

# First Parish in Lexington Unitarian Universalist Lexington, Massachusetts

## **BYLAWS**

## ARTICLE I Name and Affiliation

## Section 1. Name

This congregation (formerly known as the First Congregational Society) shall henceforth be known as the First Parish in Lexington.

## 10 Section 2. Affiliation with Unitarian Universalist Association

11 This congregation~~society shall be~~ is a member of the Unitarian Universalist Association (UUA).  
12 Where appropriate, the designation (Unitarian Universalist) may appear as part of the official  
13 name of the congregation.

## 14 ARTICLE II Purpose

## 15 Section 1. Purpose

16 The purpose of this congregation is to fulfill its Vision, Mission, and Covenant. We seek to  
17 establish a loving community and create spiritual practices that celebrate together the discoveries  
18 of a free, responsible, inclusive, liberatory, and covenantal faith. We provide resources and  
19 mutual support for each person to enhance their quality of life/faith development, form their own  
20 beliefs consistent with our UU values, and act upon these to build beloved community within our  
21 congregation and in the larger world, and to celebrate together the discoveries of a free and  
22 responsible faith. (See Appendix 1).

## 23 Section 2. Affirmation of Non-Discrimination

24 This congregation affirms and promotes the full participation of people in all its activities,  
25 including membership, programming, hiring practices, and the calling of religious professionals,  
26 without regard to race, color, gender, gender expression, physical ability, affectional or sexual  
27 orientation, age, socioeconomic status, physical, mental, or behavioral ability, or race, ethnicity,  
28 or national origin.

## 29 ARTICLE III Membership

## 30 Section 1. Categories of Commitment

31 There are two categories of commitment:

1) **Friend:** an individual who demonstrates continued support of the purpose and covenant of First Parish interest by attendance, fiscal support, and/or participation in congregational activities; and

35        2) **Member:** an individual who has demonstrated a commitment as Friend and has signed the  
36        Membership Book as referred to in Sections 1 and 2 to express their support of the purpose  
37        and covenant of First Parish.

38        **Section 2. Process of Becoming a Member**

39        Any person at least 16 years of age, or who has completed the ninth grade, who subscribes to the  
40        purpose of this congregation may become a Member by signing the Membership Book in the  
41        presence of the Senior Minister or, in their absence, one of the following: another Minister on  
42        staff, the Clerk, or Chair of the Members and Friends Committee. However, an exception to this  
43        policy may be made by a unanimous vote of the Board for just cause.

44        **Section 3. Right to Vote**

45        Members are entitled to vote in Parish Meetings and to hold elective office immediately upon  
46        signing the Member Book. Members of less than legal age shall not vote where prohibited by  
47        law.

48        **Section 4. Withdrawal From Membership**

49        Any Member may withdraw membership by notification to the Clerk or the Chair of the  
50        Members and Friends (M&F) Committee (see Article X, Section Y). It is expected that the  
51        Minister(s), the Clerk, or a member of the Committee will call upon such person before the name is  
52        removed from the membership list, but in any event the name shall be removed within two  
53        months of notification. Any Member may also, upon recommendation of the M&F Committee,  
54        be removed from the membership list if that Member has failed, for a period as specified by  
55        membership policies (see Appendix 2), to demonstrate interest by attendance, fiscal support, and  
56        participation in any Parish activity, or by a unanimous vote of the Board for just cause. The  
57        Minister, Clerk, or M&F Committee will communicate with any Member prior to removing their  
58        name from the membership list. At least once a year the Committee shall review the  
59        Membership List with the Minister(s) in compliance with the terms of this section.

60        **ARTICLE IV Meetings of First Parish**

61        **Section 1. Two Annual Meetings**

62        The Members of the congregation shall meet twice annually at specific times chosen by the  
63        Board: first in the Spring to approve the annual operating budget and elect members of the Board  
64        and other Parish Officers, and then in the Fall to receive the reports of the Minister(s), the  
65        Trustees, the Treasurer, the First Parish Board, and the chartered Committees, and to review the  
66        Board's Vision, Mission, and Covenant.

67        **Section 2. Special Meetings**

68        Special meetings may be held whenever deemed necessary by the Board, and it shall call a  
69        meeting whenever requested in writing by ten or more Members of the congregation.

70 **Section 3. Definition of a Quorum**

71 Fifteen percent of registered Members (based on the annual tally by the M&F Committee) will  
72 Thirty members shall constitute a quorum for the transaction of business at meetings of the  
73 congregation, but a smaller number may adjourn the meeting to another specified time.

74 **Section 4. Meetings Called by a Warrant**

75 Every meeting of the congregation will be called by a written warrant of the Board issued by the  
76 Clerk on behalf of the Board, who shall give notice of the Meeting by mailing sending a copy of  
77 the warrant to each Member of the congregation at the address that appears in the records of the  
78 Clerk, at least ten days before the time fixed for the meeting. No final action shall be taken at any  
79 meeting unless the subject manner thereof shall have been substantially set forth in the warrant.

80 **Section 5. Documents Available Prior to First Parish Meetings**

81 Any documents to be discussed at a congregational meeting will be made available in the First  
82 Parish office by the Congregational Administrator in the form to be presented, in the Church  
83 office, at least seven days before the meeting.

84 **Section 6. Elections and Voting**

85 The Parish Board will define the method of voting, consistent with inclusivity practices, and will  
86 accommodate absentee voting if warranted. The method of voting for each article will be  
87 explained in the Warrant for each congregational meeting.

88 The candidates for First Parish Officers and Trustees will be put forward by the Committee on  
89 Leadership and Service (COLS) as a slate for a single vote in the SAM warrant. If there is more  
90 than one member nominated by COLS for an Officer or Trustee position, a separate vote of the  
91 congregation will be held for that particular position, and the rest of the slate will be voted on  
92 together.

93 The slate of candidates will be voted on first, but if the majority of the voting Members vote  
94 down the combined slate, then the vote would shift to separate votes on individual candidates.  
95 At this point, nominations for any elected position may be made from the floor in connection  
96 with any election by the Parish.

97 The provisions of Articles V and VI for election of governing boards and officers shall be  
98 satisfied, unless more than one name is placed in nomination or some member at the time  
99 objects, by a ballot cast by the Clerk in obedience to a vote of the Parish.

100 **Section 7. Moderator**

101 At the opening of each meeting of First Parish, a Member of the congregation, who is not an  
102 Officer or member of the Board, is elected to serve as Moderator of that meeting only. The  
103 Moderator has no other duties.

104 **ARTICLE V Governance Structure Parish Board Officers**

105 **Section 1. Bylaws and Charters**

106 Members and Friends, Staff, the Board, and Committees of First Parish are expected to adhere to  
107 these Bylaws. See Appendices for Board and Committee charters.

108 **Section 2. First Parish Officers**

109 Officers of First Parish are defined as congregational Members who are nominated by  
110 Committee on Leadership and Service (COLS) and elected by the Congregation at the Spring  
111 Semi-Annual Meeting (SAM) into the specific positions below.

112 Officers include:

- Nine Board Members, including seven “at-large” members, a Clerk, and the Chair of the  
Finance Committee, all of whom are voting members and constitute “The Board”;
- Two Auditors: one Auditor of the Treasurer, and one Auditor of the Trustees.
- Three Trustees

117 Board Members hold office for three years, renewable for one additional consecutive 3-year  
118 term, except for the Clerk (see below). Terms commence at the start of the new fiscal year. If a  
119 vacancy occurs in the Board or other Officer, the remaining Board members shall fill it by  
120 appointment, at the recommendation of the Committee on Leadership and Service, who will  
121 serve until the next Semi-Annual Meeting, when the vacancy will be filled by vote of the  
122 congregation for the unexpired term.

123 The Clerk serves for one year, renewable up to 6 consecutive years.

126 The Two Auditors hold office for one year, renewable up to 6 consecutive years. They take  
127 office at the start of the new fiscal year and report to the Board.

128 The Three Trustees hold office for a three-year term, renewable for one additional consecutive 3-  
129 year term.

130 Members can hold only one officer position at a time, and staff cannot also be Officers.

132 **Section 3. First Parish Board**

133 The First Parish Board (or “Board”) is the principal fiduciary, policy-defining and administrative  
134 body of the congregation. The Board has full authority and accountability, except as limited by  
135 these bylaws, to act on the business and programs of the congregation. The Board defines and  
136 executes the Vision, Mission, and Covenant of First Parish as developed and approved by the  
137 congregation (see Appendix 3).

138 The Board consists of seven elected at-large Members of the congregation, along with the duly  
139 elected Clerk and the Chair of the Finance Committee Treasurer. This group constitutes the

140 attendees of the Board's Executive Session. Five members constitute a quorum for transaction of  
141 business by the Board. The Board determines its schedule of regularly held meetings and elects  
142 its Chair and Vice-Chair. Board meetings will be open to the congregation and staff except for  
143 when the Board meets in Executive Session.

144 The Board shall also be responsible for the care of the real and tangible personal property of the  
145 Parish and for all paid personnel of the Parish. In keeping with our UU religious principles and  
146 congregational practices, and working with the ministers and congregation, the Board is  
147 accountable for preparing long-term plans, initiatives, and strategic objectives that align with  
148 First Parish's Vision, Mission, and Covenant.

149 The Board has the following additional accountabilities in keeping with the Vision, Mission, and  
150 Covenant:

- 151 1) Caring of all First Parish property, and oversight of dedicated funds, and paid personnel;
- 152 2) Creating the warrant for Semi-Annual Meetings;
- 153 3) Goal-setting with and evaluation of the Senior Minister on a regular basis;
- 154 4) Constituting and dissolving any Committee or Task Force; reviewing and approving  
155 charters; and ensuring committees are acting in accordance with their charters and these  
156 Bylaws; in the event that a Standing Committee cannot be formed due to lack of  
157 congregational volunteers, the Board will assume that responsibility until a committee  
158 Chair is named and approved.
- 159 5) Ensuring that Board Members receive appropriate training (and funding for such) to allow  
160 them to support and lead the congregation in its Vision, Mission, and Covenant; and
- 161 6) Ensuring that First Parish operates as a Safer Congregation.
- 162 7) Reviewing these Bylaws on a regular basis, at least every 5 years.

163 For additional information see the Board Charter in Appendix 4.

#### 164 **Section 4. Board Chair and Vice Chair**

165 Each year the Board elects its Chair and Vice-chair from among its members. The terms for both  
166 Chair and Vice-Chair are one year, renewable up to the termination of their Board terms. If the  
167 Board Chair has to step down for any reason before their term is up, the Vice-Chair will assume  
168 the Board Chair role until the Board elects a new Board Chair.

169 After the end of their term, a Chairperson is expected to remain on the Board as a non-voting  
170 member for one more year. This will serve the purpose of supporting the new Chairperson during  
171 their first year as they transition into the role as well as provide for institutional continuity. The  
172 outgoing Chairperson will be expected to attend all Board meetings. In addition, the new  
173 Chairperson may call upon the outgoing Chair as they see fit during the one-year term.

174 **Section 5. Clerk**

175 The Clerk is accountable for the official durable record of First Parish. The Clerk creates minutes  
176 of Board meetings and the SAM; sends out Board agendas and SAM warrants; and is  
177 accountable for ensuring updated Membership information, personnel records, and bylaws. The  
178 Clerk attends all meetings of the congregation and the Board and presides at meetings of the  
179 congregation until a Moderator is elected. If the Clerk is absent from any meeting of the  
180 congregation, one of the Board members will preside in the choice of Moderator, after which a  
181 temporary Clerk may be chosen to fill the vacancy for that meeting.

182 **Section 6. Treasurer**

183 The Treasurer is accountable to First Parish for all monies collected and disbursed, with the  
184 exception of the Trust Funds. A vote of the congregation is required for the Treasurer to make  
185 payments during a fiscal year that exceed by more than 5% the annual operating budget for that  
186 year. The Treasurer has the custody of all monies, funds, and vouchers of the Parish, other than  
187 Trust Funds; collects all monies due to the Parish; makes payments under the direction of the  
188 Parish Board or some committee appointed for the purpose; receives and give receipts for all  
189 bequests made to the Parish; submits at the fall Parish Meeting a statement in detail of the  
190 receipts and disbursements for the preceding fiscal year; and performs other duties usual to such  
191 an office.

192 The Treasurer may appoint, with the approval of the Parish Board, a Collector or Collectors to  
193 assist in the collection and accounting of funds. However, the Treasurer may not delegate  
194 authority to disburse funds of the Parish or to give receipts for bequests to the Parish. The  
195 Treasurer is responsible for ensuring that proper and prudent procedures are followed in  
196 collection of all monies.

197 The Treasurer, Collectors, and authorized signatories (e.g. a hired bookkeeper) will be bonded, at  
198 the expense of First Parish, to assure faithful performance of duties, in an amount determined by  
199 the Board.

200 Any Collector shall give bond to the Parish for the faithful performance of duties; in such  
201 amount and with such surety as the Parish Board shall determine. Such bond will be paid for by  
202 the Parish.

203 **Section 7. Auditors**

204 Auditors are separate individuals, distinct from other Officers. There are two Auditors: one of  
205 the Treasurer, and one of the Trustees. Their duties are to examine the books and accounts of the  
206 Treasurer and of the Trustees and make a report in writing at each Fall Semi-Annual Meeting.

207 If the Auditors have any concerns over the handling of First Parish finances by the Treasurer or  
208 Trustees, they report their concerns immediately and directly to the Board.

209 **Section 8. TrusteesSection . Election of Officers and Trustees**

210 The provisions of Articles V and VI for election of governing boards and officers shall be

Formatted: Font: 11 pt, Not Bold, Font color: Auto

Formatted: Right: 0.19"

211 satisfied, unless more than one name is placed in nomination or some member at the time  
212 objects, by a ballot cast by the Clerk in obedience to a vote of the Parish. **Section . Power of**  
213 **Parish to Remove Officers and Trustees**

214

215 The Parish at an Annual Meeting or any special meeting called for the purpose the power to  
216 remove from office any elected fficer, Trustee, member of the Parish Board, or a standing  
217 committee.

## 218 **ARTICLE VI Trustees and Trust Funds**

### 219 **Section 1. Duties of the Trustees. Number of Trustees.**

220 There are three Trustees who manage and care for the funds held in trust by First Parish, as well  
221 as any other funds the congregation places in the control of the Trustees.

### 222 **Section 2. Power of Trustees to Manage Funds**

223 The Trustees have the authority to manage First Parish funds, to sell and transfer any securities  
224 held by them, to invest and reinvest the funds, and to determine what constitutes principal and  
225 income. This management must be consistent with the Vision and Mission of the church, the  
226 terms of the trust instruments under which such trust funds are held, and any specific directions  
227 by the congregation that are based on a vote at the SAM. The signature of any two Trustees is  
228 sufficient for the transfer of any securities held by the Trustees.

### 229 **Section 3. Election and Term of Trustees**

230 The Trustees elected by ballot, one at each pring Meeting of the Parish and each serve for a term  
231 of three years and until their successors elected and shall. Any vacaney be filled for the  
232 unexpired term at the next meeting of the Parish. **Section 4. Trustee Reports**

233 Twice each year the Trustees report to the Finance Committee and the Board on the status of the  
234 Trust Funds. The annual report of the Trustees is given at each Fall Semi-Annual Meeting.

Formatted: Right: 0.19", Space After: 12 pt

Formatted: Font: 11 pt, Font color: Auto

### 235 **Section 9. Power of First Parish to Remove Officers**

236 The congregation at a Semi-Annual Meeting or any special meeting called for the purpose has  
237 the power to remove from office any elected Officer, Trustee (see Article VI), member of the  
238 Parish Board, or member of a standing committee for just cause, by a 2/3 majority of those  
239 present.

## 240 **ARTICLE VI Committees**

### 241 **Section 1. Standing Committees**

242 Standing Committees are created and disbanded by the Board to perform services that are

243 essential for First Parish to achieve its Vision and Mission. These committees exist in perpetuity  
244 until the Board approves their dissolution. Standing committees will create a charter to be  
245 reviewed and approved by the Board. Committee Chairs must be Members of First Parish and  
246 are expected to serve no more than two consecutive three-year terms. Committees beyond the  
247 standing committees may be formed either by the Board or by congregation Members, and their  
248 charters will be reviewed and approved by the Board. See Appendix 5 for more details on  
249 Standing Committees and other committees.

250 First Parish has the following Standing Committees:

251 **1) Buildings and Grounds (B&G),** which is responsible for providing a facility that is safe and  
252 secure, worshipful, and aesthetically beautiful, and for upholding the historic value of the  
253 building and its furnishings.

254 **2) Committee on Leadership and Service (COLS),** which is responsible for presenting  
255 candidates for vacancies for Offices and Trustees to the congregation for election, for recruiting  
256 volunteers to fill Standing Committee openings as needed, and for leadership training and  
257 development.

258 **3) Finance Committee,** which is responsible for advising the Board on the fiscal policy of the  
259 congregation; for preparing and recommending for approval, in consultation with the Personnel  
260 Committee, the budget of the congregation by the Board; for recommending policy relative to  
261 Trust Funds; and for proposing and managing fund-raising activities of First Parish. The  
262 Treasurer is a permanent member of the Finance Committee.

263 **4) Members & Friends (M&F) Committee,** which is responsible for providing orientation for  
264 newcomers, for providing newcomers with information about First Parish, for encouraging  
265 participation in congregational life, and for maintaining the membership rolls and mailing lists  
266 for the congregation, with support from First Parish staff.

267 **5) Personnel Committee,** which is responsible for advising the Board regarding compensation  
268 and benefits of the Minister(s) and the staff, providing guidance in other personnel issues to the  
269 various Committees, reviewing and making recommendations to the Board concerning contracts  
270 and employment agreements with all paid personnel, and overseeing the evaluation procedures  
271 of the Minister(s) and staff.

272 **6) Shared Ministry Committee,** which is responsible for the spiritual health of the entire ministry  
273 of the congregation, through ongoing collaborative assessment processes to ensure that its  
274 ministries, both lay and professional, are serving the congregation's mission.

275 **Section 2. Duties of Standing Committees**

276 Unless otherwise specified and agreed to by the Board, all committees have the following duties  
277 in keeping with the Vision, Mission, and Covenant:

278 1) To elect a chairperson;  
279 2) To create and/or maintain their charter (reviewed by the Board) and act in accordance to

280        this:

281        3) To present a written report to the Board for inclusion in the Annual Report of the  
282        congregation;

283        4) To present a proposed budget annually to the Finance Committee on a timely basis for  
284        use in budget planning;

285        6) To determine an appropriate and regular meeting schedule;

286        7) To maintain communications with the Board and congregation through appropriate  
287        means; and

288        8) To call upon Members and Friends of First Parish to assist in fulfilling the duties of the  
289        committee.

290        **Section 3. Ministerial Support and Evaluation Committees**

291        a.) **A Ministerial Support Committee** will be appointed by the Parish Board to support and  
292        advise the minister, including advice on ways to strengthen the shared ministry. The  
293        Committee will consist of three to five members, to serve staggered three year terms. Each  
294        year the minister will nominate three members for each open position on the Committee,  
295        from which the Board will select the new members(s).

296        b.) **A Lifespan Religious Education Committee** will be appointed by the Parish Board to  
297        support and advise the Lifespan Religious Education staff. The Committee will consist of  
298        at least three to five members, to serve staggered three year terms. Each year the Lifespan  
299        Religious Educator will nominate three members for each open position on the Committee,  
300        from which the Board will select the new member(s).

301        **Section 3. Appointment of Committee Members and their Terms**

302        The standing committees will select and appoint their own members, with assistance from the  
303        COLS if necessary. Each Committee will elect its Chair, who needs to be a Member of First  
304        Parish, and any other officers deemed necessary. The Chair, who will take office immediately  
305        following adjournment of the spring Parish Meeting, and each of whom shall will ideally serve no  
306        more twothree consecutive threeone-year terms; to achieve this, the committee will make a  
307        congregational call for a new committee Chair at the appropriate time. No committee will hire  
308        staff without the approval of the Parish Board.

309        **Formatted:** Right: 0", Space After: 0 pt,  
310        Widow/Orphan control, Don't adjust space between  
311        Latin and Asian text, Don't adjust space between Asian  
312        text and numbers, Border: Top: (No border), Bottom:  
313        (No border), Left: (No border), Right: (No border),  
314        Between : (No border)

315        Committees beyond the standing committees may be formed either by the Board or by  
316        congregation Members, and their charters will be reviewed and approved by the Board. See  
317        Appendix 6 for a list of other Committees.

318        **Formatted:** Not Highlight

319        **Section 4. Special Committees**

320        In addition to standing committees of the Parish, the Parish Meeting or the Parish Board may  
321        appoint such special committees as are deemed necessary or advisable.

318 **ARTICLE VII Ministry**

319 **Section 1. Appointment, Termination or Resignation of a Senior Minister**

320 The Senior Minister is responsible for the conduct of worship and the spiritual practice and  
321 development of its members. The Minister has freedom of the pulpit as well as the freedom to  
322 express their opinion outside of the pulpit.

323 A Senior Minister is appointed by a 90 percent vote of those present at a congregational meeting  
324 duly specifically called for that purpose.

325 The appointment of a Senior Minister may be terminated, with a minimum of three months' notice,  
326 by a two-thirds (2/3) vote of those present at a congregational meeting duly specifically  
327 called for that purpose.

328 A Senior Minister may resign, effective three months or more after notice has been given, in  
329 writing to the Board or upon such shorter notice as shall be mutually acceptable.

330 The Senior Minister reports into and is evaluated by the Board on a regular basis to be  
331 established by the Board. Other Ministers and senior staff report into and are evaluated by the  
332 Senior Minister.

333 **Section 2. Other Ministers**

334 In addition to the Senior Minister, Assistant Ministers (reporting to the Senior Minister) may be  
335 ordained by a 2/3 congregational vote (e.g. Ministers of Music, Religious Education,  
336 Community, Social Justice, Emeritae, etc.) The title of "Minister" in this case applies to their  
337 role at First Parish and does not transfer with them if they move to another congregation.

338 **Section 3. Minister(s) are Member(s) Ex Officio of Board and Committees**

339 The Minister(s) shall be ex officio (based on their Ministerial office) members of the Board and  
340 of the committeesmeet with the Parish Board as a member(s), except at such times as when the  
341 Board meets in Executive Session (see Board Charter).

342 **Article VIII. Insurance Coverage and Indemnification of Ministry Leaders, Employees,  
343 and Volunteers**

344 **Section 1. Insurance**

345 First Parish will purchase and maintain liability insurance on behalf of any and all persons who  
346 are or were a director, officer, leader, employee, committee member or volunteer of First Parish,  
347 to protect such persons from covered loss resulting in liability asserted against them in  
348 connection with their activities on behalf of First Parish.

349 **Section 2. Indemnification Requests and Decisions**

350 Should any director, officer, leader, employee, committee member or volunteer of First Parish

351 incur any liability as a result of their affiliation with or service to First Parish that is not covered  
352 by the First Parish insurance policy, and should such liability result in any out-of-pocket cost to  
353 such individual, then that individual may request indemnification from First Parish. The granting  
354 of full or partial indemnification is at the discretion of the Parish Board. The indemnification  
355 decision (whether to indemnify the requesting individual, and the dollar amount of such  
356 indemnification), by the Parish Board will be final. If the indemnification request is being made  
357 by a person who is currently serving on the Parish Board, then the indemnification decision will  
358 be made by the remaining disinterested members of the governing board and will be final.

359 **ARTICLE IX Dissolution**

360 **Section 1. Disposition of First Parish Assets on Dissolution**

361 In the event that the First Parish in Lexington is dissolved without concurrent or prior  
362 incorporation into a replacement or successor organization, any remaining assets of the  
363 congregation will be paid over and delivered to the Unitarian Universalist Association, a  
364 corporation of the Commonwealth of Massachusetts, its successors or assignees.

365 **Section 2. Purchase or Sale of Valuable Property**

366 It will require a two-thirds (2/3) vote of those present at a congregational meeting to buy or sell  
367 property with a fair market value of one-hundred thousand dollars (\$100,000) or more or to sell  
368 property of significant historical interest. Detailed information regarding any such potential  
369 transaction will be made available before the meeting as specified under ARTICLE in  
370 accordance with IV (meetings of the congregation.

371 **ARTICLE X Amendments**

372 **Section 1. Method of Bylaw Amendment**

373 These Bylaws may be altered, amended, or repealed at any meeting of the congregation by a  
374 two-thirds vote of those present and voting, provided that notice of the substance of any  
375 proposed alteration, amendment, or repeal shall have been given in, or attached to, the warrant  
376 for the meeting. Duly enacted changes shall be effective immediately upon adjournment of the  
377 meeting unless otherwise specifically provided.

382 [Version History](#)

383  
384 [First electronic version](#) approved at the Annual Meeting, 5/23/94  
385 Amended at the Semi-Annual Meeting, 5/20/96  
386 [Amended at the Semi-Annual Meeting, Section Titles added for clarification](#) 12/22/96  
387 Amended at the Semi-Annual Meeting, 5/19/97  
388 Amended at the Semi-Annual Meeting, 10/19/97  
389 Amended at the Semi-Annual Meeting 5/17/98  
390 Amended at the Semi-Annual Meeting 5/16/99  
391 Amended at the Semi-Annual Meeting, 5/21/2000  
392 Amended at the Semi-Annual Meeting, 5/19/2002  
393 Amended at the Semi-Annual Meeting, 10/17/2004  
394 Amended at the Semi-Annual Meeting, 6/7/2009  
395 Amended at the Semi-Annual Meeting, 10/18/2009  
396 Amended at the Semi-Annual Meeting, 5/23/2010  
397 Amended at the Semi-Annual Meeting, October 24, 2010  
398 Amended at the Semi-Annual Meeting, May 15, 2011  
399 Amended at the Semi-Annual Meeting, May 20, 2014  
400 Amended at the Semi-Annual Meeting, June 7, 2015  
401 Amended at the Semi-Annual Meeting, October 18, 2015  
402 Amended at the Semi-Annual Meeting, June 5, 2016  
403 Amended at the Semi-Annual Meeting, June 7, 2020  
404 Amended at the Semi-Annual Meeting, **XXX**, 2022

405

406 **APPENDICES – work to be done this year, with text linked in time for Spring SAM**

407

408 **1) Principles and Sources**

409 **2) Membership Policies**

410 **3) First Parish Vision, Mission, and Covenant**

411 **4) Board Charter**

412 **5) Committee Charters – Standing Committee in Bold**

413 **1. B&G**

414     ○ Memorial Garden

415 **2. COLS**

416 **3. M&F**

417     ○ 80 Plus Group

418     ○ Congregational Life

419     ○ Ferry Beach

420     ○ History

421     ○ Hospitality

422     ○ Unity Group

423     ○ Voices on the Green

424 **4. Finance**

425     ○ Fall Auction

426     ○ Good Samaritan Fund

427     ○ Legacy Circle

428     ○ Howe

429 **5. Personnel**

430 **6. M&F**

431 **7. Shared Ministry Committee (SMC), which collaborates with the First Parish Ministers**

432 and staff to strengthen Members' involvement with First Parish to achieve its Mission.

433 This committee works on all aspects of the congregation's ministry, including worship,

434 pastoral care, music, religious education / lifespan faith development, and social justice.

435 This committee also recruits volunteers as needed to ensure that that First Parish's

436 ministries are serving its Vision and Mission.

437     ○ Worship

438     ○ Pastoral Care

439     ○ Music

440     ○ Lifespan Religious Education Committee

441           ○ Adult Programs  
442           ○ Social Justice Leadership Team  
443            ▪ Climate Action Team (CAT)  
444            ▪ Democracy Team  
445            ▪ Racial Justice Team (includes UUUM and 8<sup>th</sup> Principle Implementation Team)  
446

447 **Text removed from 2020 version – consider including in Charters**

448 **Personnel**

449 and consults as needed with members of the congregation, standing committees, ministerial  
450 relations committees, and other personnel regarding job performance issues, clarification of job  
451 descriptions and performance expectations for all paid personnel.

452 **COLS**

453 nominate Parish Members for service on the Parish Board, and as Officers and Trustees of the  
454 Parish and assist the standing committees of the Parish in recruiting their members. The  
455 committee's report to the Parish shall accompany the warrant for any meeting at which elections  
456 are to be held. The report to the Parish shall include the names, biographies, and history of Parish  
457 involvement of nominees for office. The COLS publicly solicit volunteers for Parish Office and  
458 committee vacancies at appropriate times throughout the year.

459 Add: This committee shall actively seek leadership in places not typically represented and will  
460 highly encourage and provide resources for Provide leadership training and development for  
461 multicultural anti-racist anti- oppression

462