

**BYLAWS**  
**of**  
**CHEBEAGUE COMMUNITY CHURCH**

MISSION STATEMENT

We are called to be an inclusive, diverse and caring Christian community:  
worshiping, praying, witnessing, reaching out to all people on the Island and beyond,  
daring to grow and change as God calls us.

WELCOMING STATEMENT

Welcome to this sacred space; our doors are always open. Join us as we at the Chebeague Community Church embrace God's gift of diversity and affirm people of every age, race, ethnicity, gender identity, sexual orientation, socio-economic condition, family structure, and physical or mental ability in the full participation of this congregation. No matter who you are or where you are on your journey, you are loved and a child of God. You are welcome here. Our passion for a wide welcome of all God's children moves us to continue to educate ourselves and others about issues in the wider church and world that seek to divide us, so that we might truly be a congregation with open minds, open hearts, and open doors.

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## CHEBEAGUE COMMUNITY CHURCH

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### REVISION HISTORY

<b>Revision</b>	<b>Changes</b>	<b>Date Ratified by Membership Meeting</b>
1	First adopted by the Chebeague United Methodist Church Administrative Council on July 29, 2021 and submitted with the Chebeague Community Church's Articles of Incorporation filed August 3, 2021 in preparation for the Church's separation from the United Methodist Church on September 1, 2021.	July 29, 2021
2	First Amendment approved by the Chebeague Community Church's First Annual Membership Meeting	January 30, 2022
3	Second Amendment approved by the Chebeague Community Church Membership Meeting	April 30, 2023

# CHEBEAGUE COMMUNITY CHURCH

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## Table of Contents

PREAMBLE	5
ARTICLE I - NAME AND NATURE	5
ARTICLE II - MEMBERSHIP	6
SECTION 1: ADMISSION.	6
SECTION 2: REMOVAL	7
SECTION 3: REINSTATEMENT:.....	7
ARTICLE III – MEMBERSHIP MEETING	8
SECTION 1: DESCRIPTION.	8
SECTION 2: RESPONSIBILITIES AT JANUARY ANNUAL BUSINESS MEETING	8
SECTION 3: MEETINGS OF THE MEMBERSHIP	9
ARTICLE IV – CHURCH COUNCIL	11
SECTION 1: PURPOSE	11
SECTION 2: RESPONSIBILITIES OF CHURCH COUNCIL:	11
SECTION 3: MEMBERSHIP OF CHURCH COUNCIL	12
SECTION 4: ORGANIZATION OF CHURCH COUNCIL	12
SECTION 5: REMOVAL OF CHURCH COUNCIL MEMBER	13
SECTION 6: EXPENDITURES	13
SECTION 7: INDEMNIFICATION OF CHURCH COUNCIL AND OFFICERS	14
SECTION 8: PERSONAL LIABILITY	14
ARTICLE V – PASTORAL LEADERSHIP	15
SECTION 1: PASTORAL LEADERSHIP	15
SECTION 2: LAY MINISTER(S)	16
ARTICLE VI – OFFICERS OF THE CHURCH	17
SECTION 1: CHURCH COUNCIL CHAIR	17
SECTION 2: CHURCH COUNCIL SECOND CHAIR	17
SECTION 3: RECORDING SECRETARY	17
SECTION 4: TREASURER	17
SECTION 5: PASTOR	18
SECTION 6: ELIGIBILITY	18
ARTICLE VII - CHURCH COMMITTEES	19
SECTION 1. COMMITTEE TYPES	19
SECTION 2. COMMITTEE MEMBERS	19
SECTION 3. VOTING BY COMMITTEES	19

## **CHEBEAGUE COMMUNITY CHURCH**

---

ARTICLE VIII - STANDING COMMITTEES	20
SECTION 1. NOMINATING COMMITTEE	20
SECTION 2. HUMAN RESOURCES COMMITTEE	20
SECTION 3. FINANCE COMMITTEE	20
SECTION 4. BUILDINGS AND GROUNDS COMMITTEE	21
ARTICLE IX – MISCELLANEOUS FUNCTIONS	23
SECTION 1. CORRESPONDENCE	23
SECTION 2. COMPILATION OF THE ANNUAL REPORT	23
ARTICLE X – MEMBERSHIP IN ECUMENICAL AND INTERFAITH ASSOCIATIONS	24
ARTICLE XI – AMENDMENT OF BYLAWS	24
ARTICLE XII – DISSOLUTION	25
CERTIFICATION	26

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# CHEBEAGUE COMMUNITY CHURCH

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## PREAMBLE

Chebeague Community Church was formed following disaffiliation from the United Methodist Church due to the UMC's discriminatory statements and non-inclusive policies on LGBTQ+ laypersons and pastors and LGBTQ+ marriage. The name of the church was changed from Chebeague United Methodist Church to Chebeague Community Church when the new church was incorporated.

## ARTICLE I - NAME AND NATURE

SECTION 1: NAME. The name of this Corporation is Chebeague Community Church (hereinafter the "Corporation"). The Corporation is organized as a Church under the Maine Nonprofit Corporation Act (the "Act"), Title 13-B M.R.S., as amended. The terms 'Corporation' and 'Church' are used interchangeably within these Bylaws.

SECTION 2: ADDRESS. The location and the principal office is 255 North Road, Chebeague Island, Maine, 04017.

SECTION 3: NONPROFIT STATUS. The Corporation is organized exclusively for religious, educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), including the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Code. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

SECTION 4: PURPOSE. This Corporation is an independent non-denominational church with a Methodist heritage.

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# CHEBEAGUE COMMUNITY CHURCH

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## ARTICLE II - MEMBERSHIP

### SECTION 1: ADMISSION.

- A. Any individual, over the age of 13, may become a confirmed member of this Church by:
  - 1. Expressing sympathy with its purposes and programs;
  - 2. Supporting the life of the Church;
  - 3. Signing a membership book.
- B. Any member who has not attained the age of 18 will be considered a youth member and will not have a vote on legal transactions when the legal age of 18 is required by state or federal law.
- C. It is generally expected that prospective members will have completed an orientation, including education on Christian formation and church governance.
- D. An official membership book will be maintained by the CHURCH COUNCIL and kept in the church office. The CHURCH COUNCIL serves as the Board of Directors, see Article IV Section 1.
- E. It is specifically understood that membership is open to all who meet the qualifications in Section 1 (A) – (C).
- F. Levels of membership:
  - 1. MEMBERS who claim the Chebeague Community Church as their primary or home church will be counted as members for purposes of counting the number of members of the church for statistical purposes. MEMBERS may speak and vote at any church meeting.
  - 2. ASSOCIATE MEMBERS are those members who claim Chebeague Community Church as their “church away from home” and may claim formal church membership in another congregation or denomination. ASSOCIATE MEMBERS may speak and vote at any church meeting. ASSOCIATE MEMBERS are hereinafter included in the meaning of MEMBERS.

## CHEBEAGUE COMMUNITY CHURCH

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3. YOUTH MEMBERS are members between the ages of 13 and 18.
4. FRIENDS of the Chebeague Community Church are friends who do not wish to become a formal "member" of the church, but who express sympathy with its purposes and programs and support the life of the church. FRIENDS may speak at any church meeting.

### SECTION 2: REMOVAL

- A. MEMBERS may voluntarily withdraw their names from membership by requesting withdrawal, in writing (letter, email or text) to the Pastor or CHURCH COUNCIL.
- B. MEMBERS may be removed by vote of the January MEMBERSHIP MEETING (see ARTICLE III for Membership Meeting) if any of the following criteria have been satisfied:
  1. A MEMBER has not participated in the church program by means of stewardship of prayers, presence, gifts, service or witness within a three-year period; and
  2. Annual unsuccessful attempts (by personal contact or phone if the member is a local resident, or by letter or email if the member is not a local resident) have been made to reactivate that member by the Pastor or CHURCH COUNCIL, except when the inactive member is thought to be age 75 or older, or having health problems, or is in personal crisis. The Pastor shall make a good faith effort to notify the MEMBER that their name may be considered for removal.

SECTION 3: REINSTATEMENT: A Member who has withdrawn may be reinstated at any time by contacting the Pastor.

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## CHEBEAGUE COMMUNITY CHURCH

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### ARTICLE III – MEMBERSHIP MEETING

#### SECTION 1: DESCRIPTION.

- A. MEMBERSHIP MEETING consists of all voting MEMBERS of the church as defined in Article II (1) (E).
- B. Ultimate power of decision-making resides in the MEMBERSHIP MEETING. The congregation delegates to the Church Council the decision-making for the day to day operations of the church.
- C. The Membership ratifies or declines the recommendation of the Church Council on the presentation of the Pastor.
- D. MEMBERSHIP MEETING governs the Church, inclusive of inputs from the CHURCH COUNCIL, COMMITTEES, MEMBERS and the general public. It is expected that there will be an Annual Business Meeting in January and a celebratory meeting in July.

#### SECTION 2: RESPONSIBILITIES AT JANUARY ANNUAL BUSINESS MEETING

- A. Ordination of a Pastor (ordination will be defined and developed by the CHURCH COUNCIL),
- B. Electing MEMBERS to serve on the CHURCH COUNCIL (other than the Pastor, who is selected by the CHURCH COUNCIL),
- C. Adopting and maintaining the Church's Mission Statement (see page 1 of these Bylaws,
- D. Ratifying the CHURCH COUNCIL's decision to purchase, invest, sell, lease, or mortgage real property, or otherwise to sell or transfer all or substantially all of the assets of the Corporation,
- E. Approving Lay Ministers. See Article V (2) (B),
- F. Amending the CHURCH/Corporation's Articles of Incorporation and Bylaws. See Article XI.
- G. Dissolving and winding up the CHURCH/Corporation. See Article XII.



## **CHEBEAGUE COMMUNITY CHURCH**

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### SECTION 3: MEETINGS OF THE MEMBERSHIP

- A. MEMBERSHIP MEETINGS may be held at any time, but shall be held at least twice a year, in January (business) and July (celebration).
- B. Meetings of MEMBERSHIP shall be called and facilitated by COUNCIL CHAIR. The call to the meeting shall be made at least two weeks ahead of time by announcement in worship services and two additional methods of notification such as postcards and social media.
- C. Proposed agenda items must be submitted to the CHAIR at least two weeks in advance of the meeting. Items brought to the floor outside the agenda system may, at the discretion of the CHAIR, be assigned to the CHURCH COUNCIL for future action.
- D. A quorum of 20% of MEMBERS is required to conduct business at a MEMBERSHIP MEETING. Attendance may be in person or virtual, see Section (3) (H) of this Article.
- E. The January MEMBERSHIP MEETING's agenda may include
  - 1. Membership
    - a. Greeting new members (including reinstated)
    - b. Removing inactive members
  - 2. COUNCIL CHAIR'S report of the state of the Church
  - 3. Pastoral report
  - 4. Reports regarding the operations and ministry of the Church
  - 5. Financial and budget reports
  - 6. Acceptance of reports
  - 7. Approval of any financial or asset transactions as necessary
  - 8. Ministries
  - 9. Education

## CHEBEAGUE COMMUNITY CHURCH

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10. Membership care
  11. Any other reports
  12. Election of CHURCH COUNCIL MEMBERS
- F. July MEMBERSHIP MEETING shall be a celebration of Church Community held outside (weather permitting).
- G. Special MEMBERSHIP MEETINGS shall be called and facilitated by COUNCIL CHAIR. Special MEMBERSHIP MEETINGS may be called to enable timely actions such as, but not limited to, ordination of a pastor or transfer of assets requiring MEMBERSHIP MEETING approval.
1. The call to the meeting shall be made at least two weeks ahead of time by announcement in worship services and two additional methods of notification, such as postcards and social media.
  2. Proposed agenda items must be submitted to the CHAIR at least two weeks in advance of the meeting. Items brought to the floor outside the agenda system may, at the discretion of the CHAIR, be assigned to the CHURCH COUNCIL for future action.
  3. A quorum of 20% of MEMBERS is required to conduct business at a Special MEMBERSHIP MEETING. Participation may be in person or virtual, see Section (3) (H) of this Article.
- H. MEMBERSHIP MEETINGS may be conducted in person or by virtual format using any technology in which participants may hear each other and be heard.
- I. MEMBERSHIP MEETINGS are open to the public.
- J. Decisions shall be by consent (without objection) or a majority vote of MEMBERS present in person or virtually, unless these bylaws or any policy adopted and defined by the MEMBERS requires a supermajority as defined by CHURCH COUNCIL policy.

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## CHEBEAGUE COMMUNITY CHURCH

### ARTICLE IV – CHURCH COUNCIL

#### SECTION 1: PURPOSE

The CHURCH COUNCIL functions as the Board of Directors of the Corporation. The CHURCH COUNCIL shall be responsible for managing the activities of the Corporation (the CHURCH), subject to the provisions of these Bylaws.

#### SECTION 2: RESPONSIBILITIES OF CHURCH COUNCIL:

- A. Establish goals and objectives for the Church, including long-range and strategic goals and objectives, with input from the Committees and subject to the direction of the MEMBERSHIP MEETING,
- B. Initiate planning to accomplish the goals and objectives of the Church,
- C. Authorize actions in management of the Church's activities, subject to the provisions of these Bylaws,
- D. Develop and adopt an annual operating budget.
- E. Develop and manage the stewardship/fundraising plan and calendar.
- F. Determine who shall be responsible for receiving and reporting all income.
- G. Manage the church's invested funds and determine how they are going to be used. Such use must be consistent with the written intent of the donor.
- H. CHURCH COUNCIL may accept any donation or bequest that will provide a benefit to the Church, and may decline any donation or bequest that will not provide a benefit to the church. The Church Council shall have sole discretion to determine whether a donation or bequest will be, on balance, beneficial.
- I. Apply for and accept grants in accordance with the limitations and restrictions of the Church's status as a tax-exempt entity.
- J. Receive reports,

## **CHEBEAGUE COMMUNITY CHURCH**

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- K. Hire employees, in consultation with the HUMAN RELATIONS COMMITTEE,
- L. Evaluate the church's ministries,
- M. Remove a member of CHURCH COUNCIL, if necessary, under Section 5 of this Article,
- N. Recommend a new pastor for consideration by the MEMBERSHIP, in consultation with the SEARCH COMMITTEE,
- O. Review the mission and ministry of the Church and recommend changes to the same to MEMBERSHIP MEETING,
- P. Create and abolish Ad Hoc committees, Article VII (1)(B), and
- Q. Create and abolish Standing committees with input from the MEMBERSHIP MEETING see Article VII (1) (A).

### **SECTION 3: MEMBERSHIP OF CHURCH COUNCIL**

- A. All members of the CHURCH COUNCIL (other than the Pastor) are elected from the MEMBERSHIP by the MEMBERSHIP MEETING.
- B. There shall be at least three (3) elected members plus the pastor (who is an ex-officio member) as a minimum and a maximum of 21 members.
- C. CHURCH COUNCIL OFFICERS shall consist of: CHURCH COUNCIL CHAIR, CHURCH COUNCIL SECOND CHAIR, RECORDING SECRETARY, TREASURER, and Pastor.
- D. CHURCH COUNCIL OFFICERS (other than the Pastor) shall be elected by the CHURCH COUNCIL.

### **SECTION 4: ORGANIZATION OF CHURCH COUNCIL**

- A. The COUNCIL CHAIR shall preside over meetings of the CHURCH COUNCIL. In the event the COUNCIL CHAIR is absent COUNCIL SECOND CHAIR will assume this role.
- B. Members of the CHURCH COUNCIL shall be expected to attend all meetings and fulfill assigned tasks to the limits of their abilities. The COUNCIL CHAIR

## **CHEBEAGUE COMMUNITY CHURCH**

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shall be notified if an absence is necessary. CHURCH COUNCIL members may attend in person or by virtual format using any technology in which participants may hear each other and be heard.

- C. Notice of an upcoming meeting with proposed agenda shall be issued at least one week in advance if possible.
- D. The CHURCH COUNCIL shall meet quarterly, at a minimum. Special meetings of the CHURCH COUNCIL may be called by the COUNCIL CHAIR or by the Pastor in conjunction with two or more members of the CHURCH COUNCIL or by a minimum of five CHURCH MEMBERS.
- E. A quorum of the CHURCH COUNCIL is needed to hold a Council meeting; a quorum is 66% of CHURCH COUNCIL members.
- F. Decisions shall be by consent (without objection) or a majority vote of CHURCH COUNCIL MEMBERS present in person or virtually, unless these bylaws or any policy adopted by the CHURCH COUNCIL requires a supermajority as defined by CHURCH COUNCIL policy.

### **SECTION 5: REMOVAL OF CHURCH COUNCIL MEMBER**

- A. A CHURCH COUNCIL MEMBER may be removed from the CHURCH COUNCIL due to an unwillingness to perform their duties, or for any conduct that constitutes a violation of the law or personal ethics.
- B. The CHURCH COUNCIL MEMBER may be removed, by consent (without objection) or by majority vote of the other CHURCH COUNCIL members present, in person or virtually, at any meeting lawfully called.
- C. A MEMBER of the CHURCH COUNCIL may resign at any time. Vacancies are filled in accordance with Article VIII (1).

### **SECTION 6: EXPENDITURES**

- A. No person, CHURCH MEMBER (regardless of membership level), committee, or committee member (other than the CHURCH COUNCIL) shall have the right to obligate the church for any unbudgeted expenditure.
- B. The CHURCH COUNCIL is responsible for approving all contracts.

## **CHEBEAGUE COMMUNITY CHURCH**

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### **SECTION 7: INDEMNIFICATION OF CHURCH COUNCIL AND OFFICERS**

To the extent permitted by applicable law pertaining to a church, the CHURCH must indemnify each of its Officers and members of its CHURCH COUNCIL, whether or not they serve as Officers, against all liabilities and expenses, including amounts paid in satisfaction of judgments, in compromise, or as fines and penalties and counsel fees, reasonably incurred by such person in connection with the defense or disposition of any action, suit, or other proceeding, whether civil or criminal, in which such person may be or may have been threatened while in office or thereafter, by reason of being or having been such an Officer or CHURCH COUNCIL member, except with respect to any matter as to which such person shall have been adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the Church.

### **SECTION 8: PERSONAL LIABILITY**

Members of the CHURCH COUNCIL shall not be personally liable for any debt, liability or obligation of the Church. All persons, corporations or other entities extending credit to, contracting with, or having any claim against the Church may look only to the funds and property of the Church for the payment of any such contract or claim, for the payment of any debt, damages, judgment, or decree, or of any money that may otherwise become due or payable to them from the Church.

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## CHEBEAGUE COMMUNITY CHURCH

### ARTICLE V – PASTORAL LEADERSHIP

#### SECTION 1: PASTORAL LEADERSHIP

A. PASTORAL LEADERSHIP shall be chosen in the following manner.

1. The CHURCH COUNCIL shall appoint an ad hoc Search Committee.
2. Search Committee shall prepare a job description for posting.
3. Search Committee shall interview, research and investigate candidates prior to presenting one or more recommended candidate(s) to the CHURCH COUNCIL.
4. The Pastoral candidate will be invited to the church to preach a sermon and conduct the church service, as well as to meet the congregation. The Membership Meeting shall follow the service.
5. CHURCH COUNCIL will present their candidate to the congregation at –the Membership Meeting called for that purpose. The decision to hire the pastor shall be by consent (without objection) or a majority vote of MEMBERS present in person or virtually, unless these bylaws or any policy adopted and defined by the MEMBERS requires a supermajority as defined by CHURCH COUNCIL policy.
6. The CHURCH COUNCIL shall draft an Employment Agreement and provide a copy to the new pastor for execution along with a copy of the Personnel Policy Handbook.
7. The Employment Agreement shall state the terms of the relationship, including any agreements with respect to housing, retirement planning, and any fringe benefits offered as well as any health and life insurance benefit to be provided to the Pastor.

B. Termination when a Pastor is in place:

1. In order to terminate the relationship, the Pastor shall give at least three (3) months' notice.

## **CHEBEAGUE COMMUNITY CHURCH**

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2. The Church shall have the option to terminate the relationship at a CHURCH COUNCIL meeting. The Church shall not terminate a relationship on less than three (3) months' notice to the Pastor, except in the case of serious misconduct as described in the Personnel Policy Handbook.
  
- C. Discipline of the Pastor shall be the responsibility of CHURCH COUNCIL. CHURCH COUNCIL in consultation with the HUMAN RESOURCES COMMITTEE shall have discretion as to whether any discipline shall be public or confidential; provided, however, that if proceedings lead to termination of a pastoral relationship, CHURCH COUNCIL shall make reasons for the termination known to the MEMBERSHIP, with such safeguards for confidentiality as may be required by state law.
  
- D. The Pastor is an ex-officio member of the CHURCH COUNCIL with voting rights, except on matters that have a direct bearing on their employment, such as hiring and compensation, in which case the pastor shall recuse him/her/or themselves from the vote due to a conflict of interest.
  
- E. All worship services and other functions held in the sanctuary shall have the prior approval of the Pastor.

### **SECTION 2: LAY MINISTER(S)**

- A. Pastor and Human Resources Committee may define and develop a program for lay ministry. Persons recommended as LAY MINISTER(S) shall be approved by MEMBERSHIP MEETING.
  
- B. Lay Minister(s) may assist in all pastoral duties under the guidance of the Pastor.



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## **CHEBEAGUE COMMUNITY CHURCH**

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### **ARTICLE VI – OFFICERS OF THE CHURCH**

#### **SECTION 1: CHURCH COUNCIL CHAIR**

The CHURCH COUNCIL CHAIR (also known as CHAIR) shall preside over all meetings of the CHURCH COUNCIL. The COUNCIL CHAIR shall call for the annual business meeting in January and the celebration in July. The COUNCIL CHAIR may call a special meeting of the MEMBERSHIP, provided it has been so voted on by CHURCH COUNCIL or at the request of any five MEMBERS of the Church. The COUNCIL CHAIR may serve up to three one-year consecutive terms. The COUNCIL CHAIR may continue to serve on the CHURCH COUNCIL after their term as CHAIR has ended.

#### **SECTION 2: CHURCH COUNCIL SECOND CHAIR**

The CHURCH COUNCIL SECOND CHAIR (also known as COUNCIL SECOND CHAIR) will serve up to three one-year consecutive terms. It is hoped that COUNCIL SECOND CHAIR will succeed COUNCIL CHAIR.

#### **SECTION 3: RECORDING SECRETARY**

The RECORDING SECRETARY (also known as SECRETARY) shall keep an accurate record of the proceedings of all MEMBERSHIP MEETINGS and the meetings of the CHURCH COUNCIL. SECRETARY shall also be the custodian of all such written and digital records, reports and proceedings, and all other records of the Church, including records relating to periods prior to incorporation, maintaining appropriate copies for the permanent Church files. The SECRETARY is also a voting member of the CHURCH COUNCIL and may be an employee of the CHURCH. At the SECRETARY'S or the CHAIR'S request, notes may be taken by another member of the COUNCIL. Meetings may be recorded unless a member of the COUNCIL objects.

#### **SECTION 4: TREASURER**

The primary duties of the TREASURER include ensuring the disbursement of funds subject to the Church budget in accordance with Article I (3) and such funds as directed by CHURCH COUNCIL or by consent (without objection) or majority vote of MEMBERSHIP MEETING. THE TREASURER shall make regular and detailed reports of funds received and expended to MEMBERSHIP MEETING and to CHURCH COUNCIL as may be deemed necessary by either body. TREASURER is also a voting member

## **CHEBEAGUE COMMUNITY CHURCH**

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of CHURCH COUNCIL. The TREASURER shall supervise any financial secretary or bookkeeper, volunteer or employee, to keep an accurate record of monies received.

### **SECTION 5: PASTOR**

The Pastor shall be an officer of the CHURCH COUNCIL and shall have voice and vote on the COUNCIL except on those matters discussed in Article V (1) (D).

### **SECTION 6: ELIGIBILITY**

All voting MEMBERS of the CHURCH COUNCIL shall be eligible to serve as Officers, except where a conflict of interest may make such service inappropriate.

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# CHEBEAGUE COMMUNITY CHURCH

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## ARTICLE VII - CHURCH COMMITTEES

### SECTION 1. COMMITTEE TYPES

#### A. STANDING COMMITTEES

1. STANDING COMMITTEES may be created to meet the ongoing needs of the Church, subject to Sections (2) and (3) below.
2. STANDING COMMITTEES shall be defined and authorized by the CHURCH COUNCIL with input from the MEMBERSHIP MEETING.
3. STANDING COMMITTEES may be created or abolished by the CHURCH COUNCIL with input from the MEMBERSHIP MEETING.

#### B. AD HOC COMMITTEES

1. AD HOC COMMITTEES shall be formed as necessary to meet a specific need for a limited time period.
2. AD HOC COMMITTEES may be defined and authorized by the CHURCH COUNCIL or a STANDING COMMITTEE.
3. AD HOC COMMITTEES may be created or abolished by the CHURCH COUNCIL or STANDING COMMITTEE under which they were formed.
4. An example of an Ad Hoc Committee is a Pastor Search Committee.

### SECTION 2. COMMITTEE MEMBERS

Persons who are not MEMBERS of the Church may serve as members of STANDING COMMITTEES and AD HOC COMMITTEES except as otherwise provided in these Bylaws.

### SECTION 3. VOTING BY COMMITTEES

Decisions by COMMITTEES shall be made by consent (without objection) or by majority vote of the COMMITTEE members present in person or virtually, unless these bylaws or any policy adopted by the CHURCH COUNCIL requires a supermajority as defined by CHURCH COUNCIL policy.

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## **CHEBEAGUE COMMUNITY CHURCH**

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### **ARTICLE VIII - STANDING COMMITTEES**

#### **SECTION 1. NOMINATING COMMITTEE**

The NOMINATING Committee shall consist of the Pastor, COUNCIL CHAIR, COUNCIL SECOND CHAIR, and may include two to three additional at-large members. The Pastor shall be the convener of the Committee. At the first meeting the Committee shall elect a chairperson. They shall present a slate of possible new COUNCIL members for the ensuing year, to be presented at the January Annual Business Meeting of the MEMBERSHIP for approval.

The Nominating Committee is encouraged to present a slate of CHURCH MEMBERS that represents a cross-section of the Church membership to serve as CHURCH COUNCIL MEMBERS until the next ANNUAL BUSINESS MEETING.

The Nominating Committee shall also make nominations to fill any vacancies that may occur during the year. The NOMINATING COMMITTEE may suggest opportunities for developing leadership. The CHURCH COUNCIL shall vote to fill the vacancies as presented by the Nominating Committee.

#### **SECTION 2. HUMAN RESOURCES COMMITTEE**

The HUMAN RESOURCES COMMITTEE shall take all necessary steps to encourage and retain employees, including the Pastor. The COMMITTEE may work with Pastor to create positions and tasks for additional ministry leadership.

Members of the HUMAN RESOURCES COMMITTEE must be knowledgeable about the policies and procedures found in the Personnel Policy Handbook. Members of the Committee are encouraged to recommend changes of HR policies and procedures to the CHURCH COUNCIL. Any disciplinary actions required will follow the procedures in the Personnel Policy Handbook.

The Pastor and any other employees shall recuse themselves from meetings of the HUMAN RESOURCES COMMITTEE and from the CHURCH COUNCIL during discussions of personnel issues that impact them directly.

#### **SECTION 3. FINANCE COMMITTEE**

The FINANCE COMMITTEE shall include the Treasurer, another CHURCH COUNCIL MEMBER and other persons with experience or interest in finances and investments, either MEMBERS or non-MEMBERS.

## **CHEBEAGUE COMMUNITY CHURCH**

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The FINANCE COMMITTEE shall be responsible for making recommendations to the CHURCH COUNCIL for decisions related to all the CHURCH'S financial assets, including, but not limited to, recommendations for specific investments. The FINANCE COMMITTEE is accountable to the CHURCH COUNCIL in fulfilling its oversight responsibilities with respect to financial accountability and reporting, financial performance, adequacy of internal controls, stewardship of funds, financial risk and financial integrity of the organization. The Finance Committee shall maintain the Chebeague Community Church's tax-exempt status.

Responsibilities of the FINANCE COMMITTEE shall include:

- A. Developing standard operating procedures or policies for
  - 1. Donations
  - 2. Expenses
  - 3. Invested Funds
  - 4. Budget process
- B. Developing annual and long-range plans
- C. Recommending what financial policies should be elevated to bylaw status and proposing such bylaw amendments to CHURCH COUNCIL and if recommended by the CHURCH COUNCIL, to the MEMBERSHIP MEETING.

### **SECTION 4. BUILDINGS AND GROUNDS COMMITTEE**

Responsibilities of the BUILDINGS AND GROUNDS COMMITTEE shall include:

- A. Acquisition, maintenance and repair of Church's physical assets
- B. Maintain a written inventory of assets
- C. Maintain a current facility assessment of Church buildings and infrastructure
- D. Maintain maintenance logs and records
- E. Prepare recommendations for CHURCH COUNCIL action, including Requests for Proposals and recommendations for contractors.

## **CHEBEAGUE COMMUNITY CHURCH**

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- F. Report to the CHURCH COUNCIL at least quarterly and prepare an annual report for the January MEMBERSHIP MEETING.

**ARTICLE IX – MISCELLANEOUS FUNCTIONS**

The CHURCH COUNCIL shall assign functions to various individuals throughout the year. These functions shall include:

SECTION 1. CORRESPONDENCE

- A. Send letters of dismissal in accordance with Article II (2).
- B. Conduct appropriate official correspondence of the church, including posting of notices.

SECTION 2. COMPILATION OF THE ANNUAL REPORT

- A. Compile and duplicate the annual reports from all committees and officers for the January MEMBERSHIP MEETING.
- B. File Annual tax return to the United States Internal Revenue Service and Maine Revenue Services.

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## **CHEBEAGUE COMMUNITY CHURCH**

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### **ARTICLE X – MEMBERSHIP IN ECUMENICAL AND INTERFAITH ASSOCIATIONS**

SECTION 1: Chebeague Community Church shall have membership in such ecumenical and interfaith associations as recommended by the CHURCH COUNCIL and approved by the MEMBERSHIP MEETING.

SECTION 2: The appropriate number of delegates may be elected at an annual meeting, and the CHURCH shall pay the appropriate dues.

### **ARTICLE XI – AMENDMENT OF BYLAWS**

These bylaws may be amended by consent (without objection) or majority vote at any MEMBERSHIP MEETING, annual or special, provided the nature of the proposed amendment(s) and/or changes shall have been properly announced at least two weeks in advance in the call for the meeting.



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## CHEBEAGUE COMMUNITY CHURCH

### ARTICLE XII – DISSOLUTION

Chebeague Community Church may be dissolved in accordance with the procedures set forth in Maine law. In the event that the Church is to be voluntarily dissolved, a PLAN OF DISSOLUTION shall be prepared by the CHURCH COUNCIL. The plan shall include, but not limited to:

- A. Roles and responsibilities during the dissolution process
- B. Identity of all assets and liabilities
- C. Estimated fair market value of assets
- D. How liabilities will be satisfied
- E. Distribution of assets to other non-profit organizations in accordance with regulations promulgated by the Internal Revenue Service for corporations that are exempt from taxation under 501(c)(3) of the tax code.

In the event of the dissolution or liquidation of the Corporation, after payment or provision for the payment of all liabilities of the Corporation, all of the assets of the Corporation shall be disposed of to one or more corporations, societies or organizations (i) that have similar purposes and are engaged in similar activities as the corporation, (ii) that qualify for exemption from taxation under Code section 501(c)(3), and (iii) that would qualify as public benefit corporations within the meaning of the Act, as amended. Such organizations need not be organized under the laws of the state of Maine. Any assets not disposed of in this manner by the corporation shall be distributed in accordance with an order of a court of competent jurisdiction in the county where the principal office of the Corporation is located, exclusively for such purposes or to such organizations as said court shall determine, provided that such organizations shall have similar purposes and be exempt from taxation under the provisions of said Code section 501(c)(3).

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**CHEBEAGUE COMMUNITY CHURCH**

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**CERTIFICATION**

I, the undersigned, do hereby certify that the above and foregoing bylaws as adopted by the Incorporators of the Chebeague Community Church, and filed with the Maine Secretary of State with the Articles of Incorporation, were amended and duly adopted as amended on January 30, 2022 by the Chebeague Community Church Membership at the January MEMBERSHIP MEETING (first annual business meeting) , and again by the Chebeague Community Church Membership at a MEMBERSHIP MEETING on \_\_\_\_\_, 2023, held on due notice and in compliance with its Articles of Incorporation at which time a quorum was present.

*Donna Damon* Date: 1/30/23  
Signature

Donna Damon  
Print name Secretary