

1 The First Congregational  
2 United Church of Christ of Sarasota, Inc.  
3 1031 South Euclid Avenue  
4 Sarasota, Florida 34237  
5

6 ~~2019~~ 2023 BYLAWS  
7

8 ARTICLE I - NAME  
9

10 The Name of the church shall be: The First Congregational United Church of Christ of Sarasota, Inc.  
11

12 ARTICLE II - PURPOSE  
13

14 The purpose of this Church shall be to worship God, to live the gospel of Jesus Christ, to celebrate the  
15 Sacraments, to join the Christian fellowship and unity within this Church and the Church Universal, to render  
16 loving service to all of God's people and to stand for righteousness, justice and peace!  
17

18 ARTICLE III - POLITY  
19

20 This church acknowledges Jesus Christ as its Head and places its temporal affairs in the hands of its members  
21 as they shall act under His guidance.  
22

23 The government of this church is vested in its members who exercise the right of control in all its affairs. The  
24 final authority in all matters shall rest in the membership. It shall be a part of the United Church of Christ  
25 cooperating through the Florida Conference.  
26

27 ARTICLE IV - THEOLOGY  
28

29 The Statement of Faith or the UCC Statement of Faith in the form of a Doxology of the United Church of  
30 Christ is the basic summary of the theology to which members subscribe. It is a testimony, not a test of faith.  
31 Each member shall have the right to follow the Word of God according to the dictates of one's own  
32 conscience, under the enlightenment of the Holy Spirit.  
33

34 ARTICLE V - MEMBERSHIP  
35

36 A. This church is an Open and Affirming Church and membership in the church is open to any person upon  
37 Confession of Faith and Baptism or the acceptance of the principles of this church as set forth in Articles II,  
38 III and IV of these Bylaws or by Confirmation, or upon Reaffirmation of Faith by those who have been  
39 members of some other church but are without credentials, or by presenting a Letter of Transfer from  
40 another church.

41 B. Any member must accept the principles of this church as set forth in Article II, III and IV of these Bylaws.  
42  
43  
44  
45  
46  
47

48 C. A person who wishes to participate in the life of this church while maintaining membership in another  
49 church may be received as an Associate Member by the same process as regular active members are  
50 received. Associate Members shall have all the rights and duties of regular active members.

51 D. Members shall pledge to attend regular worship services, contribute financially to the support of the  
52 church and its benevolences, participate in its life and work, and adhere to the Statement of Faith of the  
53 United Church of Christ.

54 E. Members whose addresses have become unknown, or who, in spite of friendly approaches, have not  
55 communicated with the church nor contributed to its support, may, by vote of the Budget, Finance &  
56 Stewardship Team after consultation with the Growing & Caring Team, be transferred to the inactive  
57 Membership file. Any member so transferred may request restoration to Active Membership status and be  
58 so granted, subject to approval vote by the two teams listed above or the Church Council.

59 When a member has been listed as inactive, such membership may be terminated at any time upon  
60 recommendation of the Budget, Finance, & Stewardship Team and the Growing & Caring Team and a vote  
61 of the Church Council. The Budget, Finance, & Stewardship Team and the Growing & Caring Team shall  
62 review annually the list of inactive members for appropriate action.

63 F. Any member whose behavior becomes a severe hindrance to the life and mission of the church may be  
64 dismissed by a three-fourths (3/4) vote of those attending a specially and properly called congregational  
65 meeting after patient and loving efforts by the Growing & Caring Team and the ~~Pastor~~ **Senior Minister** to  
66 counsel with the member.

67

## 68 ARTICLE VI - SERVICES AND MEETINGS

69

70 A. WORSHIP -Regular Sunday and special services of worship shall be held at such times as the ~~Pastor(s)~~  
71 **Senior Minister** and the ~~Celebrating~~ Worship Team determine.

72 B. BUSINESS MEETINGS

73 1. ANNUAL MEETING. The Annual Meeting shall be held (as provided in the Articles of Incorporation of the  
74 Church) in January, on a date to be set by the Church Council at its December meeting, with notice to all  
75 members two (2) weeks in advance, and announced to the congregation on the two (2) Sundays preceding  
76 the meeting. The calling of such meeting shall be done via the Mid-Week Message, church bulletin and/or  
77 Church Newsletter. At this meeting, annual reports of officers, leadership teams, committees,  
78 organizations, and ministry teams shall be received, officers and required team members will be elected,  
79 the annual budget shall be adopted, and other business shall be transacted. All officers and team members  
80 elected at the Annual Meeting shall be installed and take office the Sunday following election, and shall  
81 continue in office, unless removed or resignation takes effect, until their successors are elected and  
82 installed.

83 2. SPECIAL MEETINGS. Other business meetings of the church may be called as needed, but the business  
84 to be presented for action must be announced on two (2) preceding Sundays, with notice to all members  
85 two (2) weeks in advance. The calling of such meetings shall be done via the Mid-Week Message, church  
86 bulletin and/or Church Newsletter. Such meetings shall be called by the Council Secretary at the request of  
87 the ~~Pastor~~ **Senior Minister**, the Moderator, the Church Council, or upon receipt of a written request signed  
88 by not fewer than the number of members required for a quorum for a legal meeting.

89 3. BUDGET MEETING. A meeting of the church membership for the consideration of a tentative budget  
90 prepared by the Budget, Finance & Stewardship Team and approved by the Church Council shall be held  
91 prior to the Stewardship Drive.

92 4. RULES AND REGULATIONS. The right to vote is limited to church members. A quorum for any  
93 congregational business meeting shall consist of thirty-five (35) members. A majority vote is decisive  
94 except as otherwise required.

95

96

97

98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142  
143  
144

ARTICLE VII - THE PASTOR **SENIOR MINISTER** AND OTHER MINISTERS

A. ~~THE PASTOR~~ **THE SENIOR MINISTER**

1. The ~~Pastor~~ **Senior Minister** shall be an ordained minister with full and regular ministerial standing in the Florida Conference of the United Church of Christ. The ~~Pastor~~ **Senior Minister** shall perform the duties as set forth in the Call which shall include a job description. The ~~Pastor~~ **Senior Minister** shall supervise all paid staff persons unless such supervision is otherwise specifically stated in the Call or in these Bylaws. As ordained leader of the congregation, the ~~Pastor~~ **Senior Minister** shall be a member ex officio of all Leadership Teams and Committees and be entitled to be present at any meeting of any church sanctioned group except officially called meetings when the ~~Pastor's~~ **Senior Minister's** tenure, salary or behavior is under discussion. The ~~Pastor~~ **Senior Minister** shall provide overall direction as leader of the Church, in its total ministry; care of the Congregation; as well as the administration, condition, and security of the Church and its grounds/buildings/equipment.

2. When a vacancy in the office of ~~Pastor~~ the **Senior Minister** occurs, the Church Council shall elect a Pastoral Search Committee of no less than nine nor more than twelve members, who, after seeking the advice of the appropriate Conference Minister of the Florida Conference of the United Church of Christ, shall nominate a successor at a meeting of the church duly called for the purpose of acting on such nomination. Election as ~~Pastor~~ **Senior Minister** must be by at least a two-thirds vote by ballot of those members of the church present and voting, and the term of office shall be of indefinite duration. Termination may be by the church at a duly called by church meeting or by the ~~Pastor~~ **Senior Minister** with sixty days' notice. If the church and the ~~Pastor~~ **Senior Minister** agree, the Florida Conference of the United Church of Christ shall be invited to meet as a Council to install the ~~Pastor~~ **Senior Minister**.

B. OTHER MINISTERS

The church may from time to time call other ministers to serve with the ~~Pastor~~ **Senior Minister** as colleagues. The same policies for calling such ministers shall pertain as are described for the ~~Pastor~~ **Senior Minister** with the following exception:

1. Special relationships may be established between Assistant or Associate Pastors and Leadership Teams or Committees with which they are expected to work in specialized ways such as Spiritual Education & Growth or Music and Fine Arts:
2. The colleague relationship between such minister or ministers and the ~~Pastor~~ **Senior Minister** may be described in job descriptions approved by the ~~Pastor~~ **Senior Minister** and the Congregation at the time of the Call; and
3. When more than one minister serves the church, it is understood that any member of the church may call upon any minister of the church for pastoral services such as counsel, marriages, or funerals.

## ARTICLE VIII - OFFICERS

145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192

A. ~~Officers shall be elected for a one-year term. The Treasurer and Recording Secretary of the Church may be reelected up to a nine-year term upon recommendation of the Church Council.~~ **Officers shall be elected for a one-year term. The Treasurer, Co-Treasurer (if applicable) and Recording Secretary may be reelected a total of nine one-year terms upon recommendation of the Church Council.**

B. The Moderator who shall be the principal officer of the church and the President of the Corporation shall preside at meetings of the Church Council and of the membership. The Moderator may nominate the following committees or persons for election by the Church Council: Bylaws, Pastoral Relations, Publicity, Long-Range Planning, and others as needed, as well as the quota of delegates to The Florida Conference and other associations of which the church is a member. The Moderators in conjunction with the ~~Pastor~~ **Senior Minister** shall be responsible for the Family Emergency Fund which is used to confidentially assist members, friends of the church and their families in need, as occasion arises. There shall be a written report monthly to the Church Council, prepared by the Treasurer of receipts, expenditures, and balance of all funds within the Family Emergency Fund. There shall also be an annual report of total contributions, total expenditures and year-end fund balance available to the Congregation.

C. The Vice Moderator shall perform the duties of the Moderator in the Moderator's absence, shall be Vice President of the Corporation and Corporate Secretary, and shall perform such other assignments as the Moderator or the Church Council may request.

D. The Immediate Past Moderator serves as senior advisor to the Moderator and Church Council for the year following their term as Moderator.

E. The Recording Secretary shall keep a faithful record of the proceedings of the church and the Church Council, shall preserve a file of all communications and written official reports, shall give legal notice of all meetings when such notices are necessary and shall perform such other duties as are prescribed by law or usually pertain to the office of Recording Secretary.

F. The Administrative Staff of the Church shall keep a register of names and addresses of the members of the church with dates and mode of their reception and removal, and a record of baptisms, marriages, and deaths of members. The Administrative Staff shall issue letters of transfer voted by the Budget, Finance & Stewardship Team, notifying the churches to which they are addressed, and shall preserve a file of such communications and official records.

G. The Treasurer shall be the Treasurer of the corporation and shall have charge of all funds of the church, except the Endowment Fund, receiving all offerings, ~~as submitted by the Collector,~~ paying all bills, and keeping open and true accounts of all the fiscal transactions of the church under policies set by the Budget, Finance & Stewardship Team with the approval of the Church Council. The Treasurer shall be an ex officio member of the Budget, Finance & Stewardship Team. The Treasurer shall issue monthly reports as well as an Annual Report to the Church Council and shall be part of the Budget meeting.

## ARTICLE IX - THE CHURCH COUNCIL AND ITS COMMITTEES

193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219  
220  
221  
222  
223  
224  
225  
226  
227  
228  
229  
230  
231  
232

A. The Church Council, as delegated by the membership, is the final administrative and policy authority of the church, having supervision over all its affairs.

B. The Church Council shall consist of the Moderator, the Vice Moderator, the Immediate Past Moderator, the Treasurer, the Council Secretary, the Chair or designate of each of the Leadership Teams of the Church and the President or other designated representatives of other organizations as invited by the Church Council. ~~The Pastor and any other minister(s)~~ **The Senior Minister and other called ministers** shall be ex officio members of **the Church Council. The Senior Minister shall be ex officio of all Teams and Committees.**

C. The Church Council shall meet generally on a monthly basis at least nine times a year as directed by the Moderator. Special meetings may be called by the Council Secretary at the request of the Moderator, or any two members of the Council. A quorum consists of seven members.

D. The Church Council shall approve any recommended increase in the size of a Leadership Team or Committee beyond the required minimum number of members specified in these Bylaws.

All leadership teams and committees shall report to the Church Council before taking any matter to the membership in regular or special meetings. The Church Council shall grant a hearing to any church member(s) or groups of members requesting, in writing, time for consideration of complaints, suggestions or questions unresolved by appropriate teams or committees.

E. Upon nomination by the Moderator after consultation with the Staffing Team, the Church Council may elect the following committees, each of which shall consist of at least three (3) members and shall elect its own chair:

1. The Bylaws Committee may, from time to time, propose revisions of the Bylaws and, with the approval of the Church Council, shall present such revisions to the membership for action at a duly called special meeting or at the Annual Meeting.

2. The Long-Range Planning Committee shall review the structure, function, and mission of the church. This Committee shall collect the necessary data as a basis for its recommendations, which are presented to the Church Council and, if approved, to the membership for adoption.

3. The Pastoral Relations Committee is responsible for the relationship between the congregation and the ~~Pastor~~ **Senior Minister** or other minister and the ~~Pastor~~ **Senior Minister** or other minister with it, on any problem arising in the ~~Pastor's~~ **Senior Minister's** or other minister's relationship with members of the church, the church as a whole, or the larger community. This committee shall seek to be helpful in defining and correlating duties of the ~~Pastor~~ **Senior Minister** or other minister(s) and shall also seek ways in which the ministry of the church may be enhanced.

F. The Auditor or Auditors shall be appointed by the Church Council, to examine the records of the Treasurer and any other funds requiring audit, and shall report at the Annual Meeting.

## ARTICLE X - LEADERSHIP TEAMS AND COMMITTEES

233  
234  
235  
236  
237  
238  
239  
240  
241  
242

### A. LEADERSHIP TEAMS

1. The ten Leadership Teams of the church are: ~~1) Celebrating Worship, 2) 1). Budget, Finance & Stewardship, , 3) 2). Facilities and Grounds 4) 3). Fellowship and Special Events, 5) 4). Growing and Caring, 6) 5). Mission, 7) 6). Music and Fine Arts, 8) 7). Peace and Justice, 9) 8). Spiritual Education & Growth and 10) 9). Staffing, and 10). Worship~~

The team functions are derived from and aligned with the Church Vision and Mission Statements.

2. Except as may be otherwise stated below, each Leadership Team shall have at least six members. At least one-third of the members of each Leadership Team shall be elected at the Annual Meeting and shall hold office for a term of not more than three (3) years unless otherwise approved by a vote of Church Council. ~~After serving their term, members are ineligible for reelection to the same~~

243 Leadership Team until at least one full year has elapsed.

244 3. Each Leadership Team, as soon as practicable following the Annual Meeting, shall meet and  
245 elect its chair and such other officers as are required. The retiring chair of each Leadership Team shall call  
246 the new Leadership Team together for the purpose of electing new officers. Each Leadership Team shall be  
247 responsible for filling vacancies in consultation with the Moderators and the ~~Pastor~~ **Senior Minister**.

248 4. In case a vacancy occurs in any Leadership Team the Moderators should be consulted for a  
249 replacement. Leadership Team member replacements serve only until the succeeding Annual Meeting of  
250 the church.

251 5. Each Leadership Team shall prepare an annual itemized budget of the funds necessary from the  
252 general funds of the church for its work and activities, and submit bills to the Treasurer for payment from  
253 its budgeted funds.

254 6. A majority of members of a Leadership Team shall constitute a quorum.

255 7. Leadership Teams shall meet generally on a monthly basis at least nine times a year and at other  
256 times as required.

257 **8. A person resigning from any Leadership Team or Committee shall file a resignation in writing**  
258 **with the Chair of such Leadership Team or Committee who thereafter shall file the resignation with the**  
259 **secretary of said Leadership Team or Committee and notify the Moderators and Senior Minister of the**  
260 **resulting vacancy.**

261

262 ~~B. CELEBRATING WORSHIP (move to "K")~~

263 ~~1. Purpose: in collaboration with clergy, develop procedures and policies and provide oversight of~~  
264 ~~church worship programs and services~~

265 ~~2. Responsibilities: Maintains liaison with clergy in providing lay support for worship services to~~  
266 ~~include Sunday services and special services. Assumes responsibility for service functions such as ushers,~~  
267 ~~communion, flowers, altar cloths, bibles, candles, liturgists and greeters. Assumes responsibility for the~~  
268 ~~guest book and visitor packets.~~

269

270 **E. B. BUDGET, FINANCE & STEWARDSHIP**

271 1. Purpose: The Budget, Finance & Stewardship Team will provide oversight for those financial  
272 matters of the Church under the Team's purview including, without limitation, the responsibility for the  
273 development and maintenance of the financial ~~policies and procedures~~ **guidelines** of the Church and the  
274 coordination and development of the annual budget. In conjunction with Church Council, the Budget,  
275 Finance & Stewardship Team will also provide oversight of budget execution by the other Leadership  
276 Teams responsible for individual portions of the budget.

277 2. Financial Responsibilities: As set forth in greater detail in the Church Financial Policies and  
278 Procedures, the Budget, Finance & Stewardship Team shall be responsible for the collection and  
279 disbursement of Church funds, financial reporting, budgeting, financial reviews and the investment of  
280 church monies, including memorial gifts and other special funds, except for those funds that fall under the  
281 purview of the Endowment Committee (see section XI) or such other funds as the Church Council may  
282 exclude. The Budget, Finance & Stewardship Team may engage such subject matter experts as may be  
283 necessary to fulfill its oversight responsibilities and shall provide ~~oversite~~ **oversight**, in conjunction with the  
284 ministerial staff, of those members of the Church staff charged with collecting, accounting for, reporting  
285 and disbursing Church funds, including the Treasurer, ~~Collector and Bookkeeper~~ **Business Manager and**  
286 **Bookkeeper.**

287 3. Stewardship Responsibilities: As set forth in greater detail in the Church Financial Policies &  
288 Procedures, the Budget, Finance & Stewardship Team shall provide oversight of the Stewardship Campaign  
289 in the period directed by the Church Council. In close liaison with the Clergy and Administrative Staff, the  
290 Budget, Finance & Stewardship Team will be responsible for reporting changes in membership data as  
291 determined by the stewardship campaign including transfers and release of membership.

292

293 C. FACILITIES AND GROUNDS

- 294 1. Purpose: Plans and supports maintenance of buildings and grounds, equipment needs, and  
295 coordinating long-range site needs and improvements.  
296 2. Responsibilities: It shall be responsible, in partnership with Campus Manager, for the care of the  
297 property of the church.  
298

299 D. FELLOWSHIP & SPECIAL EVENTS

- 300 1. Purpose: Plans and supports church-wide special events ~~and annual events~~ that create  
301 opportunities for fellowship, enjoyment and social interaction within the congregation and that create  
302 opportunities to welcome and embrace a diversity of visitors and newcomers.  
303 2. Responsibilities: Plans, manages and recruits volunteers for church-wide fellowship events.  
304 Plans, manages, and recruits volunteers for special events that include other local congregations. Creates  
305 communications to publicize events, recruit volunteers, and thank contributors and volunteers. Provides  
306 budget input for Fellowship and Special Events.  
307

308 F. E. GROWING AND CARING

- 309 1. Purpose: General oversight and guidance aimed at helping our church members to grow in faith,  
310 invite others in our community to share in growth, and share Christian love within the church.  
311 2. Responsibilities: Faithfully engage our guests and members in growing as disciples and tending  
312 our connections as a Christian Community. Works with the Ministers in following up with guests;  
313 organizing new member classes and new member reunions; reviews attendance; reviews membership rolls  
314 and seeks to create a safe space of warm welcome for all at our church.  
315

316 G. F. MISSION

- 317 1. Purpose: Oversight and coordination of activities which specifically express awareness of the  
318 gospel message of reconciliation, peace, and generosity to the poor and oppressed. These activities may  
319 include those such as Our Church's Wider Mission, **our covenants**, Love Offerings, special collections, local  
320 volunteer opportunities and recognition, and mission trips  
321 2. Responsibilities: The team shall promote, coordinate and program all special offerings and  
322 benevolences throughout the church. It annually sets goals for Christmas and Easter **Love** offerings in  
323 coordination with the Church Council, and informs the membership of its plans for distribution of the funds  
324 received. **In the spirit of Christ's greatest teaching, outreach to such organizations as Alta Vista  
325 Elementary School, Sarasota Point and the YMCA shall be accomplished as needs are discovered.** It  
326 cooperates with the United Church of Christ locally, regionally, nationally and worldwide.  
327

328 H. G. MUSIC AND FINE ARTS

- 329 1. Purpose: Plans and supports all aspects of the church's music program, as well as a variety of  
330 other fine arts activities (choirs, concerts, special music, visual arts, performing arts, drama).  
331 2. ~~Responsibilities: The responsibility of the entire musical and artistic program of the Church. Such~~  
332 ~~responsibility shall include recommendation to the Minister, Staffing Team and Church Council about the~~  
333 ~~employment and evaluation of the Minister of Music and shall confer directly with the Minister of Music~~  
334 ~~and the Pastor on all musical subjects and questions. It shall also confer with, and work in close~~  
335 ~~cooperation with the Spiritual Education & Growth Team and the Celebrating Worship Team for necessary~~  
336 ~~coordination of musical activities.~~  
337 **2. Responsibilities: The responsibility of the entire musical and artistic program of the church.**  
338 **Confer and work in cooperation with the Spiritual Education and Growth Team and the Worship**  
339 **Team. Shall make recommendation to the Senior Minister and Staffing Team concerning the**  
340 **employment and evaluation of the Minister of Music. Shall confer directly with Minister of Music**  
341 **and the Senior Minister on all musical subjects and questions.**  
342

343 I. H. PEACE & JUSTICE

- 344 1. Purpose: ~~Brings awareness to and supports the public witness of FCUCC to issues of injustice~~

345 and inequality, specifically developing our church's historic commitment to such issues as racial diversity,  
346 poverty, the environment, and the LGBTQ community. **Brings awareness to and supports the public**  
347 **witness of FCUCC to issues of injustice and inequality, specifically developing our church's historic**  
348 **commitment to such issues as racial justice, the environment, combatting and preventing poverty, social**  
349 **justice issues such as diversity and the safety and welcome of our LGBTQ+ community.**

350 2. Responsibilities: Oversees and receives updates on social issues that are important to the  
351 church; coordinates special events that deepen understanding of peace and justice issues; makes  
352 recommendations to the Moderator team and church Council for communication and advancement of  
353 these issues throughout the church

354

#### 355 ~~J.~~ I. SPIRITUAL EDUCATION & GROWTH

356 1. Purpose: Plans and supports all aspects of the spiritual development and faith formation  
357 initiatives for all ages in the church.

358 2. Responsibilities: The team shall establish, support, implement and oversee the spiritual  
359 development and faith formation ministries of the church in cooperation with the pastors **the Senior**  
360 **Minister** and other appropriate professional staff. These initiatives take place throughout the life and  
361 settings of the church both formally and informally. ~~Generates and supports activities to accomplish the~~  
362 ~~various spiritual development and faith formation initiatives including Sunday School, Team Players, the~~  
363 ~~Seekers: Labyrinth Ministry, Youth Events and Adult Educational programs.~~ **Generates and supports**  
364 **activities to accomplish the various spiritual development and faith formation initiatives including, but**  
365 **not limited to, Sunday School, Team Players, Labyrinth Ministry, Youth Events, Library/Resource Center,**  
366 **and Adult Educational programs. SEG actively plans programming for the Oasis Center for Reflection and**  
367 **Renewal. Oasis will be a mechanism, venue, and resource for outreach to the wider community.**  
368 **Members of the Team will oversee scholarship decisions and distribution in collaboration with the**  
369 **Endowment Committee.**

370

#### 371 ~~K.~~ J. STAFFING

372 1. Purpose: Plans and supports the employment of all paid staff.

373 2. Responsibilities: ~~The Staffing Team in conjunction with the Minister and with the input and~~  
374 ~~assistance of other appropriate persons and/or church teams shall maintain the Employment Policy~~  
375 ~~Handbook, make sure that each employee has a copy of the handbook and review the handbook annually~~  
376 ~~for appropriate changes. Shall develop and maintain the job descriptions for all staff positions including the~~  
377 ~~Senior Minister and the criteria for evaluating their performance. Shall keep abreast of changes in job~~  
378 ~~descriptions and communicate with staff as they evolve. Shall recommend, to the Church Council for~~  
379 ~~approval, after consultation with the appropriate persons and/or church leadership teams, the hiring and~~  
380 ~~dismissing of all members of the church staff with the exception of the Senior Minister, Minister of Music~~  
381 ~~and/or any other Minister who are hired and dismissed according to Article VII. Shall be responsible for~~  
382 ~~ensuring that annual objectives are established for each staff position.~~

383 ~~Shall insure that annual evaluation interviews, with the appropriate persons and/or church teams~~  
384 ~~are held with each staff person as a means of determining whether or not the established objectives are~~  
385 ~~being met and the staff person is experiencing growth in their particular position and career. Less formal~~  
386 ~~reviews may be held, as needed, throughout the year. Shall insure that annual compensation reviews, with~~  
387 ~~the appropriate persons and/or church teams, are held with each staff person and that compensation~~  
388 ~~recommendations for all employees of the church are submitted to the Budget, Finance & Stewardship~~  
389 ~~Team.~~

390 **2. Responsibilities: The Staffing Team in conjunction with the Senior Minister, and with the input**  
391 **and assistance of other appropriate persons and/or church teams, shall maintain the First Congregational**  
392 **UCC Church Employee Handbook, ensure each employee has a copy of the handbook and review the**  
393 **handbook annually for appropriate changes.**

394 **The Team shall develop and maintain the Conditions of Employment for each staff position in**  
395 **accordance with the Employee Handbook.**

396           **The Team shall develop the criteria for evaluating staff performance, keep abreast of changes in**  
397 **job descriptions and communicate with staff as they evolve.**

398           **The Team shall be responsible for ensuring that annual objectives are established for each staff**  
399 **position.**

400           **The Team shall ensure that annual evaluation interviews, with the appropriate persons and/or**  
401 **church teams, are held with each staff person as a means of determining whether the established**  
402 **objectives are being met and the staff person is experiencing growth in their particular position and**  
403 **career. Less formal reviews may be held, as needed, throughout the year.**

404           **The Team shall ensure that annual compensation reviews, with the appropriate persons and/or**  
405 **church teams, are held with each staff person and that compensation recommendations, including**  
406 **proposed Staff bonuses, for all employees of the church are submitted to the Budget, Finance &**  
407 **Stewardship Team for review and action.**

408           **The Team, acting in accordance with the Employee Handbook and after consultation with the**  
409 **appropriate persons and/or church leadership teams, shall recommend to the Church Council for**  
410 **approval, the hiring and dismissing of all members of the church staff, with the exception of the Senior**  
411 **Minister, Minister of Music, and/or any other called minister, who are hired and dismissed in accordance**  
412 **with Article VII.**

413

#### 414 **K. WORSHIP**

415           1. Purpose: in collaboration with clergy, develop procedures and policies and provide oversight of  
416 church worship programs and special services **both in person and online.**

417           2. Responsibilities: Maintains liaison with clergy in providing lay support for worship services to  
418 include Sunday services and special services. Assumes responsibility for service functions such as ushers,  
419 communion, ~~flowers~~, altar cloths, bibles, candles, liturgists and greeters. Assumes responsibility for the  
420 guest book and visitor packets.

421

422

### 423 **ARTICLE XI - ENDOWMENT FUND**

424

425 A. The Church Council, through the Endowment Committee, shall seek and administer in the  
426 CONGREGATIONAL ENDOWMENT FUND such funds as are given by legacy, devise, bequest or beneficiary  
427 designation from an estate, trust, life insurance company, retirement account, or similar source unless  
428 those funds are specifically designated or allocated by the donor for some other purpose or recipient.  
429 In addition, the Church Council may transfer any other funds to the Congregational Endowment Fund.

430 B. The Congregational Endowment Fund Committee shall consist of five (5) members of the church,  
431 named by the Church Council and elected by the membership of the church at an Annual Meeting.  
432 ~~Members of the committee serve for an indefinite period.~~ **Members of the Committee shall serve for a**  
433 **five-year period and are eligible to be reelected for a second five year term whereafter they shall be**  
434 **ineligible for reelection to the Committee until at least one full year has elapsed. Terms shall be**  
435 **staggered to the extent practicable.** In case of vacancy by death, resignation or removal for cause by the  
436 Church Council, the Church Council shall appoint any eligible church member to fill such vacancy until the  
437 next Annual Meeting.

438 C. The committee shall be the custodian of all funds in the Congregational Endowment Fund and shall  
439 direct the investment and expenditure of such funds, subject to the restrictions placed thereon by the  
440 donors or testators or the Church Council in placing funds therein not specifically given, devised or  
441 bequeathed to said fund.

442 D. The Chair of the Congregational Endowment Fund Committee shall present in the Annual Reports of the  
443 church a statement of activity in the Congregational Endowment Fund. **The Committee shall provide**  
444 **quarterly financial summaries to the Budget, Finance and Stewardship Team for informational purposes**  
445 **to assist it with its responsibilities.**

446 E. The Committee shall elect such officers, **establish such subcommittees**, and shall hire such agents and

447 execute such agreements and contracts by appropriate resolutions as may be necessary for the transaction  
448 of its business.

449

#### 450 **Disposition of Bequests Policy**

451 This policy statement governs the disposition of bequests which, for the purposes of this statement, will  
452 mean any type of gift in which the assets are transferred upon the death of the donor. The assets may be in  
453 any form, such as cash, securities, personal property, real property, etc. Bequests with First  
454 Congregational United Church of Christ a beneficiary can be of three general types:

455 A. **Designated:** The donor has identified a specific purpose(s) to which the funds should be directed or has  
456 specifically designated the Endowment Fund as beneficiary. These funds will go into the “Designated”  
457 Endowment Fund such as Buildings and Grounds Endowment, Music Endowment or Scholarship  
458 Endowment.

459 B. **Undesignated:** The donor has ~~not~~ designated a specific purpose for the funds therefore the assets will  
460 be directed to that portion of the corpus of the Endowment Fund where earnings are unrestricted.

461 C. **Memorial Funds:** Bequests ~~Donations~~ given to the church, in lieu of flowers or as a memorial gift in  
462 honor of a family member will be transferred to the Church Memorial Fund. The Church Council shall  
463 determine if any of these funds will be transferred to the Endowment Fund.

### 464 **ARTICLE XII – DISPOSITION OF BEQUESTS AND MEMORIAL GIFTS**

465

466 **A. Bequests:** The church may receive donations designated in a will or similar document in any form such  
467 as cash, securities, personal property, real estate, etc. These bequests generally fall within one of the  
468 following categories:

469 1. **Designated.** The donor has identified a specific fund or program of the church or a specific  
470 purpose to which the assets are to be directed. These assets will be directed to the fund,  
471 program, Designated Endowment fund, or for the purpose so specified. In the event the donor's  
472 intent is unclear or the bequest does not clearly fit within one of the church's funds, the assets  
473 will be placed in the Church Memorial Fund until such time as the Church Council, in consultation  
474 with the appropriate team(s), committee(s), or other individuals, can determine the proper fund  
475 to which the assets should be directed.

476 2. **Undesignated.** The donor has not designated a specific church fund, program, or purpose for  
477 the assets. These assets will be directed to the Undesignated Endowment Fund.

478 **B. Memorial gifts:** Donations made to the church in memory of a recently deceased church member or  
479 other individual, such as donations made in lieu of flowers or gifts made in honor of a deceased family  
480 member, will be transferred to the Church's Memorial Fund unless otherwise specified by the donor.  
481 The Church Council shall determine if any assets in the Memorial Fund will be transferred to the  
482 Endowment Fund.

483

### 484 **ARTICLE XII ARTICLE XIII– FIRST UCC WOMEN**

485

486 Membership shall be open to all ~~women~~ **members** of the church. It shall elect its own officers, perform its  
487 functions and support church activities through standing and special committees as set forth in its own  
488 Bylaws.

489

### 490 **ARTICLE XIII – RESIGNATIONS** move to Article 10, section 8

491

492 A person resigning from any Leadership Team or Committee shall file a resignation in writing with the Chair  
493 of such Leadership Team or Committee who thereafter shall file the resignation with the secretary of said  
494 Leadership Team or Committee and notify the Moderators and Pastor of the resulting vacancy.

495

### 496 **ARTICLE XIV– PARLIAMENTARY AUTHORITY**

497

498 All business meetings of the church and its teams and committees shall be conducted pursuant to these  
499 Bylaws and in conformity with Roberts Rules of Order; and a parliamentarian shall be appointed for each  
500 congregational meeting.

501

## 502 ARTICLE XV – FISCAL YEAR

503

504 The fiscal year of the Church shall begin on the first day of January.

505

## 506 ARTICLE XVI – AMENDMENTS

507

508 A. These Bylaws may be amended by a two-thirds (2/3) vote of a quorum of at least thirty-five (35)  
509 members present and voting at any Annual Meeting or at a special meeting properly called for the purpose.  
510 The calling of such meeting shall be done via the Mid-Week Message, church bulletin and/or Church  
511 Newsletter two (2) weeks in advance, and shall be announced to the Congregation on the two (2) Sundays  
512 preceding the meeting.

513

514 B. The Bylaws of the First Congregational Church of Sarasota, Inc. were first adopted at the Annual  
515 Meeting, February 2, 1955. They have been revised and amended February 1, 1956; February 5, 1958;  
516 March 21, 1963; December 9, 1963; January 10, 1965; May 16, 1965; December 11, 1966; February 7, 1968;  
517 February 5, 1969; February 22, 1970; February 3, 1971; September 12, 1971; and were thoroughly revised and  
518 rewritten for the Congregational Meeting, January 16, 1972. They were revised and rewritten again and  
519 adopted at a congregational meeting on February 6, 1977, January 13, 1980 and January 15, 1984. Revised  
520 and adopted at a congregational meeting, January 27, 2007. Revised and adopted at a congregational  
521 meeting, January 17, 2010. Revised and adopted at a congregational meeting,  
522 January 12, 2014. Revised and adopted at a congregational meeting March 20, 2016. Revised and adopted  
523 at a congregational meeting January 27, 2019. Revised and adopted at a congregational meeting January  
524 26, 2020. **Revised and adopted at a congregational meeting on January 29, 2023.**

525