

# *The Faith and Government of* PARK STREET CHURCH

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*Adopted February 26, 2003 and Amended February 10, 2011, February 27, 2013 and February 26, 2020.*

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## ARTICLE I: NAME

The name of this church is Park Street Church. Its seal shall consist of an oval design bearing the words:

PARK STREET CHURCH  
Organized, 1809. Incorporated 1916.  
Boston, Massachusetts

## ARTICLE II: COVENANT OF FAITH AND GOVERNMENT

WE PROFESS our decided attachment to that system of the Christian religion which is designated evangelical and includes the following professions:

WE BELIEVE that the Scriptures of the Old and New Testaments are the Word of God and the all-sufficient rule of faith and practice.

WE BELIEVE that there is one and but one living and true God, subsisting in three persons, the Father, the Son, and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all, and governs all.

WE BELIEVE that Jesus Christ is the Son of God, the Savior of the world, and that through His life, death, and resurrection an atonement was made for sin and redemption was provided for all people.

WE BELIEVE that repentance for sin and the acceptance of Jesus Christ as personal Savior is the one and only way whereby sinners can inherit eternal life.

WE BELIEVE the Holy Spirit regenerates the soul of the believer and brings people into saved relations with God, and that He is the Comforter and Guide of all who receive Jesus Christ as their Savior.

WE BELIEVE in what is termed "The Apostles' Creed" as embodying fundamental facts of Christian faith.

WE COVENANT to continue the same ecclesiastical and legal entity created on February 27, 1809, incorporated by Chapter 252 of the Special Acts of the General Court of the Commonwealth of Massachusetts on April 13, 1916, as amended, and to continue in the congregational form of church government then adopted and provided in Bylaws duly adopted by the congregation.

## ARTICLE III: MEMBERSHIP

### 1. BASIS FOR MEMBERSHIP

- a. *Membership.* Persons may become members of Park Street Church upon confession of faith, or upon reaffirmation of faith. Those who are members of another church are requested to provide a letter of good standing or release, if possible.
- b. *Affiliates.* A student or other temporary resident desiring to affiliate with Park Street Church without severing connections with a home church, on presentation of credentials from such church, may be accepted as an affiliate for such period of time as study or temporary residence is in the area.

## 2. REQUIREMENTS FOR MEMBERSHIP

Each person applying to become a member of Park Street Church shall:

- A. Profess faith in Jesus Christ as Lord and Savior, and subscribe to the personal confession of faith adopted by this church on April 27, 1877, restated and readopted on June 26, 1916 and on February 26, 2003, and set forth in Section 5 hereafter.
- B. Commit to the church's Covenant of Faith and Government (Article II).
- C. Complete a New Members Class organized by the Membership Committee.
- D. Be baptized.
- E. Appear before members of the Membership Committee so that the Membership Committee can satisfy itself on the qualifications of each person applying for membership.

## 3. ELECTION

Candidates, having met the requirements set forth above, shall be elected to membership at a meeting of the Membership Committee upon a majority vote of the committee members present.

## 4. ACCEPTANCE AND PRESENTATION TO THE CONGREGATION

Each candidate elected to membership in Park Street Church shall thereafter subscribe, by affixing his or her signature, to the personal confession of faith adopted by this church on April 27, 1877, restated and readopted on June 26, 1916 and on February 26, 2003, and set forth hereafter, and to the church's Covenant of Faith and Government (Article II).

At a worship service, the names of candidates voted into membership shall be published. Such candidates shall be presented to the congregation and thereupon be formally accepted into the fellowship of the church.

## 5. CONFESSION OF FAITH

I believe in God, the Father Almighty, Maker of heaven and earth; and in Jesus Christ, His only Son, our Lord; and in the Holy Spirit; and that these three are one God.

I reverently receive the Scriptures of the Old and New Testaments, and believe them to be the inspired Word of God, the only infallible rule of faith and practice.

I believe in the Lord Jesus Christ, who, in the beginning "was with God," and "was God," and who "himself bore our sins in his body on the tree, so that we might die to sin and live for righteousness." 1 Peter 2:24 NIV

I believe the Holy Spirit has led me to repent of all my sins, and to turn from them, and to obey Christ where He says, "If anyone would come after me, he must deny himself and take up his cross and follow me." Mark 8:34 NIV

I believe in the resurrection of the dead, and in the final judgment of all people. "Whoever believes in the Son has eternal life, but whoever rejects the Son will not see life, for God's wrath remains on him." John 3:36, NIV

I believe that we are saved "by grace through faith" in the Lord Jesus Christ, and that good works are the certain fruit of such faith. I therefore offer myself for Christian service as a means of expressing my gratitude to Him, and to extend His cause.

I cheerfully submit myself to the instruction and government of this church, and I promise to promote its purity, peace, and welfare by all means within my power, so long as I shall continue to be a member.

## 6. INACTIVE OR FORMER MEMBERS

- A. *Removal of Active Members.* Members who have not actively engaged in the support of, or otherwise shown their interest in, Park Street Church for a period of two or more years may be removed from active membership by action of the Membership Committee, but the names of such members shall be retained on the list of inactive members.
- B. *Reinstatement.* Members previously removed from active membership may be reinstated upon reapplication by action of the Membership Committee without completing a New Members Class if the Committee so determines, if the Committee is satisfied that either the action taken in removing them was unwarranted, or they have returned to an active relationship with Park Street Church.
- C. *Removal of Affiliates.* Affiliates who are no longer temporarily resident in the area may be removed as Affiliates by action of the Membership Committee.

## 7. REMOVAL FROM MEMBERSHIP

The Board of Elders may remove from membership in the church any member whom inquiry shows to be leading a life dishonoring to Christ and His church.

## 8. TRANSFER OF MEMBERSHIP

- A. All requests for letters of transfer received from active members shall be read at a meeting of the Membership Committee and be granted upon a majority vote of the committee members present. Any member uniting with another church without first obtaining a letter of transfer shall be removed from membership in this church.
- B. All requests for letters of transfer received from persons previously removed from active membership in the church shall be read at a meeting of the Membership Committee and granted upon a majority vote of the committee members present. Such letters shall state that these transfers are granted to inactive members, and the date of, and reason for their being transferred from the active roll.

# ARTICLE IV: LEADERSHIP

Park Street Church and its ministries are led by a Board of Elders, Deacons, ministerial staff, standing committees authorized by these Bylaws, and these church officers: Moderator, Moderator-elect, Clerk, Treasurer, Treasurer of Missions, and Assistant Treasurer. These leaders, along with (i) all committees established by these Bylaws, (ii) ministries and committees established by the Board of Elders [Article IV.1.b.(5)], (iii) subcommittees established by Article VI, and (iv) other organizations established from time to time by ministers and administrative staff, all come under the general oversight of the Board of Elders. All committee members and officers named in these Bylaws shall be members in good standing of the church.

## 1. BOARD OF ELDERS

- A. *Responsibilities.*
  - i. The Board of Elders shall be responsible for the spiritual welfare of the church and its members, shall have the general oversight of all aspects of the church and its ministries, shall prayerfully seek and help implement God's will for Park Street Church, shall keep the church's vision before the congregation, and shall deal with such church business as cannot be delegated.
  - ii. The Board of Elders is responsible to the congregation. As such, its decisions are subject to review and modification at any duly convened business meeting of the congregation.
  - iii. The Board of Elders shall be responsible for the form, content, and time of the worship services.

B. Duties.

- i. The Board of Elders shall annually identify the ministries of the church. Each ministry shall in turn identify one or more (as determined by the Board of Elders) lay leaders to the Board of Elders. The Board of Elders shall confirm the leadership of these individuals by naming them Deacons, and presenting them to the church.
  - ii. The Board of Elders shall organize itself by assigning its members to oversee the several functions of the church such as Christian education, assimilation and care, worship, missions and outreach, and administration and finance as well as overseeing the welfare of various ministries within the church. In exercising this general oversight, Elders shall build mentoring and supportive relationships with the Deacons and ministerial staff for whom they are responsible.
  - iii. The Board of Elders shall annually review the service of all its members including the Senior Minister.
  - iv. The Board of Elders shall require that all employees, except for the Senior Minister, receive an annual performance evaluation that shall result in a written report that shall be signed by the reviewer and the individual who is reviewed.
  - v. The Board of Elders may establish such ministries and committees as it deems appropriate. Except as specifically provided in the Act of Incorporation or in these Bylaws, and subject to the approval of the Board of Elders, each ministry or committee shall make such provision as it considers necessary for its organization and for the conduct of its business. Unless otherwise specified elsewhere in these Bylaws, a majority of the members of each ministry or committee shall constitute a quorum.
  - vi. Following the Annual Meeting, the Board of Elders shall confirm members of the standing committees specified in these Bylaws.
  - vii. The Board of Elders has responsibility for the general oversight of all moneys belonging to the church, for assuring that these moneys are used for the purposes designated, and for the approval of all budgets.
- C. *Qualifications.* Elders shall be members in good standing of the church. They shall also in their private and public lives conform to the principles set forth in such Scripture as: Acts 20:28; Romans 12:1-2; I John 3:16-18; Psalm 15; II Corinthians 5:17; Galatians 5:13-16; Ephesians 4:22-32, 5:1-33; Philippians 2:1-8; Colossians 3:5-11; I Peter 3:8-12, 5:2-3; I Timothy 3:2-7; and Titus. Elders shall be in full accord with the church's Confession of Faith and the Covenant of Faith and Government. They must be willing to serve, and be able to commit themselves to the priority of service as an Elder in Christ's church. Each Elder shall have demonstrated leadership in this church. They shall also have demonstrated a consistent Christian witness in their previous service and various ministries in the church, and in all areas of their lives.
- D. *Number.* The Board of Elders shall consist of the Moderator who will serve as its chair, the Moderator-elect in the last year of the Moderator's term of office, the Senior Minister, and twelve elected members. The Treasurer may also participate and vote at meetings of the Board of Elders as required.
- E. *Election.* With the exception of the Senior Minister, the Moderator-elect, and the Treasurer, Elders are elected for three-year terms with approximately the same number of terms ending each year. Elected members of the Board of Elders are eligible for nomination for a second consecutive three-year term. After completing two consecutive terms as a member of the Board of Elders, or leaving membership on the Board of Elders for any reason, a person may not be nominated again for membership on the Board of Elders until at least three years have expired. To be elected Elder, an individual must receive the vote of not less than 50% of the members entitled to vote who are present at the Annual Meeting of the church, or at a special meeting called for the purpose.

## 2. DEACONS

### A. *Responsibilities.*

- i. Deacons shall be responsible for leading the ministries of the church.
- ii. Deacons are responsible to the ministries they lead, and to the Board of Elders.

### B. *Duties.*

- i. Deacons provide personal support to an individual ministry of the church through leadership, through encouragement of those who participate in that ministry, and through prayer for the ministry.
- ii. Deacons will annually nominate church members to fill vacant seats on the Nominating Committee. Each year, soon after the Annual Meeting, the Moderator will convene the Deacons to begin the nominating process. A subcommittee of Deacons may be formed to propose a slate of nominees to the Deacons as a whole, who shall elect a slate of nominees. For purposes of electing this slate of nominees, a majority of the Deacons shall constitute a quorum. The list of nominees shall be filed with the Clerk and published to the congregation at least 60 days before the Annual Meeting. Nominating Committee members will be elected at the Annual Meeting.

C. *Qualifications.* Deacons shall be members in good standing. They shall also in their private and public lives conform to the principles set forth in such Scripture as: Acts 20:28; Romans 12:1-2; I John 3:16-18; Psalm 15; II Corinthians 5:17; Galatians 5:13-16; Ephesians 4:22-32, 5:1-33; Philippians 2:1-8; Colossians 3:5-11; I Peter 3:8-12, 5:2-3; Acts 6:1-6; I Timothy 3:8-13; and Titus. Deacons shall be in full accord with the church's Confession of Faith and the Covenant of Faith and Government. Each Deacon shall have demonstrated leadership ability in this church. They shall also have demonstrated a consistent Christian witness in their previous service and ministries in the church, and in all areas of their lives.

D. *Selection.* The Board of Elders shall annually identify the ministries of the church. Each ministry shall in turn identify one or more (as determined by the Board of Elders) lay leaders to the Board of Elders. The Board of Elders shall confirm the leadership of these individuals by naming them Deacons, and presenting them to the church. Persons designated as Deacons will serve for one year and are eligible to serve in consecutive years.

E. *Number.* There shall be no specified number of Deacons.

## 3. THE LEADERSHIP COUNCIL

A. *Responsibility.* The Leadership Council shall meet when needed for prayer and to discuss any aspect of the church. Its actions shall be advisory. Meetings of the Leadership Council are called by the Moderator at the request of the Board of Elders or any five Deacons.

B. *Membership.* The Leadership Council shall consist of the members of the Board of Elders, the Deacons, the elected officers of the church, and members of the ministerial staff. The Moderator shall chair.

## 4. MODERATOR

The Moderator shall preside over the Board of Elders, over meetings of the Leadership Council, and over the Annual and any Special Meetings of the congregation. The Moderator shall serve a term of three years and is not eligible for reelection to the position of Moderator-elect or election as an Elder for a period of three years. Should the Moderator be unable to fulfill the Moderator's duties, the Board of Elders shall select an Acting Moderator from among its number, excepting the Senior Minister and any ex officio member, until a successor is elected by the congregation for a term of three years.

## 5. MODERATOR-ELECT

At the Annual Meeting at the start of a Moderator's third year in office, a Moderator-elect shall be elected. Upon election, the Moderator-elect shall be a member of the Board of Elders and shall assist the Moderator. An Elder elected Moderator-elect shall resign as an elected Elder. At the next Annual Meeting, the Moderator-elect shall stand for confirmation as Moderator.

## 6. CLERK

- A. The Clerk shall keep a written record of the Annual and Special Meetings of the church, and have charge of its membership records.
- B. The Clerk shall give legal notice of all the Annual and Special Meetings of the church as specified by these Bylaws.
- C. The Clerk shall process all correspondence regarding letters of transfer; shall record the number of new members by confession of faith; by reaffirmation of faith and by letter; the number of names removed from membership during the year by granting of letters of transfer, by death, and for other reasons; the number of infant baptisms and dedications; and the number of adult baptisms. The Clerk shall ensure that new members sign the personal Confession of Faith (Article III.5) and the church's Covenant of Faith and Government (Article II).
- D. The Clerk shall make a written report at the Annual Meeting of the membership of the church and the changes during the preceding year.
- E. The Clerk shall publish the list of nominees selected by the Nominating Committee along with the nominees selected by the Deacons for nomination to the Nominating Committee 60 days prior to the Annual Meeting, and this list of nominees plus any additional nominations 30 days prior to the Annual Meeting. These publications shall include appropriate biographical information concerning each nominee's past service to the church. The ballot used to elect officers shall indicate which candidates are nominees of the Nominating Committee.
- F. The Clerk shall notify officers of their election.
- G. The Clerk is a member of the Membership Committee and the Leadership Council.
- H. The Clerk shall be elected for a one-year term and is eligible for reelection.

## 7. TREASURER

- A. The Treasurer shall receive, have custody over, and be responsible for all moneys belonging to the church and its organizations, including funds for relief of the poor.
- B. The Treasurer shall make no payment of money belonging to the church except as authorized in writing by the Board of Elders, the Finance and Administration Committee, the Missions Committee, or other committee having control thereof.
- C. The Treasurer shall keep adequate accounting records.
- D. The Treasurer shall make an annual written report of the finances of the church at its Annual Meeting, and shall report to the Finance and Administration Committee monthly, and at such other times as the Committee may request.
- E. The Treasurer is responsible for the submission of the annual budget for Ministry and Operations at the Annual Meeting for vote by the congregation.
- F. The Treasurer shall mail a copy of the budget with a letter of explanation to each member not less than fourteen days prior to the Annual Meeting.

- G. The Treasurer may execute contracts when authorized by a vote of the congregation, a vote by the Board of Elders, or a vote of the Finance and Administration Committee.
- H. The Treasurer may also participate and vote at meetings of the Board of Elders as required.
- I. The Treasurer shall be elected for a one-year term and is eligible for reelection.

## **8. TREASURER OF MISSIONS**

- A. The Treasurer of Missions shall serve as vice treasurer of the church, and may make payments authorized by the Missions Committee at any time, may make other payments authorized by these Bylaws at any time, and, in the event of absence or incapacity of the Treasurer, shall exercise the authority given to the Treasurer by these Bylaws. The Treasurer of Missions shall be elected for a one-year term and is eligible for reelection.
- B. The Treasurer of Missions is responsible for the submission of the annual budget for Missions at the Annual Meeting for vote by the congregation.
- C. The Treasurer of Missions shall mail a copy of the budget with a letter of explanation to each member not less than fourteen days prior to the Annual Meeting.

## **9. ASSISTANT TREASURER**

The Assistant Treasurer may make payments authorized by these Bylaws at any time and, in the event of absence or incapacity of both the Treasurer and the Treasurer of Missions, shall exercise the authority given to the Treasurer by these Bylaws. The Assistant Treasurer shall be elected for a one-year term and is eligible for reelection.

## **10. ELECTIONS**

At each Annual Meeting there shall be elected by ballot of the members present to serve for a term as stated for each office and until their successors are elected and qualified:

- Members of the Board of Elders
- Members of the Nominating Committee
- A Moderator-elect (when the Moderator enters the third year in office)
- A Clerk
- A Treasurer
- A Treasurer of Missions
- An Assistant Treasurer

In those years in which the Moderator's term expires, the ballot shall provide an opportunity to confirm the Moderator-elect as Moderator. Should the Moderator-elect's office be vacant when the Moderator's term expires, the Nominating Committee shall include Moderator in the list of offices for which candidates are presented.

The Board of Elders is responsible, in consultation with the Nominating Committee, for the policies and procedures associated with the election of officers. The ad hoc committee to count ballots for election of officers (Article VII.3.b) is responsible for using these policies and procedures in fulfilling its responsibilities.

## 11. INELIGIBILITY FOR REELECTION

- A. *Elders*. No person who has been elected as a member of the Board of Elders for two consecutive terms, or who has left membership on the Board of Elders for any reason, shall be eligible for renomination and subsequent reelection to serve on the Board of Elders for a period of three years following the expiration of such term or the departure. Each person elected to complete the term of an Elder who has vacated that position before the completion of the three-year term shall be considered to have served a full term. However, any appointment made pursuant to paragraph 12 of this Article shall not be considered a term of office.
- B. *Moderator and Moderator-elect*. Individuals may serve as either Moderator or Moderator-elect without regard to previous service as an elected Elder.
- C. *Nominating Committee*. No person who has been elected as a member of the Nominating Committee for a full term shall be eligible for reelection to serve on the Nominating Committee for a period of three years following the expiration of such term. Any member of the Nominating Committee who serves one partial term of not more than one year, for the purpose of completing a term left vacant by a departing member, whether elected or appointed under paragraph 12 of this Article, shall be eligible for reelection the following year. Any person who is elected to complete a partial term of more than one year, or who serves two partial terms in sequence, or who vacates a term early, shall be considered to have served a full term.
- D. *Simultaneous Memberships*. No person shall be simultaneously an Elder and a Deacon, or an Elder and a member of the Nominating Committee. Employees of the church, with the exception of the Senior Minister who is a member of the Board of Elders, are not eligible for any elected office.

## 12. VACANCY

Should an elected official be unable to complete his or her term in an office required to be filled by election, the Board of Elders may appoint a person to fill such vacancy and serve until the next Annual Meeting or Special Meeting.

## 13. BONDS

The Treasurer, the Treasurer of Missions, and the Assistant Treasurer shall not be bonded unless the Finance and Administration Committee deems it necessary.

## 14. CONFLICT OF INTEREST

All "Persons in positions of influence," as defined by the church's Conflict of Interest Policy, as approved by Board of Elders, shall complete and sign said Conflict of Interest Policy on the form provided annually by the Board of Elders.

# ARTICLE V: MINISTERS

## 1. SENIOR MINISTER

- A. *Responsibilities*. The Senior Minister's primary responsibilities are to serve as pastor, preacher, and teacher. The Senior Minister shall be a member of the Board of Elders, and shall supervise the other members of the ministerial and the non-ministerial staff.
- B. *Election*. When the position of Senior Minister becomes vacant, a committee, consisting of the Moderator who will serve as chair, at least three other members of the Board of Elders appointed by the Board of Elders, and at least three additional members of the church elected by the Leadership Council, shall seek out and recommend a candidate for the pastoral office. Once appointed, committee members will contin-



ue to serve, even though their status as members of the Board of Elders may change, until the committee's responsibilities are discharged, or the committee is discharged by the Board of Elders.

The recommendation of such Senior Minister Search Committee shall be submitted to the Board of Elders. If three-quarters of the members of the Board of Elders present concur, the recommendation of the committee shall be reported to a meeting of the Leadership Council. If three-quarters of the members of the Leadership Council present concur, the recommendation of the committee shall be reported to a Special Meeting of the church. At such Special Meeting the church shall vote by ballot upon the call of the candidate so recommended. An affirmative vote of three-quarters of the members present shall be required to elect.

Before entering upon his duties, a senior minister so elected shall become a member of Park Street Church upon signing the Confession of Faith adopted by this church on April 27, 1877, restated and re-adopted on June 26, 1916 and on February 26, 2003, as set forth in Article III, Section 5 and the Covenant of Faith and Government (Article II). A Senior Minister shall enter into a contract with Park Street Church, in a form to be determined by the Finance and Administration Committee, providing that the ministerial relationship may be terminated by either party upon six months' notice.

## **2. MEMBERS OF THE MINISTERIAL STAFF**

With the approval of the Board of Elders, the Senior Minister may appoint or discharge one or more ministers as required to assist him in the work of the church. Before commencing any duties, any minister so appointed shall become a member of Park Street Church upon signing the Confession of Faith adopted by this church on April 27, 1877, restated and readopted on June 26, 1916 and on February 26, 2003, as set forth in Article III, Section 5, and the Covenant of Faith and Government of Park Street Church (Article II). Further, before commencing any duties, any minister so appointed shall enter into a contract with Park Street Church, in a form to be determined by the Finance and Administration Committee.

## **ARTICLE VI: COMMITTEES WITH BYLAW RESPONSIBILITIES**

All standing committees authorized by this Article are subject to the general oversight of the Board of Elders.

### **1. MEMBERSHIP COMMITTEE**

There shall be a Membership Committee appointed annually by the Board of Elders. The Membership Committee shall consist of at least one Elder who shall serve as its chair, the Clerk, and at least five other members of the church. The Committee shall have responsibility for the New Members Class, and shall examine all candidates for membership to determine their spiritual fitness, and their belief in and commitment to the Biblical principles as set forth in the personal Confession of Faith adopted by this church on April 27, 1877, restated and readopted on June 26, 1916 and on February 26, 2003, as set forth in Article III, Section 5, and the church's Covenant of Faith and Government of Park Street Church (Article II). When satisfied, it shall elect the candidates to membership.

### **2. MISSIONS COMMITTEE**

- A. *Organization.* There shall be a Missions Committee consisting of the Treasurer of Missions and other members of the church as approved by the Board of Elders. The Missions Committee shall annually elect its chair from among the members of the Committee.
- B. *Duties.* Subject to the general oversight of the Board of Elders, the Missions Committee shall have charge over the missionary funds and missionary program of Park Street Church, and such other benevolent

activities and funds of the church as are not covered by these Bylaws or, by vote of the church, delegated or placed under the supervision of other ministries, committees, or officers.

- i. The Missions Committee shall submit an annual Missions budget for approval by the Board of Elders including their recommendations on:
    - a. The missionaries and missionary enterprises to be supported and the extent of such support to be contributed out of the missions funds of Park Street Church.
    - b. The amounts to be contributed to other individuals or organizations which in the Committee's opinion should receive contributions for benevolent purposes from the missions funds of Park Street Church.
  - ii. After approval by the Board of Elders, the Missions Committee, through the Treasurer of Missions, shall submit the approved annual budget to the Congregation for approval by a vote at the next Annual Meeting.
- C. *Accounts.* The Treasurer of the church and the Treasurer of Missions shall establish and maintain accounts to record all receipts and disbursements of missions funds.
- D. *Annual Report.* The Treasurer of Missions shall submit a written report to the Annual Meeting of the church showing all receipts and disbursements of missions funds in the preceding calendar year and the status of such funds at the end of such year.
- E. *Delegation.* By its approval of the budget, the Board of Elders delegates to the Missions Committee authority to expend funds as authorized by the budget without further approval by the Board of Elders.

### **3. FINANCE AND ADMINISTRATION COMMITTEE**

- A. *Organization.* The members of the Finance and Administration Committee shall consist of the Treasurer, the Treasurer of Missions, the Assistant Treasurer, and other members of the church as approved by the Board of Elders. The Committee shall annually elect its own chair.
- B. *Duties.* Subject to the general oversight of the Board of Elders, the Finance and Administration Committee shall have the following duties:
- i. Manage all property, real and personal, held in the name of Park Street Church, its operation, preservation, improvement wherever feasible, and its protection, including adequate insurance coverage, and shall be responsible for raising the funds required to defray such expenses.
  - ii. Hold, manage, invest, and reinvest at its discretion all funds of the church for which no other provision is made by these Bylaws or by vote of the church, including but not limited to the operating finances, the Park Street Church Endowment Fund (created by vote of the church, April 1, 1921), or any other fund established by gifts, legacies, bequests, or the church. The Committee may employ investment counsel, having investment discretion, to manage the endowment and other invested funds of the church, subject to periodic review by the Committee.
  - iii. Provide for appointment or employment of such persons other than the ministerial staff as it shall deem necessary for the conduct of the program of the church authorized in the Ministry and Operations budget. It shall fix working hours and salaries, and define duties of all members of the staff except the ministerial staff, without regard for the fund from which payment for service is to be made. It shall fix the salaries of the ministerial staff upon recommendation of the Board of Elders.
  - iv. Assist the Senior Minister in his annual review of staff members other than the ministerial staff.
  - v. Provide adequate supplies and equipment for the proper operation of the church.

- vi. Authorize the Treasurer to execute contracts in the name of Park Street Church for periods not exceeding one year unless a longer period shall be authorized by the Board of Elders.
  - vii. Empower the Treasurer to pay all authorized bills of the church.
  - viii. With the approval of the Board of Elders, may authorize the Treasurer, by a two-thirds vote, to borrow in the name of Park Street Church such amounts as the Committee deems reasonable and appropriate.
  - ix. The Finance and Administration Committee shall submit an annual Ministry and Operations budget for the ensuing year with its recommendation to the Board of Elders. After approval by the Board of Elders, the Committee, through the Treasurer, shall submit the approved annual budget to the Congregation for approval by a vote at the next Annual Meeting.
  - x. Establish an Audit Subcommittee.
  - xi. Employ a competent auditor or auditing firm. Such auditor or auditing firm shall examine, in accordance with accepted auditing procedure, the records of the Treasurer, the Treasurer of Missions, and all other accounts of the church. The report of the findings of such examination shall be presented annually to the Finance and Administration Committee, and a copy made available for reading by any member of the congregation.
- C. *Deeds and Contracts.* Deeds and contracts shall be signed by the Treasurer and, if required, sealed with the corporate seal of the church and signed by the Clerk.
- D. *Annual Report.* The Committee shall submit a written report to the Annual Meeting of the church.
- E. *Delegation.* After approval of the budget by the Annual Meeting, the Board of Elders may delegate to the Committee authority to expend funds as authorized by the budget without further approval by the Board of Elders.

#### 4. NOMINATING COMMITTEE

- A. *Membership.*
- i. The Nominating Committee shall consist of 12 members serving three-year terms with approximately an equal number of terms being completed at each Annual Meeting. The Committee will annually elect its chair from among its members.
  - ii. Deacons will annually nominate church members to fill vacant seats on the Nominating Committee. Each year, soon after the Annual Meeting, the Moderator will convene the Deacons to begin the nominating process. A Subcommittee of Deacons may be formed to propose a slate of nominees to the Deacons as a whole, who shall elect a slate of nominees. For purposes of electing this slate of nominees, a majority of the Deacons shall constitute a quorum. The list of nominees shall be filed with the Clerk and published to the congregation at least 60 days before the Annual Meeting. Nominating Committee members will be elected at the Annual Meeting. Elders are not eligible to serve as members of the Nominating Committee.
- B. The Nominating Committee shall operate under a policy statement to be proposed by the Nominating Committee and approved by the Board of Elders.
- C. *Duties.* The Nominating Committee shall nominate members to fill all offices (other than the Nominating Committee) as required to be filled by election. The Nominating Committee may not nominate any sitting member of the Nominating Committee for another office. The report of the Nominating Committee shall be filed with the Clerk and published to the congregation at least 60 days before the Annual Meeting.

- D. *Additional nominations.* Twelve members of the church may nominate an additional member, with that member's approval, to fill an office required to be filled by election. Such a nomination shall be submitted to the Clerk in writing, over the signature of the twelve nominators, with the nominee's approval indicated by an affixed signature, at least 30 days before the Annual Meeting. The Clerk will publish the nomination to the congregation. No nominations will be accepted from the floor of the meeting.
- E. *Quorum.* For purposes of approving its report listing nominees for offices to be filled by election at the Annual Meeting, two-thirds of the Committee members shall constitute a quorum.

## 5. PERSONNEL COMMITTEE

The Board of Elders shall establish a Personnel Committee, chaired by the Moderator, the purpose of which is to advise the Board of Elders, the Senior Minister, and the committees created by these Bylaws on all the personnel matters of the Church in accordance with policies established by the Board of Elders. The Moderator, with the advice and consent of the Board of Elders, shall annually name members of the church to this Committee.

## 6. QUORUM

Unless otherwise specified in these Bylaws or in the Act of Incorporation, a majority of the members of a committee shall constitute a quorum for the purposes of transacting that committee's business.

# ARTICLE VII: MEETINGS

## 1. WORSHIP

Public worship shall be held on the Lord's Day, and on such days as the church may designate, and at such hours and subject to such changes as may be determined by the Board of Elders.

## 2. SACRAMENT OF THE LORD'S SUPPER

Communion shall be observed at least six times annually at both morning and evening services, and on Maundy Thursday evening. It may be observed at such other times as the Board of Elders may direct.

## 3. BUSINESS

- A. *Annual Meeting.* The Annual Meeting of the church shall be held in February for the purpose of hearing annual reports, electing officers, adopting the budget, and transacting any and all business that may properly come before the meeting.
- B. *Order of Business.* The order of business at the Annual Meeting, unless changed by the Moderator with the consent of the meeting, shall include the following items:
- Call to order by the Moderator
  - Prayer
  - Appointment of the committee to review and approve minutes
  - Report of committee appointed to review and approve minutes of previous meeting
  - Appointment of committee to count ballots for the election of officers
  - Election of officers
  - Reports of ministers, officers, and ministries, and committees

- Consideration of the budget
  - Unfinished business
  - New business
  - Adjournment
- C. *Special Meetings.* Special Meetings shall be called by the Clerk at the request of the Board of Elders or upon the request in writing by twenty-five members specifying the purpose of the meeting. In the event of a vacancy in the office of the Clerk, the Moderator shall call Special Meetings.
- D. *Notice.* Each Annual or Special Meeting shall be called by a notice stating the purpose of the meeting. The notice shall be mailed at least 14 days in advance of the meeting to every member and printed in the weekly announcements of the church for the two Sundays immediately preceding the day of the meeting. Background materials associated with each agenda item, including matters to be raised as new business, shall be included with the meeting notice. Materials associated with new business and amendments to these Bylaws shall be provided to the clerk at least sixty days prior to the meeting.
- E. *Voting.* Only active members of Park Street Church of legal age shall have the power to vote at its business meetings. There are no provisions to vote by proxy or by absentee ballot except as required in the Act of Incorporation.
- F. *Quorum.* Except as otherwise required in An Act to Incorporate the Park Street Church Congregational Society, ten percent of the active members shall constitute a quorum at any business meeting of the church, but a smaller number may adjourn from time to time.
- G. *Parliamentary Procedure.* The rules contained in Robert’s Rules of Order shall govern the conduct of business meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

## ARTICLE VIII: AMENDMENTS

These Bylaws may be amended at any Annual or Special Meeting by a two-thirds vote of the members present and voting. Proposed amendments, submitted in writing over the signatures of twelve members of the church, shall be provided to the clerk at least sixty days before the meeting at which the matter will be considered and be published in the notice of such meetings.