Section 4: Clerk

- A. The Clerk shall:
1. Be responsible for keeping records of all Congregational meetings, minutes of the meetings of the Executive Council, recording all policies adopted by the Executive Council in a standard manner readily available to all members, and reporting on these events once each year.
 2. Issue the call to Congregational meetings, and perform other duties required by the Executive Council.
 3. Work cooperatively with the staff and the Board of Deacons to keep a roll of the Church members, record all admissions, dismissals, baptisms, deaths, marriages, issue letters of transfer, and notify persons elected to office.
 4. Keep a record of Church business and be responsible for all Church correspondence as may be directed or requested by the Executive Council.
 5. At least one month prior to the Annual Meeting, obtain nominations from Executive Council and each board for positions to be voted on by the Congregation and submit such nominations to the Executive Council for approval.
- B. In the event of incapacity or absence of the Clerk, the Executive Council shall appoint a person to temporarily perform their duties.

Section 5: Chair of the Board of Trustees

- A. The Chair of the Board of Trustees will be the Chief Financial Officer of the Church and will be responsible for the overall financial health of the Church as well as overseeing the care of the Church's physical assets, their contents and infrastructure and the daily operations of the Church which include supporting the business activities of the Church staff and supporting the various activities the Church facilities are used for. The Chair will oversee the Board of Trustees as well as its sub-committees such as building and grounds, investments etc. The responsibilities of the Board of Trustees are described in Article VIII, Section 3.
- B. As a Servant Leader, the Chair must be engaged with and understand the work of the board members to
1. Ensure that the board members follow Church policies and procedures, and generally accepted accounting practices.
 2. Ensure that the Church's investments are managed according to a plan approved by the Congregation.
 3. Serve as a check to prevent fraud and misuse of Church funds and investments by conducting monthly, quarterly, and yearly reviews. The Chair will provide the results of these reviews to Church Council monthly, quarterly, and yearly and to the Congregation (yearly).

4. Ensure that the Church's facilities reflect a well-managed, welcoming church family and community-focused organization.
5. Report issues to Executive Council that the Chair cannot resolve on their own.

Section 6: Chair of the Board of Deacons

- A. The Chair of the Board of Deacons will be responsible for overseeing the care of the Church's Spirituality, community engagements, outreach, fundraising, grant writing and more. The Board of Deacons Chair will oversee the Board of Deacons and their sub-committees such as Outreach, Faith Formation, and any others as deemed necessary.
- B. As a Servant Leader, the Board of Deacons Chair must be engaged with and understand the work of the board members to:
 1. Ensure that the board members follow Church policies and procedures.
 2. Ensure that the spiritual wellbeach of the church, and surrounding community is cared for.
 3. Ensure that the Church's engagement in the wider community is priority amongst the mission of the church.
 4. Ensuring that the church's financial health is adequately increased through various community events and fundraisers through the year.
 5. Ensure that there is no fraud and misuse of Church funds under their supervision.
- C. Reporting Requirements
 1. The Deacon Chair will report issues to the Executive Council that they cannot resolve on their own.
 2. The Deacon Chair will provide reviews to the Executive Council monthly and to the Congregation yearly.

ARTICLE VII: THE CHURCH COUNCIL

- A. The Executive Council shall consist of the:
 1. Church Officers
 2. Vice Moderator
 3. Chair of Deacons
 4. Chair of Trustees
- B. The executive Council along with the following shall constitute the Church Council.
 1. 2 Congregational Delegates
- C. The Church Council, in cooperation with the Pastor, will conduct the business of the Congregation as expressed at the Annual Meeting or Special Meetings. It will do this by continually being aware of the overall life of the Church.
- D. Specific duties of the Executive and Church Council(s) include:
 1. It shall act for the Church in routine business matters between meetings of the Congregation and report its actions to the Church at the congregational meetings and the Annual Meeting.
 2. The Council shall refer all important matters and significant capital expenditures to the Congregation for decision as determined by the Council.
 3. The Executive Council shall oversee the activities, operation, and actions of all boards and committees, at the monthly meeting of the Executive Council.
 4. The Council shall participate in forming the annual budget with the Pastor and the boards and shall approve the proposed annual budget which will then be submitted to the Congregation for approval at the Annual Meeting.

5. The Council shall oversee the budget of the Church throughout the year. The Council may amend the adopted budget with the approval of the Congregation at a special meeting called for that purpose.
6. Prior to the Annual Meeting the Executive Council shall approve nominations for Church officers, board chairs and any other positions to be voted on by the Congregation.
- E. The Council shall meet at least monthly. Special Executive Council meetings may be requested by the Moderator, Pastor, or a two-thirds majority vote of Executive Council.
- F. Under the direction of the Congregation, the Council shall hold in trust all property, both real and personal, under the maintenance, management, and supervision of the Board of Trustees. The Council shall not have the power to buy, sell, mortgage, lease, or transfer real property without the affirmative vote of the Congregation.
- G. The Church shall develop, implement, monitor, and enforce ethics policies that cover topics including conflicts of interest, confidentiality, and creating a Safe Church.
- H. Any other Church group, organization or individual can attend any Council meeting except Executive Council meetings, to present its concerns but is encouraged to initiate its concern with a member of the Executive Council prior.
- I. Two-thirds of the membership of the Council constitutes a quorum. With a quorum present the Council may act by a majority affirmative vote of the Council members present at regularly scheduled or properly noticed meetings of the Council. Members participating in the Council meetings by electronic means are deemed to be present at the meeting.

ARTICLE VIII: BOARDS and COMMITTEES

Section 1: Definitions

- A. A board is a permanent Church organization that performs a business and/or spiritual function vital to the Church's day-to-day operations and long-term sustainability. In recognition of a board's importance, its Chair is a member of Executive Council and may also be an officer of the Church.
- B. A committee is a permanent or temporary Church organization formed by and within a board to help perform the board's duties. Examples of permanent committees include Pastoral Relations (Board of Deacons) and Investments (Board of Trustees), Building and Grounds (Board of Trustees). Temporary committees are formed for short-term activities, such as Spring Cleanup (Board of Trustees).

Section 2: Board Guidelines

- A. Structure and Function
 1. All boards shall be composed of enough members to do the work of the board.
 2. The Chair and Vice Chair of each board shall meet at least once a month to prepare information for Council Meetings, review the status of the One Year Plan and identify areas where additional assistance is needed. More frequent meetings may be needed at certain times.
 3. Members participating in board meetings by electronic means are deemed to be present at the meeting. Each board may act by a majority vote of the members present at regularly scheduled or properly noticed meetings.
 4. No Quorum shall be required for any board or committee vote except for Board of Trustees and the Executive Council. All boards and committees shall be accountable to the Executive Council and shall seek the approval of the executive Council for all significant decisions not contained in a one and five year plan and for such issues that may not be viewed as being in the best interests of the Congregation or that may be controversial.
 5. Any member of the Congregation may attend any board, Council, or Committee meeting. Any person may petition a Chair of any board or committee to be placed on the agenda for a regularly scheduled or properly noticed meeting.

6. The board and its Chair shall be responsible for filling vacancies on their board.
7. Any board member may be removed for cause by a two-thirds (2/3) affirmative vote of the Executive Council at a duly called meeting at which a quorum is present. Reasons for removal include, but are not limited to:
 - a. Failure to perform the duties of their office.
 - b. Violation of the Church's Conflict of Interest and Confidentiality policy.

B. Chairs

1. Each Chair shall be a skilled and involved Servant Leader as outlined in Appendix A.
2. To help them grow in their roles as Servant Leaders, all Chairs shall be required to attend leadership training classes provided by the United Church of Christ as made available.
3. All Boards shall have a Chair and Vice-Chair.
4. The Chair shall be the representative to the Executive Council and shall act on behalf of their board.
5. The Chairs shall hold office for a two-year term. A Chair will serve no more than two consecutive terms in the same office. A Chair may hold a previously held office after a two-year hiatus.
6. Vice-Chairs shall be appointed by the chair and the board members with the understanding that the Vice-Chair is being prepared to become the Chair and will act as the Chair in the absence of the Chair and assume all duties.
7. Each Chair shall be elected by a special meeting of the Congregation held on the second Sunday of November of each year. Each nominee for a Chair's position shall be voted on separately. The term of office for each Chair shall begin on the date of the annual meeting of the Congregation following the election.
8. Should a Chair not be able to complete their term for any reason, the Executive Council will appoint someone to fill the unexpired term until the next special meeting of the Congregation called for that purpose.
9. The Chair shall be responsible for preparing, executing, and reporting progress to the Executive Council on the Board's detailed one-year and five-year outlook plans. The Executive Council must approve these plans.

C. Board Members

1. Board members will have no set term of service on a board and may serve on more than one Board at the same time.
2. Board members shall comply with the Church's Conflict of Interest and Confidentiality policy and other policies as required.
3. Board members are expected to attend the scheduled meetings of the board as needed.

Section 2: The Board of Trustees

- A. The Board of Trustees consists of a Chair, Vice Chair, two financial secretaries, the Treasurer, members of the Investment Committee, and Members of the Building and Grounds Committee. The Chair will oversee the Church's finances and financial operations as well as Caring for the Church's physical assets, their contents and infrastructure. (See Article VI, Section 5 for the responsibilities of the Trustee Chair.) Two-thirds of the membership of the Board of Trustees constitutes a quorum. With a quorum present the Board of Trustees may act by a majority affirmative vote of the members present at regularly scheduled or properly noticed meetings of the Board.
- B. Accounts Receivable
 1. This work will be performed by Financial Secretaries who must be members of the Church. The Financial Secretaries will:

- a. Receive incoming funds in any form including but not limited to donations, pledges, payments for Church events/functions, refunds, rental payments, and receipts from the Church Store.
 - b. Ensure that incoming funds are deposited in the appropriate accounts and that these deposits are recorded.
 - c. Provide weekly, monthly, and as-requested reports to the Treasurer.
 - d. At the end of their term of office, the Financial Secretaries will deliver to their successors any monies of the Church in their possession and make, to the Treasurer and Finance Chair, a financial statement of all accounts and records under their supervision.
- C. Accounts Payable
 - 1. This work will be performed by an individual hired for that purpose who may or may not be a Church member.
 - a. Receives and records invoices.
 - b. Provides invoices to the Treasurer for approval.
 - c. Prints checks for approval and signature per generally accepted accounting policies.
 - d. Mails approved and signed checks.
 - e. Records payments.
 - f. Provides weekly, monthly, and as-requested reports to the treasurer.
 - g. At the end of their term of office, the Office Manager shall deliver to their successor any monies of the Church in their possession and make, to the Treasurer and Finance Chair, a financial statement of all accounts and records under their supervision.
- D. Treasurer
 - 1. The Treasurer may or may not be a Church member. The Treasurer will:
 - a. Authorize payment of invoices, ensuring that the funds are disbursed from the proper accounts.
 - b. Approve and sign checks per generally accepted accounting practices.
 - c. Reconcile statements (bank and credit card) against records kept by the Financial Secretaries and the Office Manager.
 - d. Seek the most cost-effective financial institutions for operational expenses.
 - e. Maintain separate and accurate records of all receipts and disbursements for funds handled and provide an accounting of the financial condition of the Church by monthly, quarterly, and yearly reports to the Finance Chair and Church Council.
 - f. Develop the annual budget in cooperation with the Finance Chair, Pastor, and Church Council taking into consideration the total revenue to be dedicated to the Church's mission, the salaries of the pastor and the support staff, and overhead.
 - g. Ensure that the Church's overall cashflow is consistent with the budget to avoid overdrafts and other financial risks.
 - h. At the end of their term of office, deliver to their successor and to the Finance Chair, a financial statement of all accounts and records under their supervision.
- E. Investment Committee
 - 1. The Investment Committee will oversee the Church's investments according to the Church's tolerance for risk, long-term plans, and short-term cashflow needs. All committee members must be members of the Church.
 - 2. The Investment Committee is responsible for managing the Church's investments to
 - a. Facilitate the Church's long-term plans.
 - b. Help manage short-term cashflow needs.

- c. Church investments may be managed by the investment committee or by a hired professional fund manager. The decision to self-manage or hire a professional shall be made by the officers of the church and the Finance Committee jointly.
- 3. The Investment Committee will create and have approved by the Congregation, a formal investment plan with the following components:
 - a. Purpose of the investments.
 - b. Risk tolerance.
 - c. Asset allocation strategy that reflects the purpose and risk tolerance.
 - d. Strategy for maintaining the asset allocation to reflect market changes among the investments.
 - e. Strategy for adjusting the asset allocation based on position in the market cycle.
 - f. Strategy for managing withdrawals based on the time horizon.
- 4. The Investment Committee shall maintain separate and accurate records of all receipts and disbursements for investments under its management. It will provide an accounting of investment status by monthly, quarterly, and yearly reports to the Treasurer, Finance Chair and Church Council.
- 5. The Building and Grounds Committee will have two main responsibilities:
 - a. Caring for the Church's physical assets, their contents and infrastructure.
 - i. Physical assets include the Church's real and personal property (meeting house, Community Center, outbuildings, grounds) and any other properties that the Church may acquire for short-term or long-term use.
 - ii. Contents include items such as furniture, fixtures, and equipment, including cooking and serving utensils, historical artifacts, carpets, cupboards, and cabinets.
 - iii. Infrastructure includes water, septic system, heating, ventilation, air conditioning, parking, sidewalks, lighting (inside and outdoor), and information technology (for example, WIFI, internet access, computers, streaming equipment, telephone system, alarm systems).
 - iv. Care includes the periodic cleaning, maintenance, repair, and enhancement of the physical assets, the contents and infrastructure based on the Church's short-term and long-term needs. The Building and Grounds Committee will delineate its care activities in one-year and five-year plans of the Trustees.
 - b. Providing services needed for worship, daily operations, and the approved activities of the boards and committees and outside organizations.
 - i. For worship, Faith Formation, congregational meetings, and fellowship:
 - ii. The Building and Grounds Committee will ensure that the meeting house and Community Center are cleaned in advance, access provided (the elevator functions, snow is cleared from parking lots and sidewalks, doors function), and the infrastructure is available.
 - iii. Areas to be cleaned for Faith Formation are the classrooms, hallways, and Chandler Hall in the Community Center.
 - iv. The Building and Grounds Committee will work in concert with the Trustees in developing a weekly, monthly, yearly, and ad hoc cleaning schedule with the Sexton.
 - v. Daily Operations
 - vi. Daily operations include the business activities performed by the Pastor and office staff during the week during their regular hours.
 - (a) The Building and Grounds Committee will ensure that the Church parlor and offices are cleaned regularly, access provided (snow is cleared from parking lots and sidewalks, doors function), and the infrastructure is available.

- (b) In concert with the Pastor and the Board of Trustees, The Building and Grounds Committee will develop a weekly, monthly, yearly, and ad hoc cleaning schedule for the Sexton.
- vii. Approved Activities of Boards, Activities, and Outside Organizations
 - (a) Approved activities are those on the master activity schedule and include regular meetings and one-time events.
 - (b) The Building and Grounds Committee will ensure that the meeting house and/or Community Center are clean before and after, furniture and equipment are set up, access is provided (the elevator functions, snow is cleared from parking lots and sidewalks, doors function), and the infrastructure is available.
 - (c) The Building and Grounds Committee in concert with the Pastor and the Board of Trustees, and the Church custodian will develop a weekly, monthly, yearly, and ad hoc cleaning schedule and a pre-event and post-event cleaning schedule for all events and community meetings of the church.
- 6. The Building and Grounds Committee may, as needed, hire outside resources to perform its work with approval from the Board of Trustees. In case of emergency, the Board of Trustees, with permission of the Moderator, may hire outside resources for immediate services. In the event outside resources are needed, the Board of Trustees must receive two or more bids or verifiable price comparisons.

Section 3: The Board of Deacons

- A. The Board of Deacons consists of a Chair, Vice Chair, Members of Faith Formation Sub-Committee, Members of Outreach Sub-Committee, Members of Pastoral Relations and enough members to ensure the work of the Board. Two-thirds of the membership of the Board of Deacons constitutes a quorum. With a quorum present the Board of Deacons may act by a majority affirmative vote of the members present at regularly scheduled or properly noticed meetings of the Board.
- B. The Board of Deacons is a ministry of service. Deacons are Servant Leaders to the Pastor, the Congregation, and the community. Deacons are often the first personal introduction to the Church. As such, they have a key role in making everyone feel that they are loved, welcomed, and belong in this Church. This role continues as visitors become part of the Congregation.
- C. The Board of Deacons, cooperating with the Pastor, shall:
 - 1. Have primary responsibility for administering and preparing the sacraments, greeters, lay readers, and chancel.
 - 2. Assist with visitation, funerals, weddings, membership issues, evangelism, fellowship, baptisms, and communion.
- D. Any person having served twelve or more complete years on the Board of Deacons may become a "Life Deacon" and therefore may participate in its active work. A Life Deacon has all the rights and privileges of a deacon, but is not counted for the purposes of determining a quorum.
- E. The Board of Deacons shall designate three deacons as the Pastoral Relations Committee to personally support the Pastor in all aspects of their service including helping the Pastor manage sensitive issues involving members of the Congregation and supporting the Pastor through their own personal issues. The Pastoral Relations Committee shall be led by the Chair of Deacons and two other members decided annually. These deacons and the Pastor understand that confidentiality is of the utmost importance and all issues will be kept confidential unless the deacons and Pastor agree that an issue may affect the life of the Congregation, at which time the concern may be discussed with others. If the Pastoral Relations Committee cannot remedy the issue, then it and the Pastor will seek the wisdom of the board of Deacons and, if needed, the Executive Council.

1. The Pastoral Relations Committee shall be responsible for the following functions:
 - a. Encouraging free and open communication between the Pastoral Relations Committee and the Pastor.
 - b. Meeting with the Pastor weekly in the first year of service and at least monthly or more often as needed after the first year.
 - c. Encouraging free and open communication as to ideas and concerns within the Congregation.
 - d. Assessing on an ongoing basis, growth opportunities and setting mutual goals as an outgrowth of discussion with the Pastor and Church members.
 - e. Providing a forum where the Pastor and the Congregation can express their concerns, thoughts, and ideas in a free and open manner.
- F. The Board of Deacons shall have under its care the Outreach Sub-Committee.
- G. The Outreach Committee will be responsible for all activities that bring in funds to the Church or where the Church donates time, talent, and money excluding loose plate and pledges. All activities of the Committee shall support the overall mission and ministry of this Church. The Outreach Committee will consist of lead, and additional members as are needed to carry out the functions of the Committee.
- H. The Committee will manage the following functions: missions, grant writing, local community outreach, small fundraising events (under \$3,000), large fundraising events (\$3,000 and over), capital campaigns, and church store.
- I. Revenues received will be distributed according to the percentages specified in the annual budget.
- J. The Committee will develop with the Pastor, Stewardship, and Finance an annual plan for writing grants.
- K. The scheduling and frequency of all outreach functions must be coordinated with the Board of Stewardship and the Pastor and reflected in the one-year and five-year plans of the Deacons approved by the Congregation.
- L. In the event a Outreach Subcommittee cannot be formed, The Executive Council may designate another group to perform these functions.
- M. The Board of Deacons shall have under its care the Faith Formation Committee.
 1. The Faith Formation Committee shall consist of the Minister of Faith Formation, Director of Adult Education, and others as needed.
 2. The Minister of Faith Formation is a paid position. Their hiring will be recommended by the Pastor and approved by the Executive Council.
 3. The Faith Formation Committee will work with the Pastor and the Board of Deacons to select curriculum, to obtain and train teachers and other lay leaders, and to perform all other aspects of the educational ministry of the Church, consistent with the Church's purpose (Article II) and beliefs (Article III).
 4. Because members of this Committee may work with youth at one time or another, all must pass background checks and complete Safe Church training.
 5. The Faith Formation Committee will have two parts that work together to conduct the Committee's mission.
 1. Youth Education
 - a. responsible for, in concert with the Pastor, and Deacons:
 - i. Church School - curriculum, nursery, vacation Bible school and media.
 - ii. Youth - fellowship groups, Confirmation, youth conferences, and mission trips.
 2. Adult Education
 - a. responsible for, In concert with the Pastor and Deacons:
 - i. Bible study,

- 3. conference workshops, retreats and mission trips.
- N. In the event a Faith Formation Subcommittee cannot be formed, The Executive Council may designate another group to perform these function

Section 4: The Congregational Delegates

- A. There shall be two Congregational Delegate who shall be a member of The Executive Council. They will be elected for a two-year term.
- B. The Congregational Delegates will represent the interests of any/all members of the Church and shall be sensitive to the opinions of all. They will encourage open communication among the Congregation and within each board.
- C. The Congregational Delegates are not working of their own opinion, but through informed decisions based upon conversations with the Congregation.
- D. The Congregational Delegates shall call to order a monthly all church discussion to seek the guidance of the congregation

ARTICLE IX: PROPERTY

Section 1: Authority

- A. The Church may in its corporate name, sue or be sued, acquire by purchase, gift, devise, bequest or otherwise, and own, hold, invest, reinvest or dispose of property both real and personal, for such work as the Church may undertake and may purchase, own, receive, hold, manage, care for and transfer, rent, lease, mortgage or otherwise encumber, sell, assign, transfer and convey such property for the general purposes of the Church.
- B. In addition, the Church may receive and hold in trust both real and personal property and invest and reinvest the same and make any contracts for promoting its objects and purposes.

Section 2: Dissolution

- A. Upon dissolution of the Church, its assets and all property and interests of which it shall then be possessed, including any devise, bequest, gift or grant contained in any will or other instrument, in trust or otherwise, made before or after such dissolution, shall be transferred to a church or other organization organized and operated exclusively for religious or charitable purposes. The Church shall designate the organization by a vote of two-thirds of those members present at a Special Meeting duly warned and held for that purpose, or in the absence of such a vote, as the Superior Court for the Judicial District of Tolland, State of Connecticut, shall determine. No property of the Church shall be distributed to its members.

ARTICLE X: AMENDMENTS

- A. This constitution may be amended by a two-thirds vote of the members in attendance at any Annual Meeting or Special Meeting called for that purpose.

ARTICLE XI: RULES OF ORDER

- A. In questions of constitutional dispute, Robert's Rules of Order will be considered the guide. The rules contained therein shall govern the business proceedings of this Church in all cases where they are not inconsistent or in conflict with this constitution.

ARTICLE XII: MEETINGS AND VOTING

Section 1: Annual Meeting

- A. Every effort shall be made to hold the Annual Meeting of the Church the second Sunday in November of each year for the purpose of hearing and acting upon reports and the proposed budget, the election of Church Council and transacting any other business which may properly come before the Church and for which proper forewarning has been given to Church members. The date of the Annual Meeting shall be determined by the Executive Council.
- B. Written or electronic notice of the Annual Meeting shall be transmitted at least ten days in advance of the date of the meeting to each member of the Church and shall be announced from the pulpit on the Sunday preceding the meeting date.
- C. Church members may participate in the Annual Meeting by means of equipment which enables all participants to hear and communicate with each other. A member participating in the Annual Meeting by such means is deemed to be present at the meeting.
- D. All Church officers, chairs of all boards, committees and auxiliary organizations shall write and submit an annual report to the Church for publication at a date to be determined by the Church Office.

Section 2: Special Meetings

- A. Special meetings for consideration of matters relating to a change in Church policy, amending the Constitution, the election of officers and chairs, the incurring of indebtedness beyond that authorized by the Church at the Annual Meeting, the purchase, sale, lease or mortgaging of real estate, a substantive change to the one-year and five-year plans, or other matters for which a vote of the Congregation is appropriate, may be held upon the call of the Pastor, the Executive Council, or the written request of ten percent of members of the Church. No other business shall be transacted at such a meeting.
- B. Written or electronic notice of Special Meetings shall be transmitted at least ten days in advance of the date of the meeting to each member of the Church and shall be announced from the pulpit on the Sunday preceding the meeting date.
- C. Church members may participate in Special Meetings by means of equipment which enables all participants to hear and communicate with each other. A member participating in a Special Meeting by such means is deemed to be present at the meeting.

Section 3: Quorum

- A. Annual Meeting: Twenty percent of the Church's membership shall constitute a quorum.
- B. Special Meetings for reasons other than to call or dismiss a pastor: Thirty percent of the Church's membership shall constitute a quorum.
- C. Special Meeting to call or dismiss a Pastor: two-thirds of the Church's total membership shall constitute a quorum.

Section 4: Voting

- A. Every member of the Church is entitled to vote at all annual and special meetings on all questions submitted to a vote.
- B. Annual and Special Meetings for reasons other than to call or dismiss a Pastor: a majority of Church members voting in favor shall be required to approve items on the agenda of an annual or special meeting.
- C. Special Meeting to call or dismiss a Pastor: two-thirds of the Church's membership voting in the affirmative shall be required to call or dismiss a Pastor.

- D. Members may vote in person or by virtually attending a meeting. The allowed forms of voting are voice vote and secret ballot (paper or electronic.)
- E. Members who cannot attend a meeting in person or virtually may submit an absentee ballot before the meeting in a format prescribed by Executive Council. Proxy voting is not allowed.
- F. The Executive Council will determine in advance of the annual or special meeting how voting will be conducted. It will notify the Congregation of the voting method in the meeting call, providing instructions and ballots as required.

ARTICLE XIII: OTHER APPOINTEES

Section 1: Delegates

- A. Delegates to the Southern New England Conference of the United Church of Christ (UCC), the Tolland Association of UCC, and other local or state religious Council shall be elected annually by the Congregation.

Section 2: Historian

- A. For such period that it deems appropriate, the Executive Council may appoint a Historian who shall be the custodian of the historical records of the Church, and shall secure and provide for the safekeeping of old documents, records, and pictures of historical interest and value to the Church.
- B. At the expiration of the term of office, the Historian shall deliver to their successor and/or the Executive Council a report of their activities.

ARTICLE XIV: CHURCH YEAR

- A. The official Church year shall begin January 1 and close December 31 of each year.

APPENDIX A: THE SERVANT LEADER

From Robert K. Greenleaf's, *The Servant as Leader*, a list of characteristics of the servant leader.

1. Listens actively: A servant leader's first response to any problem is to listen. She seeks to identify the will of the group and helps clarify that will by listening. When she listens, she does so intently. She does not multitask or interrupt, but truly strives to understand the speaker.
2. Prioritizes: Can you separate the important from the unimportant? What about the important from the urgent? A servant leader can withdraw from the present situation and prioritize his responsibilities. And he handles his most pressing duties with the knowledge that there may be consequences for neglecting the less pressing ones.
3. Accepts others: A servant leader accepts others as they are, where they are. She assumes that people have good intentions, and she values the unique skills, attributes and contributions of each individual. She does not, however, accept disruptive behaviors or poor performance. She recognizes the difference between accepting a person and accepting his actions.
4. Guesses correctly: Every day, leaders have to make decisions without enough information, the right information or sufficient time. Servant leaders bridge this information gap through intuition. They look for patterns, they revisit history, and they make educated guesses about the best course of action. Most importantly, servant leaders understand that these educated guesses are just that — guesses — and they are willing to change course if necessary.
5. Foresees the future: Servant leaders have a better than average ability to predict the likely outcome of a situation. Closely related to intuition, foresight refers to a leader's ability to understand the past and present to predict the future. Without this ability, a leader would lose his characteristic "lead."
6. Possesses awareness: To maintain strong intuition and foresight, a servant leader must know what's going on. He must have an awareness of world history, current events, industry standards and his own organization. He must have a sense of self and of those he leads. In short, a servant leader must be awake.
7. Adapts readily: Servant leaders have a keen understanding of the past, but don't model their leadership style after a historical figure. Instead, they adapt to the time, place and problem. They invent a unique role that both meets the needs of their followers and relies heavily upon their own strengths.
8. Sets a vision: A servant leader is not afraid of failure. On the contrary, she initiates a course of action, provides the structure and accepts the risks. As Greenleaf wrote, "A leader says: 'I will go; follow me!' while knowing that the path is uncertain, even dangerous."
9. Persuades others: Another distinctive characteristic of the servant leader is his reliance on persuasion. Instead of using his position to coerce others, a servant leader is able to convince his followers by demonstrating the compelling benefits of his vision.
10. Empowers others: A commitment to empowering others is the hallmark of a servant leader. She is able to promote and encourage personal and professional growth in the people she leads. They are healthier, wiser and more likely to become servant leaders themselves. When a leader sees these qualities emerge in her followers, she has become a successful servant leader.

APPENDIX B: Financial Decisions

1. All Decisions surrounding finances of the church must be included in the 1 and 5 year plans of the church as well as the annual budget. In the event a change to the financial needs of the church arise, the following will determine the level at which the change may occur.
 - a. For financial changes up to \$2,000 annually, the Moderator working in concert with the Pastor may approve the increase in funding.
 - b. For financial changes 2,000- \$5,000 annually, the Executive Council may approve the increase in funding as long as a quorum may be sustained during the vote.
 - c. For Financial Changes \$5,001+ Annually, a special meeting of the congregation where a quorum may be sustained, must be called. An approval of those gathered in the majority will be required to make the financial changes.
2. Financial Changes for the above policy are not to be combined, for example, if three changes need to be made, but combined total \$5,001, but individually are below the thresholds, the above policy for each item shall take effect.
3. No more than 5 annual financial changes may be adopted before a special meeting of the congregation must be held, any and all changes after the 5 annual changes will require its own meeting to discuss, and no less than 14 days notice of the meeting shall be given to the congregation.

APPENDIX B: CONFLICT OF INTEREST AND CONFIDENTIALITY POLICY

Section 1: Purpose

- A. The Bolton Congregational Church (the “Church”) believes it is of the utmost importance to conduct all actions within the Congregation and with the larger community honestly, transparently, fairly, and confidentially. The purpose of this policy is to confirm that all members of boards, committees, officers, and paid staff understand that they must avoid potential, actual and perceived conflicts between their personal or professional interests and the interests of the Church, and to not disclose confidential information.

Section 2: Definition

- A. A conflict of interest exists when an officer or employee of the Church, the Pastor, a member of Church Council or a member of any board or committee (“the Covered Persons”) are in a position to approve or influence Church policies or actions which could have a personal or financial benefit to: (a) the Covered Person, (b) any member of their immediate family (spouse, parents, children, brothers, or sisters, and spouses of these individuals); or (c) any entity in which the Covered Person or an immediate family member has a beneficial or financial interest.

Section 2: Disclosure

- A. Any Covered Person who has or learns of an actual or potential conflict of interest shall disclose to Church Council the material facts surrounding such actual or potential conflict as soon as the individual becomes aware of the conflict and (a) prior to any vote by Church Council or any board or committee with respect to any matter relating to the conflict; and (b) before Church Council enters into any contract or transaction relating to the conflict.
- B. After receiving notice of a potential conflict of interest, Church Council shall consider the facts concerning the potential conflict. Council may approve the proposed contract or transaction provided that Council shall:
 - 1. Record in the minutes of a properly called meeting a description of the conflict, the proposed terms of the arrangement to be entered into and the basis for the decision to enter into the arrangement;
 - 2. Require the person with the conflict of interest to recuse themselves from all discussion and voting on the issue and to leave the room during discussions and voting on the issue;
 - 3. Require a signed letter of engagement, contract, or scope of work with the Covered Person;
 - 4. Pay no more than reasonable compensation for services provided by the Covered Person; pay no more than fair market value for assets purchased from the Covered Person; receive no less than fair market value for assets sold to the Covered Person; and receive no less than fair market value for services provided to the Covered Person.
- C. Any transaction or agreement between the Church and a Covered Person which is in violation of the provisions of this section shall be voidable by Church Council after discussion of the matter at a properly called meeting. If the Covered Person is a member of Church Council they shall not participate in the discussion or vote on the matter.

Section 3: Confidentiality

- A. All Covered Persons, by signing this policy, acknowledge that in their position they may receive directly or indirectly confidential information pertaining to the activities, operations or business of the Church and/or financial and personal information of the Church’s members. The Covered Persons acknowledge that disclosure of such confidential information may be damaging to the Church and harmful to its members.

Section 4: Agreement:

- A. All Covered Persons agree:

1. Not to disclose or discuss confidential information with others not authorized to receive such information
 2. Use reasonable means to protect and prevent the disclosure of confidential information, whether oral or written
 3. Only to disclose confidential information to the Pastor or Church Council when there is a clear need for those persons to know such confidential information
- B. The Clerk of Church Council shall provide all officers, employees, the Pastor, members of Church Council and members of boards and committees a copy of this Conflict of Interest and Confidentiality policy, shall obtain each Covered Person's signature on the policy and shall keep the original signed policies in the Church's permanent files.
- C. All officers, employees, the Pastor, members of Church Council and members of all boards and committees are prohibited from using the Church's name, facilities, or property for any direct or indirect political endorsement or for any partisan electoral activities.

Section 5: Acknowledgement

As an officer, staff member, board or committee member or other Church associate I hereby acknowledge that I have received a copy of the Church's Conflict of Interest and Confidentiality Policy, I have read and understand the policy and I agree to comply with the policy.

Signature

Date

Printed name