

# I. TABLE OF CONTENTS

	Page
I. TABLE OF CONTENTS .....	1
II. AGENDA.....	2
III. MISSION STATEMENT & COVENANT .....	3
IV. 2016 ANNUAL MEETING MINUTES .....	4-5
V. OFFICERS' REPORTS - 2017	
A. Pastor's Message.....	6
B. Moderator .....	6-7
C. Clerk - Vital Statistics .....	8
D. Treasurer Report .....	9
Endowment Fund.....	10-12
Reserve Fund.....	13-15
E. Financial Secretary.....	16
VI. LEADERS' REPORTS – 2017	
A. Outreach & Member Care .....	17
B. Hospitality & Welcome.....	17
C. Worship .....	17
D. Communications .....	18
E. Finance .....	18
F. Staff Relations .....	18
G. Property.....	18
H. Stewardship .....	19
I. Pastoral Search Committee .....	19
VII. FUND REPORTS	
A. Joan Latham Scholarship Fund.....	20
VIII. PROPOSED BUDGET – 2018.....	21-22
IX. SLATE OF OFFICERS AND LEADERS - 2018 .....	23
X. CONSTITUTION AND BYLAWS .....	24-32
XI. OPEN & AFFIRMING STATEMENT OF WELCOME.....	33
XII. DIRECTORY of Members, Associate Members & Friends .....	34
Members.....	35-36
Associate Members .....	37
Friends.....	38-39

## **II. AGENDA**

### **Annual Meeting - Sunday, January 28, 2018 at 11:30 AM**

#### Call to Order

#### Roll Call

Reading of minutes from 2017 annual meeting (Jan. 29, 2017) and approval

#### Officers' Reports:

Pastor—vacant

Moderator – Rich Clippinger

Clerk – Shelley Bochain

Treasurer – Jarrod Leonardo, Charlotte Beers—Assistant

Financial Secretary – Jack Sulger

#### Leaders' Reports:

Outreach & Member Care – Laura Beth Neely

Hospitality & Welcome – vacant

Worship – Leonard Lieberman

Communication – vacant

Finance - Jarrod Leonardo

Staff Relations - vacant

Property – Paul Kotowski (George House, alternate)

Stewardship - vacant

Pastoral Search Committee

#### Unfinished Business:

#### New Business:

Officers and Leaders for 2018

Proposed Bylaw Changes

Proposed 2018 Budget

Request to transfer Latham Scholarship Fund to Salem Congregational Church

Sexual Misconduct Policy and other policies

#### Closing Prayer

#### Adjournment

### **III. OUR MISSION STATEMENT**

Our mission is to love God,  
Do the work of Jesus Christ,  
Minister within, and  
Work to transform the world.

### **OUR COVENANT**

We covenant with each other, the congregation, and God to do the following:

- We will pray for each other and for the congregation.
- We will seek to be receptive to God's presence and guidance.
- We will treat each other with caring and respect, listening to each other actively especially when we seem to disagree.
- We will seek and speak the truth with love.
- We will speak one at a time.
- We will speak in the first person, "I" and from our own experience.
- We will allow each other equal "air time."
- We will not react out loud.
- We will honor our commitment to be here and do our part, striving to be fair in our work.
- We will stay on task and be as focused and efficient as we can.

# IV. MINUTES OF ANNUAL MEETING

## January 29, 2017

Call to Order/Opening Prayer at 11:20 AM

Roll Call Rich Clippinger\*, Leonard Lieberman\*, Paula Lieberman\*, Charlie Montesanto\*, Erin Corbett\*, Laura Beth Neely\*, Charlotte Beers\*, Laurie Sulger\*, Shelley Bochain\*, George House\*, Shirley Latham\*, Barbara Hull\*, Shirley Pennala\*, Paul Kotowski\*, Joshua Hull, Chip Dahlke\*, Connie Hurtt, Sam Cox, Jack Sulger\*

\*denotes Member or Associate Member

Reading of minutes from 2016 Annual Meeting. Minutes were read and accepted.

### Officers' Reports

Pastor – vacant; no report.

Moderator – Rich Clippinger; report documented in 2016 Annual Report.

Clerk – Shelley Bochain; report documented in 2016 Annual Report.

Treasurer – Jarrod Leonardo; report documented in 2016 Annual Report.

Assistant Treasurer - Charlotte Beers; see Treasurer's Report in 2016 Annual Report.

Financial Secretary – Tina West; report documented in 2016 Annual Report.

### Leaders' Reports

Outreach & Member Care – Laura Beth Neely; report documented in 2016 Annual Report.

Hospitality & Welcome – vacant; no report.

Worship – Leonard Lieberman, Shirley Pennala and Shirley Latham; report documented in 2016 Annual Report.

Communication – vacant; no report.

Finance- Jarrod Leonardo; report documented in 2016 Annual Report as Treasurer's Report.

Staff Relations – vacant; no report.

Property – Paul Kotowski (George House, alternate); report documented in 2016 Annual Report.

Stewardship - vacant

Pastor Search Committee- The Pastor Search Committee Report is documented in the Moderator's Message. In addition, Len Lieberman reported that we have had a

difficult time hiring and keeping a minister. After much deliberation, the Search Committee is suggesting changing the model from a part time minister to a full time minister. They would also like the candidate to be from the Lyme community. They believe this would help to expand our presence in a positive way in town and develop a stronger connection to the community and therefore make the church more active. The Search Committee would like to fund this process by using the Endowment. The new plan is called "Bold Venture" and would offer the successful candidate a 3-year contract with an evaluation at the end of the first year. A motion was made to accept "Bold Venture". It was approved by a vote of 13 Ys and 5 Ns (two proxies voted in addition to attendees).

#### Unfinished Business:

Chip Dahlke reported on the Endowment & Reserve Funds at LPL. The Endowment started 2016 at \$1.2 million and ended at \$1.5 million. It is invested in a relatively conservative approach. Chip recommended taking some of the money out of the Endowment to make improvements to the church. Jack Sulger added that we need to reserve funds in the Endowment to insure provisions for the future of the church.

#### New Business:

- Proposed 2017 Budget – The proposed budget for 2017 was read and passed unanimously. Budget detail can be found in the Annual Report.
- Proposed Officers and Leaders for 2017 – The Officers and Leaders remain the same for 2017 with the exception of Financial Secretary. Jack Sulger has taken the responsibility of Financial Secretary from Tina West. Officer and Leader positions were approved unanimously
- "Bold Venture"- passed as amended, 13 Y and 5 N (two proxies voted in addition to attendees)

Closing Prayer/Adjournment at 12:20PM

# V. OFFICER REPORTS

For the year ending December 31, 2017

## A. PASTOR'S MESSAGE:

Pastoral pulpit supply was used from September 2014 until the present while the Pastoral Search Committee continued to work the search process.

## B. MODERATOR

Dear Members, Associate Members, and Friends of The First Congregational Church of Lyme,

*Hello from the Gillespies* (it's a novel by Monica McInerney).

I'm concerned for the Lyme Church.

We have been without a settled Pastor for about four years now. We have been using pulpit supply during that time and while the diversity has been interesting, there is a consensus that we should have a permanent Pastor. We do have a plan, but it's taking more time than anticipated. In the past year we have achieved some consistency. We have had the Rev. Susan Olson in the pulpit about twice a month, including the first Sunday of each month for communion and we have had Emily Bjornberg in the pulpit about twice a month. Both provide thoughtful and relevant messages. There are odd Sundays where we still need pulpit supply, but that would happen anyway even with a settled Pastor.

I have been in the Moderator position for six consecutive years. The by-laws specify no more than three consecutive one-year terms for this position, but the by-laws also say that Officers shall serve until their successors shall have been duly named. There's a reason for the prescribed turnover in this position and we can't seem to make it happen.

I recently realized that Church Council hasn't had a legitimate quorum in a few years. The by-laws say that Council consists of Officers and Leaders, but it also says that five Members and Associate Members constitute a quorum and that seven Members and Associate Members must to be present to constitute a quorum. We'll fix the by-laws to be consistent, but that doesn't fix the absence of a quorum. It was only when some important business came before the Council that the flaw in the by-laws became evident.

We have some good people in Officer and Leader positions, but we also have vacancies in some of the positions. On the Officer side, obviously the Pastor position is vacant. On the Leader side, four of eight positions are vacant. This hinders conducting the business of the church, prevents key functions from being accomplished, and is the reason that we never have a quorum at Church Council.

Despite not having a permanent Pastor, we provide the basic functions of a small church. We have weekly worship services (Sundays at 10:00 AM). During this past year, attendance has dropped from around fifteen to twenty each week to around ten to fifteen. We have small missions to help local people, and we have someone to call on for pastoral services. The Pastor functions are filled, but we don't have a permanent Pastor. We also don't have a permanent organist, although we have an excellent rotation of organists to call on as we search for a permanent Music Director. We have a small choir. We have children's sermons, but we don't have Sunday school. I'm concerned that we may have gone below critical mass where we can't recover the functions that attract some worshippers; some attendees have left for other churches that have a large choir or strong children's programs.

We have been good stewards of the church finances. We have a well-managed Endowment Fund that we rely upon for part of our budget. When we went to a part-time Pastor model a few years back, real-time contributions dropped and the hoped-for relief on the draw from the endowment principal was not realized. So, we still take a near-unsafe amount from the Endowment Fund to support our budget and we rely on earnings to sustain the Endowment Fund. When we install a settled Pastor, the burden on the budget will rise and real-time contributions must increase if the Endowment Fund is to be preserved.

We have taken care of our facilities. We have kept up with regular maintenance. We don't have any major projects on the horizon, although I would eventually like to see a kitchen renovation and updates to the office spaces. My only real accomplishment as Moderator has been restoration of the fence.

Our Office Manager, Connie Hurtt, takes care of the day-to-day operation of the church without need of supervision and we are very grateful for her dedication.

As always, thanks to the regular Sunday attendees, occasional attendees, those who can't attend but care about Lyme Church, and to neighbors and friends who help in many ways.

*Hello from the Gillespies* has a happy ending if I recall correctly. I hope the (ongoing) Lyme Church story has a happy ending too. But change is needed.

Respectfully,  
Rich Clippinger

## **C. CLERK**

### **VITAL STATS 2017**

#### **DEATHS:**

**\*Marita Rand, died 2/13/17, no service**

**\*Francis Rand, died 9/22/17 in New Jersey, no service**

#### **TRANSFERS:**

**\*Tina West transferred her membership to the First Congregational Church of Old Lyme on 1/31/17**

#### **BIRTHS:**

None

#### **MARRIAGES:**

None

#### **BAPTISMS:**

**Olivia Chase Robinson was baptized 9/17/17 by Reverend Toni Smith. She was born on 3/17/17 to Brittany Uphold and William Robinson**

#### **NEW MEMBERS:**

None

*\*Denotes member of the church*

## **D. Treasurer**

Contributions received from the plate and pledges were up slightly by \$257 from 2016, recovering slightly from the trend lower which began approximately 7 years ago. The Church depends on the contributions of members to be able to handle daily expenses without taking excessive amounts from the endowment. The draw against the endowment in 2017 was \$40,000, double what it was in 2016. Though as with the previous year, the endowment was able to sustain this draw due to market returns, we cannot expect the endowment to continue to alleviate the decline in member donations. In order to sustain the financial security of the endowment and in turn, the Church, we must expect improved support from the members. Overall income for 2017 was lower than budgeted by \$13,570 and lower than 2016 actual by \$6,312.

Total expenses for 2017 were approximately \$5,200 in excess of budget, when excluding the minister salary and related costs. Facility costs included a charge of \$4,400 for the chair lift, as well as increased expense for landscaping and plowing. Landscaping and plowing charges amounted to \$6,480 for 2017. Other operating expenses continue to remain constant, with the bulk relating to maintenance and office related costs. Staff salaries were slightly lower than budgeted overall. Organist and secretary expenses were below budget, with pulpit supply exceeding budget by \$11,500 due to the lack of a placed minister. As with 2016, 2017 budgeted amounts for pulpit supply assumed a settled pastor in the middle of 2017. The lack of a settled minister has continued to save costs for the Church's operations and is the driving force behind the ability to preserve the endowment funds.

The proposed budget reflects that we anticipate our costs to operate the Church's facilities and office to be consistent with previous years. In both the 2016 and 2017 budget, we anticipated a placed minister mid-way through the year. The 2018 budget continues this trend to allow the Congregation the opportunity for discussion as we move forward. Many variables come into play when determining the appropriate expenses related to a minister's service, and the Council and members need to be aware of the impact to the Church's financial stability and security moving forward.

Respectfully submitted,  
Jarrod Leonardo

## **Endowment Fund**

As of December 31, 2017, the total value of the Endowment Fund was \$1,718,051.74.





## **Reserve Fund**

As of December 31, 2017, the total value of the Reserve Fund was \$126,888.07.





## **Checking Account**

As of December 31, 2017, the value of the checking account held by Essex Savings Bank totaled \$13,028. This account receives all operating deposits, processes all checks and payments for the Church, as well as accepts transfers from the Endowment as necessary.

## **E. Financial Secretary**

Early in the year, the duties and responsibilities of financial secretary were transitioned from Tina West to myself. We want to thank Tina for her service to the church in this capacity and in helping to make the transition a smooth one.

Nearly all of the regular duties of the financial secretary continue to be ably performed by Connie Hurtt. These include the gathering and paying of most expenses (payroll related expenses are handled separately) and the recording and documenting of such disbursements as well as income from various sources. Connie also reconciles the checking account used for these items. Monthly the recording and documentation of all disbursements and deposits are reviewed by myself and noted as complete and accurate. We want to thank Connie for her hard work in the area.

I look forward to working with the Council and Connie in 2018.

Respectfully submitted,

Jack Sulger

## **VI. LEADER REPORTS**

**For the year ending December 31, 2017**

### **A. Outreach and Member Care**

In 2017 our congregation demonstrated its commitment to Lyme and neighboring communities by participating in the following outreach activities:

Our local Meal Center team, comprised of members and friends of the First Congregational Church of Lyme, and residents of Lyme and nearby towns, continued serving meals at the New London Community Meal Center. We performed this service five times in 2017. Thank you to all the individuals who donated food and funds, and prepared and served the meals, including set up and clean up.

The First Congregational Church of Lyme also participated in the Lymes' Youth Services Bureau (LYSB) Back to School Back Pack Drive in August 2017, providing backpacks and supplies for students in our local school district.

The First Congregational Church of Lyme thanks everyone who participated in the year's outreach activities. As always, we appreciate the continued and generous support of our devoted members, neighbors, and friends. +

Respectfully submitted,

Laura Beth Neely

### **B. Hospitality & Welcome**

Members and friends shared the duties of hosting coffee hour and brunches throughout the year. Everyone continues to enjoy fellowship after church on Sunday mornings.

### **C. Worship**

There is an old joke about the minister preaching to the choir. On several occasions the sparse attendance made this a reality. Throughout the year attendance has dwindled but the quality of the worship service has been maintained by Rev. Susan Olson and Emily Bjornberg. In fact on several occasions the comment has been made that we have the best sermons and it is too bad there aren't more here to hear them.

Sunday morning service was held routinely with the exception of December 31st when church was canceled due to illness and weather conditions. Communion was celebrated by Rev. Susan Olson on a monthly basis.

Having mentioned the paucity of attendees on a regular basis the Christmas Eve service was attended by over sixty three people.

The church celebrated the baptism of Olivia Robinson and this service was conducted by the Reverend Toni Smith of Chester, and a former member of this church.

The worship team is responsible for providing music for the service. With the resignation of Garrett Artman, we have had to secure supply organists while continuing to search for a permanent replacement. Flora Kyle, Rev. Eileen Sypher and Peggy Krny have worked with the choir members to provide the music for the worship services.

Special services were provided during Lent, and Advent involving several members of the congregation. Of particular note was the Maundy Thursday service during Lent and the annual Christmas pageant during Advent, directed by Tina Santiago.

There being no committee for hospitality and fellowship at the present time that function was assumed largely by Paula Lieberman. The fellowship hour is a very important part of our Sunday morning activity.

The coordination and assistance necessary to continue the Sunday service would not be possible without the continued efficiency and hard work of Connie Hurtt. All of us thank her for her dedication.

Respectfully submitted,

Len Lieberman

## **D. Communications**

Connie continued to maintain the website this year. When expertise is needed, Rob Tamm, an outside consultant helps out.

## **E. Finance — (report is incorporated into the Treasurer's report)**

## **F. Staff Relations**

The Staff Relations Leader position was vacant for 2016.

## **G. Property**

The church and its grounds are in very good shape. The building is regularly cleaned by "Shell's Angel's", our competent cleaning service for over 9 years. George House retired earlier this year and the summer mowing and fall leaf clean up was performed excellently by Steve Deveaux of Deveaux Lawn Care. In addition, Steve performed various other small outdoor repairs and power washed the front of the church over the summer. Steve

is also our new contractor for snow plowing. Other regular maintenance includes piano tuning done twice a year by Royden Wilkerson.

We are using Guy's Oil for the third season in a row. Guy's Oil stays on top of the tank level and we have not run out of oil in the time they have been our service provider. The boiler is old, but is maintained yearly and is running fine.

The alarm system master panel was replaced this year. Our alarm is monitored by Alarm Systems of Clinton.

The chair lift was replaced this year. Parts were no longer available for repairs, so it was replaced with a Bruno Commercial Stairlift. It carries one person (not a wheelchair).

Lastly, we changed our internet and telephone service provider this year. Comcast provides significantly faster internet than Frontier. We switched to Comcast in the spring and it is going well.

Respectfully submitted,

Paul Kotowski

## **H. Stewardship**

The Stewardship Leader position was vacant for 2016.

## **I. Pastoral Search Committee**

The Pastor Search Committee is comprised of Rich Clippinger, Leonard Lieberman, Paula Lieberman, Laura Beth Neely, and Erin Corbett. The committee met multiple times in 2017.

An initiative called Bold Venture was adopted by the Church Council in 2016 and reported in the 2016 Annual Report. Bold Venture includes a return to a full-time pastor model. The Endowment Fund principal would be used for a three-year term to hire a local resident to be the church pastor. The salary package includes funds for education leading to a degree in divinity and ordination through the United Church of Christ.

The initiative is moving forward more slowly than anticipated. The Pastor Search Committee is aware of the consensus that any recovery of church attendance and vitality depends on the presence of a permanent pastor.

## **VII. Fund Reports**

### **A. Joan Latham Scholarship Fund**

No camp scholarships were awarded in 2017.

## **VIII. PROPOSED BUDGET 2018**



## **IX. Officers & Leaders for 2018:**

### 1. Officers:

- A. Pastor
- B. Moderator Rich Clippinger
- C. Clerk
- D. Treasurer Jarrod Leonardo
- E. Asst. Treasurer Charlotte Beers
- F. Financial Secretary Jack Sulger

### 2. Leaders:

- A. Outreach & Member Care Laura Beth Neely
- B. Hospitality & Welcome Paula Lieberman
- C. Worship Len Lieberman
- D. Communication
- E. Finance Jarrod Leonardo
- F. Staff Relations
- G. Property Paul Kotowski  
George House (alternate)
- H. Stewardship

# XI. THE CONSTITUTION AND BYLAWS

Of

## The First Congregational Church Of Lyme

### CONSTITUTION

Article I, Name – The name of this Church is The First Congregational Church of Lyme, incorporated under the laws of Connecticut.

Article II, Purpose – The purpose of this Church is to worship God and to promote just and joyous Christian living.

Article III, Policy – This Church acknowledges Jesus Christ as its head, and places its temporal affairs in the hands of its members as they shall act from time to time under His guidance.

It cherishes the bonds of fellowship which bind it to other churches in the United Church of Christ and acknowledges its commitment to and participation in those voluntary relationships with that body set forth in the Constitution and Bylaws of the United Church of Christ.

Article IV, Faith and Doctrine – This Church acknowledges a unity with all who profess and call themselves Christians, and affirms the right of individuals to follow the dictates of conscience as they are guided by the scriptures and by the Holy Spirit. This Church affirms the Statement of Faith of the United Church of Christ adopted in Oberlin in 1959 as containing those thoughts generally held among us:

We believe in God the Eternal Spirit, who is made known to us in Jesus our brother, and to whose deeds we testify:

God calls the worlds into being, creates humankind in the divine image, and sets before us the ways of life and death.

God seeks in holy love to save all people from aimlessness and sin.

In Jesus Christ, the man of Nazareth, our crucified and risen Lord, God has come to us and shared our common lot, conquering sin and death and reconciling the whole creation and its Creator.

God bestows upon us the Holy Spirit, and creating and renewing the Church of Jesus Christ, binding in covenant faithful people of all ages, tongues and races.

God calls us into the Church to accept the cost and joy of

discipleship, to be servants in the service of the whole human family, to proclaim the gospel to all the world and resist the powers of evil, to share in Christ's baptism and eat at his table, to join him in his passion and victory.

God promises to all who trust in the gospel forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, the presence of the Holy Spirit in trial and rejoicing, and eternal life in that kingdom which has no end.

Blessing and honor, glory and power Be unto God.

Article V. Government – The Government of this Church is vested in its Members who, assembled as a Congregation, exercise ultimate authority over its affairs. Specific responsibilities may be delegated by the members, but all decisions of Church officers or bodies are subject to the authority of the Congregation at a duly assembled meeting.

Article VI. Amendments – This Constitution and its accompanying Bylaws may be amended by two-thirds vote of Members at a meeting of the Congregation, provided 15 days written notice of such amendments is contained in the call.

# BYLAWS

Article I. Definitions – Whenever the words “Member” or “Associate Member” (capitalized) are used, they shall refer to an active voting member [or associate member] of the Congregation as defined herein.

Article II. Membership – Membership in the Church is open to all Christians who wish to participate in the life of the Church. They have freedom of conscience to interpret the gospel and the right to engage in the programs of the Church.

The Members of the First Congregational Church of Lyme shall be those persons on the membership list of the Church as reviewed at the previous Annual Meeting of the Congregation and those received as Members since that meeting. Membership may be in either of the following categories:

Members – Members shall be those persons who demonstrate a desire to be affiliated with the First Congregational Church of Lyme by any of the following: (a) regular attendance at services; (b) participating in Church programs and work projects; (c) financial support of the Church and (d) continued communication in any manner, and who have been received as Members as provided below. Members may attend all services and programs, serve on any committee, speak in meetings of the Congregation, and vote.

Associate Members – Associate Members shall be those persons who have indicated their wish to be affiliated with the First Congregational Church of Lyme without holding full membership. They may attend all services and programs serve on any committees. They may speak in meetings of the Congregation and they may vote.

Reception, Termination, and Reinstatement of Membership – Those seeking membership for the first time shall be accepted as Members at a worship service. Applications for membership from persons who have held membership in other churches may also be processed by the Pastor or the Council on: (a) an applicant’s profession of faith; (b) submission of a satisfactory letter of transfer or (c) recommendation from another Christian church.

Membership in the First Congregational Church of Lyme may be terminated: (a) by a letter of transfer; (b) by written resignation; or (c) by recommendation of the Outreach and Member Care Leader, and by subsequent action of either the Council or Congregational Meeting.

Any person whose membership in the church has been terminated may, upon communicating his or her intention to resume active participation, be reinstated by an affirmative vote of the Council.

Any person who has been a Member of the First Congregational Church of Lyme may, upon his or her request, be given a letter of transfer.

Article III. Officers – The Officers of the Church are the Pastor, the Moderator, the Clerk, the Treasurer, and the Financial Secretary. With the exception of the Pastor, the Officers shall serve for a renewable term of one year, to be confirmed at the Annual Meeting of the Congregation, or until their successors shall have been duly named. All Officers shall be Members or Associate Members of the Church.

The Pastor – The Pastor shall be an ordained minister, licensed minister, or one preparing for ordination or licensure. The Pastor shall be elected by a two-thirds vote of those Members and Associate Members present and voting at a special meeting of the Congregation called for that purpose. His or her term shall be for an indefinite time. The Congregation may, at any time, at a special meeting for that purpose, by a two-thirds vote of those members present and voting, terminate the call of the Pastor. The Pastor may, upon ninety (90) days notice to the Congregation, resign his or her office. The Pastor shall serve at the will of the Congregation, shall exercise leadership in all phases of the Church program, and shall conduct its religious services. \*\*\*At the Special Congregational Meeting of December 11, 2011, it was voted to change the model of the First Congregational Church of Lyme from a full-time Pastor to a part-time Pastor.

The Moderator – The Moderator shall serve for no more than three consecutive one-year terms. He or she shall not serve in any Leader position. The Moderator shall convene and preside at all meetings of the Congregation and Council. In the event of the Moderator's absence, the Pastor, or in the Pastor's absence, the Clerk, shall call the meeting to order which, as the first order of business, shall elect a moderator pro-tem.

The Clerk – The Clerk shall serve as the secretary to the Council and assist in the preparation of the Annual Report. The Clerk shall issue appropriate notices and agenda of meetings of the Congregation and Council, and shall perform such duties as assigned by the Pastor and Moderator. The Clerk shall be responsible for timely update of changes in the Constitution and Bylaws. The Clerk shall also be responsible for collection, organization, and protection of the Church's permanent records. In addition, the Clerk shall maintain accurate records of Church correspondence, reports, minutes of meetings, lists of the membership (with addresses and dates of admission and withdrawal), marriages, baptisms, and deaths. Upon request of a Member, the Clerk shall issue a letter of recommendation to another Church.

The Council may appoint an assistant to the Clerk and may authorize the Church office secretary to assist in the completion of the tasks.

The Treasurer – The Treasurer shall receive and administer the operating funds of the church in depositories and within procedures approved by the Finance Leader. The

Treasurer shall make capital expenditures approved by the Congregation. Additionally, he or she shall make reports to the regular meetings of the Council; keep accurate and adequate accounts, and when called for, submit proper records. The Treasurer shall submit the books and records to the Auditor(s) when requested by the Council to do so. The Treasurer shall be bonded by the Church. The Council may, upon recommendation of the Finance Leader, appoint an assistant to the Treasurer. The assistant shall be responsible for collecting the Sunday offering, recording the pledge payment received and making the deposit. The assistant to the Treasurer shall be bonded by the Church.

Financial Secretary – The Financial Secretary shall disburse funds to meet the operating expenses of the Church. The Financial Secretary shall assist the Treasurer and the Finance Leader in the preparation and presentation of the Church financial reports. The Financial Secretary shall be bonded by the Church.

Article IV. The Church Council – The Church Council shall be the Executive Committee of the Congregation. The Congregation delegates to Council the roles and responsibilities of carrying out the ordinary and necessary business of the Church. It shall consist of the Officers and the following elected Leaders: Outreach and Member Care, Hospitality and Welcome, Worship, Communication, Finance, Staff Relations, Property, and Stewardship.

The Council shall meet at least six (6) times a year, on such dates as the Council may decide. Five Members and/or Associate Members shall constitute a quorum. A previously posted agenda should contain specific mention of any extraordinary items. A Leader may give another Member or Associate Member (or Leader) a proxy to vote at Council, although this does not change the requirement that seven Members or Associate Members must be present to constitute a quorum. A proxy must be documented by e-mail (with the Church office secretary on cc) or by signed hard copy note.

Minutes of the Council shall be posted in the Church by the second Sunday following the meeting. A summary of the activities of the Council for the previous year shall be given by the Moderator at the Annual Meeting of the Congregation.

The Council shall supervise the overall work of the Church. It shall act for the Church in business matters between meetings of the Church and report its actions to the Church at the Annual Meeting. The Council shall refer all important matters to the Church for decision. It shall also approve the capital and operating budgets before presentation to the Congregation. Additionally, unbudgeted expenditures up to \$5,000.00, may be approved by the Council when sources of the funds for such expenditures are identified.

Article V. Leaders – Leaders shall be elected at the Annual Meeting of the Congregation upon

recommendation of the Council or by nomination from the floor. Leaders shall serve for a renewable term of one year, to be confirmed at the Annual Meeting of the Congregation, or until their successors shall have been duly named. Each Leader will assume the responsibility of forming committees or delegating chairpersons to form committees when required to support projects, and each committee will dissolve when the project is finished. Activities not clearly assigned to a Leader by the following descriptions will be discussed at Council and assigned as appropriate or agreed.

Outreach and Member Care - The Outreach and Member Care Leader is responsible for Christian service and mission activities and for membership activities. The Leader will review opportunities for the Church to be of service at home and abroad and respond within the extent of his or her authority. The Leader may advocate membership for attendees who show active interest in the church and may recommend termination of membership for anyone who is no longer active in the church.

Hospitality and Welcome – The Hospitality and Welcome Leader is responsible for the Sunday coffee hours and any church brunches, lunches, or dinners. The Leader will solicit volunteers or form committees as necessary dependent on the complexity of the planned event. Other issues (e.g. name tags, newcomer follow-up, and pictorial directories) may fall under this Leader's purview.

Worship – The Worship Leader is responsible to coordinate activities that support the religious and spiritual life of the church, such as the order of worship, music, communion, floral and other decorations, greeters and ushers, and Christian education. The Church office secretary will work with the Worship Leader on some of these tasks.

Communication – The Communication Leader will develop a multi-faceted information program for the church members and the greater community about life and programs of the church. Information will include the weekly church service bulletin, the newsletter, the annual report, print and electronic announcements/advertisements/distributions, and the development, maintenance, and updating of the church website. The Church office secretary will assist in some of these tasks.

Finance – The Finance Leader, together with the Treasurer, the assistant to the Treasurer (if applicable), and the Financial Secretary, shall administer the financial affairs of the Church including:

The development of the annual budget for operating needs and benevolent projects;

The control of all investments, after seeking competent counsel, with full authority and power to transfer, endorse, sell, assign, set over and deliver

any and all shares of stocks, bonds, debentures, notes, evidences of indebtedness or any other securities now or hereafter standing in the name of or owned by the First Congregational Church of Lyme and to make, execute, and deliver any and all written instruments necessary or proper to effectuate the authority hereby conferred;

The management of money from investments and bequests in keeping with the wishes of donors;

The assessment of the potential financial liability and risk of loss of Church Property in collaboration with the Property Leader to arrange for adequate insurance coverage;

The consultation with appropriate Leaders regarding terms of employment for Church employees.

The Finance Leader shall arrange with the Treasurer and the Financial Secretary to ensure that at each Annual Meeting of the Congregation there is a comprehensive report on the previous calendar year's financial operations, indicating the outcome of the budget, capital expenditures, income from funds and the allocation thereof, changes in investment and the year-end status of funds. At the same time, the Finance Leader shall, after receiving the requests of Officers and Leaders whose functions produce revenue or require expenditure, present a draft budget for the next year to Council for adjudication and approval. The draft budget may include the Finance Leader's recommended budget, but shall also reflect the requests of Officers and Leaders, in separate columns if required, for discussion, adjudication, and approval by the Council to present to the Congregation at the Annual Meeting. The Finance Leader shall be bonded by the church.

Staff Relations – The Staff Relations Leader shall be responsible for liaison between the Pastor and the Congregation and shall recommend to the Council the terms of the pastor's call. The Leader shall confer with the Pastor on the objectives of the Pastorate and coordinate these objectives with the long-term goals of the Congregation as developed through the Council. The Leader, or a committee initiated by the Leader, shall provide the Council with an evaluation of the performance of the Pastor and recommendation for changes in the salary and other terms of the pastor's call.

Should the Pastorate become vacant, the Staff Relations Leader shall initiate formation of two committees, the first an Interim Minister Search Committee, the second a Called Pastor Search Committee, the first to be approved by Council, the second to be approved by vote of the Congregation, the Interim Minister Search Committee to consist of at least three Members or Associate Members, the Called Pastor Search Committee to consist of at least five Members or Associate Members, who after seeking the advice of the Connecticut Conference of the United Church of Christ, shall nominate a successor Pastor at a duly assembled meeting of the Congregation. The Pastoral Search Committee shall, with the approval of the Council, establish the terms of the call to the prospective pastor. The Association of the United Church of Christ may be invited to meet as an ecclesiastical council to participate in the installation of the Pastor.

The Staff Relations Leader, in consultation with the Pastor, shall be responsible for the selection of the Church Secretary and for recommending salary terms of the Church Secretary.

Property – The Property Leader is responsible for the oversight, maintenance, and protection of the church building and grounds. The Property Leader will prepare plans for reconditioning, replacement, or addition to Church property, as required, and will recommend to Council the selection of custodial staff.

Stewardship – The Stewardship Leader will solicit funds for Member or Associate Member pledges, envelope offerings, and other giving, make appeals to the local community for charitable giving to the church or to targeted causes such as the Minister’s Discretionary Fund. The Stewardship Leader will also promote and coordinate the major fundraising events of the Church (such as those handled by the former Ways and Means Committee). All proceeds from Stewardship activities will be remitted to the Treasurer.

Article VI. Conduct of Church Operations – With the exception of the Pastor, Officers and Leaders shall serve for a renewable term of one year, to be confirmed at the Annual Meeting of the Congregation, or until their successors are named. Officers and Leaders of the Church may be asked for oral reports at Council Meetings and shall submit written reports for inclusion in the Annual Report to the Congregation. Substantive actions within the Leadership areas shall be reported at the ensuing Council meeting.

The Council shall yearly appoint an Auditor(s) who shall be responsible for verification of the Treasurer’s books and the Finance report on the investment funds. The Auditor(s) shall present findings and any recommendations for action at the Annual Meeting of the Congregation.

Article VII. Meetings of the Congregation- The Congregation shall hold its Annual Meeting in late January or early February on a date determined by the Council. Notice shall be given from the pulpit for two Sundays prior to the date. At the Annual Meeting, the Congregation shall conduct elections, receive reports, and act upon recommendations of Officers, Leaders, and the Council. Specific action is required on the report of the Auditor(s) and on the budget presented by the Finance Leader.

Special meetings of the Congregation may be called by a majority vote of the Council; or by the Pastor; or by the Moderator, or, on a written request from six Members and/or Associate Members, by the Clerk. The call for a special meeting shall be read from the pulpit on a Sunday at least four days prior to the date of the meeting and it must contain a clear statement of purpose of the meeting. Only business specified in the call may be transacted at the special meeting.

Fifteen Members and/or Associate Members of the Congregation constitute a quorum.

Robert’s Rules of Order (Revised) shall be the parliamentary authority for all matters of meeting procedure not specifically covered by the Constitution and Bylaws of this Church.

Absentee balloting may be used for specific major issues when recommended and approved by the Church Council.

Article VIII. A Biblical process for Conflict Resolution based on Matthew 18:15-17

If a conflict should arise between the Pastor and a Church Member and/or Associate Member, the following conflict resolution steps should be taken:

The Pastor and the Church Member and/or Associate Member shall come together to resolve this conflict alone. Each person may bring another person for support and reflection.

If they cannot resolve the conflict, they shall seek assistance from the Church in the following sequence: The Church Council, the Congregation, and if necessary, the Regional Minister of the Connecticut Conference of the United Church of Christ and the Committee on Ministry of the Middlesex Association.

If a conflict should arise between two Church Members and/or Associate Members concerning Church activities, the following conflict resolution steps should be taken:

1. The two members shall meet and each may bring another person for support and reflection.
  2. If they cannot resolve the conflict, they shall seek assistance from the Church in the following sequence: meet with the appropriate Leader; meet with the Pastor; meet with the Council; and bring it to the Congregation.
- C. If the conflict is not resolved at any of these levels in either "A" or "B", all parties involved shall resolve to treat each other as Jesus treated the Gentiles and the tax collectors, with forgiveness and all hope for redemption and reconciliation.

## **XII. OPEN AND AFFIRMING STATEMENT OF WELCOME**

We, the members of the First Congregational Church of Lyme, CT, interpreting the Bible in the context of its times and our time and following the teachings and example of Jesus, declare our church to be an Open and Affirming church, actively expressing Jesus' inclusive embrace of all people. We acknowledge God's acceptance of every individual and Jesus' commandment to love one another. Therefore, we welcome heterosexual, gay, lesbian, bisexual, and transgender individuals to worship and enter into the full life and ministry of this church. In our community of faith, all people are encouraged to participate and share their talents and energy in worship and sacraments, leadership positions, ordained ministry, lay ministry, learning, service, mission, and fellowship.

Further, persons of every gender, mental and physical ability, age, race, nationality, economic and social status, faith background, marital standing, and family structure are welcome in our church community; and we invite all to share in the life, leadership, ministry, fellowship, worship, sacraments, responsibilities, blessings, and joys of our congregation.

## **XIII. MEMBERS**

**Active and Associate Members  
And Friends**

**As of December 31, 2017**

**First Congregational Church of Lyme  
United Church of Christ  
Lyme, Connecticut**

**The Members lists of the First Congregational Church of Lyme have been prepared in accordance with the Bylaws of the Church. Please notify the Church Office with changes and corrections; telephone 860-434-0220, email ([lymechurch@sbcglobal.net](mailto:lymechurch@sbcglobal.net)), or fax 860-434-8858.**

**The directory will not be published to the website. Please contact the church office if you need more information. 860-434-0220.**

