

By-Laws
of the
Avon Congregational Church
Avon, Connecticut



Adopted May 4, 2008

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AVON CONGREGATIONAL CHURCH

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BYLAWS
as adopted
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AVON CONGREGATIONAL CHURCH
Avon, Connecticut

ARTICLE I - NAME

1. The name of this Church shall be the **AVON CONGREGATIONAL CHURCH** (United Church of Christ) and referred to throughout as this Church.

ARTICLE II - PURPOSE

1. The purpose of this Church shall be to: worship God; preach the gospel of Jesus Christ; celebrate the sacraments; and realize Christian fellowship and unity within this Church and the Church Universal; render loving service toward mankind, and strive for righteousness, justice and peace.

ARTICLE III - POLITY

1. This Church shall be a part of the United Church of Christ and shall maintain that relationship as described in its Constitution and Bylaws, as amended from time to time.
2. The government of This Church is vested in its members who exercise the right of control in all its affairs, subject to the laws of the State of Connecticut concerning non-profit corporations of an ecclesiastical nature, and these Bylaws.

ARTICLE IV - FAITH AND COVENANT

1. **STATEMENT OF FAITH** - This Church acknowledges as its sole head, Jesus Christ, Son of God and Savior of humankind. It acknowledges, as brothers and sisters in Christ, all who share in this statement of faith. It looks to the word of God in the scriptures and the presence and power of the Holy Spirit to prosper its creative and redemptive work in the world. In accordance with the teachings of our Lord and the practice prevailing among evangelical Christians, this Church recognizes two sacraments, Baptism and Holy Communion. It claims as its own, the faith of the historic Church, expressed in the ancient creeds and reclaimed in the basic insights of the Protestant Reformers. This Church affirms its responsibility in each generation to make this expression of faith its own. Such a Statement of Faith,

United Church of Christ Statement of Faith in the form of a doxology, approved in 1983

We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and to your deeds we testify:

You call the worlds into being, create persons in your own image, and set before each one the ways of life and death.

You seek in holy love to save all people from aimlessness and sin.

You judge people and nations by your righteous will be declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Savior, you have come to us and shared our common lot, conquering sin and death and reconciling the world to yourself.

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

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

You promise to all who trust you forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, your presence in trial and rejoicing, and eternal life in your realm which has no end.

Blessing and honor, glory and power be unto you.

Amen.

2. AFFIRMATION OF FAITH AND COVENANT - Although it covers much of the same material as in the "Statement of Faith," the Affirmation of Faith and Covenant expresses the individual beliefs of this Church. It was written and adopted by the Avon Congregational Church in May 1953:

We believe in God the Father of all men, the source of all goodness, wisdom, beauty and love. We believe in the kingdom of God, the rule of God in the whole of human life.

We believe in Jesus Christ, the Son of God who lived and died sacrificially for man. We accept Him as teacher and Lord. We seek to follow His steps and to welcome His spirit into our lives.

We believe in the Holy Spirit, dwelling in the heart of man, for guidance, for comfort and for strength.

We believe in the Church as the fellowship for worship and service of all who would grow in spiritual strength and spread Christ's influence in the world.

Affirming this faith, we covenant with God and with one another, to walk together in all His ways, to work and pray for the realization of human brotherhood, and the coming of God's kingdom. We accept This Church as our own, and promise to support its services, cooperate in its work, and pray and strive to increase its usefulness and prosperity."

ARTICLE V - GOVERNING BODY

1. The governing body of This Church shall be its membership, known as The Congregation, assembled in church meeting.

ARTICLE VI - MEMBERSHIP

1. MEMBERSHIP

A. Members

- 1) Full active membership in This Church shall be open to any person who has been baptized and who has been confirmed, or who has made public confession of faith in Jesus Christ as Lord and Savior.

B. Associate Members

- 1) A person who wishes to participate in the life of This Church while maintaining membership in another church may be received as an Associate Member by the same process as regular active members are received. Associate Membership in this Church shall be open to any person who

then shall have all the rights and duties of full members, including voting, except the right to receive a certificate of transfer to another church.

C. New Members

- 1) New members shall publicly declare or reaffirm their Christian faith. Persons unable to attend a public service may be received into membership by specific and favorable action of the Minister(s) and the Diaconate.
- 2) New members may be received by confession of faith and baptism (if not previously baptized), by confession of faith with baptism waived by the Diaconate, by reaffirmation of faith, or by presentation of satisfactory letters of transfer from other Christian Churches.
- 3) The Minister(s) shall present the name(s) of new members to Council for Affirmation.

D. Inactive Members

- 1) Members who have not participated in the life of This Church for a period of two years, after kindly approaches by the Diaconate, will be offered a transfer to inactive status. In addition, any full member may request a transfer to inactive status for any reason.
- 2) Reinstatement to active status may be achieved by the inactive member's request to and approval by the Diaconate.

E. Termination of Members

- 1) Any member requesting a letter of transfer or withdrawal from this Church to another church shall receive such transfer letter. Membership shall terminate upon the issuance of such a letter by either the Minister or clerk.
- 2) Any member who desires to join a religious body which does not require a transfer letter from this Church shall receive a certificate of standing signed by either the Minister or Clerk.
- 3) If any member, because of an apparent change of faith or for other reasons not involving unchristian conduct, writes a request for release from Covenant obligations, the Diaconate shall endeavor to secure continuance in its fellowship, but failing in such effort, the Diaconate shall recommend, and the Council shall grant the request, to terminate such membership.

F. Recording of Members

- 1) All changes in membership status shall be reported to the Council by the Clerk,
- 2) Membership status shall be entered upon the Clerk's records.
- 3) Membership status shall be entered in the minutes of the Council.

ARTICLE VII - MINISTRY

1. The Minister's responsibilities shall, with the assistance of the Diaconate, include:
 - A. The spiritual welfare of this Church.
 - B. Conducting public worship and preaching the gospel.
 - C. Administering the Sacraments of Baptism and Holy Communion.
 - D. Visiting the Sick and the Home-bound.
 - E. Offering guidance to all Members of this Church.
 - F. Enlisting new Church members as followers of Christ.
 - G. Such other duties as the Council may assign, or are traditionally associated with the ministry.
2. The Minister shall be supervisor of the salaried staff.
3. The Minister is a non-voting member of the Council and reports to the Council. The minister also is a non-voting member of all other Church Boards and Committees.

4. In the event that additional Minister(s) are needed, the responsibilities of said person(s) shall be assigned by the Council upon the recommendation of the Minister.
5. The Minister(s) shall work with the Board of Finance and other Church Boards or Committees involved in the selection, hiring and direction of personnel engaged to support worship services or education or other elements of Church life.
6. The Minister shall be in charge of a Minister's Discretionary Fund. The money supplied to the fund is to come from donations and as necessary from ACC funding. If the balance in the fund becomes low enough to need replenishment, the minister will request funding from the Board of Finance. The Minister shall provide a summary report to Council semiannually on the types of expenditures made.

ARTICLE VIII - CALL PROCEDURE

1. The Membership calls a candidate for the position of Settled Minister in the following manner:
 - A. In case of vacancy, it is the responsibility of the Council to appoint a Search Committee to seek a candidate for a Settled Minister. The Council shall consider the vacancy and determine the composition of the Search Committee. The Committee shall seek the advice of the Connecticut Conference of the United Church of Christ for its search procedure and report back to Council.
 - 1) In regard to the selection of a Search Committee, the Council shall consider obtaining a good cross-section of the church membership and committees.
 - 2) The Search Committee shall consist of no fewer than seven (7) individuals or more than nine (9).
 - B. The Search Committee of this Church shall recommend a candidate to the Council which in turn shall call a meeting of the membership to act upon the Search Committee's recommendation.
 - C. The call, issued to the candidate by the Search Committee, must address the following:
 - 1) The terms of the covenant between this Church and the Minister;
 - 2) The pension fund;
 - 3) The health insurance program;
 - 4) A two-month termination requirement by either party. The termination procedure shall be in accordance with the recommendations of the Constitution and Bylaws of the United Church of Christ;
 - 5) Such other terms of employment agreed upon between the candidate and the Search Committee.
 - D. The Minister, the membership, the Council and the Connecticut Conference Minister, each, shall receive a copy of the call.
 - E. The installation of the Minister shall be in accordance with the Constitution and Bylaws of the United Church of Christ.

ARTICLE IX - COUNCIL

1. The Council shall:
 - A. Be responsible for the administration of This Church and shall be the policy-making body of This Church.
 - B. Act for This Church in all matters not requiring approval by the Congregation or otherwise provided for in these Bylaws.
 - C. Be the final authority on the interpretation of these Bylaws.
 - D. Annually appoint a ministerial performance review committee consisting of the Moderator, the Chair of the Board of Finance, the Chair of the Diaconate and one member from the Congregation.

- 1) This committee shall meet at least annually and shall report to Council when the review has been completed. The proceedings shall be kept confidential between committee members and the minister(s) involved.
 - 2) The Council may request a performance review at any time between the annual reviews.
 - 3) The minister(s) may request a performance review at any time between the annual reviews.
- E. In case of vacancy, appoint a Search Committee to seek a candidate for a Settled Minister using the process described in Article VIII - Call Procedure.
 - F. Appoint ad hoc committees as deemed necessary.
 - G. The Council shall receive the Annual Report of the Internal Audit Committee and be responsible for taking action on any recommendations of the Internal Audit Committee.
 - H. Communicate to the Congregation the activities of every Board and Committee of this Church.
 - I. Assure that each Board and Committee is fulfilling its duties and responsibilities described in these Bylaws. The Moderator may act as the Council's delegate to assist in this effort.
2. The Council shall meet not less than ten (10) times each calendar year and not less than one (1) time each calendar quarter, to carry out the duties of the Council and This Church.
 3. Council shall convene an Annual Meeting of this Church to be held in late April or early May.
 4. There shall be a Moderator of the Council holding no other elected Church duties. The Moderator shall be elected at an Annual Meeting of this Church to serve for a three (3) year term.
- A. The Moderator shall vote only in case of a tie.
 - B. The Moderator, or any three (3) members of the Council, may call a Special Council Meeting at any time upon providing notice to each member of the Council.
5. In addition to the Moderator, the Council shall consist of the Clerk, the Treasurer, the Chairpersons or designees of: The Diaconate, The Board of Finance, the Board of Buildings and Grounds, The Board of Christian Stewardship, the Board of Christian Education, Christian Service and Outreach, The Nominating Committee, The Special Gifts Committee, The Avon Nursery School ("ANS") Board and three (3) Members-At-Large. Non-voting members of Council shall consist of the Chairpersons or designees of the Membership Growth Committee and the Fellowship Committee. The Minister(s) shall be non-voting member(s) of the Council.
6. The Council shall publish a written report of its activities.

ARTICLE X - DIACONATE

1. The Diaconate, together with the Minister, shall be responsible for the spiritual welfare of this Church and shall provide for the services of worship and the Sacraments. Special worship services or major changes in worship services shall be made upon the recommendation of the Diaconate with the approval of the Council.
2. The Diaconate shall:
 - A. Provide for the supply of the pulpit during the Minister's absence.
 - B. Arrange for an interim minister during an interim pastoral selection process, sabbatical, or during any other extended leave.
 - C. Conduct an annual survey of the Church Membership roll and submit to Council its recommendations regarding necessary revisions in keeping with Article VI of these Bylaws.
3. There shall be standing subcommittees of the Diaconate responsible for Membership Growth. The size and composition of these standing subcommittees shall be determined by the Diaconate.

Membership on these committees must include at least one member of the Diaconate.
A member of Diaconate shall attend all meetings of the standing sub-committees in question.

- 1) Diaconate will appoint members of the congregation to coordinate flowers, ushers, greeters and lay readers for Sunday worship. These people do not have to attend Diaconate Meetings but are responsible to report names of the volunteers to the Church Secretary.
- A. Budgets for all standing subcommittees shall be recommended through the Diaconate to the Trustees.
- B. The Nominating Committee shall assist the Diaconate in finding up to four(4) members for the Membership Growth subcommittee The term of service shall be two (2) years, with half of the members elected at each Annual meeting.
4. The Chairperson, or a designated member of the Diaconate, shall attend all meetings of the Council and present a written report of its activities, including subcommittee activities.
5. The Diaconate shall consist of twelve members. Four (4) members shall be elected for a three (3) year term at each Annual Meeting.

ARTICLE XI – BOARD OF FINANCE

1. The Board of Finance shall be responsible for:
 - A. Personnel – Approval of conditions of employment that affect Church finances from recommendations of the Personnel Committee and other Boards and Committees, including salary, benefit programs and working conditions of all employed personnel of This Church, excluding the minister(s).
 - B. Insurance - All real and personal property of This Church shall be insured at such amounts as the Trustees deem appropriate. The Board shall also arrange appropriate financial liability insurance and/or bonding for employees, officers and members.
 - C. Finance - Manage the investment and safekeeping of all monies, trusts, securities and similar assets including special financial gifts. It shall administer these funds to assure that adequate cash is available to meet expenditures approved by the Council or the Church membership. The following provisions shall serve as guidelines for the Board of Finance:
 - 1) Checking and Savings accounts shall be federally insured.
 - 2) Approval for other investments shall be obtained as follows:
 - a) Up to \$80,000 - Board of Trustees
 - b) \$80,000 to \$120,000 - Council
 - c) Over \$120,000 - The Church
 - 3) Without other approval, the Finance Committee may make cumulative expenditures up to \$10,000 from the reserve accounts and an additional \$5000 with council approval, to cover unanticipated expenditures not included in the Annual Budget.
2. The Board of Finance shall also be responsible for:
 - 1) Projecting cash flow.
 - 2) Managing the safe keeping and investments of all Church funds consistent with the guidelines of Section 1 B above.
 - 3) Managing the use of the Endowment Fund and its earnings.
 - 4) Recommending to Council for its approval the acceptance, modification, or refusal of all proposed material or designated financial gifts.
 - 5) Reporting to Council the donation of all material and special financial gifts to this Church.
 - 6) Recording and acknowledging all special financial and material gifts.
 - 7) Submitting a written report of the Board of Finance activities to the Congregation at the Annual Meeting.

D. Annual Budget

- 1) The Board of Finance shall work with other Church Boards and Committees to determine the financial needs and resources of This Church.
- 2) It shall prepare and recommend the Annual Budget to the Council for submission to a vote by the Congregation by the second Sunday of February.
- 3) Recommendation to make a cumulative change in the Annual Operating Budget shall require approval, as follows:
 - a) Up to 5 per cent (5%) of the Annual Operating Budget - Trustees
 - b) Over 5% but under 10% of the Annual Operating Budget - Council
 - c) Over 10% of the Annual Operating Budget - The Church
3. The Board of Finance shall work with the Personnel Committee and the Minister in the selection, the hiring and the leadership of the Church Administrator.
4. The Chairperson of the Board of Finance, or an appropriate designee, shall be a member of and attend every meeting of the Council and present a written report of Board of Finance activities.
5. The Board of Finance shall consist of seven (7) members including the Church Treasurer and the Administrator. The other 5 shall be elected at the Annual Meeting for three (3) year terms, one or two at each Annual Meeting.

ARTICLE XII – BOARD OF BUILDINGS AND GROUNDS

1. The Board of Buildings and Grounds shall be responsible for the care, maintenance and use of all real and personal property of This Church. A specific vote of approval by the Congregation of This Church shall be required to buy, sell, offer as security, lease or transfer real property or any interest therein. Specific responsibilities include:
 - A. Ensure the care, maintenance and physical operation of the Church buildings and grounds as well as other church properties.
 - B. Provide policy guidance to the Church Council on the use of Church facilities or furnishings.
 - C. Offer guidance on long-term maintenance or improvement needs of the Church, Parsonage, and 12 West Main Street.
 - D. Ensure, by delegation or Workgroup, the care or replacement of the furnishings of the Church.
 - E. Collaborate as needed with those charged with the care of the physical needs of the church grounds.
 - F. Prepare a budget for the Board of Buildings and Grounds in the annual budget process.
 - G. Without other approval the Board may make individual expenditures up to \$2500, within the cumulative amount of its annual budget. For individual expenditures beyond \$2500, approval must be obtained from the Board of Finance, and if the amount is beyond the limits of approval of the Board of Finance, approval is also necessary from Council or the Church.
 - H. Work with members of the Board of Finance, the Personnel Committee and the Minister in the selection, the hiring and the leadership of personnel engaged to provide custodial services to the Church.
 - I. Participate in the governance of the Church through monthly representation on the Church Council.
 - J. Record and make accessible minutes of meetings to enhance communication within the church and to assist future members of the Board of Buildings and Grounds.
- K. The Board of Buildings and Grounds shall consist of seven (7) members. They shall be elected at the Annual Meeting for 3 year terms, two or three at each Annual Meeting.

ARTICLE XIII - BOARD OF CHRISTIAN EDUCATION

1. The Board of Christian Education shall be responsible for:
 - A. Directing, initiating, maintaining and supervising educational activities for the benefit of this Church.
 - B. Working with the Personnel Committee, and the Minister(s) in the selection, hiring and direction of personnel engaged to lead the program of Christian Education. Such personnel shall be a non-voting member(s) of the Board of Christian Education.
 - C. Providing adult leadership and support to all youth groups.
 - D. Working with the Director of the Avon Nursery School and the Avon Nursery School Board to maintain lines of communication.
2. The Chairperson of the Board of Christian Education, or an appropriate designee, shall be a member of and attend every meeting of the Council and present a written report of Board activities.
3. The Board of Christian Education shall consist of nine (9) members, three (3) of whom shall be elected at each Annual Meeting to serve for a term of three (3) years.

ARTICLE XIV – CHRISTIAN SERVICE AND OUTREACH

1. Christian Service and Outreach shall be responsible for:
 - A. Educating the Congregation about the Christian mission of this Church.
 - B. Encouraging financial support for this work through the United Church of Christ and other charitable agencies.
 - C. Planning action projects as an expression of Christian concern and service.
 - D. Preparing and submitting a Benevolence Budget to the Board of Trustees to be incorporated into this Church's annual budget
2. Christian Service and Outreach shall assist other Boards, Committees and Groups in their benevolence activities and shall prepare a complete report of such activity for the Annual Meeting.
3. The chairperson of Christian Service and Outreach, or an appropriate designee, shall be a member of and shall attend every meeting of the Council and shall present a written report of Board activities.
4. Christian Service and Outreach shall consist of seven (7) members, two or three of whom shall be elected at each Annual Meeting to serve for a term of three (3) years.

ARTICLE XV - BOARD OF CHRISTIAN STEWARDSHIP

1. The Board of Christian Stewardship shall be responsible for:
 - A. Developing and carrying out plans to solicit adequate financial support from the Congregation to meet the Annual Budget requirements of this Church.
 - B. Developing and carrying out a program of planned giving to enhance the long-term financial security of this Church.
2. The Chairperson of the Board of Christian Stewardship, or an appropriate designee, shall be a member of and shall attend every meeting of the Council and present a written report of Board activities.
3. The Board of Christian Stewardship shall consist of six (6) members, three (3) of whom shall be elected at each Annual Meeting to serve for a two (2) year term.

ARTICLE XVI - NOMINATING COMMITTEE

1. The Nominating Committee shall be responsible for:
 - A. Presenting a slate of nominees for elective positions to the Council for confirmation before posting for inspection at this Church. Such positions are:

1) Moderator	10) Nominating Committee
2) Clerk	11) Special Gifts Committee
3) Treasurer	12) Historian (s)
4) Board of Finance	13) Delegates
5) Board of Buildings and Grounds	14) Members-at-Large
6) Board of Christian Education	15) Internal Audit Committee
7) Christian Service and Outreach	16) Avon Nursery School Board
8) Board of Christian Stewardship	17) Music Committee
9) Diaconate	18) Personnel Committee
a) Fellowship Committee	
b) Membership Growth Committee	
 - B. Elected committee members can only serve two consecutive terms which includes someone else's unexpired term.
 - C. Posting nominations for inspection no later than two (2) Sundays prior to each Annual Meeting.
 - D. Presenting to the annual meeting of this Church a slate of nominees for elective positions, as listed in these Bylaws, to the annual meeting of this Church.
 - E. Assisting, when requested, the various Boards and Committees in the formation of standing committees or sub-committees and filling vacancies which occur between Annual Meetings.
2. The participation of the youth membership is to be encouraged. Therefore, one (1) high school member may additionally be elected to serve on each Board or Committee for a one (1) year term.
3. The Chairperson of the Nominating Committee or an appropriate designee shall be a member of and shall attend every meeting of the Council and shall present a written report of Committee activities.
4. The Nominating Committee shall consist of five (5) members, two or three of whom shall be elected at each Annual Meeting for a two (2) year term.

ARTICLE XVII - SPECIAL GIFTS COMMITTEE

1. The Special Gifts Committee shall be responsible for deciding on or recommending for approval, the expenditure of all undesignated financial gifts and interest income allocated to Special Gifts accounts. The Committee shall consult with other appropriate Church committees as to the appropriateness of the proposed expenditure. No further approval is required for expenditures up to \$5,000. Proposed expenditures of more than \$5000 will require approval by the Council or the Church, depending on the amount.
2. The Chairperson of the Special Gifts Committee, or an appropriate designee, shall be a member of and attend every meeting of the Council and shall present a written report of Committee activities.
3. The Special Gifts Committee shall consist of five (5) members, one or two of whom shall be elected at each Annual Meeting to serve a term of three (3) years.

ARTICLE XVIII - MUSIC COMMITTEE

1. The Music Committee, together with the Minister and Diaconate, will provide for music to support worship services and Christian Education.
2. The Music Committee will explore ways music could contribute to the outreach program of the church as well as potential fellowship opportunities within the church.
3. The Music Committee shall work with members of the Diaconate, Board of Finance, the Personnel Committee and the Minister in the selection, the hiring and the leadership of personnel engaged to direct the elements of the music program.
4. The Chairperson, or a designated member, shall attend all meetings of the Council and present a written report of its activities.
5. The Music Committee will prepare a budget of anticipated expenses for the Finance Committee in the annual budget process.
6. The Music Committee shall consist of four members. Two (2) members shall be elected for a two (2) year term at each Annual Meeting.

ARTICLE XIX - FELLOWSHIP COMMITTEE

1. Recognizing fellowship as an important ministry of the church, the Fellowship Committee has three purposes:
 - To foster Christian fellowship opportunities.
 - To provide for the continuing formation of Christian community.
 - To attend to the need that all Christians have to belong to one another.
2. The Fellowship Committee will have the following responsibilities:
 - A. Provide for ongoing Christian fellowship opportunities within the church family at least quarterly. (Examples: Homecoming Sunday, Advent Supper, church luncheons and suppers.)
 - B. Provide for coffee hour after worship each week, seeking assistance from the membership in general.
 - C. Provide for receptions following memorial services or funerals
 - D. Prepare a budget to be included in the annual budget process.
 - E. Record minutes of meetings to enhance communication within the church and to assist future members of the committee.
3. The Fellowship Committee shall consist of five (5) members. Two or three of the members will be elected for a two (2) year term at each Annual Meeting.

ARTICLE XX - PERSONNEL COMMITTEE

1. The Personnel Committee shall oversee and arbitrate in all matters regarding the personnel employed by the Church. Specific responsibilities shall include:
 - A. Maintain consistent and equitable work rules and policies with respect to compensation and benefits for all employees of this Church.
 - B. Prepare and maintain, in consultation with the appropriate boards, committees or supervising staff member, concise and brief position descriptions and, where possible, salary ranges for each employee of this Church.
 - C. Provide a forum for resolution of serious job-related problems on an as-needed basis.

- D. Ensure that there is an annual review and evaluation of each employee's and clergy member's performance relative to his/her position description and make reports and recommendations based on such review and evaluation to the Church Council (see the Personnel Handbook for reporting and evaluation relationships).
- E. Perform an annual review of the personnel files of each employee and clergy member to ensure that each is complete and that the contents are in compliance with our legal responsibilities.
- F. Work with the appropriate boards and committees, Board of Finance and the Minister in the selection and hiring of personnel engaged to support the mission of the church.
- G. Prepare a budget for the Board of Finance in the annual budget process.
- H. Record minutes of meetings to enhance communication within the church and to assist future members of the Personnel Committee.
- I. The Personnel Committee shall consist of three members, one or two of whom are elected each year for two-year terms.

ARTICLE XXI - TREASURER

- 1. The Treasurer shall be responsible for:
 - A. Maintaining the financial books and records of this Church.
 - B. Preparing financial reports as required.
 - C. Collecting and depositing all monies due this Church
 - D. Receiving and depositing all offerings and contributions to this Church in conformance with the practices recommended by the outside auditors.
 - E. Paying the bills of this Church, as designated in the Annual Budget, and as may be authorized by Council.
 - F. Providing records and data required to complete the annual audit.
 - G. Providing financial reports to the Board of Trustees or to other Boards or Committees as often as requested.
- 2. The Treasurer may, with the prior approval of the Board of Trustees and the Council, procure additional assistants as deemed necessary to carry out these duties and responsibilities.
- 3. The Treasurer shall be a member of the Council and Finance Committee and shall be elected at the Annual Meeting to serve for a two (2) year term. The Treasurer shall be a non-voting member of The Board of Trustees.

ARTICLE XXII - CLERK

- 1. The Clerk is responsible for:
 - A. Keeping faithful records of the proceedings of all Church Meetings.
 - B. Serving as secretary of the Council.
 - C. Overseeing the maintenance of the Church register with addresses of active and inactive members including dates and methods of their reception and removal.
 - D. Overseeing the record of baptisms, marriages and deaths.
 - E. Preparing and sending Letters of Transfer when approved by the Minister.
 - F. Overseeing the filing of all official communications and reports.
 - G. Providing notice of all Church and Council meetings.
- 2. The Clerk shall be a member of Council and shall be elected at the Annual Meeting to serve for a two (2) year term.

ARTICLE XXIII - HISTORIAN(S)

1. The Historian(s) shall be responsible for:
 - A. Acquisition, custody, safekeeping and preservation of documents, records and artifacts such as photographs, sketches or pictures pertaining to This Church. This includes the Congregation, the Church building and its environs, plus other records of historical value to this Church.
 - B. Performance of such other duties as may be required by the Council.
2. The Historian(s) shall be elected at the Annual meeting to serve for a two (2) year term.

ARTICLE XXIV - DELEGATES

1. The Delegates shall be responsible for:
 - A. Representing this Church at all meetings of the Farmington Valley Association, the State Conference and the Capitol Region Conference of Churches, and such other duties as may be assigned by the Council.
 - B. Reporting directly to the Council when requested.
2. The Delegates shall consist of three (3) members who shall be elected at the Annual Meeting to serve a two (2) year term.

ARTICLE XXV - MEMBERS AT LARGE

1. The Members at Large shall represent the entire church membership.
2. There shall be three (3) Members at large who shall:
 - A. Be members of Council and attend every meeting of Council.
 - B. Be elected at the Annual Meeting to serve a one (1) year term.

ARTICLE XXVI - ADULT AND YOUTH FELLOWSHIP GROUPS

1. All Adult and Youth Fellowship Groups shall organize themselves, including the election of officers and setting meeting dates as deemed expedient.
2. Money raised to support the activity of the group and benevolent projects shall be held in federally insured bank accounts as defined by the Board of Trustees.
3. All Adult and Youth Fellowship Groups shall report their benevolence giving to Christian Service and Outreach and shall seek that Board's assistance in all benevolence projects.
4. All Adult and Youth Fellowship Groups shall report their activities, including a financial statement, to the Council prior to the Annual Meeting. A summary of each group's activity shall be included in the Annual Report.

ARTICLE XXVII - MEETINGS

The Church program year will operate on a school calendar year, July 1 – June 30. The fiscal Year shall be January 1 – December 31. In order to implement this schedule the following meetings shall be held:

1. The annual Meeting of This Church shall be held in late April or early May of each year.
 - A. To receive and review the reports of all Boards, Committees and Groups for purposes stated in Article IX, no. 3.
 - B. To elect the proposed slate. Terms become effective on July 1.
 - C. To transact any other business which may properly come before the meeting.
 - D. To establish plans for the ensuing year, not including the budget.
2. A separate Budget Meeting shall be held no later than the second Sunday in February each year to approve the budget for the year.
3. Special Meetings may be called by the Clerk at the direction of Council, the Moderator, the Minister, or in response to a petition signed by fifteen (15) active members of this Church.
4. Notice of all meetings, except when called by Council in an emergency, shall be mailed to the Congregation of this Church at least fourteen (14) days before such meeting and shall be read at no less than two (2) Sunday Services preceding the meeting.
5. A quorum of any meeting of this Church shall be fifteen percent (15%) of the membership.
6. A majority vote is required in all decisions, except in the call of minister(s) and the amendment of these Bylaws, when a two-thirds vote is required.

ARTICLE XXVIII - GENERAL REQUIREMENTS

1. A quorum of the Church Council and all Boards and Committees shall be a majority of the elected or appointed members.
2. Boards and Committees, other than Council, shall be responsible for electing their own Chairperson and establishing their own meeting schedules.
3. Boards and Committees shall submit a written annual report for publication and presentation at the Annual Meeting.
4. Boards and Committees may supplement their elected membership by inviting other members of the Congregation to assist the elected members in carrying out their duties. These additional members shall have no voting privileges, and they may be called for a specific task.
5. Each Board and Committee shall maintain a description of member responsibilities, a copy of which shall be given annually to the Nominating Committee and the Church office.
6. Service in any specific elective position is limited to two (2) full consecutive terms.
7. All Boards and Committees shall operate under the Safe Church Policy.
8. Robert's Rules of Order shall be the parliamentary authority for all matters of procedure.
9. A member of this Church may vote by proxy at any Church meeting.
 - A. Upon conditions and form approved by Council.
 - B. By such prescribed form which shall be presented to the Clerk not less than one (1) hour before such scheduled meeting.
 - C. By designating any other member of This Church who shall vote on behalf of the member issuing such proxy.

ARTICLE XXIX - ADOPTION OF BYLAWS

1. If a new set of Bylaws are written at a later time the new Bylaws shall become effective immediately following their adoption by two-thirds of the members present.

ARTICLE XXX - AMENDMENTS TO BYLAWS

1. Amendments to these Bylaws may be made with the approval of two-thirds of the quorum present at any meeting providing that the Call to meeting shall so state and that the proposed amendments to the Bylaws shall be available immediately following the Church Service at which the Call to Meeting is read.
2. The date of each such amendment shall be appended in the margin opposite the amendment on all subsequent copies of these Bylaws.

ARTICLE XXXI – INTERNAL AUDIT COMMITTEE

1. The Internal Audit Committee shall be responsible for an annual audit of the finances of this Church following each calendar year. A report shall be submitted to the Council by the following April first.
2. The Internal Audit Committee shall consist of three church members, one of whom shall be elected at the Annual Meeting to serve for a three (3) year term. Each term shall commence on April first. No Trustees, Council member, or the Treasurer may serve on the Internal Audit Committee.

ARTICLE XXXII – AVON NURSERY SCHOOL

1. The Avon Nursery School (“ANS”) Board shall be responsible for:
 - A. Working with the ANS Director to oversee the organization, programming, publicity, finances, continued certification and long-term planning of the school.
 - B. Working with the Board of Finance, the Personnel Committee, and the Minister(s) in the selection, hiring and direction of personnel engaged to staff the School.
 - C. Working with the Minister of Christian Education, the Board of Christian Education and the Minister(s) to keep lines of communication open.
 - D. Keeping financial records and providing reports to the Trustees and Administrator of the church on a regular basis.
2. The ANS Director shall be a non-voting member of the ANS Board.
3. The Chairperson of the ANS Board, or an appropriate designee, shall attend every meeting and be a voting member of Council and present a written report describing activities and issues of ANS and the ANS Board at each monthly meeting of Council.
4. The ANS Board shall consist of five (5) members. Two or three of the members will be elected for a two (2) year term at each Annual Meeting.