

Jackson Community Church

P. O. Box 381
Jackson Village, New Hampshire 03846

United Church of Christ

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CONSTITUTION

And

BY-LAWS

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June 4, 2017 update date
Changes expire June 4, 2019 unless voted upon at Congregational Meeting

Email: jcchurch@jacksoncommunitychurch.org
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CONSTITUTION AND BYLAWS

ARTICLE I. NAME

The name of this church shall be **The Jackson Community Church.**

ARTICLE II. OBJECT, FAITH AND POLITY

A. OBJECT. The objects of this church shall be to:

- a. Maintain religious worship
- b. Bind together in a common organization, any who desire to further Christian principles in the community;
- c. Aid in the support of the mission of the church
- d. Aid in making God's will dominant (is this the language we want to use?) in the lives of the people, individually and collectively, as set forth in the teachings of the Holy Scriptures
- e. Extend, by precept and example, a wholesome influence in community activities
- f. Hold in trust any bequests for the purpose of the church

B. FAITH This church acknowledges Jesus Christ as its head, and finds in the Holy Scriptures, interpreted by the Divine Spirit, through reason, faith and conscience, its guide in matters of faith and discipline.

C. POLITY The government of this church is vested in its members, who exercise the right of control in all its affairs. As a member church of the United Church of Christ, we acknowledge our relationship and obligations to the North Country Association, and the New Hampshire Conference of the United Church of Christ.

We recognize the relationship of the Jackson Community Church to the Protestant Chapel Association, which was established under Bylaws dated 1847, under the authority of the 144th Chapter of the Revised Statutes of the State of New Hampshire. We acknowledge the ownership of the Jackson Community Church building, the attached Parish House and the land on which they sit in Jackson, as belonging to the Protestant Chapel Association.

We acknowledge the obligation of the Jackson Community Church to assume all financial responsibility for the maintenance and upkeep of the above named buildings and any future additions, and of the grounds about them, beyond whatever financial responsibility the Protestant chapel Association is willing and able to assume.

ARTICLE III. MEMBERSHIP

Persons desiring to join this church, on declaring themselves to be disciples and followers of Christ, may become members by

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~~r~~ recommendation of the deacons and vote of the church.

Recognizing that Christianity knows no boundaries of race or class, and having practiced open membership in the past, we declare it to be our policy that our membership shall be open to all who are qualified, without restriction as to race, class, gender, sexual orientation, national origin, or ethnic background.

A. ADMISSION Members may be admitted in the following ways:

- a. By profession of faith and baptism
- b. On presentation of satisfactory letter of transfer from other churches
- c. By reaffirmation of faith, if letters are not available
- d. On recommendation by the deacons, if baptism is waived because of conviction.

B. RECEPTION Candidates for admission shall be received in the church at a public service, which may be a communion service. They shall:

- a. Assent to the Constitution and Bylaws
- b. Receive the right hand of Christian Fellowship

C. DUTIES Members are expected to:

- a. Be faithful in all the spiritual duties of the Christian life
- b. Regularly attend the services of this church
- c. Give regularly to the support of this church and its interests at home and abroad
- d. Share in its organized work

D. TERMINATION Any member in good and regular standing who desires a letter of transfer and recommendation to another church is entitled to receive it upon written request to either the pastor or the clerk. Membership shall terminate upon written notice of acceptance into such other church.

Members whose addresses have been long unknown, or who, for a period of two years, in spite of kindly approaches, have not communicated with this church or contributed to its support may, by recommendation of the deacons and by vote of the church, be transferred to the status of inactive member. If possible, they shall be informed of such action. From the date of such transfer, they shall cease to be reported on the active membership roll.

E. ASSOCIATE MEMBERS Associate members are those who have satisfied all duties for full membership, but wish to retain their

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E. membership in a former church. These persons shall go through all steps for full membership and shall be accepted as associate members. They have the rights of full members, ~~except that they may not be elected to those positions reserved for full church members.~~ There will be no letters of transfer at termination of membership.

ARTICLE IV. OFFICERS AND REPRESENTATIVES

A. PASTOR A pastor shall be recommended to the church by a Pastoral Search Committee consisting of seven (7) members and two (2) alternates, nominated by the Council and elected by the members. It shall elect its own chairman and secretary and make use of the denominational guidelines and offices of the N.H.

Conference of the U.C.C. The call to the proposed pastoral candidate shall be by a two-thirds vote of the members present and voting at a meeting called for that purpose.

The relationship between the pastor and the church shall be that of employee and employer while adhering to all state and federal employment regulations and may be terminated by:

- a. The resignation of the pastor being accepted by a majority vote of the members present and voting at a meeting called for this purpose.
- b. A two-thirds vote of all the members present and voting at a meeting called for this purpose.

In either case, sixty (60) days termination notice shall be given.

The financial obligations of the church for the compensation of the pastor shall be in accordance with the guidelines of the N.H. Conference of the U.C.C. and shall be reviewed annually subject to an evaluation of performance.

DUTIES The pastor's duties shall be those, which usually pertain to that office. He/she shall:

- a. Preach the Gospel
- b. Administer the Sacraments
- c. Care for the spiritual welfare of the whole church, with the assistance of the Board of Deacons
- d. Conduct public worship
- e. Have general oversight of the Church School and youth groups
- f. Administer the activities of the church in cooperation with the council and various championed boards and committees groups.
- ~~g.~~ Be an ex-officio member of all boards and committees the council and championed groups.
- g.

h. The ecclesiastical council shall install the pastor when the church and pastor shall so agree.

B. MODERATOR As the chief administrative officer, the Moderator shall be ~~a full member of the church,~~ elected at the Annual Meeting for a term of one year and shall:

- a. Preside at the business meetings of the church and chair the council.
- b. Have the authority to fill vacancies that may occur on Boards the council or championed groups Committees between Annual Meetings.
- c. Not be eligible for reelection, after having served for four consecutive years, until a lapse of one year has occurred.
- d. Be an ex-officio member of all boards and committees.

C. VICE/-CO-MODERATOR The Vice/Co-Moderator shall ~~be be a full member of the church,~~ elected at the Annual Meeting for a term of one year, and shall:

- a. Preside at the business meetings of the church and chair the Council, and have all the authorities and responsibilities of the Moderator, in the absence of the Moderator.
- b. Assume such other duties as the Vice/Co-Moderator and Moderator shall agree on.
- c. Not be eligible for reelection, after having served four consecutive years, until a lapse of one year has occurred.

D. CLERK—Financial and administrative assistant This position Clerk shall be a full member of the church, elected at the Annual Meeting for a term of one year a hired staff position, the duties of which are described in a position description as revised from time to time and shall, including but not limited to::

a. Maintain the financial records under the supervision of the treasurer.

a.b. Keep a faithful record of the proceedings of the church.

- b.c. Be ~~a voting member and~~the secretary of the Church Council.
- e.d. Keep a register of the members of the church, with dates and modes of their reception and removal.
- e.e. Be responsible for the address records of members.
- e.f. Keep a record of baptisms and marriages.
- f.g. Issue letters of transfer notifying the churches to which they are addressed.
- g.h. Preserve on file all communications and written official reports.
- h.i. Notify all persons elected to ~~the offices and committees~~.
- i.j. Give legal notices of all meetings when such notices are necessary.
- j.k. Conduct all correspondence so far as this is not otherwise provided for.
- k.l. Submit annual reports to the New Hampshire Conference.

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- ~~l.m. Be custodian of church records, except those specifically assigned to others, as the Treasurer.~~
- ~~m.n. Perform such other duties as are prescribed by law, or as usually pertain to the office of clerk or secretary of an assembly.~~
- ~~n. Not be eligible for reelection, after having served for three consecutive terms, until a lapse of one year as occurred.~~

E. TREASURER The Treasurer shall be a full member of the church, elected at the Annual Meeting for a term of one year, and shall:

- a. Receive all moneys of the church, except trust funds specifically assigned by their donors or their estates to the Trustees of Trust Funds.
- b. Deposit funds received in such depository, as the church council shall order.
- c. Disburse all funds of the church as approved. This may be delegated to the Financial and administrative assistant as deemed appropriate and with adequate oversight.

- d. Keep accurate accounts of all receipts and disbursements, and be bonded, as the Church Council shall prescribe.
- e. Keep a separate account of all benevolence funds, and remit such funds to the proper recipient.
- f. Make an annual report to the church members, and such other reports to the Council as it may require.
- g. Be a member of the Trustees of Trust Funds. In the event of the inability of the Treasurer to function, the chairman of the Finance Committee shall be empowered to sign checks.
- h. Provide to the Pension Boards of the U.C.C. or such other organizations responsible for the pastor's annuity, the required information each year following the Annual Meeting. This may be delegated to the Financial and administrative assistant.
- i. Not be eligible for reelection after having served for five consecutive terms until a lapse of one year has occurred.

F. COLLECTOR A collector, is an individual/individuals selected by the council to assist the treasurer in collecting, counting and securing the collections. who is a member of the church, may be elected annually to collect all pledges, offerings and gifts given to the church, record such moneys and turn them over to the treasurer promptly and obtain a receipt therefore.

G. Financial Review Periodically and specifically when there is a change in treasurer, a financial review of the records shall be done by an independent source.**AUDITOR** An auditor shall be elected at the Annual Meeting for a term of one year, who shall examine the books of the treasurer and the records of the Trustees of Trust funds and document supporting such records in accordance with generally accepted accounting practices and certify as to their accuracy.

H. CHURCH HISTORIAN A person may be appointed, as Church Historian at such times as seems appropriate.

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I. ELECTED REPRESENTATIVES

- a. Delegates and alternates to the New Hampshire Conference of the United church of Christ shall be ~~elected at each Annual Meeting for a term of one year from the Church membership; the number to be that allowed by the Conference~~nominated by the council.
- b. Delegates and alternates to the North Country Association shall be nominated by the council ~~elected at each Annual Meeting~~ for a term of one year, the number to be that allowed by the Association.

ARTICLE V. CHAMPIONSBOARDS ** ~~Temporarily suspended until 1/4/2019~~

A. BOARD OF DEACONS There shall be a sufficient number of Deacons eight (8) or more deacons as recommended by the Board of Deacons to carry out the responsibilities of this group. ~~and approved by the Church Council, four or more being elected each year for a two-year term. They shall be members of the church and shall be elected at the Annual Meeting. After serving two consecutive full terms, a deacon shall be for one year ineligible for reelection.~~ They shall:

- a. Provide for the Lord's Supper and aid in its administration.
- b. With the Pastor, have general oversight of the charitable needs and spiritual interests of the church and community.
- c. Assist in the work of parish visitations.
- d. With the pastor, meet all candidates for membership for conference and acquaintance and to determine their qualifications for membership.
- e. Act as a membership approval committee and recommend candidates to the church for its vote.
- f. Make an annual survey of the church membership roll ~~and at the prior to the~~ annual mMeeting and submit recommendations to the church regarding necessary revisions.
- g. Authorize deacons' fund disbursements by the church treasurer/financial assistant from the budgeted deacons' fund.
- h. Provide or request pulpit supplies as needed.

- i. Negotiate the retention of an interim minister to serve following the termination of the pastor and until a replacement assumes his/her duties.

After giving honorable and meritorious service as a deacon for many years and upon recommendation of the pastor and vote of the deacons, a deacon may be elected Deacon Emeritus at the Annual Meeting. A Deacon Emeritus is entitled to attend, to advise, but not to vote at deacon's meetings. A Deacon Emeritus may perform ceremonial duties at his or her own discretion, but does not have deacon's regular responsibility.

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~~**B. BOARD OF FINANCE** There shall be three members, who shall be B. members of the church. They shall be elected at the Annual Meeting, one each year, to hold office for three years. After serving two full terms, a member shall for one year be ineligible for reelection. The Treasurer shall be an ex-officio member of the Board. Consists of the Treasurer, Pastor and Financial assistant.~~
The Board shall:

- a. Have charge of the financial planning for the church.
- b. Begin preparation in August the fall of each year of the budget for the following year. All ~~committees and boards~~ Champion groups needing funds will be expected to submit a written budget of their needs. The results of the pastor's performance evaluation in combination with the conference annual salary guidelines, shall be used in determination of the ~~cash~~ salary proposed for the following year. The proposed salaries of other staff/employees shall also reflect performance evaluations.
- c. Make plans for and carry out the raising of presentation of the proposed budget ~~with to~~ the approval of the Council for approval.
- d. Submit an itemized church budget for approval at the Annual Meeting.

C. TRUSTEES OF TRUST FUNDS There shall be a minimum of two Trustees of Trust Funds plus the Treasurer, ~~all of whom shall be full members of the church. The two shall be elected, one each year, at the Annual Meeting for a term of two years.~~

~~C. After serving three full terms, a trustee shall for one year be ineligible for reelection.~~ They all shall be bonded, and the cost of the bonding shall be paid from income from trust funds.

They shall receive all moneys given to the church in trust, and shall invest the principals in stocks, bonds, certificates of deposit, savings accounts or other proper investments with the help and advise of a bank or banks and other reputable investment counselor.

The income from all trust funds shall be administered by the Trustees according to the terms of the wills under which the bequests were made to the church. The Trustees shall report annually to the church in detail on the nature of all investments and the status of trust funds given to the church, including all receipts and expenditures made during the year; and at each quarterly meetings of the Council shall report income and expenditures.

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D. TRUSTEES TO THE BOARD OF BUSHEE THORN TRUST FUND

There shall be a minimum of two trustees, ~~one elected each year at the Annual Meeting for a term of two years.~~ They shall:

- a. Attend meetings of the Board of Bushee Thorn Trust.
- b. Report to the Council and Annual Meeting on moneys granted.

E. CHURCH COUNCIL

The Church Council shall consist of those persons charged with the leadership of the church: the pastor, the moderator, the vice/co-moderator, the Financial and administrative assistantclerk, the treasurer—(CFO), Deacon Representative, Christian Education Coordinator, Building and Maintenance Coordinator, Church Life and Fellowship Coordinator, Mission

Coordinator, Music Coordinator, Trustee representative and a member at large. It shall be the function of this council to receive all reports, to visualize the entire task of the church and its parish work and to correlate the activities of the church toward a well-rounded program of growth and development. The Council shall carry out such duties as are assigned to it in these Bylaws.

Meetings shall be held monthly, unless otherwise decided. Six members shall constitute a quorum and shall be reached with voting members or their representative.

Acting on behalf of the members of the church, the Council shall take what steps may become necessary to insure the effective discharge of all assigned responsibilities of the officers, boards and committees.

ARTICLE VI. COMMITTEES Supporting Groups ~~ Temporarily Suspended until 1/4/19~~**

~~Each committee supporting group shall keep its own records.~~

~~**A. NOMINATING** Each of the following groups will recrute new members and report to the council, new and remaining members for their group for the upcoming year. There shall be three members elected each year for one-year terms. Each shall be a member of the church. After serving three consecutive terms, a member shall for one year for ineligible for reelection. They shall elect their own chairman. They shall:~~

- ~~a. Beginning in October, prepare a slate of nominations for church officers, delegates, members of boards and committee chairmen as required by these Bylaws, to be presented at each Annual Meeting.~~
- ~~b. Report the proposed nominations to the Council for review and approval no later than the December meeting of the Council.~~
- ~~c. Propose nominations as far as possible from those members volunteering or recommended for the published vacancies and only after informative discussion about the responsibilities of the position.~~

B.A. BUILDING & MAINTENANCE COMMITTEE GROUP There shall be a sufficient number of five members appointed annually by the Moderators needed to carry out the responsibilities of maintaining the Church owned properties. They shall ~~elect~~ select their own chairman. They shall meet at least twice a year periodically, or at the request of the Council to inspect any or all properties under the care of the Jackson Community Church, make recommendations to the Church Council on any needed repairs or additions and attend to the carrying out of such needs. An expenditure of more than \$3,000 (outside of budget) will be brought before a congregational meeting for discussion and vote. Expenditures exceeding \$3000 may be funded from the Capital Improvement trust fund.

C. ADVISORY COMMITTEE TO THE TRUSTEES OF TRUST FUNDS ~~There shall be four elected members and one appointed member from the church membership, each for a term of one year. The elected members shall consist of one from the Board of Finance, one deacon and two members at large. The Moderator shall appoint one member from the Building and Maintenance Committee. They shall:~~

- ~~a. Meet at least four times a year or as requested by Trustees of Trust Funds.~~
- ~~b. Elect their own chairman and clerk~~
- ~~c. Make recommendations to the Trustees of Trust Funds for the uses of the income from trust funds, which shall implement the whole mission of the church, whether for the benefit of this church itself, the community or the world.~~

B. CHRISTIAN EDUCATION The mission of the Christian Education Committee Group is to provide a coordinated program of education for the Teaching Church as a fulfillment of our vows following baptism for the young and as a continuing education for parishioners the community who are engaged interested in the various aspects of the
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~~D.~~ (the following needs revision wording to more broadly include the topics which may be discussed within the community) mission of the church and wish to understand more fully the gift of Jesus Christ and what it means to serve as His disciples.

~~There shall be a minimum of six (6) members, all members of the church. At least three members shall be elected each year for a two-year term. After two consecutive terms, a member shall be ineligible for reelection until a lapse of one year has occurred. A committee chair will be elected by the committee and serve a one-year term. The committee shall meet monthly throughout the calendar year. The pastor is a member ex-officio and advises the committee regarding the needs of the Teaching Church.~~

E.C. PASTOR-PARISH RELATIONS COMMITTEE ~~There shall be four members, all of whom shall be members of the church. Two members shall be elected each year for a two-year term. After serving for two consecutive, full terms, a member shall be ineligible for reelection until a lapse of one year has occurred. They shall elect their own chairman and shall:~~at least two members who will:

a. ~~Meet~~ periodically ~~with the pastor at least four times a year or as requested by the Council.~~

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b. Assist the pastor in dealing with church concerns.

c. Provide a communication link between the Pastor and the congregation.

d. Act as a sounding board for new ideas.

e. Review annually the church's evaluation of the pastor.

f. Assist in the process of start-up with a new pastor.

g. In coordination with the new pastor search group, ~~a~~Assist the congregation in dealing with the pastor's leaving.

F. WORSHIP & MUSIC representatives ~~There shall be six (6) elected members and the choir director/organist. The elected members shall consist of two deacons, two choir members and two members-at-large from the congregation. One deacon, one choir member and one member-at-large shall be elected each year for a term of two years each. After serving three consecutive terms, an elected member shall for one year be ineligible for reelection. They shall elect their own chairman and shall:~~

- a. Meet with the Pastor at least four times a year or as the committee representatives shall determine or as requested by the Pastor or the Council.
- b. Plan and coordinate the services of worship within the bounds of the traditions of the United Church of Christ.
- c. Provide a variety of choir, congregational and special music.
- d. Respond constructively to the ideas and suggestions of the members of the church.

G. MEMBERSHIP AND CHURCH LIFE ~~There shall be a minimum of six (6) members, all of which are members of the Church. At least three members shall be elected each year for a two-year term. After two consecutive terms, a member shall be ineligible for reelection until a lapse of one year has occurred. They shall elect their chairperson/s and shall:~~

- a. Meet ~~monthly or~~ as needed.
- b. Implement methods to invite new membership.
- c. Promote and support integral relationships of new members to all church members.
- d. Enrich church life by offering programs/events for promoting fellowship and growth.
- e. Recommend annually to the council and congregation a budget for activities of the committee group.

H. MISSION ~~There shall be a minimum of six (6) members, all of which are members of the church. At least three members shall be elected each year for a two-year term. After two consecutive terms, a member shall be ineligible for reelection until a lapse of one year has occurred. They shall elect their own chairpersons and shall:~~

- a. Meet ~~monthly or~~ as needed or conduct business through electronic communications.
- b. Identify and respond to local, regional and broader mission needs.

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- c. Recommend annually to the Council and congregation a budget for the Mission Committee activities.

- d. Authorize disbursements by the church treasurer from the approved Mission Committee budget.

I. PERSONNEL ~~The Personnel Committee Group is loosely comprised of those individuals who supervise the church staff and who shall consist of three members appointed annually by the Moderator for a one-year term. Representatives are chosen from Building Maintenance Committee, Music & Worship Committee, Moderator or Clerk. They shall:~~

- a. Evaluate the performance of each employee except the Pastor.
- b. Review individually the evaluation with each employee.
- c. Make salary recommendations to the Board of Finance.
- d. All of the above is to be completed by ~~Mid-September~~ December 1.
- e. In the event of a vacancy, ~~they shall~~ interview candidates and recommend a selection to the Council.
- f. The ~~committee group~~ will be available to meet with the employees if necessary.

J. FlowersCHAIRMEN ~~The chairmen of the following committees shall be elected annually:~~

J. ~~This consists of a group of individuals interested in the landscaping and inside floral appearance of the property. They shall:~~

- a. Provide the floral displays for the recurring church services
 - b. Arrange for special displays such as for Christmas and Easter.
 - c. Ensure the exterior of the church landscape is appealing
 - d. Recommend annually to the council and congregation a budget for activities of the group.
- ~~a. Flower~~
 - ~~b. Publicity~~

~~As needed, t~~The Council ~~as needed~~ may appoint other ~~committees~~ groups. ~~Chairmen-Champions~~ may add qualified persons to ~~their-these~~ committees groups as needed.

ARTICLE VII. MEETINGS

A. WORSHIP

- a. Public services of worship shall be held at given hours on at least 40 Sundays during a calendar year.
- b. The sacrament of the Lord's Supper shall be celebrated at such times as the deacons may determine.
- c. Voting on new members may be carried on **at any regular Sunday Service** (not how we do this now?).

B. BUSINESS MEETINGS

- a. Annual Meeting – The Annual Meeting shall be held the third Wednesday following the first Sunday in January. It shall receive the written annual reports of the officers and, committees, groups, and boards and elect officers and delegates for the ensuing year. Nominations for any officer, board or committee member position may be made from the floor. A Congregational meeting will be held with those members present or members who have submitted a vote via proxy, while retaining a 2/3 majority vote to pass any suggested decision or amendment.

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The proposed budget for the ensuing year shall be received from the Finance Committee for action by the church members.

The fiscal year shall end on December 31.

- b. Special Meetings – Provided that notice is given and posted on the front doors of the church two weeks in advance, special meetings may be called by the Pastor, Deacons, and the Council or on written request of five members of the church. The general nature of the business to be transacted shall be stated in the call, and this meeting may act only on matters pertinent to the call. A Congregational meeting will be held with those members present or members who have submitted a vote via proxy, while retaining a 2/3 majority vote to pass any suggested decision or amendment.

ARTICLE VIII. AMENDMENTS

These bylaws may be amended or altered by a two-thirds vote of the members present and voting at any regular or special meeting, provided

that notice specifying the time of the meeting and the substance of the proposed amendment has been given for two weeks in advance.

~~Robert's Rules of Order Revised~~ Civil discourd and group consensus shall be the authority at all meetings.

NOTES: