

# **FEDERATED CHURCH OF CASTLETON, VERMONT INCORPORATED**

## **BY-LAWS**

### **PREAMBLE**

Established with vote to hold union services February 19, 1902  
Designated Federated Church of Castleton, April 9, 1902  
Formalized by adoption of Articles of Federation, 1922  
Incorporated under the laws of the State of Vermont, September 9, 1924

Amended on February 14, 2010

- Whereas**, we, the members of the Federated Church of Castleton, Vermont, have shared mutual Christian interests since 1902; and
- Whereas**, persons of all Protestant Evangelical churches have accepted into our church community; and
- Whereas**, in order to have an effective, yet ecumenical, ministry to the wider church, we have elected to work in covenant with the Vermont Conference of the United Church of Christ and the Troy Conference (or its successor) of the United Methodist Church; and
- Whereas**, we believe it is the will of God, the highest service to Christ, and a contribution to the welfare of the community to continue together, do hereby make and agree to the following:

### **PART I NAME, PURPOSE AND MISSION**

The name of this church is the Federated Church of Castleton, Vermont, hereinafter referred to as FCC.

The purpose of FCC is to provide for and maintain the public worship of God in accordance with the Christian faith of our Church; to promote the spiritual welfare of our members and to extend the Kingdom of Christ, dedicated to the Christian ideals of love, redemption and relationship of its members, its community and people everywhere.

The mission of FCC is to encourage the spiritual growth, personal peace, and well being of all who seek a relationship with God through the Christian faith by providing a safe, open, non-judgmental and nurturing atmosphere. We will provide community and mutual support through Christian fellowship and be instruments of peace and justice by reaching out to those in need and by being good stewards of the world through action and example.

**PART II  
FAITH AND COVENANT**

We confess our faith in God, whom Jesus called Father, our reverent love for Jesus Christ, our Savior, and our willingness to be guided by the Holy Spirit, believing in the Holy Trinity. We promise as members of this Church to walk together as Christians, obedient to the teachings of the Holy Scriptures, and to submit to the government and discipline of this Church until we are regularly dismissed there from. And this we do for the glory of God, for the good of all people and for our mutual growth in all Christian graces, seeking to do all in faith, fellowship and service, in the Spirit of our Lord and Savior, Jesus Christ.

*(based on Articles of Federation, 1922)*

**PART III  
GOVERNMENT AND FELLOWSHIP**

**Section 1 - GOVERNMENT**

The government of FCC is vested in its members, who exercise the right of control in all its affairs. It is accountable to no other ecclesiastical body. FCC is a covenant member of the United Church of Christ (UCC) through the Vermont Conference of the United Church of Christ, and the United Methodist Church (UMC) through the Troy Conference (or its successor) of the United Methodist Church.

**Section 2 - FELLOWSHIP**

We recognize that the members of FCC come from a number of different denominational traditions. We respect the contributions to the church universal represented by the various statements of faith made by our Christian forebears over the years. Each member shall have the undisturbed right to follow the Word of God according to the dictates of his or her own conscience, under the enlightenment of the Holy Spirit. We accept our personal responsibility to nurture our individual faith as well as the call to share such faith insights humbly and lovingly with others.

**PART IV  
MEMBERSHIP**

**Section 1 - TYPES AND RIGHTS OF MEMBERSHIP**

FCC welcomes into its membership any person who promises, by the grace of God, to grow in their faith and to be a faithful member of this Church, celebrating Christ's presence and love.

**A. Members** shall be those who are at least twelve (12) years of age and who, having received baptism, present letters of transfer from other churches, or who profess or re-affirm their Christian faith. Persons of or between the ages of twelve (12) and sixteen (16) will receive instruction concerning Christian faith and history before meeting with the Board of Deacons to be welcomed and received. Persons under the age of twelve (12) will be welcomed to all church activities and upon attaining the age of twelve (12) will be welcomed into instruction for membership. Members

may participate and vote in all transactions of FCC and shall be eligible (if eighteen (18) years of age or older) for election to any FCC office.

**B. Associate Members** shall be those who wish to hold dual membership, recognizing both their membership in another community of faith and their desire to support FCC and its purposes. Associate members may serve in elective office or on any church committee, and vote in the transactions of this congregation.

**C. Inactive Members** shall be those Members or Associate Members who have not, over a period of two years, made any attempt to fulfill the duties as described below (Part IV, Section 3). The Board of Deacons shall make diligent effort to contact such members with their concern. If their contact has no effect, the Board of Deacons shall transfer the names of such Members or Associate Members to the Inactive Membership list. Inactive Members shall have all the rights of church membership except they shall not have the right to serve in elective office or to vote at congregational meetings.

### **Section 2 – RECEPTION**

All persons desiring to become Members or Associate Members of FCC shall be welcomed and received by the Board of Deacons.

### **Section 3 – DUTIES**

In accordance with the dictates of his/her conscience under the covenant relationship with FCC, it shall be the responsibility of every Member and Associate Member to support the church, as each one is able, with offerings of prayer, participation, and financial support.

### **Section 4 – TERMINATION OF MEMBERSHIP**

The Board of Deacons shall remove names from any church membership list for any of the following reasons:

- A. Letter of transfer to another church
- B. Letter of request to be removed by the Member
- C. Death.

## **PART V MINISTER**

The Minister shall be the spiritual leader of the congregation and shall participate in the regular affairs of FCC and the community.

- A. The responsibilities of the Minister shall be to:
  - 1. Witness as one who believe in Jesus Christ and one who accepts the basic doctrines of the Christian faith.
  - 2. Preach the Word of God.
  - 3. Administer the sacraments.

4. Provide leadership for services of public worship.
  5. Make pastoral calls.
  6. Seek effective ways to help FCC grow numerically.
  7. Promote the spiritual growth of FCC and those whom it serves.
  8. Report vital statistics concerning baptisms, marriages, reception of new members, and deaths to the Clerk and oversee the prompt issuing of certificates.
  9. Prepare a report for the Annual Meeting
- B. The Minister shall be an ex-officio member of all Boards, Church Council, and Committees. The Minister shall have the right to call a meeting of any Board, Church Council, or Committee.
- C. The Minister may dissolve the pastoral relation by giving three (3) months advance written notice or a Special Meeting (*Part XI, Section 6*) may be called by the Church Council to consider a proposal to request a Minister's resignation. The quorum for said meeting shall be fifty percent (50%) of the active church membership with a two-thirds (2/3) ballot vote of those present necessary to act on the proposal.
- D. The Church Council will activate the pastoral search process when a vacancy occurs in the position of Minister, and a new Minister will be called at a Special Meeting. (*Part XI, Section 7*) The Minister shall hold office without limitation of time, and may be installed, recognized and/or ordained when the Minister and Church Council so desire.

## **PART VI GENERAL PRACTICES**

### **Section 1 - REMOVAL FROM OFFICE**

Any person may be removed from any elected or appointed position for non-performance of duties by an affirmative vote of a majority of the Church Council. The Church Council shall notify the person involved.

### **Section 2 – SUCCESSION**

Any person who has served two full terms on any Board, Church Council, or Committee is not eligible for re-election to the same office until one full year has elapsed.

### **Section 3 – ELECTIONS**

All Officers, members of Boards, Church Council, Committees, and Delegates shall be elected at the Annual Meeting by a majority vote, unless otherwise provided in these By-Laws.

### **Section 4 – PROCEDURES**

In addition to the responsibilities enumerated for each, all Boards, Church Council, Committees, Organizations and Delegates of FCC:

- A. May recruit FCC membership, as needed, to assist in performing duties.

- B. Shall, at the first meeting held, elect a chairperson and a secretary, review history, clarify tasks, and prepare a schedule of meetings for the ensuing year.
- C. Shall submit a budget request in accordance with procedures established by the Church Council.
- D. Shall prepare a report for the Annual Meeting which shall be filed with the Clerk .
- E. Shall hold meetings that are open to all active church membership; shall have the right to determine the degree of participation, if any, of any non-voting participant; and by majority vote, may go into Executive Session.

## **PART VII OFFICERS**

### **Section 1 – OFFICERS**

The Officers of FCC shall be the Moderator, Clerk, Treasurer, Assistant Treasurer, Financial Secretary, Assistant Financial Secretary, and Historian.

All Officers shall be active members of the church elected for a one(1) year term and may be re-elected as specified below. No person may hold more than one Officer position concurrently.

### **Section 2 – MODERATOR**

The Moderator shall be elected at the Annual Meeting for a term of one (1) year. If having served three (3) successive terms, no Moderator shall be eligible for reelection until at least one year has elapsed. The Minister shall not serve as Moderator.

The responsibilities of the Moderator shall be to:

- A. Preside at all Congregational and Church Council meetings and shall vote only to break a tie. If the Moderator is unable to serve at any meeting, a Moderator pro tempore shall be elected for that meeting by the active membership present.
- B. Establish the agenda for Congregational and Church Council meetings.
- C. Prepare a written report for the Annual Meeting.

### **Section 3 – CLERK**

The Clerk shall be elected at the Annual Meeting for a term of one (1) year. If having served three (3) successive terms, no clerk shall be eligible for reelection until at least one (1) year has elapsed.

The responsibilities of the Clerk are to:

- A. Keep faithful records of any congregational and Church Council meetings. If the Clerk is unable to serve at any meeting, a Clerk pro tempore shall be elected for that meeting by the active membership present.
- B. Give legal notice of all meetings of the congregation.
- C. Keep a register of the Members and Associate Members of the church with dates and modes of admission and removal.

- D. Keep a record of baptisms, marriages, and deaths.
- E. Serve on the Church Council.
- F. Prepare a written report for the Annual Meeting.

#### **Section 4 – TREASURER**

The Treasurer shall be elected at the Annual Meeting for a term of one (1) year with no term limitations.

The responsibilities of the Treasurer shall be to:

- A. Keep accurate account of all receipts and disbursements.
- B. Pay all bills of the church in accordance with the budget or on order of the Church Council.
- C. Provide the Church Council, Board of Deacons and Board of Trustees with such interim reports and information as may be required by them or the congregation.
- D. To submit all reports of financial activities as and when required by the various government agencies.
- E. To manage accounts and investments as directed by the Board of Trustees and approved by the Church Council.
- F. Prepare an annual report and statement of receipts, disbursements, and accounts for the Annual Meeting.

#### **Section 5 – ASSISTANT TREASURER**

The Assistant Treasurer shall be elected at the Annual Meeting for a term of one (1) year with no term limitations. The Assistant Treasurer shall be responsible for carrying out the duties of Treasurer in the Treasurer's absence.

#### **Section 6 – FINANCIAL SECRETARY**

The Financial Secretary shall be elected at the Annual Meeting for a term of one (1) year with no term limitations.

The responsibilities of the Financial Secretary shall be to:

- A. Receive, record, and deposit all church offerings.
- B. Maintain the records of contributions and pledges or any other special pledges or gifts received, and furnish contributors with statements of their contributions when directed by the Church Council.
- C. To coordinate and oversee work of the Assistant Financial Secretary.
- D. To submit any reports of financial contributions as needed by the Board of Deacons, Board of Trustees and Church Council.
- E. To maintain a decorum of confidentiality beyond those authorized to receive information by the Board of Trustees and Church Council.

#### **Section 7 – ASSISTANT FINANCIAL SECRETARY**

The Assistant Financial Secretary shall be elected at the Annual Meeting for a term of one (1) year with no term limitations. The Assistant Financial Secretary shall be responsible for carrying out the duties of Financial Secretary in the Financial Secretary's absence.

## **Section 8 – HISTORIAN**

The Historian shall be elected at the Annual Meeting for a term of one (1) year with no term limitations.

The responsibilities of the Historian shall be to:

- A. Collect, preserve, and index materials of vital interest in the life and history of FCC.
- B. File such materials and records that are not kept by the Clerk.
- C. Promote historic awareness within the church and larger community.

## **PART VIII CHURCH COUNCIL**

The Church Council shall consist of the Moderator, Minister (ex-officio), Clerk, chairpersons of the Board of Deacons, Board of Trustees, Worship and Music Committee, Christian Education Committee, and the Mission and Outreach Committee.

The responsibilities of the Church Council shall be to:

- A. Serve as the general coordinating body of FCC.
- B. Deliberate and act upon the recommendations of the Boards and Committees.
- C. Review annually the job performance of the Minister(s).
- D. Fill unexpired terms of Committee or Board vacancies until the next Annual Meeting.
- E. Prepare and present a budget, incorporating budget proposals from all Boards and Committees for consideration at the Budget Meeting.
- F. Conduct the annual stewardship campaign and approve any other fund-raising projects or campaigns.
- G. Appoint a Pastor Search Committee composed of five (5) persons representative of the congregation when it becomes necessary to call a Minister.

## **PART IX BOARDS**

### **Section 1 – BOARD OF DEACONS**

The Board of Deacons shall consist of six (6) members elected for staggered three(3) year terms. No member shall serve more than two (2) consecutive terms and shall be ineligible to serve a new term until at least one (1) year has elapsed.

The responsibilities of the Board of Deacons shall be to:

- A. Provide, with the Minister, oversight in ministering to the spiritual well being of the congregation.
- B. Assist in the preparation for, and execution of, the Sacraments of the Lord's Supper and Baptism.
- C. To examine, receive, and welcome candidates for church membership.
- D. Promote, with the Minister, congregational growth and a ministry of presence with special attention to visitors, the sick, the needy, and the housebound.

- E. Provide, in the absence of the Minister for reasons of disability, vacation, continuing education, or pastoral vacancy, pulpit supply and pastoral care.
- F. Assist and provide oversight, with the Minister, in the scheduling and execution of church weddings, funerals, and the (re)affirmation of sacred vows.
- G. In consultation with the Minister, provide oversight and administer the Communion Fund.
- H. Promote and provide opportunities for congregational fellowship.
- I. Provide a written report for the Annual Meeting.

## **Section 2 – BOARD OF TRUSTEES**

The Board of Trustees shall consist of six (6) members elected for staggered three (3) year terms. No member shall serve more than two (2) consecutive terms and shall be ineligible to serve a new term until at least one (1) year has elapsed.

The responsibilities of the Board of Trustees shall be to:

- A. Have charge of all legal documents pertaining to the church except those properly held by the Clerk or Treasurer; have charge and custody of all funds and all property of the FCC; and have charge of the financial affairs, subject to the provisions mandatory under the laws of the state of Vermont. They shall see that a legal organization is maintained at all times.
- B. Have the power to buy, sell, mortgage, lease, or transfer property only with the specific authorization by vote of this congregation.
- C. Oversee any church employee-employer agreements and legal contracts of any nature.
- D. Review the adequacy of compensation for any paid staff under its supervision. This review shall include an evaluation of working relationships and job performance.
- E. Attend to the care, cleanliness, maintenance, repair, improvement, and historical preservation of all properties of the FCC.
- F. Maintain adequate insurance coverage for the properties and liabilities as required.
- G. Provide oversight of the Memorial Fund , ordinarily provided by more than one donor, held in memory of a deceased friend or loved one. Items purchased from the Memorial Fund should have a lasting value.
- H. Provide stewardship of any church investment or endowment. Investment or endowment shall be defined as property of any type transferred to the church by assignment, conveyance, devise, beneficiary designation or otherwise, for purposes other than meeting the church's budgeted expenses or obligations, and segregated from the operating funds. The Board of Trustees shall have the responsibility of making recommendations to the Church Council if it deems it to be advantageous to change investment vehicles or administration.
- I. Provide assistance in the collection and assignments of gifts and offerings following worship services.
- J. Annually appoint (an) Auditor(s) who shall not at the same time be a Financial Secretary, Treasurer, or service on the Board of Trustees. The Auditor(s) need not be a part of the active membership of FCC. The Auditor(s) shall undertake a financial review of all books and records relating to the church's finances, and provide a report of findings to the congregation.
- K. Provide a written report for the Annual Meeting.

**PART X**  
**STANDING COMMITTEES**

All Standing Committees (with the exception of the Executive Committee and the Nominating Committee) shall consist of six (6) members elected for staggered three (3) year terms.

**Section 1 – EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the Moderator, who will serve as chairperson, the Clerk, the Treasurer, and the Minister. The Executive Committee shall be empowered to act for FCC in times of emergency, providing such actions are consistent with these Bylaws.

**Section 2 – MISSION AND OUTREACH COMMITTEE**

The responsibilities of the Mission and Outreach Committee shall be to:

- A. Present a continuing program of mission education for the congregation.
- B. Promote approved offerings of mission and outreach for local, regional, national, and world needs.
- C. Prepare an annual budget for the “Church in Mission” to be presented to the Church Council prior to the annual Stewardship Campaign.
- D. Provide a written report for the Annual Meeting.

**Section 3 – WORSHIP AND MUSIC COMMITTEE**

The responsibilities of the Worship and Music Committee shall be to:

- A. Provide support and supervision of the FCC program of sacred music and music staff.
- B. Oversee, in consultation with the Organist and Music Director, the maintenance, improvement, or addition of the church’s musical instruments.
- C. Review the adequacy of compensation for the Organist and Music Director. This review shall include an evaluation of working relationships and job performance.
- D. Review the adequacy of the budgeted amounts for those areas involving worship and the music program.
- E. Provide insight and oversight concerning the worship experience at FCC.
- F. Recruit and provide oversight to greeters, ushers, acolytes, lay liturgists, and the flower committee.
- G. Provide for the orderly arrangement of pew placements and sanctuary appointments.
- H. Maintain a record of worship attendance.
- I. Provide a written report for the Annual Meeting.

**Section 4 – CHRISTIAN EDUCATION COMMITTEE**

The Responsibilities of the Christian Education Committee shall be to:

- A. Provide support and supervision of the FCC educational ministry. This ministry shall include Cradle Roll, Sunday School, Youth Activities, and Adult Education.
- B. Choose curriculum, and recruit and train teachers and leaders to carry out the programs.
- C. Provide, with the counsel of the Board of Trustees, adequate facilities and equipment for the Christian Education programs.

- D. Make provision for child-care and creative time for children as needed for the programs and ministry of the church.
- E. Review the adequacy of compensation for any paid staff under its supervision. This review shall include an evaluation of working relationships and job performance.
- F. Make any annual budget recommendations relating to their areas of oversight which will be reviewed by the Church Council prior to the annual stewardship campaign.
- G. Maintain a record of Christian Education program attendance.
- H. Provide a written report for the Annual Meeting.

### **Section 5 – NOMINATING COMMITTEE**

The Nominating Committee shall consist of six (6) members constituted for each year as follows: one (1) member appointed by and from the Board of Deacons, one (1) member appointed by and from the Board of Trustees, one (1) member appointed by and from the Christian Education Committee, one (1) member appointed by and from the Mission and Outreach Committee, one (1) member appointed by and from the Worship and Music Committee, and one (1) member elected by the congregation as member-at-large. The Nominating Committee shall prayerfully endeavor to place names for nomination at the Annual Meeting for the following offices for terms as specified by the Bylaws: Moderator, Clerk, Treasurer, Assistant Treasurer, Financial Secretary, Assistant Financial Secretary, Historian, Board of Deacons, Board of Trustees, Mission and Outreach Committee, Worship and Music Committee, Christian Education Committee, Nominating Committee, and delegates in accordance with needs to fulfill our covenants with denominational or interfaith organizations as may exist.

## **Part XI MEETINGS**

### **Section 1 - WARNINGS OF MEETINGS**

Warnings of all congregational meetings shall be published in writing and read from the pulpit during worship on two (2) consecutive Sundays prior to the meeting. The warning shall include the date, time, place and specific purpose of such meeting.

### **Section 2 – VOTING PRIVILEGES**

All Members and Associate Members of FCC may vote on any business brought before the congregation.

### **Section 3 – PROCEDURE AND QUORUM**

The most current edition of Robert's Rules of Order shall be the parliamentary guide in all meetings of Committees, Boards, Church Council and Congregation. A quorum at any meeting of the congregation shall consist of ten percent (10%) of the active church membership except as otherwise provided in the Bylaws. Committees, Boards, and Church Council shall require a quorum of three (3) members. A majority of those present and voting shall be required to pass any motion except as otherwise provided in the Bylaws.

#### **Section 4 – ANNUAL MEETING**

The Annual Meeting shall be held on the second Sunday in February following the Worship Service, to hear the annual reports of the Officers, Minister, Boards, Committees and Delegates; and to transact such other business as may properly come before the meeting.

#### **Section 5 – BUDGET MEETING**

The Budget Meeting shall be held in November or December to present and approve the proposed budget for the ensuing year, and to transact such other business as may properly come before the meeting. No matters other than the budget may be voted on unless they have been properly warned.

#### **Section 6 – SPECIAL MEETINGS**

The Minister, Moderator, or any ten percent (10%) of the active membership may request in writing that the Church Council schedule a Special Meeting of the congregation. Warnings of Special Meetings shall be in accordance with Part XI, Section 1.

#### **Section 7 – MEETING TO CALL A NEW MINISTER**

The calling of a new Minister and approval of the general terms of his/her contract, shall take place at a meeting called by the Church Council for the purpose of acting on its recommendation of a new Minister. The Letter of Call will be read at the meeting prior to a vote being taken. The quorum for said meeting shall be twenty-five percent (25%) of the active church membership with a two-thirds (2/3) ballot vote of those present necessary for approval.

#### **Section 8 – MEETING INVOLVING REAL ESTATE**

The purchase, sale, transfer, or encumbrance of FCC real estate shall be considered at a meeting called for that purpose. The quorum for said meeting shall be twenty-five percent (25%) of the active church membership with a two-thirds (2/3) ballot vote of those present necessary for approval.

### **PART XII SACRAMENTS**

#### **Section 1 – BAPTISM**

Baptism is administered both to adults and children of the faithful.

A. Adults: The sacrament may be administered to any adult requesting baptism who has not been baptized previously and who is uniting with FCC by Profession of Faith.

B. Children: In the case of infant baptism, since the parents or legal guardians respond to the questions asked, it is presupposed that at least one parent is a professed Christian. Members of the congregation are also asked to make promises accepting responsibility for the Christian nurture of those being baptized.

C. The sacrament will be administered on the Lord's Day at the public worship service before the congregation, unless there are extenuating circumstances.

## **Section 2 – THE LORD’S SUPPER**

The Lord’s Supper will be celebrated regularly at times scheduled by the Minister and Board of Deacons.

The method for celebration includes:

- A. Distribution of the elements by the Deacons to the congregants in the pews.
- B. Invitation to come to the Table and receive by intinction (dipping small pieces of bread into a chalice).

As Jesus Christ is the host at his Table, FCC invites all who have accepted Him as Lord and Savior to celebrate communion with us.

## **PART XIII PERMANENT FUNDS**

### **Section 1 - PURPOSE OF PERMANENT FUNDS**

Christian people are called to be faithful stewards of all the gifts God has given to us including accumulated, inherited and appreciated resources; and there are many ways available to giving to the work of the church, such as bequests in wills, charitable remainder trusts and gift annuities, assignment of life insurance, and transfer of property (cash, stocks, bonds, real estate). Therefore it is the desire of this congregation to receive and administer these gifts in a manner consistent with the faith expressed by the grantors and in accord with the policies of this congregation. The purpose of the Permanent Funds is to expand and enrich the mission and ministry of the church through responsible stewardship and oversight of the special gifts entrusted to it.

### **Section 2 - DEFINITION OF PERMANENT FUNDS**

Property of any type transferred to the church by assignment, conveyance, devise, beneficiary designation or otherwise, for purposes other than meeting the church’s budgeted expenses or obligations, shall be segregated from the operating funds and shall be regarded as belonging to the Federated Church of Castleton, Vermont Permanent Funds.

### **Section 3 - OPERATION OF PERMANENT FUNDS**

The Permanent Funds Committee shall consist of six members (6) members, four of whom shall be voting members of the committee. The Church Treasurer and Minister shall serve as advisory members, without vote. The Board of Trustees shall be responsible for appointing members to serve on this Committee. Except as herein limited, the term of each voting member shall be four (4) years. Upon adoption of these amended bylaws, following the next annual meeting, the Trustees shall appoint four (4) voting members: one (1) for a term of four (4) years; one (1) for a term of three (3) years; one (1) for a term of two years; and one (1) for term of one (1) year. After the first year, a new member will be appointed annually . No member shall serve more than two consecutive terms. After a lapse of one (1) year, former Permanent Funds members may be re-appointed.

The Permanent Funds Committee shall meet at least quarterly, or more frequently as deemed by it in the best interest of the Permanent Funds; and shall report to the Board of Trustees any actions, recommendations or deliberations.

A quorum shall consist of three (3) voting members.

The Permanent Funds Committee shall elect from its voting membership a chair and secretary. The chair, or member designated by the chair, shall preside at all committee meetings. The secretary shall maintain an accurate record of minutes of the meetings and complete, current files of accounts for the Permanent Funds.

The Permanent Funds Committee shall maintain files for each Donor's gift, devise or bequest showing the name and address of each donor as well as the original value of each gift, devise or bequest (net cost) given by a donor. A signed copy of the donor's specific gift, devise or bequest agreement shall also be placed in said file.

The Permanent Funds Committee shall keep before the congregation the opportunity which the Permanent Funds provides for special gifts, deferred gifts and bequests. It shall promote and present the Permanent Funds as an appropriate vehicle for strengthening the church's program and outreach..

The records of the Permanent Funds accounts shall, in conjunction with all other books and records relating the church's finances, have a financial review once a year with the provision that no persons engaged in such a financial review presently serve on the Permanent Funds Committee. The Permanent Funds Committee shall be responsible for preparing an annual report of the Permanent Funds for presentation to the congregation at the annual meeting.

The Permanent Funds Committee, at the expense of the Permanent Funds, may call upon professional and/or legal counsel as may be deemed in the best interest of the Permanent Funds.

The Permanent Funds Committee shall have the responsibility of making recommendations to the Board of Trustees if it deems it to be advantageous to change investment vehicles or managers.

#### **Section 4 - ACCUMULATION AND DISTRIBUTION**

It shall be the responsibility of the Permanent Funds Committee to acknowledge and recognize gifts and bequests received as is appropriate.

It shall be the policy of the Permanent Funds Committee, with the approval of the Board of Trustees, to convert, as soon as reasonable, all gifts of real estate, corporate stocks, bonds or other in-kind property to cash. Restricted gifts shall be used as specified by the donor. Unrestricted gifts and bequests made to the Permanent Funds shall be divided as follows:

A. Thirty three percent (33%) shall be deposited into the Federated Church Congregational Life Fund and treated as a sub-fund with a title that shall include the name of the donor in whose memory or honor this fund is established. The market value of this sub-fund shall be maintained in proportion to the market value of the larger Federated Church Congregational Life Fund at the time of deposit.

Annual distributions from the Federated Church Congregational Life Fund shall be used to support the congregational life of the church (annual program and operations). Annual distributions available for the next fiscal year shall be determined once a year, after receiving the September 30 (3<sup>rd</sup> quarter) fund reports, by taking five percent (5%) of the average of the twelve (12) prior quarterly market values (over a three year period) if available.

B. Thirty four percent (34%) shall be deposited into the Federated Church In Mission Fund and treated as a sub-fund with a title that shall include the name of the donor in whose memory or honor this fund is established. The market value of this sub-fund shall be maintained in proportion to the market value of the larger Federated Church In Mission Fund at the time of deposit. Annual distributions from the Federated Church In Mission Fund shall be used to support designated and approved missions of the church. Annual distributions available for the next fiscal year shall be determined once a year, after receiving the September 30 (3<sup>rd</sup> quarter) fund reports, by taking five percent (5%) of the average of the twelve (12) prior quarterly market values (over a three year period) if available.

C. Thirty three percent (33%) shall be deposited into the Federated Church Capital and Program Development Fund and treated as a sub-fund with a title that shall include the name of the donor in whose memory or honor this fund is established. The market value of this sub-fund shall be maintained in proportion to the market value of the larger Federated Church Capital and Program Development Fund at the time of deposit. Distributions from this fund shall be used to support capital improvements or new church programs. No distribution shall be made from this fund without the congregation's approval. Distributions from this fund may include principal value, income and appreciation of principal value.

#### **PART XIV AMENDMENTS**

These Bylaws may be amended by a two-thirds (2/3) vote of the active church membership present and voting at any Annual Meeting of FCC or a congregational meeting expressly called for that purpose.

#### **PART XV DISSOLUTION**

Be it resolved that if, and in the event the Federated Church of Castleton, Vermont, Inc., is dissolved or ceases to exist for any reason whatsoever, all assets of the Federated Church of Castleton, Vermont, Inc., after the payment of all bills and outstanding obligations, shall be distributed to an entity to be determined at that time by a two-thirds (2/3) vote of the remaining active membership.

#### **PART XV**

These Amended Bylaws shall be effective as of the Annual Meeting on February 14, 2010.

Upon adoption of these Amended Bylaws, the Bylaws adopted and amended on February 8, 2009, are hereby repealed.