

**UNION CHURCH**

**BIDDEFORD POOL, MAINE**

**POLICIES AND PROCEDURES**

These Policies and Procedures, adopted this 18th day of June, 2017, provide operational guidelines for the business of the Church consistent with the authorization for such guidelines contained in the Church Constitution and are intended to be consistent with the provisions of the Constitution. Where any question of possible conflict with the provisions of the Constitution is presented, the terms of the Constitution will govern.

**1. Standing Committees**

- a. **Executive Committee.** The Executive Committee shall meet every two months except July and August, or as deemed necessary by the Moderator. The Moderator shall establish the dates and times for Executive Committee meetings, is the chairperson of the meetings and only votes in case of a tie. The Executive Committee shall establish decision parameters for all Committees.

Notice of all Executive Committee meetings shall be published in the Church bulletin and meetings shall be open to all members of the congregation, though only the designated members of the Executive Committee shall have a vote. The minutes of these meetings will be published and made available to the congregation.

The Executive Committee shall review the need for additional paid staff as needs arise.

The Executive Committee shall issue "Policies and Procedures," shall review them annually and revise them as necessary. Modifications to the "Policies and Procedures" shall be made by majority vote of the Executive Committee. The modifications shall be published and made available to the congregation.

- b. **Finance Committee.** It shall be the duty of the Finance Committee to count all monies received and to make any recommendations necessary for the operation of the Church, including preparation of an annual budget at the beginning of each year.
- c. **Program Committee.** The Program Committee shall be responsible for raising funds through programs and activities to support both Church missions and operations. The committee shall consist of at least three persons, one of whom shall serve as chairperson.

- d. **Mission Committee.** The Mission Committee shall consist of at least three persons, one of whom shall serve as chairperson of this committee. He/she shall direct the Church Treasurer to disburse budgeted funds in support of the Church's mission outreach programs and activities as determined by the committee. Approximately every three years, the committee shall seek guidance from the Church as to the proper allocation of resources among local, national and international beneficiaries.

2. **Ad Hoc Committees.**

- a. **Music Committee.** The Music Committee shall consist of at least three persons, including the Music Director, who shall act as the chairperson of the committee. Together with the Pastor, the committee will assist in planning the music of the Church and in other duties defined by the Music Director.
- b. **Fellowship Committee.** The Fellowship Committee shall consist of at least three persons. The committee shall be responsible for all of the social activities of the Church, which may or may not be fundraising events. These events may include, but shall not be limited to, breakfasts, dinners, bake sales, concerts, game nights and other fellowship opportunities.
- c. **Pastoral Search Committee.** When there is a need to seek a new Pastor for the Church, the Moderator, in consultation with the Deacons, shall appoint a committee of at least six Members of the Church to serve on a Pastoral Search Committee. The Members appointed to the committee shall reflect a cross-section of the Church membership.

The Search Committee shall be responsible for planning and conducting an extensive search for suitable candidates. Their tasks shall include the development of uniform application procedures and a standardized process for reviewing all applications and interviewing prospective candidates. The Search Committee shall, on a regular basis, keep the Deacons informed of their progress and shall present one or more recommendations to the Deacons.

3. **Committee Budget Preparation Guidelines.** The following guidelines are presented to assist in the preparation of the Church's annual budget.

- a. Annual proposals and recommended budgets for major programs, events and actions are to be submitted by each committee to the Finance Committee at least two weeks prior to the annual budget meeting of the Finance Committee, as established by the chairman of the Finance Committee. Each committee shall ensure that all programs and goals are in line with the general goals of the Mission of the Church.
- b. These proposals and budgets shall be reviewed, approved and/or modified by the Finance Committee and incorporated into the draft annual budget. The draft annual budget shall be submitted to the Executive Committee for its review and approval. Following Executive Committee approval, the budget shall be

submitted to the Church Members for approval at the first business meeting of the Church at the beginning of the year.

- c. Funding for any additional unbudgeted committee expenditures in excess of \$500 during the course of the fiscal year must be approved by the Executive Committee or the Church Members.
  - d. The Executive Committee may approve supplemental unbudgeted spending up to 5% of the annual budget in any calendar year without the additional approval of the Church Members. Any proposed spending in excess of this amount requires the approval of the Church Members.
4. **Gifts to the Church.**  
Any unrestricted financial gifts or bequests to the Church will be gratefully accepted. All other gifts or bequests shall be subject to Executive Committee approval.