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## CONSTITUTION OF THE CHURCH OF THE LEGACY CHURCH COUNCIL

The Christian Community of The Church of the Legacy, recognizing our responsibility to be the loving and sharing community, do hereby join together and form our Church Council to provide for the spiritual and temporal well-being of one another and to encourage our Church Community to live its mission in the world. We advise the pastor and discern the church needs, set pastoral priorities and empower the people to participate in our church mission.

We will use dialogue to assess our needs and develop and implement our plans for the future. We believe this interaction can best occur under the umbrella of the committees which are in scope with The Church of the Legacy's strategic plan. These Committees include the Finance Committee, Liturgical Committee, Music Ministry, Bereavement Committee, Christian Service, Outreach.

### ***Article I***

**Name:** The name of this organization is The Church of the Legacy Church Council

### ***Article II***

**Purpose:** The purpose of the Council is to enable the Church to carry out the mission statement of the Church.

### ***Article III***

**Function:** The Church Council will join with the Pastor to foster the spiritual growth of the Church. The Council will assist in Church Community activities, and through a shared vision, help meet the needs of the Church.

### ***Article IV***

#### **Section 1 - Membership**

The Council will have three classifications of members:

- a) **Ex-Officio** Ex-officio members consisting of the Pastor (or her designated representative), the two Church Trustees, Church Associate, Deacons, Business Manager, Spiritual Education Director and School Principal.
- b) **Appointed:** Three members may be appointed by the Pastor to serve a one-year term which may be renewed once. The Pastor has the right to appoint additional members to the Council to insure the broadest representation.
- c) **Elected:** None members elected by the Church at large to serve three-year terms, three new members in this classification each year.



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## **Section 2- Eligibility**

- a) All registered members of the Church who are 16 years of age or older by June 1<sup>st</sup> are eligible to serve on the Council.
- b) Elected members of the Council may not serve consecutive three-year terms. A member who has served more than two years of an elected vacancy shall be credited with having served a three-year term.
- c) Elected members who have completed a term are eligible to be appointed by the Pastor for a one-year appointment.

## **Section 3 - Vacancies and Forfeiture**

- a) A vacancy in an appointed seat shall be filled, for the remainder of the unexpired term by Pastoral appointment.
- b) A vacancy in an elected seat shall be filled, for the remainder of the unexpired term, by appointing the next available candidate who received the highest number of votes after those elected in the last election. In the event no candidate is available, the Pastor will appoint the member.
- c) Forfeiture of elected and appointed seats will occur after there have been three (unexplained) absences in any one Council year. After two (unexplained) absences, the member shall be reminded by letter of this provision. In exceptional circumstances, the member may be excused from the third absence at the discretion of the Executive Committee.

## **Article V**

**Section 1** - The Vice President of the Council shall be the chair of the search process for Council candidates. The process should include the identification of the candidates for the election to Council (based on referrals by Council members and the Pastor). The Vice President will be responsible for fully explaining the purpose and workings of the Council to the prospective candidates. The Vice President is responsible for directing the development, distribution, collection and counting of the ballots.

**Section 2** - Any member of the church who is at least 16 years of age or older will be allowed to vote.

**Section 3** - Elections will be held in the month of May with the exact date as determined by the Council.

**Section 4** - Appointed members shall be selected before the June meeting.

**Section 5** - Newly elected and appointed members will be invited to attend the June meeting and an orientation session as preparation for their membership on the Council.



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## ***Article VII***

### **Meetings**

**Section 1** - A minimum of nine regular meetings of the Council shall be scheduled during a Council year and shall be open to all church members. A council year will run from June through May.

**Section 2** - Officers shall serve a one-year term, no more than two consecutive terms in the same office.

**Section 3** - Officers must be elected by elected members of Council

**Section 4** - Selection of officers shall be made through elections by the Council members at the June meeting.

## ***Article VIII***

### ***Duties of Officers, Executive Committee and Church Council Members***

**Section 1** - The President shall:

- a) Preside at all regular and special meetings of the Council including the June meeting following the President's term in office.
- b) Take necessary measure for conducting the business of the Council.
- c) Coordinate the work of the Officers and the Committees of the Council in order that the objectives of the Council are promoted
- d) Prepare a written annual report at the conclusion of the Council year to be presented to the Council at the September meeting.

**Section 2** - The Vice President shall:

- a) Serve in the absence of the President
- b) Chair the search and election process for new Council candidates

**Section 3** - The Secretary shall:

- a) Take the minutes at meetings and make available to all Council members as soon as possible after the meeting has taken place. Revisions, additions, etc. Will be made to the minutes prior to the next meeting so they are ready to be accepted at that meeting.
- b) Prepare a "condensed" version of the minutes and provide to the Church staff for publication in the Church bulletin prior to the next meeting.
- c) Maintain all records of the Council.



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- d) Be responsible for appropriate correspondence.

**Section 4** - The Executive Committee shall:

- a) Consist of the Pastor (or her designated representative) and the officers of the Council.
- b) Prepare the meeting agenda.
- c) Coordinate Council participation in the standing committees.

**Section 5** - Church Council Members shall:

- a) Provide leadership in the spirit of Christ by listening to the needs of the Church Community and then establishing priorities and goals.
- b) Become involved in the life and spirit of the Church by actively participating in Church functions.
- c) Be familiar with the Constitution of the Council and uphold it.

***Article IX***

**Committees/Ministries**

**Section 1** - there shall be the following standing Church committees and ministries

1. **Liturgy Committee:** promotes the worship of God, the prayer life of the church community and their participation in liturgical ministries through the liturgical year.
2. **Church Life Committee:** promotes the building up of the community in the Church as well as the civic community.
3. **Christian Service Committee:** promotes the building of the community through various outreach programs to share blessings with our sisters and brothers who are in need.
4. **Bereavement Committee:** offer support to families that have suffered the loss of a loved one. Activities range from planning funeral liturgies, cooking and serving funeral brunches, and prayer services at wakes to smaller gestures of compassion.
5. **Ministries:** The ministries include Music Ministry, Busy Hands Yarn Ministry

**Section 2 Ad Hoc Committees** - when appropriate, the Council may establish temporary or Ad Hoc Committees that are commissioned to focus on a specific or critical issue.

**Section 3 -Membership**

- a) All Council members shall serve on at least one standing committee.



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- b) At least two Council members shall serve on each standing committee
- c) Chairs of the standing committee do not need to be members of the Council
- d) The President and Pastor (or her designated representative) shall be ex-officio members of all committees.
- e) Council members should state their preferences for the representation on a standing committee to the Executive Committee. The Executive Committee will make assignments consistent with each member's choices whenever possible. If a member is unable to meet the requirements of the standing committee to which the member has been assigned, based on individual circumstances, the member will have the opportunity to request another committee - subject to the approval of the Executive Committee.

#### **Section 4 - Committee Chairperson Term Limits**

The chairperson is chosen annually by discernment, for up to three one-year terms. It is recommended that the outgoing Chair be a Co-Chair for one year to assist the new Chair. (One who has served as Chair is eligible to be discerned for the position after one year).

**Section 5 - Schedule** - Standing Committees should ideally meet each month but at least every two months

#### **Section 6 -Reporting**

- a) Church Council members serving on each Standing Committee are responsible for keeping the Council informed of the Committee's work. The representative members from the Church Council will provide a verbal report to the Council and a member of the Standing Committee will provide written minutes of the meeting to the Church Council Secretary prior to each Council meeting. The Secretary will distribute the committee minutes as they are received to the Church Council in preparation for the month's meeting.
- b) The Committee chairs shall prepare a written annual report for the Church Council. These reports shall be submitted to the outgoing President before July 1<sup>st</sup>.
- c) If a Council member is unable to attend a Standing Committee meeting, it is the member's responsibility to notify other council members on the Standing Committee and the committee chairperson.
- d) Attendance at Standing Committee meeting will be reviewed by the Executive Committee.



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**Section 7 - Statements-** Committees are an extension of the Council, and as such, they may not issue statements on matter of Council or Church policy. These statement are the responsibility of the Council.

#### ***Article X***

##### **Amendment**

These articles may be amended at any regular meeting of the Council by a consensus of members present, provided that a copy of the proposed amendment is submitted in advance of the meeting. Amendments can be added as necessary.

##### **Review**

Review of the constitution is required every three years beginning in November of the last year of the constitution and must be approved by March.

This constitution has been accepted and approved September 2018. Review will begin in November 2020 with approval no later than March 2021.