

BYLAWS
of
THE SAUGATUCK CONGREGATIONAL CHURCH
Westport, Connecticut

Approved by the
Congregation

October 30, 2011

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BYLAWS
of
THE SAUGATUCK CONGREGATIONAL CHURCH
Westport, Connecticut

ARTICLE I
Name

The name of this Church is The Saugatuck Congregational Church of Westport. This Church declares itself to be a member church of the United Church of Christ.

ARTICLE II
Our Mission

A Community of Christ
Welcoming All People and
Learning to Love and Serve
God and Neighbor

ARTICLE III
Our Polity

The government of this Church is vested in its members. We hold to the careful balance between responsible freedom and fellowship in our membership in the Fairfield West Association, the Connecticut Conference, and the United Church of Christ. We cherish our relationship with other local congregations and with the communities of faith in the nation and the world.

ARTICLE IV
Purpose, Covenant and Faith

- A. Purpose.** The purpose of this Church shall be to bind together followers of Jesus Christ for:
1. Sharing in the worship of God,
 2. Providing a fellowship for Christian nurture and growth, and
 3. Offering a witness in word and deed through varied ministries to the community and world.
- B. Covenant.** We the members of Saugatuck Congregational Church acknowledge and celebrate the tangible presence of God in our lives as revealed in Jesus Christ. We recognize that loving faithfulness to God is best manifested in our loving faithfulness to one another and our earth. Therefore, we covenant with God and each other to strive to follow Christ's way, walking with our brothers and sisters in faithfulness to Christ's

command to love our neighbor as we love ourselves. We accept as our responsibility the worship of God, the witness and fellowship of this faith community and the task of life-long education in the faith. We claim as our mission the promotion of justice, peace and human dignity in both word and deed. In all these things we bind ourselves to follow the Holy Spirit as revealed in the scripture, in tradition and in our own experience.

- C. Statement of Faith.** Saugatuck Congregational Church recognizes the undisturbed right of each individual to follow the Word of God according to the dictates of his or her own conscience as illuminated by the Holy Spirit. While not requiring a specific set of beliefs or particular creed, doctrine, or faith as a condition of membership or fellowship, this Church recognizes the *United Church of Christ Statement of Faith in the Form of a Doxology, revised 1981* (Appendix A) and affirmed by the Fourteenth General Synod of the United Church of Christ, as a testimonial to the faith understandings commonly held among us.

ARTICLE V Definitions

Certain capitalized terms used in these Bylaws have the following definitions:

“Annual Meetings” – as defined in Article VII.D.1 (a).

“Appointed Committees” – the following Ministry Teams, each of which is reportable to the Elected Body indicated and either established under these Bylaws or appointed by the Elected Body to which it reports: Cemetery Committee (Board of Trustees), Executive Committee (Council), Investment Committee (Board of Trustees), Pastoral Relations Committee (as provided in Article X.A.7), Personnel Committee (Council) and Planned Giving Committee (Board of Stewardship).

“Associate Members” – as defined in Article VII.B.

“Association” – the Fairfield West Association of the Connecticut Conference of the United Church of Christ, or its successor body.

“Boards” – the Board of Deacons, Board of Trustees, Board of Christian Education, Board of Christian Missions and Witness, Board of Community Life, Board of Church Growth and Board of Stewardship.

“Board of Christian Education” – as defined in Article VIII.D.4.

“Board of Christian Missions and Witness” – as defined in Article VIII.D.5,

“Board of Church Growth” – as defined in Article VIII.D.7.

“Board of Community Life” – as defined in Article VIII.D.6.

“Board of Deacons” – as defined in Article VIII.D.2.

“Board of Stewardship” – as defined in Article VIII.D.8.

“Board of Trustees” – as defined in Article VIII.D.3.

“Cemetery Committee” – as defined in Article VIII.D.3(i)

“Church” - the Saugatuck Congregational Church of Westport, Connecticut.

“Congregation” – the Members and friends of the Church.

“Council” – as defined in Article VIII.C.

“Covenant” - the covenant set forth in Article IV.B.

“Deacons’ Fellowship” _ as described in Article VIII.D.2(o)

“Delegates” – as defined in Article IX.

“Elected Bodies” - the Council, the Boards and the Elected Committees.

“Elected Committees” – the Leadership Development Committee (reportable to the Council), and any other committee that may be designated as an Elected Committee by these Bylaws.

“Endowment Fund” – the Saugatuck Congregational Church Endowment Fund as established on the effective date of these bylaws, supplemented by additional contributions as specified in Article VIII.B.4(d) and managed as provided in Article VIII.D.3(d).

“Executive Committee” – as defined in Article VIII.C.2

“Fiscal Year” – as defined in Article XI.A.

“Inactive Members” – as defined in Article VII.C.

“Informational Meeting” – as defined in Article VII.D.7.

“Investment Committee” – as defined in Article VIII.D.3(d)(iv).

“Leadership Development Committee” – as defined in Article VIII.C.1(j).

“Members” – as defined in Article VII.

“Minister” – as defined in Article X.A.

“Monthly Meetings” of Elected Bodies – as defined in Article VIII.G.3.

“Ministry Teams” – as defined in Article VIII.F.

“Officers” – the Moderator, the Vice-Moderator, the Treasurer and the Clerk as defined in Article VIII.B.

“Pastor Search Committee” – as defined in Article X.A.9.

“Pastoral Relations Committee” – as defined in Article X.A.7

“Personnel Committee” – as defined in Article VIII.C.1(i).

“Planned Giving Committee” – as defined in Article VIII.D.8(c).

“Special Meetings” of Elected Bodies – as defined in Article VIII.G.4.

“Special Meetings” of Members – as defined in Article VII.D.1(b).

“Statement of Faith” – as defined in Article IV.C.

ARTICLE VI Services of Worship

A. Worship. Services of Worship shall be held each Sunday and at such other times as determined by the Minister and the Deacons. All people are welcomed to share in our worship services. The emergency cancellation or postponement of worship services shall be the decision of the Minister or other officiant in consultation with the Chair of the Board of Deacons or his/her designated representative.

B. Sacraments.

1. The Sacrament of Holy Communion shall be celebrated each month at times determined by the Deacons in consultation with the Minister

2. The Sacrament of Baptism of adults and of children shall be celebrated by the Minister, or another authorized minister with the consultation and approval of the Minister, at such times as may be determined by the Deacons in consultation with the Minister.

ARTICLE VII Membership

A. Members.

1. This Church welcomes all who accept its Covenant and wish to share in the privileges and duties of its fellowship. Membership is open to all baptized persons who may be received by confession of faith, by reaffirmation of faith or by letter of transfer. Candidates are required to meet with a Minister and a representative of the Board of

Deacons, who shall propose them for membership in a service of public reception by the Congregation.

2. Members are expected to regularly attend the worship services of the Church, share in the Church's life and work, contribute to the Church's financial support and outreach, and seek the spiritual welfare of the Congregation and the community the Church serves. Members are expected to be faithful to the Mission, Purpose and Covenant of the Church.

3. Members shall be entitled to vote at any Annual or Special Meeting of the Members, except that any Member who has not reached the age of majority in the State of Connecticut shall not vote on any matters that bind the Church in a financial or contractual relationship with a third party.

4. Except as provided in Article X.E of these Bylaws, all Members are entitled to hold any elective office and attend meeting of Elected Bodies and express opinion except when such meetings are held in executive session.

5. The Board of Deacons shall update the list of Members annually.

6. Members may, by their written request to the Board of Deacons, be granted a letter of transfer to another church or a letter of release, either of which shall terminate their membership in the Church.

7. Members may neither transfer nor delegate their membership rights, privileges, or responsibilities to other persons.

B. Associate Members.

1. Associate Membership in this Church is open to any person who, upon the recommendation of the Minister and the approval of the Board of Deacons, while maintaining membership in another church, attends the worship services of the Church, shares in the Church's life and work, contributes to the Church's financial support and outreach, and seeks the spiritual welfare of the Congregation and the community the Church serves.

2. Associate Members may serve in any elected position of the Church except as Officers and as members of the Council, Board of Deacons and Board of Trustees. Associate Members may serve on any Ministry Teams of the Church. Associate Members may not chair any Elected Body or Ministry Team.

3. Associate Members shall not be entitled to vote at Annual or Special Meeting of the Church, shall not be counted in determining a quorum at Annual or Special Meetings of the Church, and shall not be reported to the Conference as Members of the Church.

4. The Board of Deacons shall update the list of Associate Members annually.

C. Inactive Members.

1. Members may request of the Board of Deacons to be assigned Inactive Member status.
2. Members who for a period of three (3) consecutive years have neither attended the Church's worship services nor contributed to the Church's financial support may by vote of the Board of Deacons, in consultation with the Minister, be removed from the list of Members and placed on the list of Inactive Members.
3. Inactive Members are not Members, shall not be entitled to vote at any Annual or Special Meeting of the Church, shall not be counted in determining a quorum, may not serve in any elected position of the Church, and shall not be reported to the Conference as Members of the Church.
4. Members who have requested or been designated as an Inactive Member may be restored to Active Member status by vote of the Board of Deacons.
5. Inactive members by vote of the Board of Deacons, in consultation with the Minister, may be removed from the Church Roll.

D. Meetings of Members.

1. Meetings at which action may be taken. There shall be two (2) types of meetings of the Members at which action by the Church may be taken, namely Annual Meetings and Special Meetings.

(a) Annual Meetings. Annual Meetings of the Members for each Fiscal Year shall be held at the Church between January 1 and March 31 of the following Fiscal Year. The Council shall set the date and time of the Annual Meeting for a Fiscal Year by December 31 of that Fiscal Year.

(i) The Council in advance of each Annual Meeting shall prepare a written Annual Report. Each Annual Report shall include (1) the Council's proposed agenda for the Annual Meeting, (2) the written reports for the Fiscal Year of the Minister, Officers, Boards, Elected Committees, any Ministry Teams (including Appointed Committees), other Church Staff, and Volunteer Staff that the Council may ask to provide such a report, (3) the proposed annual budget, and (4) any other written materials prepared in advance of and that relate to the business of the Meeting. Copies of the Annual Report shall be available to the Members through the Church office for at least one (1) week prior to the Annual Meeting.

(ii) Each Annual Meeting shall include:

(A) Consideration of the Annual Report,

(B) Election of Officers, members of Boards and Elected Committees, and Delegates,

(C) Adoption of the annual budget for the next Fiscal Year, and

(D) Provided any prior notice required by these Bylaws has been given, such other business as comes before the Members.

(b) Special Meetings. Special Meetings of the Members (i) may be called by the Council on its own initiative or (ii) shall be scheduled by the Council to be held within sixty (60) days after receipt by the Clerk of a petition calling for a Special Meeting. A petition calling for a Special Meeting must be signed by the lesser of 10% of the Members or twenty-five (25) Members. The call or petition shall state the purposes(s) of the Special Meeting. For Special Meetings, copies of the proposed agenda for the Special Meeting shall be available to the Members through the Church office for at least one (1) week prior to the Special Meeting.

2. Notices. For the Annual and Special Meetings:

(a) Notice to Members of the date, time, and place of the Meeting shall be posted in one or more conspicuous locations in the Church building for a period of at least seven (7) consecutive days prior to the Meeting. Such notice of a Special Meeting shall also contain a general description of the purpose(s) of such Special Meeting; however, the notice does not need to contain specific resolutions to be adopted at the Special Meeting. If action specifically described by any provision of these Bylaws (including without limitation Articles VII.D.6, X.A.5, X.A.9 and XII) as requiring approval by the Members is proposed to be taken at an Annual Meeting, such notice of the Annual Meeting shall also include a general description of such action.

(b) The Clerk or the Council's designated representative shall announce the time, place and any stated purpose(s) of the Meeting at all Sunday worship services during the time that notice of the meeting is posted in the Church.

(c) The Leadership Development Committee shall post the list of nominees for Officers, members of Boards and Committees, and Delegates and the terms of their proposed service in such positions in one or more conspicuous locations in the Church's building for at least seven (7) consecutive days prior to the Annual Meeting.

3. Parliamentary Procedure. The Annual and Special Meetings shall be conducted according to the then current edition of *Roberts' Rules of Order*, which shall determine all matters of procedure not specifically covered by these Bylaws or otherwise authorized by the Members at the Meeting.

4. Quorum and Voting.

(a) Quorum. A quorum at an Annual or Special meeting shall comprise the lesser of 40 Members or ten percent (10%) of the Members, as determined by the Clerk at the time of the meeting.

(b) Majority Vote. Unless otherwise specified by these Bylaws, the Council or the person(s) calling for the Meeting, a majority vote of the Members present and voting at the Meeting shall be decisive.

(c) Abstentions. A Member who abstains from voting on a particular matter voluntarily relinquishes his/her vote on that matter and shall not be considered to be present and voting on the matter for purposes of determining whether or not a quorum is present and voting or whether or not a majority (or any other percentage) of Members present and voting have approved or disapproved of the matter.

(d) Methods of Voting. Unless otherwise provided in these Bylaws, voting may be by verbal acclamation (i.e., voice vote), show-of-hands, or written ballot. Prior to each vote, the manner of voting shall be determined by the Officer presiding at the meeting unless the Members present and voting at the meeting direct that a different manner of voting be used. After a vote by verbal acclamation, the Officer presiding at the meeting, the Clerk, or any Member may request confirmation of the vote by a show-of-hands or written ballot. The results of such a confirming vote taken by show-of-hands or written ballot shall supersede the results of a vote by verbal acclamation.

(e) Voting by Written Ballot. Voting by written ballot shall use ballots provided by the Clerk and shall be conducted in accordance with such reasonable directions for their use as may be given by the Clerk. Ballots shall be counted by two or more election clerks appointed by the Moderator and approved by the Clerk for that purpose from the Members present at the meeting.

5. Nomination of Church Officers and Other Elected Persons. The Leadership Development Committee (in accordance with Article VIII.C.1(j)(iv)) shall prepare an official ballot of nominees to serve as Officers, At-Large Council members, members of Boards, members of Committees, and Delegates. Members may put into nomination additional candidates for these positions during the Annual/Special Meeting at which the official ballot is being presented. Members nominated from the floor must be present and accept the nomination in order to stand for election. When there are more nominees than openings in any one position, a separate written vote shall be taken.

6. Other Matters Requiring Approval of the Members. In addition to other matters for which approval of the Members is specifically required by other provisions of these Bylaws, approval of a majority of the Members present and voting at a duly called meeting is required for (i) the purchase, sale, mortgage, lease, or transfer of real property by the Church or (ii) the incurrence by the Church of substantial expenditures outside the ordinary course of business;

7. Informational Meetings. Informational Meetings of the Members, chaired by the Moderator, will be held quarterly to include reports from the Council and other Boards, Elected Committees and Ministry Teams (including Appointed Committees) as appropriate. No action may be taken at an Informational Meeting. However, if reports are given at a duly convened Annual or Special Meeting of the type called for at an

Informational Meeting, such Annual or Special Meeting may serve in place of an Informational Meeting for the quarter in which it occurs.

ARTICLE VIII

Officers, Elected Bodies and Ministry Teams

The Church shall be governed in the following descending order of authority: first, by the Members assembled in an Annual or Special Meeting; second, by action of the Council or (under the circumstances described in Article VIII.C.2) the Executive Committee; third, by the Elected Bodies acting within their respective authority granted by the Members, Council, and these Bylaws, and, in the case of an Elected Committee, the authority granted by the Elected Body to which such Elected Committee reports; and fourth, by the Officers acting within their respective authority granted by the Members, Council, Act, or these Bylaws.

A. General Provisions. The Church shall have Officers and Elected Bodies as described in this Article. Each Officer and Elected Body shall have the authority and responsibility described herein, subject to the direction and control of the Council and, in the case of any Elected Committee that is reportable to a Board, the direction and control of such Board, all in accordance with these Bylaws. The Officers and Elected Bodies shall each consult and coordinate their activities with the Minister, other appropriate Church Staff, Boards, Elected Committees and/or Ministry Teams (including Appointed Committees). Each Elected Body and Officer shall prepare a written report for inclusion in the Annual Report of the Church.

1. Open Officer Positions and open positions on an Elected Body during the time between Annual Meetings shall be filled by Council upon recommendation by the Leadership Development Committee.

2. An Officer or a member of an Elected Body may be removed from his/her position by a two-thirds vote of the present and voting members of Council (in the case of removal of an Officer) or the Elected Body to which such member belongs (in the case of a removal of a member of an Elected Body). The Officer or member sought to be removed shall not have the right to vote on the taking of such action and shall not be counted in determining whether or not such two-thirds voting requirement has been satisfied. Notice of a meeting at which such action is to be taken shall be given not less than five (5) days and not more than thirty (30) days in advance to (a) all members of the Elected Body which is authorized to take such action by the first sentence of this paragraph and (b) the individual to be removed.

3. An Officer or a member of an Elected Body may resign at any time by giving written notice of his/her resignation to the Moderator or Clerk and to the Chairperson of the Elected Body on which that member serves. The resignation is effective when such written notice is received, or at such later date specified in the notice.

4. Officers may not be elected or appointed to a Board or Elected Committee but may serve as non-voting, ex officio advisors to a Board or Elected Committee, as Delegates, and/or on Ministry Team(s). Members and Associate Members may not be elected or

appointed to serve on more than one (1) Board or Elected Committee at a time. Neither an Officer nor a member of an Elected Body may assign or transfer his/her position, or any of the rights, privileges, or responsibilities of the position, to any other person.

5. Each Officer and member of an Elected Body shall discharge his/her duties as such: (1) in good faith; (2) with the care an ordinarily prudent person in a like position would exercise under similar circumstances; and (3) in a manner he/she reasonably believes to be in the best interests of the Church. No Officer or member of an Elected Body is liable for any action taken in such capacity, or any failure to take any action in such capacity, if he/she performed his/her duties in compliance with this section.

6. Any member of an Elected Body who has not reached the age of majority in the State of Connecticut shall not vote on any matters that bind the Church in a financial or contractual relationship with a third party.

7. Each Officer (other than the Clerk) and member of an Elected Body shall, after having served seven (7) consecutive years as an Officer and/or member of an Elected Body (regardless of whether or not such seven years have been served in the same capacity), be ineligible to serve for one (1) year in any capacity as an Officer or member of an Elected Body. Notwithstanding the previous statement, any person may serve an indefinite number of years on a Ministry Team and the Clerk may serve an indefinite number of years in such capacity.

B. Officers.

1. A Moderator is elected by the Church to be the Lay Leader of the Church, following two years as Vice-Moderator. The Moderator shall preside at all meetings (Annual, Special and informational) of the Members and the Council. It is the responsibility of the Moderator to ensure that the Church Council fulfills its mission.

2. A Vice-Moderator is elected by the Church to work closely with the Moderator and act as Moderator in the absence of the Moderator. The Vice-Moderator is expected to stand for election as Moderator when the Moderator's term of office is completed.

3. A Clerk is elected by the Church to keep the Church records. The Clerk shall

(a) prepare minutes of the Church and Council meetings,

(b) maintain a roll of members, active, associate and inactive, and all baptisms, transfers, terminations and deaths, and a list of all Ministers

(c) preserve on file all official communications and reports, and a master copy of the Bylaws,

(d) post the call for Annual or Special meetings of Members.

(e) issue letters as described in these Bylaws and any letter voted by the Church, and

(f) make available to each Member a copy of the Bylaws as then in effect.

4. A Treasurer is elected by the Church to be the Church's financial officer. The Treasurer shall have oversight of the following functions:

- (a) the receipt and disbursement of all funds of the Church;
- (b) the proper recording and credit to the donor of all gifts to the Church;
- (c) the identification of any restrictions imposed by a donor on the donor's gifts to the Church, the establishment of procedures to ensure that such restrictions are complied with by the Church, and the maintenance of records establishing such compliance;
- (d) the acceptance and proper transmission to the Endowment Fund of all bequests and gifts which (i) are designated for the Endowment Fund by the donor or (ii) are not specifically designated for any particular use by the donor and exceed five thousand dollars (\$5,000);
- (e) the timely preparation and filing of any government tax reports or forms, and the payment of any taxes required by law including without limitation, withholding taxes and special assessments;
- (f) periodic communication to all Officers, Elected Bodies and Ministry Teams of expenditures compared with approved budgets;
- (g) the preparation and submission of such other financial reports as may be requested by any Officer, Elected Body or Ministry Team; and
- (h) the performance of other duties necessary or appropriate to fulfill the Church's financial functions.

In addition to serving as a voting member of the Council, the Treasurer shall serve as an ex-officio non-voting member of the Trustees.

C. Church Council and Executive Committee.

1. Function. The charitable and religious affairs and general business of the Church shall be managed by the Council. The Council shall act as the policy-making body of the Church, visualizing its future direction and serving as a coordinating body to review its plans and programs. The Council shall:

- (a) provide oversight for the establishment of goals for the Church and for the living out of these goals by the Congregation;
- (b) recommend a Pastor Search Committee for approval by the Members, in accordance with Article X.A.9,

- (c) provide oversight for and evaluate the ministry of all Boards and Elected Committees;
- (d) review and approve for submission to the Members for their approval annual and revised budgets prepared by the Board of Trustees;
- (e) approve and authorize the timing of fundraising activities of the Church;
- (f) upon the recommendation of the Leadership Development Committee, elect members to a vacancy in an office or in an Elected Body during the time between Annual Meetings;
- (g) appoint delegates to the Association and the Connecticut Conference to serve when and as needed in addition to the Delegates elected by the Members pursuant to Article IX;
- (h) nominate from time to time individuals who have provided long service as lay leaders of the Church for special recognition by conferring on them an honorary title (such as “Emeritus”) by vote of Members at a Members’ meeting;
- (i) appoint and have oversight for the work of a Personnel Committee which shall consist of four members and report to the Council. The Committee’s mission shall be to establish and maintain a mutually supportive relationship between the Church and its Minister and staff. The Committee’s responsibilities and authority shall include
 - (i) assisting in the hiring, periodic performance review, disciplining and termination of staff members as provided in Article X, and
 - (ii) providing assistance in coordination of employment practices and compensation levels; and
- (j) have oversight for the work of the Leadership Development Committee, an Elected Committee of four members that shall report to Council. This Committee shall
 - (i) have primary responsibility for the engagement of the talents of Church members by recruiting, developing, supporting and recognizing lay leadership;
 - (ii) maintain an up-to-date file of the interests and talents of Church members;
 - (iii) be responsible for selecting and nominating Church members to fill each vacancy in the offices and Elected Bodies listed in these Bylaws, including Delegates to represent the Church at meetings of the Association and other Church conferences, except as otherwise provided in these Bylaws, In making these nominations, the Leadership Development Committee shall ensure that no one is nominated to a position for a term that would result in such person’s serving continuously in one or more capacities as an Officer, Delegate and/or member of an Elected Body for a time period longer than permitted under Article VIII.A.7;

(iv) prepare an official ballot for the Annual Meeting naming one (1) candidate for each elective position and shall instruct the Clerk to give notice as provided in Article VII.D.2 herein. The Leadership Development Committee shall present the official ballot at the Annual Meeting subject to the right of members to nominate additional persons, as provided in Article VII.D.5 herein;

(v) arrange nominations such that approximately an equal number of Elected Body members shall complete their term of office each year in order to maintain maximum continuity;

(vi) ensure that each Elected Body has appropriate leadership succession planning; and

(vii) develop and implement appropriate leadership training programs.

2. An Executive Committee of the Council shall act, in consultation with the Minister, on behalf of the Council when unusual events warrant immediate action. Actions taken by the Executive Committee will be reported to the next meeting of the Council. The Executive Committee shall consist of the Officers and the Chairpersons of the Boards of Deacons and Trustees. A quorum of the Executive Committee shall consist of the Moderator or the Vice Moderator and two of the other members of the Committee.

Notwithstanding the foregoing, the Executive Committee shall not have the authority to act on behalf of the Council with respect to the following actions:

(a) the termination of a Minister *for cause* as provided in Article X.A.6. However, the Executive Committee shall have authority to mandate that the Council consider the termination of a Minister *for cause* as provided in Article X.A.6 and to require that the Minister recommended for termination take a leave of absence from the Church (with or without pay as the Executive Committee may determine) until a meeting of the Council is held to consider that Minister's termination; or

(b) the filling of open Officer positions and open positions on an Elected Body during the time between Annual Meetings as provided in Articles VIII.A.1, VIII.C.1(f) and VIII.E.2.

3. Council Members. The Council shall have the following members, some with voting rights and some without voting rights:

(a) Voting Members: The Council shall have the following voting members:

(i) Moderator, Vice Moderator, Clerk, Treasurer and two At-Large members, all of whom shall be Members elected at a meeting of the Members, and

(ii) Representative of each Board appointed to the Council by such Board.

The Moderator may only vote if there is a tie vote by all other voting members present and voting at a meeting.

(b) Non-Voting Members: Any Minister serving as ministerial staff of the Church.

4. Terms.

(a) Officers' terms on the Council shall be:

(i) Moderator: One (1) non-renewable two-year term to which such person is expected to be elected following such person's term as Vice-Moderator;

(ii) Vice-Moderator: One (1) non-renewable two-year term, at the end of which the Vice-Moderator is expected to be stand for election as Moderator;

(iii) Clerk: A term of two years renewable without limitation; and

(iv) Treasurer: A term of two years renewable twice (total of six years).

The provisions of Article VIII.A.7 provide that no Officer (other than the Clerk) or member of an Elected Body shall serve more than seven (7) consecutive years. Accordingly, no person may be nominated as Vice-Moderator if such person has served as any other Officer or member of an Elected Body for more than three continuous years immediately prior to what would be the commencement of such person's term as Vice-Moderator. Additionally, no person may be nominated for Treasurer or reelected as Treasurer for an initial term or renewal term which would cause that person to serve more than a combined seven (7) consecutive years as one or more Officers (other than the Clerk) or as a member of one or more Elected Bodies.

(b) Terms of Board members serving on the Council shall be limited to their term on that Board.

(c) Terms of At-Large Council members shall be one (1) non-renewable two (2) year term, unless such member is required to serve a shorter term by virtue of Article VIII.A.7.

D. **Boards.** The Church shall have the following Boards: Board of Deacons, Board of Trustees, Board of Christian Education, Board of Christian Missions and Witness, Board of Community Life, Board of Church Growth and Board of Stewardship.

1. General Provisions.

(a). Each Board shall have a maximum of six (6) members. Each member of a board shall be elected for a term of three (3) years, renewable once, unless such member is required to serve a shorter term by virtue of Article VIII.A.7. To the extent reasonably possible, so that there are members coming on, remaining, and going off, the terms of Board members shall be staggered. If desired to help effect the overlapping of Board members' terms, a Board member may be elected to a term of one (1) or two (2) years rather than the standard three (3) years.

(b) An open position on a Board shall be filled by recommendation of the Leadership Development Committee and election by the Council until the next Annual Meeting. If the original term was to continue past the next Annual Meeting, the position is subject to election by the Members at the Annual Meeting.

2. The Board of Deacons shall:

(a) develop, facilitate, evaluate, and improve efforts to create and foster a sense of community within the Congregation;

(b) encourage active participation in the life, ministry, and worship of the Church, including, without limitation, establishing and providing oversight for an active program of care within the Congregation;

(c) develop, facilitate, evaluate, and improve programs to ensure that members are periodically contacted;

(d) lead the Congregation in providing for the spiritual welfare of Church members and the wider community, including oversight of the Stephen ministry program and other programs designed to provide care to members of the Congregation;

(e) provide oversight for the worship and music programs of the Church, including scheduling regular and special services of worship, musical programs and other programs as shall best meet the needs of the Congregation;

(f) provide for the distribution of the Seminararians' Fund;

(g) provide support and guidance concerning the Minister's pastoral functions;

(h) conduct periodic reviews of the participation of each Minister in the collective ministry of the Congregation and the effectiveness of that collective ministry in meeting the needs of the Church; and

(i) envision and provide oversight, along with the Board of Christian Education and Minister, for the development and implementation of the confirmation program;

(j) provide lay leadership on consideration of theological issues;

(k) assist the Minister and the Board of Church Growth in welcoming new members to the Church;

(l) have charge of the supply of the pulpit during the absence or disability of the Minister(s);

(m) appoint a Head Usher and Assistant Head Usher (none of whom need be Deacons) who shall provide ushers for all public services;

(n) provide for the review of the Church's membership rolls on at least an annual basis; and

(o) become life members of the Deacons' Fellowship upon completion of their terms of office. The Deacons' Fellowship shall be composed of all former Deacons and shall support the Board of Deacons in its responsibility for care of the Congregation as described in all the provisions of this section.

3. The Board of Trustees shall:

(a) manage the property and assets of the Church, including maintaining all Church buildings, their contents (including musical instruments), grounds and the cemetery;

(b) under the direction of the Members and subject to any requirement for approval by the Members under Article VII.D.6 of these Bylaws, hold in trust all property of the Church, both real and personal;

(c) prepare a draft annual budget and draft revised budgets, after consultation with all Church organizations (including the Council), for submission to the Council and, following Council approval, to the Members for final approval;

(d) oversee the investment of all money, securities, trust funds, memorial funds and surplus funds of the Church, as well as special gifts and bequests to the Church including, without limitation, those in the Endowment Fund, either directly or through appointed agents, subject to the following:

(i) the Trustees shall authorize an annual withdrawal from the Endowment Fund to be transferred to the operating account of the Church in support of the approved annual budgeted expenditures of the Church. The amount withdrawn shall be limited to a maximum of five percent (5%) of the average net asset value of the Fund as of December 31st for the five years preceding the year in which the amount is to be withdrawn;

(ii) withdrawals in addition to the annual transfer to the operating account referred to in (i) may be made only if

(A) the withdrawal is from bequests and gifts the donor of which has consented to the withdrawal; OR

(B) the withdrawal is (1) from bequests and gifts that were not specifically designated for any particular use by the donor AND (2) approved by a two-thirds majority of the Members present and voting at a properly called meeting of Members;

(iii) the annual withdrawal of funds restricted to purposes other than the Endowment Fund shall be applied to the appropriate operating accounts, e.g. funds designated for use in the cemetery shall be applied to the operating expenses of the cemetery. These withdrawals are to be included in calculating the total five percent (5%) annual withdrawal referred to in (i) above, and not as an addition to that annual withdrawal; and

(iv) the Trustees shall appoint an Investment Committee. The Investment Committee shall consist of five Members, including the Treasurer, two Trustees, and two non-Trustee Members of the Church. One of the Trustee Members shall be the Chair. The Minister shall sit *ex officio* on the Investment Committee with voice but no vote; and

(v) the Investment Committee shall:

(A) oversee, either directly or through appointed agents, the investment of all money and securities of the Church; and

(B) provide a report of the operation of the Church's financial assets at the Annual Meeting of the Members and at such other times as requested by the Board of Trustees,

(e) receive reports from the Treasurer;

(f) ensure that a review and assessment of the Church's financial records and procedures is undertaken at least once every three (3) years;

(g) establish policy on the use of the Church facilities by non-member organizations;

(h) obtain insurance, bond Church officers as appropriate, and maintain a safe deposit box for valuable papers; and

(i) appoint a Cemetery Committee which shall be chaired by a Trustee and have responsibility for the needs and care of the Evergreen Cemetery, including management of the cemetery budget and complying with state laws regarding the reporting of such funds. A separate cemetery budget will be prepared by the committee and approved by the Church following the same procedures as the Church annual budget

4. The Board of Christian Education shall be a deliberative body, having oversight for Spiritual Formation and Christian Education in the Church, fostering opportunities for life-long learning and living as disciples of Christ. Christ's commandment "You shall love the Lord your God with all your heart, and with all your soul, and with all your strength, and with all your mind and your neighbor as yourself" shall be implicitly understood to be at the heart of every Christian Education endeavor. The Board shall:

- (a) envision and provide oversight for the development and implementation of Christian education programs for children, youth, adults and intergenerational groups;
- (b) envision and provide oversight, along with the Board of Deacons and Minister, for the development and implementation of the confirmation program;
- (c) envision and provide oversight for the development and implementation of youth group programs;
- (d) provide oversight for child care in connection with all events held at the Church (not only educational programs);
- (e) envision and provide oversight for the development and implementation of a safe church policy;
- (f) serve as primary communication liaison with the church membership regarding the church's educational needs and concerns;
- (g) provide oversight for the church library;
- (h) provide oversight for church staff and voluntary staff involved with all programs referred to in (a) through (g) above; and
- (i) provide oversight for participation by Church youth and children in camps sponsored by the United Church of Christ and other denominational programs.

5. The Board of Christian Missions and Witness shall guide the Church's wider mission of outreach to fulfill the Biblical mandate to feed the hungry, clothe the naked, heal the sick, visit the prisoner and welcome the stranger. The Board shall

- (a) marshal the resources of the Congregation and the wider community, raising funds, awareness and enthusiasm for mission activities, and manage the allocation of those resources to local, national and international activities;
- (b) create opportunities for discussion of policies and positions appropriate for the Church to assume with respect to social issues of local, national and world concern; and
- (c) nourish relationships with other organizations to effectuate the mission goals of the Church.

6. The Board of Community Life shall

- (a) develop and provide oversight for a volunteer staff person who shall promote the work of the Church by publicity, advertising and other appropriate means
- (b) develop and provide oversight for the facilitation, evaluation, and improvement of fellowship opportunities and community-wide events, including, without limitation, fellowship time after worship, social occasions, Church and community-wide meals (including the Thanksgiving and Christmas feasts), services and receptions after funerals, concerts, lectures and other services and events; and
- (c) provide oversight for the Spirit of Saugatuck (SOS) program, the Call to Care program and other programs providing assistance to members of the Congregation.

7. The Board of Church Growth shall have oversight for

- (a) the development, facilitation, evaluation, and improvement of efforts to create and foster a sense of hospitality and welcoming within the Congregation;
- (b) education programs in hospitality and Church growth
- (c) programs and events to sustain and increase Church membership;
- (d) welcoming and shepherding of those newly worshipping with the Congregation;
- (e) calling on persons whose attendance and/or enthusiasm appears to be waning, or where other circumstances are present (if known); and
- (f) the development of programs and events to sustain, encourage, and increase participation in worship and other Church activities

8. The Board of Stewardship shall

- (a) have primary responsibility for the solicitation of the financial support for the Church. This includes leading the ongoing financial stewardship effort with the cooperation and guidance of the Board of Trustees;
- (b) conduct education programs in stewardship; and
- (c) appoint and have oversight for the work of a Planned Giving Committee which shall consist of three members, none of whom need to be members of the Board of Stewardship, and shall:
 - (i) conduct a continuing program for solicitation;

(ii) educate the Congregation on all aspects of planned giving including by bequest, inheritance tax considerations and related matters;

(iii) with input from the Trustees, the Board of Stewardship and the Council, list items appropriate for gifts, endowments and types of trust funds which the Church is prepared to administer, and

(iv) acknowledge receipt of all such gifts

E. Elected Committees.

1. Members. Each Elected Committee shall have a maximum of four (4) members, each elected for a term of two (2) years, renewable once, unless such member is required to serve a shorter term by virtue of Article VIII.A.7. In addition an Elected Committee may have an Officer or a member of a Board as an additional member if so provided by the section of these Bylaws establishing the Elected Committee.

To the extent reasonably possible, so that there are members coming on, remaining, and going off, the terms of Elected Committee members shall be staggered. If desired to help effect the overlapping of Elected Committee members' terms, an Elected Committee member may be elected to a term of one (1) year rather than the standard two (2) years.

2. Vacancies. An open position on an Elected Committee shall be filled by recommendation of the Leadership Development Committee and election by the Council until the next Annual Meeting. If the original term was to continue past the next Annual Meeting, the position is subject to election at the Annual Meeting.

F. Ministry Teams

Ministry Teams may be initiated by a Minister, an Officer, any Elected Body, any other Ministry Team or any Member to work on specific projects in furtherance of the Church's Mission, Purpose, Statement of Faith and Covenant. Each Ministry Team shall be accountable to an Elected Body. The membership of a Ministry Team appointed by an Elected Body shall not be restricted to members of that Elected Body. Any Appointed Committee shall be considered a Ministry Team.

G. Meetings of Elected Bodies and Ministry Teams.

1. Quorum. A majority of members of an Elected Body or Ministry Team present at a meeting of such organization physically or by electronic means that permit direct and immediate participation in the meeting shall constitute a quorum.

2. Required Vote. Unless required by law or these Bylaws (including without limitation Article VIII.A.2), an affirmative vote of the majority of Elected Body or Ministry Team members present and voting at a meeting at which a quorum is present and voting is sufficient for action. A member of an Elected Body or Ministry Team who abstains from voting on a particular matter voluntarily relinquishes his/her vote on that matter and shall

not be considered to be present and voting on the matter for purposes of determining whether or not a quorum is present and voting or whether or not a majority (or any other percentage) of members present and voting have approved or disapproved of the matter

3. Frequency of Meetings. The Council and Boards shall have regular monthly meetings. These Bodies may decide not to meet during a given month, but may not go more than two (2) consecutive months without meeting. Meetings of Elected Committees and Ministry Teams shall be held on an “as needed” basis.

4. Special Meetings. Special meetings of Elected Bodies and Ministry Teams may be called at any time upon the request of any Officer, the organization’s Chairperson, or any two (2) members of the organization. The request for a special meeting shall specify the purpose(s) for the special meeting. The request for a special meeting shall be directed to the organization’s Chairperson, who shall within ten (10) days from his/her receipt of the request set a date and time for the meeting and give notice thereof. The special meeting shall be held within twenty-one (21) days from the organization’s Chairperson’s receipt of the request. If the Chairperson is not available during, or if the Chairperson fails to set the special meeting and/or give notice thereof within, the above-referenced ten (10) day time period, the person(s) requesting the special meeting may set a date and time for the meeting (which shall be within the twenty-one (21) day time period stated above) and give notice thereof.

5. Meeting Notices.

(a) Monthly Meetings. Notice of regular monthly meetings of Elected Bodies shall be given at one or more preceding meetings of the Elected Body.

(b) Special Meetings. Notice of special meetings of Elected Bodies and Ministry Teams shall be given to the members of the organization concerned at least three (3) days in advance of the meeting. The notice shall include the purpose(s) for the meeting.

(c) Meeting Location. All meetings of Elected Bodies and Ministry Teams shall be held at the Church. The members of an Elected Body or Ministry Team may decide to hold a particular meeting at another location by their unanimous agreement. Notice of such different location shall be provided to all members of the organization concerned.

(d) Meeting Rules. Meetings of Elected Bodies and Ministry Teams shall be conducted in accordance with general rules of parliamentary procedure, or as the organization concerned otherwise decides.

(e) Waiver of Notice. A written waiver of notice of a meeting of an Elected Body or Ministry Team signed at any time by a member of such organization entitled to notice shall be the equivalent to the giving of notice. The attendance of any member of an Elected Body or Ministry Team at a meeting of such organization without protesting the lack of proper notice at the beginning of the meeting shall be deemed to be a

waiver by such member of notice of the meeting.

6. Participation in Meetings by Members Not Physically Present. A member of an Elected Body or Ministry Team may participate in a meeting of such organization through the use of any means of communication enabling all members participating in the meeting to hear one another, and participation in a meeting shall constitute presence in person at such meeting.

7. Open Meetings. Meetings of Elected Bodies and Ministry Teams shall be open to the Congregation, except for those meetings or portions of meetings that address legal matters, administrative proceedings or litigation, or issues of such a sensitive or confidential nature that a majority of the organization concerned determines should be closed, shall be closed and held in executive session.

8. Records. All Elected Bodies and Ministry Teams shall keep appropriate records. Minutes of all meetings (other than the portion of any meeting conducted in executive session) of Elected Bodies and minutes reflecting the taking of action at any meeting of a Ministry Team shall be maintained in the Church office and be available to any Member for review.

9. Consent to Action in Lieu of Meeting. Any resolution of an Elected Body or Ministry Team in writing, approved and signed either manually or electronically by all of the members of such organization entitled to vote, shall have the same force and effect as if the same were approved by the member of such body at a meeting duly noticed and held for that purpose, and such resolution shall be kept with the minutes of meetings of such organization.

ARTICLE IX Delegates

Two Delegates will serve two-year terms as representatives of the Church at gatherings or meetings outside of the Church, including, without limitation, the Association as well as the Connecticut Conference of the United Church of Christ. Each year one Delegate to said bodies shall be nominated by the Leadership Development Committee and elected by the Members at the Annual Meeting. Additional Delegates as needed may be appointed from time to time by the Council. On a regular basis, Delegates shall report to the Council and the Members on Association and Conference activities.

ARTICLE X Church Staff

A. Minister

1. General. The Minister, or Interim or Transition Minister serving as Minister, shall be the spiritual leader of the congregation and the general administrator of the Church in accordance with the policies established by the Members and the Elected Bodies.

(a) Spiritual Leadership. As spiritual leader the Minister shall preach and teach, administer the Sacraments, visit the sick, visit those unable to take part in the Church's worship services and greater life, offer counsel to those in need, promote the spiritual welfare of the Church and those whom it serves, and conduct regular and special services of congregational worship. The Minister shall have freedom of the pulpit.

(b) Administrative Leadership. As general administrator the Minister shall be Head of Staff. As such the Minister shall provide direction, coordination and oversight for the service rendered by paid and volunteer staff to and on behalf of the Congregation and the programs and activities of the Church.

The Minister shall, in collaboration with the Elected Bodies provide leadership for carrying out the Church's ministry.

The Minister shall have freedom of voice and counsel. The Minister shall be a non-voting *ex officio* member of all Elected Bodies (including the Church Council), and as such shall receive notice of and minutes from all meetings.

(c) Performance Reviews. Review of the Minister's performance is conducted by the Personnel Committee in collaboration with Council, the Officers and members of all Elected Bodies.

2. Term of Service. The Minister's term of service shall be for an indefinite period of time, unless otherwise specified in the Minister's Call Covenant or Employment Agreement. The Minister's relationship to the Church shall be contractual. The ultimate accountability of the Minister is to the Members.

3. Installation Service. The Minister and the Church shall mutually request that a Service of Installation be called by the Association, to bear witness to and affirm the covenant relationship between the Minister, the Church, and the Association.

4. Resignation. Unless otherwise specified in the Minister's Call Covenant or Employment Agreement, the Minister may terminate his/her ministerial relationship with the Church by submitting a written letter of resignation to the Church Council at least sixty (60) days prior to the termination date.

5. Termination at Will. Unless otherwise specified in the Minister's Call Covenant or Employment Agreement, the Members shall have authority to terminate the Church's relationship with any Minister other than an Interim or Transition Minister *at will* following a two-thirds vote of the Members present and voting at a Special Meeting called for that purpose or at an Annual Meeting the notice of which has included taking that action. Termination requires written notification to the Minister. Upon such termination the Minister shall receive compensation for sixty (60) days thereafter. Termination *at will* of an Interim or Transition Minister shall be by the Council in accordance with that Minister's Employment Agreement.

6. Termination for Cause. The terms and conditions of Paragraph 5 notwithstanding, the Church Council shall have the authority to terminate the Church's relationship with or otherwise discipline a Minister *for cause* at a special meeting of the Council called for that purpose or at a regular meeting of the Council, the notice of which has included taking that action. Termination requires written notification to the Minister. Upon such termination the Minister shall not receive any further compensation beyond what has been earned.

As provided in Article VIII.C.2(a), the Executive Committee does not have the authority to terminate a Minister *for cause*. However, as also provided in Article VIII.C.2(a), the Executive Committee does have the authority to mandate that the Council consider the termination of a Minister *for cause* as provided in the preceding paragraph and to require that the Minister recommended for termination take a leave of absence from the Church (with or without pay as the Executive Committee may determine) until a meeting of the Council is held to consider that Minister's termination.

7. Pastoral Relations Committee. A Pastoral Relations Committee shall serve as a sounding board and advisory body for the Minister, fostering healthy direct communication and clarity of understanding of ideas, hopes, concerns, and expressions of appreciation between the Minister and the Congregation. The Pastoral Relations Committee shall

- (a) Consist of four Members of the Church, each to serve for two years, and shall include a representative of the Board of Deacons, an At-Large member of the Council appointed by the Moderator in consultation with the Minister, and two individuals chosen by the Minister,
- (b) Meet at least quarterly, and
- (c) Keep all matters discussed in meetings of the Committee in confidence, by sharing only carefully discerned matters of significance with those in positions of elected leadership of the Church who need to know, what they need to know, and when they need to know it.

8. Ministerial Vacancy. When a ministerial vacancy occurs, the Church Council shall notify the Executive Staff (Regional Conference Minister) of the Connecticut Conference UCC (or its successor body) of the vacancy. The Church Council shall secure the call of an Interim or Transition Minister, and/or provide for such other ministerial supply as may be needed until a settled Minister is called.

9. Settled Minister Search. Following a period of discernment, the Church Council shall recommend, and present to the Members for approval, a Pastor Search Committee representative of the entire Church. The Pastor Search Committee shall, with the assistance of the Executive Staff (Regional Conference Minister) of the Connecticut Conference UCC (or its successor body), conduct a search for the candidate to recommend to the congregation as the Church's next settled Minister. The settled Minister position description and terms of call shall be approved by the Church Council.

After the Pastor Search Committee has concluded its process of discernment and has reached agreement on a candidate to recommend to the congregation as the Church's next settled Minister; and after the terms of call have been mutually agreed to by the Church Council and the candidate, the Church Council shall call a Special Meeting of the Members. This Special Meeting shall be preceded by opportunity(ies) for the Members to meet the candidate and for a ministerial candidating worship service. An affirmative vote at the Special Meeting of Eighty Percent (80%) of those Members present and voting by written ballot shall authorize the call of the candidate by the Church Council.

- B. Other Authorized Ministerial Staff.** Other authorized Ministerial Staff may be called, serve and be terminated as provided in Article X.A.
- C. Other Staff.** The Council, in consultation with the Minister, may employ other Staff to carry out the program ministries and operations of the Church. The Personnel Committee shall act at the direction of the Council and in collaboration with the Minister, to manage employment matters regarding other staff, including hirings, agreements, reviews, disciplinary actions, and terminations.
- D. Seminary Student Interns.** Seminary Student Interns may be employed by the Council in consultation with the Minister and the Personnel Committee.
- E. No Service by Staff and Family Members in an Elected Position of the Church.** Church Staff, members of the immediate family of Church Staff and members of the immediate family of any Minister may not serve as an Officer, as a member of any Elected Body or as a member of the Pastoral Relations Committee or the Personnel Committee.

ARTICLE XI

Miscellaneous Administrative Provisions

- A Fiscal Year.** The Church's year for fiscal purposes and for the preparation of annual reports shall be January 1 through December 31.
- B. Corporate Seal.** This Church, being legally incorporated under the laws of the State of Connecticut, adopts as its corporate seal a circle containing the words "THE SAUGATUCK CONGREGATIONAL CHURCH OF WESTPORT, CT., INC., ORGANIZED 1832."

ARTICLE XII

Amendment of These Bylaws.

These Bylaws may be amended at a properly called meeting of Members by a two-thirds vote of the Members present and voting, provided that the wording of the proposed amendment has been posted and circulated two weeks before the meeting and the substance thereof announced during worship services on two consecutive Sundays.

Appendix A to the Bylaws of Saugatuck Congregational Church

United Church of Christ Statement of Faith in the Form of a Doxology. Revised 1981

We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and to your deeds we testify:

You call the worlds into being, create persons in your own image, and set before each one the ways of life and death.

You seek in holy love to save all people from aimlessness and sin.

You judge people and nations by your righteous will declared through prophets and apostles.

In Jesus Christ, the man of Nazareth, our crucified and risen Savior, you have come to us and shared our common lot, conquering sin and death and reconciling the world to yourself.

You bestow upon us your Holy Spirit, creating and renewing the church of Jesus Christ, binding in covenant faithful people of all ages, tongues, and races.

You call us into your church to accept the cost and joy of discipleship, to be your servants in the service of others, 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.

You promise to all who trust you forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, your presence in trial and rejoicing, and eternal life in your realm which has no end.

Blessing and honor, glory and power be unto you.

Amen.