

The First Parish of Westwood,
United Church

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CONSTITUTION

Article I. NAME

The name of this Church shall be The First Parish of Westwood, United Church.

Article II. OBJECT AND AFFILIATIONS

Section 2.01 Covenant

The covenant of this Church shall be:

In the spirit of Jesus, we unite for the worship of God and to do God's service. Together we strive to know the will of God as taught in the Holy Scriptures, made known or to be made known to us, and to walk in the ways of the Lord. We share and demonstrate our faith in word and deed, practicing the worship of God, seeking wisdom, the promotion of justice, the reign of peace, and the realization of human community.

We further covenant to continue to live out the inclusive love of Jesus, faithfully discerning what that looks like today and in the future. We open our hearts in love and extend our hands in welcoming and including all who seek participation in the sacraments and rites of the Christian faith, and in the leadership, fellowship, and mission work of our congregation.

We depend, as did those who came before us, upon the continued guidance of the Holy Spirit to lead us. 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.

Section 2.02 Denominational affiliations

This Church shall maintain membership in the United Church of Christ by contributions to and participation in the activities of the UCC General Synod, our Church's appropriate UCC regional conference, and our Church's local UCC association.

Article III. PROPERTY

Section 3.01 Real Property

Real property shall include all real estate (land and buildings), equipment, and other physical assets with a current value in excess of \$10,000. No real property in which The First Parish of Westwood, United Church has an interest shall be sold, newly mortgaged, or otherwise disposed of unless such sale, mortgage or other disposition has been authorized by the affirmative vote of not less than two-thirds of those Members of the Parish present and voting at a meeting duly called for this purpose. The Treasurer of the Church shall have the authority to execute and deliver on behalf of the Church all deeds, notes, mortgages and other documents necessary for any sale, mortgage or other disposition duly voted as aforesaid.

Section 3.02 Financial Property

Financial Property shall consist of all the financial assets of the Church, including cash and financial obligations like money market funds, bond funds, mutual funds, stocks, etc. Financial property may be sold, traded or liquidated at the direction of the Treasurer of the Church and properly accounted for. All actions are to be consistent with the Church's Investment Policy as may be periodically presented to and approved by Church Council.

Article IV. MEMBERSHIP

Section 4.01 Members

First Parish Church operates independently of higher authorities, a legacy of our Protestant congregational roots. The Members of the Church govern the Church.

Members of this Church are expected to be willing and faithful in the performance of the duties essential to the Christian life, to attend the services of the Church, to support the Church financially, and to share in the Church's work and its ministries. They may be local or live a distance away. Only Members may vote at Church meetings.

These Member categories are recognized. All are voting Members.

(a) Member – Adult

Adult members > age 25 who have gone through a process of joining as a Member of First Parish. They consider First Parish their church home. They participate in the life of the Church and share in its financial support.

(b) Member – Adult Legacy

Adult members > age 25 who once went through a process of joining as a Member of First Parish, they consider First Parish an important part of their lives as demonstrated by financial support and contact, yet they are permanently living a distance away and are unlikely to participate. Age or illness may also prevent them from participating.

(c) Member – Youth

Youth members post-confirmation <= age 25 who have gone through confirmation at First Parish and have chosen to become a Member of First Parish. They may be local and be able to participate and support, or they may be living a distance away.

Section 4.02 Becoming a Member

Any persons in sympathy with the principles and purposes of this Church, after a minimum of six months involvement in the life of the Church and after consultation with the Pastor, may ask to become a Member of First Parish of Westwood.

The Pastor, working with lay leaders as needed, is responsible for taking individuals through a Membership process appropriate for their circumstances, from this list:

- (a) Membership training followed by a joining ceremony during worship
- (b) Adult baptism
- (c) Confirmation as a youth
- (d) “Confession of faith” or “reaffirmation of faith”
- (e) Membership transfer from another church.

Individuals previously Members of another Christian congregation, who are in good standing at First Parish after six months of participation, may transfer their membership to First Parish in lieu of the Membership process noted above.

Former members who return to active participation in the life of the Church may request reinstatement to membership, with approval by Pastor and Church Council.

Section 4.03 Ways That Membership Ends

- (a) Death of a member.
- (b) Membership termination initiated by Member.
Any member may terminate their membership by written notice to that effect filed with the Church Office.
- (c) Requested letter of transfer
Any member in good and regular standing who desires a letter of transfer and recommendation to another church may receive it upon written application filed with the Church Office.
- (d) Church Council action
Church Council may authorize an ad hoc group – can be Council and/or non-Council -- to review the membership roster to identify Member individuals who are no longer active or supporting the Church, i.e., they may have moved away, stopped attending or participating, or just no longer around. Ideal cadence is every three years. This group is to present reclassification recommendations for action by Church Council. Here are reclassification categories:
 - Member – Adult Legacy. Reserved for individuals who continue to demonstrate attachment to and support of First Parish, yet they are away and non-participating. Or they may be infirm, or poor health, or of advanced age preventing them from participating.
 - Former Member. No longer considered a member.

Youth members after age 25 who are not participating or local may also be reclassified.

Section 4.04 Tracking Membership

The Church Record System¹ shall be used to record Members and non-Members of the First Parish community together with key dates. It shall be a combined membership roster / community roster. From this list, one can derive the list of all persons in full and legal membership of the First Parish of Westwood, United Church.

There shall be a physical logbook maintained in the Church Office to record all changes related to membership, including new Members, deceased Members, Members who have left or otherwise are no longer Members, together with notes. It shall mirror changes to the Church Record System.

The coming and goings of Members are to be summarized annually for Annual Meeting. The same data is to be used by the Treasurer for annual updates of United Church of Christ records.

Church Council is the final arbiter of issues or questions regarding membership.

¹ At time of this edit, our record system is CDM+. At present, the Treasurer and Assistant Treasurer are trained in its use.

Article V. OFFICERS, CHURCH COUNCIL, PILLARS, COMMITTEES

Section 5.01 Officers

The Church officers shall be Moderator, Clerk, and Treasurer elected at an Annual Meeting to serve for a term of one year.

- Moderator: The chief executive of the Church, presiding over all meetings of the Church and chairperson of Church Council.
- Clerk: Recorder of all meetings of the Church and of Church Council.
- Treasurer: The top financial officer of the Church.

Positions may be shared between two people, i.e., co-moderator, co-treasurer, etc.

To facilitate transitions, individuals may be designated as assistant in anticipation of future changes, i.e., Moderator in Training, etc., but these are not elected positions and not officers of the Church.

Section 5.02 Church Council

Church Council is the governing board of the Church with ongoing oversight into the operation of the Church.

Church Council shall consist of the following members:

- Moderator
- Clerk
- Treasurer
- Growing Faith Pillar Lead
- Sharing Love Pillar Lead
- Grounding Lives Pillar Lead
- Two to three members at large. May include “Moderator In Training”

The Moderator shall call and lead Council meetings. Moderator may designate another Council Member to lead a meeting if the Moderator is unable to attend.

Church Council members shall be members of the Church.

Each member shall have one vote at Church Council Meetings.

The Senior Pastor is always an ex-officio non-voting member of Church Council.

The Council may choose to have a recorder / secretary to record minutes. This role is different and apart from “Clerk.” This individual would be an ex-officio non-voting member of Church Council.

The Council may choose to have a financial bookkeeper / accountant to manage Church finances, and this person may be present at Council meetings. This role is different and apart from “Treasurer.” This individual would be an ex-officio non-voting member of Church Council.

Section 5.03 Three First Parish Pillars & How These Are Manifested

Our Church has identified three “pillars” or priorities integral to our identified mission of First Parish. For each pillar, there shall be a designated leader or point person. Each Pillar Lead is to be nominated and duly elected at Annual Meeting.

The three pillars are:

(a) Growing Faith

Supports the broad needs of Christian education and faith formation for youth and adults within the Church. Sponsor of all Christian Education programs.

(b) Sharing Love

Supports Church activities dealing with caring for each other within the Church and for the community locally and globally. Sponsor of Service & Outreach committee as well as the Fellowship committee.

(c) Grounding Lives

Supports Church worship, including sacraments, and other spiritual practices of our Church.

Responsibility for identifying and recruiting future pillar leaders lies with current leaders and the Nominating Committee, working together with the Moderator, Church Council, and the Pastor.

If there are vacancies out of cycle, then Pillar lead positions that are normally approved at Annual Meeting may be approved by Church Council.

Article VI. COMMITTEES AND OTHER ROLES

Section 6.01 Overview

For the smooth functioning of our Church, many individuals must play an active part. As the saying goes, many hands make for light work. To address priorities and necessary tasks of the Church, there are opportunities for groups of individuals to come together formally, and there are opportunities for individuals to collaborate less formally. We encourage active participation, and the volunteering of time and talents, of everyone in the broader Church community.

Some priorities and tasks are best addressed by a designated and established group of individuals. They shall have a designated leader or leaders, a structure for necessary communication, and an appropriate timeframe outlook.

Some are anticipated to be long-term and permanent, with the goal of overlapping continuity of individuals year-by year. Examples include: Pastor Relations; Nominating; Worship; Christian Education; Fellowship; Service & Outreach; Buildings & Grounds.

Some priorities and tasks are time-limited yet deserve a formal structure. Examples include: Stewardship; Capital Campaign; Pastor Hiring; Other Hiring.

There are many priorities and tasks anticipated that can be addressed and completed with ad-hoc teams or responsible individuals taking the lead. They may come and go or be reconstituted or reorganized to best meet the current needs. Examples include: Fair; Pumpkin Sales; Yard Sale; Sanctuary Guild; Usher Coordination; Confirmation Class; New Member Class.

Church Council may convene other groups or committees to address Church needs.

Committee / team members can be anyone active in the First Parish community with an interest and / or skill related to the committee role. One need not be a Member of the Church.

Committee / team members may be recruited by their sponsored Pillar Lead, by existing committee leadership or members, identified by the Nominating Committee, suggested by the Pastor, the Moderator, or by Church Council members. Committees deemed important or strategic or timely may require coordination of the Pastor, Moderator and Church Council to recruit members.

Committees and Teams that are below optimal size may add members at any time in the year. Positions that are normally approved at Annual Meeting, but out of cycle, must be approved by Church Council.

Section 6.02 Nominating Committee

Recruitment and nominations for roles within the Church is an important responsibility. As such, “Nominating Committee” is identified here-in as a role that must be filled each year. It is the responsibility of the Moderator working with Church Council and the Pastor to ensure this role is filled. Ideally it would be a committee of up to two, but at least one shall have this role. Its members shall be elected at Annual Meeting.

Section 6.03 Pastor Relations Committee

Support of the Pastor within the Church is an important responsibility. As such, “Pastor Relations Committee” is identified here-in as a role that must be filled each year. It is the responsibility of the Moderator working with the Pastor and Church Council to ensure this role is filled. Ideally it would be a committee of up to three, but at least two shall have this role. Its members shall be elected at Annual Meeting.

Article VII. FINANCE REVIEWER(S)

Church Council shall designate one or two individuals to review with the Treasurer all aspects of Church finances as presented in the Treasurer’s report at Annual Meeting, and to report back to Church Council. This shall happen annually after the Annual Meeting which discusses finances and budget, and to present findings at the next Annual Meeting.

These individuals are to be independent of the operation of the Treasurer’s responsibilities.

This is not an audit in the legal sense of the term. These individuals shall be business-savvy but need not be accountants.

Article VIII. MEETINGS

Section 8.01 Church All-Member Meetings

Our Church shall have one or two Annual Meetings annually to report on and conduct the business of the Church with Church Members. By experience, two meetings have been most effective, but Church Council together with the Moderator determine this.

Annually, Church Members shall have a meeting where Church finances are reviewed and discussed, and a budget is approved for the ongoing operation of the Church. By practice, this has been held at the start of each calendar year, on a date determined by Church Council, with the ideal timeframe being late January to end February, such that the finances of the prior year are final and closed, and the financial outlook can be determined for the new fiscal year.

To help in the discussion and financial decision-making, and for historical purposes, the Treasurer shall prepare an annual written report on the finances of the Church.

Annually, Church Members shall nominate and vote on the election of Church Officers, of Church Council members including Pillar Leads, and of any committee members that require Church Member approvals. By practice, a meeting for this purpose has been held at the end of each program year, before any summer break, on a date determined by Church Council, with the ideal timeframe being late May to End June, such that Church leadership, Church Council and key positions can be in place to plan and be ready for the start of the program year beginning September.

To help in the discussion and decision-making, and for historical purposes, there shall be an annual written compiled report on the program operations of the Church.

Annual Meetings can also transact other business as may properly come before the Church Members.

Church meetings are open. Members may vote. Other persons may observe the meeting and may be permitted to speak at the discretion of the Moderator.

Section 8.02 Special Meetings

Special Meetings may be called by the Clerk on authority of the Church Council or upon written request of fifteen members.

Section 8.03 Meeting Conduct

Church meetings shall be conducted by the Moderator in an orderly manner which allows for equitable, efficient discussion and voting on issues. Annual Meeting protocol shall follow Robert's Rules of Order.

Article IX. PASTOR AND ASSOCIATE PASTOR

Section 9.01 Pastor

A Pastor shall be chosen or dismissed by the affirmative vote of not less than two-thirds (2/3) of all Members present and voting at a meeting of the Church called for such purpose.

Section 9.02 Associate Pastor

An Associate Pastor may be chosen or dismissed by the affirmative vote of not less than two-thirds (2/3) of all Members present and voting at a meeting of the Church called for such purpose.

Section 9.03 Vacancies

In the event of a vacancy in the position of Pastor, the Moderator with approval of the Church Council shall nominate members of a Pastor Search Committee, which shall consist, at the discretion of the Church Council, of 4 to 6 persons. The Moderator will call a meeting of the Church to elect search committee members. Additional nominations may be made from the floor.

In the event of a decision to call or replace an Associate Pastor, the same process shall be followed.

Article X. FISCAL YEAR

The Church's fiscal year shall run from January 1 until December 31.

Article XI. AMENDMENTS

The Constitution and Bylaws may be amended at any legal meeting of the Church, provided the nature of the change or amendment shall have been fully set forth in the Warrant of such meeting. A two-thirds (2/3) vote of the Members present and voting shall be necessary for the adoption of such amendment.

BYLAWS

Article I. MODERATOR

It shall be the duty of the Moderator to preside at all Meetings of the Church and to serve as the chairperson of Church Council. The Moderator is the Chief Executive of the Church Corporation and shall ensure that the Church is operated as provided in the Constitution and Bylaws.

The Moderator shall:

- Preside over and run all Meetings of the Church.
- Preside over and run all meetings of Church Council.
- Be the primary liaison between the Church lay leadership and the Pastor.
- Designated signatory or co-signatory for Church legal documents and financial documents as necessary to transact the business of the Church.
- In case of the death, disability, or absence of the Treasurer and Assistant Treasurer, the Moderator shall be empowered to sign checks.

The Moderator shall be a member of the Church and voted on annually by Church Members.

It is intended that the Moderator commit to serving at least three consecutive years; they shall not serve more than six (6) consecutive years. In the last year of serving, it is intended there is an identified successor that can serve as Moderator-in-Training.

Article II. TREASURER

It shall be the duty of the Treasurer to oversee the finances of the Church. The Treasurer is the Chief Financial Officer of the Church Corporation and shall ensure that the Church finances are prudently managed.

The Treasurer shall:

- Oversee the management of the finances of the Church.
- In a bookkeeping role, ensure that salaries and bills are paid, donations and payments collected and deposited, financial records properly kept.
- Working with Church Council, provide an annual budget. Track income and expenses. Monitor and report on the budget as needed to Church Council and Church leadership.
- Designated signatory or co-signatory for Church financial documents as necessary to transact the business of the Church.
- The Treasurer shall be responsible for the sale of any property with a value of less than \$10,000, or, after an appropriate vote of the Church, the sale of Real Property with a value above \$10,000.

- The Treasurer shall meet annually with the designated Reviewer of the Church to explain and show documentation for important aspects of the Church Financials. At any time as designated by Church Council, the office of Treasurer and related records and processes may be independently reviewed or assessed. Scope of this review or assessment is to be determined by Church Council.
- The Treasurer shall adhere to the Investment Policy² for the Church, consistent with the Church's mission and the laws of the State of Massachusetts. Periodically, the Treasurer may develop recommendations for an Investment Policy, or the Church Council may form a committee, in which case the Treasurer shall be a member of this committee. Upon adoption of this policy by Church Council, the Treasurer shall invest consistent with this policy.

The Treasurer shall have a current Job Description.³

The Treasurer shall be a member of the Church and voted on annually by Church Members.

The Treasurer may be bonded in such amount as the Church Council may designate.

Given the nature of the Treasurer role, and its need for training and experience, especially when encompassing "bookkeeping" duties, there are no explicit term limits for the Treasurer position. However, the Treasurer must have the confidence of Church Council and be voted on annually by Church Members.

Should the "bookkeeping" duties be separated from the "Treasurer as Chief Financial Officer" position, Church Council may adopt term limits for Treasurer in line with that of the other officers of the Church.

Article III. CLERK

It shall be the duty of the Clerk to create a record of all Meetings of the Church and of Church Council.

The Clerk shall:

- Record and prepare minutes of all Church Meetings.
- Record and prepare minutes of all Church Council meetings.
- Post notice of warrant in advance of any Church Meeting consistent with notice requirements in this document.

² At present (April 2025), the Treasurer is adhering to an updated draft Investment Policy that has been provided to Church Council for review and approval. Available from the Treasurer.

³ Current version dated March 2025 available from the Treasurer.

The Clerk shall be a member of the Church and voted on annually by Church Members.

It is intended that the Clerk commit to serving at least three consecutive years; they shall not serve more than six (6) consecutive years.

Article IV. CHURCH COUNCIL

Church Council shall be the governing body of the Church overseeing the Church's operation.

Church Council shall:

- Be responsible for the administration of the affairs, concerns, and programs of the Church; responsible for long range planning, evangelism and Church growth; responsible for formulating and approving Church policies consistent with directions established at Church Meetings.
- Oversee the work of all Officers, Pillars, Committees, Teams and organizations of the Church; responsible for the over-all planning and evaluating of the Church programs.
- Work with the Pastor, Moderator and Pillar Leads to develop strategic and operating plans including the assessment and reporting of progress toward key goals. This is the visioning group of the Church.
- Approve the hiring of all Church staff; ensure accurate and current job descriptions exist for all positions.
- Approve the tentative Church Budget, submitted by the Treasurer and subsequent thereto to approve any revision thereof prior to its presentation to the Church for adoption at the Annual Meeting.
- Elect an Assistant Moderator from the members at large to serve in the absence of the Moderator at Church Council and Church Meetings.
- Identify, recruit and appoint members to special committees as needed for the smooth functioning of the Church. Examples include but are not limited to:
 - Stewardship Campaign (annually)
 - Financial Review Committee (annually)
 - Membership Review Committee (every 3 years)
 - Investment Policy Review Committee (as needed)
 - Capital Campaign Committee (as needed)
 - Hiring Committees (as needed)
- Vote to fill vacancies occurring in any office, Pillar Lead, or standing committee of the Church during the year in cooperation with such office, Pillar Lead or standing committee, such appointments to be effective until the next Annual Meeting.
- To approve such special committees and delegates to conferences as may be required and proposed by the Church Council or the Moderator.
- Ensure there is an annual written evaluation of the Pastor to be shared and discussed privately with the Pastor. This shall be a group effort by the Moderator and at least one other individual chosen by the Moderator. The group shall do its best to get opinions from a cross-section of the Church as input into the evaluation.

All members of Church Council shall be members of the Church and be voted on annually by Church Members.

It is intended that Church Council members serve no more than six (6) consecutive years on Church Council unless as an Officer of the Church (Moderator, Treasurer, Clerk).

Article V. PILLAR LEADS

Three positions on Church Council are reserved for individuals representing the three “pillars” or priorities integral to our identified mission of First Parish.

- Growing Faith focused on Christian education and faith formation.
- Sharing Love focused on caring for our Church community and our place locally and in the world.
- Grounding Lives focused on our Worship experience.

Each pillar shall have a designated leader or point person.

The role of the Pillar Leads is:

- a. Sponsor, nurture, and support the standing committees, ad hoc groups, and roles operating within the scope of their pillar.
- b. Act as liaison between related activities and Church Council. Report to Church Council on activities within the scope of their pillar. Bring in Committee leads when that may be helpful to Church Council.
- c. Support the formation of additional ad hoc groups and roles that may fall under their pillar. Should a group or role dissolve, assess the impact. Search for alternatives should the need be deemed important.
- d. Work to identify additional resources as might be needed to support important pillar initiatives.
- e. Nurture and mentor individuals who may be future leaders within their pillar.

Pillar Leads may chair or be members of committees.

The Pillar Lead role is not oversight or control over committees and their activities.

Given the breadth of scope of the three pillars, it is understood that there will be overlap. When in doubt, consult with other Pillar Leads, or with the Moderator for clarification.

It is intended that Pillar Leads commit to serving three years in their respective position, with the expectation of leaving the role after this time.

Article VI. COMMITTEES & OTHER GROUPS

Our Church empowers groups of volunteer individuals to oversee and take action in support of our Church's mission.

The term "committee" refers to an established group, with a designated leader or leaders, a structure for necessary communication, and an appropriate timeframe outlook.

Section 6.01 Standing Committees

The Church shall have these standing / permanent committees. Committee members shall be presented annually.

(a) Nominating Committee

Sponsoring Pillar or Group: Church Council

Recruitment and nominations for roles within the Church is an important responsibility. The Nominating Committee shall:

1. Track the volunteer needs of the Church, focusing on roles that are needed throughout the program year; be mindful of position term goals and term limits; work with incumbent leaders to determine realistic size hopes and needs.
2. Identify volunteers to fill these needs. Work together with the Moderator, the Pastor, Pillar Leads, incumbent leaders to match volunteers to committee openings in preparation for the program-focused Annual Meeting.

It is intended that those on Nominating Committee commit to at least three years in this position and serve no more than six (6) years in this role.

(b) Pastor Relations

Sponsoring Pillar or Group: Church Council

Support of the Pastor within the Church is an important responsibility. The Pastor Relations Committee shall meet regularly with the Pastor to check-in, listen, and provide support. It shall have a chairperson. Moderator shall not be a member of Pastor Relations. This group is not to review Pastor performance. It is intended that those on Pastor Relations Committee commit to at least three years in this position and serve no more than six (6) years in this role.

(c) Service & Outreach Committee

Sponsoring Pillar or Group: Sharing Love Pillar

Our Church prioritizes supporting our local community as well as the broader world through Service and Outreach activities. This Service & Outreach committee coordinates related activities. It shall have a chairperson. It is intended that those on Service & Outreach Committee commit to at least three years in this position and serve no more than six (6) years in this role.

(d) Fellowship Committee

Sponsoring Pillar or Group: Sharing Love Pillar

Our Church prioritizes supporting and encouraging the interaction and fellowship of the members of our own Church community especially in times of need. This committee coordinates related activities. It shall have a chairperson. It is intended that those on the Fellowship Committee commit to at least three years in this position and serve no more than six (6) years in this role.

(e) Worship Committee

Sponsoring Pillar or Group: Grounding Lives Pillar

Worship is a key tenet of our Church. This committee coordinates related activities. It shall have a chairperson. It is intended that those on the Worship Committee commit to at least three years in this position and serve no more than six (6) years in this role.

(f) Christian Education Committee

Sponsoring Pillar or Group: Growing Faith Pillar

Faith development among the congregation is an important wish of our Church. Nurturing the faith development of youth is critical to our Church's future. This committee coordinates related activities. It shall have a chairperson. It is intended that those on Christian Education Committee commit to at least three years in this position and serve no more than six (6) years in this role.

(g) Buildings & Grounds Committee

Sponsoring Pillar or Group: Church Council

Our Church is the steward of valuable historic structures that serve as the home. These require regular oversight and prioritizing of work and investment. This committee coordinates related activities. It shall have a chairperson. It is intended that those on Buildings & Grounds Committee commit to at least three years in this position and serve no more than six (6) years in this role.

Section 6.02 Time-Limited Committees

The Church shall may periodically have these limited duration committees:

(a) Stewardship Campaign Committee

Sponsoring Pillar or Group: Church Council

The Committee shall be responsible, working with the Pastor, for developing and overseeing an annual pledge campaign to raise funds for operation of the Church. They determine the timing, the messaging. They execute and provide follow-up up to the point that pledge cards are received.

Tracking of incoming pledge commitments and tracking payments on behalf of pledges is the responsibility of the Treasurer and the finance office.

It is the responsibility of Church Council, together with the Pastor, to identify and recruit members of this committee. It shall have a chairperson.

(b) Employee Hiring Committee

Sponsoring Pillar or Group: Church Council

Such a committee shall be responsible for hiring an employee of the Church. Examples are hiring a Music Director, or a bookkeeper, or a Pastor.

Composition of the group is situational. It likely would include the relevant Pillar Lead and individuals in the Church community who have experience related to this position.

It is the responsibility of the Moderator, Church Council, together with the Pastor, to identify and recruit members of this committee. It shall have a chairperson.

(c) Finance Reviewer(s)

Sponsoring Pillar or Group: Church Council

It shall be the duty of the Finance Reviewer(s), annually, at the close of the fiscal year, to meet with the Treasurer to review the Treasurer's annual report, its income and expense statements and balance sheet, and to compare this with independent documentation of accounts and transactions.

The Finance Reviewers are to provide a report to Church Council. Any concerns or issues or doubts about the integrity of Church finance reporting shall be reported to Church Council. Council may require additional information gathering, or may take the action of hiring an external independent firm to audit the Church finances.

The Finance Reviewers are to provide a report to Church Members at the next Annual Meeting.

It is the responsibility of the Moderator, Church Council, together with the Pastor, to identify and recruit members of this committee.

Section 6.03 Ad-Hoc Committees

There are many priorities and tasks anticipated that can be addressed and completed with ad-hoc teams or responsible individuals taking the lead. They may come and go or be reconstituted or reorganized to best meet the current needs. Examples include:

Group or Individual	Sponsoring Pillar Or Group
Fair	Sharing Love Pillar
Pumpkins	Sharing Love Pillar
Yard Sale	Sharing Love Pillar
Sanctuary Guild	Grounding Lives Pillar
Usher Coordination	Grounding Lives Pillar
Confirmation Class	Growing Faith Pillar
Membership Growth	Church Council
Capital Campaign	Church Council

Church Council may convene other groups or committees to address Church needs.

Committee / team members can be anyone active in the First Parish community with an interest and / or skill related to the committee role. These positions are not voted on at Annual Meeting.

Committee / team members may be recruited by their sponsored Pillar Lead, by existing committee members, identified by the nominating committee, suggested by the Pastor, the Moderator, or by Church Council Members. Committees deemed important or strategic or timely may require coordination of the Pastor, Moderator and Church Council to recruit members.

Section 6.04 Other Roles

(a) Volunteer Assistant Treasurer / Bookkeeper

The Church may seek a volunteer to work under the direction of the Treasurer to assist in keeping the Church's financial records in an accurate state in a professional manner. Responsibilities may include processing and paying bills or higher-level accounting

depending on skill set. This role shall be called Assistant Treasurer. The Assistant Treasurer may be bonded in such amount as the Church Council shall designate.

As this role involves the finances of the Church, with authorization to sign checks on behalf of the Church, this position shall have the confidence of Church Council and of the Treasurer and be voted on annually at Annual Meeting.

(b) Volunteer Collector

The Church may seek a volunteer to work under the direction of the Treasurer to assist in recording and tracking periodic donations to the Church. This role shall be called Collector. The Collector may be bonded in such amount as the Church Council shall designate.

As this role involves the finances of the Church, this position shall have the confidence of Church Council and of the Treasurer and be voted on annually at Annual Meeting.

(c) Outsourced Accountant / Bookkeeper

The Church may hire an accountant / bookkeeper who shall work under the direction of the Treasurer and who shall keep the Church's books in an accurate state in a professional manner. Authorization to hire shall come from Church Council and through the Annual Meeting budget approval process. The outsourced individual shall be bonded in such amount as the Church Council shall designate.

Article VII. CHURCH MEETINGS

Section 7.01 Warrant for Meetings

The warrant for the Annual Meetings and any Special Meeting of the Church shall be read at a Sunday service and posted in a conspicuous location at the Meeting House and at the Parish House at least eight days before the time of the meeting. By practice, with notice on Sunday 1 and notice on Sunday 2, an official meeting may take place on Sunday 3. The purpose of a Special Meeting shall be stated in the warrant.

Section 7.02 Quorum

A quorum at all Church Meetings shall be 30% of Adult Members.

Article VIII. PASTOR

The Pastor role shall be defined by a job description⁴ approved of by Church Council.

Article IX. AMENDMENTS

These Bylaws may be amended at any Annual Meeting or Special Meeting called for that purpose, by a vote of two thirds (2/3) of the Members present and voting.

⁴ Last version dated March 2025.