

FIRST PARISH UNITARIAN UNIVERSALIST – CANTON CONSTITUTION AND BYLAWS

PREAMBLE: THIS REPLACES THE CONSTITUTION AND BYLAWS OF *January 25, 2004* AS AMENDED AND SHALL BE EFFECTIVE *April 1, 2014*.

CONSTITUTION

ARTICLE I - NAME

1. The name of this religious organization shall be First Parish Unitarian Universalist Canton. Whenever the word "Parish" is used in this Constitution, or in the Bylaws and any amendments to them, it shall signify the legal organization as herein established.

ARTICLE II - MISSION STATEMENT

We the Members of First Parish Unitarian Universalist Canton commit ourselves:

- To provide for each other a compassionate, welcoming community, building on our heritage, honoring diversity and religious freedom, and encouraging personal and spiritual growth of adults and children through worship, social action, fellowship, and education;
- To inspire and promote reason, compassion, justice, and diversity in our community;
- To participate in the larger Unitarian Universalist community and work towards our vision of peace, social justice, and religious tolerance;
- To take affirmative and proactive action to remedy the results of discrimination;
- To promote the full participation of persons in all our activities, including but not limited to membership, programming, hiring practices, and the calling of religious professionals, without regard to race, color, gender, gender expression, physical ability, affectional or sexual orientation, age, or national origin.

ARTICLE III - DENOMINATIONAL AFFILIATION

1. The Parish shall be a member of the Unitarian Universalist Association of Congregations.

ARTICLE IV - MEMBERSHIP

1. As of July 1, 1974, Members of the First Congregational Parish of Canton, Unitarian, and the First Universalist Church, Canton, became Members of the First Parish Unitarian Universalist Canton.
2. Membership in this Parish is open to any person eighteen (18) years of age or older who is in sympathy with the mission of First Parish Unitarian Universalist Canton. No other test of creed or faith, of race, color, gender, gender expression, physical ability, developmental or intellectual ability, affectional or sexual orientation, or age (exclusive of the preceding requirement), or national origin, or other similar test shall be imposed as a condition of

membership. An eligible person shall sign the Parish membership book to become a Member.

3. Subject to Article IV, Paragraph 5 below, a Member is eligible to vote at the Annual Parish or Special Meeting(s) as long as he or she (i) has signed the Parish Membership book at least forty-five (45) days before such meeting, and continues to be in sympathy with the mission of First Parish Unitarian Universalist Canton as of the date of such meeting, and (ii) has made an unrestricted annual financial contribution of record within the preceding twelve months, such contribution to have been made at least forty-five (45) days before such meeting. Such contribution shall, at minimum, be equal to or exceed the sum of the Unitarian Universalist Association and the District Fair Share Contribution assessments; provided, however, that the Parish Committee may waive the financial contribution requirement in its discretion.
4. Individuals between the ages of fourteen (14) years and eighteen (18) years may become Associate Members by signing the Parish membership book, and as such may have a voice but not vote at Parish meetings and may participate in Parish committees. An Associate Member may become a Member by meeting the requirements in this Article upon attaining the age of 18 years.
5. Any Member who for one year is voluntarily absent from all participation in the life of the Parish may be ruled an Inactive Member by recommendation of the Parish Treasurer and/or Clerk and a majority vote of the Parish Committee and shall not be included in the population count and shall not have voting rights at the annual or special Parish meetings. Member(s) shall have been notified by letter and given thirty (30) days to reply.
6. A Member may terminate his or her membership through written request to the Parish Committee.
7. A Member may be removed from membership by the Parish Committee in accordance with the Policy Regarding Disruptive Behavior.

ARTICLE V - OFFICERS

1. Officers shall be chosen from the Members of the Parish, and shall have served on a Standing Committee or on the Parish Committee.
2. Officers shall consist of a President, Vice President of Administration, Vice President of Membership Services, Treasurer and Clerk.
3. Officers shall be elected by vote of the Parish at the Annual Meeting for staggered terms of two years. The terms of President, Vice President of Membership Services and the Treasurer shall expire in alternate years with the terms of the Vice President of Administration and the Clerk. An officer may continue in a position until a successor is found if approved by a vote at the annual meeting.
4. The President shall serve as Lay Leader of the Parish and Chairperson of the Parish Committee, and shall preside at all business meetings of the Parish Committee, the Annual Meeting and Special meeting(s) of the Parish. The President is a nonvoting ex-officio

member of all committees except the Nominating Committee and the Committee on Ministry, and shall represent the Parish on all appropriate occasions. The President shall make a written report of the current year's activities of the Parish Committee at the Annual Meeting

5. The Vice President of Administration shall act in place of the President during the President's absence. The Vice President of Administration shall ensure the functioning of, and provide guidance to, the following Standing Committees: Program, Finance, and Buildings and Grounds. The Vice President of Administration shall sit as a nonvoting ex-officio member of these committees, serve as a liaison between the Parish Committee and each committee, coordinate the Stewardship drive and report the functioning of each committee to the Parish Committee.
6. The Vice President of Membership Services shall act in the place of the President during the President's and Vice President of Administration's absence. The Vice President of Membership Services shall ensure the functioning of, and provide guidance to, the following Standing Committees: Religious Education, Church Services, Membership, and Social Action. The Vice President of Member Services shall sit as a nonvoting ex-officio member of these committees, serve as a liaison between the Parish Committee and each committee, and report the functioning of each committee to the Parish Committee.
7. The Clerk shall keep an accurate record of the transactions of all business meetings of the Parish and Parish Committee and shall maintain a roster of all Members of the Parish qualified to vote. The Clerk shall be responsible for initiating the annual review of the Members and have a current list of Members that are qualified to vote at all business meetings of the Parish. The Clerk shall be responsible for posting notice of all Parish meetings and include in the notice items on the agenda requiring a Parish vote. The posting shall occur at least thirty (30) days in advance of the vote. All records of the Clerk shall remain the property of the Parish. The Clerk shall be responsible for delivering the Parish records intact to a newly elected Clerk to ensure an accurate preservation of the record of Parish business.
8. The Treasurer shall receive and safely keep and account for all money and other financial assets of the Parish entrusted to the Treasurer's care, and shall disburse the same under the direction and to the satisfaction of the Parish Committee. The Treasurer shall maintain a current roster of pledges and financial contributions. The Treasurer shall furnish statements of their pledging status to individual donors and, upon request, voting eligibility of Members to the Parish Clerk. The Treasurer shall keep a complete account of the finances of the Parish on books which shall remain the property of the Parish, including books on the Memorial Fund, and which shall be open at any time for inspection by the President and members of the Parish Committee. The Treasurer shall report quarterly, or more often if requested, to the Parish Committee with a current financial statement. The annual financial statement for the fiscal year shall be presented to the Parish Committee within sixty (60) days of the close of the fiscal year. The Treasurer shall present a report at the Annual Meeting of the income and expenses of the Memorial Fund for the preceding fiscal year including the names of all persons memorialized. The Parish Committee reserves the right

to have the annual statement for the fiscal year audited and certified by persons designated by the Parish Committee. The individual maybe someone with in the Parish, but not on the Finance or Parish Committee. Fiscal audit of the annual statement should be done at a minimum of every four years.

ARTICLE VI - PARISH COMMITTEE

1. The Parish Committee shall consist of seven members: five officers and two members-at-large. The five officers shall be as listed in Article V; the officers and two members-at-large shall be elected by vote at the Parish Annual Meeting, and shall be elected for staggered two-year terms. Members-at-large shall be Members of the Parish and have a vote on all business of the Parish that comes before the Parish Committee. Officers and members-at-large shall not serve more than two (2) full consecutive terms in the same position. Prior to serving a third term, there shall be a two year hiatus unless an extension is approved by a vote of the Parish at the Annual Meeting. Officers and members-at-large shall not serve concurrently as chairpersons of standing committees. The Minister shall serve as an ex-officio nonvoting member of the Parish Committee.
2. Any member of the Parish Committee may be removed by a vote of five (5) members of the Parish Committee for breach of trust or gross misconduct, or by declaration as a disruptive person as defined by the Policy Regarding Disruptive Behavior. If there is a vacancy in any office for any reason, the Parish Committee, upon recommendation of the Nominating Committee, shall appoint a Member to fill the vacancy until the next Annual Parish Meeting.
3. All regular terms of office shall commence on the first of July next following the Annual Meeting, and all elected officers shall continue in office until the Parish Annual Meeting elects their successors. Whenever members of the Parish Committee are elected to hold office for less than two years completion of service occurs on the same date as the ending of the original term. It is intended that an equal number of terms of committee members expire each year. In order to attain that result, officers may be elected initially for a shorter duration than the regular term established by this Constitution or by the Bylaws of the Parish. The Parish Committee may fill Standing Committee chairperson vacancies with persons who shall serve until the next Annual Parish Meeting. New Committee chairpersons will be documented in the meeting minutes and directory updated on the website to reflect the change.
4. Committees of the Parish Committee in addition to those specified in this Constitution or in the Bylaws may be created by the Parish Committee, and shall cease to exist once the purpose for which they were established has been accomplished unless specifically extended by the Parish Committee. Any three or more Members wishing to form a new committee may so petition the Parish Committee.
5. The Parish Committee shall have general charge of the property of the Parish, the conduct of all of its business and financial affairs, and the control of its administration, including the appointment of such committees of the Parish Committee as it may deem necessary. The Parish Committee shall have the authority to enter into contracts, to engage or delegate the

engagement of all employees except the Minister, and to maintain communication among the Parish Committee and the other committees and Members of the Parish.

6. The Parish Committee is empowered to borrow in the name and on behalf of the Parish necessary funds in anticipation of revenue for the current fiscal year with the approval of three quarters ($\frac{3}{4}$) vote of the Members of the Parish present at the Annual Meeting or a Special Parish Meeting called explicitly for this purpose. No contract involving an unbudgeted expenditure of money exceeding \$5000 shall be executed without a vote of the Parish.
7. The Parish Committee shall not mortgage any real property, or buy or sell property without approval of three quarters ($\frac{3}{4}$) vote of the Members of the Parish present at the Annual Meeting or a Special Parish Meeting called for this explicit purpose.
8. The Parish Committee may, in its discretion, require that any person who shall act in a capacity involving the management or control of cash or funds of the Parish, furnish bond in an amount to be determined by said Committee, with such surety or sureties as it shall determine. The expense of such bond or surety shall be borne by the Parish, but nothing herein contained shall make it mandatory upon the Parish Committee to require such bond or surety.
9. The Parish Committee shall assign responsibility for public relations, the Parish newsletter and maintenance of the Parish calendar.

ARTICLE VII - TRUSTEES OF THE MINISTERIAL FUND

1. In accordance with Chapter 141 of the 1825 Acts of the Massachusetts Legislature, approved February 26, 1825, which established the Trustees of the Ministerial Fund of the Congregational Parish and Society in Canton, the Parish shall elect a total of five Trustees.
2. Trustees shall be elected by ballot at the Annual Meeting, or at a Special Meeting of the Parish called for that purpose, to serve for staggered periods of two years commencing on the next July 1, or if a Trustee is elected to fill a vacancy that happened by death, resignation, or removal, to serve the unexpired term of the Trustee he or she replaces.
3. No person shall be elected a Trustee unless he or she is a Member of the Parish eligible to vote.

ARTICLE VIII - PARSONAGE FUND

1. First Parish sold its former Parsonage at 2 Old Coach Rd., Canton, and set aside net proceeds in the Parsonage Fund, to generate investment income.
2. The Parish Committee has directed the members of the Trustees of the Ministerial Fund to manage the Parsonage Fund with income as the objective.
3. Administration of the Parsonage Fund shall be the responsibility of the Treasurer who shall maintain this account separately from the other funds. The Treasurer shall report the

Parsonage Fund balance to the Parish Committee and shall make an annual financial report for the Parsonage Fund to the Annual Parish Meeting.

ARTICLE IX - MEETINGS

1. The Annual Meeting of the Parish shall be held on the first Tuesday of June for the election of the Parish Committee, election of the chairpersons of Standing Committees, election of Trustees of the Ministerial Fund, adoption of budgets and transaction of all other proper business. The fiscal year shall begin with the first day of July in each year and end on June 30 of the following year.
2. Special Parish meetings shall be called at the order of the President or the request of a majority of the Parish Committee, or at the request of a minimum of seven Members of the Parish for such purposes only as may be specified in the call of the meeting.
3. The notice for every Special and Annual Meeting shall be posted in an appropriate location in the Parish Hall at least thirty (30) days prior to each meeting and contain the specific business to be transacted at said meeting.
4. The phrase "a vote of the Parish" or any similar phrase shall mean a vote of the Members of the Parish present at any duly called meeting.
5. A quorum shall be a minimum of twenty Parish Members or twenty percent of the Parish Members, whichever is greater. If the number of Members present falls below the quorum, no business may be conducted that requires a vote. Majority vote shall decide any question, unless the Constitution specifies differently. Nonmembers of the church are welcome at all meetings and may be given the courtesy of the floor at the discretion of the moderator, but may not vote.
6. The Parish Committee shall meet regularly on a monthly basis. In the event that a member of the Parish Committee is absent from three (3) consecutive regular meetings or five (5) regular meetings during a church year without sufficient cause, that individual may be terminated from the Parish Committee by a majority vote of the Committee.
7. Special meetings of the Parish Committee shall be called by the Clerk at the request of the President, or three members of the Parish Committee. At least 48 hour notice shall be given for said meetings. A majority shall constitute a quorum of the Parish Committee.
8. Any meeting of the Parish or its committees including the Parish Committee is open to the Members of the Parish with the exception of the Committee on Ministry and the Nominating Committee. A Member may request to be placed on the agenda of an open committee through communication with the chairperson.
9. The rules of procedure contained in "Roberts' Rules of Order" shall govern the conduct of all Parish Meetings, Parish Committee Meetings and Executive Sessions of the Parish Committee in all cases in which they are applicable and when they are not inconsistent with the Constitution and Bylaws.

ARTICLE X - THE MINISTER

1. In the event of a vacancy in the position of Minister, a search committee shall be established as a Committee of the Parish Committee for the purpose of identifying, screening and bringing to the Parish for consideration candidates for the position of Minister. Candidates shall be in ministerial fellowship with the Unitarian Universalist Association. Eligibility for Minister of the church shall not be restricted on the basis of race, color, gender, gender expression, physical ability, affectional or sexual orientation, age, or national origin. The search committee shall consist of no less than six (6) voting Members of the Parish. The Parish Committee shall submit the nominees for said committee to be voted upon at an Annual Meeting or Special Parish Meeting called explicitly for that purpose.
2. Calling of the Minister of the Parish shall be by a minimum of ninety (90) percent of Members voting in person at an Annual or Special Parish meeting called explicitly for that purpose.
3. Tenure of the Minister shall be indefinite.
4. The Minister shall have responsibility for the conduct of worship services and shall serve as spiritual leader and advisor to Members. The Minister shall have freedom of the pulpit as well as freedom to express his or her opinions outside the pulpit, but not to represent the Parish without authorization from the Parish Committee. The Minister shall be an ex-officio nonvoting member of such committees as the Parish Committee designates with the exception of the Committee on Ministry, Search Committee, and Nominating Committee, and shall not serve as a Trustee of the Ministerial Fund or a member of the Memorial Fund Committee. The Minister shall manage the paid staff of the Parish. Other specific duties shall be determined by the Minister and the Parish Committee.
5. The Minister's initial compensation and conditions of employment shall be proposed by the search committee and the Parish Committee and shall be ratified by the Parish. Thereafter the Minister's compensation and conditions of employment shall be proposed by the Committee on Ministry in coordination with the Finance Committee and ratified by the Parish.
6. The Minister may be dismissed by a three quarters (3/4) vote of the Members of the Parish present at any meeting called for this purpose. Said meeting shall be called by the Parish Committee only upon written request signed by twenty (20) percent of the Members of the Parish. Notice of the meeting shall only be by letter sent to the Members of the Parish. The Minister shall be invited to speak at this meeting.
7. The decision to seek an Interim Minister shall be made at an Annual Meeting or a Special Parish Meeting called explicitly for that purpose. An Interim Minister shall be in fellowship with the Unitarian Universalist Association. Eligibility for Interim Minister of the church shall not be restricted on the basis of race, color, gender, gender expression, physical ability, affectional or sexual orientation, age, or national origin. Recommendation of an Interim Minister shall be made by an Interim Ministerial Search Committee which shall be appointed by the Parish Committee. The Parish Committee may call an Interim Minister

following recommendation by the Interim Minister Search Committee. The conditions of employment, compensation, and duties of the Interim Minister shall be established by the Parish Committee in coordination with the Finance Committee.

ARTICLE XI - COMMITTEES

The Standing Committees of the Parish and Committees of the Parish Committee are listed as follows: Listing includes the suggested minimum number of members.

a. Standing Committees

Name	Suggested # Members
Finance	5
Buildings & Grounds	4
Religious Education	4
Program	4
Membership	4
Social Action	3
Church Services	3 plus Minister and Music Director

b. Committees of the Parish Committee

Committee on Ministry	3*
Nominating	5
Memorial Fund	3
Denominational Affairs	3
Stewardship Committee	4

* maximum number

2. The Minister shall be a voting member of the Church Services Committee, but shall not serve as chairperson.
3. The chairpersons of the Standing Committees shall be elected by ballot at the Annual Meeting of the Parish for terms of two years. Chairpersons shall be voting Members of the Parish.
4. The chairpersons of the Committees of the Parish Committee may be selected by the Parish Committee.
5. Committee chairperson shall report changes in membership of their Standing Committee to the appropriate Vice President who shall report it at the Parish Committee Meeting.

ARTICLE XII - MEMORIAL FUND

1. There shall be a Memorial Fund.
2. The purpose of the Memorial Fund is to provide a means by which the memory of Members and friends of the Parish may be honored and perpetuated through gifts to the Fund.

3. Gifts to the Fund may be made at any time and the person or organization to be memorialized should be designated. Gifts to the Fund shall be undesignated as to their use unless special arrangements are made with the Parish Committee.
4. The resources of the Fund shall be used to renew, augment or improve the property belonging to the Parish. Expenditures from the Fund shall not be subject to budgetary restrictions nor require appropriation by the Parish. It is not intended that the Fund be used for the ongoing general expenses of the Parish or for expenses that are more properly viewed as minor maintenance expenditures. The Parish Committee may, from time to time, establish funds within the Memorial Fund to receive gifts for specified purposes.
5. Administration of the Fund shall be the responsibility of the Treasurer who shall account separately for the Memorial Fund and shall record all contributions and disbursements to and from the Fund. Investment of the funds shall be made by the Treasurer with approval of the Parish Committee. The Treasurer shall report the Fund balance to the Parish Committee and shall make an annual financial report for the Fund to the Annual Parish Meeting. The Treasurer shall disburse the funds at the direction of the Memorial Fund Committee including the names of those memorialized. The Memorial Fund Committee's vote to disburse funds shall be unanimous and subject to approval by a majority of the Parish Committee.

ARTICLE XIII - AMENDMENTS TO CONSTITUTION

Amendments to this Constitution shall be made with the approval of three quarters ($\frac{3}{4}$) vote of the Members of the Parish present at the Annual Meeting or a Special Parish Meeting called explicitly for this purpose, provided the proposed change or amendment shall have been fully set forth in the notice for such meeting and posted in the Parish Hall 30 days in advance. Proposed change(s) or amendment(s) shall have been fully set forth for review and comment by the Parish Committee at least forty-five (45) days in advance of the meeting. Notice for such meeting shall be posted in the Parish Hall thirty (30) days in advance of the meeting.

ARTICLE XIV - AMENDMENTS TO BYLAWS

1. Bylaws not in conflict with the provisions of this Constitution or with laws of the Commonwealth of Massachusetts may be added or changed at any time by a vote of three quarter ($\frac{3}{4}$) of the total membership of the Parish Committee or by a majority vote of a meeting of the Parish.
2. Bylaws or changes to the Bylaws in conflict with the provisions of this Constitution may be added or changed by a majority vote of a meeting of the Parish, provided the proposed change(s) or amendment(s) shall have been fully set forth for review and comment by the Parish Committee at least forty-five (45) days in advance of the meeting. Notice for such meeting shall be posted in the Parish Hall thirty (30) days in advance of the meeting.

BYLAWS

No test of creed or faith, of race, color, gender, gender expression, physical ability, affectional or sexual orientation, age, (exclusive of the membership requirement in Article IV, Paragraph 2) or national origin, or other similar test shall be imposed as a condition of membership or employment.

SECTION I - STANDING COMMITTEES

A. Program Committee

1. The Program Committee shall plan and coordinate a social calendar for the Parish and work in cooperation with other committees to meet the fellowship needs of the Parish
2. The Program Committee shall organize a period of fellowship and refreshment, following Parish services.
3. The Program Committee shall prepare recommendations for the Finance Committee for the operating budget of the committee for the annual budget.

B. Membership Committee

1. The Membership Committee shall welcome newcomers, and encourage and support their membership journey at First Parish.
2. The Membership Committee shall work in conjunction with the membership to enhance the growth of the population of the Parish.
3. The Membership Committee shall work in conjunction with the Minister to develop printed and/or electronic information and publicity about First Parish and Unitarian Universalism, and plan and present prospective member classes.
4. The Membership Committee shall identify inactive Members and friends and contact them to encourage the renewal of their affiliation with First Parish or determine their reason for leaving to facilitate a better understanding of parishioners' needs
5. The Membership Committee shall prepare recommendations for the Finance Committee for the operating budget of the committee for the annual budget.

C. Buildings and Grounds Committee

1. Buildings and Grounds shall be responsible for the maintenance, improvements and security of the grounds, interiors and exteriors of the property at 1508 Washington Street..
2. Buildings and Grounds shall be responsible for the maintenance and acquisition of equipment and supplies necessary to carry out its duties and responsibilities.
3. Building and Grounds shall be responsible for contracting for services, such as snow shoveling and plowing, cutting of lawns and shrubbery, delivery of heating fuel and maintenance of fire alarm systems in conformance with requirements of the Town of Canton.

4. Building and Grounds shall be responsible for the supervision of employed personnel, contractors and volunteers involved in the maintenance and improvement of the Parish grounds and properties.
5. Buildings and Grounds shall not enter into any contract for work to be performed in excess of \$2,000 per contract without the advance approval or authorization of the Parish Committee.
6. In situations of emergency, the Chairperson of Buildings and Grounds and the President shall determine the course of action.
7. Buildings and Grounds shall be responsible for rental of the property and supervision of its use within terms set in coordination with the Parish Committee. Long-term rental agreements (over one month's duration) shall be approved by vote of the Parish Committee.
8. Buildings and Grounds shall prepare recommendations for capital expenditures for the Finance Committee and requests for the maintenance and operating budget for the annual budget. Recommendation for capital expenditures shall also be forwarded to the Parish Committee.

D. Finance Committee

1. The Finance Committee shall prepare an annual operating budget which is to be recommended to the Parish Committee for approval and to the Annual Meeting for adoption or other disposition
2. The Finance Committee shall conduct and/or recommend other special fund raising campaigns and projects to be approved by the Parish Committee.
3. The Finance Committee shall report to the Parish at least annually and to the Parish Committee as requested on the status of fund raising campaigns, anticipated pledge income and all other matters which affect the financial interest of the Parish.
4. The Finance Committee shall maintain records of pledges which shall be made available to the Treasurer.
5. The Finance Committee shall be responsible for counting the Sunday collection.
6. The Finance Committee shall be responsible for soliciting pledges from new Members and friends.

E. Religious Education Committee

1. The Religious Education Committee shall be responsible for administering and supervising the religious educational activities for children of the Parish and acting as a coordinating agency for the youth group activities.
2. The Religious Education Committee shall be responsible for arranging for furnishings, equipment and supplies for religious education in conjunction with other concerned committees.

3. The Religious Education Committee shall be responsible for establishing curricula, standards and objectives, consistent with the long range goals of liberal religious education.
4. The Religious Education Committee shall be responsible for preparing recommendations for capital expenditures for the Finance Committee and requests for the maintenance and operating budget for the annual budget.

F. Church Services Committee

1. The Church Services Committee shall meet at the request of the chairperson or the Minister.
2. The Church Services Committee shall provide for floral decorations at all services and functions.
3. The Church Services Committee shall schedule memorial floral donations.
4. The Church Services Committee shall arrange for music, speakers and other talent for Parish services and special occasions.
5. The Church Services Committee shall arrange for ushers at regular and special services of the Parish.
6. The Church Services Committee shall explore with the Minister ideas for Parish services, employing principles and techniques intended to enhance the experience for individual participants.
7. The Church Services Committee shall work with the Minister to establish the setting for Parish services including the use of symbolism, decoration or other special effects.
8. The Church Services Committee shall prepare recommendations for capital expenditures for the Finance Committee and requests for the operating budget for the annual budget.

G. Social Action Committee

1. The Social Action Committee shall sponsor Parish programs related to social concerns which may be of international, national or local interest.
2. The Social Action Committee shall prepare recommendations for capital expenditures for the Finance Committee and requests for the operating budget for the annual budget.

SECTION II - COMMITTEES OF THE PARISH COMMITTEE

A. Nominating Committee

1. New appointments to the Nominating Committee shall be made by vote of the Parish Committee by November following the Annual Parish Meeting for tenure of two years. Membership terms shall be staggered with the intention of placing at least two new members on the Committee each year. A member of the committee shall not serve more than two (2) consecutive terms and there shall be a two-year hiatus before reappointment. In order to serve as a member of the Nominating Committee a candidate shall have served at least one term on a Standing Committee or on the Parish Committee and be a Member of the Parish.
2. The Nominating Committee shall prepare a slate of names to fill the positions of all officers, at large members of the Parish Committee, chairpersons/co-chairpersons of standing committees, list of committee members (for information and not voting purposes), and Trustees of the Ministerial Fund. The Nominating Committee shall prepare the ballot for use at the Annual Parish Meeting in the election of the above and submit the ballot to the Parish Committee for review and comment and posted at least thirty (30) days prior to the Annual Parish Meeting and any Special Parish meeting.
3. Nominations shall be allowed from the floor at the Annual Parish Meeting. Qualification of candidates must meet the requirements of the Constitution and Bylaws for each position.
4. The Nominating Committee shall make recommendations to fill vacancies at the request of the Parish Committee.

B. Committee on Ministry

1. The Committee on Ministry shall review and facilitate the relationship between the Minister and the Parish.
2. There shall be three Members of the Parish on the Committee on Ministry, each of whom will be elected to serve a three year term It is the intent that the terms be staggered with one vacancy occurring each fiscal year. The longest serving current member of the committee shall be the chair of the committee. Members of the Committee on Ministry shall not serve consecutive terms. Prior to serving a second term there shall be a two-year hiatus.
3. Names of candidates for membership on the Committee on Ministry shall be submitted to the Parish Committee by the Minister at the meeting of the Parish Committee next after July 1. The Minister shall submit three names to the Parish Committee from which one shall be elected by a majority vote. The Parish Committee may request additional nominations.
4. The Committee on Ministry shall meet monthly and whenever reasonably requested by either the Minister or any Member of the Parish; shall be available to the Minister for counsel; shall keep the Minister apprised of the congregational dynamics which affect the relationship between the Minister and the Parish; and shall assist in educating the Parish

about the respective roles of the Minister and the congregation pertaining to the function of the ministry of the Parish.

5. The Committee on Ministry is responsible to the Parish Committee.
6. Confidentiality between the Minister and Committee on Ministry shall be respected by the Parish.
7. The Committee on Ministry shall submit an annual compensation recommendation to the Finance Committee after consultation with the minister.
8. The Minister shall consult with the Committee on Ministry on his/her continuing education program, sabbatical planning, and other professional development.
9. The Parish Committee and the Committee on Ministry will establish a Transition Team during any transition of ministers.

C. Memorial Fund Committee

1. There shall be three members of the Memorial Fund Committee appointed by the Parish Committee.
2. New appointments to the Memorial Fund Committee shall be made by vote of the Parish Committee at the first meeting following the Annual Parish Meeting for tenure of three years beginning July 1 of the current year. Membership terms shall be staggered with the intention of appointing one member to the Committee each year. A member of the Committee shall not serve more than two (2) consecutive terms and there shall be a two year hiatus before reappointment.
3. The Memorial Fund Committee shall elect its own chairperson.
4. All gifts to the Fund shall be acknowledged to the donor by a letter of appreciation signed by the President of the Parish.
5. The next of kin or the person most immediately concerned shall be advised of the names of the donors to the Fund when the gifts are in memory of a person who has died but in no event shall the amounts donated by individuals be disclosed, unless requested by the donor. This will be accomplished through a letter signed by the President of the Parish.
6. The Annual Report of the President to the Annual Parish Meeting shall contain a listing of those memorialized through donations to the Fund and the year in which the memorial is recorded.
7. The Memorial Fund shall receive written proposals for expenditures. Proposals shall be considered by the Committee within sixty (60) days.

D. Denominational Affairs Committee

1. The Denominational Affairs Committee shall advise the Parish Committee on matters concerning the relationship between First Parish and the larger Unitarian Universalist community, and in particular on the Parish's relationship to the Ballou Channing District and to the Unitarian Universalist Association.
2. The Committee shall act as a liaison with the Ballou Channing District board.
3. The Denominational Affairs Committee shall recommend the annual budget for denominational affairs to the Finance Committee, including the Parish's contributions to the Unitarian Universalist Association and the District, and expenditures for participation in General Assembly and other UUA or District activities.
4. Together with the Minister, the Denominational Affairs Committee shall publicize District and Unitarian Universalist Association activities to the Parish, and encourage and support participation in such activities.
5. Together with the Minister, the Denominational Affairs Committee shall conduct and publicize the annual Parish Poll (General Assembly ballot process) and encourage Parish participation.

E. Stewardship Committee

1. The Stewardship Committee is a Committee of the Parish Committee responsible for providing Members and friends with an opportunity to contribute financially so the goals of the congregation can be realized. The Committee's primary responsibility is the annual stewardship drive, conducted in preparation for budget planning for the next fiscal year. The result of the campaign will be submitted to the Finance Committee, normally for their meeting(s) in May in preparation for the Annual Meeting in June. The Stewardship Committee is assembled by the Vice President of Administration, who may chair the team or act as an ex-officio member depending upon circumstance
2. The Stewardship Committee shall prepare recommendations for the Finance Committee for operating budget of the committee for the annual budget.