

# BYLAWS 2020

## Bequests Memorial Funds, Gifts

### 4.1 Bequests

The Trustees have the responsibility to recommend to the Church Council the appropriate use of unrestricted bequests. The funds could be used for such things as the technology, Christian education, building improvements, endowment, etc. In order to build up the church's endowment for the long-term health of the First Congregational Church, at least 50% of the undesignated bequests should go into the church endowment.

### 4.2 Memorial Funds

If memorial contributions are given to First Congregational Church at a family's request, family members of the decedent may discuss options with the pastor on how to designate such funds in a way that will both honor the legacy of their loved one, and support the needs of the church. Once gifts are received for a designation, they cannot be used for anything other than that designation. If two years after the death no decision/agreement has been reached, then the funds are designated as unrestricted. The Trustees have the responsibility to recommend to the Church Council the appropriate use of unrestricted memorial funds. The funds could be used for such things as technology, Christian education, building improvements, endowment, etc.

### 4.25 Gifts, Bequests, Memorial Funds

All gifts, bequests, and memorial funds that have a designation thereof, may be refused at the discretion of the Church Council.

## Moderator

### 6.1 Moderator

The moderator is elected for a two-year term. The moderator may only serve one term, but may be elected to the position of moderator-elect or a different official on the council after being off the council for at least one year.

Responsibilities of the moderator:

- a. preside at all business meetings of the church. In the event of the moderator's absence, the moderator-elect will preside as moderator.
- b. be responsible for determining that the notice of a business meeting be issued to all active members of the church at least nine days prior to the meeting and that the business of the meeting is consistent with the intent of the notice,
- c. act as chair of the Council of Ministries and the Executive Committee,
- d. use the good graces of the office in a prudent and diligent manner to promote harmony and Christian understanding among the members in matters of church business,
- e. ensure that evaluations of the church staff are performed in accordance with the

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Periodic Performance Evaluation adopted by the Council of Ministries (Section 8),

- f. be in charge of leadership training,
- g. in the event that there is no moderator-elect, perform the duties of the moderator-elect.
- h. ensure that the bylaws are periodically reviewed for appropriate modification at least every three years.

## **Moderator-elect**

### **6.2 Moderator-elect**

To ensure smooth transition and succession, a moderator-elect will be elected at the annual meeting every other year and be confirmed as the moderator at the first annual meeting following their election moderator-elect.

The moderator-elect's duties include the following:

- a. chair council meetings when the moderator is unavailable,
- b. assist the moderator in planning, overseeing and implementing council policies, procedures and ideas,
- c. act as chair of the nominating committee.
- d. serve on the Executive Committee

## **Secretary**

### **6.3 Secretary**

The secretary is elected for a one-year term and may serve three consecutive terms. The duties include:

- a. keeping a record of the proceedings of all business meetings and providing such record to the registrar,
- b. serving as secretary to the Council of Ministries and furnishing to the registrar such record of the proceedings of the council as may be required for retention or for publication to the members.
- c. serve on the Executive Committee

Should the secretary not be present at a council or business meeting, the moderator will appoint a member of the congregation to fulfill the secretary's responsibilities.

## **Treasurer**

### **6.4 Office of the Treasurer**

The office of treasurer consists of two elected positions, treasurer and associate treasurer, and one paid position, bookkeeper.

Every two years a member of the congregation will be elected to the office of treasurer for a term of three years. The elected official will be associate treasurer for the first year and treasurer for the remaining two years. Both positions should not be elected the same year. Should either position be vacated prior to the end of the term, the Council of Ministries will appoint an interim, which will be confirmed at the next scheduled

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business meeting. After serving a full term, one year must pass before again being considered eligible for office of treasurer.

The office of treasurer will have only one vote at the Council of Ministries, that of the treasurer. If the treasurer is not in attendance, the associate treasurer will have a vote.

The treasurer will:

- a. be the responsible custodian for all deeds, titles, warranties, insurance policies, and related items pertaining to the real and personal property of the church and place such documents in such depository as the Trustees Ministry order,
- b. open all books, accounts, and records, every four years, to the examination of an auditor appointed by the Trustees Ministry,
- c. attend all trustee and Council of Ministries meetings, or delegate to the associate treasurer,
- d. supervise the responsibilities of the bookkeeper.
- e. serve on the Executive Committee

The associate treasurer will assume the responsibilities of treasurer should the treasurer be unavailable.

## **Authorized Agents and Authority**

### **6.4.1 Authorized Agents for Financial Matters**

Authorized agents to conduct the church's financial matters are individuals elected at the Annual Meeting, e.g.: Officers of the Church (except for the Secretary); Directors of the Corporation; and the Assistant Treasurer. For each account the church will have three authorized agents. The Treasurer is responsible for working with financial institutions to update authorized agents as changes occur at the annual meeting or otherwise.

### **6.4.2 Authority of Authorized Agents**

- a) Each Authorized Agent is authorized to carry out the actions in the following sections with the concurrence of the Church Council or Trustees, as appropriate.
- b) Each Authorized Agent is authorized to (1) provide tax certifications; (2) establish, maintain, and operate an account(s) on behalf of the church, and to bind the church to incorporated agreements and disclosures, and (3) designate a church member or church staff member to conduct transactions within an established account, as required.
- c) The authority thereby conferred is not inconsistent or in conflict with any organizational documents, resolutions, agreements, other applicable constituent documents or laws governing the Organization, and is within the Organization's power and authority and agreements and laws governing the Organization.
- d) In case of the death or withdrawal of any one of the directors or officers, or in case of the termination or dissolution of the Organization, Authorized Agent agrees to notify in writing and to execute any supplementary authorization may be required in such an event.