

ARTICLE VII - FINANCES

1. The fiscal year of the Church will be identical to the calendar year.
2. An official budget will be prepared by the Finance Committee and submitted to the membership at the Annual Meeting. All boards will provide the Finance Committee with estimated expenses for the ensuing year, and the budget will be compiled in terms of expected income and the stated program needs and goals of the Church.
3. The budget of the Church, as adopted at the Annual Meeting, will include all authorized expenditures for the ensuing year. Any request for funds in excess of the budget will be presented to the Church Council for approval.
4. The Church supports the apportionment and benevolence programs of the United Church of Christ.
5. The Annual Parish Canvass, under the direction of the Finance Committee, will take place between October 1 and November 10 annually.
6. The church budget will include the annuity and retirement funds on behalf of the minister.

ARTICLE VIII – RELATIONSHIP TO THE LARGER CHURCH

The United Church of Craftsbury maintains its relationships and responsibilities to the Northeast Association of the United Church of Christ and the Vermont Conference of the United Church of Christ. The Church also affirms its membership to the Vermont Ecumenical Council and interest in the

National and World Council of Churches, or the respective successors thereof.

ARTICLE IX – AMENDMENTS

This Constitution may be amended by a two-thirds vote of the members present at any Annual Meeting or special meeting called by 10 members, providing:

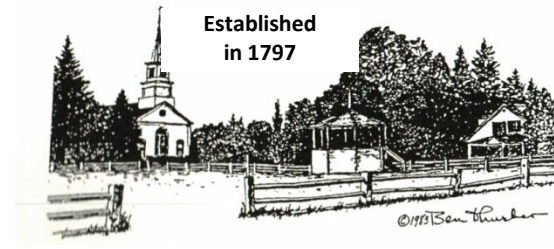
- (a) The meeting and proposed amendment(s) are posted and are read on Sunday at least a week before the date chosen for the special meeting
- (b) The amendment(s) is/are conveyed in writing to the denominational administration for comment 2 weeks in advance of the meeting.

ARTICLE X – CORPORATION TERMINATION

In the event of the dissolution of this Church, its assets and all property and interests of which it is possessed, including any devise, bequest, gift, or grant contained in any will or instrument, made before or after such dissolution, will be transferred to the Vermont Conference of the United Church of Christ or such legal successor as might at that time exist.

END

Revised: September 15, 1999
Previous Revision: February 4, 1996



CONSTITUTION OF THE UNITED CHURCH OF CRAFTSBURY

Craftsbury Common, Vermont

PREAMBLE

We, as members of the United Church of Craftsbury, realize, accept, and are grateful for the fundamental traditions of our Church. Realizing, accepting, and being grateful for our differences, we affirm our unity in devotion to one God, the Father of our Lord Jesus Christ, and our membership in the holy catholic church. Declaring ourselves to be one Church, we set forth the following Constitution as the basis of our life and the guide for our fellowship.

ARTICLE I – NAME

The name of this Church is The United Church of Craftsbury.

ARTICLE II – COVENANT

We covenant with the Lord and with one another, and do bind ourselves, in the presence of God, to walk together in His holy ways. We will strive to be doers of the Word and not hearers only, to be firm in faith, quickened in hope, and constant in charity. And we will consecrate our time, talents, substance, and influence as heirs of God and joint heirs with Christ. Amen.

ARTICLE III – MEMBERSHIP

1. The membership of this Church will include those who were members of the Congregational Church of Craftsbury Common, Vermont and of the Wilbur Fisk(e) Methodist Church of Craftsbury, Vermont, and those who adhere to this Covenant.

2. Those who subscribe to Covenant may be accepted as members of the United Church of Craftsbury. On request, members may be granted letters of transfer or dismissal by a vote of the Church.

3. Those who desire to retain membership in a Church in another community yet wish a closer fellowship with this Church may become Associate Members by a vote of the congregation. Such a relationship will automatically cease when the individual moves from the area, unless he or she specifically requests to remain as an Associate Member.

ARTICLE IV – SERVICES AND MEETINGS

1. A weekly service of worship will be held each Sunday morning, except as otherwise authorized by the Church Council.

2. The Sacraments of Holy Communion and Baptism will be celebrated at the discretion of the Board of Deacons and the Minister.

3. (a) The Annual Meeting of the United Church of Craftsbury will be held on the last Sunday in January. At this meeting annual reports of the Church Officers, Boards, Committees, and Program Groups will be read. The budget will be approved and adopted. Officers for the ensuing year will

be elected, taking office at the close of the Annual Meeting at which they are elected.

(b) Special meetings of the Church may be called at the discretion of the Church Council, at the request of 10 members of the Church, or at the request of the Minister. All official meeting must be announced on a Sunday at least a week before the Special Meeting date.

4. At the Annual Meeting, members of the Church will transact any business as may be required by the United Church of Christ.

5. A quorum for an official meeting of the Church is 15 members.

ARTICLE V – OFFICERS

1. The moderator presides over all business meetings of the Church and of the Church Council and plans the agenda in consultation with the pastor. The Moderator is elected for a term of 1 year.

2. The Minister of the Church serves as pastor, teacher, leader of worship, administrator of the congregation, and as the Vice Moderator of all meetings, holding an ex-officio and nonvoting position on all committees of the Church.

3. The Church Clerk keeps a faithful record of all proceedings of the Church, keeps all official records of the Church, posts notices of meetings of the Church, serve as secretary to the Church Council, and carries on all correspondence not otherwise provided for. The Clerk is elected for a term of 1 year.

4 (a) The Treasurer receives all statements of current expenses and benevolences, takes charge of all offerings and special collections, and keeps an accurate account

of each pledge. The Treasurer keeps an accurate record of all receipts and disbursements of the Church and pays all bills on order of the officers and board chairpersons of the Church. The Treasurer prepares an annual report at the end of the fiscal year, before which auditors examine the records. The Treasurer is elected for a term of 1 year.

(b) An Assistant Treasurer may be elected on the recommendation of the Treasurer and the Church Council.

ARTICLE VI-BOARDS AND COMMITTEES

1. The Church Council consists of the Church officers, the board chairpersons, and chief officers of all program groups of the Church.

The Council plans the overall program for the Church year and coordinates the activities of the Church and its organizations. It calls program business meetings of the Church and acts for the Church in matters unspecified elsewhere. The Council is responsible for appointing the following committees:

(a) A Finance Committee to prepare the budget and conduct the parish canvass

(b) A Pastoral Relations Committee to hear, interview, select, and recommend candidates for the ministry of the Church, with the advice and counsel of the Conference minister and the District Superintendent

(c) A Nominating Committee to present a slate of officers for election at the Annual Meeting

(d) Such other committees as it deems necessary.

2. The Board of Deacons consists of 12 members, 4 elected each year for a term of 3 years. It is responsible for the spiritual life of the Church and is a liaison between the Church and the Pastor. It provides the lay for visitations of the parish, maintains contact with nonresident members, and is responsible for Church discipline. The Board approved the worship program; assists in administering the sacraments; and cares for the worship center, sacramental linen, and silverware. It initiates and fosters interest in the larger mission of the Church.

The office of Honorary Life Deacon is to honor an individual who has rendered long and unique service to the Church. An individual elected to this office may be asked to assist the Deacons or other Boards and Committees as his or her time and circumstances permit. From time to time, the Board of Deacons will nominate individuals for election to this office by the congregation.

3. The Board of Religious Education consists of 6 members, 2 elected each year for a term of 3 years. The Church School Superintendent serves as ex-officio member. The Board has the following duties: secure a superintendent for the Church School, approve its curriculum, enlist the teaching staff, select a Cradle Roll Superintendent, provide for the missionary education in the Church and Vacation Church Schools, select the Youth Fellowship advisor, plan the Vacation Church School and secure the staff and director, promote summer camps and conferences approved by the Board, and provide for adult education in the Church.

4. The Board of Trustees consists of 6 members, 2 elected each year for a term of 3 years. This Board supervises all real property and all investment programs of the Church. The Chairperson, or a member designated by the Board, acts as the corporate agent of the Church.

5. The Music Committee consists of 3 members, with 1 elected each year for a 3-year term. It is responsible for the music program of the Church.

6. The Memorial Committee consists of 5 members, 1 member representing and appointed by the Board of Trustees, 1 member representing and appointed by the Board of Deacons, and 3 members elected at large. One of these members at large will be elected each year at the Annual Meeting of the Church to serve a term of 3 years. The responsibilities of the Memorial Committee include the encouragement of memorial giving and bequests to the United Church of Craftsbury, the acknowledgment and reporting of any such gift, and the development of plans, in cooperation with the Church Council, for the appropriate use of these funds. The Memorial Committee, through its Treasurer, is responsible for such funds received as memorial gifts and bequests and will provide the Church Treasurer with periodic reports of the receipt and expenditure of such funds.

7. Each Board will meet at least every 3 months. All Boards and Committees elect their own chairpersons. Members of Boards and Committees may not serve more than 3 years consecutively in the same position.