

Article VII. Board of Trustees

1. Formation: Nine persons shall be elected, three each year, for three-year terms.
2. Mission: Trustees shall have care and custody of church property and the legal and financial affairs of the church.
3. The board shall approve actions by majority vote, as long as a quorum is present. A quorum of the board is defined as at least one-half of the board's membership.
4. Trustee responsibilities:
 - 4.1. Buy, sell, mortgage, lease, or transfer property, or borrow money as directed by formal action of the congregation or the Council.
 - 4.2. Develop the church budget and present it, via the Council, to the congregation for funding and adoption.
 - 4.3. Appoint leadership and approve procedures for obtaining congregational support for the budget and other financial programs approved by the congregation.
 - 4.4. Direct and control the use of the budget in the management of the fiscal affairs of the church, including the prompt payment of salaries and other financial obligations.
 - 4.5. Establish and oversee secure procedures for the handling of monies, including the collection of all pledged and other contributions, the accurate crediting of payments, the depositing of all funds paid to the church, and the recording of all monetary transactions.
 - 4.6. Establish and enforce church policies and procedures for the prevention of financial loss or liability, which may include, but need not be limited to, issues of insurance, bonding, information security, and personnel background checks.
 - 4.7. Ensure that all legal documents, other than checks or other instruments that withdraw funds from financial accounts of the church are signed by the chair of Trustees and one other Trustee or the Moderator. Ensure that all checks or other instruments that withdraw funds from the financial accounts of the church are signed by two Trustees or by the Treasurer and a Trustee. Oversee and finance the bonding of those mentioned in this section.
 - 4.8. Determine what action, if any, should be taken to ensure the accuracy of church financial records. A determination may be made at any time, but must be made at least annually. The board may designate persons to perform any audits, reviews, or other actions the board considers reasonable and may provide for the compensation of those persons.
5. Foundation responsibilities:
 - 5.1. Appoint as Directors of the Foundation at least three persons, no more than one of whom may be a Trustee, to recommend investment strategies and operate the Foundation in accordance with the Bylaws of the Foundation. Directors will serve solely at the discretion of the Trustees and may be removed or replaced without cause.
 - 5.2. Educate the congregation about the need for gifts and bequests to sustain the long-term financial health and security of the church.
 - 5.3. Educate the congregation about the use of bequests, special gifts, and endowments as ways of extending Christian stewardship.
 - 5.4. Determine appropriate use of endowment funds to enhance the mission of the church.

Article VIII. Committees

1. The congregation or the Council shall provide for such committees as are needed to implement and make effective the life and work of the church.
2. Committees will work together to ensure a coordinated and effective set of programs, including joint sponsorship of projects with mutually agreed-upon separation of duties, as appropriate.
3. Committee members are elected or appointed as described below. Members and friends of this church may serve on committees.
4. Committees may reach decisions on plans, actions, and recommendations to the Council, as appropriate, using a group consensus approach, without the need for a specific quorum to be present.
5. Committees include, but are not limited to:
 - 5.1. Christian Education.
 - 5.1.1. Formation: Nine persons shall be elected, three each year, for three-year terms.
 - 5.1.2. Mission: The Christian Education Committee shall provide lifelong learning opportunities and experiences to help form members' identity as spiritual beings living in relationship to God and others; by fostering understanding of the sacredness of life, our connection to creation, and the commitment to learn and follow the values and teachings of Jesus of Nazareth.
 - 5.1.3. Responsibilities:
 - 5.1.3.1. Strategize, envision, and evaluate present and future educational programs.
 - 5.1.3.2. Engage in ongoing conversation and planning with the staff about educational programs.
 - 5.1.3.3. Select and implement Christian education curricula supporting all age groups.
 - 5.1.3.4. Assist with recruitment and mentoring of teachers.
 - 5.1.3.5. Create and implement all policies related to educational programs.
 - 5.1.3.6. Coordinate festivals and special events related to teaching and celebrating the Christian tradition.
 - 5.1.3.7. Work with other committees, members, teachers, and staff to accomplish an effective educational program for all ages.
 - 5.2. Community.
 - 5.2.1. Formation: Nine persons shall be elected, three each year, for three-year terms.
 - 5.2.2. Mission: The Community Committee shall develop lay leadership by fostering opportunities for the congregation to share fellowship, to nurture friendship, and to build a sense of community.
 - 5.2.3. Responsibilities:
 - 5.2.3.1. Provide Sunday fellowship times.
 - 5.2.3.2. Plan and implement special fellowship opportunities.
 - 5.2.3.3. Foster small groups within the congregation
 - 5.2.3.4. Plan and implement intergenerational events.
 - 5.2.3.5. Oversee the care and upkeep of the kitchen, in conjunction with the Trustees.
 - 5.3. Deacons.
 - 5.3.1. Formation: Eighteen persons shall be elected, six each year, for three-year terms.

5.3.2. Mission: The Deacons Committee shall assist the Pastor(s) in providing for the worship life of the church and parish care for the congregation. The Deacons Committee shall be divided into two groups: one to oversee the worship life of the congregation and one to provide parish care for the congregation.

5.3.3. Responsibilities:

5.3.3.1. Work with the Pastor(s) to plan and implement worship, including liturgical arts.

5.3.3.2. Set special services of worship.

5.3.3.3. Coordinate the music program, including job descriptions and staff selection.

5.3.3.4. Assist the Pastor(s) in the preparation and celebration of the sacraments of Baptism and Communion.

5.3.3.5. Foster the spiritual life of the congregation.

5.3.3.6. Coordinate parish care, involving the congregation.

5.4. Mission and Outreach.

5.4.1. Formation: Twelve persons shall be elected, four each year, for three-year terms.

5.4.2. Mission: The Mission and Outreach Committee shall be responsible for mission outreach in the local community, the conference, and beyond.

5.4.3. Responsibilities:

5.4.3.1. Serve as an interface between the church and the community.

5.4.3.2. Propose, plan, and enlist support for special community projects.

5.4.3.3. Designate the year's special offerings.

5.4.3.4. Interpret and enlist support for special offerings, including those of the United Church of Christ.

5.4.3.5. Designate recipients of the annual Mission and Outreach budget.

5.5. Nominating.

5.5.1. Formation: Six persons shall be elected, two each year for three-year terms.

5.5.2. Mission: The Nominating Committee shall recruit nominees to serve as church officers, Trustees, and committee members, striving for a balanced representation of the congregation.

5.5.3. Responsibilities:

5.5.3.1. Recruit nominees and present them to the annual or special congregational meeting for election or to the Council for appointment.

5.5.3.2. For vacancies of elected officers, Trustees, or committee members that occur between congregational meetings, recruit and submit the names to the Council for approval.

5.5.3.3. Announce that any member shall have the right to make nominations from the floor, provided that the nominee has agreed to serve.

5.6. Pastoral Relations.

5.6.1. Formation: Three persons shall be elected, one each year, for three-year terms.

5.6.2. Mission: The Pastoral Relations Committee shall serve as a conduit of confidential communication between the congregation and the pastoral staff in order to undergird and support an effective ministry.

5.6.3. Responsibilities:

5.6.3.1. Clarify pastoral responsibilities; clarify and renegotiate mutual expectations and priorities; and provide opportunity for confidential communication and counsel.

5.6.3.2. Strengthen relationships between and among Pastor(s) and staff.

5.7. Peace and Justice.

5.7.1. Formation: Nine persons shall be elected, three each year, for three-year terms.

5.7.2. Mission: The Peace and Justice Committee shall educate and involve the congregation in issues and actions that promote peace and social justice.

5.7.3. Responsibilities:

5.7.3.1. Provide educational opportunities related to peace and justice issues.

5.7.3.2. Organize ways for people to advocate for just, fair, and peaceful responses by their elected legislators and public officers.

5.7.3.3. Inform the congregation of, and engage them in, opportunities for social action.

5.7.3.4. Participate with and support other organizations promoting peace and justice.

5.7.3.5. Make peace and justice resources available to the congregation.

5.8. Personnel.

5.8.1. Formation: Three persons shall be elected, one each year, for three-year terms; the Vice Moderator serves ex officio.

5.8.2. Mission: The Personnel Committee shall administer the Personnel Policies, which include recommendations for the just handling of all relations between the church as employer and paid staff as employees.

5.8.3. Responsibilities:

5.8.3.1. Interview and recommend candidates for classified staff positions, providing them with conditions of service.

5.8.3.2. Conduct confidential annual job evaluations and recommend salary and allowance adjustments.

5.8.3.3. Draw up contracts as requested, in conjunction with the Trustees.

5.8.3.4. Maintain current job descriptions for all staff positions.

5.8.3.5. Conduct exit interviews.

5.9. Welcoming.

5.9.1. Formation: Six persons shall be elected, two each year, for three-year terms.

5.9.2. Mission: The Welcoming Committee shall shape the church's welcome and response to newcomers.

5.9.3. Responsibilities:

5.9.3.1. Publicize the church's presence in the community through formal and informal means.

5.9.3.2. Extend a welcome to newcomers and trace their continued interest.

5.9.3.3. Establish connection with newcomers, providing information and education about the congregation and the United Church of Christ.

5.9.3.4. Provide opportunities for newcomers to learn about the church's life and mission and to meet members and friends.

5.9.3.5. With the Pastor(s) and Deacons, arrange for the reception and celebration of new members. Shepherd new members during their first year of membership