

BYLAWS

of the

Second Congregational Church of Winsted, Incorporated **(Baptist and Congregational)**

These bylaws are being presented to the Church Council of the Second Congregational Church (Baptist & Congregational) on September 17, 2024

(Revised from bylaws adopted January 16, 2022)

Article I Name

The name of this corporation shall be the **Second Congregational Church of Winsted, Incorporated (Baptist and Congregational)**.

Article II Statement of Faith

- 1. We believe there is only one living and true God, Creator of all things, infinite in wisdom, goodness and love, eternally existing in three persons, The Father, The Son and The Holy Spirit.**

(Ex. 20:1-6; Deut. 6:4; Ps. 96:4-5; Mt. 28:19; Jn. 1:1; 2 Cor. 13:14)

- 2. We believe that the Scriptures of the Old and New Testaments are the inspired Word of God and that they are the supreme authority in faith and life and absolutely trustworthy.**

(Ps. 119; Mk. 13:31; Jn. 10:35, 17:17; 2 Pet. 1:21; 2 Tim. 3:16-17; 1Thess. 2:13)

- 3. We believe that God, in His goodness, created only two distinct and complimentary genders, male and female, which is defined by one's biological sex at birth. These two genders together reflect the image and nature of God, and rejection of one's biological sex is a rejection of God's created order and the image of God within that person.**

(Gen. 1:26-28,31; 2:2-24; Lev 18:22-23; 20:10-21; Deut 22:5; Is3:12; Rom 1:24-27; 1Cor 6-9; 11:7; 1Tim 2:11-15)

- 4. We believe that man and woman sinned and thereby incurred not only physical death but also spiritual death, which is separation from God, and that we are all born with a sinful nature that mars God's image in us.**

(Gen 1:26-27; 2:7; 3:1-24; Ezek 13:23; Rom 5:12; Eph 2:1-3; James 3:9)

- 5. We believe that Jesus Christ is the only begotten Son of God conceived of the Holy Spirit, born of the Virgin Mary, and is truly God and Man.**

(Is 7:14; Matt 1:18,23; Luke 1:30-35; 2:6-7,40; John 1:14; Phil 2:6-7; Heb 1:2-5; 2:14)

- 6. We believe that, out of love for us, the Lord Jesus Christ died to atone for our sins according to the Scriptures and that all who repent of sin and place their faith in Him alone are reconciled to God by His shed blood.**

(Is 53:4-6; Mark 1:14-15; John 14:6; Rom 5:8; 8:3; 1John 4:10; 1Pet 2:24-25)

7. We believe that Christ rose from the dead and ascended into heaven to sit at the right hand of the Father to reign over all things.

(Luke 24:1-7; John 2:19-21; Acts 1:9; Heb 4:14,10:11-13; Rev 1:17-18)

8. We believe that all who repent of sin and receive the Lord Jesus Christ, which is by grace alone through faith alone, are born of the Holy Spirit and thereby become the children of God and shall not come into condemnation and that the Lord Jesus Christ gives them everlasting life.

(John 1:12-13; 3:16-18,36; 5:24-29; 10:27-29; Acts 4:12; Rom 8:1,9-12,15-17; 10:9-11; Gal 4:24-29; Eph 1:5; 1John 5:12-13)

9. We believe that Christ has called all Christians into universal fellowship in His church. This church is made up of local congregations where members worship through Word and sacrament, are trained in discipleship and are called to evangelize the world in charity.

(Matt 16:18-19; 18:17; John 17; Acts 2:42; 6:1-6; 20:28-32; 1Cor 10:1-14:40; Eph 5:21-32; 1Thes 5:12-13; 1Tim 3:1-16; 5:17-22; Heb 10:25; 1Pet 5:1-4)

10. We believe that God created marriage to be a holy and lifelong covenant union, which can only be between one man and one woman who are not closely related, and that the only lawful place for intimate relations is marriage.

(Gen 2:22-24; Ex 22:16-17; Deut 22:14; Mal 2:16; Matt 19:4-6; Eph 5:5,21-6:4; Col 3:18-21; 1Tim 1:8-10; Heb 13:4)

11. We believe that at The Last Day our Lord and Savior Jesus Christ will return according to His promise and that He will judge the world, and the saved will receive the blessing of life in His eternal kingdom and that the lost will be eternally separated from God.

(Matt 25:31-46; Rom 8:35-39; 1Thes 4:13-17; Rev 20:12-15, 21-27)

THE NATURE OF OUR CONGREGATION

We seek to love God, love others, and to make disciples of Jesus through our preaching, teaching, and ministries. We affirm the Bible as the inspired, inerrant Word of God and are guided by it in all things. As the Apostle Paul instructs us, we find our sound doctrine in the teaching of Jesus Christ (1 Timothy 6:3–5).

Echoing Paul’s strong appeals for unity in the church (1 Corinthians 1, Ephesians 4), a saying that has often been repeated since the Reformation is, “In essentials unity, in non-essentials liberty, in all things charity.” We are united in the essential doctrines of the historic Christian faith found in the Statement of Faith shown above. However, we as a church affirm no particular view of the non-essential doctrines of the Christian faith. Our members are at liberty to search the Scriptures, guided by the Holy Spirit and their conscience in these matters. We expect all of our members to heed Paul’s words found in Ephesians 4:1-3: “Therefore I, the prisoner of the Lord, urge you to walk in a manner worthy of the calling with which you have been called, with all humility and gentleness, with patience, bearing with one another in love, being diligent to keep the unity of the Spirit in the bond of peace.”

In striving to be the most faithful local church, we model everything after the earliest church of Acts 2:36-47. We are devoted to the apostles' teaching, prayer, the Lord’s Supper, fellowship with the brothers and sisters in Christ, and bringing glory to God. When Christ returns, we hope to be found faithful to Jesus and His Word, like the church at Philadelphia described in the Book of Revelation (Revelation 3:7-13).

Article III Object

The object of this federation of the Second Congregational Church of Winsted and the First Baptist Church of Winsted is to unite the Christian forces represented in the federating congregations in order to perform more effective ministries in this community and to proclaim the Gospel of Jesus Christ, making disciples of all nations.

We seek to accomplish this by:

Worshippingin Holy Communion, prayer, music and education in the Scriptures.

Teachingpeople of all ages to live today according to the principles of the Bible.

Caringfor all people through outreach ministries in the congregation, the community and the world.

Sharingthrough fellowship, developing a loving community, inviting to our members, neighbors, and strangers alike.

Toward these ends, we, as members of the Second Congregational Church of Winsted, Inc. (Baptist & Congregational), commit our personal time, talent and treasures, investing our lives in God’s service.

Article IV Nature of the Federation

This federation establishes a united local congregation for Christian worship, teaching, fellowship and service, but does not change the denominational affiliation or standing of the participating congregations or the status of the existing corporate entities. This church acknowledges Jesus Christ as its head and places its temporal affairs in the hands of its members as they shall act under His guidance. The federated churches covenant to abide by these bylaws of the Second Congregational Church of Winsted, Incorporated (Baptist and Congregational).

Article V Membership

1. Membership in this church is open to all Christians who:
 - Are 18 years old or older
 - Have been baptized in this or another Christian church
 - Shall affirm the Statement of Faith of this church
 - Have been confirmed in this church or complete a membership class in this church
 - Publicly confess their faith in Jesus Christ and their purpose to live Christian lives
 - Are recommended by the Diaconate
 - Agree to abide by and accept the bylaws of this church

1. New members will indicate their denominational preference and the clerk shall keep a record of the same.

2. Members are expected, to the best of their ability, to attend the regular services of worship, to contribute financially to the support of the church and its benevolences, to participate in its life and work, and to evidence in their daily lives a Christian lifestyle.

3. Any member desiring to leave this church and join another is entitled to a letter of transfer.

4. If, because of change of faith or for other reasons not involving Christian conduct, a member in regular standing requests to be released from his covenant obligations, the Diaconate shall patiently endeavor to secure his continuance in its fellowship. Failing in such effort the Diaconate may grant the request and terminate his membership.

5. Any members who fail to contribute their time, talent, or treasure or who fail to attend worship services for one year may, by vote of the Diaconate, have their name placed on a list of inactive members.

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Inactive members shall not be counted in compiling the official roll of members. They shall be given a letter of transfer to another church if they request it. They may be reinstated if they complete a new members class and subsequently revive their participation in the life of the church. Names on the inactive list will be automatically removed after a period of five (5) years.

6. Any member whose behavior becomes an affront to the good name of the church may be dismissed by vote of the church after patient and loving efforts by the Diaconate and the pastor to persuade the member to amend his life.
7. Any person whose membership has been terminated may be restored by vote of the Diaconate, if for any offense, upon evidence of his reformation; or if for any other cause, upon satisfactory explanation.
8. A person who wishes to participate in the life of this church while maintaining membership in another church may be received as an associate member by the same process as regular active members are received. Associate members shall have all the rights and duties of regular active members except the right of a letter of transfer to another church.
9. Only active members of the church are eligible to vote in general, special, committee, and/or board meetings.
10. Members who leave to form another church shall be removed from the official roll of members. They may be reinstated by a vote of the Diaconate, after the potential member meets with the Senior Pastor, attends a new members class, and affirms the Statement of Faith and bylaws of the church.

Article VI Worship Services, Christian Education and Business Meetings

1. Worship Services

- a) Services of worship shall be held at ten o'clock (10 a.m.) each Sunday morning during the months of September through June, and at nine-thirty o'clock (9:30 a.m.) during July and August except when temporarily suspended by vote of the Church Council.
- b) The sacrament of the Lord's Supper shall be celebrated at such times as the pastor and the Diaconate may determine. The baptism of adults and the baptism or dedication of children shall be administered at such time as the pastor or, in his absence, the Diaconate may appoint.
- c) Other services for worship, inspiration, prayer and study may be held as determined by the pastor and the Diaconate.

2. Christian Education

- a) The church shall conduct a church school which will be held at given hours each Sunday on a yearly schedule to be determined by the Board of Christian Education and approved by the Senior Pastor and the Church Council.
- b) Further opportunities for religious education will be provided by the pastor(s), the Diaconate and the Board of Christian Education.
- c) It shall be the purpose of Christian education to lead the youth and the congregation into deeper knowledge of and fellowship with Jesus Christ.

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Moreover, it shall be the purpose of Christian education to foster the development of Christ-like character in the youth and congregation, which results in Christ-honoring relationships among the congregation, greater personal piety, a zeal for service inside and outside of the church and desire to reach the lost.

3. Business Meetings

- a) The annual meeting shall be held during the month of January at a time to be determined by the Church Council, to receive the yearly reports of the officers, boards, committees, and organization; to elect officers; transact business; adopt the annual budget and set up plans for the new year. Notice for this annual meeting shall be given by the clerk. It shall be printed in the Sunday bulletin of the church and sent via email to all members at the email address on file with the church office or a postcard mailed to the address on file with the church office for those members without an email address on file with the church office, at least ten days before the meeting. This meeting shall be preceded by the annual meetings of the individual churches. Notices for these meetings shall be given in accordance with the bylaws of said churches.
- b) Special meetings for business may be called by the pastor, moderator, Diaconate, the Church Council, or by the clerk on the written request of 10 percent of the active membership of the church. The nature of the business to be transacted shall be stated in the call which shall be sent via email to all members at the email address on file with the church office or a postcard mailed to the address on file with the church office for those members without an email address on file with the church office at least five (5) days before the meeting.
- c) At any meeting of the church, Roberts Rules of Order shall be observed in the conduct of the meeting. At congregational meetings, a quorum shall consist of 10 percent of the active membership. At all council, board and committee meetings a quorum shall be a simple majority.
- d) Elections shall be by ballot unless the use of a ballot is waived by majority vote of the meeting in which the election is held. In all items of business, except elections or unless otherwise provided in these articles, a two-thirds majority vote shall be decisive. All active members of the church who have attained the age of eighteen (18) are entitled to vote on all matters.
- e) The fiscal year of the church shall begin on January 1 of each year and all officers, boards and committees, except the Board of Christian Education, whose members whose members shall continue in office until their successors have been elected at the next annual meeting.

Article VII Officers

The officers of the church shall be the Senior Pastor, a Pastor (when one is serving), a Moderator, a Clerk, a Treasurer, an Assistant Treasurer (when one is serving), Auditors and such other officers as the church may determine. All elected officers must be active members of the church.

1. Senior Pastor

The Senior Pastor shall be called for an indeterminate time. The Pastor shall be an ordained minister. He shall have charge of the worship services of the church, and shall carry on a ministry of preaching, pastoral care and leadership. As ordained leader of the congregation, the Pastor shall be a member, ex officio, without right to vote, of all boards and committees and entitled to be present at any meeting of any church-sanctioned group except during the time when his tenure or salary is under discussion. The Senior Pastor shall have the right to vote in Church Council, Annual Church, and Special Church meetings.

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Subject to vote of any called meeting of the congregation (special or annual), the Senior Pastor's ministry may be terminated on the basis of three (3) months' notice. The Pastor may, of his own volition, submit his resignation at any time, giving not less than three (3) months' notice to the church.

When a vacancy occurs in the pastorate, the Church Council shall appoint a Pastoral Search Committee. After seeking the guidance of the Holy Spirit, it shall, with the cooperation of those appointed for such purposes in conference and convention offices, make a canvass of available ministers. When a decision is made upon the one who, in the judgment of the Pastoral Search Committee should be called to the pastorate, they shall introduce him to the church and, at a duly called meeting, propose his election. In the event that a recommended candidate is rejected, the committee shall repeat the prescribed procedure.

2. Pastor and/or Director of Youth and Families

The church may, at its discretion, choose an Associate Pastor and/or Director of Youth and Families whose duties shall be those generally pertaining to such respective offices and particularly to be outlined by the Diaconate and the Board of Christian Education and approved by the Church Council. He shall report to and be directly supervised by the Senior Pastor.

3. Moderator

The Moderator shall be elected at the annual meeting and shall be eligible for reelection. One of the Moderator's functions will be to organize the boards and committees of the Church Council as speedily as possible after the annual meeting. He shall preside over Church Council meetings. He shall preside over all other special church meetings, including the annual meeting. He shall act as an overseer of many church concerns, oftentimes being a spokesperson for various boards and committees. The moderator is considered the church's chief executive officer with the authority to perform official duties including the signing of all legal documents and co-signing all contracts and purchase agreements with the appropriate board or committee chairperson. All originals of contracts and legal documents will be secured in the church office. In the event of the moderator's absence, the clerk and/or pastor shall sign legal documents, and co-sign contracts and purchase agreements. In the moderator's absence, the Senior Pastor or the Pastor shall preside over meetings of the Church Council.

4. Clerk

The clerk shall be elected at the annual meeting and shall be eligible for reelection. He shall keep a faithful record of the proceedings of the church and of the Church Council, of which the clerk shall be a voting member and its secretary. Under the supervision of the Pastor and of the clerk, a register of the members of the church shall be kept with addresses and dates and modes of their reception. Records shall also be kept of baptisms and marriages. The clerk shall provide letters of transfer voted by the Diaconate. All communications and written official reports shall be kept on file. Other duties are to notify all persons elected to offices and committees; give legal notice of all meetings when such notices are necessary; conduct all correspondence so far as it is not otherwise provided for; and perform such other duties as are prescribed or which usually pertain to such office. The clerk may delegate such duties as necessary to the church secretary.

5. Treasurer

The Treasurer shall be elected at the annual meeting and be eligible for re-election. He shall receive all reports and deposit verifications. He shall pay the bills of the church on receipt from and approval by the Boards and Committees responsible for said bills. He shall keep an accurate account of all receipts and disbursements. He shall pay out money for missions with the approval of the Board of Missions, subject only to the instructions of individual donors to specific agencies or projects. He shall be responsible for filing all required reports to local and federal agencies when necessary. He shall be bonded as the Board of Finance shall prescribe. He shall be responsible for providing all reports required by the Church Council.

6. Assistant Treasurer

The Assistant Treasurer, (when one is serving), shall be elected at the annual meeting and be eligible for reelection. He shall be responsible for all of the duties of the Treasurer in his absence.

7. Auditor

The Auditor (or Auditors, as the church may direct) shall be elected at the annual meeting and be eligible for reelection. He (they) shall examine the record of monetary collections kept on file in the church office and the accounts of the Treasurer and report thereon as required by the church.

8. Other Officers

The Moderator may appoint or call for the election of other officers, subject to the dictates of the needs and approval of the Church Council

Article VIII Church Council

The Church Council is the governing body of the church. It shall consist of the following voting members:

- Senior Pastor
- Pastor (when one is serving the church) Moderator
- Clerk (who shall be secretary of the Council)
- Building & Grounds Committee representative
- Missions Board representative
- Diaconate representative
- Finance Board representative
- Music Committee representative
- Christian Education Board representative
- First Baptist Church representative
- Second Congregational Church representative
- Treasurer
- Board of Trustees representative

If a member is unable to attend a meeting, he is responsible for designating another representative to attend that meeting.

It shall be the responsibility of the Church Council to oversee all activities of the church, to advise the Senior Pastor on the general direction of the church, to cooperate with him in the formation of a well-rounded program, and to manage all business affairs of the federated churches except as otherwise provided in these bylaws.

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The Church Council will provide direction and priorities of the church to the Board of Finance in its formulation of the annual budget and shall submit to the Annual Meeting a comprehensive program involving the chief objectives of the church for the coming year.

The Council shall also ensure that personnel rules are formulated for the church's employees. These shall include organizational and accountability structure, grievance procedures, and an outline of the job duties and responsibilities for each position. Responsibilities and working relationships between boards and committees shall also be a part of these guidelines.

All officers, boards, committees, and auxiliary organizations shall present their plans and programs to the Church Council for the purposes of information, correlation, and approval.

In any vote taken by the Church Council a two-thirds majority shall be decisive.

The Council shall appoint a committee whose task shall be to review and/or update these bylaws at least every five (5) years.

The Church Council will ordinarily meet during the third week of each month and at any time on the call of the Moderator.

The Church Council shall submit their budget to the Finance Committee to be approved by the church membership at the annual meeting.

Article IX Boards

The church shall elect the following boards, all of whose members must be active members of the church. The members of all boards shall be divided into three groups with approximately one-third of the members elected to terms that expire each year * *No member shall be eligible for re-election after having served two consecutive three-year terms until at least one year has expired after the conclusion of his term.* * Any vacancy occurring during the term of a member may be filled by the board at its option until the next annual meeting. No member shall serve as chairperson of more than one board or committee simultaneously, unless approved by the Church Council.

*(Due to our current situation with too few people to do the church's work, this part of Article IX will be suspended until the next revision of the bylaws in 2030, then will be automatically reinstated if no action is taken concerning it.)

Each board shall organize by selecting its own chairman or co-chairmen, a secretary and a treasurer, and such other officers or sub-committees as it may deem necessary. Meetings are normally held once a month, but the frequency can be adjusted by each board as required to meet its responsibilities. A quorum shall consist of a simple majority.

1. Diaconate

Membership: Membership shall consist of five to seven (5-7) persons, plus Deacons Emeritus plus the ex-officio personnel of Senior Pastor and the Pastor/Director of Youth and Families A deacon who has served for many years may, upon recommendation of the Diaconate, be named Deacon Emeritus, and upon such election be entitled for life to all the privileges of an active member of the Diaconate

Responsibility: The Diaconate shall work closely with the pastor and is responsible for the spiritual health and welfare of the church, planning for special worship observances and caring for those in need within the church and the local community.

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The Diaconate shall be responsible for evaluation and handling of personnel matters concerning the position of Senior Pastor or Pastor. They shall provide for the supply of the pulpit in case of a vacancy and in the absence of the pastor. They shall receive applications for church membership. They shall make an annual survey of the church roll and report such revisions as they have deemed necessary at the annual meeting.

The Diaconate shall submit its budget to be approved by the church membership at the annual meeting.

2. Board of Christian Education

Membership: Membership shall consist of five to seven (5-7) persons, plus the ex-officio personnel of Pastor and/or Director of Youth and Families.

Responsibility: The Board of Christian Education shall have supervision and direction of the Christian education of the children and young people of the church and shall develop and implement programs that will nurture a personal relationship with God and promote Bible literacy. The Board shall provide opportunities for the Sunday School to participate in community and world-wide mission projects. The Board shall appoint and remove Sunday School and Youth Group personnel. The Board shall provide support for the Director of Youth and Families, whose responsibilities shall include the study and evaluation of the curriculum, submission of the curriculum to the Senior Pastor and the Christian Education Board for approval, supervision of the Sunday School, and providing teacher training and support. Additionally, the CE Board shall be responsible for administering the Second Congregational Church of Winsted, Inc. (Baptist & Congregational) Scholarship Fund, including publicizing scholarship availability, receiving applications, and awarding the scholarships.

The Board of Christian Education shall submit its budget to be approved by the church membership at the annual meeting.

3. Board of Missions

Membership: Membership shall consist of five to seven (5-7) persons.

Responsibility: The Board of Missions shall ensure that church funds allocated for missions work are used to spread the Gospel message in accordance with the command of Christ. These funds shall be divided as needed to support work within our community, our nation and throughout the world.

The Board of Missions shall provide church members with information regarding the missions work supported by the church through regular updates by the board, guest speakers and other means as appropriate.

The Board of Missions shall provide the means for church members to participate in special offerings, fund raisers or provide hands-on help as needed to support urgent or unbudgeted mission needs.

The Board of Missions shall submit its budget to the Finance Committee to be approved by the church membership at the annual meeting.

4. Board of Finance

Membership: Membership shall consist of five to seven (5-7) persons, plus the ex-officio personnel of Treasurer, and Assistant Treasurer.

Responsibility

The Board of Finance (Board) shall be responsible for assigning two (2) people to witness the totaling of all cash monetary collections. Additional church members may be selected by the Board to count the offering as needed. Those counting shall confirm the amount collected by signing the standard church form approved for such use and kept on file in the church office.

The Board shall be responsible for preparing an annual budget by receiving the financial needs from each board and committee chairman for the ensuing fiscal year no later than October 10. Upon the close of the stewardship campaign and before the November meeting of the Church Council, the Board shall prepare a proposed budget addressing the priorities of the boards and committees. The proposed budget shall be based on the estimated income from member pledges, non-pledged offerings, invested funds, and amounts to be raised from various functions of the church. The Board shall submit this proposed budget to the Church Council for approval at its November meeting.

In the event that the Church Council fails to approve the Board's proposed budget, the Board shall modify it to conform to the Council's directives and present the modified budget to the Council at the December meeting. The Council as a whole shall make any adjustments and approve the proposed budget before adjourning the December meeting.

The Board shall be responsible for administering an annual Stewardship Campaign. The campaign shall be conducted to conclude with Stewardship Sunday on the third Sunday in October.

The Senior Pastor shall guide the biblical direction of the stewardship campaign and assist in the development of goals that will:

- Teach God's people principles of stewardship according to the Word of God.
- Raise awareness among God's people about the importance of stewardship including time, talent, and treasure as part of being a disciple of Christ.

The Finance Committee shall submit its budget to the Church Council, to be approved by the church membership at the annual meeting.

5. Board of Trustees of the Invested Funds

Membership: Membership shall consist of five (5) persons, who shall be active members of the federated church. Members shall serve three-year terms, be elected as terms expire and are eligible for reelection.

Responsibility

The Board of Trustees shall be responsible for the Permanent Funds of the church as detailed in Article XIII of these bylaws.

The Board will meet at least quarterly and present a written report on the condition of the invested funds to the church council and at the annual meeting of the congregation.

Article X Appointive Committees

The church committees support the general operation of the church and serve to enrich the lives of the Christian community. The Church Council may appoint the following committees to operate in the fields indicated and may appoint such additional committees as needed.

Each standing committee shall organize by selecting its own chairman or co-chairmen and such other officers or sub-committees as it may deem necessary. All selected committee officers must be active members of the church. Meetings are to be held once a month or according to each committee's needs. A quorum shall consist of a simple majority.

1. Building and Grounds Committee

The Building and Grounds Committee shall be responsible for custodial services and the on-going maintenance and security of the facility structure, mechanicals and exterior grounds. The committee shall be responsible for the hiring and annual evaluation of the sexton as per church personnel policy. The Building and Grounds Committee shall submit its budget to the Finance Committee to be approved by the church membership at the annual meeting.

2. Music Committee

The Music Committee shall be responsible for providing vocal and instrumental music that will enhance the worship experience and shall oversee all music events presented at the church. The committee shall coordinate and evaluate the music program of the whole church and shall be responsible for the hiring and evaluation of music personnel according to the church personnel policy. The Music Committee shall submit its budget to the Finance Committee to be approved by the church membership at the annual meeting.

3. Nominating Committee

The Nominating Committee shall be responsible for presenting a slate of officers and board members to be voted on at the Annual Meeting, shall assist the boards and committees in filling vacancies if needed, and shall fill one-person positions when necessary.

4. Video Committee

The Video Committee shall be responsible for videotaping Sunday worship services and any other special services or programs in the church approved by the Church Council, and for arranging for broadcast of the programs on local access television.

Article XI Positions

1. **Historian**-The Historian shall keep a faithful record of important events in the life of the Church, maintaining a scrapbook of newspaper clippings and a file of pictures taken at ordinations, installations, anniversary celebrations, building dedications, and other occasions, and either writing or causing to be written an account of the on-going history of the Church.
2. **Refreshment Coordinator**-Recruits individuals to serve refreshments during fellowship time after Sunday morning worship services and maintains supplies for same in the upstairs kitchen.
3. **Greeter Coordinator**-Schedules individuals to act as greeters at Sunday morning worship services.

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4. **Memorial Service Reception Coordinator**-Organizes receptions at the church following funerals and memorial services, as requested by the family.
5. **Newsletter Editor**-Publishes monthly newsletter of church activities.
6. **Flower Coordinator**—Oversees all floral decorations for the worship service, including special Christmas and Easter flowers.

Article XII Properties

Title to all properties and invested funds held by the federating churches at the time of federation or thereafter acquired by them shall continue in the federating churches. All receipts from such properties and funds shall be transferred to the treasury of the federated church after the payment of normal bank and administrative changes.

The federating churches agree to devote all their church and parsonage properties to the use of the federated church, except as specified in the agreement between the First Congregational Church, Inc. of Winsted, Second Congregational Church of Winsted, First Baptist Church in Winsted, and Church of Christ of Winsted, Inc. (Baptist and Congregational) dated June 29, 1959.

The operating control of all properties except invested funds shall be in the hands of the Building and Grounds Committee under the direction of the Church Council.

The federated church shall make suitable provision in its budget for the maintenance in good condition of all properties of the federating churches, except as specified in the agreement between the churches dated June 29, 1959, as mentioned above.

The Trustees of the Invested funds of the Second Congregational Church of Winsted, Inc. (Baptist and Congregational) is hereby designated as the board to handle the funds of the Second Congregational Church of Winsted until other designation is voted by the Second Congregational Church of Winsted.

Article XIII Finance

1. Offerings

The church shall seek support by offerings and tithes of individual members and organizations. Opportunity shall be offered to all members of the church and congregation to make written commitments, ordinarily under the Stewardship Committee's campaign. The designation of monies for current expenses, benevolence, and specific projects shall be under plans approved by vote of the church. There shall be received in connection with each Communion service an offering for physical and spiritual needs. Auxiliary organizations are invited to contribute under plans of their own choosing.

2. Apportionment

The church will cooperate with the denominational agencies of local, state and national organizational levels under what is known as the apportionment or united budget plan. Likewise, the Board of Finance shall include in the budget the per capita assessments for the state and national organizational expenses of the constituent denominations. Such denominational quotas or assessments shall be considered an obligation of the federated church.

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3. Permanent Funds

The Investable Funds of the federated church shall be set aside in permanent funds retained in trust by the Trustees of the Invested Funds. These permanent funds shall be expended as directed by the Spending Policy of the Trustees of Invested Funds.

The purpose of the permanent funds shall be to supplement offerings and tithes rather than to supplant them. Expenditures from the permanent funds shall be used for the regular operating expenses of the church.

An opportunity shall be given annually for an offering to increase the permanent funds.

Legacies, special endowment contributions, gifts in the form of memorials and endowment gifts received by the federated church and not specifically appropriated by the donors to some specific purpose (“**Unrestricted Gift**”) shall be placed in the care of the Trustees of Invested Funds for disposition as directed by the Church Council. The Council shall prayerfully consider the addition of all Unrestricted Gifts to the permanent funds of the federated church before any other use is considered. Should an immediate or emerging need be present at the time an Unrestricted Gift is received, the Council may approve the use of all or a portion of the Unrestricted Gift to fund such need and in such case shall have ninety (90) days from the receipt of the Unrestricted Gift to finalize a funding plan. The Council shall seek the approval of the congregation before implementing any such funding plan. Any portion of the Unrestricted Gift not required for the funding of the need shall be added to the permanent funds. Should the Council fail to finalize a funding plan within the ninety (90) day period, the Unrestricted Gift shall be added to the permanent funds.

Article XIV Revisions and Amendments

These bylaws may be altered or amended by a two-thirds vote of the active members present at any regular or special meeting of the church, provided that a notice specifying the time of the meeting and the substance of the proposed amendment shall have been given from the pulpit and stated in the call which shall be in accordance with Article VI Section 3 of these bylaws

Article XV Hiring of Employees and Volunteers

All employees of the Second Congregational Church of Winsted, Inc. (Baptist & Congregational) will be required to complete a Volunteer and Employee Screening Form which will be confidential and kept in a locked file in the church office. All volunteers who will be working with the children and youth of the church will also be required to complete the Volunteer and Employee Screening Form. The screening form will be used by the chairman of the board or committee in charge of hiring an employee or using volunteers.

Article XVI Covenant

We believe in God the Father, infinite in wisdom, goodness and love; and in Jesus Christ, His Son, our Lord and Savior, who for us and our salvation, lived and died and rose again and lives evermore; and in the Holy Spirit, who takes of the things of Christ and reveals them to us, renewing, comforting, and inspiring the souls of men. 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, made known or to be made known to us. We hold it to be the mission of the Second Congregational Church to proclaim the gospel to all mankind, exalting the worship of the one true God, and laboring for the progress of knowledge, the promotion of justice, the reign of peace and the realization of human brotherhood, depending, as did our fathers, upon the continued guidance of the Holy Spirit to lead us into all truth and to work and pray for the transformation of the world into the Kingdom of God. We look with faith for the triumph of righteousness and the life everlasting. Amen.