

1 UNIVERSITY CONGREGATIONAL UNITED CHURCH OF CHRIST

2  
3 **BYLAWS**

4  
5 ARTICLE I

6  
7 NAME

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

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11 ARTICLE II

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13 PURPOSE

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

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19 ARTICLE III

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21 POLITY

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

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28 While affirming the liberty of our church and the validity of our ministry, we hold to the unity and  
29 ecumenicity of the church of Jesus Christ and will strive earnestly to cooperate with all Christian bodies, local,  
30 state, national, and international, in such a way that the prayer of God for God's disciples may be answered,  
31 "That they may all be one."

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33 ARTICLE IV

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35 FAITH AND COVENANT

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37 This church acknowledges the leadership of Jesus Christ in all affairs. Its authority rests in Jesus, in  
38 God, and in the Holy Spirit as revealed in the Bible. Each member shall have the right to follow dictates of  
39 conscience under enlightenment of the Holy Spirit.

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

42

43 UNITED CHURCH OF CHRIST STATEMENT OF FAITH

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46 We believe in you, O God, Eternal Spirit,  
47 God of our Savior Jesus Christ and our God,  
48 and to your deeds we testify:

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50 You call the worlds into being,  
51 create persons in your own image,  
52 and set before each one the ways of life and death.

53

54 You seek in holy love to save all people from aimlessness  
55 and sin.

56

57 You judge people and nations by your righteous will  
58 declared through prophets and apostles.

59

60 In Jesus Christ, the man of Nazareth, our crucified and  
61 risen Savior,  
62 you have come to us  
63 and shared our common lot,  
64 conquering sin and death  
65 and reconciling the world to yourself.

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67 You bestow upon us your Holy Spirit,  
68 creating and renewing the church of Jesus Christ,  
69 binding in covenant faithful people of all ages,  
70 tongues, and races.

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

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

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

OUR COVENANT

God of Providence and Grace, in a spirit of memory, thanksgiving, and hope:  
We covenant with You and with one another:  
To seek and respond to Your work and will made known and to be made known;  
To worship You in unity and diversity, welcoming everyone;  
To live responsibly within Your creation, sharing with gratitude the gifts we are given;  
To care for and pray for each other in trials of the spirit and in times of joy;  
To encourage each other in the growth of our minds and spirits;  
To promote Your reign of justice and peace, meeting hate with reconciling love; and  
To reject the false gods of society, proclaiming the gospel of Jesus.  
May God help us and be with us. Amen.

ARTICLE V

MEMBERSHIP

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

110 2. Reception. Persons who have expressed a desire to unite with the church shall be received at a  
111 worship service as determined by the Welcome Committee, where they will receive a certificate of membership.

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

113 a. Active. Active members are those who, according to their ability, support the church life by  
114 faithful attendance at its services, regular contributions to its financial support and benevolences,  
115 and/or sharing in its organized activities. They may act in all affairs of the church and may be  
116 appointed or elected to serve on Ministries , their specific committees, ad hoc task forces, and as  
117 officers of the church.

118 b. Associate Member. A person who wishes to retain membership in a church in another locality  
119 may join this church as an associate member. Associate members may be admitted as such by  
120 providing proof of membership in another Christian church without termination of such church  
121 membership, but may otherwise act in all affairs of the church including voting and participation  
122 in lay leadership. Associate Members will, according to their ability, support the church life by  
123 faithful attendance at its services, regular contributions to its financial support and benevolences,  
124 and/or sharing in its organized activities. Associate members shall not be reported as members of  
125 this church to the United Church of Christ or its successor.

126  
127 4. Duties of Members. The ministry of University Congregational United Church of Christ is the  
128 duty and privilege of each member. Members are expected to be faithful in all duties essential to Christian  
129 life, to attend faithfully the services of this church, to give regularly for its support and benevolences, to share  
130 in the work of its Ministries and committees and to serve as officers when appointed or elected to do so, to serve  
131 in other capacities, and/or to share in the work of the church in the community.

132  
133 5. Termination of Active and Associate Membership.

134 Membership may be terminated by any of the following methods:

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

138 b. Removal. Members who because of their prolonged absence from the community or their  
139 continued indifference to the obligations of membership for a period of at least three (3) years  
140 may be removed from active or associate membership by the Calling, Engagement, and

141 Community Ministry (CEC), in consultation with the clergy. If members request to be released  
142 from their covenant obligations of membership, the CEC Ministry may do so. Every effort shall  
143 be made by the CEC Ministry to contact members before removing them from the membership  
144 rolls.

## 145 ARTICLE VI

### 146 CHURCH COUNCIL

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150 1. Composition of the Church Council. Church Council is composed of twelve (12) voting members; all must be  
151 active church members. Council members consist of two (2) elected at-large, each serving three-year terms;  
152 five (5) designated by the Ministries of the church (one each per Ministry); one (1) designated by the Racial  
153 Justice leadership; and the four (4) officers of the church elected pursuant to Article IX (regarding Officers).  
154 No member of the paid staff of the church may be a voting member of the Church Council.

155  
156 A vacancy in an at-large position will be filled by a vote of Council; that person will serve until the next annual  
157 meeting, at which time the vacancy will be filled by a vote of the congregation. A vacancy in a Ministry-  
158 designated position will be filled by the responsible Ministry; a vacancy in the Racial Justice designated  
159 position will be filled by the Racial Justice leadership. Vacancies in church officer positions shall be filled in  
160 accordance with Article IX.

161  
162 The following persons have the right to speak at Council meetings: all members of the congregation,  
163 chairpersons of each committee of the council, and all ministers and church staff.

164  
165 2. Authority of the Church Council. The Church Council serves as the interim governing body of the church  
166 between meetings of the congregation and shall have complete authority to act for the church, except as set  
167 forth in the articles of incorporation or these bylaws. The Council may not act contrary to the expressed  
168 direction of the congregation made at a meeting thereof. The congregation, at a duly called regular or special  
169 meeting, may reverse, overrule, modify, or otherwise change any action taken by the Council. Such change may  
170 not be retroactive or interfere with rights which have been vested, unless by these bylaws such change  
171 specifically is permitted or unless ratification of such action by the congregation is required.

172  
173 3. Duties of the Church Council.

- 174 a. The Council has policy-making responsibility for the work of the church between congregational  
175 meetings, including coordination and evaluation of the overall church program, establishment of revised  
176 and new directions for the church, and long-range planning.
- 177 b. The Council establishes personnel practices, procedures and organizational lines of  
178 authority for all employees of the church together with contract terms, including salaries, vacations and  
179 other benefits. The practices and procedures also apply to ordained pastors who serve the church by  
180 virtue of a call agreement. Council serves as the supervisory body for called pastors of the Church.
- 181 c. The Council fills any vacancies in officer positions and Council committees unless otherwise specified  
182 in these bylaws.
- 183 d. The Council is responsible for the administration of the church's property, cash, funds and securities and  
184 provides for such financial audits as it deems necessary. The Council provides for the preparation of the  
185 annual budget and presents it to the congregation for consideration and approval.
- 186 e. The Council enters into contracts on behalf of the church.
- 187 f. The Council may acquire, sell, lease, mortgage, or otherwise convey or encumber the real and personal  
188 property of the church and may furnish and equip its facilities, except that acquisition by purchase, and  
189 the sale, lease, mortgage, encumbrance, or conveyance of real property is not final until ratified by the  
190 congregation.
- 191 g. The Council may authorize and provide for auxiliary organizations and programs as it deems necessary.
- 192 h. Council may perform such other duties and functions and take such other action consistent with the  
193 articles of incorporation, these bylaws or the directives of the congregation as it deems desirable or  
194 necessary for the welfare of the church family and its programs.
- 195

196 4. Meetings. The Church Council meets monthly at least ten (10) times per year and may meet at other times at  
197 the call of the Moderator, seven members of the Church Council, or any fifty members of the church. When  
198 members of the Council or the church call a meeting of the Church Council, the call must be submitted in  
199 writing to the Moderator and shall state the subject or subjects to be considered at the meeting. Other subjects  
200 may be considered at a special Council meeting with the consent of a majority of the Council members.  
201 Reasonable efforts shall be made to notify either by mail, electronic mail, text, or by telephone all members of  
202 the Church Council of the time, place and purpose of the special meeting. Meetings may be in-person, via  
203 video-conferencing, or both.

204

205 5. Electronic Mail Voting. The Moderator may determine that a question before Council should be settled  
206 before the next Council meeting. The Moderator may put the question to the members of Council via electronic  
207 mail. Members of Council may respond in one of three ways: Aye (affirming the proposal), Nay (declining the  
208 proposal), or to Table until the next Council meeting. A majority of the voting members of Council responding

209 either Aye or Nay will settle the question and the Secretary will record the vote as part of the minutes of the  
210 next Council meeting. If neither Aye or Nay receive a majority, the Moderator will add the proposal to the  
211 agenda of the next Council Meeting.

212  
213 A majority of voting members of the Church Council constitutes a quorum.

## 214 215 ARTICLE VII

### 216 217 STANDING COMMITTEES OF CHURCH COUNCIL

218  
219 The Church Council maintains standing committees whose members are elected by the Council from the  
220 membership of the church. Membership of each committee will be reported at the first opportunity.

221  
222 Budget Committee prepares a recommended annual budget for the church council and other recommendations  
223 as requested by the Church Council. The committee consists of the church treasurer, the moderator or assistant  
224 moderator and a representative of each ministry and the Director of Finance and Operations. The chair of the  
225 committee is appointed by the Stewardship and Finance Committee.

226  
227 Giving Committee prepares the annual pledge campaign and other requirements as requested by the Church  
228 Council. The chair of the committee is appointed by the Stewardship and Finance Committee.

229  
230 Audit Committee examines the books and records of the church, defining its scope in consultation with the  
231 Stewardship and Finance Committee. It consists of at least three people and is convened for a periodic financial  
232 review. Its report will be addressed to Council. The work of this committee may be enhanced at the discretion  
233 of Council by the appointment of outside auditors.

234  
235 Leadership Parish Relations Committee (LPRC) supports and strengthens a healthy relationship between the  
236 congregation and its Leadership Team and serves as a channel of confidential communication between the  
237 congregation and the clergy. The LPRC shares any concerns of any congregant, regarding relationships with  
238 clergy, and works toward resolution of those concerns. The LPRC also advises, nurtures, and supports any  
239 clergy member, and helps to articulate the needs of the clergy to the congregation.

240 Racial Justice is a priority of UCUC and the work of racial justice is accountable to the Church Council.

244 ARTICLE VIII

245  
246 MINISTRIES

- 247
- 248 1. Purpose. The purpose of a Ministry is to provide an organizational structure within which ~~boards~~ groups
- 249 doing related work can have increased communication, share ideas and do joint planning.
- 250 2. Responsibilities of Ministries. Each Ministry is responsible for the church's program and policy
- 251 development within its area of the church's work as specified below. The Ministries are responsible to
- 252 the Church Council, which may review, rescind, or change their decisions. Major policy decisions made
- 253 by the require approval by Council or the congregation prior to implementation. Ministries also serve in
- 254 an advisory capacity to Council in the areas delineated by these bylaws and perform such other duties as
- 255 authorized by Council. It is recommended that Ministries meet at least quarterly, and more often as
- 256 needed. A Leadership Team member attends the Ministry meetings.
- 257 3. Representation on Council. Each Ministry will be represented on Church Council by a Ministry Liaison.
- 258 The role of the Liaison is to be a voting member of Council, to represent the Ministry to Council, to
- 259 bring back to the Ministry the priorities and decisions of Council, and to facilitate cooperation and
- 260 support between Ministries. Each Ministry will decide on the process for determining who will be their
- 261 Ministry Liaison.
- 262 4. Election of Ministry Members. Members of the Ministries are elected from the active members of the
- 263 church at each annual meeting of the congregation. Vacancies in Ministries and Ministry committees
- 264 will be filled by each Ministry or committee until the next annual meeting at which time new
- 265 participants will be affirmed by a vote of the congregation.
- 266 a. Christian Formation Ministry. Our ministry of Christian Formation creates brave space for
- 267 people of all ages to question, explore, and grow in their Christian faith. Encouraging each other
- 268 in the growth of our minds and spirits is the priority of this Ministry. It leads educational
- 269 activities for all ages. Through our relationships with one another, we empower curiosity,
- 270 noticing, learning, and growing, as we explore what it means to be a Christian. Program areas
- 271 may include Children's Ministry, Youth Ministry, Adult Christian Formation, The Lecture
- 272 Series, Seabeck Committee, Young Adult Ministry, Campus Ministry, and the Scheyer Library.
- 273 b. Worship and Music Ministry. The Worship & Music Ministry seeks an experience of God's
- 274 presence for all participants, both online and gathered in the building, welcoming those who are
- 275 believing, seeking, and doubting into the presence of the Holy Spirit, and creating spiritual
- 276 community in our communal home. The Worship and Music Ministry advises on and supervises
- 277 the spiritual and devotional life of the church and all services of public worship, including advice
- 278 on and assistance with the sacraments of baptism and communion. The Ministry also advises on

279 the music program and music personnel of the church, and has responsibility for the care of the  
280 musical instruments owned by the church. This Ministry may include usher teams, communion  
281 teams, liturgist team, choirs, the Creativity Council for the Liturgical Arts, the Artist in  
282 Residence, the Writer in Residence, and preparation of the worship space(s).

283 c. Love, Justice, and Outreach Ministry. Details about the activities and current action teams of this  
284 Ministry can be found in the Love & Justice Handbook and includes support of justice action  
285 teams, direct service and advocacy organizations, and Covenant Partners, along with our  
286 connection to the Pacific Northwest Conference and national United Church of Christ. Current  
287 action teams include Sacred Earth Matters, Hunger Outreach, Christmas Families and Offering  
288 of Gifts, Encampment Hosting, Gun Violence Prevention, Hunger Outreach and Share the  
289 Harvest, Israel Palestine Justice, Immigrant Justice, Peace and Justice Advocates, Racial Justice  
290 activists, Superfluity, and Teen Feed. The ministry also includes affiliated 501C3s including  
291 Mwanzo and the Trettin Early Learning Center. Over time as we discern the call to love and  
292 justice, the number and types of action teams will change.

293 d.

294 e. Calling, Engagement, and Community Ministry. The Calling Engagement and Community  
295 Ministry strives to cultivate Christ-centered calling, connection and caring that binds us together  
296 to transform our community and our world with love and justice. The CEC ministry is at the  
297 heart of our interconnectedness, with kinship and hospitality. This is our hearth ministry,  
298 connecting the congregation to volunteer opportunities in all the ministries of UCUC. This  
299 Ministry includes groups that strive to help church members identify their unique calling and live  
300 out their faith, to build a strong community within the church, to invite and welcome new  
301 congregants and members, and work to connect and support people within the church. This  
302 Ministry may include the Welcome Committee, Parish Care Committee, Befrienders, retreat  
303 committees, affinity groups, and the Engagement Committee, as well as the greeters team, the  
304 coffee hour team, Sunday breakfast team, and others.

305 f. Stewardship Ministry. The Stewardship Ministry supports the work of our staff, clergy, building,  
306 church administration and operations, and undergirds the work of our program Ministries. This  
307 Ministry oversees policy and practices regarding facilities and property management, as well as  
308 personnel matters relating to employed church staff, including pastors. This Ministry includes  
309 the Personnel Committee, Facilities Committee, and Stewardship and Finance Committee. The  
310 Facilities & Equipment Committee works to keep the building safe, clean, and comfortable for  
311 all who enter, advising on the acquisition, maintenance, use, and disposal of church real estate,  
312 facilities equipment, and utility systems, and ensure timely and effective stewardship of systems  
313 and equipment. The Personnel Committee works to further the vision and values of the church as

314 a compassionate and progressive employer, committed to practices of equal opportunity, equity  
315 and antiracism, and promoting honest and open communication, respect, teamwork, love and  
316 justice. The Personnel Committee conducts annual reviews of ministers and ministries, advises  
317 the budget process in matters of staff compensation, supports the hiring of staff, and maintains  
318 the church Personnel Guidelines. The Stewardship and Finance Committee advises on and  
319 supervises all matters pertaining to the raising, expenditure, and investment of the financial  
320 resources of the church, This responsibility includes supporting year-round stewardship  
321 education, reviewing monthly operating results, directing investment of church assets, assisting  
322 in the annual pledge campaign and all capital fundraising campaigns of the church, supervising  
323 wills and memorials programs, drafting church fiscal policies for approval of Church Council,  
324 providing for periodic review and verification of church financial records, and selection of the  
325 Budget Committee chair. The Budget and Giving committees function in collaboration with the  
326 Stewardship & Finance Committee and the Church Council.

- 327 5. Action Teams. The formation of action teams by church members is encouraged. Action Team  
328 participants may share a common interest and meet together for such purposes as mutual learning, study,  
329 planning, social justice, recreation and/or worship. Action Teams consist of at least three people and are  
330 connected to a church Ministry or committee. With the approval of a member of the leadership staff, and  
331 the Ministry or Committee they are connected with, Action Teams will be granted appropriate use of  
332 church facilities, funding, and services.
- 333 6. Task Forces. The formation of an ad hoc task force may be initiated by the Church Council, who  
334 appoints members (minimum of 3 people and a staff liaison). Task Forces are time-limited and project-  
335 based, formed to accomplish a specific goal, task, or scope of work, and will bring recommendations  
336 back to the Church Council. With the approval of Church Council, Task Forces will be granted  
337 appropriate use of church facilities, funding, and services.

## 340 ARTICLE IX

### 342 OFFICERS

- 343
- 344 1. Term of Office and Duties. Church officers, with the exception of Moderator and Assistant Moderator, shall  
345 be elected at each annual meeting by the congregation from its active members and shall hold that office until a  
346 successor is elected and assumes office. Church officers serve on the Church Council.

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348 A more detailed description of officer duties may be found in the Appendix.

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2. Moderator. The Moderator serves as president of the church corporation and is expected to preside at all meetings of the congregation and of the Church Council. The Moderator performs the normal duties of the office and such other duties as may be required by the congregation or Council. The Moderator is elected at an annual meeting of the congregation and serves for one two-year term, generally after having served as Assistant Moderator.

3. Assistant Moderator. The Assistant Moderator serves as Moderator in the absence of the Moderator and performs such duties as may be assigned by the Moderator, congregation or the Church Council. In the event of a vacancy in the office of Moderator, the Assistant Moderator succeeds to the office of Moderator. The Assistant Moderator is elected at an annual meeting of the congregation and generally serves for one two-year term. If the position of Assistant Moderator is vacated before the completion of a term, the Church Council may elect a replacement who will serve until the next annual meeting.

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

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

6. Vacancies. In the event of a vacancy in any office other than that of Moderator, the Church Council shall fill that vacancy by election. In the event of simultaneous vacancies in the offices of Moderator and of Assistant Moderator, the Church Council shall elect a Moderator who shall serve until the next annual meeting of the congregation.

7. Insurance and Bonding. The Church Council shall protect the church against the failure of church officers, including the Treasurer, and employees to faithfully perform their duties through appropriate insurance and/or bonding.

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

384  
385 ARTICLE X  
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387 MINISTERS, MANAGEMENT, AND SUPPORT STAFF  
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389 1. Organization. The normal functioning and programs of the church shall be administered by the ministers, the  
390 management staff, and the support staff. The ministers shall be ordained and one or more in number as  
391 established by the Church Council and called by the congregation. The management staff shall consist of the  
392 directors of Finance and Operations; Music Ministry; Children, Youth and Family Ministries, and other  
393 supervisory staff as hired by church. The support staff shall consist of all other staff including the office,  
394 program, and custodial staff.  
395

396 2. Ministers.

397 a. Election. When a vacancy occurs in a ministerial position, the Church Council shall appoint a search  
398 committee which shall, with the cooperation of the minister of the conference and others, make a canvass of  
399 available ministers; settle upon a candidate(s) who, in its judgment, should be called to the pastorate; introduce  
400 the candidate(s) to the church; and, at a duly called business meeting of the congregation, propose the election  
401 of the candidate(s). Election shall require the presence of a quorum of at least twenty percent (20%) of the  
402 church's active members and a two-thirds (2/3) affirmative vote of those members present and voting. In the  
403 event the vote is unfavorable, the selection of another candidate(s) shall be referred back to the search  
404 committee which shall select a candidate(s) as provided above and the nominating and electing procedures  
405 specified above shall be repeated until a minister is elected.

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

413 c. Duties. The ministers shall work together cooperatively, sharing the duties and responsibilities of  
414 ministry as delineated by the Church Council. With the assistance of the Church Council and the various  
415 responsible Ministries of the church, the ministers shall be in charge of the spiritual welfare of the church. The  
416 ministers shall provide ordained leadership for the congregation in cooperation with church management and  
417 support staff, Council, and Ministries and committees.  
418

419 3. Management Staff. A Director of Finance and Operations; a Director of Music Ministry; a Director of  
420 Children, Youth, and Family Ministries; and such other management staff as deemed necessary may be  
421 employed by the church to the extent authorized by the Church Council, and shall have such duties as  
422 may be assigned to them.

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424 4. Support Staff. Such support staff as deemed necessary may be employed by the church to the extent  
425 authorized by the Church Council, and shall have such duties as may be assigned to them. Supervision of  
426 church staff shall function in accordance with the UCUCS Personnel Handbook.

## 427 428 429 ARTICLE XI

### 430 431 SERVICES AND MEETINGS

432  
433 1. Worship Services. Worship services shall be held as follows:

434 a. Regular Worship Services. Services of worship shall be held each Sunday at hours announced in  
435 advance except in the event of emergency or when set at different times under the direction of the Church  
436 Council.

437 b. Sacraments and Other Services. All sacraments shall be celebrated and other services held at such  
438 times as the Worship and Music Ministry may determine. This determination shall be made in consultation with  
439 the ministers.

440  
441 2. Meetings.

442 a. Annual Meeting. The annual meeting of the congregation shall be held in May of each year on a date  
443 determined by the Church Council to receive the annual reports of the Church Council, officers, Ministries,  
444 committees, ministers, the Director of Finance and Operations, and other organizations; to elect church officers  
445 and members of the Church Council and Ministries; and to transact business and establish plans for the future.

446 b. Special Meetings. Special meetings of the congregation may be called by the Church Council,  
447 including a meeting to approve the annual budget. The Secretary shall call a special meeting on written request  
448 of at least five per cent (5%) of the active and associate members of the church.

449 c. Notice of Meetings. Notice of annual and special meetings of the congregation shall be  
450 communicated to all active and associate members at least ten days prior to the meeting. A notice specifying the  
451 time of the meeting and the substance of the proposed agenda shall be given from the pulpit and printed in the  
452 calendar on two Sundays immediately preceding the meeting and, in the case of a meeting held on a Sunday,  
453 also at each regular service/s held on the day of the meeting. Copies of such notice shall be made available to

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

458 d. Quorum. A quorum shall consist of at least five per cent (5%) of the active and associate members  
459 unless otherwise specifically provided for hereunder (e.g. the call or termination of a minister). Meetings may  
460 be in-person, via video-conferencing, or both.

461 e. Regular Services and Business Meetings. In case of necessity as determined by the Church  
462 Council, a special business meeting may be held immediately following the last morning Sunday service. No  
463 business meeting shall be called to order until the regular Sunday worship service is duly closed by the  
464 minister presiding at that service.

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

- 467 1. The latest edition of Robert's Rules of Order shall be the guide for the conduct of the  
468 meeting, unless otherwise provided by the congregation.
- 469 2. Except as otherwise provided, all propositions or issues shall be decided by a majority of  
470 active and associate members present (including those attending remotely) and voting.
- 471 3. No proxy or absentee voting shall be permitted.
- 472 4. The Moderator or, in the Moderator's absence, the Assistant Moderator shall preside.
- 473 5. The Secretary of the church shall be the Secretary of the business meeting.

474 g. Reports. All officers, Ministries, committees, ministers shall, and other organizations or employees of  
475 the church may report annually at the annual meeting and at such other times as may be requested by the  
476 Church Council or by the congregation.

## 477 478 ARTICLE XIII

### 479 480 AFFILIATED CORPORATIONS

481  
482 Trettin Early Learning Center. The Trettin Early Learning Center, incorporated in the state of Washington as a  
483 non-profit 501(c)(3) corporation, serves children and families in the community and exists in close relationship  
484 to the church. The corporation is governed by its own articles of incorporation and bylaws. The corporation's  
485 relationship to the church and other matters relative to program operation are defined by an agreement between  
486 the church and the corporation. Trettin board members shall include active members of the church. The board  
487 shall appoint one of its members who is also a church member to be an official representative to the Love and

488 Justice Ministry, which has a seat on the Church Council and in the annual church budgeting process.

489  
490 Gathering Ground. Gathering Ground is an independent program partnered with and fiscally sponsored by  
491 UCUCC. Start-up funds for Gathering Ground was provided to launch this community-making and spirituality-  
492 cultivating organization. A report to Council will be presented annually by the Gathering Ground convenor.  
493

494 University Congregational Housing Association. The University Congregational Housing Association (UCHA),  
495 incorporated in the state of Washington as a non-profit 501©(3) corporation, has suspended its activities.  
496

### 497 ARTICLE XIII

#### 498 499 AMENDMENTS

500  
501 These bylaws may be altered or amended by an affirmative vote of two-thirds (2/3) of the active and associate  
502 members present (including those attending remotely) and voting at any regular or special business meeting of  
503 the congregation, subject to the presence of a quorum. A notice specifying the time of the meeting and the  
504 substance of the proposed amendment shall be given from the pulpit and printed in the calendar on two Sundays  
505 immediately preceding the meeting and, in the case of a meeting held on a Sunday, also at each regular service/s  
506 held on the day of the meeting. Copies of such notice shall be made available to the members of the church  
507 prior to the meeting.  
508

### 509 510 APPENDIX

#### 511 512 CHURCH COUNCIL

##### 513 514 **Position Description: Moderator**

515  
516 The Moderator is elected at an UCUCC annual meeting in May and serves as president of the church  
517 corporation for two years. The Moderator performs duties that pertain to this office or are required by the  
518 congregation or Church Council.  
519

##### 520 **Moderator Responsibilities:**

- 521 • Draft the Church Council agenda each month, with the consultation and assistance of the Assistant  
522 Moderator, relevant church staff, and the Minister of Vision and Stewardship.

523 Serve as direct supervisor to settled pastors, including meeting with them as needed to relay and understand  
524 issues that might be concerning church members. Assist in problem solving, serving as a lay resource  
525 regarding general issues.

- 526 • Serve as Chair of Church Council meetings and retreats.
- 527 • Review minutes of Church Council prior to being distributed.
- 528 • Supervise the presentation of materials to be distributed to Church Council members prior to meeting and  
529 get materials to the church office in a timely manner.
- 530 • Check in with Ministry Liaisons periodically.
- 531 • Lead the Council in developing the annual workplan. Update workplan as it is necessary throughout the  
532 year, assign due dates to different work projects and plan agenda time for reports as needed.
- 533 • Chair special congregational meetings as needed.
- 534 • Appoint ad hoc committees and task forces as needed to accomplish workplan. Bring goals to Church  
535 Council for sponsorship and approval.
- 536 • Prepare a report for the annual report of the Congregation that includes Church Council actions and  
537 accomplishments for the year.
- 538 • May serve as a member of the Budget Committee.
- 539 • Attend the Pacific Northwest annual conference meeting.
- 540 • Provide orientation for new Church Council members.
- 541 • Sign official documents.
- 542 • Serve as the authorized signer on bank accounts in most situations.
- 543 • Be a focal point for any church member to contact regarding activities or concerns.

544  
545 **Position Description: Assistant Moderator**

546 The Assistant Moderator is elected at an UCUC annual meeting in May to serve two years with the  
547 expectation of moving into the Moderator position the following year. If there is a vacancy in the Moderator  
548 position, the Assistant Moderator will move to the Moderator position.

549  
550 **Assistant Moderator Responsibilities:**

- 551
- 552 6. Attend Church Council agenda meetings and contribute to the agenda as necessary.
- 553 7. May serve as a member of the Budget Committee.
- 554 8. Assist Moderator in planning and presenting orientation for new Council members.
- 555 9. Attend the Pacific Northwest annual conference meeting.
- 556 10. Chair Church Council and congregational meetings in the absence of the Moderator.

557 11. Serve as the authorized signer on bank accounts as needed.  
558  
559

560 **Position Description: Secretary**  
561

562 The Secretary is elected at the UCUCU annual meeting in May and shall hold that office until a successor is  
563 elected and assumes office. The Secretary is a member of the Church Council and is primarily responsible for  
564 maintaining and preserving all original documents and records pertaining to the organization and government of  
565 the church.  
566

567 **Secretary Responsibilities:**

- 568 a. Record minutes at each Church Council meeting and each congregational meeting and distribute these  
569 minutes with the agenda for the following meeting.
- 570 b. Make amendments as needed when minutes are reviewed at Church Council meeting.
- 571 c. Maintain the policy manual, updating it with new policies as enacted by the Council.  
572

573 **Position Description: Treasurer**  
574

575 The Treasurer is elected at the UCUCU annual meeting in May and shall hold that office until a successor is  
576 elected and assumes office. The Treasurer is a member of the Church Council and is primarily responsible for  
577 monitoring the financial status of the Church on a monthly basis.  
578

579 **Treasurer Responsibilities:**

- 580 7. Review the financial statements each month with the Director of Finance and Operations.
- 581 8. Prepare a fiscal presentation for the Church Council that provides an accurate description of the finances  
582 of the church for the month and year to date.
- 583 9. Serve as an active member on the Stewardship and Finance Committee.
- 584 10. Serve as an active member on the Budget Committee.
- 585 11. Serve as an active member on the Audit Committee.
- 586 12. Provide consultation to Ministries and committees as needed regarding financial matters.
- 587 13. Serve as the authorized signer on bank accounts in most situations.
- 588 14. In conjunction with the Director of Finance and Operations, oversee the appropriate year-end entries to  
589 the church records to fully and adequately show the financial status of the church in accordance with  
590 generally accepted accounting principles.  
591

592 **Position Description: At Large Member**

593 Regularly attend and participate in Church Council meetings and retreats.

594 Represent the church body as a whole. Make an attempt to understand all issues within the church by reading  
595 reports from all the Ministries and talking with church members about their concerns. Bring these concerns to  
596 the attention of the Council for discussion and possible action.

597 Study issues and prepare in advance for Council votes in order to reflect the church “at large.”

598  
599 **Position Description: Racial Justice Representative**

600  
601 Regularly attend and participate in Church Council meetings and retreats.

602 Represent the church body as a whole. Make an attempt to understand all issues within the church with an  
603 antiracist lens. Bring racial justice observations and concerns to the attention of the Council for discussion and  
604 possible action.

605 Study issues and prepare in advance for Council votes in order to reflect the racial justice priority of the church.

606  
607 **Position Description: Ministry Liaison**

608  
609 Regularly attend and participate in Church Council meetings and retreats.

610 Represent their Ministry’s perspective and priorities in the Church Council. Bring observations and concerns  
611 connected to that Ministry to the attention of the Council for discussion and possible action, as well as  
612 contributes to the policy and direction of the church overall as a member of the Church Council.

613 Submit monthly reports to the Secretary summarizing Ministry actions and appraising Council of work  
614 happening within the Ministry.

615 Study issues and prepare in advance for Council votes in an attempt to reflect the Ministry they are  
616 representing.

617 Communicates to the Ministry the Church Council priorities, actions, and discussions.

618 Helps promote connection, cooperation, and support between the Ministry’s work and the wider church.