



BY LAWS OF THE PILGRIM CHURCH OF DUXBURY,
UNITED CHURCH OF CHRIST

Approved on September 26, 2021

Annual Meeting

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THE CONSTITUTION OF THE PILGRIM CHURCH IN DUXBURY, UNITED CHURCH OF CHRIST

ARTICLE I NAME OF THE CHURCH

The name of this incorporated church will be The Pilgrim Church in Duxbury, United Church of Christ, a Massachusetts non-profit corporation.

ARTICLE II PURPOSE AND POLITY

Purpose

The purpose of the Church is for the glory of God and the advancement of the Christian faith through practicing public worship, seeking and studying the word of God, developing Christian character, and loving and serving our neighbors in our congregation, community, nation, and world.

Polity

Pilgrim Church in Duxbury, United Church of Christ, acknowledges as the sole head of the Church Jesus Christ, Son of God, and Savior. Pilgrim Church in Duxbury, United Church of Christ, is Congregational in polity. This Church is governed by its members, who, acting as a Covenanted body, control all its affairs. It accepts the obligations of mutual counsel and cooperation involved in the free fellowship of the United Church of Christ and pledges itself to share its common aims and work.

ARTICLE III DOCTRINE

1) Statement of Faith

The United Church of Christ Statement of Faith in the form of a doxology, is our expression 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.

Blessing and honor, glory and power be unto you. Amen.

2) Mission Statement

We are a family of believers, centered in Christ, reaching out to others, and welcoming all. We worship God, help each other to grow in God's love, and share our gifts, seeking to live as Jesus taught.

3) Pilgrim Church in Duxbury, United Church of Christ Covenant

Confessing our faith in God, Jesus Christ, and the Holy Spirit, we unite together in the fellowship of this church. We promise to live Christian lives, to share in the work of this family of faith and the whole Church of Christ, to be loyal to this church, to attend its appointed services, to promote its usefulness as God's instrument, and to walk with one another in love and faithfulness. Trusting in the grace and help of God, we so covenant.

4) Open and Affirming Covenant (Adopted January 27 2019)

Inspired by God's love for all people, we the members of Pilgrim Church in Duxbury, United Church of Christ, seek to be an expression of that unconditional love and welcome all of God's children.

Following the teachings of Jesus Christ, we invite people of every age, sexual orientation, gender identity and expression, ethnicity and race, physical and mental ability and socioeconomic status into the full life and ministry of this church.

Guided by the Spirit in the work of the United Church of Christ, we declare ourselves to be an Open and Affirming congregation.

ARTICLE IV Membership

The members of this church shall be Christians who publicly enter into covenant with the congregation of this church and present themselves through a) Confession of Faith, b) Re-Affirmation of Faith or c) Letter of Membership Transfer.

ARTICLE V

Organization

1. Officers. The Officers of the Church are the Moderator, as Chairperson of the Church Council), Treasurer, Clerk, Chairperson of the Diaconate, and Chairperson of the Board of Trustees.
2. Church Council. The Church Council, subject to the decision of meetings of the congregation, is empowered to be the executive body of the Church. The mission and authority of the Church Council will be to oversee and coordinate the policy, life and work of the church, its officers, delegates, boards, committees, and church organizations.
3. Boards and Committees. The Boards and Committees of this church shall be such as the Church Council may recommend, and the congregation shall approve.
4. Staff. The Church Staff shall consist of such persons as the Church council deems necessary to carry on the ministry and programs of the church.

ARTICLE VI MEETINGS OF THE CONGREGATION

The meeting of the Congregation, by a majority vote of those members present and subject to the Bylaws, will be the authority on all matters concerning Pilgrim Church in Duxbury, United Church of Christ.

ARTICLE VII Bylaws and Amendments

Bylaws shall be established to govern the day-to-day operations of the church. This Constitution may be amended by a two-thirds (2/3) vote of the members present and voting at an Annual or Special meeting called for the purpose in accordance with the procedures set forth in the Bylaws, the proposed amendment being inserted in the call.

THE BY LAWS

Article I	Purpose of the Bylaws
Article II	Membership
Article III	Meetings of the Congregation
Article IV	Officers
Article V	Church Council
Article VI	Boards, Committees and Sub-Committees
Article VII	Staff Clergy, Specialized Ministry, Other Staff
Article VIII	Amendments

ARTICLE I - PURPOSE OF BYLAWS

These rules govern our organization and are intended to enable us to carry out our church's mission and operations with efficiency, transparency, and Christian love. They are to be respected and upheld until amended as provided in ARTICLE VIII.

ARTICLE II - MEMBERSHIP

Section 1 - Reception of New Members –

Membership will be open to any person who has been baptized and has made Public Confession of Faith in Jesus Christ as Lord and Savior during a regular Service of Worship.

Section 2. Approved Methods of Membership

New Members will be recommended by the Senior Pastor, approved by the Diaconate, and received during a regular Service of Worship by one of the following manners.

- Confession of Faith and Baptism (if not previously baptized)
- Re-Affirmation of Faith (if an Inactive Member of another Christian church) or
- Letter of Transfer (if an Active Member in good standing with another Christian church)

Members of the Pilgrim Church in Duxbury United Church of Christ will be voting members of the Corporation with full privileges. An accurate count of church membership will be conducted annually by the Diaconate as per policy written by the Church Council.

Section 3 Responsibilities of Membership

- All Members of the Pilgrim Church in Duxbury, United Church of Christ, are expected to;
- Be faithful in all spiritual duties essential to the Christian life, and as able,
- Attend the Services of Worship of the Church,
- Give regularly to the financial support of the Church and its Mission as best able,
- Share in the life of the Church.

Section 4 Rights of Members

Church members will have the right to vote on all matters except those which are specifically prohibited by the laws of the Commonwealth of Massachusetts.

Section 5 Change of Membership Status

A member of the Pilgrim Church in Duxbury, United Church of Christ, is dismissed from Membership Status by:

- Death or,
- Letter of Transfer upon request to join another church fellowship with a written request for removal from Membership provided to the Senior Pastor.

ARTICLE III - MEETINGS OF THE CONGREGATION

Section 1 Authority

The meeting of the Congregation, by a majority vote of those members present and subject to the Bylaws, will be the authority on all matters concerning Pilgrim Church.

Section 2 Quorum

The Quorum for congregational meetings will be determined based upon 10% of the previous year's Membership total reported to the United Church of Christ's Annual Report.

Section 3 Fiscal Year

The fiscal year of the Church will be from January 1 through December 31.

Section 4 Congregational Meetings

A) Annual Meeting

There will be an Annual Meeting of the Congregation on a date in May set by the Church Council prior to Memorial Day to hear and review Annual Reports, to approve proposed Officer and Committee slates and hear other business that may arise.

Members will be notified by written notice at least fourteen (14) days prior to any Called Congregational Meeting. Such notice will be given at Public Worship on the two (2) prior Sundays preceding Called Church Meetings. The Clerk will post a written Call Announcement in conspicuous locations at entryways of the Church.

All members will be notified by mail or email of the date of the Annual Meeting; such notice will be mailed or emailed not less than fourteen (14) days prior to the Annual Meeting.

B) Annual Budget Meeting

There will be an Annual Budget Meeting of the Congregation at a date set by the Church Council following the annual stewardship campaign and prior to January 31st. This meeting will be for the purpose of approving the budget for the fiscal year commencing January 1st. Approval of the Annual Budget will be by a majority vote of the Congregation present and voting. Notice to the members will follow the same procedure as that for the Annual Meeting.

C) Called Meetings

Called Meetings of the Church may be called by the Church Council or the Senior Pastor, or upon a written request of 10% of previous year's membership total as reported to the United Church of Christ, consistent with Quorum requirement (Article III, Section 2). Notice of such Special Meeting will include a specific statement of the purpose of such meeting and matters to be considered. Notice to the members will follow the same procedure as that for the Annual Meeting.

Section 5 Voting

All meetings of the Congregation will be open and guests will be welcome. Guests are welcome to the courtesy of the floor upon recognition from the Moderator. Voting will be by members only.

Section 6 Annual Report

Reports will be required from each Officer, Board and Committee for inclusion in the Annual Report to be presented to the Congregation at the Annual Meeting. These reports are to be submitted to the Church office in a timely fashion to allow the office to prepare the Annual Report prior to the Annual Meeting.

Section 7 Preliminary Budget Requests, Budget Preparation and Approval

Board of Trustees will collaborate with all Boards and Committees to develop an Annual Budget that will support operations, community outreach and Missions.

Budget requests and all pertinent documentation from each Officer, Board and Committee will be submitted to the Board of Trustees to allow time to prepare the Annual Budget and to seek approval from Church Council prior to the Annual Meeting.

ARTICLE IV - OFFICERS

The Officers of the Church are the Moderator, Treasurer, Clerk, Chairperson of the Diaconate, and Chairperson of the Board of Trustees.

All officers must be elected and must be active members of the Church and at least twenty-one (21) years of age.

No member may serve as an officer in more than one capacity at any given time.

Unless otherwise specified, no officer may serve consecutive terms. "Terms" of officers are defined below in this Article.

Election for a term of office, following the completion of an unexpired term of another officer, will not be considered as consecutive terms.

It is the responsibility of any officer to recuse themselves from voting on any issue that would constitute or reflect a conflict of interest.

Any questions regarding potential conflicts of interest will be resolved by the Moderator.

No family member of a staff member may be an officer, unless approved by Council.

Section 1 - Chair of Church Council - Senior Lay Officer of the Church

Term - The Chair will be elected for a term of one (1) year by the outgoing Church Council and can be re-elected for two additional one-year terms (three years total) at the Annual Meeting.

Duties -The chair will preside over all Council meetings.

As the Senior Lay Officer of the Church, the Chair is responsible for signing all contracts, leases, and debt obligations along with the Chair of the Board of Trustees.

Section 2 – Moderator

Term- The Moderator will be elected for a term of one (1) year at the Annual Meeting and may serve without term limits.

Duties - It will be the duty of the Moderator to preside at all Called Meeting and Called Special Meetings of the Church.

The Moderator will be a member of the Church Council.

The Moderator will serve as a liaison to the Pastor Parish Committee.

Section 2 - Treasurer

Term- The Treasurer will be elected for a term of three (3) years at the Annual Meeting and may not serve more than two consecutive terms.

Duties - The Treasurer will be a voting member of the Board of Trustees.

The Treasurer will be responsible for:

- Overseeing the financial activities of Pilgrim Church of Duxbury UCC.
- keeping the Congregation, the Senior Pastor, Council and Board of Trustees informed of the financial condition of the church.
- Arranging an audit of Pilgrim Church's financial statements when directed to do so by the Board of Trustees.

Section 3 Clerk

Term - The Clerk will be elected for a term of one (1) year at the Annual Meeting and may serve without term limits.

Duties - The Clerk will be responsible for keeping a faithful record of all proceedings at meetings of the congregation and Council and will attend to the correspondence relative to such meetings.

Should the Clerk be unavailable to fulfill the Clerk's duties at meetings of the congregation, the Church Council will identify a suitable temporary replacement to ensure the Clerk's duties are fulfilled.

Section 4 Chairperson of the Diaconate

The Chairperson of the Diaconate will be considered an officer of the Church.

Section 5 Chairperson of the Board of Trustees

The Chairperson of the Board of Trustees will be considered an officer of the church.

ARTICLE V – CHURCH COUNCIL

Section 1- Membership

- a. The Church Council will consist of the Clerk, a Representative from the Trustees, a representative from the Diaconate, the Moderator and four (4) Elected members for 3-year terms and the Senior Pastor (ex officio).
- b. The Sr. Lay Leader will be Chair of the Church Council
- c. The representative from Trustees or Diaconate may appoint another member of their Board to serve on the Council as proxy in their absence, and such proxies will have voting rights.

Section 2 - Mission

- a. The Church Council, subject to the decision of meetings of the congregation, is empowered to be the executive body of the Church. The mission and authority of the Church Council will be to oversee and coordinate the policy, life and work of the church, its officers, delegates, boards, committees, and church organizations.

Section 3 - Responsibilities

- a. The Church Council shall be responsible for the Calling of the Annual Meetings of the Church.

- b. The Church Council will supervise and assist boards and committees as required in the carrying out of their duties and responsibilities. It may ask for the resignation of any Officer or board or committee member, as necessary.
- c. The Church Council will approve members of the Nominating Committee as required.
- d. The Church Council will be responsible for the Church Bylaws, reviewing and presenting recommendations prior to the Annual Meeting, as needed to adapt to an ever-changing and growing church.
- e. Developing job descriptions for staff positions in conjunction with the Board of Trustees.
- f. Prior to any personnel changes, either to replace an existing employee or to make a new hire, such hiring decisions will be approved by the Church Council based on the recommendation of the appropriate board or committee with the advice of the Board of Trustees.
- g. The Church Council will plan for pastoral leadership in the prolonged absence of a Pastor. In the event of a vacancy in the office of Pastor or Associate Pastor, the Church Council will appoint a Pastoral Search Committee, which will be a subcommittee of Church Council, to seek a candidate to fill such vacancy.
- h. The Church Council will be empowered to call for an audit or financial review of the financial statements and general ledgers of the Pilgrim Church of Duxbury, UCC, by independent Certified Public Accountants.

Section 4 - Meetings

- a. The Church Council will meet regularly (at least quarterly) and will convene such additional meetings as may be required by the Chairperson.
- b. Any member of the Church Council may request the Chairperson to call a meeting. The Church Council will set the date for the Annual Meeting and other congregational meetings.

Section 5 - Sexual Exploitation, Ministerial Conduct and Youth Protection Policy

This document (the Policy) will define Pilgrim Church in Duxbury, United Church of Christ's policy and responsibilities pursuant to this matter. The Council will be responsible for maintaining the Policy and performing an annual compliance review with respect thereto.

ARTICLE VI - PILGRIM CHURCH BOARDS, STANDING COMMITTEES AND SUBCOMMITTEES

Section 1 – General Attributes

- A. The Boards of the Church
 - 1. Board of Christian Education
 - 2. Board of Christian Outreach and Mission
 - 3. Board of Christian Stewardship
 - 4. Diaconate
 - 5. Board of Music,
 - 6. Board of Pilgrim Child Care and Preschool (P.C.C.P.)
 - 7. Board of Trustees
 - 8. Church Council. (Article V)

- a. All Board and Committee members will be elected for three (3) year terms on a rotating basis, except as otherwise provided.
- b. Terms will be coterminous with Annual Meeting, except as otherwise provided.
- c. Members may not serve consecutive terms on the same board or committee, except as otherwise provided or as uniquely approved by Church Council. A person serving less than a three (3) year term will be eligible to serve a consecutive term. A person completing a three (3) year term may continue in place to complete another member's unexpired term, should such a vacancy exist.
- d. Regular meeting attendance is expected of all Board and Committee members. Three or more absences not excused by such chairperson within a year may be considered a resignation from the Board or Committee; however, officers and chairpersons may make an exception in special circumstances.
- e. Each board or committee will report annually to the congregation at the Annual Meeting as provided in Article III.
- f. Each Board and Committee will meet monthly, with additional meetings scheduled as needed scheduled by the Chairperson of said Board or Committee, unless otherwise exempt.

B. Standing Committees of the Church

- 1. Pastor Parish Relations Committee(s)
- 2. Bylaw Committee
- 3. Delegates to the United Church of Christ
- 4. Duxbury Interfaith Council Committee
- 5. Flower Committee
- 6. Memorial Committee
- 7. Nominating Committee
- 8. Strategic Planning Committee

It is the responsibility of all Board, Committee, and Church Council members to recuse themselves from voting on any issue that would constitute or reflect a conflict of interest. Any questions regarding conflicts of interest will be resolved by the Moderator.

C. Boards and committees will observe the following procedures:

- 1. Each Board and Committee is responsible to develop the Policies and Procedures for their Board and Committee in conjunction with the Board of Trustees and for approval by the Church Council. Any subsequent changes to the Policies and Procedures require approval from the Church Council in consultation with the Board of Trustees.
- 2. All decisions will be formalized either by consensus (accepted by all members), or by a majority vote of those attending.
- 3. All decisions will be recorded in the minutes. Minutes of each meeting will be recorded, approved by a vote of the group, and transmitted electronically to the Church Administrator/Secretary.

4. Boards with staff evaluation and/or budget development responsibilities will complete and submit required documentation in a timely fashion, according to the instructions of the Personnel Subcommittee and Board of Trustees, who will work with Boards on any concerns.
5. The Chairperson or designee provides leadership for the board or committee and ensures that it fulfills its duties. The Chairperson provides an agenda for and leads the Board or Committee monthly meeting and attends Council meetings when requested by the Chair of the Council or when they request to attend.
6. Chairpersons will be elected annually, according to the following process, unless otherwise stated:
 - a. At a Board or Committee meeting prior to the Annual Meeting in May, Board or Committee members in the incoming third year of service will be asked to indicate their willingness to serve as chairperson for the following program year.
 - b. If one or more eligible people is/are willing to serve, all names will be placed in nomination, and a vote will be taken by all members present.
 - c. If no one is willing to serve, the procedure will be repeated with the members in the incoming second year of service.
 - d. The Board of Directors for PCCP may elect their chairperson without regard for members' years of service. The Chairperson may serve consecutive annual terms to better support and align with PCCP school year enrollment, summer enrollment and long-term goals.
7. The chairperson will be elected by a majority of those present.
8. Once the annual budget is approved by the congregation, board and committee budgets are not subject to change without advance approval by the Board of Trustees.
9. "Ex-officio" as used in these Bylaws will mean a non-voting member unless otherwise stated.

D. SUBCOMMITTEES

1. Boards and committees may, from time to time, form subcommittees to help in the administration of their duties, or to meet other needs of the congregation.
2. Boards and committees may appoint non-board/committee members to serve on their subcommittees.
3. The term of service for such appointees will be one year, and subcommittee members may be reappointed to serve consecutive terms without limitation.
4. Each subcommittee will include at least one member of its governing board or committee.

SECTION 2 General Responsibilities of Church Boards

- A. **Board of Christian Education** is responsible for the establishment, direction, and supervision of appropriate programs for youth and adult education including, but not limited to, a church school and youth fellowship programs.

The mission of the Board of Christian Education is to help all members of the church, including the youth of our church, from infants through high school seniors, understand, share, and celebrate God's Word through coordinating the overall educational mission of our church.

- B. **Board of Christian Outreach and Mission** is responsible the ongoing assessment of societal, cultural, and environmental needs of people of our world at the local, state, national and international levels and to educate and

empower the congregation to engage in undertakings and opportunities that follow Jesus' teachings and take action to meet these identified needs.

The Board will promote understanding and cooperation of the United Church of Christ's multifaceted ministries, interdenominational, interfaith, and environmental organizations, associations, and with other caring and helpful agencies organizations committed to addressing needs in our society.

The mission of the Board of Christian Outreach and Mission is to follow Jesus' teachings by identifying needs in the local community and beyond, then engaging the congregation to meet those needs.

C. Board of Christian Stewardship is responsible for the coordination of the Stewardship practices and procedures including the annual Stewardship campaign that supports the mission and operations of Pilgrim Church in Duxbury, United Church of Christ. The Board may lead other fundraising campaigns with the approval of Church Council.

The Mission of the Board of Christian Stewardship is to help church members and friends understand, practice, and proclaim God's call through generosity.

D. Diaconate Board is responsible for serving in cooperation with the ordained clergy to lead the pastoral ministries of the Church and to provide for the spiritual well-being of the congregation.

The mission of the Diaconate includes assisting in the spiritual experience of our church members and visitors including the preparation and service of the sacraments, caring for the poor, the sick, the sorrowing, the indifferent, and the stranger, assisting with memorial services and weddings when needed and assisting the Clergy in matters of pulpit supply.

E. Board of Music is responsible for the direction and goals for the music program of Pilgrim Church in Duxbury, United Church of Christ, in cooperation with the Sr Pastor.

The mission of the Board of Music is to plan and set policy for, support, and coordinate the music ministry of Pilgrim Church of Duxbury United Church of Christ.

F. Board for Pilgrim Childcare and Preschool (PCCP) guides PCCP's Executive Director and Finance Director to deliver Pilgrim Church's community outreach program called Pilgrim Child Care and Preschool. The Board collaborates with Pilgrim Church Board of Trustees and with other Committees when necessary. The Board prepares and manages their annual budget to sustain growth and development within PCCP and for Pilgrim Church which is approved by the Board of Trustees and the Congregation.

The mission of the Board of PCCP is to oversee the Management of PCCP operations which includes attracting and retaining the program staff and faculty to deliver a developmentally appropriate and responsive educational experience for the young children and families we serve.

G. Board of Trustees have the responsibility for the church's financial business and financial resources, and physical property, and with input from all Boards and Committees will prepare the church budget.

The Mission of the Board of Trustees is to serve as the legal and business agent of Pilgrim Church of Duxbury United Church of Christ, overseeing the financial operations and in the management of our personnel and physical resources, to enable and support the ministries of the church.

The Board of Trustees shall direct the Treasurer to arrange an audit or financial review of the financial statements, general ledgers, and other accounting reports of Pilgrim Church by Independent Certified Public Accountants once every three years or more frequently if the Trustees require it.

ARTICLE VII - STAFF

The staff of the Church will include an Ordained Senior Pastor, and may include an Associate Pastor, specialized Ministry Clergy, (the "Clergy"), a Christian Education Director, a Church School Superintendent, a Director of Music Ministry, Choir Directors, a Finance Manager, an Administrator, a Collector, a Secretary, a Sexton, and a Bookkeeper (the "non-Clergy Staff").

A staff member of the Church cannot be an Officer of the Church or a voting member of a Board or Committee unless approved by the Council.

Non-clergy staff may not serve on the Church Council; however, non-clergy staff may be invited to attend Council meetings from time to time for purposes deemed necessary by Council.

Clergy

The relationships between Pilgrim Church of Duxbury United Church of Christ and its Clergy will be governed by the terms of a Pastoral Call Agreement with each Clergy member, Pilgrim Church of Duxbury, and the United Church of Christ. The Pastoral Call Agreement establishes a covenantal relationship between the Pastor and the congregation which openly outlines terms which both parties have agreed upon in good faith.

Section 1 Senior Pastor

- a. Search** - The Senior Pastor, Ordained or deemed eligible for Ordination following the guidelines of the United Church of Christ, will be recommended with the advice of the Diaconate by a Pastoral Search Committee selected by the Council.
- b. Call** - The Senior Pastor will be approved by the Council and then Called by the congregation at the Annual Meeting or a Special Called Meeting of the congregation for that purpose, by a two-thirds (2/3) vote of those members present and voting, to be elected for an indefinite term.
- c.** The Senior Pastor will be accountable to the Church Council and Diaconate and evaluated by the Diaconate.
- d.** The Senior Pastor will preach the Gospel, administer the Sacraments, oversee the spiritual welfare and development of the Church, take charge of the service of public worship, and administer the activities of the Church in cooperation with the various Boards and Committees. The Senior Pastor will be an ex-officio member of all Boards and Committees and may attend the meetings of the Diaconate and Church Council.
- e.** Dissolution - The Senior Pastor may resign, or the Senior Pastor may be terminated by the congregation by a two-thirds (2/3) vote of those members present and voting at an Annual Meeting or Special Called Meeting of the congregation called for that purpose. Upon termination by either the Senior Pastor or the congregation, at least three (3) months (90 DAYS) written notice must be given by to the other.

Section 2 Associate Pastor

- a.** An Associate Pastor may be recommended following the procedure outlined in Article VII, Section 1.
- b.** The Associate Pastor will report to and be accountable to the Senior Pastor.
- c.** The Associate Pastor will be reviewed yearly by the Sr Pastor in cooperation with the Diaconate. A copy of said review will be given to the Associate Pastor and will be given the opportunity to respond if desired. Said review will be signed by the Associate Pastor.
- d.** The Associate Pastor will assist the Senior Pastor in preaching the Gospel, in administering the Sacraments, in performing his or her responsibility to the spiritual welfare and development of the church, in conducting the service of public worship, and in administering the activities of the Church.

- e. The Associate Pastor will be an ex-officio and advisory member of Boards and Committees as directed by the Senior Pastor.
- f. In the absence of the Senior Pastor, the Associate Pastor will perform the responsibilities of the Senior Pastor as directed by the Diaconate.
- g. The Associate Pastor may resign, or the Associate Pastor may be terminated by the recommendation of the Senior Pastor and the Diaconate with approval by the Church Council. Upon termination by either party, at least three (3) months (90 Days) written notice must be given by to the other.

Section 3 Specialized Ministry

Other Specialized Ministry Staff may be recommended for Ministry following discussion by the Diaconate, the Church Council, and Board of Trustees and by vote of the members of the Pilgrim Church of Duxbury, United Church of Christ. Specialized Ministries include but not limited to Youth Ministry, Prayer and Visitation Ministry.

Section 4 PCCP Executive Director and Finance Director

PCCP's Executive Director and Finance Director report to the PCCP Board. Their performance and responsibilities will be evaluated yearly by the PCCP Board with input from Pilgrim Church's Boards and Committees. The job descriptions for the Executive Director and Finance Director will be prepared and maintained by the PCCP Board with input from the Board of Trustees.

The Executive Director and Finance Director may resign or be terminated by the recommendation of the PCCP Board. The PCCP Board will consult with Board of Trustees and Church Council prior to recommending such termination.

Any subsequent replacement of the Executive Director or the Finance Director will be recommended by the PCCP Board with input from the Board of Trustees and approval by Church Council. The PCCP Board will recommend a search committee in consultation with Church Council and The Board of Trustees.

Senior 5 Finance Officer

Pilgrim Church of Duxbury UCC may employ a Senior Finance Officer whose responsibilities include oversight of the financial operations, budgeting operations, investments, and Human Resources administration of Pilgrim Church, which includes all Boards and Committees of Pilgrim Church. The Senior Finance Officer reports to the Board of Trustees and works closely with the Chair of the Board of Trustees, the Treasurer, and the personnel subcommittee of the Board of Trustees.

Section 6 Other Staff

Other Staff members who may be employed by the Church shall have their responsibilities contained in the terms of employment agreed upon by the staff member and the Church. Procedures for employment are stipulated in Section V, 3 (e and f).

Other Staff may include but are not limited to Administrator, Director of Christian Education, Church School Superintendent, Secretary, Collector, Bookkeeper, Director of Music Ministry, Choir Director, Church Musician(s), Teaching Staff of PCCP and Sexton.

ARTICLE VIII AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at an Annual or Special meeting called for the purpose in accordance with the procedures set forth in these Bylaws, the proposed amendment being inserted in the call.