

Melvin Village Community Church

BYLAWS

Revised June 28, 2018
Amended January 9, 2022

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MELVIN VILLAGE COMMUNITY CHURCH BYLAWS

MELVIN VILLAGE COMMUNITY CHURCH
MELVIN VILLAGE, NEW HAMPSHIRE

BYLAWS

ARTICLE I

NAME

The name of this Organization shall be Melvin Village Community Church. The Church is duly incorporated under the laws of the State of New Hampshire in the records of Voluntary Corporations April 17, 1941 and amended on April 19, 1957

ARTICLE II

PURPOSE

Melvin Village Community Church exists to provide an authentic environment for young and old together to grow and experience the love of Christ.

ARTICLE III

AFFIRMATION OF FAITH

WE BELIEVE IN GOD THE FATHER, infinite in wisdom, goodness, and love;
And IN JESUS CHRIST, His Son, our Lord and Saviour,
Who for us and our salvation lived and died and rose again, and lives forever;
And IN THE HOLY SPIRIT, who reveals the Truths of God to us,
Renewing, comforting, and inspiring our souls.

WE ARE UNITED in striving to know the will of God, as taught in the
Holy Scriptures, and in our purpose to walk in the ways of the
Lord, as they are made known to us.

DEPENDING AS DID OUR ANCESTORS upon the continued guidance of the Holy
Spirit to lead us into all truth, we work and pray for the transformation of the
world into the Kingdom of God, and we look with faith for the triumph of
righteousness and Life Everlasting.

ARTICLE IV

MEMBERSHIP

Section 1. Eligibility

- a) Any person may become a member of this church upon profession of Faith in Christ as their Lord and Saviour followed by baptism if so desired, or by letter of transfer from another Christian Church and recommendation of the Deacons Committee and the Pastor.
- b) Associate members shall be those who wish to retain their membership in another church but who will accept the responsibility of membership in this church. Associate members are accepted upon recommendation of the Deacons Committee and the Pastor and shall have all the rights and privileges except that of voting upon pledging, transfer or sale of church property, or affiliation of this church with another church body.

Section 2. Responsibilities

- a) Every member of this church is expected to exemplify, by word and deed, the spirit of Jesus Christ which is the purpose of this church.
- b) Every member of this church is expected to participate in the activities of the church and to contribute, according to ability, to the operating expenses and benevolences of the church.
- c) Every member of this church is expected to exercise Christian love and commitment towards their fellow members, encouraging them in their personal relationship to Christ and in the living out of their Christian faith.

Section 3. Termination

Membership shall be retained until:

- a) A letter of transfer is requested.
- b) A member requests his or her name be removed from the roll
- c) A member has had no contact with the church for an extended period of time and at the discretion of the Deacons Committee and notification of the Executive Board, they may be removed from membership.
- d) A member is deceased.

Section 4. Letters of Transfer

Letters of Transfer for the purpose of uniting with any other Christian Church shall be granted upon request. All such letters must be addressed to the attention of the designated Pastor or Clerk.

ARTICLE V

PASTOR

Section 1. Qualifications

The Pastor of this church shall be an ordained Protestant minister or a student for the ministry in some recognized Protestant Theological School.

Section 2. Duties

It shall be the duty of the Pastor to conduct and/or arrange for services of worship of the church, administer the sacraments, watch over the membership, minister to the community, promote the spiritual interests of the church, give pastoral leadership in organizing and developing the church for its best possible service. He or she shall be ex-officio member of the Executive Board and all Committees of the church, and has a right to share in discussion, but without a vote.

Titus 1: 7-9

“...not overbearing, not quick tempered, not violent...rather hospitable, loves what is good, self-controlled, upright, holy and disciplined...must hold firmly to the trustworthy message and encourage others by sound doctrine.”

Section 3. Calling a Pastor

When the pastorate is vacant, the Executive Board shall select a representative Pastoral Search Committee of five (5) or more members of the church, including one (1) from the Pastoral Relations Committee and the Moderator as ex-officio member. This Committee shall take the necessary steps to secure the names of prospective pastors, working in full consultation with the Executive Minister of the American Baptist Churches of Vermont/New Hampshire. It shall request from him or her full information about the record and qualifications of those persons whose names are submitted for their consideration. The committee shall review and verify such information before the candidate is recommended to the church for consideration.

The call of a pastor shall be considered by the church at a regular or special meeting, notice of such meeting and its purpose having been published in the church bulletin for two (2) successive Sundays immediately prior to the meeting. A vote of three-fourths of the members present and voting shall be necessary to extend a call. Only one (1) candidate shall be presented to the church at a time.

Section 4. Tenure

The tenure of the Pastor shall be indefinite, continuing as long as the relationship is mutually satisfactory to the Pastor and to the Membership. It shall not be terminated without ninety (90) days notice being given by either party. Termination shall be by vote of three-fourths of those members present and voting at a regular or special meeting, provided the notice of termination action is included in the call of the meeting. By mutual consent of both parties the relationship may be terminated on an earlier date. Unless the church and the Pastor mutually agree upon another date, ninety (90) days shall elapse from the time the church notifies the Pastor in writing of its action and the date of termination. Should continuation of service after notice of termination not be in the best interest of the church, the Pastor may be given leave of absence with pay and other fringe benefits continuing until the termination date.

ARTICLE VI

OFFICERS

Section 1. Officers

The following officers shall be elected for a period of one (1) year from among the Membership.

Moderator
Clerk
Financial Secretary
Assistant Financial Secretary
Treasurer
Assistant Treasurer

Section 2. Moderator

- a) It shall be the duty of the Moderator, as Chief Executive Officer, to preside over all Executive Board meetings and all regular and special meetings of the church.
- b) The Moderator is an ex-officio member of all Committees of the church, including the Pastoral Search Committee and has the right to share in discussion but without a vote.
- c) The moderator shall oversee the Officers, Executive Board and all Committees of the Church in the performance of their duties as set forth in these Bylaws.
- d) In the event the Moderator is unable to perform his or her duties the Chairman of the Deacons Committee shall assume the duties.

Section 3. Clerk

- a) The Clerk shall keep accurate records of all regular and special meetings of the church and of the Executive Board. At the Annual Meeting the Clerk shall present a written report summarizing the activities of the office.
- b) The Clerk shall keep a list of members.
- c) The Clerk shall maintain the official Bylaws with all current amendments.
- d) The Clerk shall serve as secretary to the Executive Board.
- e) The Clerk shall present annually a list of upcoming vacancies of Officers and Committee members to the Nominating Committee.
- f) The Clerk shall be a member of the Nominating Committee.

Section 4. Financial Secretary

- a) The Financial Secretary shall be responsible for receiving and recording the church operating income, depositing the same weekly and forwarding copies of the deposit slip to the Treasurer.
- b) The Financial Secretary shall record all pledges to the church; distribute, promptly mailing if necessary, offering envelopes; record receipts toward pledges and send semi-annual statements of their account to each of those pledging.
- c) The Financial Secretary shall present a written report at each meeting of the Executive Board, and, at the Annual Meeting shall present a written report summarizing all church operating income of the previous fiscal year.

Section 5. Assistant Financial Secretary

- a) The Assistant Financial Secretary shall assist the Financial Secretary, when requested, in his or her duties and assume those duties in the event the Financial Secretary is unable to perform them.

Section 6. Treasurer

- a) The Treasurer shall receive deposit slips from the Financial Secretary and make disbursements under the orders of the Executive Board. For expenditures in accordance with the annual budget, no Executive Board order is necessary.
- b) The Treasurer shall duly record all income and disbursements and present written reports of expenditures at each meeting of the Executive Board. The Treasurer will record and report any expenditures that exceed budget to the Executive Board. At the Annual Meeting the Treasurer shall present a written report, summarizing both income and expenditures, for the previous fiscal year.
- c) The Treasurer shall be a member of the Financial Management Committee.

Section 7. Assistant Treasurer

- a) The Assistant Treasurer shall assist the Treasurer in his or her duties, when requested, and assume those duties in the event the Treasurer is unable to perform them.

ARTICLE VII

BOARDS AND COMMITTEES

Section 1. Executive Board

- a) Membership

The Executive Board shall consist of the Moderator, Clerk, Financial Secretary, Treasurer, and Chairmen or their representatives of the following Committees: Deacons, Buildings and Grounds, Financial Management, Christian Education, Outreach, Stewardship, Worship, and Pastoral Relations. The Pastor shall be an ex-officio member and share in discussion but without a vote.

- b) Administrative Duties

The Executive Board shall:

- 1) Be the supervising and coordinating agent of all the interests and activities of the Church, its Committees and Auxiliary Organizations.
- 2) Seek to make such adjustments and improvements as may seem wise concerning policy, administration and program.
- 3) Be instrumental in program planning and development, including long range planning.

- 4) Transact all business not specifically delegated to any other committee or organization.
- 5) Fill all vacancies of Officers and Committee memberships that may occur during the year.
- 6) Prepare an appropriate job description and terms of employment, employ the Church Secretary and oversee his/her work.
- 7) When the pastorate is vacant, select a representative Pastoral Search Committee of five (5) or more members of the church including one (1) member from the Pastoral Relations Committee.

c) Financial Duties

The Executive Board shall:

- 1) Oversee the finances of the Church, both income and disbursement.
- 2) Consider and make recommendations on all financial matters before such items are submitted for action of the Church membership.
- 3) Review, at the December meeting, a proposed budget as presented by the Finance Committee.
- 4) Appoint for a period of three (3) years an Auditor to annually audit all financial records of the Church prior to their presentation to the Church Membership at each Annual Meeting.
- 5) Appoint Chairman for fundraising Committees as needed.

d) Meetings

As soon after the Annual Meeting as practicable the Executive Board shall organize to serve until the next Annual Meeting and shall meet monthly. A simple majority of the Executive Board shall constitute a quorum.

e) Special Meetings

Special Meetings of the Executive Board may be called by the Moderator, Pastor, or any three members thereof.

- f) The business of the Executive Board is subject to the Church Membership approval at all regular and special meetings of the church.

Section 2. Terms of Office for Committees

Membership of Committees may be made up of members, associate members and non-members; a non-member may not be elected as Chairman of a Committee. The members of Committees shall be elected to a three (3) year term on a staggered basis and each member may serve no more than two (2) consecutive terms on any one Committee, unless waived at the Annual Meeting. Each Committee is charged with responsibility of the annual budgetary requirements applicable thereto. All Committees unless otherwise stated shall elect their officers annually as soon after the Annual Meeting as possible. Each Committee shall appoint annually one (1) member to serve for one (1) year on the Nominating Committee. All Committees shall meet at least once each quarter.

Section 3. Deacons Committee

a) Membership

The Deacons Committee shall consist of at least nine (9) elected members.

b) Duties

The Deacons Committee shall:

- 1) Consult and advise in partnership with the Pastor in all matters which have to do with the spiritual life of the church.
- 2) Assist in the preparation and administration of the Sacraments.
- 3) Care for the readiness of the sanctuary for worship, including: ushering, welcoming and participate in providing hospitality.
- 4) Visit, cultivate and pray for present and prospective members as well as the greater community.
- 5) Administer with confidentiality the Deacon's Charitable Fund.
- 6) Secure guest ministers, care for worship, and provide pastoral ministry when the Pastor is absent, including the interim period between Pastors.
- 7) Foster the growth and advancement of the spiritual life of the Church.
- 8) Participate in Fellowship & Community events which foster Church family relationships.

- 9) Administer, with consideration and prayer, the essence of Article IV of these Bylaws regarding Membership.
- c) The Committee may appoint annually, one (1) member to serve for one (1) year on the Stewardship committee and one (1) member to serve for one (1) year on the Worship Committee.
- d) In the event the Moderator is unable to perform his or her duties the Chairman of the Deacons Committee shall assume the duties.

Section 4. Building and Grounds Committee

a) Membership

The Building and Grounds Committee shall consist of at least five (5) elected members.

b) Duties

The Building and Grounds Committee shall:

- 1) Have overall responsibility for maintenance, repair, and authorized improvements of property held by the Church.
 - 2) Prepare appropriate job description and terms of employment, employ a Church Sexton and oversee his or her work.
- c) The Church recognizes and approves the obligation of the Buildings and Grounds Committee to serve as Directors of the Melvin Village Cemetery Association, and in this capacity to be responsible for the operation and maintenance of the cemetery, and for its financial management. At least one trustee of the cemetery association shall be a full member of the church as it pertains to the financial matters, investment accounts and bank accounts.

Section 5. Financial Management Committee

a) Membership

The Financial Management Committee shall consist of at least five (5) elected members plus the Treasurer.

b) Duties

The Financial Management Committee shall:

- 1) Be responsible for the preparation of a proposed budget in consultation with the Financial Secretary. The Committee shall present the proposed

budget for review at the December meeting of the Executive Board. The proposed budget shall be finalized by the January Executive Board Meeting and available to the Church Membership at least 10 days prior to the Annual Meeting.

- 2) Provide the Executive Board with monthly reports of current activity.
- c) Oversee all Investment and Trust Funds including the handling of all investments and disbursements from the funds.
 - 1) Receive Church Membership approval for all disbursements in excess of \$5,000.00 for non-capital expenses except those funds specifically earmarked by the donor.
 - 2) Present an oral report of fund activities at each Executive Board Meeting, the Annual Meeting and Semi-annual Meeting.
- d) The Committee may appoint annually, one (1) member to serve for one (1) year on the Stewardship Committee.

Section 6. Christian Education Committee

a) Membership

The Christian Education Committee shall consist of at least six (6) elected members and the Coordinator of Christian Education as ex-officio.

b) Duties

The Christian Education Committee shall:

- 1) Be responsible for the Christian Education for all ages in the life of the church through the study and teachings of the Bible, the development of Christian Character in daily life and the training for Christian Service.
- 2) Be responsible for the appointment of teachers, youth mentors and other leaders that are required to assist the Committee toward the fulfillment of its purpose.
- 3) Prepare an appropriate job description and terms of employment, employ the Coordinator of Christian Education and oversee his/her work.
- 4) Provide for Community Events throughout the year.

Section 7. Outreach Committee

a) Membership

The Outreach Committee shall consist of at least five (5) elected members.

b) Duties

The Outreach Committee shall:

- 1) Promote the role of the church in Christian Witness in the Community and the World.
- 2) Arrange programs and projects that will inform and inspire our participation in Christian Outreach in the Community and the World.
- c) The Chairman may appoint annually, one (1) member to serve for one (1) year on the Christian Education Committee, one (1) member to serve for one (1) year on the Stewardship Committee and one (1) member to serve for one (1) year on the Worship Committee.

Section 8. Stewardship Committee

a) Membership

The Stewardship Committee shall consist of at least three (3) elected members plus one (1) member from each of the following Committees who shall be appointed annually, to serve one (1) year, by the Chairman of the respective Committee: Deacons, Financial Management, Christian Education and Outreach.

b) Duties

The Stewardship Committee Shall:

- 1) Educate and inspire members and friends in developing a broad concept of Stewardship, including but not limited to time, ability and finances.
- 2) Promote cheerful giving by members and friends of the church.
- 3) Organize, schedule, and conduct an annual appeal for church support.
- 4) Devise and make recommendations to the Executive Board ways and means for supplemental financial support.

Section 9. Worship Committee

a) Membership

The Worship Committee shall consist of at least three (3) elected members, plus one member from each of the following Committees who may be appointed annually: Deacons, Christian Education, and Outreach. Music Director and Organist shall be ex-officio members.

b) Duties

The Worship committee shall:

- 1) Be responsible, in partnership with the Pastor, for the content of the worship service, including special occasions and seasons and for the ongoing reflection on and evaluation of the effectiveness of the worship service.
- 2) Be responsible for the supervision of the music program, staff and volunteers involved, the purchase of music, the upkeep of the choir robes, and the maintenance of the musical instruments.
- 3) Prepare appropriate job descriptions and terms of employment for the Organist and Music Director, to employ and oversee his/her or their work.
- 4) Facilitate four Fellowship Events throughout the year.

Section 10. Pastoral Relations Committee

a) Members

The Pastoral Relations Committee shall consist of at least three (3) elected members.

b) Duties

The Pastoral Relations Committee shall:

- 1) Foster constructive communication between the Congregation and its Pastor.
- 2) Present any suggestions or criticisms from the Congregation to the Pastor.
- 3) Assist in presenting the Pastor's concerns to the Congregation.
- 4) Together with the Pastor, make every reasonable effort to resolve any difficulties before termination action is taken by the membership.

- 5) Annually review in consultation with the Pastor his/her compensation and benefits. Recommendations for Pastor's compensation and benefits to be presented to the Deacon's by October 1.
- c) When the Pastorate is vacant, one (1) member shall be appointed by the Executive Board to serve on the Pastoral Search Committee.

Section 11. Nominating Committee

a) Members

The Nominating Committee shall consist of at least two (2) elected members plus the Moderator, Clerk, and one (1) member from each of the following Committees: Deacons, Building and Grounds, Financial Management, Christian Education, Outreach, Stewardship, Worship and Pastoral Relations.

b) Duties

The Nominating committee shall:

- 1) Prepare a slate of candidates for Officers and Committee members for the ensuing year. No person's name may be presented for office unless they have agreed to serve.
- 2) Make available to the Church Membership the Committee's recommendations at least ten (10) days prior to the Annual Meeting.

ARTICLE VIII MEETINGS, ELECTIONS AND OFFERINGS

Section 1. Devotional Meetings

- a) Worship services shall be held each Sunday morning. Other services shall be held at the discretion of the Pastor and the Deacons Committee.
- b) The Service of Communion shall be observed at the discretion of the Pastor and the Deacons Committee.
- c) The Church School schedule shall be at the discretion of the Christian Education Committee in consultation with the Pastor and the Deacons Committee.
- d) Auxiliary Organizations may hold meetings at such time and place as may

be deemed desirable. Such meetings held in the church facilities must be cleared with the Secretary to avoid conflicts.

Section 2. Business Meetings

- a) There shall be two (2) business meetings per year in January and June, date and time to be set by the Executive Board.
- b) The Annual Meeting shall be held in January, weather permitting.
- c) The business of the Annual Meeting shall be:
 - 1) The presentation of the annual written reports of the church by the Pastor, Officers, Chairman of Committees and Auxiliary Organizations.
 - 2) Report of the Nominating Committee.
 - 3) Election of Officers and Committee Members.
 - 4) Approval of a Budget.
 - 5) Transaction of such business as may properly come before the meeting.
- d) Special Meetings of the Church may be called, preferably through the Moderator or the Clerk, upon the signed request of ten (10) adult members* or upon the request of the majority of the Executive Board.
- e) On questions involving matters of property or finance, only adult members* will be eligible to vote.
- f) Twenty adult members shall constitute a quorum for the transaction of business.

*18 years of age or older

- g) Public notice of all business and special meetings shall be published in the Church Bulletin two (2) successive Sundays immediately prior to the date of the meetings. Notice of Special Meetings shall include specific references to the purpose of the meeting, and no other business shall be transacted at these meetings.

Section 3. Elections

- a) Nominations shall be made by the Nominating Committee with opportunity being given for further nominations from the floor.

- b) All elections shall be by ballot where there is more than one (1) candidate for any specific office, a majority of those ballots cast being necessary for election. There being no objections, one (1) person may be authorized to cast a vote of the body when only one (1) person is nominated for an office.

Section 4. Offerings

- a) Regular offerings shall be taken during the Morning Worship Service.
- b) Special offerings may be taken with the concurrence of the Executive Board and the Deacons Committee.

ARTICLE IX ANNUAL REPORTS

The Pastor, Church Officers, and Chairmen of all Committees and Auxiliary Organizations shall submit annual reports to the Clerk no later than three (3) weeks prior to the Annual Meeting.

ARTICLE X FISCAL YEAR

The Fiscal Year for business of the Church shall begin on January 1st and end December 31st of each calendar year.

ARTICLE XI BYLAWS

The Bylaws, with its rules and regulations, shall upon adoption by the church membership immediately become effective and supersede any previous Bylaws. No official Board, Committee, Auxiliary Organization or other group shall make any law or laws contrary to these Bylaws. All former constitutions, rules, regulations and Bylaws of any nature whatsoever are hereby revoked.

These Bylaws may be amended by a two-thirds vote of the adult members* present and voting at any business meeting of the Church called in accordance with Article VIII,

Section 2. Notice of the proposed amendment shall be included in the foregoing call for the meeting at which the action is desired.

These Bylaws shall be reviewed at least every five (5) years or as needed. The Committee for this task shall be made up of at least five (5) Church members appointed by the Moderator with the approval of the Executive Board.

*18 years of age or older

ARTICLE XIII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall be a guideline for the Church in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special ruling or order the Church Congregation may adopt.

Revised June 28, 2018
Amended January 9, 2022

