

1 **UNIVERSITY CONGREGATIONAL UNITED CHURCH OF CHRIST**

2 **BYLAWS**

3 ARTICLE I

4 NAME

5 The name of this church shall be "University Congregational United Church of Christ."

6 ARTICLE II

7 PURPOSE

8 The purpose of this church shall be to worship God; to teach and preach the gospel of Jesus Christ; to
9 celebrate the sacraments; and to bring together in Christian faith, fellowship, and personal dedication all
10 persons who are seeking to advance the kingdom of God in their own lives and throughout the world.

11 ARTICLE III

12 POLITY

13 The government of this church is vested in its members who, as the congregation, exercise the right of
14 control in all of its affairs. While this church is an autonomous body, it accepts the obligations of mutual
15 counsel, community, and cooperation involved in the free fellowship of the Pacific Northwest Conference and
16 the United Church of Christ, pledging to share in their common aims and work.

17 While affirming the liberty of our church and the validity of our ministry, we hold to the unity and
18 catholicity of the church of Jesus Christ and will strive earnestly to cooperate with all Christian bodies, local,
19 state, national, and international, in such a way that the prayer of our Lord for His disciples may be answered,
20 "That they may all be one."

21 ARTICLE IV

22 FAITH AND COVENANT

23 This church acknowledges the Lordship of Jesus Christ in all affairs. Its authority rests in Him, in
24 God, and in the Holy Spirit as revealed in the Bible. Each member shall have the right to follow dictates of
25 conscience under enlightenment of the Holy Spirit.

26 This church claims as its own the Protestant heritage of faith, one expression of which is as follows:

27 UNITED CHURCH OF CHRIST STATEMENT OF FAITH

28 We believe in you, O God, Eternal Spirit,
29 God of our Savior Jesus Christ and our God,
30 and to your deeds we testify:
31 You call the worlds into being,
32 create persons in your own image,
33 and set before each one the ways of life and death.

34
35 You seek in holy love to save all people from aimlessness
36 and sin.

37 You judge people and nations by your righteous will

38 declared through prophets and apostles.
39 In Jesus Christ, the man from Nazareth, our crucified and
40 risen Savior,
41 you have come to us
42 and shared our common lot,
43 conquering sin and death
44 and reconciling the world to yourself.

45
46 You bestow upon us your Holy Spirit,
47 creating and renewing the church of Jesus Christ,
48 binding in covenant faithful people of all ages,
49 tongues, and races.

50
51 You call us into your church
52 to accept the cost and joy of discipleship,
53 to be your servants in the service of others,
54 to proclaim the gospel to all the world
55 and resist the powers of evil,
56 to share in Christ's baptism and eat at his table,
57 to join him in his passion and victory.

58
59 You promise to all who trust you
60 forgiveness of sins and fullness of grace,
61 courage in the struggle for justice and peace,
62 your presence in trial and rejoicing,
63 and eternal life in your realm which has no end.

64
65 Blessing and honor, glory and power be unto you. Amen

66

67 OUR COVENANT

68 God of Providence and Grace, in a spirit of memory, thanksgiving, and hope:
69 We covenant with You and with one another:
70 To seek and respond to Your work and will made known and to be made known;
71 To worship You in unity and diversity, welcoming everyone;
72 To care for and pray for each other in trials of the spirit and in times of joy;
73 To encourage each other in the growth of our minds and spirits;
74 To promote Your reign of justice and peace, meeting hate with reconciling love; and
75 To reject the false gods of society, proclaiming the gospel of Jesus.
76 May God help us and be with us. Amen.

77 ARTICLE V

78 MEMBERSHIP

79 1. Eligibility. All persons who manifest a sincere purpose to lead a Christian life, as exemplified by
80 our Lord Jesus Christ, may become members of this church on confession of faith and baptism, if not
81 previously baptized; on reaffirmation of faith; or on presentation of a letter from another church. Persons
82 joining the church are encouraged to attend membership classes.

83 2. Reception. Persons who have expressed a desire to unite with the church shall be received at a
84 worship service as determined by the new member board, where they will receive a certificate of membership.

85 3. Classes of Members. Members of the church shall consist of the following two categories:

86 a. Active. Active members are those who, according to their ability, support the church life
87 by faithful attendance at its services, regular contributions to its financial support and benevolences, and
88 sharing in its organized activities. They may act in all affairs of the church and may be appointed or elected
89 to serve on boards and committees and as officers of the church.

90 b. Associate. A person who wishes to retain membership in a church in another locality may
91 join this church as an associate member. Associate members may be admitted as such by providing proof of
92 membership in another Christian church without termination of such church membership. Associate members
93 shall not be reported as members of this church to the United Church of Christ or its successor.

94 4. Duties of Members. The ministry of University Congregational United Church of Christ is the
95 duty and privilege of each member. Members are expected to be faithful in all duties essential to Christian
96 life, to attend faithfully the services of this church, to give regularly for its support and benevolences, to share
97 in the work of its boards and committees and to serve as officers when appointed or elected to do so, to serve
98 in other capacities, and to share in the work of the church in the community.

99 5. Termination of Active and Associate Membership. Membership may be terminated by any of the
100 following methods:

101 a. Letter of Transfer. Any member in good standing who desires a letter of transfer and
102 recommendation to another named church is entitled to receive it on request. Membership shall terminate
103 immediately upon issuance of the letter.

104 b. Removal. Members who because of their prolonged absence from the community or their
105 continued indifference to the obligations of membership for a period of at least three (3) years may be
106 removed from active or associate membership by the parish care board. If members request to be released
107 from their covenant obligations of membership, the parish care board shall do so. Every effort shall be made
108 by the parish care board to contact members before removing them from the membership rolls.

109 ARTICLE VI

110 CHURCH COUNCIL

111 1. Composition of the Church Council. Church council is composed of twenty-three (23) voting
112 members; all must be active church members. Council members consist of five (5) elected at-large, two each
113 year, for three year terms at the annual meeting; thirteen (13) designated by the boards of the church (one
114 each per board); the four (4) other officers of the church elected pursuant to Article X (regarding Officers);
115 and one (1) additional member in accordance with the process set forth in Article XIII (regarding the UCUC
116 Child Care Programs). No member of the paid staff of the church may be a voting member of the church
117 council.

118 A vacancy in an at-large position will be filled by a vote of the council until the next annual meeting,
119 at which time the vacancy will be filled by a vote of the congregation. A vacancy in a board designated
120 position will be filled by the responsible board. Vacancies in church officer positions shall be filled in
121 accordance with Article X.

122 The following persons have the right to speak at council meetings: all members of the congregation,
123 chairpersons of each committee of the council, and all ministers and church staff.

124 2. Authority of the Church Council. The church council serves as the interim governing body of the
125 church between meetings of the congregation and shall have complete authority to act for the church, except
126 as set forth in the articles of incorporation or these bylaws. The council may not act contrary to the expressed

127 direction of the congregation made at a meeting thereof. The congregation at a duly called regular or special
128 meeting may reverse, overrule, modify, or otherwise change any action taken by the council. Such change
129 may not be retroactive or interfere with rights which have been vested, unless by these bylaws such change
130 specifically is permitted or unless ratification of such action by the congregation is required.

131 3. Duties of the Church Council.

132 a. The council has policy making responsibility for the work of the church between
133 congregational meetings, including coordination and evaluation of the overall church program, establishment
134 of revised and new directions for the church, and long range planning.

135 b. The council establishes personnel practices, procedures and organizational lines of
136 authority for the employees of the church together with contract terms, including salaries, vacations and other
137 benefits. The council hires non-clergy employees as it deems necessary and appropriate.

138 c. The council fills any vacancies in officer positions and council committees unless
139 otherwise specified in these bylaws.

140 d. The council is responsible for the administration of the church's property, cash, funds and
141 securities and provides for such financial audits as it deems necessary. The council provides for the
142 preparation of the annual budget and presents it to the congregation for consideration and approval.

143 e. The council enters into contracts on behalf of the church.

144 f. The council may acquire, sell, lease, mortgage, or otherwise convey or encumber the real
145 and personal property of the church and may furnish and equip its facilities, except that acquisition by
146 purchase, and the sale, lease, mortgage, encumbrance, or conveyance of real property is not final until ratified
147 by the congregation; provided, however, that the University Congregational Housing Association is
148 authorized to lease, with the approval of the council, residential properties from the U.S. Department of
149 Housing and Urban Development or such other public and private resources at no cost to the church.

150 g. The council may authorize and provide for auxiliary organizations and programs as it
151 deems necessary.

152 h. The council may perform such other duties and functions and take such other action
153 consistent with the articles of incorporation, these bylaws or the directives of the congregation as it deems
154 desirable or necessary for the welfare of the church family and its programs.

155 4. Meetings. The church council meets monthly August through June and may meet at other times at
156 the call of the moderator, ten members of the church council or any fifty members of the church. When
157 members of the council or the church call a meeting of the church council, the call must be submitted in
158 writing to the moderator and shall state the subject or subjects to be considered at the meeting. Other subjects
159 may be considered at a special council meeting with the consent of a majority of the council members.
160 Reasonable efforts shall be made to notify either by mail, electronic mail or by telephone all members of the
161 church council of the time, place and purpose of the special meeting.

162 A majority of voting members of the church council constitutes a quorum.

163 ARTICLE VII

164 STANDING COMMITTEES OF CHURCH COUNCIL

165 The church council maintains four (4) standing committees whose members are elected by the council
166 from the membership of the church. Membership of each committee will be reported at the first opportunity.

167 1. Budget committee prepares a recommended annual budget to the church council and other
168 recommendations as requested by the church council. The committee consists of the church treasurer, the
169 assistant moderator and a representative of each board and the Church Administrator. The chair of the
170 committee is appointed by the stewardship and finance Board.

171 2. Executive committee meets to review issues pending before church council and assists the
172 moderator in preparation of the council's agenda. The executive committee also assists the council by
173 watching for potential policy, personnel and administrative problems, reviewing the possible options for
174 correction, and making appropriate recommendations to the council. The executive committee consists of the
175 church officers, the five at-large members of the council and the ministerial and leadership staff.

176 3. Nominating committee provides the congregation at the annual meeting, and at other congregation
177 and council meetings when vacancies exist, with nominees for election to boards, church officer and at-large
178 church council positions. It will also provide nominees to other specific entities for appointment or election
179 as requested by council, including standing council committee positions and parish visitors. It consists of
180 nine (9) members who serve three year terms, one third chosen each year.

181 4. Audit committee annually examines the books and records of the church, defining its scope in
182 consultation with the stewardship and finance board and the executive committee. It consists of at least three
183 people each serving a three-year term, but elected in such a manner that, after the first election, at least one
184 member shall be elected each year. Its report will be addressed to church council. The work of this
185 committee may be enhanced at the discretion of council by the appointment of outside auditors.

186 ARTICLE VIII

187 BOARDS

188 1. Responsibilities of Boards. Each board is responsible for the church's program and policy
189 development within its area of the church's work as specified below. The boards are responsible to the church
190 council, which may review, rescind, or change their decisions. Major policy decisions made by the boards
191 require approval by the council or the congregation prior to implementation. Boards also serve in an advisory
192 capacity to the council in the areas delineated by these bylaws and perform such other duties as authorized by
193 the council.

194 2. Election of Board Members. Each board has no fewer than nine (9) and no more than fifteen (15)
195 members; the number is determined by each board. Members of the boards are elected from the active
196 members of the church at each annual meeting of the congregation. Terms shall be for three years or for the
197 remainder thereof where a vacancy has occurred. The church council fills by election any board vacancy until
198 the next annual meeting of the congregation. Board members hold office until replaced.

199 3. Duties of the Boards.

201 a. Children's Ministry Board. The children's ministry board works to support, enrich, and strengthen
202 the Christian spiritual lives of children, generally age birth through 11, and their families. The board works in
203 cooperation with other boards related to the Christian education ministry.

204
205 b. Board for Youth Education and Fellowship. The board for youth education and fellowship works
206 to foster Christian spiritual growth for youth in middle and senior high school and support for their families. The
207 confirmation program is a program of this board. The board works in cooperation with the other boards related to the
208 Christian education ministry.

209 c. Board for Adult Education. The board for adult education works to foster Christian spiritual
210 growth for adult members of the congregation. The library committee is a standing committee of this board. The
211 board works in cooperation with other boards related to the Christian education ministry.

212 d. Worship and Music Board. The worship and music board advises on and supervises the spiritual
213 and devotional life of the church and all services of public worship, including advice on and assistance with the
214 sacraments of baptism and communion and oversight of the ushers ministry. The board also advises on and supervises
215 the music program and music personnel of the church, and has responsibility for the care of the musical instruments
216 owned by the church.

217 e. Mission Board. The mission board advises on all matters relating to the Christian outreach of the
218 church and identifies those human needs in the community, nation and world which relate to the Christian mission of
219 love and concern for others. The board communicates those needs and educates the congregation, generates specific
220 personalized programs and projects related to those human needs, and supervises the utilization of human and fiscal
221 resources of the church in those fields of endeavor. The board shall be responsible for interviewing any member of
222 the congregation who is requesting In-care status with the Pacific Northwest Conference, UCC. If the board feels
223 such a request is valid it shall make a recommendation to the church council and the council shall vote to make a
224 formal request to the Conference that the student be taken In-care.

225 f. New Member Board. The new member board is responsible for creating and
226 implementing programs which will attract new members to the church, organizing new member classes, and
227 providing for the reception of new members to the church.

228 g. Stewardship & Finance Board. The stewardship and finance board advises on and
229 supervises all matters pertaining to the raising, expenditure and investment of the financial resources of the
230 church. This responsibility includes supporting year-around stewardship education, reviewing monthly
231 operating results, directing investment of church assets, assisting in the annual pledge campaign and all
232 capital fund raising campaigns of the church, supervising wills and memorials programs, drafting church
233 fiscal policies for approval of church council, providing for periodic review and verification of church
234 financial records and selection of budget committee chair.

235 The chair of the budget committee will:

- 236 • Develop the yearly schedule.
- 237 • Form a budget committee comprised of representatives from each board, the Church Administrator,
238 Treasurer and the Assistant Moderator.
- 239 • Coordinate budget work with the pledge drive committee so information for the budget is as accurate as
240 possible.
- 241 • Lead the budget committee to develop a budget for the next calendar year.
- 242 • Work with Church Administrator to assure that the budget numbers are correct and presentation materials
243 are available for the all-church budget meeting.
- 244 • Present budget to the congregation at the all church budget meeting.

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247 h. Personnel Board. The personnel board advises the church council regarding personnel
248 policies, employee salary and benefits, evaluation, employment and termination of employees. The personnel
249 board oversees implementation of the latest version of the personnel policies adopted by the council for all

250 employees.

251 i. Facilities & Equipment Management Board. The facilities and equipment management
252 board advises on the acquisition, maintenance, use and disposal of church real estate, facilities and equipment,
253 including furniture and fixtures, and supervises maintenance of such property and equipment. The board may
254 assign responsibility for selected real or personal property to other boards or affiliated corporations or entities.

255 j. Fellowship Board. The fellowship board promotes fellowship opportunities that foster a
256 closer sense of church family and caring relationships which nurture our various spiritual journeys. These
257 opportunities include small groups, such as men's and women's fellowships, firesides, and all-church events of
258 a social and recreational nature.

259 k. Parish Care Board. The parish care board advises on and supervises the pastoral care
260 needs and general nurture of the congregation, including retreats, development and maintenance of pastoral
261 care systems and resources, assimilation of new members into the life of the church and oversight of the
262 membership rolls according to Article V of these bylaws. Parish visitors will work with the parish care board
263 in their ministry.

264 l. Social Action Board. The social action board advises and educates the church on social
265 issues, including economic conditions, race and international relations, and national, state, and local
266 problems. It may make known publicly its view on important social issues but may not speak for the church
267 on such matters.

268 m. Communication and Public Relations Board. The communication and public relations
269 board works to ensure that effective means of communication with both the congregation and the wider
270 community are established and maintained, and oversees content and format of all communication vehicles
271 employed by the church.

272 4. Small Groups. The formation of small groups by church members is encouraged. Small group
273 participants may share a common interest and meet together for such purposes as mutual learning, study,
274 planning, action, fellowship and/or worship. With the approval of a member of the leadership staff, small
275 groups will be granted appropriate use of church facilities and services. Small groups are encouraged to
276 consider affiliation with an established church board or committee as may be appropriate.

277 ARTICLE IX

278 MINISTRIES

279 1. Purpose. The purpose of a ministry is to provide an organizational structure within which boards
280 doing related work can have increased communication, share ideas and do joint planning in their common
281 areas of concern. A ministry will meet at least once a year.

282 2. Composition. A ministry is composed of at least two (2) representatives from each board
283 belonging to that ministry. Each ministry shall be facilitated by an at-large member from the church council.
284 The ministries and their affiliated boards are as follows:

285 Ministry of Christian Education: Children's Ministry Board, Youth Education and Fellowship, Adult
286 Education and Seabeck Committee

287 Ministry of Parish Life: Fellowship, New Members, Parish Care, Communication and Public
288 Relations

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290 Ministry of Worship & Music: Worship and Music Board

291 Ministry of Mission & Outreach: Child Care, Mission, Social Action

292 Ministry of Stewardship: Stewardship & Finance, Personnel, Facilities & Equipment Management
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294 ARTICLE X

295 OFFICERS

296 1. Term of Office and Duties. Church officers, with the exception of moderator and assistant
297 moderator, shall be elected at each annual meeting by the congregation from its active members and shall
298 hold that office until a successor is elected and assumes office. The secretary and treasurer may serve two or
299 more consecutive one (1) year terms. Church officers serve on the church council and its executive
300 committee. A more detailed description of officer duties may be prepared with the direction and approval of
301 the council to serve as a reference in support of this Article.

302 2. Moderator. The moderator serves as president of the church corporation and is expected to preside
303 at all meetings of the congregation and the church council. The moderator performs the normal duties of the
304 office and such other duties as may be required by the congregation or the council.

305 3. Assistant Moderator. The assistant moderator serves as moderator in the absence of the moderator
306 and performs such duties as may be assigned by the moderator, congregation or the church council. In the
307 event of a vacancy in the office of moderator, the assistant moderator succeeds to the office of moderator.
308 The assistant moderator serves as an active member on the budget committee.

309 4. Secretary. The secretary has primary responsibility for maintaining and preserving all original
310 documents and records pertaining to the organization and government of the church. The secretary also
311 serves as secretary at meetings of the congregation and church council.

312 5. Treasurer. The treasurer has primary responsibility for monitoring the financial status and
313 operations of the church on a continuing basis.

314 6. Vacancies. In the event of a vacancy in any office other than that of moderator, the church council
315 shall fill that vacancy by election. In the event of simultaneous vacancies in the offices of moderator and of
316 assistant moderator, the church council shall elect a moderator who shall serve until the next annual meeting
317 of the congregation.

318 7. Insurance and Bonding. The church council shall protect the church against the failure of church
319 officers, including the treasurer, and employees to faithfully perform their duties through appropriate
320 insurance and/or bonding.

321 8. Indemnification. The church council shall protect, indemnify and defend, through appropriate
322 insurance or otherwise, church ministers, leadership and support staff, volunteers, and members of church
323 council and church boards and committees from claims of any kind brought against any such individuals
324 related to their church-related activities performed in good faith and within the scope of their employment or
325 council, board or committee responsibilities, as applicable.

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328 ARTICLE XI

329 MINISTERS AND LEADERSHIP AND SUPPORT STAFF

330 1. Organization. The normal functioning and programs of the church shall be administered by the
331 ministers, the leadership staff and the support staff. The ministers shall be ordained and one or more in
332 number as established by the church council and congregation. The leadership staff shall consist of the
333 ministers, the church administrator, and other professional program leaders as established by the council. The
334 support staff shall consist of the office, program and custodial staff.

335 2. Ministers.

336 a. Election. When a vacancy occurs in a ministerial position, the church council shall
337 appoint a search committee which shall, with the cooperation of the minister of the conference and others,
338 make a canvass of available ministers; settle upon a candidate(s) who, in its judgment, should be called to the
339 pastorate; introduce the candidate(s) to the church; and, at a duly called business meeting of the congregation,
340 propose the election of the candidate(s). Election shall require the presence of a quorum of at least twenty per
341 cent (20%) of the church's active members and a two-thirds (2/3) affirmative vote of those members present
342 and voting. In the event the vote is unfavorable, the selection of another candidate(s) shall be referred back to
343 the search committee which shall select a candidate(s) as provided above and the nominating and electing
344 procedures specified above shall be repeated until a minister is elected.

345 b. Term of Office. The term of the ministers shall be indefinite. Provided a quorum of at
346 least twenty per cent (20%) of the church's active members exists, the congregation may at any time by a two-
347 thirds (2/3) affirmative vote of those members present and voting at a duly called business meeting of the
348 congregation effect the termination of a minister's appointment, which shall take effect within sixty (60) days
349 or sooner upon mutual agreement. If a minister resigns voluntarily, a sixty (60) day notice shall be given
350 unless an earlier date is mutually agreeable. In those cases where a minister loses ministerial standing, the
351 tenure shall terminate at once.

352 c. Duties. The ministers shall work together cooperatively, sharing the duties and
353 responsibilities of ministry. With the assistance of the church council and the various responsible boards of
354 the church, the ministers shall be in charge of the spiritual welfare of the church. The ministers shall provide
355 ordained leadership for the congregation in cooperation with church leadership and support staff, the council,
356 and boards and committees. A minister appointed by the council shall serve as head of staff and be
357 responsible for the administration of leadership and support staff, as well as the overall material welfare of the
358 church.

359 3. Leadership Staff. A church administrator and such other leadership staff as deemed necessary
360 may be employed by the church to the extent authorized by the church council, and shall have such duties as
361 may be assigned to them.

362 4. Support Staff. Such support staff as deemed necessary may be employed by the church to the
363 extent authorized by the church council, and shall have such duties as may be assigned to them. The church
364 administrator shall oversee the support staff.

365 ARTICLE XII

366 SERVICES AND MEETINGS

367 1. Worship Services. Worship services shall be held as follows:

368 a. Regular Worship Services. Services of worship shall be held each Sunday at hours
369 announced in advance except in the event of emergency or when set at different times under the direction of
370 the church council.

371 b. Sacraments and Other Services. All sacraments shall be celebrated and other services held
372 at such times as the worship and music board may determine. This determination shall be made in

373 consultation with the ministers.

374 2. Meetings.

375 a. Annual Meeting. The annual meeting of the congregation shall be held in May of each
376 year on a date determined by the church council to receive the annual reports of the church council, officers,
377 boards, committees, ministers, church administrator, and other organizations; to elect church officers and
378 members of the church council and boards; and to transact business and establish plans for the future.

379 b. Special Meetings. Special meetings of the congregation may be called by the church
380 council. The secretary shall call a special meeting on written request of at least five per cent (5%) of the
381 active members of the church.

382 c. Notice of Meetings. Notice of annual and special meetings of the congregation shall be
383 mailed to all active and associate members at least ten days prior to the meeting. A notice specifying the time
384 of the meeting and the substance of the proposed amendment shall be given from the pulpit and printed in the
385 calendar on two Sundays immediately preceding the meeting and, in the case of a meeting held on a Sunday,
386 also at each regular service/s held on the day of the meeting. Copies of such notice shall be made available to
387 the members of the church prior to the meeting.

388 When the purpose of the voting is to establish a position of the church with respect to a political, social, or
389 economic issue, an issue such as a special major capital fund campaign, or the purchase or sale of real estate,
390 it shall be required that there be a prior publication of the proposed resolution(s) along with statements
391 presenting the positive and negative views.

392 d. Quorum. A quorum shall consist of at least five per cent (5%) of the active members
393 unless otherwise specifically provided for hereunder (e.g. the call or termination of a minister).

394 e. Regular Services and Business Meetings. In case of necessity as determined by the church
395 council, a special business meeting may be held immediately following the last morning Sunday service. No
396 business meeting shall be called to order until the regular Sunday worship service is duly closed by the
397 minister presiding at that service.

398 f. Conduct of all Business Meetings. The business meetings shall be conducted under the
399 following rules:

400 1. The latest edition of Robert's Rules of Order shall be the guide for the conduct of
401 the meeting, unless otherwise provided by the congregation.

402 2. Except as otherwise provided, all propositions or issues shall be decided by a
403 majority of active members present and voting.

404 3. No proxy or absentee voting shall be permitted.

405 4. The moderator or, in the moderator's absence, the assistant moderator shall
406 preside.

407 5. The secretary of the church shall be the secretary of the business meeting.

408 g. Reports. All officers, boards, committees, ministers, business administrator, and other
409 organizations of the church shall report annually at the annual meeting and at such other times as may be
410 requested by the church council or by the congregation.
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ARTICLE XIII

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AFFILIATED CORPORATIONS

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1. UCUCC Child Care Programs. The UCUCC Child Care Programs, incorporated in the state of Washington as a non-profit 501(c)(3) corporation, serves children and families in the community and exists in close relationship to the church. The corporation is governed by its own articles of incorporation and bylaws. The corporation's relationship to the church and other matters relative to program operation are defined by an agreement between the church and the corporation. All members of the board of directors of the corporation shall be approved by the church council, and a majority of such board members shall be active members of the church. The board shall appoint one of its members who is also a church member to serve as a full voting member of the council. Members of the board shall be identified and recruited by the board and approved by the council.

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2. University Congregational Housing Association. The University Congregational Housing Association ("UCHA") shall be one of the means by which the church carries out its mission program in the area of housing, subject to review at any time by the church council. UCHA will determine its own membership and officers in accordance with its own articles of incorporation. Direct access by UCHA to the church council will be available whenever requested. UCHA will be related to the church as a program under the mission board, which may allocate mission funds for it from the church operating budget. Any solicitation of additional church funds must be approved by the board of stewardship and finance. As a non-profit corporation, UCHA may seek funding from non-church sources at any time. UCHA will manage its own financial affairs except as approval of the church council and/or congregation is required under these bylaws. Copies of UCHA meeting minutes will be given monthly to the church treasurer and the boards of mission and stewardship and finance, and UCHA balance sheets and income statements will be given on at least an annual basis to the church treasurer. Liability coverage for the housing mission will be provided through the church's insurance policy, with UCHA responsible to the church for costs attributable thereto. Arrangements for property insurance on any properties leased or acquired for the housing ministry will be developed as needed.

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ARTICLE XIV

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AMENDMENTS

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These bylaws may be altered or amended by an affirmative vote of two-thirds (2/3) of the active members present and voting at any regular or special business meeting of the congregation, subject to the presence of a quorum. A notice specifying the time of the meeting and the substance of the proposed amendment shall be given from the pulpit and printed in the calendar on two Sundays immediately preceding the meeting and, in the case of a meeting held on a Sunday, also at each regular service/s held on the day of the meeting. Copies of such notice shall be made available to the members of the church prior to the meeting.

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APPENDIX
CHURCH COUNCIL

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Position Description: Moderator

The Moderator is elected at the UCUCS annual meeting in May and serves as president of the church corporation for two years. The moderator performs duties that pertain to this office or are required by the congregation or church council.

Moderator Responsibilities:

- Draft Church Council agenda each month to be brought to Executive Committee for discussion and approval 1.5 weeks (12 days) before the Council meeting.
- Lead Executive Committee meeting, identifying any topics that need to be brought to the Church Council for discussion or approval.
- Meet as needed with clergy to understand issues that might be concerning church members. Assist in problem solving, serving as a lay resource regarding general issues.
- Serve as Chair of Church Council meetings and retreats.
- Review minutes of Church Council prior to mailing.
- Prepare all materials to be mailed to Church Council members prior to meeting and get materials to the church office in a timely manner.
- Check in with committee chairs periodically to assess progress.
- Lead the Council in developing the annual workplan. Update workplan as it is necessary throughout the year, assign due dates to different work projects and plan agenda time for reports as needed.
- Lead other congregational meetings as needed.
- Appoint ad hoc committees as needed to accomplish workplan. Bring goals and charge to Church Council for sponsorship and approval.
- Prepare a report for the annual report of the Congregation that includes Church Council actions and accomplishments for the year.
- Attend the Pacific Northwest annual conference meeting.
- Provide orientation for new Church Council members.
- Sign official documents.
- Be a focal point for any church member to contact regarding activities or concerns.

Position Description: Assistant Moderator

The Assistant Moderator is elected at the UCUCS annual meeting in May to serve two years with the

482 expectation of moving into the Moderator position the following year. If there is a vacancy in the Moderator
483 position, the Assistant Moderator will move to the Moderator position.

484

485 **Assistant Moderator Responsibilities:**

- 486 • Provide invocation at the annual church meeting in May.
- 487 • Attend Executive Committee meetings and contribute to agenda as necessary.
- 488 • Serves as active member on the budget committee.
- 489 • Assist Moderator in planning and presenting orientation for new Council members.
- 490 • Attend the Pacific Northwest annual conference meeting.
- 491 • Chair the Church Council Meeting in the absence of the Moderator.

492

493 **Position Description: Secretary**

494 The Secretary is elected at the UCUCS annual meeting in May and shall hold that office until a successor is
495 elected and assumes office. The Secretary is a member of the Executive Committee as well as Church
496 Council and is primarily responsible for maintaining and preserving all original documents and records
497 pertaining to the organization and government of the church.

498

499 **Secretary Responsibilities:**

- 500 • Record minutes at each Church Council meeting and distribute these minutes with the agenda for the
501 following meeting.
- 502 • Make amendments as needed when minutes are reviewed at Church Council meeting.
- 503 • Maintain the policy manual, updating it with new policies as enacted by the Council.
- 504 • Provide Church Council Notebooks to new Council members as needed if they are not handed down by
505 the previous members.
- 506 • Participate in the Executive Committee.

507

508 **Position Description: Treasurer**

509 The Treasurer is elected at the UCUCS annual meeting in May and shall hold that office until a successor is
510 elected and assumes office. The Treasurer is a member of the Executive Committee as well as Church
511 Council and is primarily responsible for monitoring the financial status of the Church on a monthly basis.

512

513 **Treasurer Responsibilities:**

- 514 • Review the financial statements each month with the business Administrator.
- 515 • Prepare a fiscal presentation for the Church Council that provides an accurate description of the finances of
- 516 the church for the month and year to date.
- 517 • Serve as an active member on the Stewardship and Finance Boards.
- 518 • Serve as an active member on the Budget Committee.
- 519 • Serve as an active member on the Audit Committee.
- 520 • Provide consultation to boards and committees as needed regarding financial matters.
- 521 • Participate in the Executive Committee.
- 522 • Serve as the authorized signer on bank accounts in most situations.
- 523 • In conjunction with the Church Administrator, oversee the appropriate year-end entries to the church records
- 524 to fully and adequately show the financial status of the church in accordance with generally accepted
- 525 accounting principals.

526

527 **Position Description: At Large Member**

- 528 • Regularly attend and participate in Church Council meetings and retreats.
- 529 • Represent the church body as a whole. Make an attempt to understand all issues within the church by
- 530 reading minutes from all the board meetings and talking with church members about their concerns.
- 531 Bring these concerns to the attention of the Council for discussion and possible action.
- 532 • Study issues and prepare in advance for Council votes in an attempt to reflect the church “at large”.