

Notable proposed changes to NHCC bylaws

October 6, 2024

Updates to reflect reality

- Remove Weekday Nursery
- Rename Worship & Spiritual Life “Board of Deacons”
- Rename meetings; the regular October meeting is not “Special”
- Make church fiscal year July 1 to June 30
- Reduce frequency of bylaws review from least every three years to at least every 10 years
- Post call to meetings for members on church website for official notice
- Have terms of office begin on July 1

Staff and officers

- Add staff section
- Add performance expectation to staff positions: The [employee] will be given feedback and the opportunity to address any gaps in performance prior to a termination decision, with the exception of lapses in safety, use of Church resources, or harassment and discrimination, any of which may lead to immediate termination.
- Remove term limits for Clerk
- Clarify B&G’s coordination with office administrator
- Require that pastor resignation letter goes to Deacons and to Moderator
- Clarify criteria for dismissing a pastor
- Specify that Moderator may be called “President” for the purpose of signing a contract
- Have moderator sign contracts \$30k or higher
- Streamline Treasurer section; move details to a separate Treasurer Job Description
- Give treasurer authority to sign maintenance contracts on behalf of NHCC
- Remove: Music Director is ex officio member of Deacons
- Remove: Treasurer, assistant treasurer, and members of Endowment Trustees have to be bonded. This requirement is covered by NHCC’s insurance (per email from insurance agent).

Membership

- Remove baptism requirement for membership but ask that people be on a journey to baptism
- Remove practice of new members signing a membership roll; this stopped happening 15 years ago.
- Add section on Termination of membership initiated by church.

Committees

- Move to Council: To approve all extraordinary expenditures, including any expenditure over the line item amount in the current budget.

- Reduce number of members required for various committees (e.g., make senior pastor search committee 8-12)
- Change Stewardship Council to Stewardship Committee. Streamline to focus on annual stewardship campaign. Remove requirement that Assistant Treasurer serve on Stewardship
- Remove Confirmation class from CE
- Remove adult ed from CE and place under Deacons
- Remove ministries from bylaws and save the descriptions in another document; leave in bylaws an overview: Subcommittees and Ministry Groups. They work within committees and report to them. Not appointed by Council.
- Remove Memorials Secretary. Streamline duties and divide them among Treasurer Job Description (separate document), Stewardship, and B&G.
- Under Deacons, change Pastoral Relations from a ministry to a subcommittee and give Pastoral Relations its own subsection

October 17, 2024

Updates to reflect reality

- Add clause permitting virtual attendance at church meetings, as follows:
 The Church Council may authorize virtual attendance at meetings and provide online access. Virtual voters may be required to give notice to the Clerk four days before each meeting in order to organize access. When these means are provided, Full Members attending remotely will have full rights to voice and vote.

Staff and officers

- Based on review by lawyer, clarify language for accountability.
 2011 version: **The Pastor is accountable to the church and the Church Council generally and to the Board of Deacons specifically.**
 Proposed language: **The Pastor is accountable to the church. The church delegates ongoing oversight and guidance to the Church Council, and responsibility for annual feedback and performance evaluation to the Board of Deacons.**
- Have Sexton report to Building Manager.
- Allow for Assistant Clerk office to be filled by the chairs of the Operating Committees on a rotating basis.

Membership

- Add notification about membership changes as follows:
 After two years, if no contact can be established, **and after best simple notice**, the Board of Deacons may choose to remove those names from the membership list.
- Based on review by a lawyer, add the following:
A list of Full Members and Associate members will be maintained, created, and voted on annually by the Board of Deacons, and signed annually by the Clerk and the pastor.

Committees

- Clarify that Deacons and pastor are responsible for confirmation.
- Clarify the placement of adult education under Deacons, as follows:
 - To encourage adult spiritual growth and education, which might include sponsoring a subcommittee that develops and organizes adult education programming.
- Increase the frequency by which the deacons need to review the membership list and add a voting requirement, as follows:
 - To create and vote on a membership list annually by June 1st, prior to the June Annual Meeting.
- Increase the frequency of Council review of Safe Church policies to every five years from every ten years.
- Based on review by lawyer, add a notification requirement for the Church Council, as follows:
 - To exercise the delegated authority and to act on behalf of and be responsible to the entire membership of the church. It will function as the church between congregational meetings and will inform the membership in a timely manner of such actions (for example, extra budget allocations, disposition of property, and other unusual events).
- Add responsibility for media under Council, as follows:
 - To oversee the media platforms of the church, ensure that formats and postings are consistent with the mission and policies of the church and, when needed, form a subcommittee or ministry group and/or hire a consultant to manage platforms.