Transition of Lay Leaders

United Church of Christ, Congregational, of Boxborough

Effective Date: 13 July 2017

Supercedes Date: 11 February 2016

1. Purpose

The Church elects new officers, Council members, and governance committee members at the Annual Congregational Meeting each January. This policy describes the transition tasks that need to be performed by specific lay leaders following the Congregational Meeting.

2. Definitions

In the Internal Revenue Code, *Chapter 501(c)(3)* defines organizations that are exempt from taxes because they operate in the public interest. Another name for a 501(c)(3) organization is a charitable organization. Simply providing charitable services, however, is not enough to qualify as a 501(c)(3) organization. The organization must meet all operational, legal and reporting requirements of the tax code in order to receive tax-exempt status. For churches, this includes registering with the Secretary of State in the state in which the organization operates and identifying the officers and members of the Board of Directors (i.e., Council).

3. Policy

Within 10 business days after the Church's Annual Congregational Meeting each January, the Clerk shall notify the Administrative Assistant of the newly elected Church officers, Council members, and governance committee members. Also within 10 business days, the Clerk shall notify the Massachusetts Secretary of State's Office of the names of Church officers and other Council members, as required by the Church's registration as a 501(c)(3) corporation.

Also within 10 business days, the Treasurer shall notify each of the banks and other financial institutions where the Church has accounts of the names of officers and other lay leaders who can transact business on those accounts.

At the first Council meeting after the Annual Congregational Meeting, the Moderator shall make newly elected members of the Council aware of the complete set of Church policies and select at least three for review and possible update in the coming year. As soon as possible, the Moderator shall convene a meeting of the Deacons, Pastor Parish Relations Committee (PPRC), and newly elected members of the Council to review the provisions of the Church's policy on Parishioners with a History of Sexual Misconduct.

4. Procedures

4.1. Clerk Responsibilities

4.1.1 Notify Administrative Assistant

Within 10 business days of the Annual Congregational Meeting, the Clerk shall notify the Church Administrative Assistant of the newly elected Church officers, Council members, and governance committee members. The Administrative Assistant shall, in turn, ensure that the Church web site is updated and the denomination's offices are notified.

4.1.2 Update Massachusetts Corporate Database

Because the Church is registered with the Commonwealth of Massachusetts as a 501(c)(3) corporation, the Corporate Database administered by the Massachusetts Secretary of State contains information about the Church, including the names, addresses, corporate titles, and term expiration dates of all officers and Council members.

Within 10 business days of the Annual Congregational Meeting, the Clerk shall update the Corporate Database online by accessing the website of the Massachusetts Secretary of State's Office at www.sec.state.ma.us.

To view the Church's information in the Database, the Clerk shall locate the Corporations icon on the site's home page, then click on Search the Corporate Database. A form will appear on the screen which can be used to find the Church's entry in the Database. The Clerk fills in either the Church's name (The United Church of Christ, Congregational, of Boxborough) or Identification Number (001095308), then clicks on Search Corporations. The current entries in the Database for our Church are then displayed.

To update the Church's information in the Database, the Clerk shall locate the Corporations icon on the site's home page, then click on Filling Methods, then click on File Online. The Church is an existing entity, so the Clerk enters the Church's Customer ID number and PIN (both available from the Church Administrative Assistant), then clicks on Submit. On the next screen, the Clerk selects the type of filing (Certificate of Change of Directors or Officers), then clicks on Submit. The form that appears is then completed by first deleting all entries for people no longer on the Council, then entering all new officers and other members. The titles "Moderator" and "Vice Moderator" are not recognized, so "President" and "Vice President" are used instead. The title for all Council members who are not officers is "Director." Only the month and year of term expiration is needed. There is no fee required to make this submission.

4.2. Treasurer Responsibilities

4.2.1 Update Bank Accounts

The Church has two accounts at Middlesex Savings Bank. The Church Administrative Assistant has the Church's account numbers on file. The Bank needs to be notified whenever the officers (President/Moderator and/or Treasurer) change or when authorized signers for the account are added or deleted.

Within 10 business days of the Annual Congregational Meeting, the Treasurer shall update the Church's information at Middlesex Savings Bank using a Bank form entitled "Commercial Deposit Account Resolutions and Authorities". The signatures of the President/Moderator and Treasurer are required.

Also within 10 business days of the Annual Congregational Meeting, the Treasurer shall complete a form entitled "Account Document - Commercial/Other" with detailed information about each authorized signer for the Church's accounts, and each new signer must go to the bank to record his/her signature. For authorized signers who do not have personal accounts at Middlesex Savings Bank, additional information is required, including means of primary identification (e.g., driver's license or passport) and secondary identification (e.g., credit card, employee identification card, utility bill, etc.). Typically, the Moderator, Treasurer, one or more Finance Team members, and the Collectors are authorized signers for the Church.

The updated forms shall be hand-delivered to the Middlesex Savings Bank office in Boxborough. A copy of the updated forms shall be given to the Administrative Assistant to file at the Church.

4.2.2 Update Accounts at Other Financial Institutions

In addition to the accounts at Middlesex Savings Bank, the Church has a corporate account at Fidelity Investments. The Church Administrative Assistant has the Church's account number on file. For the account at Fidelity Investments, the Treasurer shall prepare and submit the following within 10 business days of the Annual Congregational Meeting:

- Fidelity's "Corporate Resolution" form identifies individuals authorized to act on the Fidelity account. The form is available at https://scs.fidelity.com/accounts/onlineforms/onlineforms.shtml?formName=CORP_RES&blank=Y. Sections 3 and 4 must together identify each person authorized to act on the account on behalf of the Church. Extra copies of Section 4 are added if more than 2 people are authorized to act on the account. Each individual named in the form is fully authorized to act on behalf of the Church to open a brokerage account in the name of the Church, place orders on the account and execute any instrument incidental to that (such as applying for margin or options), and to act in a sole capacity in these regards. Typically, the Moderator, Treasurer, and one additional Finance or Planned Giving team member are the authorized persons.

- Fidelity's "Checkwriting Information and Terms" form updates the signatures of individuals authorized to write checks on the account. The form is available at http://personal.fidelity.com/accounts/pdf/checkwriting.pdf. All authorized individuals are required to sign, not just the newly elected ones. Typically, the Moderator, Treasurer, and one additional Finance or Planned Giving team member are the authorized persons.

The updated forms should be hand-delivered to the nearest Fidelity Investments office. For several years, Dave Bull has been willing to drop off the forms at the Cambridge office and to track Fidelity's action on them. A copy of the updated Fidelity forms shall be given to the Administrative Assistant to file at the Church.

4.3 Moderator Responsibilities

4.3.1 Introduce Complete Set of Policies

At the first Council meeting after the Annual Congregational Meeting, the Moderator shall make all newly elected Council members aware of the complete breadth of Church policies. A copy of all Church policies is available from the Church Administrative Assistant.

4.3.2 Initiate Rotating Review of Policies

In each year, the Moderator shall ensure that at least three church policies undergo an explicit review by Council and are updated for any changing circumstances. The Moderator will select three or more of the policies for review and ensure that all policies are reviewed in depth every few years.

4.3.3 Prepare for Possible Formation of Response Team

As soon as possible after the Annual Congregational Meeting, the Moderator shall convene a meeting of the Deacons, PPRC, and newly elected Council members to review the provisions of the Church's policy on Parishioners with a History of Sexual Misconduct. The purpose of this meeting is to prepare these lay leaders to be ready quickly to form a Response Team when a person with a history of sexual misconduct indicates a desire to participate in the life of the Congregation.

5. Amendments to the Policy

Amendments to this document can be proposed at any regularly scheduled Council meeting and approved by a simple majority at the next Council meeting.

6. Forms

No Church forms are required.