

By-laws
of the
Unitarian Universalist Area Church
at
First Parish
in
Sherborn, Massachusetts
Updated May 9, 2011

Ratified: January 9, 2000
Amended: May 19, 2002, May 1, 2003, May 7, 2006, May 21, 2006 and
May 6, 2007, May 15, 2011

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Article 1 – Name

This organization is incorporated as the Unitarian Universalist Area Church (UUAC) at First Parish in Sherborn, Massachusetts, herein called “the Church.”

Article 2 – Mission, Vision and Core Values

Mission

We are a caring community dedicated to spiritual exploration through reflection, the arts, education, action and service.

Vision

The UUAC has a vision of growth in numbers and in connectedness and in commitment. We anticipate growth in attendance, in membership, in our support for individual learning and the spiritual enrichment of members young and old, in our active contributions to our own church, and to the various communities to which we belong.

Core Values

- We affirm and promote ethical values guided by love.
- We respect the worth and dignity of all.
- We promote peace, liberty and justice for all.
- We believe in the democratic process.
- We believe in the right of conscience.
- We respect the interdependent web of life.
- We welcome people who share our values into our community.

Article 3 – Nondiscrimination

We the members of this Church will affirm and promote the full participation of all persons in our activities and endeavors, including membership, programming, hiring practices, and the calling of professionals, without regard to race, color, gender, physical or mental challenge, affectional or sexual orientation, age, class or national origin.

Article 4 – Affiliation

This Church shall be affiliated with the Unitarian Universalist Association and the Massachusetts Bay District of the Unitarian Universalist Association, hereafter known as the UUA and MBD, respectively.

Article 5 – Membership

Section 1

Membership in the Church is open to any person who:

- A. Is in sympathy with the purposes, goals, and programs of the Church.
- B. Signs the membership book.
- C. Is eighteen (18) years of age or older.
- D. Has been welcomed by the Board of Directors (herein referred to as “the Board”).
- E. Makes an annual financial contribution of record to the Church.

Section 2

Voting privileges are extended to all members.

Section 3

A member may resign membership by giving written notice of withdrawal.

A member may be dropped from membership by a vote of the Board if s/he does not make an annual financial contribution of record to the Church, but not before an attempt has been made to re-establish communication.

A member may be dropped from membership by a vote of the membership of the Church.

Section 4

Honorary Membership - A member who is no longer able to participate in the activities of the Church, but who wishes to retain an affiliation, may be elected to an Honorary Membership in the Church upon recommendation of the Membership Committee, favorable action by the Board of Directors, and notification to the person that Honorary Membership has been conferred.

Section 5

Youth Membership - Coming of Age program is offered to all youth in the ninth-grade year. In an effort to begin to bridge the transition from youth to young adult, curriculum in this program will include a discussion of the rights and responsibilities of adult members; this will include reflection on potential adult membership in the Church or another congregation of their choice when they reach 18 years of age..

If a youth chooses to participate and complete the Coming of Age program, he/she will automatically become designated a "Youth Member." New name tags will announce this distinction. Youth members are non-voting, but will be encouraged to participate in worship and in leadership roles within the Congregation.

Article 6 – Authority

All authority rests in the membership and is exercised through meetings of the membership, except as herein delegated.

Article 7 – Board of Directors

Section 1. Membership

Membership shall consist of the Officers and Directors. The Minister and the Immediate Past President are ex-officio, non-voting members of the Board.

Section 2. Vacancies

Vacancies on the Board shall be filled by nomination by the President, and approved by the Board. The nomination process shall be conducted in executive session.

Persons appointed to fill vacancies shall serve until the next Annual Church Meeting.

Section 3. Term of Office

The term of office for Officers and Directors is two (2) years, except for the President-elect and Immediate Past President, both of whom shall serve in their respective position for one year, as more fully described in Article 8, Section 3 and Article 9, Section 6 below. Members of the Board may serve a maximum of four (4) years in any one position, and not more than six (6) consecutive years on the Board.

Board members, other than the President-elect, President and Immediate Past President, serve in staggered terms. The term of office of the Clerk, Treasurer and Director of Buildings & Grounds shall expire in even numbered years. The term of office for the Director of Finance, Director of Personnel and Director-at-Large shall expire in odd numbered years.

Section 4. Installation

The elected officers, directors, and trustees shall assume office on July 1.

Section 5. Removal

Any Board member may be removed by a two-thirds (2/3) vote of the membership at a legally called special meeting.

Section 6. Operating Expenditures

During the Church year, the Board shall not approve expenditures that exceed the total annual budget without approval of the membership. In the event of a budget surplus, the surplus funds shall be held over until the following Church year unless their expenditure is approved by the membership.

A *reserve fund* of up to two percent (2%) of the total annual budget may be included as a line item in the proposed annual budget. These funds are held in reserve for discretionary spending by the Board during the Church year.

Reallocation of specific budget line items within a Standing Committee's budget may be authorized by the Board. The Board may not change budget line items for employee compensation without approval of the membership.

Section 7. Capital Expenditures

All expenditures for capital purposes must be approved by a vote of the membership.

Section 8. Attendance

Attendance at Board meetings is a necessary function of the officers and directors.

Removal from the Board shall be mandatory if an individual is absent without cause from more than one (1) meeting during the Church year.

Section 9. Responsibilities

The Board shall:

- A. Conduct and/or approve business transactions of the Church, consistent with these By-laws.
- B. Implement the decisions and policies of the Church membership.
- C. Act on behalf of the Church.
- D. Oversee the strategic direction of the Church.
- E. Be responsible to finance programs of the Church, except as defined otherwise in these By-laws.
- F. Establish such policies and appoint such persons and committees as necessary to implement these functions.
- G. Appoint the Committee on Ministry as defined in Article 17.

Article 8 – Officers

Section 1. Eligibility

All officers must be members of the Church.

Section 2. Description

The officers are President, President-elect, Treasurer, and Clerk. They are to be elected by the membership of the Church at the Annual Meeting.

Section 3. Duties and Powers

- A. Subject to law, to the Articles of Organization, and to the other provisions of these By-laws, each officer shall have, in addition to the duties and powers herein set forth, such duties and powers as are commonly incident to his/her office and such duties and powers as the Church may from time to time delegate.
- B. The President shall:
 1. Serve as the Lay Leader of the Congregation;
 2. Serve as Chairperson of the Board and preside at all Board meetings;
 3. Be a member of the Ministry Council and all committees, except the Lay Leadership Development Committee, as a non-voting ex-officio participant.
 4. Issue employment related letters for Church staff, with the exception of the Minister, upon Board approval.
 5. Delegate other responsibilities as necessary.
- C. The President-elect shall:
 1. Serve for one year during the second year of the term of the President.
 2. Discharge Presidential duties in the absence of the President.
 3. Succeed to the Presidency for the unexpired portion of the term upon the death, resignation, removal, or disqualification of the President.
 4. Automatically succeed to the Presidency upon expiration of his or her term;
 5. Co-chair, with the Minister, the Ministry Council.
 6. Take on such other responsibilities as may be delegated by the President.
- D. The Clerk shall:
 1. Provide for the recording and maintenance of all proceedings of the Board and Church meetings.
 2. Assist the Church staff in maintaining custody of the archives and all official Church records other than current fiscal records for which the Treasurer is

- responsible.
3. Be responsible for Board correspondence as necessary.
 4. Notify Church and Board members of the Board, Annual, and Special meetings.
 5. Be responsible for posting warrants.
 6. In the absence of the Clerk from any official Church meeting, a Temporary Clerk, designated by the person presiding at the meeting, shall perform the duties of the Clerk.
 7. Form a committee to review the By-laws every five (5) years starting in the year 2005. The committee's conclusions shall be reported at the Annual Meeting.
- E. The Treasurer shall:
1. Subject to the direction of the Board, have general charge of the financial affairs of the Church, and shall cause to be kept accurate books of account. S/he shall have responsibility for all funds, securities, and valuable documents of the Church except as the Board may otherwise provide.
 2. Present a current financial statement at each Board and Annual Church Meeting.
 3. Keep full and accurate accounts of all receipts and disbursements of the Church.
 4. Present these records for inspection by members upon reasonable notice.
 5. Submit the books to be reviewed annually by persons designated by the Board.
 6. Serve as a member of the Finance Committee.
 7. Be bonded unless the Church has insurance for comparable protection.

Article 9 – Directors and Stewardship Committees

Section 1. Eligibility

All Directors must be members of the Church.

Section 2. Description

The Directors are: the Director of the Finance Stewardship Committee; the Director of the Personnel Stewardship Committee; the Director of the Buildings and Grounds Stewardship Committee; the Director-at-Large

Section 3. Stewardship Committees

There shall be the following 3 Stewardship Committees, each of which shall be led by their respective Director.

- Finance
- Personnel
- Buildings and Grounds

Section 4. Stewardship Committee Responsibilities

A. Finance

The Finance Stewardship Committee is responsible for the annual financial plan of the Church. The committee performs the annual stewardship appeal, coordinates other necessary fund drives, and prepares the annual budget for Board approval and presentation at the Annual Meeting. Throughout the Church year the committee, in coordination with the Treasurer, tracks income and expenditures and keeps the membership informed of financial issues. The committee works with the UUAC at First Parish Trust regarding long range financial planning for the Church.

B. Personnel

The Personnel Stewardship Committee is responsible for Human Resources activities which shall include oversight of activities related to the paid staff of the church, such as recruitment, development and oversight of the Personnel Manual, and general oversight and administration of the job performance evaluation process for all Church employees.

C. Buildings and Grounds

The Building and Grounds Stewardship Committee is responsible for organizing and supervising the overall maintenance of the physical property of the Church. This includes but is not limited to the following:

1. Providing input on the job performance and evaluation of the work of the custodian or sexton.
2. Designating a committee member or members as contacts in the event of an emergency situation with the physical property of the Church.
3. Coordinating periodic inspections, as required.
4. Arranging for seasonal outdoor maintenance.
5. Coordinating all regular repairs and maintenance to the Church property.
6. Working in conjunction with the UUAC at First Parish Trust and the Sherborn Trust.
7. Recommending to the Board the hiring of a custodian or sexton, as needed.

Section 5. Director-at-Large (1)

The Director-at-Large shall take on various areas of responsibility for the Church's activities as designated by the President or Board.

Section 6: Immediate Past President

The Immediate Past President serves ex-officio without vote for one (1) year after his/her term as President ends. The role of the Immediate Past President shall be primarily to serve as an advisor, counsel and resource to the President and other members of the Board of Directors on an as needed basis. As such, the role shall be flexible and attendance at Board meetings shall be subject to the joint discretion of the President and Immediate Past President.

In the event the President needs to step down in his/her first year or is incapable of performing the duties of the President, the Immediate Past President shall serve as President for the remainder of that first year until the Board nominates a successor and the Church votes at the next Annual Meeting. [See Article 8, Section 2]

Section 7.

All directors are elected by the membership of the Church.

Article 10 – Ministry Council

Section 1. Membership

Membership shall consist of the President-elect (during the year in which there is one), the Chairs of all Standing Committees, the Youth Representative and the President of the Women's Alliance, or her designee. The Minister and President shall serve as an ex-officio, non-voting members of the Ministry Council.

In the year there is no President-elect, the Ministry Council shall be co-chaired by the Minister and one member nominated by the Board and approved each year by a majority vote of the Ministry Council.

Section 2. Attendance

Attendance at Ministry Council meetings is a necessary function of the Ministry Council members.

Removal from the Ministry Council shall be mandatory if an individual is absent without cause from more than one (1) meeting during the Church year.

Section 3. Responsibilities.

The Ministry Council shall be responsible for carrying out the mission of the Church, including planning, coordinating and implementing all of the programmatic activity of the Church, subject only to adherence to the following:

- The Mission, Vision and Values of the Church;
- The Comprehensive Plan;
- The Annual Goals established by the Board of Directors, in consultation with the Ministry Council;
- The policies of the Church, as established by the Board of Directors; and
- The Annual Budget.

Article 11 – Standing Committees and Committee Chairs

Section 1. Number and Function

There shall be the following 9 Standing Committees, each of which shall be led by a Chair.

- Adult Programs
- Denominational Affairs
- Celebrations
- Membership
- Music
- Religious Education
- Social Action
- Worship
- Caring Committee

The Chair of each standing committee shall be elected by the membership of the Church and is responsible for: overseeing and planning the activities of the committee; participating on the Ministry Council; submitting a proposed annual budget and an annual report to the members; and recruiting committee members.

Chairs are encouraged to recruit and appoint a Vice-Chair in order to share committee responsibilities, reduce the burden on the chair and promote the development of future leaders of the committee and the Church.

Section 2. Term of Office

The term of office for Standing Committee Chairs is two (2) years. Chairs may serve a maximum of four (4) years in any one position, and not more than six (6) consecutive years on the Ministry Council.

Chairs serve in staggered terms. The term of office of the Chair of Adult Programs, Chair of Denominational Affairs, Chair of Hospitality and Chair of Music shall expire in even numbered years. The term of office of the Chair of Social Action, Chair of Membership, Chair of Religious Education, and Chair of Worship shall expire in odd numbered years.

Section 3. Vacancies

Vacancies in Chair positions shall be filled by nomination by the Leadership Development Committee and approved by the Board. The approval process shall be conducted in a Board Executive Session.

Persons appointed to fill vacancies shall serve until the next Annual Church Meeting.

Section 4. Installation

Chairs shall assume office on July 1.

Section 5. Removal

Any Chair may be removed by a two-thirds (2/3) vote of the membership at a legally called special meeting.

Section 6. Standing Committee Responsibilities

A. Adult Programs

The Adult Programs Committee initiates, organizes, and promotes seminars, workshops, conferences, and other activities of adult education and personal growth for the benefit of the congregation.

B. Denominational Affairs

The Denominational Affairs committee serves as a conduit of information between the membership and the greater Unitarian Universalist community including the Mass Bay District (MBD), the Unitarian Universalist Association (UUA) and the Unitarian Universalist Service Committee (UUSC). The committee is responsible for keeping up-to-date on MBD, UUA and UUSC activities and communicating to the membership on the major events and issues. A member of the committee is expected to attend the Annual Meeting of the MBD. Attendance at the UUA General Assembly is desirable. The committee selects delegates to the MBD and the General Assembly of the UUA, pending Board approval.

C. Celebrations

The Celebrations Committee organizes social activities. The committee is responsible for coordinating Sunday morning hospitality.

D. Membership

The Membership Committee is responsible for assuring that potential members and new members of the Church are welcomed and provided with information about the Church and the Unitarian Universalist religion. This includes welcoming newcomers, introducing them to Church members, and making follow-up contacts. The committee maintains an accurate and up-to-date record of members and friends of the Church. The committee works with the Minister to schedule and coordinate periodic newcomer orientation sessions.

E. Music

The Music Committee assists the Music Program Director, the Minister, and the Worship Committee, as requested, with the planning of music for Sunday and special worship services. The committee maintains the church's music library, manages the music budget and promotes choir membership. The committee, in particular the chair, is responsible for providing input on the job performance evaluation of the Music Program Director following personnel procedures set forth by the Personnel Committee. The committee recommends to the Board of Directors candidates for Music Program Director.

F. Religious Education

The Religious Education (RE) Committee is responsible for the religious education program for the children of the Church. The committee works with the Director of Religious Education (DRE) to train teachers, staff Sunday classes, maintain and enlarge the curriculum, coordinate chalice lighting, plan the RE Sunday service, implement the Coming of Age program, and staff the Sunday infant/toddler care program. The committee recommends to the Board of Directors candidates for DRE and infant/toddler care providers. The RE Committee is responsible for providing input on the job performance evaluation of the DRE and the infant/toddler care providers following personnel procedures set forth by the Personnel Committee.

G. Social Action

The Social Action Committee is responsible for the activities of the Church concerning pertinent social issues. The committee keeps the congregation informed on important social issues, organizes forums for issue discussion, evaluates and coordinates ongoing Social Action programs and develops new programs.

H. Worship

The Worship Committee plans and coordinates all worship services when the Minister is away or unavailable. The committee may assist the Minister and the Director of Music, as requested, on the regular Sunday worship services and special worship services throughout the year.

I. Caring Committee

The Caring Ministries is one way that UUAC parishioners offer physical and spiritual help to each other during times of life's transitions. The Caring Committee, a group of over 30, provides material support such as meals and rides to medical appointments during times of celebration as well as challenge. The Lay Pastoral Care Ministers, a group of eight, who are called by the Minister and provided with on-going training, offer a pastoral presence to those coping with a life transition.

Article 12 – Other Functionaries

Section 1. Moderator

- A. Is a member of the Church.
- B. Is elected at the Annual Meeting for a one (1) year term.
- C. Presides at all Church business meetings.
- D. Appoints a chairperson pro tem of the Lay Leadership Development Committee and other necessary committees.

Section 2. Lay Leadership Development Committee

- A. In order to best promote effective stewardship of the Church Congregation, the Lay Leadership Development Committee shall: (1) identify, and facilitate the training of members of the Church for future leadership roles; (2) employ a multifaceted approach to leadership development by encouraging the use of local, regional and/or national leadership development resources; and (3) nominate, at the Annual Meeting, officers, directors, chairs of standing committees, the director-at-large, trustees, a moderator, and other functionaries.
- B. The Lay Leadership Development Committee shall consist of five (5) members of the Church, three (3) of whom shall be elected at the Annual Meeting and two (2) of whom shall be appointed by the Board. All members shall serve for a one (1) year term and may serve no more than six (6) consecutive years on said committee. In no instance shall the President serve on the committee.
- C. The committee chairperson shall be elected by a simple majority vote of the committee members.

Section 3: Youth Representative

The youth of the church, ages 13 to 17, may nominate a Youth Representative to be added to the slate of candidates presented at the Annual Meeting by the Lay Leadership Development Committee for membership on the Ministry Council.

The Youth Representative, a non-voting member of the Ministry Council, is responsible for liaison between the Ministry Council and the Church youth, and shall serve a one (1) year term.

Article 13 – Trustees

The Trustees of the Unitarian Universalist Area Church at First Parish Trust and the First Parish of Sherborn Trust shall be elected as set forth in the trust documents of each trust.

Article 14 – Meetings

Section 1. Church Business Meetings

- A. Annual Meeting
 - 1. An Annual Meeting shall be held on the third Sunday in May, unless the Board of Director’s decides the date needs to be on an alternative Sunday in May.
 - 2. Business to be conducted shall be to:
 - a. Receive annual reports from the Minister, President, Treasurer, standing committee chairs, Stewardship Committee Directors and trusts.
 - b. Adopt an annual budget.
 - c. Elect officers, directors, chairs of standing committees, the director-at-large, trustees, a moderator, and other functionaries.
 - d. Elect the three (3) members of the Lay Leadership Development Committee.
 - e. Transact any other business as stated in the call for the meeting.
 - f. Transact any other business deemed necessary by a two-thirds (2/3) vote of those present and voting.
- B. Special Meetings
 - 1. Special Meetings may be called by the Board.

2. Upon receipt by the Clerk of a written request signed by at least ten (10) members a Special Meeting must be called.
 3. The procedure used for holding a Special Meeting shall be as follows:
 - a. The Board shall request that the Clerk issue a call for the Special Meeting, stating the date, time, place, and purpose of said meeting.
 - b. The Special Meeting shall consider only the subject(s) stated in the call.
 - c. Special meetings shall be held no later than thirty (30) days after written request has been received by the Clerk.
- C. Notices
At least two (2) weeks prior to an Annual or Special Meeting, the Clerk shall post the call in Unity Hall, notify all members by mail, and arrange for an announcement at the Sunday service one week preceding said meeting.
- D. Quorum
1. A quorum shall consist of twenty-five (25) members or twenty percent (20%) of the voting membership, whichever is smaller.
 2. In the event a quorum is not present for any properly called Annual Meeting, a second call may be acted upon by members present at the second called meeting without regard to quorum requirements.
- E. Proxy
There shall be no votes by proxy.
- F. Absentee Ballots
Absentee ballots for election of officers will be prepared by, and available from, the Clerk two weeks prior to said meeting.
- G. Public Positions
Issues which affect the public posture of the Church shall be stated in the call and shall require the support of three-quarters (3/4) of those present and voting to become effective.

Section 2. Meetings of the Board of Directors

- A. All meetings shall be open to participation by the membership of the Church, except for Executive Sessions.
- B. Meetings shall be called by the President, the President-elect in the absence of the President; or three (3) Board members
- C. Notice of the time and place of such meetings shall be given each member of the Board and announced to the Church prior to said meeting.
- D. A majority of the Board constitutes a quorum.
- E. The Board of Directors shall meet at least nine (9) times per year.

Section 3. Meetings of the Ministry Council

- A. All meetings shall be open to participation by the membership of the Church.
- B. Meetings shall be called by the President-elect, the Minister in the absence of the President-elect; or three (3) Ministry Council members.
- C. Notice of the time and place of such meetings shall be given each member of the Ministry Council and announced to the Church prior to said meeting.
- D. A majority of the Ministry Council constitutes a quorum.
- E. The Ministry Council shall meet at least quarterly.

Section 4. Joint Meetings of the Board and Ministry Council

The Board and the Ministry Council shall meet jointly at least once per year for the purpose of developing annual goals, discussing how best to pursue the mission, vision and values of the church and promoting effective communication and coordination between the two bodies.

The Board and the Ministry Council, acting primarily through the President and the Minister, shall ensure coordination of efforts and effective communication between said bodies.

Section 5. Executive Sessions

The Board shall have the authority to determine that it is in the best interest of the Church that an item, or items, of a confidential nature including personnel issues be considered in Executive Session. The decision to enter into such Executive Session shall be made by majority vote in an open meeting. All persons other than elected Board members will be excluded from such Executive Session unless specifically invited to attend by a majority decision. It is the intent of the Church to normally conduct its business in as open a manner as possible with the recognition that on rare occasions some items must be discussed in confidence. Any binding votes must be made outside of Executive Session.

Section 6. Alternative Methods of Conducting Business

The Board of Directors, Ministry Council, Standing Committees and Stewardship Committees shall strive to have their meetings in person, but may also conduct their business by conference call or videoconferencing where a majority of the applicable Board, Council or Committees all agree that it is appropriate to do so in each given circumstance. Said Board, Council or Committees shall not be permitted to take votes through other electronic means (i.e., e-mail) unless the following circumstances exist: (1) there is sufficient urgency that a decision on the matter cannot wait until the next scheduled meeting and it is impractical to call a special meeting for this purpose; and (2) the committee takes a vote to ratify the decision at its next scheduled meeting.

Article 15 – Election Procedure

Section 1.

The Lay Leadership Development Committee shall select and publish the slate of qualified candidates for Church Officers, Directors, Chairs, Trustees, Moderator, Lay Leadership Development Committee, and other functionaries two (2) weeks prior to the Annual Meeting.

Section 2.

Nominations to the full Board or to the Lay Leadership Development Committee may be made by petition of five (5) members to the Clerk of the Church, to be published one (1) week prior to the election. Such nominations shall be included in the slate for the position to be filled.

Section 3.

Nominations may also be made from the floor.

Article 16 – Affiliated Groups

Groups that wish to form and function in, or affiliate with, the Church shall present to the Board their proposed purpose, nature of membership, and program for approval.

All public positions shall be put to a vote at a Church business meeting.

Article 17 – Committee on Ministry

Section 1. Membership

The Committee on Ministry shall consist of three Church members. Each year the Minister, in conjunction with the current Committee, shall submit a list of three potential candidates for the open position to the Board. Finding the list adequate for selection, the Board shall vote to select a new member from this list. The candidate with the most votes shall be asked by the Committee chair or Minister to fill the vacancy. If the candidate declines, a new list shall be submitted.

Section 2. Term of Office

Term of office shall be three (3) years beginning July 1.

The Committee members serve in staggered terms. The term of office of Committee members shall expire sequentially, one member's term per year.

Mid-term vacancies shall be filled as per the guidelines for member selection in Section 1 of this Article, Membership. Members selected for replacement shall be considered to be serving the remainder of the previous member's term.

A newly settled Minister may reconstitute the Committee by submitting a list of at least six (6) potential Committee members to the Board for selection.

Section 3. Chairperson

The Committee shall elect its own chairperson. It is recommended that the chair be the Committee member who is in the second year of his/her term so that the immediate past chair will also be a member of the Committee.

Section 4. Duties

- A. Advise the Minister.
- B. Facilitate communication between the Minister, the Board, the Ministry Council, Church members, and employees.
- C. Select one member of the Committee on Ministry to serve on the annual Minister job performance evaluation committee, as described in the "Minister" section of these By-Laws.

Article 18 – Ministerial Selection Committee

Section 1.

In the event of an announced pending vacancy in the office of Minister, the membership shall elect a Ministerial Selection Committee under a stated call at a Church business meeting.

Section 2.

- A. This committee shall consist of seven (7) Church members.

Section 3.

The Committee shall elect its own chairperson.

Section 4.

The Board shall instruct the committee regarding the maximum financial terms it can negotiate and other relative terms of employment.

Section 5.

The Selection Committee duties shall be:

- A. To consult with appropriate representatives of the UUA and the UU Minister's Association.
- B. To screen potential candidates and select one for consideration by the membership.
- C. To make every effort to insure that the candidate has reasonable knowledge and acceptance of the Church, its membership, finances, By-laws, and of the area community.
- D. To give preference to ministers in fellowship with the UUA, or who are recognized by the UUA as actively seeking such fellowships.
- E. To bring the candidate to the church for candidating week, as outlined by the UUA Department of Ministry.
- F. To agree in writing with such candidate regarding the tentative term of the agreement.
- G. To nominate such a candidate at the church meeting called for the purpose of decision on that candidate, and present the tentative terms of the agreement for action at that meeting.
- H. To prepare a contract containing detailed terms of agreement for action at that meeting.
- I. To assist the new Minister to become settled and acquainted with the Church and its communities.

Section 6.

The Committee shall be discharged by the Board after the new Minister is settled.

Article 19 – Minister

Section 1. Election and Dismissal

A Minister may be elected or dismissed by a two-thirds (2/3) vote of the members present at any annual or special Church business meeting called for such purpose.

Section 2. Terms of Office

- A. The Minister shall be considered to have indefinite tenure upon his/her acceptance of the terms as voted by the Church membership.
- B. In the event of resignation, the Minister shall continue his/her duties for at least ninety (90) days after written notice is received by the Church President. After a Church decision for dismissal, a Minister is entitled to ninety (90) days' severance pay.
- C. A contract containing the detailed terms of agreement shall be prepared by the Selection Committee and signed by the officers of the Church and the Minister.

Section 3. Responsibilities

The Minister shall:

- A. Have primary responsibility for worship and other religious ceremonies.
- B. Be available to the membership for pastoral counseling.
- C. Be available, when necessary, for advice and guidance of committees.
- D. Supervise the administrative and communicative aspects of ongoing Church functions including the newsletter and other publications.

- E. Present a report to the Annual Meeting and bring to the attention of the Church and to the Board any matter which seems to him/her pertinent to the Church's general welfare, and make such recommendations as in his/her judgment may be appropriate.
- F. Be an ex officio non-voting member of the Board, the Ministry Council (which he/she shall co-chair) and all committees, except when inconsistent with these By-laws.
- G. Call and facilitate periodic employee meetings and report to the board.
- H. Supervise the work of the employees of the Church.
- I. Be free at all times, in keeping with the liberal tradition, to express his/her opinion on any subject.

Section 4. Evaluation

The Minister's job performance evaluation shall be conducted annually following personnel procedures set forth by the Personnel Stewardship Committee. A committee shall be assembled each year for this purpose consisting of three members. One member shall be selected from the Board by the Personnel Director, one member shall be selected from the membership at large by the Minister. The Committee on Ministry shall select one of its members to serve as the third person on this committee.

Article 20 - Personnel

- A. All personnel shall be employed by the Board, with the exception of the Minister.
- B. A written contract shall be made with salaried personnel.
- C. The performance of salaried personnel shall be reviewed each year by a process to be determined by the Personnel Stewardship Committee.

Article 21 – Fiscal Year and Church Year

The fiscal and Church year coincide: July 1 - June 30.

Article 22 – Parliamentary Authority

The Church shall employ Roberts Rules of Order, Revised, at its meetings as a guide to the democratic conduct of such meetings.

Article 23 – By-laws

Section 1.

These By-laws shall supersede all previous By-laws.

Section 2.

These By-laws may be amended by a two-thirds (2/3) vote of the members present at any regular or special meeting, provided written notice of proposed change is included in the call of the meeting.