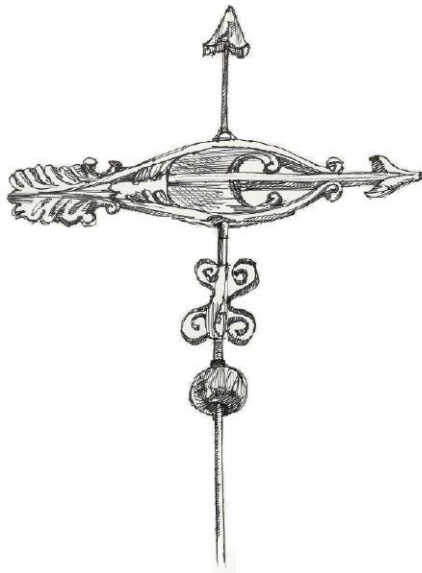


BY-LAWS
OF THE
DAY'S FERRY
CONGREGATIONAL CHURCH



WOOLWICH, MAINE

AS AMENDED
JANUARY 26, 2006
APRIL 29, 2007
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TABLE OF CONTENTS

ARTICLE I.	<u>NAME</u>	2
ARTICLE II.	<u>PURPOSE</u>	2
ARTICLE III.	<u>STATEMENT OF FAITH</u>	2
ARTICLE IV.	<u>GOVERNANCE</u>	2
ARTICLE V.	<u>MEMBERSHIP</u>	3
	Section 1. Covenant Membership	
	Section 2. Parish Membership	
	Section 3. Rights	
	Section 4. Duties	
	Section 5. Inactive Members	
	Section 6. Letters of Transfer	
ARTICLE VI.	<u>WORSHIP AND MEETINGS</u>	4
	Section 1. Worship	
	Section 2. Meetings	
ARTICLE VII.	<u>CHURCH STAFF</u>	5
	Section 1. Pastor	
	Section 2. Additional Clergy	
	Section 3. Music Director	
	Section 4. Additional Staff	
ARTICLE VIII.	<u>OFFICERS, BOARDS AND COMMITTEES</u>	6
	Section 1. Officers	
	Section 2. Boards	
	Section 3. Committees	
	Section 4. Other Church Positions	
ARTICLE IX.	<u>AMENDMENTS</u>	8
AMENDMENTS	Leaves of Absence and Vacancies Meetings	10
APPENDIX	Communications Covenant	11

BY-LAWS OF DAY'S FERRY CONGREGATIONAL CHURCH

ARTICLE I. NAME

The name of the church shall be the Day's Ferry Congregational Church of Woolwich, Maine.

ARTICLE II. PURPOSE

The purpose of the Day's Ferry Congregational Church shall be to establish opportunities for followers of Jesus, the Christ, to gather for worship, fellowship, study, outreach and service.

ARTICLE III. STATEMENT OF FAITH

We believe in one God, Three-in-One, One-in-Three: God the Father and Creator, Jesus Christ, Son and Redeemer, and the Holy Spirit, Eternal Counselor.

We believe in God, the Creator, who calls the world into being and who calls us into relationship with the Divine and with one another.

We believe in Jesus, the Christ, who calls us to follow the example of forgiveness, generosity, and compassion.

We believe in the Holy Spirit, the Comforter, who calls us to study and service.

This church acknowledges Jesus, the Christ, as its head. We rely on the guidance of the Holy Spirit to lead each person in faith as revealed by the Holy Scriptures, reason, and conscience.

God calls us to live in justice and peace, to embrace tradition and to envision the future. We are witnesses to the power of faith, hope and love embodied in the gospel. We strive to know and to respond to the will of God and to the needs of people. We welcome into our fellowship all those who seek God's truth, and we rely on God's grace to guide us as we walk together.

ARTICLE IV. GOVERNANCE

The members of this church exercise control of all its affairs. The Day's Ferry Congregational Church is subject to no other ecclesiastical authority. We join in the common ministry and mission of the United Church of Christ as a member congregation of the Midcoast Association, Maine Conference. We welcome free fellowship with local and global faith organizations.

ARTICLE V. MEMBERSHIP

Section 1. Covenant Membership

Covenant members shall be those persons who have been baptized and who

- a. Affirm or reaffirm faith in Jesus, the Christ;
- b. Present letters of transfer from other churches; or
- c. Have completed the requirements for confirmation and have been confirmed in the church.

The Board of Deacons shall present candidates for covenant membership at a service of the church. The Pastor and the Board of Deacons may receive a member at another time and place if circumstances preclude attendance at church services.

Section 2. Parish Membership

Parish members shall be those persons who

- a. Worship at the church regularly;
- b. Support the church financially; and
- c. Participate in the life and work of the church.

Section 3. Rights

All covenant members and parish members may participate in all church meetings. All members may vote on all matters affecting the church except that members must be over 18 years of age to vote on matters involving legal contracts. Paid staff shall not vote on any matters associated with their contracts or terms of employment with the church.

All covenant members and parish members shall be eligible for election to any church office, board or committee, except only covenant members may serve as Church Moderator, Treasurer, and Clerk or on the Board of Deacons.

Section 4. Duties

All members are expected to worship regularly and to support the life and work of the church – spiritually, physically and financially.

Section 5. Inactive Members

Members who have not participated in the life of the church in the previous two years will be considered inactive. The Pastor or the Board of Deacons will attempt to contact members prior to a change in membership status.

Section 6. Letters of Transfer

Any covenant member requesting a letter of transfer to another church shall receive it.

ARTICLE VI. WORSHIP AND MEETINGS

Section 1. Worship

- a. Services of worship shall be held at given hours each Sunday, except when temporarily suspended by recommendation of the Pastor in consultation with the Board of Deacons.
- b. The Sacraments of Baptism and the Lord's Supper shall be celebrated at times determined by the Pastor and the Board of Deacons.
- c. Other services of worship, inspiration, prayer and study may be held as determined by the Board of Deacons.

Section 2. Meetings

- a. The annual meeting of the church shall be held near the end of January, the date to be determined by the Church Council. All boards, committees, and staff of the church shall present written reports for inclusion in the annual report. Board, committee, and staff reports shall be delivered to the clerk at least 14 days before the annual meeting.
- b. Notice of the annual meeting shall be posted near the front door of the church and distributed (along with minutes of the previous year's meeting) to all active households at least seven days prior to the date of the annual meeting.
- c. The clerk shall provide minutes of the annual meeting within two weeks following the annual meeting.
- d. Board members, committee members, and officers of the church shall be elected for the coming year at the annual meeting.
- e. Any business which the church may legally do may be transacted at the annual meeting, whether named in the annual meeting notice or not.
- f. Special meetings may be called by the Pastor, the Church Council, or by 25 percent of the members of the church.
- g. Notice of a special meeting shall be posted near the front door of the church not less than seven days prior to the date of the special meeting.
- h. The notice of a special meeting shall contain a single item to be considered by the members of the church. Only the single item specified may be considered and transacted at a special meeting.
- i. A quorum shall consist of fifteen (15) members.
- j. The Church Moderator shall be the moderator of annual and special meetings. In the absence of the Church Moderator, the chair of the Board of Deacons shall

preside. In the absence of both the Church Moderator and the chair of the Board of Deacons, the chair of the Board of Trustees shall preside.

- k. The Church commits in all of its meetings to rely upon the Communications Covenant in the Appendix.

ARTICLE VII. CHURCH STAFF

Section 1. Pastor

The Pastor shall be called for an indefinite period at a special meeting of the congregation. The call will be extended upon a two-thirds majority vote by written ballot of church members present at the meeting. Both covenant and parish members will be eligible to vote at the special meeting.

When a vacancy occurs in the pastorate, a search committee shall be appointed by the Board of Deacons. The search committee shall use denominational and interdenominational resources in conducting a search, interviewing candidates, and presenting a nominee to the church to serve as its pastor.

The Pastor is the spiritual leader of the church. The Pastor shall prepare and lead weekly worship services and officiate at baptisms, communion, and other religious services such as weddings, funerals, etc. The Pastor shall serve as a resource to all committees and boards. The Pastor shall hold office hours as needed.

The Pastor shall give sixty (60) days notice of resignation. By majority vote of the members of the congregation at a special meeting, the Pastor's resignation may be requested to be effective 60 days from the date of the vote. If the Pastor's ministerial standing is revoked, the Pastor's employment may be terminated immediately upon a majority vote of the congregation at a special meeting.

The Pastor shall be an ex-officio, non-voting member of all boards and committees of the church.

The Pastor shall become a covenant member of the church at the earliest opportunity following acceptance of the call.

Section 2. Additional Clergy

Additional clergy may be called to participate in the life and work of the church. Assistant or associate clergy shall have a portfolio specified by a call and other duties as assigned by the Pastor. A search for an assistant or associate pastor shall follow the same procedure as the search for the Pastor.

Any additional clergy shall become a covenant member of the church at the earliest opportunity following acceptance of the call.

Section 3. Music Director

The church shall have a music program supporting worship. The Music Director shall report to the Pastor and shall be supported by the Music Committee. The Music Director shall annually prepare a music budget for submission to the Board of Trustees.

When a vacancy in the Music Director position occurs, a committee will be formed to search for a new Music Director. The committee will consist of the Pastor, the chair of the Music Committee, and a representative from the Board of Deacons and from the Board of Christian Education. The committee shall review candidates for the position and, with the concurrence of the Board of Trustees with regard to salary, hire a replacement. The employment of the music director may be terminated upon sixty (60) days notice by either party, with the Pastor, in concurrence with the Music Committee, acting on behalf of the church.

Section 4. Additional Staff

Additional non-program staff (such as a custodian, childcare aide, etc.) may be hired by the Board of Trustees. Any additional staff shall be supervised by the Pastor.

Section 5. Annual Evaluations

All paid staff of the church shall receive an annual performance evaluation. The Board of Trustees shall evaluate the custodial staff. The Pastor shall evaluate the Music Director. The annual evaluation of the Pastor shall be an evaluation of the relationship between the Pastor and the congregation. The Board of Deacons shall establish procedures for conducting that evaluation that welcomes the views of the Pastor, other paid staff, and the entire congregation.

ARTICLE VIII. OFFICERS, BOARDS AND COMMITTEES

Section 1. Officers

a. Pastor

The Pastor shall become a covenant member of the church and shall be called for an indefinite period.

b. Church Moderator

The Church Moderator shall be a covenant member of the church elected for a term of three years. The Church Moderator shall preside at the annual meeting and at all special meetings.

c. Treasurer

The Treasurer shall be a covenant member of the church elected for a term of three years. The Treasurer is a voting member of the Board of Trustees. The Treasurer shall receive, disburse and account for all church funds and shall oversee the church investments as directed by the Board of Trustees. The Treasurer shall maintain accurate records of church finances for the annual audit.

d. Clerk

The Clerk shall be a covenant member of the church elected for a three year term. The Clerk shall keep minutes and records of annual and special meetings and other proceedings of the church; maintain a list of covenant and parish members, with dates and modes of reception and removal; and a record of all baptisms, weddings, funerals and memorial services conducted at the church. The Clerk shall issue letters of transfer; retain official reports and notices; post legal notices of the annual and special meetings; and conduct correspondence as pertains to the office.

e. Auditor

The auditor shall be elected annually. The auditor shall examine the accounts of the Treasurer, and report thereon at the annual meeting.

f. Other Officers

Other officers may be elected as needed.

Section 2. Boards

a. Board of Trustees

The Board of Trustees shall consist of four members. Trustees shall serve terms of three years with one trustee elected each year, except every third year two trustees will be elected. If a trustee has served two three-year terms, that trustee shall be ineligible for re-election for one year. The Treasurer shall serve as a voting member of the Board of Trustees. The Board of Trustees shall elect a chair and secretary. It shall be the duty of the Board of Trustees to control, manage, and maintain all the property, business, and finances of the church, to approve all fundraising events, and to prepare the annual budget. The Board of Trustees shall have the power to set all salaries other than that of the Pastor, which shall be determined by the church at the annual meeting. In the absence of specific directions from the church by-laws, discussion of all other personnel matters shall originate in the Board of Trustees.

b. Board of Deacons

All deacons shall be covenant members of the church. The Board of Deacons shall consist of six members, two of whom shall be elected annually to serve a term of three years. If a deacon has served two three-year terms, that deacon shall be ineligible for re-election for one year. The Board of Deacons shall elect a chair and a secretary. It shall be the duty of the Board of Deacons to minister to the spiritual interests and needs of the congregation, including acting as liaison with the Pastor in developing the worship program, promoting fellowship among congregation members, and addressing the special needs of the congregation. The Board of Deacons shall receive applications for church membership, review the church roll annually and make any necessary changes, provide for supply of the pulpit in case of a vacancy or in the absence of the Pastor, and provide for appropriate members to serve as delegates to conferences and annual meetings of organizations to which the church belongs.

c. Board of Christian Education

The Board of Christian Education shall consist of the pastor and three members. Members shall serve terms of three years with one member elected each year. The Board of Christian Education shall design and supervise the educational activities of the church, including but not limited to, church school for youth.

Section 3. Committees

a. Church Council

The Church Council shall consist of the Pastor, the Clerk, and a representative from each of the Board of Deacons, the Board of Trustees, the Board of Christian Education, and the Outreach Committee. The Pastor and the Music Director are ex officio, non-voting members. These representatives shall be selected by their respective board or committee and shall serve for one year beginning in January. The Church Council shall elect a chair annually. The Clerk shall serve as the secretary of the Church Council. The Church Council shall meet at least ten times a year to coordinate activities and schedules of the congregation, assign topics to relevant boards and committees, and offer a general assessment of the state of the church. It shall be the function of the Church Council to visualize the entire task of the church, to aid the Pastor in the direction of the church's activities, and to cooperate with him or her in the formation of a well-rounded program. The Church Council shall submit to the annual meeting a program concerning its objectives for the coming year.

b. Outreach Committee

The Outreach Committee shall consist of six members. Members shall serve terms of three years with two members elected each year. The Committee shall choose, publicize and organize the efforts of the congregation to support local, national and international opportunities to serve Christ's will in the world.

c. Music Committee

The Music Committee shall consist of three members. Members shall serve terms of three years with one member elected each year. The committee shall assist the Music Director in the music ministry of the church.

d. Nominating Committee

The Nominating Committee shall consist of three members. Members shall serve terms of three years with one member elected each year. The committee shall meet to consider and recommend to the congregation a full slate of candidates for all church offices, boards and committees for consideration at the annual meeting. Should a vacancy occur on the Nominating Committee, the Pastor shall appoint a replacement to serve until the next annual meeting.

Section 4. Other Church Positions

a. Assistant Treasurer

The Assistant Treasurer shall be a covenant member of the church. The Assistant Treasurer shall support the Treasurer in his or her duties and shall be elected annually.

b. Other

Additional advisory committees or positions may be created (and subsequently dissolved) by a majority vote of the congregation at the annual meeting.

ARTICLE IX. AMENDMENTS

These by-laws may be amended by a two-thirds vote of those present at any regular or special meeting, provided that written notice has been provided to the congregation of the substance of the proposed amendment at least 14 days prior to the meeting.

AMENDMENT 1. Leaves of Absence and Vacancies

Section 1. Leaves of Absence

- a. In the event that a Board or committee member shall have a temporary incapacity to perform the duties of his/her office, the member may submit a request for leave of absence in writing to the chair of the Board or committee on which he/she serves. In the event that the Board or committee chair is requesting a leave of absence, the request will be submitted to the Pastor.
- b. Finite leave of absence - the member may request a finite leave of absence if the end-date of the temporary incapacity is known. On completion of the term of leave, the member shall resume the office or submit a resignation.
- c. Indefinite leave of absence - the member may request an indefinite leave of absence if the member does not know when the incapacity will end.
- d. In no event shall any leave of absence exceed four months, nor may a leave of absence extend beyond the end of the term of office.
- e. When a leave of absence is granted, the Board or committee will appoint a person to serve in the position on an interim basis subject to a majority vote of the members of that Board or committee.
- f. In the event that the member on leave of absence is unable to resume the office at the end of the period given, the member shall be considered as resigned from office and the interim member shall assume the office without need for a second vote by the Board or committee.

Section 2. Vacancies

In the event that any Board or committee office becomes vacant, the Board or committee shall, by majority vote, fill the position by appointment within 30 days. The appointee shall assume the vacant office immediately and shall hold office until the next annual meeting, at which time the Nominating Committee will submit a candidate to fill the position in accordance with the current Bylaws. In the event that all positions of a Board or committee become vacant, the Nominating Committee shall appoint replacements to serve until the next annual meeting.

Amendment 1 adopted by Congregation at special meeting, 04/29/07

AMENDMENT 2

Section 2. Meetings

- a. The annual meeting of the church shall be held near the end of January, the date to be determined by the Church Council. All boards, committees, and staff of the church shall present written reports for inclusion in the annual report. Board, committee, and staff reports shall be delivered to the clerk at least 14 days before the annual meeting.

Amendment 2 adopted by Congregation at the Annual Meeting, 01/29/09

APPENDIX - COMMUNICATIONS COVENANT

DAY'S FERRY CONGREGATIONAL CHURCH COMMUNICATIONS COVENANT

We will speak ...

- We will speak directly to each other using the first person.
- We will ask questions for clarification in order to confirm that we have understood correctly and ask others to do the same.

We will speak the truth...

- We will be as honest as we can with each other.
- We will strive together to understand and speak from factual information, rather than leaping to conclusions based on assumptions or speculation.

We will speak the truth in love...

- We will speak to each other with respect.
- We will affirm the merit in another person's idea or concern before we note its weaknesses.
- We will listen to understand one another's point of view, but we don't necessarily have to agree.

We will listen to one another...

- We will try to understand the other person, not plan our rebuttal.
- We will listen to one another deeply, understanding that we are not required to agree with one another.
- We will concentrate on the other person's thoughts and feeling, not on our own.

We will listen to one another deeply...

- We will focus our attention on the other person; we will listen to the words behind their words.
- We will listen with our whole person, being attentive to our body language: posture and eye contact.

We will listen to one another deeply and confirm that we have heard well...

- We will paraphrase and feed back to each other what we think we have heard in order to clarify our understanding.
- We will restate what we have heard in our own words and seek for underlying meaning.
- We will seek to restate in ways that check out and include appreciation of one another's feelings.
- We will, in our paraphrasing and restating, not judge or evaluate, but describe what is said in a thoughtful, supportive way.

Covenant wording on speaking is taken from ©From Conflict to Community and Walking in the Way. Covenant wording on listening is adapted from "active listening and feedback," The Practice of Creativity, by George Prince (Harper and Row, 1970); and "paraphrasing," Peace Skills Manual for Community Mediators by Ronald A. Kraybill (Jossey-Bass, 2001).