

PEACE DALE CONGREGATIONAL CHURCH
United Church of Christ
Peace Dale, Rhode Island
2023

ARTICLE I

Name

- A. The name of this Church shall be Peace Dale Congregational Church of the United Church of Christ, located in South Kingstown, Rhode Island.

ARTICLE II

Purpose, Doctrine, and Covenant

- A. Purpose

The purpose of this Church shall be to bind together followers of Jesus Christ to share in the worship of God and to make God's Vision of peace, justice and Shalom for all Creation vital and active in the lives of people, individually and collectively, especially as that Vision is set forth in the life and teachings, death, resurrection and living presence of Jesus Christ.

Ultimately the purpose of the church is to increase among all people the love of God and neighbor (thoughts by H. Richard Niebuhr).

- B. Doctrine

This Church recognizes the Bible as the sufficient rule of faith and practice, and holds that living in accordance with the teachings of Jesus Christ is the true test of discipleship. Each member shall have the undisturbed right to follow the Word of God according to the dictates of conscience, under the enlightenment of the Holy Spirit. The following Statement of Faith, therefore, is not a test or creed, but an expression of the spirit in which the Church interprets the Word of God.

STATEMENT OF FAITH

We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and to your deeds we testify:

You call the worlds into being, create persons in your own image, and set before each one the ways of life and death.

You seek in holy love to save all people from aimlessness and sin.

You judge people and nations by your righteous will declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Savior, you have come to us and shared our common lot, conquering sin and death and reconciling the world to yourself.

You bestow upon us your Holy Spirit, creating and renewing the church of Jesus Christ, binding in covenant faithful people of all ages, tongues, and races.

You call us into your church to accept the cost and joy of discipleship, to be your servants in the service of others, to proclaim the gospel to all the world and resist the powers of evil, to share in Christ's baptism and eat at his table, to join him in his passion and victory.

You promise to all who trust you, forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, your presence in trial and rejoicing, and eternal life in your realm which has no end.

Blessings and honor, glory and power be unto you.

Amen.

C. Covenant

We welcome you with joy in the life of our apron wearing faith family. We covenant with you to equip one another for the work to which we feel called: striving for shalom and justice among all people, protecting and restoring the integrity of all God's creation, and bringing hope to those most vulnerable.

ARTICLE III

Polity

- A. This Church acknowledges Jesus Christ as its head and finds in the Holy Scriptures, interpreted by the Divine Spirit through reason, faith, conscience, and tradition, its guidance in matters of faith and discipline.
- B. The government of this Church is vested in its members who exercise the right of control in all its affairs subject in legal matters to the charter granted it by the legislature of the State of Rhode Island at its January session, 1872.

This Church accepts the obligations of mutual counsel, comity and cooperation involved in the free fellowship of the United Church of Christ, and pledges itself to share in its common aims and financial support, especially as represented by the Southern New England Conference/Rhode Island Association of UCC and the General Synod.

This Church seeks to cooperate in the ecumenical movement by association with the Local, State, National and World Council of Churches.

- C. The following decisions shall be reserved exclusively to the membership assembled in congregational meetings.
 - 1. Calling and dismissal of an ordained minister as appropriate.
 - a. A minister shall be called only upon recommendation of a Pastoral Search Committee elected for that purpose at a meeting of the members of the Church, nominations having been made by the Executive Board. Upon acceptance of the recommendation of said committee by two-thirds vote of the members present at another duly called meeting to hear such recommendation, such minister shall be called for an indefinite period of time.
 - b. A minister may be removed on sixty days' notice by majority vote of the membership present at a meeting duly called for that purpose by the Executive Board. The congregation and the minister shall have been advised of the potential action at least thirty days prior to said meeting. In the case of loss of ministerial standing, relations may cease at once.
 - c. A minister may terminate the relationship voluntarily upon sixty days' notice of resignation given to the Executive Board. Such resignation shall then be submitted to the Church membership at a meeting duly called for that purpose.

2. Electing officers and members of boards as may be provided for in the Bylaws of the Church.
3. Approving the annual Church budget according to the procedures provided in the Bylaws of the Church.
4. Repealing any action taken by a board or agency.
5. Buying, selling, mortgaging, leasing any or all of the real property of the Church, the details of such transaction to be handled by the Finance Committee.
6. Approving requests or recommendations from the Finance Committee to borrow funds in the name of the Church.
7. Approving expenditure for non-budgeted items exceeding two percent (2 %) of the total operating budget.
8. Amending the Bylaws of the Church according to Article VIII of these Bylaws.
9. Removing an officer or Board member from office during a term for just cause upon a vote of the Church membership at any regular or special meeting.

ARTICLE IV

Membership

- A. The members of this Church shall be those persons who have confessed their faith in Jesus Christ, have made covenant with this congregation of the United Church of Christ, and, upon recommendation by the Pastor and the Board of Deacons, have been received by the Church or Members shall be admitted:
 - a. On confession of faith and baptism.
 - b. On presentation of Letters of Transfer from other churches.
 - c. On reaffirmation of faith, if such Letters are not available.
- B. Members Responsibilities
 1. **Active members** received into the fellowship of this Church shall participate frequently in the worship life of the congregation, support through participation and prayer the ministry of the congregation, and contributes financially to the need of the Church to the best of his or her ability.
 2. **Affiliated Members** are members who wish to maintain their active connection with the church but are unable to participate or support the church at this point in their lives. Full active membership may be reinstated. Affiliated members shall have the right of a Letter of Transfer but shall not have voting privileges.
 3. **Non-Member Active** congregants shall participate and support the church without having met the covenant obligations to the church. They can serve on all boards and committees but shall not have voting privileges or be eligible to hold office or chair a board or permanent committee.
- C. Inactivation of Membership
 1. If a member in good standing requests to be released from covenant obligations to this Church, such request shall be granted and membership inactivated. A Letter of Transfer shall be granted upon request. Inactivated members are eligible to be affiliated members.

2. The Board of Deacons may inactivate a member who has not been fulfilling their responsibilities of participation in and support of the church.
3. Members, who have been inactivated, may be reactivated at the member's request.

ARTICLE V

Services and Meetings

A. Worship

1. Services of worship shall be held at given hours each Sunday, except when temporarily suspended by vote of the Church, or by the Executive Board on recommendation by the Board of Deacons.
2. The sacrament of the Lord's Supper shall be celebrated on the first Sunday of each month, or, at such other times as the minister(s) or Board of Deacons shall appoint.
3. The sacrament of Baptism shall be administered at such times as the minister(s), or in their absence, the Board of Deacons shall appoint.
4. Other services for worship, study, inspiration and prayer may be determined by the Church, the minister(s) or the Board of Deacons.

B. Business Meetings

1. Congregational Annual Meeting

The Annual Meeting shall be held on or near February thirteenth (the anniversary of the founding of the Church), the exact date to be determined by the Executive Board. The meeting shall be held for the election of officers, board members, delegates, and other representatives of the Church, the hearing of reports, and for the transaction of any other proper business.

2. Congregational Special Meetings

Special meetings may be called by a minister, the Executive Board, the Board of Deacons, the Board of Property Management, or shall be called by the Clerk on written request of five or more members qualified to vote. The object of the meeting shall be stated in the call.

3. Congregational Meeting Notices

- a. Notice of the Annual Meeting shall be posted on the Church doors and on the church's digital media sites at least two weeks in advance of said meeting. Notice of the Annual Meeting shall be announced at worship services on two consecutive Sundays. The second of these consecutive Sunday announcements shall also be made by e-mail at least twenty-four hours in advance of said meeting. This shall be considered sufficient notice.
- b. A special meeting may be called for a date at least seven days following the electronic and postal mailing and posting on the church's premises of a notice for such meeting to all active Church members.

- c. A special meeting for the purpose of electing officers to fill vacancies arising during the year may be stated at a regular Sunday service of worship for a time immediately following the service, or for a time during the week.
4. Quorum
- a. A quorum for the transaction of any business at congregational meetings shall consist of 10 % of the active membership of the Church.
 - b. A quorum for the transaction of any business at board and committee meetings shall consist of the majority of the voting members of said board and committee.
 - c. Ex officio members of boards and committees are non-voting members not included in a quorum.
5. Parliamentary Procedure
- Roberts' Rules of Order shall govern the parliamentary proceedings of all business meetings of the congregation, boards and permanent committees, except that they may be suspended by a majority vote.
6. Voting
- a. All matters of business shall be determined, except as otherwise provided herein, by a majority voice vote of those active members attending, unless otherwise determined by the meeting in accordance with parliamentary procedure.
 - b. Ballot vote may be so ordered by a majority voice vote without discussion in accordance with parliamentary procedure.
7. Official Year - The reporting year will be on a calendar basis. The Budget will be on a fiscal year starting on July 1st.

ARTICLE VI

Officers, Ministers and Duties

- A. Officer Qualification - Active Membership, as defined in Article IV shall be a requirement of all who are elected as officers and chairpersons of Boards.
- B. Election of Officers - Officers shall be elected at the Annual Meeting in accordance with parliamentary procedure. All officers shall assume their duties at the time of their election at the Annual Meeting. Moderator, Clerk and Treasurer also serve as President, Secretary and Treasurer of the Peace Dale Congregational Church Non-profit Corporation
- C. The Officers of the Church shall be as follows
 - 1. Moderator
 - a. The Moderator shall be the executive officer of the Church, elected by the Church for a term of up to three years. After serving three years, the Moderator will be ineligible for reelection until after a lapse of one year.

- b. The Moderator is authorized to speak for and represent the Church on matters not otherwise delegated by these Bylaws. The Moderator shall preside at meetings of the Executive Board and shall vote only in case of tie. The Moderator shall represent the Board and report to the Church membership at the Annual Meeting and at such other times as may be requested by any Church officer, board or permanent committee.
2. Assistant-Moderator
- a. The Assistant-Moderator shall serve as a member of the Executive Board for a term of up to two years with the option to be elected for a second term.
 - b. The duties of the Assistant-Moderator shall include the following
 - 1) Assist the Moderator
 - 2) In the absence of the Moderator, assume the Moderator's responsibilities.
3. Clerk
- a. The Clerk shall serve as a member of the Executive Board.
 - b. The duties of the Clerk shall include the following
 - 1) Keep a record of the meetings of the Church and of the Executive Board.
 - 2) Give legal notice of all meetings when such notices are necessary.
 - 3) Conduct all correspondence so far as this is not otherwise provided for.
 - 4) Perform such other duties as usually pertain to the office of Clerk.
4. Treasurer
- a. The Treasurer shall serve as a member of the Executive Board.
 - b. The duties of the Treasurer shall include the following
 - 1) Oversee the management of all deposits and receipts of the Church including the accounting of all contributor records.
 - 2) Oversee the payment of all bills of the Church and the keeping of accurate accounts of all receipts and disbursements.
 - 3) Oversee the UCC Trust Fund and the Fobes Trust Outlay to the Church.
 - 4) Reporting regularly to the Finance Committee.
 - 5) May be directed to sell, upon authorization of the Finance Committee, any stocks, bonds or securities owned by the Church.
 - 6) Sign, on behalf of the Church, deeds, contracts of sale, leases and other papers relating to the sale and management of real estate.
 - 7) Purchase a blanket bond and/or insurance in an amount deemed adequate by the Finance Committee covering all personnel handling moneys and securities of the Church.
 - 8) Shall be an ex officio member of the Board of Stewardship.

D. Ministers

1. The ministers shall be such in number as may from time to time be called by the Church. One minister shall be designated by the Church to be the Senior Minister.
2. Each minister shall become a member of the Church as soon as practicable after acceptance of the call as indicated in the signing of a written contract.
3. The Southern New England Conference/Rhode Island Association of the United Church of Christ churches in the vicinity shall be invited to sit as an ecclesiastical council for the purpose of installing or cognizing the minister in accordance with established usage. The minister shall seek standing in and become a minister of the Southern New England Conference/Rhode Island Association of the United Church of Christ at the first opportunity.
4. The Senior Minister and the Board of Deacons shall have charge of the spiritual welfare of the Church. The Senior Minister shall have freedom of the pulpit. The Senior Minister shall seek to enlist persons as followers of Christ, preach the Gospel, and administer the sacraments. The Senior Minister shall be responsible for all services of public worship, administer the activities of the Church in cooperation with the various boards, committees and organizations, and represent the Church in the wider community. The Senior Minister shall recommend to the Executive Board the appointment or dismissal of Administrative Staff and shall submit budget requests for office expenses to the Executive Board.
5. An Assistant, Associate or other ordained minister will be under the direction of the Senior Minister. Special expectations and duties will be outlined in the call when extended.
6. Sabbatical leave for ministers shall be granted for graduate study, research, or other professional improvement and spiritual growth in accordance with their Calling and policies approved by the Executive Board.
7. The senior minister shall be an ex officio member of all boards and committees except a Pastoral Search Committee. All other ordained and called clergy shall be ex officio members of all boards and committees pertinent to their job description. In the case of a Search Committee for a minister other than the Senior Minister, the Senior Minister shall be a full member.

ARTICLE VII

Boards, Committees and Delegates

A. Definitions of Organizational Structures

1. **Church Boards** (Section VII.E Boards) are made of congregants elected by members of the church and lead the church in its missions. The Executive Board (Section VII.C) is made up of the chairpersons of the Church Boards.
2. **Church Permanent Committees include Standing Committees** and are appointed by the Executive Board to ensure that the proper administrative and support efforts are carried out by the Church Boards.
3. **Ad Hoc Committees** shall be established by Boards to assist in the fulfillment of the missions of their board.

4. **Delegates** are representatives elected by the Congregation to represent the Church at the Southern New England Conference and the Rhode Island Association UCC Meetings.

B. Board and Committee Requirements

1. Board member shall be elected for a term of up to three years, at which time, they may be eligible at the discretion of the Nominating Committee to be re-elected
2. Each Board shall have up to 7 members to carry out their missions of the church.
3. Board members shall assume their duties at the first meeting of the respective boards following their election at the Annual Meeting.
4. Boards shall be chaired by an active member of the church. Chairpersons shall be nominated by the Nominating Committee in consultation with the boards.
5. Unless otherwise specified, each board and committee shall hold such meetings as it determines are necessary for the proper conduct of its business to ensure fulfillment of its responsibility and function. All meetings are open to attendance, unless otherwise publicized, to any interested church member, who shall have voice but not vote. Minutes of all meetings shall be created and a copy of minutes shall be sent to the Church Clerk.
6. Boards and permanent committees shall submit annual budget requests to the Finance Committee when requested.
7. Boards and permanent committees shall submit a written annual report which should reflect their work, including the work of any ad hoc committees to the Executive Board for presentation in the Annual Report to the congregation.
8. Permanent Committees and Boards, including Executive Board, shall update a strategic plan yearly to identify future goals for fulfilling the mission of the church and submit a status for the Annual Report.

C. Executive Board

The general control and arrangement of the affairs of the Church between congregational meetings shall be vested in the Executive Board, which shall have full authority and power to perform all acts necessary to promote the interest and welfare of the Church not otherwise provided for and not inconsistent with its charter, by the Bylaws of the Church, or special instructions from the Church. The Executive Board shall:

1. Consist of the following:
 - a. Four Officers: Moderator, Assistant Moderator, Treasurer and Clerk
 - b. Senior Minister, ex officio, and other full time ordained staff, ex officio.
 - c. Chairpersons of the Board of Deacons, Property Management, Mission and Social Justice, Christian Education, Church Family Life and Hospitality, Music, and Stewardship.
 - d. Chairpersons of Finance, Personnel, and Technology Permanent Committees shall serve as ex officio members.
2. Approve personnel policies, hiring, termination and employment arrangements for all professional and paid employees, as may be recommended by the Personnel Committee.
3. Evaluate the work of the minister(s) annually with input from the Chairpersons of the Boards of Deacons, Missions and Social Justice, Music, Property Management, Church Family Life and

Hospitality, Christian Education, and Stewardship. The Moderator will then submit the evaluation(s) and any recommendations to the Personnel Committee.

4. Approve requests for employment or dismissal of all staff persons. Such requests would be received as follows
 - a. From the Senior Minister – Administrative Staff.
 - b. From the Board of Property Management - Sexton and Assistants.
 - c. From the Board of Music - Director of Music, Organist, Choir Directors and any other support persons needed.
 - d. From the Board of Christian Education - Director of Christian Education and any other support persons needed.
 - e. From the Board of Mission and Service - such support persons as may be needed.
 5. Interpret the principles and policies of the Church as needed in intervals between Church meetings.
 6. Define responsibility between specific groups in the Church where the question seems to be in doubt.
 7. Nominate persons to serve on a Pastoral Search Committee, when needed, in accordance with Article III. C. 1. Such committee shall consist of at least ten and not more than fourteen members, one representative from the Board of Deacons, one from the Board of Property Management, one from the Board of Christian Education, one from the Board of Music, and one from the Board of Missions and Social Justice. In the case of a search for a minister other than the Senior Minister, the Senior Minister shall be a full member of the committee. The other members shall be chosen at large.
 8. Advise and assist officers, boards and committees within the Church as to activities for which they are responsible.
 9. Engage legal counsel whenever necessary to protect the interests of the Church
 10. Appoint an Historian who shall:
 - a. Have charge of, and gather and maintain information, data, and items of interest relating to the history of the Church
 - b. Organize all papers and records of historical value to the Church and keep a journal of all occurrences of interest to the church.
 - c. Have care and supervision of the Book of Remembrance and the responsibility for promoting its use.
 11. Be responsible for the completion and publication of the Annual Report.
 12. Appoint all members of the following Permanent Committees at its first meeting:: Finance, Personnel, Nominating, Technology, and Pastoral Relations Committee.
- D. Permanent Committees
1. The Finance Committee. The Committee shall:
 - a. Have a minimum of 3 members, and a maximum number appropriate for an effective working committee, to serve 3-year staggered terms.
 - b. Have a working knowledge of finance. The Finance Committee Chair cannot serve as chairperson of another board or committee.

- c. Be the body authorized to sell, lease, or purchase property when such transaction has been approved by a majority vote of the Church members attending a duly advertised meeting called for this purpose.
 - d. Receive and hold, invest and reinvest all permanent funds of the Church and such other special funds and properties as may from time to time be derived by gifts, bequest or devise, except as otherwise provided in the instrument of the gift.
 - e. Enter into an agreement with a banking corporation, other financial organization, or appointed agent to act for the Church, to have physical custody of the securities owned by the Church and, under the direction of the Executive Board, receive stock dividends, collect coupons on bonds, keep accurate records of such income and forward receipts to Church Treasurer for accounting purposes, and take such other action as shall be directed by the Executive Board from time to time.
 - f. Ascertain the needs of the Church for gifts of material properties, and make known such needs and solicit such gifts. Shall inform members and others of various needs, projects and programs of the Church for which provisions could be made by them in their wills, trusts, and gifts. Shall be empowered to accept or reject on behalf of the Church conditional gifts, or gifts in trust, and to administer the same in accordance with the terms of the gift, or seek modification of the terms.
 - g. Be responsible for overseeing and making recommendations for all financial risk management issues of the Church. The committee shall work with the Board of Property Management regarding appropriate level of property and liability insurance and with the Personnel Committee and Executive Board regarding other liability issues affecting the Church's interests. The committee shall make recommendations regarding the appropriateness and cost effectiveness of Church insurance policies.
 - h. Review, at each of its regular meetings, the status of all budgeted funds and income accounts and shall be responsible for the general financial stability of the Church. Shall direct a professional audit of the Church's financial accounts annually.
 - i. Establish the budget cycle process and submit its recommendations to the Executive Board.
 - j. Prepare the budget with input from staff, boards and committees, the results of the Stewardship Campaign, Year End Income Statements and the Financial Status of the Church Endowment Fund. The Executive Board shall review the budget, amend and recommend a final budget to be submitted to the congregation for approval at a Congregational Meeting.
2. The Personnel Committee. The Committee shall:
- a. Have a minimum of 3 members to serve 3-year staggered terms. At least one committee member shall be a former member of the Executive Board. No person subject to church personnel policies, or any of their relatives, shall be appointed to the Personnel Committee.
 - b. Have no member from Boards or permanent committees if the board or standing committee is responsible for evaluating an employee.
 - c. Have a working knowledge of personnel management
 - d. Make recommendations to the Executive Board regarding all matters pertaining to personnel management including establishment of policies, processes, compliance with statutes, hiring, termination, conditions of employment, maintenance of position descriptions, performance evaluations, training, salaries, benefits, awards, sabbatical and leave.
 - e. Oversee the execution of the personnel management processes.

3. The Technology Committee. The Committee shall:
 - a. Have a minimum of 3 members who have knowledge of the technical issues related to audio/visual equipment and operation, web design, or software applications and other means where technology will enhance the operation of the church.
 - b. Establish a schedule for operators of the slide shows used during worship.
 - c. Supervise the Technical Intern or volunteers.

4. The Pastoral Relations Committee. The Committee shall:
 - a. Be accountable directly to the ministers and the Congregation, consult United Church of Christ and other resources associated with effective pastoral relations committee best practices and meet no less frequently than quarterly. Meetings of the PRC may be called at any time.
 - b. Be the body responsible for facilitating communications and fostering relationships of trust and understanding between the ministers and the congregation. The PRC monitors the morale of the ministers and congregation. The Committee takes on both the role of an advisory group and that of a support group with the primary function to improve communication.
 - c. Have no decision making authority and shall not have a role of a personnel, salary review, or evaluation committee.
 - d. Consist of three (3) members selected by consensus of the ministers and the church Moderator.
 - e. Have members appointed for one-year terms; a member may be reappointed for a maximum of two additional consecutive terms. No member can serve more than three years in succession. If at any time a member of the PRC is unable to serve objectively, that member shall be recused or asked to resign by consensus of the Committee.
 - f. Respect the confidential nature of the PRC meetings. Permission to share information outside the PRC requires a unanimous vote of the PRC members, the ministers and any other parties involved.
 - g. Be placed on any meeting agenda at their request.

5. The Nominating Committee. The Committee shall:
 - a. Consist of five members, one of whom shall be a Deacon.
 - b. Prepare nominations in accordance with Article VI and Article VII for all officers, boards, and delegates, including chairpersons.
 - c. Prepare a ballot of nominations at least one person for each position to be filled at the Annual Meeting which shall be made available posted at the Church and in electronic communications not later than two Sundays prior to the Annual Meeting. Additional nominations may be received at the Annual Meeting from the floor with prior consent of the person nominated.
 - d. Recommend in the event of a mid-term vacancy of an elected member of a board, the Nominating Committee recommend and the Executive Board shall appoint a person to fill the vacancy until the next Congregational Meeting, at which time a person shall be elected to fill the remainder of the unexpired term of office.

E. Boards

1. Board of Deacons

The Board should compile with specifications under section VII related to all board, committees, and delegates. The Board shall:

- a. Work in collaboration with the minister(s), for all aspects of the worship, spiritual life and pastoral care of the Church, and establish policies and procedures for them.
- b. Work with the Pastor, Music Director, Youth Director and the Worship Service Committees to provide the following resources:
 - i. Ushers/Greeters
 - ii. Pastoral Supply
 - iii. Deacons to assist in Sacraments and special service events
 - iv. Special Physical Supplies Needed
 - v. Technical Personnel & equipment
- c. Review the active and affiliated membership list every two years and maintain an active registry of members.
- d. Assist the minister(s) in the recruitment, review and preparation of new Church members.
- e. Work with the Call-to-Care groups in the church to provide outreach and care of the congregants.
- f. Appoint one of its members to the Nominating Committee for one year.
- g. Appoint a Flower Committee to provide floral decoration for the church, flowers for sacraments, and distribution as care to congregants.
- h. Prepare and serve Holy Communion
- i. Be responsible for regulation, supervision of the Peace Dale Congregational Church's Columbaria and Memorial Garden.

2. Board of Property Management

The Board should compile with specifications under section VII related to all board, committees, and delegates.

- a. Oversee and delegate the maintenance, upkeep and operation of all the physical property of the Church. Such oversight is to include the purchase of all utility services; the placing of Insurance as deemed necessary; the contracting for snow removal and such other services as may be required from time to time; and the purchase of all necessary operating supplies.
- b. Control the use of all Church properties, establish and publish rules and regulations governing such use and any donations requested to offset expenses incurred. One member of the Board shall be designated to receive all requests for the use of the Church property via the church office and shall present such requests to the Board for approval or rejection.
- c. Recommend to the Personnel Committee the appointment or dismissal of the Sexton and any assistants who shall be under the supervision of, and shall report to, the Board of Property Management.

- d. Prepare a written description of the duties and responsibilities of these paid staff persons. Such duties and responsibilities may be reviewed and changed from time to time.
- e. Submit evaluations of work performance of those staff persons for whom the Board of Property Management is responsible to the Personnel Committee.

3. Board of Christian Education

The Board should compile with specifications under section VII related to all board, committees, and delegates. The Director of Christian Education shall be an ex-officio member. The Board shall:

- a. Provide for the Christian nurture and spiritual development of the total Church community (adults, youth and children).
- b. Supervise and direct the educational work of the Church to be carried out by the staff persons, approve the curricula, determine methods of instruction, ensure a safe and secure environment for children and youth.
- c. In consultation with the Senior Minister, recommend to the Personnel Committee the employment of any staff persons deemed necessary to carry out the program of the Board, including a job description.
- d. Submit evaluations of the work performance of all staff persons, for whom the Board is responsible, to the Personnel Committee.
- e. Work with other boards to promote community programs representing Christian values.

4. Board of Mission and Social Justice

The Board should compile with specifications under section VII related to all board, committees, and delegates. The Board shall:

- a. Interpret the work of, and secure support for, Our Church's Wider Mission.
- b. Be responsible for a program of outreach education for the entire Church, seeking to provide opportunities and experiences of service, action and giving within and beyond the local Church.
- c. Keep the Church informed on social justice issues when, in the judgment of Board, the Christian conscience is involved.
- d. Recommend to the Executive Board the employment of such support persons deemed necessary to carry out the program of the Board.
- e. Publicize the church's mission work to the community and encourage its participation

5. Board of Music

The Board should compile with specifications under section VII related to all board, committees, and delegates. The Director of Music, the Organist, and all Choir Directors shall be ex-officio members. The Board shall:

- a. Work closely with the Director of Music, Senior Minister, and Board of Deacons in providing a music program which will enhance the worship of the congregation.

- b. In cooperation with the Senior Minister conduct any necessary search for an Organist and/or Choir Director(s), subsequently recommending the candidate to the Executive Board.
 - c. Prepare a written description of the duties and responsibilities of these paid staff persons. Such duties and responsibilities may be reviewed and changed from time to time.
 - d. Annually evaluate any music staff and submit the evaluations to the Personnel Committee.
 - e. Have general oversight of the Church music.
 - f. Have charge of the pipe organ and all other musical instruments and choir robes belonging to the Church.
 - g. Manage all published music purchased by the church including hymn books, bound and unbound music and digital music files.
6. Board of Stewardship

The Board should compile with specifications under section VII related to all board, committees, and delegate. The Treasurer or his/her Designate shall be an ex-officio member. The Board shall:

- a. Provide an ongoing educational program regarding Christian stewardship responsibilities of membership.
 - b. Plan and conduct an annual fund raising campaign for the current expenses of the Church.
 - c. Maintain contact with the Treasurer and contribution recorder concerning the general condition of pledge payments and church contributions.
7. Board of Church Family Life and Hospitality

The Board should compile with specifications under section VII related to all board, committees, and delegate. The Board shall:

- a. Assist the minister(s) and others in attracting and assimilating new members into the body of Christ.
- b. Assist with church publicity, advertising, brochures, bulletin boards, name tags, etc.
- c. Organize activities that will assist in membership growth and assimilation.
- d. Call attention to the work and witness of our church that others may take part.
- e. Promote Christian fellowship and social growth within the Church by hosting Sunday Morning worship activities.
- f. Host church and community fellowship events at the Board's discretion.
- g. Arrange for bereavement receptions if requested.
- h. Oversee the provisioning and utility of the kitchen spaces necessary to support fellowship activities in the Church.

F. Delegates

1. Delegates shall be elected at the Annual Meeting. The number of delegates elected shall be in accordance with Southern New England Conference/Rhode Island Association of UCC guidelines. In addition, three consecutive alternates will be elected.
2. Delegates report to, and receive guidance from, the Executive Board pertaining to issues and decisions that are expected to be dealt with at the meetings to be attended.
3. After each meeting attended, a representative shall report to the Executive Board. A written annual report shall be submitted to the Executive Board.

G. Community Affiliations

1. In keeping with the Church's long tradition of community housing ministry, the Church shall support the vision and mission of Peace Dale United Church Housing, Incorporated and Peace Dale United Housing, Incorporated.
2. Members of the Peace Dale Church may serve as members of Peace Dale United Church Housing, Incorporated and Peace Dale United Housing, Incorporated governing bodies in accordance with their bylaws and/or articles of association. The Senior Minister of the Church shall serve as member of Peace Dale United Church Housing, Incorporated governing body in accordance with its bylaws and/or articles of association.

ARTICLE VIII

Amendments

These Bylaws may be altered, amended, repealed, or a new set of Bylaws adopted by a two-thirds majority of the members present and voting at any duly called meeting, provided that the substance of the proposed amendment shall have been made available to the congregation at least two weeks preceding said meeting.

Adopted June 2, 1996

Revised February 8, 1998

Revised February 7, 1999

Revised April 30, 2000

Revised December 3, 2006

Revised February 8, 2009

Revised November 22, 2009

Revised February 8, 2015

Revised February 5, 2017

Revised June 3, 2018

Revised February 10, 2019

Revised October 27, 2019

Revised September 10, 2023