

First Parish Congregational Church  
United Church of Christ

P.O. Box 114, 47 East Derry Road  
East Derry, New Hampshire 03041  
(603) 434-0628  
Church By-laws



*ALL ARE WELCOME – Friend, you enter this church not as a stranger, but as a guest of God. Come, then, with joy in your heart and thanks upon your lips, and offer God today your love and your service.”*

*(Adapted from a 12<sup>th</sup> Century Church in Hampshire, England.)*

*Revised April 26, 2015*

## **Mission Statement**

First Parish Congregational Church, UCC is a community of faith built upon a firm foundation of worship, prayer and education. In affirming diversity, we are dedicated to welcoming all people who seek the Word of God, Christian fellowship and service to others. In partnership with Christ and lead by the Holy Spirit, we reach out to the ever-widening community through active and loving ministry.

**FIRST PARISH CONGREGATIONAL CHURCH, UCC BY-LAWS**  
**TABLE OF CONTENTS**

**Table of Contents**

ARTICLE I. NAME .....	3
ARTICLE II. CHARACTER .....	3
ARTICLE III. MEMBERSHIP .....	4
ARTICLE IV. ADMINISTRATION .....	5
Section 3: Boards of the Church.....	8
a. BOARD OF DIACONATE:.....	9
b. BOARD OF FACILITIES:.....	10
c. BOARD OF CHRISTIAN EDUCATION:.....	10
d. STEWARDSHIP BOARD: .....	11
e. BOARD OF CHRISTIAN OUTREACH AND MISSION: .....	11
f. PERSONNEL BOARD: .....	12
Section 4: Committees:.....	13
a. MEMBERSHIP COMMITTEE:.....	13
b. COMMUNITY LIFE COMMITTEE: .....	14
c. LIBRARY COMMITTEE:.....	14
d. NOMINATING COMMITTEE:.....	15
e. HISTORICAL PRESERVATION COMMITTEE: .....	15
f. PASTORATE SEARCH COMMITTEE:.....	16
g. DELEGATES .....	16
h. PASTOR-PARISH RELATIONS: .....	16
i. YOUTH MINISTRY COMMITTEE: .....	17
j. SAFE CHURCH COMMITTEE: .....	18
k. FINANCE COMMITTEE: .....	18
l. MUSIC COMMITTEE:.....	19
ARTICLE V. MEETINGS .....	20
ARTICLE VI. ORGANIZATIONS .....	21
ARTICLE VII. DISPOSITION OF PROPERTY.....	21
ARTICLE VIII. AMENDMENTS .....	21

## **ARTICLE I. NAME**

This Church shall be called the First Parish Congregational Church, United Church of Christ, Incorporated, in Derry, New Hampshire.

## **ARTICLE II. CHARACTER**

**Section 1.** Freedom - The government of this Church is vested in its members, who exercise the right of full and final control of its affairs.

**Section 2.** Fellowship - This Church also acknowledges and accepts the equally important obligation of mutual consent, courtesy and cooperation involved in a free fellowship of the Congregational Churches, UCC and pledges itself to safeguard and to share their common aims and work. It declares its fellowship further with all Churches which seek to promote the Kingdom of God on earth.

**Section 3.** Faith and Covenants - Declaring our steadfast allegiance to the faith that our ancestors confessed, which from age to age has found expression in historic creeds of the Church Universal and of our communion, and affirming our loyalty to the basic principles of our representative democracy, we hereby set forth the things most surely believed among us concerning faith, polity and fellowship.

Faith - We believe in God the Father, infinite in wisdom, goodness and love; and in Jesus Christ, his son, our lord and savior who for us and our salvation, lived and died and rose again and lives for evermore; and in the Holy Spirit who takes the things of Christ and reveals them to us, renewing, comforting, and inspiring the souls of all people. We are united in striving to know the will of God as taught in the Holy Scriptures and in our purpose to walk in the ways of the Lord, made known to us or to be made known. We hold it to be the mission of the Church of Christ to proclaim the Gospel to all people, exalting the worship of the one true God, and laboring for the progress of knowledge, the promotion of justice, the reign of peace, and the realization of human unity. Depending, as did our ancestors, upon the guidance of the Holy Spirit to lead us into all truth, we work and pray for the transformation of the world into the Kingdom of God; and we look with faith for the triumph of righteousness and the life everlasting.

Polity - We believe in the freedom and the responsibility of the individual soul, and the right of private judgment. We hold to the autonomy of the local church and its independence of all ecclesiastical control. We cherish the fellowship of the Churches united in district, state and national bodies, for cooperation in matters of common concern.

## **ARTICLE III. MEMBERSHIP**

**Section 1.** Qualification - This Church will welcome all who seek the work of God and whose purposes are to live according to the spirit and principles of Jesus Christ.

**Section 2.** Conditions - The Church's membership shall consist of: (a) all who are members in good standing at the time of the adoption of these By-Laws, and (b) those who present letters of transfer from other Christian Churches, or who confess their Christian faith and receive baptism (where not previously baptized) and publicly assent to its covenant. Those persons who wish to maintain a permanent affiliation with another Christian Church may be received as Associate Members by publicly assenting to the Church's covenant. Their rights shall be as defined for regular members. Friends of the Church shall be defined as those who are neither a Member nor an Associate Member but are either closely related to a Member or Associate Member or who participate in the life and worship of the Church or who contribute time and/or talents on a regular basis to the Church. Friends will not have voting rights or serve on a Board or as an Officer.

**Section 3.** Duties - Members are expected to be faithful to a Christian life, encouraged to attend regularly the services of the Church, give systematically for its support and its benevolences, share in its organized work, and seek diligently the spiritual welfare of the Church.

**Section 4.** Members of the Corporation - All members of this Church in good standing are members of the corporation.

**Section 5.** Termination of Membership -

a. Members shall be removed from the active membership roll upon their written request to the Records Clerk, upon their death, or upon issuance by the Records Clerk of a letter of transfer.

b. Members whose addresses are unknown, or who for a period of two years, in spite of communications from Diaconate, have not communicated with the Church or contributed to its support, may be transferred to the inactive list. This transfer shall happen upon the recommendation of the Diaconate and the vote of the Church. From the date of such transfer, these persons shall cease to be reported on the active membership roll. Inactive members shall not be entitled to vote at Church meetings, or serve as officers, board or committee members or delegates.

c. The membership of no person shall be terminated (otherwise than provided for in Section 5.a.) except by recommendation of the Diaconate and vote of the Church.

d. Removal of Associate Membership - Associate members shall be removed from the membership roll upon their request to the Records Clerk, or upon their death. Associate membership may not be terminated by letter of transfer.

**Section 6.** Restoration of Membership - Any person whose membership has been inactivated may be restored

on recommendation of the Diaconate.

## **ARTICLE IV. ADMINISTRATION**

**Section 1.** The activities of this Church shall be under the care of such officers, boards, and committees as shall be named and enumerated in sections 2 and 3 following. All officers and board members shall be active members of First Parish Church.

**Section 2.** Selection and duties of officers and boards.

a. The SENIOR PASTOR shall have a central place of leadership in all the affairs of the Church. It shall be the Senior Pastor's duty to preach the Word, to administer the Sacraments, to care for the stated services of public worship, and to promote in all ways the spiritual welfare of the Church. The Senior Pastor shall be an ex-officio advisory member of all Boards and Standing Committees. The Senior Pastor shall be called by a two-thirds majority of the active Church members present and voting at a meeting called for that purpose, and the call extended shall specify the obligations as to salary, allowances, pension privileges, and vacation which the church will assume in the event of acceptance of the call. The pastoral relation may be dissolved on 3 months written notice by the Pastor or by the Congregation, subject to the recall procedures indicated in Article IV Section 2 a.(1).

The Senior Pastor is the executive head of the Church and shall oversee the work of the Church staff. Each Associate or Assistant Minister shall be responsible to the Senior Pastor and shall share pastoral duties as assigned.

a. (1). Procedures for the Recall of a Pastor - A Pastor may be recalled by vote of the majority of the members present and voting at a special meeting called for that purpose. The following procedures govern the call for and conduct of a congregational meeting at which the recall of a Pastor is to be considered:

1. Members may not institute the procedures described in the following subsections unless and until these members have sought, by participation in the dispute resolution procedures set forth by the Pastor-Parish Relations Committee, to resolve their differences with a Pastor.

2. In the event that the members are unable to resolve their differences with a Pastor in the manner set forth in the preceding paragraph, the members may submit a Petition for Recall to the Clerk. The Petition for Recall must be signed by 10% of the members of the Church. The specific number of required signatures is to be determined by reference to the membership figures contained in the most recent Annual Report. The Church Council shall then schedule a congregational meeting in accordance with Article V Section 2.b.

3. At a meeting called to consider a Petition for Recall, only members shall be permitted to speak, unless otherwise voted. The vote on a Petition for Recall shall be by secret ballot.

- b. Pastoral Staff - The Church, from time to time and at its discretion, may call Assistant or Associate Pastor(s). The Associate/Assistant Pastor(s) will assist the Senior Pastor in the Christian Ministry of the Church. The job description of the Associate/ Assistant Pastor shall be determined by consultation with the Senior Pastor, the Diaconate, and any other Church Board for whose program the Associate/ Assistant Pastor(s) is primarily responsible. Such Associate/ Assistant Pastor(s) shall be called or dismissed in the same manner as the Senior Pastor.
- c. Affiliation and Installation - Each Pastor shall become a member of this Church as soon as practical after accepting the Church's call. He/ She shall also establish standing as an ordained minister in the Rockingham Association of the NH Conference, UCC. After fully meeting all criteria established by the Association's committee on church and ministry, each Pastor shall be installed at a formal installation service conducted by the Rockingham Association.
- d. Affiliate Pastors - An ordained minister who is a member of the Church may request and, with the approval of the Senior Pastor, the Diaconate and the Congregation, be approved as an Affiliated Pastor. An Affiliated Pastor shall perform such pastoral duties as requested by the Senior Pastor.
- e. Staff - The Church may, from time to time, establish or modify such additional staff positions as may be deemed necessary to fulfill its purpose. Such positions shall be proposed by the Church Council in the form of a written job description and proposed salary level and benefits. They shall take effect upon majority vote of the Congregation at a congregational meeting. Positions in existence at the time of adoption of this section shall be considered to have fulfilled their requirements.
- f. The MODERATOR shall be elected for a term of three (3) years. A person who has served two full terms shall not be eligible for re-election to this position for a period of one year. The Moderator shall preside at all meetings of the Church and Church Council.
- g. The ASSISTANT MODERATOR - The Church shall elect an Assistant Moderator at the Annual Meeting to serve for a term of three (3) years, not to fall concurrently with that of the Moderator. A person who has served two full terms shall not be eligible for re-election to this position for a period of one year. He/ She shall preside at business meetings in the absence of or at the request of the Moderator.
- h. The CLERK shall be elected for a term of three (3) years. A person who has served two full terms shall not be eligible for re-election to this position for a period of one year. The Clerk shall keep a complete record of all meetings of the Church and Church Council, and a record of any events in the life of the Church which are likely to prove of historic interest. The Clerk shall preserve on file, all documents and reports, give legal notice of all meetings when such notice is necessary, and the Church's correspondence.
- i. The RECORDS CLERK shall be elected for a term of three (3) years, not to fall concurrently with the Clerk.

A person who has served two full terms shall not be eligible for re-election to this position for a period of one year. The Records Clerk shall keep a register of all members of this Church with dates of admission and termination of membership, issue letters of transfers, record baptisms, marriages, and deaths, and make a full report to this Church at its annual meeting.

j. The TREASURER shall be elected for a term of three (3) years. The Treasurer shall keep an accurate account of all monies received for the support of the Church or for the conduct of its organizations or committees, shall give bonds if required by the congregation for the faithful discharge of duties, and shall disburse no funds except on the authority of the appropriate board, committee or organization having authority over the respective accounts. At the Annual Meeting the Treasurer shall present a complete report of income and disbursement for the prior year. He/ She shall preside at business meetings in the absence of the Moderator and the Assistant Moderator or at the request of the Moderator or the Assistant Moderator.

k. The FINANCIAL SECRETARY shall be elected for a term of three (3) years, not to fall concurrently with that of the Treasurer. The Financial Secretary shall disburse no funds except in the absence of the Treasurer and only upon approval of the appropriate board, committee, or organization having authority over the respective accounts. The Financial Secretary shall collect all monies due the Church and deposit them; deliver all deposit receipts to the Treasurer, transmit a monthly detailed deposit report to the Treasurer, keep an accurate record of all gifts, including payments on pledges and Church offerings, maintain confidentiality relative to an individual's level of giving to the Church; prepare and distribute such quarterly statement as may be necessary for the timely collection of pledge payments, and provide members and friends of First Parish Church with an annual statement of their pledge account. The Financial Secretary shall assist the Records Clerk in the annual review and updating of the active membership roll and the parish list and prepare a report for the preceding fiscal year for publication in the annual report of the Church.

l. The Church Council, at its discretion, may appoint an ASSISTANT FINANCIAL SECRETARY for a term of up to three (3) years. The Assistant Financial Secretary shall share the same duties as the Financial Secretary when the Financial Secretary is not available to perform them in a timely manner.

m. The CHURCH COUNCIL shall consist of fourteen (14) members including the Moderator, the Assistant Moderator, Clerk, Treasurer, a duly appointed representative from each of the following: the Board of Facilities, the Diaconate, the Board of Christian Education, the Stewardship Board, the Board of Christian Outreach and Mission, and the Personnel Board; and four (4) members elected from the congregation at large, one of which will represent the youth. The at large members shall not be members of any Board or Committee already represented on the Council and, with the exception of the youth member, shall be elected for a three (3) year term, with the term of one member expiring annually. The youth member will be elected for a one-year

term, and shall be under the age of twenty (20). An at large member who has served one full term shall not be eligible for re-election for a period of one year. The at large members will bring the feelings and concerns of the congregation to the Church Council and, with the exception of the youth member, shall serve as delegates at UCC and related events. The Council shall meet regularly, at least ten times annually, with the Moderator as its chair, for the review of all the work of the Church. Council meetings shall be open to all members of the Church for information or discussion. It shall have responsibility for acting in the name of the Congregation between congregational meetings for the administration of the Church's business, including the employment and supervision of administrative staff approved under Article IV Section 2.e. The Council shall act as agent in the acquisition and disposition of any property authorized by a vote of the Church. It shall be responsible for the presentation of the budget at the Annual Meeting. It shall also monitor the budget as adopted throughout the ensuing year. Council shall manage bequests in accordance with the conditions of such bequests and ensure that all bequests and memorial gifts are recorded and acknowledged. It shall develop and present to the Congregation short and long range goals on an annual basis, and shall review the Church's

n. By-Laws and mission statement at least every three years. The Council shall report to the Congregation after each meeting and present a written report at the Annual Meeting. Eight (8) members present shall constitute a quorum. Rules of procedure shall be the same as those governing congregational meetings.

### **Section 3: Boards of the Church**

All Boards shall:

- Appoint a member as its chair and report that selection to the Church Clerk and Church office
- Appoint a clerk to record meeting minutes and a copy to be turned in to the Church office
- Present a written report to be included in the Annual Report of the Church
- Meet at least ten times a year
- A member shall serve only on one Board at a time
- Allow all meetings to be open to all church members
- Consider any partial term that is filled with more than a year left on the term to be a full term
- To protect legitimate privacy interests of members, friends or employees of the church, any Board may, by majority agreement of the attending members of a meeting, temporarily enter into a period of executive session, which shall be open only to members of that Board. Because the Church desires that all Board meetings generally be open to all, executive sessions will end once the confidential subject at hand has been dealt with.

**a. BOARD OF DIACONATE:**

Number of members: 12  
Length of term: 4 years  
Term limit: 1 term  
Conditions of term: 3 members elected each year; cannot be re- elected for 1 year after serving 1 full term

Purpose: To care for the spiritual life of the Church and Community in cooperation with the Pastors.

- Responsibilities:
- Prepare the sanctuary for worship and assist the Pastor(s) in the conduct of worship
  - Prepare and assist in the administration of all the Sacraments and Rites of the Church
  - Maintain regular and reverent schedule of worship in the absence of a Pastor
  - Assist the Finance Committee in establishing an annual budget for the Diaconate
  - Provide input to the Personnel Board on annual performance evaluation, job descriptions and contract of the Pastor(s)
  - Actively welcome and participate in the reception of new members with Membership Committee and Sponsors
  - Maintain contact with all members and encourage active participation in the life of the Church, coordinating with the Membership Committee
  - Have special concern for Christian outreach, parish visitation and cultivation and the stewardship for time and talent in cooperation with the Membership Committee
  - Maintain the Church guest book

- Additional Information:
- The Diaconate shall be alert to special needs of the Church membership and assist the Pastor(s) in ministering to the sick and sorrowing, the poor and the stranger, with the help of Lay Ministry
  - Designate a member, annually, as a Council representative
  - Designate a member, annually, as a Membership Committee representative
  - Designate a member, annually, as Youth Ministry representative
  - Designate a member, annually, as Safe Church representative
  - Designate a member, annually, as a Music Committee representative.

Reports to: Church Council

**b. BOARD OF FACILITIES:**

- Number of members: 5
- Length of term: 3 years
- Term limit: 2 term
- Conditions of term: 2 members elected each year; cannot be re-elected for 1 year after serving 2 full terms. Every third year only 1 member is elected.
- Purpose: To care for the facilities of the church.
- Responsibilities:
- Be responsible for the maintenance, repair and upkeep of all the Church property within its authorized annual budget
  - Provide input to the Personnel Board on annual performance evaluation, job descriptions and contract of the custodial staff
  - Evaluate insurance needs
  - Authorize building use
  - Assist the Finance Committee in establishing an annual budget for the facilities
- Additional Information:
- Designate a member, annually, as a Council representative
  - Designate a member, annually, as Safe Church representative
- Reports to: Church Council

**c. BOARD OF CHRISTIAN EDUCATION:**

- Number of members: 12 (11 adult members, 1 youth member)
- Length of term: 3 years
- Term limit: 2 terms
- Conditions of term: 4 members elected each year; cannot be re- elected for 1 year after serving 2 full terms.
- Purpose: Foster and promote the Christian Education of all ages through teaching, programs, and activities.
- Responsibilities:
- Components of our Annual Christian Education program will include:
    - Developing and Facilitating the Sunday morning Christian Education programs for children/young adults. This includes defining curriculum, planning and teacher recruitment
    - Planning and providing child care for ages under 3
    - Participating in intergenerational events and services
    - Planning with leadership specific educational events focused around advent, Easter, communion and summer VCS
    - Planning programs for adult education opportunities
  - Plan a yearly calendar and goals and submit to council
  - Plan and implement annual confirmation program with the Pastor/Diaconate as needed
  - Follow all safe church policies and procedures including a review with Youth Ministry at the beginning of each new year.
  - Provide input to Personnel Board as needed for annual performance evaluation of the Director of Christian Education
  - Provide an annual budget to Finance Committee and manage to that

- budget
  - Provide information monthly to the office for the church newsletter
  - Have a formal communication process to notify children, youth and parents of the Christian Education program
  - Support the Youth Ministry Committee in its efforts to provide activities for ages middle school, high school and young adults
  - Maintain Attendance for Nursery and Church School
  - Communicate with Music Committee regularly
  - Designate a member, annually, as a Council representative
  - Designate a member, annually, as Youth Ministry representative.
  - Designate a member, annually, as Safe Church representative.
- Additional Information:
- Reports to: Church Council

**d. STEWARDSHIP BOARD:**

- Number of members: 9
- Length of term: 3 years
- Term limit: 2 terms
- Conditions of term: 3 members elected each year; cannot be re- elected for 1 year after serving 2 full terms.
- Purpose: To provide year round education on the meaning of biblical stewardship to church members and friends.
- Responsibilities:
- Organize and coordinate annual pledge drive and report results to the Finance Committee
  - Acquaint new members with the financial needs and obligations of the Church and encourage their support
  - Assist the Finance Committee in establishing an annual budget for the church
- Additional Information: • Designate a member, annually, as a Council representative
- Reports to: Church Council

**e. BOARD OF CHRISTIAN OUTREACH AND MISSION:**

- Number of members: 8
- Length of term: 3 years
- Term limit: 2 terms
- Conditions of term: 3 members elected each year; cannot be re- elected for 1 year after serving 2 full terms. Every third year only 2 members are re-elected.
- Purpose: To support the outreach plans and activities of various organizations of the Church.
- Responsibilities:
- Work with the Pastor(s) in keeping before the Church the work of the Wider Church in the areas of relief, development, justice and peace
  - Promote regular and special offerings throughout the year and encourage plans for systematic benevolent giving

Additional Information:  
Reports to:

- Distribute mission offerings in ways relevant to the Gospel of Jesus
- Assist the Finance Committee in establishing an annual budget for the church.
- Designate a member, annually, as a Council representative  
Church Council

**f. PERSONNEL BOARD:**

Number of members:

3

Length of term:

3 years

Term limit:

2 terms

Conditions of term:

1 member elected each year; cannot be re-elected for 1 year after serving 2 full terms.

Purpose:

To provide guidance and establish standards on personnel policies and procedures in accordance with state and federal laws.

Responsibilities:

- Prepare and maintain job descriptions for all staff with input from the appropriate Boards and Committees
- Establish and oversee the evaluation process for all staff members
- Draft and present to the Church Council proposed salary and benefit packages for each employee
- Assist the Council in establishing an annual budget for the church
- Designate a member, annually, as a Council representative
- Designate a member, annually, as Safe Church representative

Additional Information:

Reports to:

Church Council

**Section 4: Committees:**

The standing committees of this church are Membership, Community Life, Library, Nominating, Delegates, Historical, Youth Ministry, Safe Church, Finance, and Music. Non-members and friends are eligible to serve on committees.

All Committees shall:

- Appoint a member as its chair and report that selection to the Church Clerk and Church office
- Appoint a clerk to record meeting minutes and a copy shall be turned in to the Church office
- Present a written report to be included in the Annual Report of the Church
- Meet as needed
- Allow all meetings to be open to all church members
- Consider any partial term that is filled with more than a year left on the term to be a full term
- To protect legitimate privacy interests of members, friends or employees of the church, any Committee may, by majority agreement of the attending members of a meeting, temporarily enter into a period of executive session, which shall be open only to members of that Committee. Because the Church desires that all Committee meetings generally be open to all, executive sessions will end once the confidential subject at hand has been dealt with.

**a. MEMBERSHIP COMMITTEE:**

Number of members:	6
Length of term:	3 years
Term limit:	2 terms
Conditions of term:	2 members elected each year; cannot be re- elected for 1 year after serving 2 full terms
Purpose:	The Membership Committee seeks to connect, to nurture, and to sustain evolving relationships within the First Parish Church Family.
Responsibilities:	<ul style="list-style-type: none"> <li>• Seek out visitors and identify non-members attending church</li> <li>• Maintain a list of prospective members and assist the Pastor(s) in contacting them</li> <li>• Cultivate, prepare and assimilate new members</li> <li>• Identify members who have become inactive in the Church’s life</li> <li>• Inform the Records Clerk concerning active and inactive members</li> <li>• Support coordination of a membership directory as needed</li> </ul>
Additional Information:	<ul style="list-style-type: none"> <li>• Other members include a representative from the Diaconate</li> </ul>
Reports to:	Diaconate

**b. COMMUNITY LIFE COMMITTEE:**

- Number of members: 9
- Length of term: 3 years
- Term limit: 2 terms
- Conditions of term: 3 members elected each year; cannot be re- elected for 1 year after serving 2 full terms
- Purpose: To be responsible for social and fellowship activities of the Church.
- Responsibilities:
- Represent the Church in any community activities, other than ecclesiastical, in which the Church may decide to participate
  - Arrange for regular fellowship hours for the congregation
  - Arrange for Church related receptions and events
- Reports to: Diaconate

**c. LIBRARY COMMITTEE:**

- Number of members: 6
- Length of term: 3 years
- Term limit: 2 terms
- Conditions of term: 2 members elected each year; cannot be re- elected for 1 year after serving 2 full terms
- Purpose: To maintain a library for the education and use of the Church
- Responsibilities:
- Be in charge of all books, pamphlets and audio-visual aids of the Church and Church School
  - Administer any funds provided for the library
  - Coordinate actions with other Church organizations through the Chair
- Reports to: Christian Education

**d. NOMINATING COMMITTEE:**

Number of members:	6
Length of term:	3 years
Term limit:	2 terms
Conditions of term:	2 members elected each year; cannot be re- elected for 1 year after serving 2 full terms.
Purpose:	To maintain the occupancy of all elected positions of the Church.
Responsibilities:	<ul style="list-style-type: none"><li>• Prepare a list of nominations of officers, boards and committees for the new year to be presented at the Annual Meeting</li><li>• Nominate persons to fill vacancies as they occur during the year for approval by the Church Council</li></ul>
Additional Information:	<ul style="list-style-type: none"><li>• Nominations prepared by this Committee shall no way limit the right of any member to make nominations from the floor</li><li>• Interim appointees from Council shall serve only until the next Annual Meeting</li></ul>
Reports to:	Church Council

**e. HISTORICAL PRESERVATION COMMITTEE:**

Number of members:	3
Length of term:	3 years
Term limit:	None
Conditions of term:	1 member elected each year
Purpose:	To accept, identify, restore and preserve the history of First Parish Church
Responsibilities:	<ul style="list-style-type: none"><li>• Preserve church artifacts, memorabilia, documents, photographs, news articles, Annual Reports and older Church Registers.</li><li>• Advise and be a resource to other committees, such as Facilities, to ensure that the Church remains on the National Register of Historical Buildings</li><li>• Review, accept and acknowledge gifts of historical nature that pertain to First Parish Church</li><li>• Maintain, preserve &amp; change displays of historical church artifacts</li><li>• Educate church members and interested persons about Church history</li><li>• Assist genealogy seekers and maintain information on Forest Hill Cemetery.</li><li>• Recruit interested, knowledgeable people for assistance</li><li>• Attend workshops by the State Historical Society to update knowledge</li></ul>
Reports to:	Facilities

**f. PASTORATE SEARCH COMMITTEE:**

- Number of members: 9 including the Moderator  
Length of term: For that calling  
Term limit: none  
Conditions of term: none  
Purpose: To identify a pastoral candidate to present to the Congregation.  
Responsibilities:
  - Consult with the Committee on the Ministry of the Association of which this Church is a member
  - Consult with appropriate officers and committees of the New Hampshire Conference with the view of presenting a candidate to this Church as a PastorAdditional Information:
  - Moderator shall be a member and its Chair
  - This Committee shall be discharged of all its duties when a Pastor has been called and accepted through installation or through recognition of this call in a formal service of worship
  - Members are nominated from the floor and elected at a special meeting for that purposeReports to: Congregation

**g. DELEGATES**

- Number of members: The number to which the Church is entitled  
Length of term: 1 year  
Term limit: none  
Conditions of term: Members are elected each year in addition to the number of at-large Council members to fulfill the members to which the Church is entitled.  
Purpose: To represent the Church at UCC and related events  
Responsibilities:
  - Attend Association meetings
  - Attend the Annual Meeting of the New Hampshire Conference
  - Report to the Congregation on a regular basisAdditional Information:
  - Membership consists of the 3 at-large Council members plus those to which the Church is entitledReports to: Church Council

**h. PASTOR-PARISH RELATIONS:**

- Number of members: 5  
Length of term: 5 years  
Term limit: 1 term  
Conditions of term: 1 member elected each year; cannot be re-elected for 1 year after serving 1 full term.  
Purpose: The Pastor-Parish Relations Committee provides an interface between the Church and the Pastor. Each pastor shall have a separate Pastor-

	Parish Relations Committee.
Responsibilities:	<ul style="list-style-type: none"> <li>• Support and maintain an open relationship between ordained Pastor and members of the Congregation</li> <li>• Provide a place where personal and professional concerns and accountability of the Pastor can be discussed</li> <li>• Establish procedures for the Pastor- Congregation dispute resolution</li> </ul>
Additional Information:	<ul style="list-style-type: none"> <li>• Appointed by the Council from nominees approved by both the Council Officers and the Pastor.</li> </ul>
Reports to:	Church Council

#### **i. YOUTH MINISTRY COMMITTEE:**

Number of members:	9 (5 adult members, 2 youth members, 1 Diaconate representative, and 1 Board of Christian Education representative)
Length of term:	3 years for adult members; 2 years for youth members
Term limit:	2 terms
Conditions of term:	2 adult members elected each year; every 3 years 1 adult member elected; 1 youth member elected each year; cannot be re-elected for 1 year after serving 2 full terms
Purpose:	To give youth ministry the focus it needs and foster communication with all the various people involved in youth ministry around the church. The Committee will coordinate its work with the Board of Christian Education, the Board of Diaconate, the Board of Christian Outreach and Mission, and the Board of Music Ministry.
Responsibilities:	<ul style="list-style-type: none"> <li>• Ensure that youth activities are an integral part of the entire congregation at First Parish Church.</li> <li>• Give youth their own space and a strong voice in the direction their ministry will take.</li> <li>• Ensure that mission is a central component of youth ministry program.</li> <li>• Reach out to a diversity of youth and ensure that a diversity of youth feel that First Parish is a place where they can drop anchor.</li> <li>• Make youth ministry part of the ministry of the whole First Parish congregation: the congregation are the ministers of the church.</li> <li>• Responsible for youth related programs</li> <li>• including: <ul style="list-style-type: none"> <li>• Middle school fellowship outings</li> <li>• Sunday school classes for middle and high school</li> <li>• Confirmation</li> <li>• High school retreats and mission trips</li> <li>• High school youth group</li> </ul> </li> <li>• Work to connect the programs already in existence and increase communication.</li> </ul>
Additional Information:	<ul style="list-style-type: none"> <li>• Designate a member, annually, as Safe Church representative.</li> </ul>
Reports to:	Board of Christian Education

**j. SAFE CHURCH COMMITTEE:**

Number of members:	8 (2 at large members, 1 Diaconate representative, 1 Board of Christian Education representative, 1 Personnel Board representative, 1 Music Committee representative, 1 Youth Ministry Committee representative, and 1 Facilities Board representative)
Length of term:	3 years
Term limit:	2 terms
Conditions of term:	1 at large member elected each year; cannot be re- elected for 1 year after serving 2 full terms. Every third year no at large member elected.
Purpose:	To identify and implement ways in which we can best create a safe church culture through education and the implementation of new written policies when appropriate.
Responsibilities:	<ul style="list-style-type: none"><li>• Identify potential safety concerns and forward to appropriate committee or board</li><li>• Act as a sounding board for safe church issues</li><li>• Act as a resource for safe church information</li><li>• Ensure a consistency of approach to safe church issues</li><li>• Disseminate safe church information</li><li>• Provide safe church education</li></ul>
Additional Information:	None
Reports to:	Council

**k. FINANCE COMMITTEE:**

Number of members:	7 (3 at large members, Assistant Moderator, Treasurer, Financial Secretary, 1 Stewardship Board Representative)
Length of term:	3 year term for At Large members. Other members shall serve based on the terms of their position.
Term limit:	2 terms
Conditions of term:	1 At Large member elected each year; cannot be re- elected for 1 year after serving 2 full terms.
Purpose:	To oversee the financial life of the church, prepare and monitor approved annual budgets, audit the books of account of the church, and manage the investments of the church.
Responsibilities:	<ul style="list-style-type: none"><li>• Prepare a proposed budget for the church for presentation to the Council each year.</li><li>• Prepare monthly financial statements of the financial condition of the church in accordance with Generally Accepted Accounting Principles and submit same to the Council.</li><li>• Review and make recommendations for the investment of church funds to maximize the earnings thereof, in conformity with prudent investing practices as the Council may suggest. The Council shall confirm any change in the investments or investment strategy as presented to it by the Finance Committee.</li><li>• Provide quarterly investment reports to the Council and annually</li></ul>

to the congregation.

- Provide recommendations to the Council for the disposition of monies acquired from bequests and memorial gifts.
- Perform the audit of the books of account of the church and report the results of such audit to the Council. The Treasurer and Assistant Treasurer will not perform audits of their own books of record.
- Develop and direct an ongoing long range financial plan for the church encompassing the needs of daily operations, facilities maintenance and enhancement, and any other matter the Finance Committee may deem prudent.
- Propose to the Council any items of financial policy as the Committee shall deem appropriate for the sound financial operation and health of the church.
- Perform any other duties the Council may suggest and/or the Finance Committee may propose to the Council and Council shall affirm.

Additional Information:  
Reports to:

- None  
Council

## I. MUSIC COMMITTEE:

Number of members: 5

Length of term: 3 years

Term limit: 2 terms

Conditions of term: 2 members elected each year; cannot be re- elected for 1 year after serving 2 full terms. Every third year only 1 member is re-elected.

Purpose: To lead the Church's music program.

Responsibilities:

- Establish the direction and goals of the music program in conjunction with the Director of Music and/or the Senior Pastor
- Coordinate the music program in conjunction with the Director of Music and/or the Senior Pastor
- Evaluate the music program
- Assist the Finance Committee in establishing an annual budget for the church music program in conjunction with the Director of Music and/or the Senior Pastor
- Provide input to the Personnel Board on annual performance evaluation, job descriptions and contract of the organist/accompanist and choir director

Additional Information:

- No more than one (1) choir member may serve on the Committee at any one time
- Designate a member, annually, as Safe Church representative.
- Other members include: Music Director and a representative from the Diaconate

Reports to: Diaconate

k. AD HOC COMMITTEES - The Church Council may, on its own or at the direction of the Church, establish committees from time to time for particular functions. Said committees shall present reports of their work to the Church Council. The Council shall discharge the Committee upon completion of its assignment. The permanent creation of a Committee requires the acceptance of the Congregation at an Annual Meeting or Special Meeting for this purpose. The by-laws must then be changed to reflect the presence of this Committee.

## **ARTICLE V. MEETINGS**

### Section 1. Worship

- a. Public worship shall be held each week, on the Lord's Day and at such other times as may be deemed advisable.
- b. The Lord's Supper or Holy Communion shall be celebrated ordinarily on the first Sunday of each month and at such other times as the Senior Pastor and Diaconate may determine.

### Section 2. Business

- a. The Annual Meeting shall be held at such time as the Church Council shall determine, to elect officers for the ensuing year; to hear and act on the yearly reports of officers, boards, committees and organizations; to adopt a budget; to transact business and to adopt plans for the ensuing year.
- b. Special meetings of the Church shall be called by the Clerk specifying the purpose thereof. The request for a special meeting may be made by (a) any Pastor, (b) the Church Council, (c) any Board or Standing Committee, or (d) on the written request of any ten (10) members of the Church.
- c. The notice of the above meetings (a&b) shall be read at the public worship service the 2 services preceding and the day of the meeting. For any action involving property interest or the recall of a Pastor the notice shall be given on two successive Sundays.
- d. A quorum at any meeting of the Church shall consist of ten percent (10%) of the voting members of the Church as determined by the membership figures contained in the most recent Annual Report.
- e. Meetings shall be conducted under parliamentary procedure. Roberts Rules of Order shall be the final authority on procedural questions. The Moderator shall appoint a parliamentarian at each congregational meeting.
- f. A majority vote of the members present shall ordinarily be decisive. The Moderator shall vote only in case of a tie vote. The calling of a Pastor shall be done upon the recommendation of not less than two-thirds of the Committee on the Pastorate and in accordance with Article IV Section 2.a.
- g. Any ruling of the Moderator may be challenged by any voting member of the congregation. With the support of two other members, said challenge shall be brought to a vote. Two-thirds of members present and voting shall set aside the ruling of the Moderator.

## **ARTICLE VI. ORGANIZATIONS**

This Church regards all organizations formed for the development of any part of its life and work as integral to it. All such organizations shall submit reports to the Church at each Annual Meeting. The Church shall have general oversight for such organizations.

## **ARTICLE VII. DISPOSITION OF PROPERTY**

1. In the event that a bequest of money or property is made to the Church, the Church Council will consider the offer and the conditions surrounding it, and vote to accept or refuse the offer.
2. In the event that the Church ceases to exist, or does not function as an active Church in its services of worship and general activities for a period of three years, all real property rights shall be vested to the town of Derry, New Hampshire. All monies and investments shall be vested to that wider church organization of which the Church may be a member at the time of dissolution, or any other non-profit organizations as may be determined.

## **ARTICLE VIII. AMENDMENTS**

These BY-LAWS may be amended by a two thirds (2/3) vote of members present and voting at any Annual Meeting of the Church, or at a meeting especially called for that purpose, the proposed amendment being inserted into the call.

No change shall be made to Article II except at the Annual Meeting and read from the pulpit at the worship service following such proposal.