

**BY-LAWS**  
First Parish Church, Duxbury, Massachusetts  
Amended JUNE 1, 2025

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**Article I – NAME**

This organization, originally gathered in 1632, shall be known as the First Parish Church, Unitarian Universalist, Duxbury, hereinafter called the Parish.

**Article II – PURPOSE**

The purpose of the Parish is to gather and maintain a democratic religious community in continuity with its Pilgrim forebears and in the tradition of Unitarian Universalism, in which people may find worship, education, service and fellowship in true freedom of mind and conscience.

**Article III – POLITY AND AFFILIATION**

The Government of the Parish is vested in the Body of Members who compose it, and they shall be the body corporate for all Parish purposes, including but not limited to the taking and holding in succession all gifts, grants, bequests and devices of real or personal property made to them and their successors. The Body of Members may delegate the implementation of any Parish or Fund activities to suitable boards or committees. The Parish is not subject to the control of any other religious group, but it recognizes and sustains the principle of mutual cooperation among Unitarian Universalist churches. It is affiliated with the Unitarian Universalist Association and the Ballou Channing District of the New England Region.

**Article IV – MEMBERSHIP***Section A.*

Any person fourteen (14) years of age or older who is in sympathy with the purpose and program of this Parish becomes a Member by signing the Membership Book in the presence of the Minister, or, in his/her absence, in the presence of an Officer of the Parish. In accordance with Massachusetts law, any Members eighteen (18) years of age or older may vote on matters dealing directly with the investment or expenditure of Parish funds or the purchase, sale or transfer of any other Parish property, real or personal.

*Section B.*

A Member is entitled to vote at any meeting of the Parish held thirty (30) days or more after signing the Membership Book.

*Section C.*

The Governing Board shall remove from membership any person who has died, or who requests such removal in writing. The Governing Board may remove from membership any person who has made no recorded financial contribution since the beginning of the previous fiscal year and does not participate in the life of the church, in the judgment of the Governing Board after reasonable investigation-

**Article V – FRIENDS OF THE PARISH**

Non-members, fourteen (14) years of age or older, who make regular financial contributions or participate regularly in the Parish, shall be known as “Friends of the First Parish Church, Duxbury.” Such Friends shall have the right to be heard at any meeting of the Parish, shall be eligible to be appointed to committees of the Parish, unless otherwise specified in these by-laws, but not as Chair; and may vote on matters coming before their committees but not at meetings of the Parish.

**Article VI – BUSINESS OF THE PARISH***Section A.*

The business of the Parish shall be conducted in open meetings in accordance with the following provisions:

1. Annual Parish Program Meetings, Annual Parish Finance Meetings and Special Parish Meetings shall be held on the Parish premises unless a casualty prevents holding the meeting there, in which event the meeting shall be held at a location designated by the Governing Board. Parish meetings shall consider such items as may appear on the warrant.
2. Notice of all Parish Meetings shall be distributed to Members of the Parish at least seven (7) days before such meeting. Annual Meeting notices shall be posted on the outer door of the meeting house and the bulletin board of the Parish House at least fourteen (14) days before such meeting.
3. Parish Meetings shall be conducted in accordance with the latest revision of “Robert’s Rules of Order”, except as otherwise directed by these bylaws.
4. All Parish Meeting notices (warrants) will be prepared by the Clerk and shall contain as a minimum the time and place of the meeting and the business to be conducted at the meeting.
5. A number equal to fifteen percent (15%) of the Parish Members shall constitute a quorum at any Annual or Special Meeting of the Parish. Once established, the business of the Parish shall continue for the duration of the meeting, provided the number present remains at or above ten percent (10%) of the Parish Members.
6. Minutes of the preceding Parish meeting will be available in written form at each Parish meeting.

*Section B. VOTING*

1. On all matters discussed at annual Parish Meetings, the Members present must provide their affirmative vote by a majority in order for a decision on the matter to be valid, unless a greater proportion of the vote is required in these bylaws.
2. The majority vote, except as otherwise specified in these bylaws, may be suspended on any matter by a two-thirds (2/3) majority vote. The subsequent vote on the matter would then require approval by a two-thirds (2/3) majority.
3. The following matters discussed at an Annual Parish Program or Financial Meeting will require a two-thirds (2/3) majority vote for the action to be valid:
  - a. Approval of a “deficit” annual budget.
  - b. Any matter which the Governing Board has voted to defer a decision to a Parish vote.
  - c. An action to rescind a vote from a previous Parish meeting.
4. At all Special Meetings of the Parish, a 2/3rds affirmative majority vote will be required for an action to be valid.

5. If any elected position should have more than one nominee, the vote for that position shall be conducted by secret paper ballot.
6. Voting by proxy or absentee ballot will not be permitted at any meeting of the Parish.

*Section C. PARISH MEETINGS*

1. The Moderator shall open each Parish meeting when a quorum is determined to be present. In the absence of the Moderator, the Clerk or, if there is no Clerk or he or she is absent, the President or other member of the Governing Board shall open the meeting, and the meeting shall elect a Moderator pro tem.
2. The Annual Parish Program Meeting shall be held between May 15<sup>th</sup> and June 15<sup>th</sup> of each year at a time and date set by the Governing Board. The order of business at the meeting shall consist of:
  - a. Reading of the Minutes from the previous Parish Program Meeting.
  - b. Report of the Parish President and interim report of the Treasurer.
  - c. Reports of the Minister and additional professional staff.
  - d. Reports of non-financial elected committees (Buildings & Grounds, Nominating, Religious Education, and Music-Worship) and of appointed committees except the Audit Committee. Interim report of the Finance Committee if needed.
  - e. Election of Parish Officers (President, Vice President, Treasurer, Clerk, and Moderator), at-large Governing Board members and Elected Committee members.
  - f. Such other matters that are included in the notice (warrant) of the meeting.
3. The Annual Parish Financial Meeting shall be held between September 15<sup>th</sup> and October 15<sup>th</sup> of each year at a time and date set by the Governing Board. The order of business shall consist of:
  - a. Reading of the Minutes from the previous Parish Financial Meeting.
  - b. Reports of the Treasurer, Finance Committee, Trustees of Parish Funds and Audit Committee.
  - c. Presentation of and vote on the Parish budget for the current fiscal year and cell phone income allocation for the current fiscal year.
  - d. Such other matters that are included in the notice (warrant) of the meeting.
4. Special Parish Meetings may be called by the Governing Board on its own motion, or by a petition requesting a special meeting submitted by ten (10) or more Members. Special meetings called by petition shall be held within a timely manner of petition submission to the Parish Clerk. The order of business shall consist of such matters that are included in the notice (Warrant) of the meeting.

*Section D.*

The church year and fiscal year of the Parish shall commence on July 1<sup>st</sup> and continue through June 30<sup>th</sup> of the next year.

*Section E.*

No special purpose drives or other fund-raising activities shall be held by any committee or individual without prior consultation with the Finance Committee and approval from the Governing Board, including approval of the use of such funds.

*Section F.*

All unspecified gifts and bequests shall be put into a temporary fund, at interest, and the disposition of this fund shall be voted by the Parish at the Annual Parish Financial Meeting. The Governing Board shall make recommendations to the Parish for the disposition of this temporary fund.

*Section G.*

No person or committee shall commit Parish funds or trust funds to any unbudgeted Capital Improvement Project expenditure without prior consultation, review and approval of the Governing Board.

*Section H.*

At any Parish Meeting, nominations for elected positions may be submitted from the floor, provided that the consent of the nominee has been obtained.

*Section I.*

Members and Friends of the Parish may attend all committee meetings unless otherwise specified in these by-laws.

*Section J.*

All committees shall provide a written activity report at the Annual Parish Program Meeting and a written financial expenditures report at the Annual Parish Financial Meeting.

**Article VII – PARISH OFFICERS***Section A.*

The officers of the Parish shall be the President, Vice President, Treasurer, Clerk and Moderator.

*Section B.*

1. The President and Vice President shall be elected biannually at the Annual Parish Program Meeting and shall serve a two-year term, or until such time as a successor shall be chosen.
2. The Treasurer, Clerk, and Moderator shall be elected at the Annual Parish Program Meeting and shall serve during the church year, July 1 to June 30, or until such time as a successor shall be chosen. No one shall be elected Treasurer, Clerk, or Moderator who has served five consecutive one-year terms in that position, until such time as one year will have elapsed.

*Section C. Duties of Officers:*

1. **PRESIDENT.** The President shall preside at all meetings of the Governing Board. The President shall perform such other duties as determined by the Parish or the Governing Board and, upon completion of the term of office as President shall serve for one year as an ex-officio member of the Nominating Committee.
2. **VICE PRESIDENT.** The Vice President shall perform all duties of the President in the absence of the President or due to the inability of the President to act, and shall perform such duties as determined by the Parish or the Governing Board.

3. TREASURER The Treasurer conducts the duties of his/her office under the supervision of the Governing Board. The Treasurer shall:
  - a. collect and hold monies of the Parish.
  - b. be bonded in an amount determined by the Governing Board.
  - c. pay bills as directed by the Governing Board or its designee(s).
  - d. render a statement showing in detail the income and expenses of the Parish for the current fiscal year, to be provided to the Finance Committee and Governing Board by September 1<sup>st</sup>. A copy shall be included in the mailing of the call for the Annual Parish Financial Meeting.
  - e. provide monthly financial statements or other pertinent information to the Finance Committee and Governing Board.
  - f. be authorized to borrow short-term up to five thousand dollars (\$5,000) in advance of collections, upon approval of the Finance Committee and Governing Board. Approval for greater borrowing, for any reason, must be obtained from the Parish.
  - g. not be a voting member of any other finance cluster committee.
  - h. have no vote in the Governing Board on matters pertaining to the Audit Committee.
  - i. coordinate financial activities with Assistant Treasurers that may be appointed by the Governing Board annually for a one-year term. Assistant Treasurers shall be bonded in an amount determined by the Governing Board.
4. CLERK. The Clerk shall:
  - a. record the proceedings of all meetings of the Parish and Governing Board and shall submit them to the Governing Board within 30 days.
  - b. be responsible for the safekeeping of the records and papers of the Governing Board including ensuring there is a full set of Governing Board minutes, documents and papers kept in the church office.
  - c. be responsible for preparing and properly distributing the meeting notice (Warrant) for all Parish meetings.
  - d. perform such specific duties as determined by the Parish, the Governing Board, or functions as may be required by Massachusetts Laws.
5. MODERATOR. The Moderator shall preside at meetings of the Parish and shall assist the Clerk and President in preparing the warrant for such meetings. The Moderator shall not be a member of the Governing Board.

## **Article VIII – GOVERNING BOARD**

### *Section A.*

Subject to limitations as defined within these bylaws, the Governing Board shall represent the Parish on all Parish matters, and exercise general supervision over all matters affecting the interests and welfare of the Parish between Parish meetings.

*Section B.*

The Governing Board shall consist of nine (9) voting Members and two (2) non-voting members. The voting members are the following four (4) Parish Officers: President, Vice President, Treasurer, and Clerk; and five (5) at-large members. The non-voting members are the Minister and Director of Religious Education (DRE). All Governing Board members shall have been Parish Members for a minimum of three (3) years, be eighteen (18) years of age or older, may not have a spouse or partner also sitting on the Governing Board, and must have completed a three (3-) year term on an elected or appointed committee as indicated in these by-laws.

*Section C.*

The five (5) at-large members shall serve staggered three- (3) year terms. No person who has served on the Governing Board for three consecutive years may be re-elected or appointed to the Governing Board until an interim of one year has elapsed, except in the case of a board member who, at the end of a three-year term, is nominated as President by the Nominating Committee or who, after completing two or three years of a term, is nominated as Vice President by the Nominating Committee, or in the case of a person appointed by the Board to fill an unexpired term on the Board as described in Section H of this article. In such cases, upon completing the extended four- (4) or five- (5) year term, as the case may be, such person may not be re-elected to the Board until an interim of one year has elapsed.

*Section D.*

The five (5) at-large members each shall act as a liaison to a group of standing committees associated with specific areas. These areas include Finance, Outreach, Sunday Morning, Physical Plant and Service. The standing committees in each area will be as indicated on an organizational chart as adopted by the Governing Board. Each at-large member will be expected to meet with, or be in touch with, the Chair of the respective committees on a monthly basis to ensure that any pertinent matters will be brought to the attention of the Governing Board. At-large members will, as needed, work with other members of the Governing Board and committee Chairs to coordinate any projects or programs that may arise requiring one or more committees to work together. An at-large member may not chair a committee in his or her group.

*Section E.*

The Governing Board shall:

1. have responsibility for employment of, and related policies, for all employees except as provided in Article XII and Article XIII of these bylaws.
2. set amount and kinds of insurance.
3. submit a budget to the Annual Parish Financial Meeting for its vote.
4. develop, review, initiate and delete policies for the Parish.
5. have an examination made of the financial condition of the Parish to be completed within ninety (90) days after the fiscal year end and shall post a report.
6. conduct its meetings in accordance with the latest revision of "Robert's Rules of Order".
7. provide for temporary ministerial services in the event of ministerial vacancy.

*Section F.*

A quorum for Governing Board meetings shall consist of two-thirds (2/3) of the voting members of the board. Governing Board meetings shall be open to all Members and Friends, who may be provided the courtesy of the floor at the discretion of the President.

*Section G.*

The Governing Board may call for an “executive session” under the following procedures and purposes:

1. the President, or in his or her absence, the Vice President, shall give 48 hours advance notice of an executive session and its purpose to all Board members.
2. After an open meeting has been convened, a majority of the board members have voted in the affirmative and the vote is recorded by the Clerk.
3. Only voting members of the Board may attend an executive session.
4. The presiding board member has stated whether the Governing Board will reconvene in open session after the executive session.
5. An Executive session may only be called to discuss the following situations:
  - a. to consider discipline or dismissal, or to hear complaints about an employee
  - b. to consider and interview applicants for employment
  - c. for discussions pertaining to salary for professional staff and employees
  - d. to meet or confer with a mediator with respect to any litigation.
  - e. Issues pertaining to an individual Member or Friend of the Parish.

*Section H.*

Should the position of President become vacant the Vice President would become the President. Any other vacancy occurring on the Governing Board, including the offices of Vice President, Treasurer or Clerk, shall be filled by the Governing Board in consultation with the Nominating Committee. Such an appointee will serve until the next Annual Parish Program Meeting, at which time said position shall be filled, by election, for the balance of the original term of office. A person elected to fill the remainder of such an unexpired term is eligible to be re-elected to a new three (3) year term on the board without a break, provided such election will not result in continuous service of more than five (5) years on the board.

*Section I.*

The Governing Board may create and dissolve all ad hoc and task force committees, including establishing policies for committee appointments and their operation.

**Article IX – ELECTED COMMITTEES***Section A.*

The following rules apply to all elected committees except as hereinafter provided:

1. The following committees shall be elected by majority vote of Members at Annual Parish Program Meeting: Buildings & Grounds, Nominating, Religious Education, Cell Program Grant, the Trustees of Parish Funds, and Music-Worship.

2. All elected committee terms shall be three (3) year staggered terms. Terms shall begin July 1, following the Annual Parish Program Meeting at which the election took place.
3. The majority membership of each committee shall be Members. Friends of the Parish may be elected to membership on all elected committees with the exception of the Trustees of Parish Funds, Nominating, and Cell Program Grant Committees.
4. Any person leaving a committee after continuous service of three (3) years or more may not serve on the same committee again until after an interim of one year, except as otherwise specified in these bylaws.
5. An incumbent member of a committee shall be eligible for election to a term on that committee unless the completion of that term would result in continuous service of more than five (5) years, except as otherwise specified in these bylaws.
6. An elected committee member wishing to resign shall notify in writing, the Chair of the affected committee, the Minister, or the Chair of the Nominating Committee. During the period between Annual Parish Program Meetings, the Nominating Committee shall present nominees to the Governing Board to fill vacancies on any of the elected committees.
7. Minutes shall be taken at the Buildings & Grounds, Trustees of Parish Funds, Cell Program Grant Committee, and Religious Education meetings. A copy of these minutes shall be delivered promptly to the Administrative Assistant to be placed on file and shall be made available on request to all Members and Friends of the Parish.
8. Chairs of elected committees shall be Members of the Parish and shall be elected by majority vote of the committee at its first meeting. Members may not be a committee Chair their first year on the committee unless they have previous experience on that committee. Each committee shall also elect a Vice Chair.
9. Members and Friends may attend all committee meetings unless otherwise specified in these Bylaws.
10. The current, or outgoing Chair of each elected committee shall call an organizational meeting of his/her newly elected committee within two weeks after election at the Annual Parish Program Meeting. The Governing Board\_President shall arrange an organizational meeting for any newly created Committees.
11. A majority of the voting members shall constitute a quorum.

### *Section B*

#### 1. BUILDINGS AND GROUNDS COMMITTEE

The Buildings and Grounds Committee shall consist of a minimum of six (6) persons. This committee shall be responsible for the supervision of maintenance and improvements to the Parish buildings, the Parsonage and the grounds owned by the Parish. It shall recommend to the Governing Board suitable persons for the care of the buildings and grounds.

#### CELL PROGRAM GRANT COMMITTEE

- a. The Cell Program Grant Committee shall consist of five (5) persons: two (2) from the Social Justice Committee, one (1) from the Communications, Systems, and Information Technology Committee, one (1) from the Governing Board

(representing Leadership and Enrichment), and one (1) at-large member elected by the Parish.

- b. The committee shall be responsible for allocation of grants from the Cell Program funds, with 55% of such funds disbursed to social justice programs and activities, and 45% allocated among Communications, IT, Leadership, and Enrichment.
- c. The committee shall establish grant guidelines, procedures, and schedules to be followed by applicants, and create an appropriate evaluation system.
- d. The committee will report annually to the Governing Board.

## 2. NOMINATING COMMITTEE.

- a. The Nominating Committee shall consist of six (6) Members of the Parish, serving three (3) year staggered terms, and, the outgoing Board President as an ex-officio member for one (1) year.
- b. The committee shall select a Chair from its membership at its first meeting after the Annual Parish Program Meeting.
- c. A Nominating Committee vacancy between annual meetings shall be filled by the Governing Board.
- d. The function of the Nominating Committee shall be to nominate one candidate for each open elected office and position. The Nominating Committee shall make its final report to the Governing Board no fewer than thirty (30) days prior to the Annual Parish Program Meeting.
- e. Members of the Nominating Committee shall not be nominated for a Governing Board position.
- f. The Nominating Committee shall perform such other functions as shall be determined by the Parish or the Governing Board.
- g. All meetings of the Nominating Committee shall be confidential sessions.

## 3. RELIGIOUS EDUCATION COMMITTEE

The Religious Education Committee shall consist of ten (10) persons and it shall work with and assist the Director of Religious Education (DRE) in curriculum development and in carrying on an effective program for the Parish.

## 4. TRUSTEES OF THE PARISH FUNDS.

- a. A committee of five (5) Members of the Parish eighteen (18) years of age or older, to be called Trustees of the Parish Funds, shall be elected for not more than two (2) consecutive three (3) year staggered terms. A member who has served a partial term of one and a half (1 1/2) years immediately followed by a full term shall not be eligible for service on the Trustees of Parish Funds again until after the interim of one (1) year. The Trustees shall manage the trust funds of the Parish, in accordance with the terms under which such funds were given and received and in accordance with provisions of Chapter 68 of the General Laws of the Commonwealth of Massachusetts.

- b. The Trustees are required to meet periodically with the investment advisory firm that has been approved by the Parish to manage the trust fund investment portfolio.
- c. The Trustees shall meet at least quarterly and shall submit minutes of their meetings to the Administrative Assistant within twenty-one (21) days of said meetings and shall report annually to the Parish at the Annual Parish Financial Meeting on the status of the Trust Funds.
- d. The five (5) Members of the Trustees of the Parish Funds shall constitute the Trustees of the Partridge Fund. The Trustees of the Parish Funds shall designate three (3) of their members to be the individual trustees of the Delano Fund and said designees shall be affirmed by a vote of the Governing Board acting on behalf of the Parish.

#### 7. WORSHIP-MUSIC COMMITTEE

The Worship-Music Committee shall consist of nine (9) members plus the Minister and Music Director as ex-officio voting members. It shall share with the Minister the responsibility for the planning and conducting of worship services. In collaboration with the Music Director, it shall provide for the music program of the church, including but not limited to the choir and other musical components of the worship services.

### Article X – APPOINTED COMMITTEES

#### Section A.

1. Members of committees listed in this article and of temporary committees that may be created from time to time shall be appointed by the Governing Board from among Members and Friends of the Parish. The Governing Board may appoint members of such committees from nominations received from the Nominating Committee or at its own discretion.
2. Initial terms will be for a minimum of three (3) years, and members shall be eligible for an unlimited number of terms.
3. Each committee shall elect a Chair, who must be a Member of the Parish. Each committee shall elect a Vice Chair.
4. A majority of the voting members shall constitute a quorum.

#### Section B.

##### 1. AUDIT

The Audit Committee shall consist of three (3) persons. Their primary responsibilities will be:

- a. To establish guidelines for the processing of all Parish financial assets.
- b. To periodically conduct internal audits to ensure compliance with established guidelines.
- c. To prepare for, and interact with, an outside audit firm, when retained by the Governing Board.

##### 2. BUILDING USE

The Building Use Committee shall consist of a minimum of six (6) persons including the Minister, DRE, Administrative Assistant, and three additional persons. They shall review and schedule all uses of the Building and Grounds, and shall draft fee schedules as appropriate.

### 3. CAPITAL PROJECTS PLANNING

The Capital Projects Planning Committee shall consist of five (5) voting members: the Vice President, Chair of the Buildings and Grounds Committee, Chair of the Trustees of Parish Funds, and two persons from the Parish at large. The Treasurer shall be a non-voting member. Terms of all ex-officio members shall be concurrent with their elected positions. The committee shall be responsible for developing and maintaining both a short- and long-term plan to identify major capital improvement needs of the Parish in excess of \$3,000 and be funded outside the operating budget. Recommendations are to be submitted first to the Buildings & Grounds Committee, then to the Finance Committee for review and comment prior to being submitted to the Governing Board for approval.

### 4. CARING CONNECTION

The Caring Connection shall consist of a minimum of five (5) persons and it shall help individuals and families in crisis and visit ill and shut-in parishioners.

### 5. COMMUNICATIONS, SYSTEMS, and INFORMATION TECHNOLOGY

The Communications, Systems, and Information Technology Committee shall consist of a minimum of five (5) persons and it shall, in collaboration with the Director of Community Life and Learning and the Administrative Assistant, be responsible for providing support to educate Parish committees on effective communications, including copy and media, content management, and use of Internet and social media resources. The committee shall also monitor the use and maintenance of installed equipment, availability of supplies, seek upgrades as appropriate for all equipment, software, services, and information management practices and infrastructure used by the church.

### 6. DENOMINATIONAL AFFAIRS COMMITTEE

The Denominational Affairs Committee shall consist of a minimum of three (3) persons and it shall keep Members of the Parish informed of and promote their participation in denominational and ecumenical activities.

### 7. FELLOWSHIP COMMITTEE

The Fellowship Committee shall consist of a minimum of eight (8) persons. Their primary concerns are to:

- a. Serve or arrange for others to serve, the after-church coffee hour. Inventory and replenish basic kitchen supplies.
- b. Organize and serve the Ingathering Breakfast and Balloon Sunday Lunch.

### 8. FINANCE COMMITTEE

The Finance Committee shall consist of eight (8) Members of the Parish. Seven (7) shall be appointed on ex officio basis: the Vice President, the Treasurer, the Finance Liaison, representatives from the Stewardship Committee and Trustees of Parish Funds, and two (2) members of the Treasurer team. One committee member shall be elected from the Parish at large to a three (3) year term. The Treasurer shall be a non-voting member. It shall prepare an annual budget for review by the Governing Board and advise the Board on all matters of finance. Minutes shall be taken at all meetings. A copy of these minutes shall be delivered promptly to the Administrative Assistant to be placed on file and shall be made available on request to all Members and Friends of the Parish.

#### 9. FLOWER COMMITTEE

The Flower Committee shall consist of a minimum of five (5) persons and it shall provide for flowers at Parish Services and, following services, the distribution of flowers to shut-in persons in hospitals or others in need.

#### 10. HISTORICAL

The Historical Committee shall consist of a minimum of three (3) persons. They shall endeavor to develop and maintain all aspects of the history of the Parish. They shall be consulted concerning any alterations to either the interior or exterior of the Sanctuary.

#### 11. INTERNSHIP

The Internship Committee shall consist of a minimum of three (3) persons. They shall work with the Minister to evaluate prospective intern candidates and make recommendations to the Parish for hiring. The Committee is responsible for meeting with the Intern on a regular basis, and will follow UUA guidelines for Intern evaluations.

#### 12. MEMBERSHIP COMMITTEE

The Membership Committee shall consist of a minimum of five (5) persons. Additions to the committee between Annual Parish Program Meetings require approval of appointment by a vote of the Governing Board. The committee shall welcome, inform and integrate newcomers, Members and Friends into the church community, maintain a current membership list, publish a Directory of Members and Friends, and compile and maintain a file of skills and talents within the Parish. Members of the committee shall be eligible for an unlimited number of terms and said designees shall be affirmed by a vote of the Parish at the Annual Parish Program Meeting.

#### 13. PARTNER CHURCH

The Partner Church Committee shall consist of a minimum of five (5) persons. The committee is responsible for maintaining a relationship with our Partner Church, for keeping our Parish aware of the program and arranging periodic fund raising events to support our partner church.

#### 14. PERSONNEL

The Personnel Committee shall consist of three (3) persons. They shall be responsible for defining and maintaining personnel practices in the best interest of the Parish as defined in the Personnel Policy Manual and adopted by the then Parish Committee and make compensation recommendations to the Finance Committee for consideration in the annual budget.

#### 15. SMALL GROUP MINISTRY STEERING COMMITTEE

The Small Group Ministry Steering Committee shall consist of four (4) persons plus the Minister. It shall oversee the small group ministry program, providing support for existing groups, helping new persons integrate into groups and keeping the program vibrant in the church community as a whole.

#### 16. SOCIAL JUSTICE COMMITTEE

The Social Justice Committee shall consist of a minimum of five (5) persons and shall provide opportunities for First Parish Church members and friends to promote justice through service, education, and advocacy. It may study issues, inform, and educate the Parish and coordinate Parish activities with UU social justice programs including Welcoming Congregation, UU Mass Action Network, UU Urban Ministry, and UUSC and with local groups including Sustainable Duxbury and the Duxbury Interfaith Council.

## 17. STEWARDSHIP

The Stewardship Committee shall consist of a minimum of six (6) persons who shall be Members of the Parish, and whose yearly mission is to promote the long-term financial well-being of the Parish through:

- a. The annual Stewardship canvass, as well as canvassing new members as they join the Parish between annual canvasses.
- b. Promoting giving by Parish Members as part of their estate planning or, special donations outside of the annual canvass.

The committee will work closely with the Membership, Trustees, and Finance committees, and the Governing Board to provide a strong foundation for future capital fund campaigns.

## **Article XI – PROFESSIONAL STAFF COMMITTEES**

### *COMMITTEE ON MINISTRY*

The committee shall consist of six (6) persons serving three (3) year staggered terms. Two candidates will be selected by vote of the Governing Board from a list of five (5) submitted by the Minister annually. The purpose of the committee is to strengthen the quality of ministry in the congregation, and to serve as a support group and communications channel between the Minister, the congregation, and the Governing Board. All meetings of the committee with the Minister are confidential.

## **Article XII – MINISTER**

### *Section A.*

A Ministerial Search Committee shall be established when a new Minister is to be called. The committee shall consist of seven (7) voting Members of the Parish and shall be elected at a Parish Meeting. The Governing Board shall solicit nominations from the Congregation and select a slate of seven (7) candidates for presentation to the Parish. This Committee shall serve until dissolved by the Governing Board.

At the committee's first meeting, they shall elect a Chair. Meetings of the Ministerial Search Committee are not open and their minutes are not available to the Parish. In the event of a vacancy on this committee, the Governing Board shall appoint a new member to fill the vacancy.

The Minister shall be called at a meeting of the Parish by a vote of 90% of Members present and voting. At a Parish meeting called for such purpose, a 2/3rds majority of Members present and voting is required for dismissal of the Minister. All votes on the calling or dismissal of a Minister shall be by secret ballot.

### *Section B.*

The Minister and the Governing Board shall enter into an agreement, subject to the approval of the Parish which may include, but not be limited to, procedures for resignation or dismissal, review of salary and other compensation, vacations, continuing education and sabbatical leave.

### *Section C.*

The Minister shall share with the Parish responsibility for the conduct of worship and spiritual interests and activities of the Parish. The Minister shall report to and advise the Governing Board concerning Parish activities and may recommend policy. The Minister shall report annually to the Parish at the Annual Parish Program Meeting. The Minister shall be responsible for keeping records of all dedications, weddings, and funerals. The Minister shall have supervisory

responsibility for all staff including authority, with approval of the Governing Board, to hire and terminate members of church staff.

**Article XIII – ADDITIONAL PROFESSIONAL STAFF**

The Governing Board shall enter into contract with additional professional staff, which contract shall specify a written statement of responsibilities and which may include, but not be limited to, procedures for resignation or dismissal, review of salary and other compensation, vacations, continuing education, and sabbatical leave.

**Article XIV – GENERAL BYLAW PROVISIONS**

Section A. The Bylaws may be altered, amended, or repealed at any meeting of the Parish by a vote of two-thirds (2/3) majority of those present and voting provided that the call for the meeting shall contain notice of the intent to alter, amend or repeal, and shall specify the Bylaw or Bylaws to be altered, amended, or repealed.

*Section B. SEVERABILITY*

Any finding that a provision of these bylaws conflicts with law will not have the effect of invalidating other provisions of these bylaws.

*Section C. ADOPTION*

Adopted and made effective at the meeting of the Parish on the 1st day of June, 2025 to cancel and supersede all previous bylaws of the Parish.