

# **FIRST PARISH UNITARIAN UNIVERSALIST – CANTON CONSTITUTION AND BYLAWS**

## **CONSTITUTION**

**PREAMBLE: THIS REPLACES THE CONSTITUTION OF March 21, 2021 AS AMENDED AND SHALL BE EFFECTIVE June 6, 2023.**

### **ARTICLE I - NAME**

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**

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

### **ARTICLE IV - MEMBERSHIP**

1. Membership in this Parish is open to any person age eighteen (18) years or older who is in sympathy with the Principles of Unitarian Universalism and the Congregation's Mission. 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.
2. An individual who wishes to become a Member must meet with the Minister or other person designated by the Parish Committee to discuss the aforementioned Mission, the

expectations of involvement with the congregation, and the encouragement to make an annual, unrestricted financial contribution. The individual may then be invited to sign the Membership Book and thereby become a Member of the Congregation.

3. A Member is eligible to vote at the Annual Parish or Special Meeting(s) if they have signed the Membership Book at least thirty (30) days before such meeting, and they continue to be in sympathy with the criteria in paragraph one and the expectations stated in paragraph two.
4. An individual who is at least the age of fourteen (14) and up to the age of eighteen (18) years may become an Associate Member by signing the Addendum to the Membership Book, and as such may have a voice, but not a vote, at Parish meetings and may participate in committees. An Associate Member may become a Member at age 18 by meeting the requirements in this Article and signing the Membership Book.
5. A long-standing Member who is no longer able to participate in the life of the Parish shall be deemed Member Emeritus/Emerita by a vote of the Parish Committee. Members Emeritus/Emerita do not vote and are not included in the count when determining the 20% quorum for meetings of the Parish.
6. A Member may terminate their membership by written statement to the Parish Committee.
7. Any Member who for one year is voluntarily absent from all participation in the life of the Parish may be ruled as inactive by a majority vote of the Parish Committee. Such Member shall be notified in writing and given 30 days to reply.
8. A Member may be removed from membership by the Parish Committee in accordance with the Policy Regarding Disruptive Behavior, as adopted by the Parish Committee.

## **ARTICLE V - OFFICERS**

1. Officers shall be chosen from the active Members of the Parish and shall have served on a 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 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 if approved by a vote at the Annual Meeting and until a successor for the position is found.
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 committees as specified in the Bylaws 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 serve as liaison to the following committees: Fellowship, Finance, and Buildings & Grounds (if they are active). The Vice President of Administration shall serve as a nonvoting ex-officio member of these committees, and report of the functioning of each committee to the Parish Committee. The Vice President of Administration shall coordinate the Annual Stewardship Drive. The Vice President of Administration shall act in place of the President during the President's absence up to three months. After three months, the Parish Committee fills the position of President with a member of the Parish Committee or other qualified Member.
6. The Vice President of Membership Services shall serve as liaison to the following committees: Religious Education, Church Services, Membership, and Social Action (if they are active). The Vice President of Membership Services shall serve as a nonvoting ex-officio member of these committees and report the functioning of each committee to the Parish Committee. The Vice President of Membership Services shall act in the place of the President's and Vice President of Administration's absences up to three months. After three months, the Parish Committee fills the positions of President and Vice President of Administration with members of the Parish Committee or other qualified Member.
7. The Clerk shall keep an accurate record of the transactions of all called 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 called 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 storing files electronically (with backup for security) 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 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 the Parsonage Fund. Such books 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 Parish Committee reserves the right to have the annual statement for the fiscal year audited and certified by persons designated by the Parish Committee. Any such person may be a Member of the Parish, but not a member of the Finance or Parish Committee. Audit of the financial records of the Parish shall be done at a minimum one time 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. The members-at-large 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 majority vote of the remaining 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 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. In order to stagger terms as stated in Article V, paragraph 3, and Article VI, paragraph 1, officers and members-at-large 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 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 or task force may so petition the Parish Committee.
5. The Parish Committee shall have general charge of the property of the Parish, the conduct of all 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.
7. No contract involving an unbudgeted expenditure of money exceeding \$5000 shall be executed without a vote at a Special Meeting of the Parish.

8. 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.
9. 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.

## **ARTICLE VII - TRUSTEES OF THE MINISTERIAL FUND**

In accordance with Chapter 141 of the 1825 Acts of the Massachusetts Legislature, approved February 26, 1825, The Ministerial Fund of First Parish Unitarian Universalist Canton (formerly named The Trustees of the Ministerial Fund of the Congregational Parish and Society in Canton) was established.

1. Whenever the word "Ministerial Fund" or "corporation" is used in Article VII, it shall signify The Ministerial Fund of First Parish Unitarian Universalist Canton.
2. The statement of purpose of the Ministerial Fund, per the Ministerial Fund Bylaws, is:  
"The corporation is organized and shall be operated exclusively for the religious purposes of supporting First Parish Unitarian Universalist Canton by managing funds donated or entrusted to the Ministerial Fund and applying the income therefrom to the support of the minister of the congregation of First Parish and to support the other purposes of the Parish."
3. The board shall consist of at least three (3) and not more than five (5) trustees elected by the Parish at the Annual Meeting for two-year terms. Trustees shall be Members of First Parish eligible to vote at meeting of the Parish.
4. Any vacancy occurring in the Board of Trustees shall be filled by First Parish at a meeting called for that purpose. If the Parish has not filled the vacancy within one year, the Board of Trustees may fill the remaining term of the vacancy by majority vote. A trustee elected to fill a vacancy shall be elected for the unexpired term of their predecessor in office.
5. A person who is serving as a Trustee may be nominated to serve an additional term; however, if at the end of the current fiscal year, said Trustee will then have served ten or more consecutive years, they may not be nominated to serve an additional term or terms unless there is first a vote of the Parish to approve that nomination. Furthermore, a person who has previously served as a Trustee for ten consecutive years may not be nominated to again be a Trustee unless there will have been an absence of at least two years prior to resuming service as a Trustee, or unless there is a vote of the Parish to approve the nomination.

6. The officers of the corporation shall be president, treasurer, and clerk. The officers of the corporation shall be elected annually by the board of trustees at its first meeting held after the Annual Meeting of First Parish.

## **ARTICLE VIII - PARSONAGE FUND**

The Parsonage Fund was established by vote of the Parish in 2008, following the sale of the Parsonage located at 2 Old Coach Road in Canton on August 28, 2008. Proceeds from the sale of the former parsonage were deposited to a separate investment account to be held for investment to provide income to the Parish and the principal of that fund to be available for expenditures as needed, subject to approval by the Parish.

1. Investment of the Parsonage Fund shall be under the direction of the Trustees of the Ministerial Fund described in Article VII unless and until such time as the Parish Committee appoints one or more individuals to be responsible for directing the investments.
2. 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 inform the Parish Committee of transfers from the Parsonage Fund to the Parish's general accounts. The Treasurer shall make an annual financial report for the Parsonage Fund to the Annual Meeting of the Parish.

## **ARTICLE IX - MEETINGS**

1. The Annual Meeting of the Parish shall be held on the first Tuesday of June, or other such date determined by the Parish Committee, in person or by electronic means, 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 and distributed electronically (such as by email, in the Parish newsletter, on the Parish website, and/or other electronic means) at least thirty (30) days prior to each meeting and contain the specific business to be transacted at said meeting. In the case of an emergency, the 30-day notice requirement may be waived by a majority vote of the Members present at the beginning of a Special Meeting called by the Parish Committee to address the emergency.
4. The phrase "a vote of the Parish" or any similar phrase shall mean a vote of the Members of the Parish and verified by the Clerk present at any duly called meeting, including in-person or by electronic means, if deemed appropriate.

5. A quorum shall be a minimum of twenty percent (20%) of the Parish Members. 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 presiding officer 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 exceptions as stated in the Bylaws. A Member may request to be placed on the agenda of a 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**

### **Settled Minister**

1. Settled Ministers shall have responsibility for the conduct of worship services and shall serve as spiritual leader and advisors to Members and Friends. The Minister shall have freedom of the pulpit as well as freedom to express their opinions outside the pulpit, but not to represent the Parish without authorization from the Parish Committee. The Minister shall be an ex-officio non-voting member of the Committees of the Parish as specified in the Bylaws. Ministers shall supervise the paid staff of the Parish. Other specific duties shall be determined by the Minister and the Parish Committee.
2. To choose a Settled Minister, the Parish Committee shall select a Search Committee composed of at least five Members of the Parish to conduct a search of appropriate candidates, adhering to the directive to not be influenced on the basis of race, color, gender, gender expression, physical ability, affectional or sexual orientation, age, or national origin. One candidate will then be proposed for the position.
3. Calling of the Settled Minister of the Parish shall be by a minimum of ninety percent (90%) of Members voting in person or by electronic means at an Annual or Special Parish meeting called explicitly for that purpose.
4. Tenure of the Settled Minister shall be indefinite.

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 Committee. Thereafter, the Minister's compensation shall be proposed by the Committee on Ministry in coordination with the Finance Committee and the Parish Committee and shall be ratified by the Parish Committee.
6. The Settled Minister may be dismissed by a three quarters (3/4) vote of the Members of the Parish present in person or by electronic means at a Special Parish meeting convened by written request of twenty percent (20%) of Parish Members. All Parish Members shall be notified by the Clerk, utilizing appropriate, verifiable means with minimally a 30-day notice. The Minister shall be invited to speak at this meeting.

### **Short-Term/Transitional Ministry**

1. In the event of a vacancy in the position of Settled Minister, the Parish Committee may determine to pursue short term ministry, in coordination with assistance of the Unitarian Universalist Association. The needs of the Parish may determine the type and possible duration of such ministry, including but not limited to Interim, Contract, or Developmental Ministers, as determined by the Unitarian Universalist Association.
2. Candidates shall be in ministerial fellowship with the Unitarian Universalist Association and shall not be restricted on the basis of race, color, gender, gender expression, physical ability, affectional or sexual orientation, age, or national origin.
3. The Parish Committee shall appoint a short-term/transitional Ministerial Search Committee, which shall recommend candidate(s) to the Parish Committee, who shall confirm the selection.
4. The Parish Committee shall appoint a Transition team to support the minister during the first year of ministry.
5. The conditions of employment, compensation and other duties of the transitional Minister shall be established by the Parish Committee in coordination with the Finance Committee.

## **ARTICLE XI - COMMITTEES**

Committees are essential to the effective and efficient operation of a congregation. They provide a way for Members and Friends to work together toward the mission and achievement of goals of the congregation.

Descriptions of all committees can be found in the Bylaws.

## **ARTICLE XII - MEMORIAL FUND**

1. 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.
2. 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.



3. 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.
4. 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, including the names of those memorialized. A vote of the Memorial Fund committee 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 in a notification of record 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 and distributed electronically (such as by email, in the Parish newsletter, and/or on the Parish website) thirty (30) days in advance of the meeting.

### **ARTICLE XIV - AMENDMENTS TO BYLAWS**

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 quarters ( $\frac{3}{4}$ ) of the total membership of the Parish Committee or by a majority vote at a meeting of the Parish.

## **FIRST PARISH UNITARIAN UNIVERSALIST – CANTON**

### **BYLAWS**

**PREAMBLE: THIS REPLACES THE BYLAWS OF March 21, 2021 AS AMENDED AND SHALL BE EFFECTIVE [date].**

The Bylaws of First Parish Unitarian Universalist - Canton are key efforts to ensure the continuing viability and growth of the congregation. The Chair of each Standing Committee, a Parish Member elected in a vote at Annual or a Special called meeting, will facilitate activities, along with the participation of ideas and actions of participants, who may include Friends and Associate Members of the Congregation.

Any requested funds by committees or task forces will be submitted to the Finance Committee by a date established by the Finance Committee, for the operating budget of the next fiscal year.

### **SECTION I – STANDING COMMITTEES**

Standing Committees are committees whose chairs are elected at the Annual Meeting each year, based on a slate of names for open positions prepared by the Nominating Committee.

#### **A. Fellowship Committee**

The principal duties of the Fellowship Committee are as follows:

- Plan and coordinate a social calendar in cooperation with other committees, groups, or individuals to meet the fellowship needs of First Parish.
- Coordinate and elicit help to schedule dates for suggested social activities; for example, holiday celebrations, circle suppers, potluck dinners, game day/evenings, etc.

#### **B. Membership Committee**

The principal duties of the Membership Committee are as follows:

- Work to enhance the growth of First Parish.
- Welcome newcomers and encourage and support their membership journey at First Parish, including information, publicity, meetings, or classes about the Parish and UUism.
- Contact inactive Members and Friends to encourage renewal of affiliation with the Parish, or determine their reason for leaving, to better understand the parishioners' needs.

#### **C. Buildings & Grounds Committee**

The principal duties of the Buildings & Grounds Committee are as follows:

- Responsible for the maintenance, improvements and security of the grounds, interiors, and exteriors of the property at 1508 Washington Street.
- Assure adherence to the Preservation Restriction Agreement with the Town of Canton.
- Maintain and acquire equipment and supplies.

- Contract services; for example, snow removal, lawn care, maintenance of heating system(s), maintenance of fire alarm systems
- Contract for work limited to \$2,000 without Parish Committee approval.
- Oversee rental coordination of short and long-term rentals.
- Prepare an Annual Operational and Capital Budget.

**Note:** Long term rentals (more than a month) shall require Parish Committee approval.

#### **D. Finance Committee**

The principal duties of the Finance Committee are as follows:

- Prepare an annual operating budget that is to be recommended to the Parish Committee for approval and to the Annual Meeting for adoption or other disposition of the recommended budget.
- Report to the Parish Committee when requested the current financial status or other matters which may affect the financial interest of the Parish.
- Maintain records of pledges, available to the Treasurer.
- Count the Sunday collection.

#### **E. Religious Education Committee**

The principal duties of the Religious Education Committee are as follows:

- Administer and supervise the religious education activities for children of the Parish and coordinate youth group activities, upholding the standards and objectives of liberal religious education.
- Arrange for furnishings, equipment and supplies for religious education in conjunction with other concerned committees.
- Working with the Director of Religious Education, establish curricula, standards and objectives, consistent with the long-range goals of liberal religious education.

#### **F. Church Services Committee**

The principal duties of the Church Services Committee are as follows:

- Identify a team of Worship Associates, who participate in the service each Sunday.
- Explore with the Minister ideas for Parish services, employing principles and techniques intended to enhance the experience for individual participants.
- Working with the Minister and Music Director, coordinate speakers, music, and other talent.

#### **G. Social Action Committee**

The principal duties of the Social Action Committee are as follows:

- Initiate and plan Parish programs related to social concerns which may be of local, national, or international interest.

- Reach out to members and friends to find out their social justice involvement and to encourage them to share their experiences and possibly invite others to join them.

## **SECTION II. Committees of the Parish Committee**

The Parish Committee elects members for the following committees.

### **A. Nominating Committee**

**Note:** The Nominating Committee is not open to ex-officio, non-voting member participation.

1. New appointments to the Nominating Committee shall be made by vote of the Parish Committee by November following the Annual Parish Meeting for a tenure of two years.
2. The Nominating Committee shall prepare a slate of names to fill the open positions of all officers, at large members of the Parish Committee, chairpersons/co-chairpersons of standing committees, 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. (Note that 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.)
3. The Nominating Committee shall make recommendations to fill vacancies at the request of the Parish Committee.

### **B. Committee on Ministry (for Settled Ministries)**

**Note:** The Committee on Ministry is not open to ex-officio, non-voting member participation.

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 Settled 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 that 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 their continuing education program, sabbatical planning, and other professional development.

**C. Memorial Fund Committee**

1. There shall be three members of the Memorial Fund Committee appointed by the Parish Committee.
2. All gifts to the Fund shall be acknowledged to the donor by a letter of appreciation signed by the President of the Parish.
3. 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.
4. 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.
5. 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 the Parish and the larger Unitarian Universalist community, and in particular on the Parish's relationship to the New England Region (NER) and to the Unitarian Universalist Association.
2. The Committee shall act as a liaison with the NER 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 NER and expenditures for participation in General Assembly and other UUA or NER activities.
4. Together with the Minister, the Denominational Affairs Committee shall publicize NER 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**

The Stewardship Committee is responsible for providing Members and Friends with an opportunity to contribute financially so the goals of the congregation can be realized.

1. The Committee's primary responsibility is the annual stewardship drive, conducted in preparation for budget planning for the next fiscal year.
2. 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 circumstances.
3. 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.