

UNIVERSITY CONGREGATIONAL UNITED CHURCH OF CHRIST

BYLAWS

ARTICLE I

NAME

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

ARTICLE II

PURPOSE

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

ARTICLE III

POLITY

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

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

ARTICLE IV

FAITH AND COVENANT

This church acknowledges the [Lordship leadership](#) of Jesus Christ in all affairs. Its authority rests in [Him Jesus](#), in God, and in the Holy Spirit as revealed in the Bible. Each member shall have the right to follow dictates of conscience under enlightenment of the Holy Spirit.

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

UNITED CHURCH OF CHRIST STATEMENT OF FAITH

We believe in you, O God, Eternal Spirit,
God of our Savior Jesus Christ and our God,
and to your deeds we testify:
You call the worlds into being,
create persons in your own image,
and set before each one the ways of life and death.
You seek in holy love to save all people from aimlessness and sin.
You judge people and nations by your righteous will

declared through prophets and apostles.
In Jesus Christ, the man ~~from~~of Nazareth, our crucified and risen Savior,
you have come to us and shared our common lot,
conquering sin and death
and reconciling the world to yourself.
You bestow upon us your Holy Spirit,
creating and renewing the church of Jesus Christ,
binding in covenant faithful people of all ages, tongues, and races.
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~~d~~ 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

1. Eligibility. All persons who manifest a sincere purpose to lead a Christian life, as exemplified by ~~our Lord~~ Jesus Christ, may become members of this church on confession of faith and baptism, if not previously baptized; on reaffirmation of faith; or on presentation of a letter from another church. Persons joining the church are encouraged to attend membership classes.
2. Reception. Persons who have expressed a desire to unite with the church shall be received at a worship service as determined by the ~~new member board~~Welcome Committee, where they will receive a certificate of membership.
3. Classes of Members. Members of the church shall consist of the following two categories:

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

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

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

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

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

b. Removal. Members who because of their prolonged absence from the community or their continued indifference to the obligations of membership for a period of at least three (3) years may be removed from active or associate membership by the ~~parish care board~~Calling, Engagement, and Community Ministry (CEC), in consultation with the clergy. If members request to be released from their covenant obligations of membership, the ~~parish care board shall~~CEC Ministry may do so. Every effort shall be made by the ~~parish care board~~CEC Ministry to contact members before removing them from the membership rolls.

ARTICLE VI

CHURCH COUNCIL

1. Composition of the Church Council. Church ~~e~~Council is composed of ~~twenty three (23)~~twelve (12) voting members; all must be active church members. Council members consist of ~~five (5)~~two (2) elected at-large, ~~two~~ each year, ~~for serving~~ three-year terms ~~at the annual meeting; thirteen (13);~~ five (5) designated by the ~~boards~~Ministries of the church (one each per ~~board~~); Ministry; one (1) designated by the Racial Justice leadership; and the four (4) officers of the church elected pursuant to Article ~~XIX~~ (regarding Officers); ~~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 council.~~ Church Council.

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

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

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

3. Duties of the Church Council.

a. The ~~e~~ Council has policy-making responsibility for the work of the church between congregational meetings, including coordination and evaluation of the overall church program, establishment of revised and new directions for the church, and long-range planning.

b. The ~~e~~ Council establishes personnel practices, procedures, and organizational lines of authority for ~~the~~ all employees of the church together with contract terms, including salaries, vacations, and other benefits. ~~The council hires non-clergy employees as it deems necessary and appropriate. The practices and procedures also apply to ordained pastors who serve the church by virtue of a call agreement. The Council serves as the supervisory body for called pastors of the Church. Refer to the UCUC Personnel Handbook for details.~~

c. The ~~e~~ Council fills any vacancies in officer positions and ~~e~~ Council committees unless otherwise specified in these bylaws.

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

e. The ~~e~~ Council enters into contracts on behalf of the church.

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

g. The ~~e~~Council may authorize and provide for auxiliary organizations and programs as it deems necessary.

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

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

~~5. Electronic Mail Voting. The Moderator may determine that a question before Council should be settled before the next Council meeting. The Moderator may put the question to the members of Council via electronic mail. Members of Council may respond in one of three ways: Aye (affirming the proposal), Nay (declining the proposal), or to Table until the next Council meeting. A majority of voting members of the church council~~the voting members of Council responding either Aye or Nay will settle the question and the Secretary will record the vote as part of the minutes of the next Council meeting. ~~If neither Aye or Nay receive a majority, the Moderator will add the proposal to the agenda of the next Council Meeting.~~

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

ARTICLE VII

STANDING COMMITTEES OF CHURCH COUNCIL

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

~~1-~~Budget ~~e~~Committee prepares a recommended annual budget ~~to~~for the church council and other recommendations as requested by the ~~church council~~Church Council. The committee consists of the church treasurer, the ~~moderator or~~ assistant moderator and a representative of each ~~board~~ministry and the ~~Church Administrator~~Director of Finance and Operations. The chair of the ~~committee is appointed by the Stewardship and Finance Committee.~~

~~Pledge Committee prepares the annual pledge campaign and other requirements as requested by the Church Council. The chair of the~~ committee is appointed by the ~~stewardship and finance Board~~ Stewardship and Finance Committee.

~~2- Executive committee meets to review issues pending before church council and assists the moderator in preparation of the council's agenda. The executive committee also assists the council by watching for potential policy, personnel and administrative problems, reviewing the possible options for correction,~~

and making appropriate recommendations to the council. The executive committee consists of the church officers, the five at large members of the council and the ministerial and leadership staff.

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

4. ~~Audit committee annually~~ Committee examines the books and records of the church, defining its scope in consultation with the ~~stewardship~~ Stewardship and ~~finance board and the executive committee.~~ Finance Committee. It consists of at least three people ~~each serving a three-year term, but elected in such a manner that, after the first election, at least one member shall be elected each year and is convened for a periodic financial review.~~ Its report will be addressed to ~~church council.~~ Council. The work of this committee may be enhanced at the discretion of ~~e~~ Council by the appointment of outside auditors.

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

Racial Justice is a priority of UCUC and the work of our racial justice advocates is accountable to the Church Council. One of the 12 voting members of the Church Council is selected by this group.

ARTICLE VIII

BOARDS-MINISTRIES

1. Purpose. The purpose of a Ministry is to provide an organizational structure within which groups doing related work can have increased communication, share ideas, and do joint planning.

2. Responsibilities of Boards/Ministries. Each board/Ministry is responsible for the church's program and policy development within its area of the church's work as specified below. The boards/Ministries are responsible to the church council/Church Council, which may review, rescind, or change their decisions. Major policy decisions made by the boards/Ministries require approval by the council/Council or the congregation prior to implementation. Boards/Ministries also serve in an advisory capacity to the council/Council in the areas delineated by these bylaws and perform such other duties as authorized by the council/Council. It is recommended that Ministries meet at least quarterly, and more often as needed. The pastor whose portfolio includes facilitation of a particular Ministry attends meetings of that Ministry.

3. Representation on Council. Each Ministry will be represented on Church Council by a Ministry Liaison who must be a member of UCUC. The role of the Liaison is to be a voting member of Council, to represent the Ministry to Council, to bring back to the Ministry the priorities and decisions of Council,

and to facilitate cooperation and support between Ministries. Each Ministry will decide on the process for determining who will be their Ministry Liaison.

4. Election of Board/Ministry Members. Each board has no fewer than nine (9) and no more than fifteen (15) members; the number is determined by each board. Members of the boards/Ministries are elected from the active members of the church at each annual meeting of the congregation. Terms shall be for three years or for the remainder thereof where a vacancy has occurred. The church council fills by election any board vacancy until the next members of the church at each annual meeting of the congregation. Board members hold office until replaced. 3. Duties of the Boards. a. Vacancies in Ministries will be filled by each Ministry or committee until the next annual meeting at which time new Ministry members will be affirmed by a vote of the congregation.

5. Descriptions of UCUC Ministries:

a. Christian Formation Ministry. Our ministry of Christian Formation creates brave space for people of all ages to question, explore, and grow in their Christian faith. Encouraging each other in the growth of our minds and spirits is the priority of this Ministry. It leads educational activities for all ages. Through our relationships with one another, we empower curiosity, noticing, learning, and growing, as we explore what it means to be a Christian. Program areas may include Children's Ministry Board. The children's ministry board works to support, enrich, and strengthen the Christian spiritual lives of children, generally age birth through 11, and their families. The board works in cooperation with other boards related to the Christian education ministry. b. Board for Youth Education and Fellowship. The board for youth education and fellowship works to foster Christian spiritual growth for youth in middle and senior high school and support for their families. The confirmation program is a program of this board. The board works in cooperation with the other boards related to the Christian education ministry. c. Board for Ministry, Adult Education. The board for adult education works to foster Christian spiritual growth for adult members of the congregation. The library committee is a standing committee of this board. The board works in cooperation with other boards related to the Christian education ministry. d. Formation, The Lecture Series, Seabeck Committee, Young Adult Ministry, Campus Ministry, and the Scheyer Library.

b. Worship and Music Board. The worship and music board/Ministry. The Worship & Music Ministry seeks an experience of God's presence for all participants, both online and gathered in the building, welcoming those who are believing, seeking, and doubting into the presence of the Holy Spirit, and creating spiritual community in our communal home. The Worship and Music Ministry advises on and supervises the spiritual and devotional life of the church and all services of public worship, including advice on and assistance with the sacraments of baptism and communion and oversight of the ushers ministry. The board. The Ministry also advises on and supervises the music program and music personnel of the church, and has responsibility for the care of the musical instruments owned by the church. e. Mission Board. The mission board advises on all musical instruments owned by the church. This Ministry may include usher teams, communion teams, liturgist team, choirs, the Creativity Council for the Liturgical Arts, the Artist in Residence, the Writer in Residence, and preparation of the worship space(s).

c. Love and Justice Ministry. The Love and Justice Ministry fulfills the church's mission to imagine and act on our vision of love and justice by empowering the congregation and its individual members to offer compassionate service, build relationships of solidarity and reconciliation, work toward systemic change, and share our resources. This Ministry courageously dares to open our understanding of who is a part of our community from those in our building to all of humanity, daring to risk something big for the sake of

our human family, the sanctuary of others, and our sacred planet earth. The Love & Justice Ministry envisions our congregation as a welcoming “beloved community” engaged in imagining and acting toward love and justice in the world. Details about the activities of this Ministry can be found in the Love & Justice Handbook and may include support of The UCC Child Care Programs, Superfluity, Sacred Earth Matters, Covenant Partners, our connection to the Pacific Northwest Conference and national United Church of Christ, and justice action teams.

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

e. Stewardship Ministry. The Stewardship Ministry supports the work of our staff, clergy, building, church administration and operations, and undergirds the work of our program Ministries. This Ministry oversees policy and practices regarding facilities and property management, as well as personnel matters relating to the Christian outreach of the church and identifies those human needs in the community, nation and world which relate to the Christian mission of love and concern for others. The board communicates those needs and educates the congregation, generates specific personalized programs and projects related to those human needs, and supervises the utilization of human and fiscal resources of the church in those fields of endeavor. The board shall be responsible for interviewing any member of the congregation who is requesting In-care status with the Pacific Northwest Conference, UCC. If the board feels such a request is valid it shall make a recommendation to the church council and the council shall vote to make a formal request to the Conference that the student be taken In-care. f. New Member Board. The new member board is responsible for creating and implementing programs which will attract new members to the church, organizing new member classes, and providing for the reception of new members to the church. g. Stewardship & Finance Board. The stewardship and finance board employed church staff, including pastors. This Ministry includes the Personnel, Facilities & Equipment, and Stewardship & Finance Committees. The Facilities & Equipment Committee works to keep the building safe, clean, and comfortable for all who enter, advising on the acquisition, maintenance, use, and disposal of church real estate, facilities equipment, and utility systems, and to ensure timely and effective stewardship of systems and equipment. The Personnel Committee works to further the vision and values of the church as a compassionate and progressive employer, committed to practices of equal opportunity, equity and antiracism, and promoting honest and open communication, respect, teamwork, love and justice. The Personnel Committee conducts annual reviews of ministers and ministries, advises on and the budget process in matters of staff compensation, supports the hiring of staff, and maintains the church Personnel Guidelines. The Stewardship & Finance Committee advises on and supervises all matters pertaining to the raising, expenditure, and investment of the financial resources of the church. This responsibility includes supporting year-around stewardship education, reviewing monthly operating results, directing investment of church assets, assisting in the annual pledge campaign and all capital

~~fund raising~~fundraising campaigns of the church, supervising wills and memorials programs, drafting church fiscal policies for approval of ~~church council,~~Church Council, providing for periodic review and verification of church ~~financial records and selection of budget committee chair.~~ The chair of the budget committee will:

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

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

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

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

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

~~l. Social financial records, and selection of the Budget Committee chair. The Budget and Pledge Committees function in collaboration with the Stewardship & Finance Committee and the Church Council.~~

6. Ministry Committees. Ministries may be organized into separate committees that attend to the various activities and programs of that Ministry. Committee participation is not limited to UCUC members, but it is recommended that each committee include at least one UCUC member who represents that committee during meetings of the associated Ministry.

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

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

4. Small Groups/Teams. The formation of small groups/action teams by church members is encouraged. Small group Action Team participants may share a common interest and meet together for such purposes as mutual learning, study, planning, action, fellowshipsocial justice, recreation and/or worship. Action Teams consist of at least three people and are connected to a church Ministry or committee. With the approval of a member of the leadership staff, small groupsand the Ministry or Committee they are connected with, Action Teams will be granted appropriate use of ~~church facilities and services.~~ Small groups are encouraged to consider affiliation with an established church

~~board or committee as may be appropriate. church facilities, funding, and services. Participation on Action Teams is not limited to UCUC members.~~

8. Task Forces. The formation of an ad hoc task force may be initiated by the Church Council, who appoints members (minimum of 3 people and a staff liaison). Task Forces are time-limited and projectbased, formed to accomplish a specific goal, task, or scope of work, and will bring recommendations back to the Church Council. With the approval of Church Council, Task Forces will be granted appropriate use of church facilities, funding, and services. Participation on Task Forces is not limited to UCUC members.

ARTICLE IX

~~MINISTRIES~~ 1. Purpose. The purpose of a ministry is to provide an organizational structure within which boards doing related work can have increased communication, share ideas and do joint planning in their common areas of concern. A ministry will meet at least once a year. 2. Composition. A ministry is composed of at least two (2) representatives from each board belonging to that ministry. Each ministry shall be facilitated by an at-large member from the church council. The ministries and their affiliated boards are as follows: Ministry of Christian Education: Children's Ministry Board, Youth Education and Fellowship, Adult Education and Seabeck Committee Ministry of Parish Life: Fellowship, New Members, Parish Care, Communication and Public Relations Ministry of Worship & Music: Worship and Music Board Ministry of Mission & Outreach: Child Care, Mission, Social Action Ministry of Stewardship: Stewardship & Finance, Personnel, Facilities & Equipment Management ARTICLE X

OFFICERS

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

2. Moderator. The ~~m~~Moderator serves as president of the church corporation and is expected to preside at all meetings of the congregation and ~~of the church council.~~Church Council. The ~~m~~Moderator performs the normal duties of the office and such other duties as may be required by the congregation or ~~the council.~~3. 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~~Assistant Moderator serves as ~~m~~Moderator in the absence of the ~~moderator~~Moderator and performs such duties as may be assigned by the ~~m~~Moderator, congregation or the ~~church council.~~Church Council. In the event of a vacancy in the office of ~~m~~Moderator, the ~~assistant moderator~~Assistant Moderator succeeds to the office of ~~moderator.~~The ~~assistant moderator serves as an active member on the budget committee.~~

~~4. Secretary. The secretary~~ 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 ~~sSecretary~~ also serves as ~~secretary~~ Secretary at meetings of the congregation and ~~church council~~. ~~5. of Church Council.~~

~~5. Treasurer. The~~ 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 ~~mModerator~~, the ~~church council~~ Church Council shall fill that vacancy by election. In the event of simultaneous vacancies in the offices of ~~mModerator~~ and of ~~assistant moderator~~ Assistant Moderator, the ~~church council~~ Church Council shall elect a ~~mModerator~~ who shall serve until the next annual meeting of the congregation.

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

8. Indemnification. The ~~church council~~ 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~~ Church Council, Ministries, boards ~~and~~, committees, action teams, and task forces 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~~ Council, Ministry, board ~~or~~, committee, action team, or task force responsibilities, as applicable.

ARTICLE ~~X~~X

MINISTERS ~~AND LEADERSHIP, MANAGEMENT,~~ AND SUPPORT STAFF

~~1.1.~~ Organization. The normal functioning and programs of the church shall be administered by the ministers, the ~~leadership~~ management staff, and the support staff. The ministers shall be ordained and one or more in number as established by the ~~church council~~ Church Council and called by the congregation. ~~The leadership staff shall consist of the ministers, the church administrator, and other professional program leaders as established by the council. The support~~ The management staff shall consist of the ~~office, program~~ directors of Finance and Operations; Music Ministry; Children, Youth and Family Ministries, and other supervisory staff as hired by the church. ~~The support staff shall consist of all other staff including the office, program,~~ and custodial staff.

2. Ministers.

a. Election. When a vacancy occurs in a ministerial position, the ~~church council~~ Church Council shall appoint a search committee which shall, with the cooperation of the minister of the conference and others, make a canvass of available ministers; settle upon a candidate(s) who, in its judgment, should be called to the pastorate; introduce the candidate(s) to the church; and, at a duly called business meeting of the congregation, propose the election of the candidate(s). Election shall require the presence of a

quorum of at least twenty ~~per cent~~percent (20%) of the church's active members and a two-thirds (2/3) affirmative vote of those members present and voting. In the event the vote is unfavorable, the selection of another candidate(s) shall be referred back to the search committee which shall select a candidate(s) as provided above and the nominating and electing procedures specified above shall be repeated until a minister is elected.

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

c. Duties. The ministers shall work together cooperatively, sharing the duties and responsibilities of ministry as delineated by the Church Council. With the assistance of the ~~church council~~Church Council and the various responsible ~~boards~~Ministries of the church, the ministers shall be in charge of the spiritual welfare of the church. The ministers shall provide ordained leadership for the congregation in cooperation with church leadership management and support staff, ~~the council,~~Council, and ~~boards~~Ministries and committees. ~~A minister appointed by the council shall serve as head of staff and be responsible for the administration of leadership and support staff, as well as the overall material welfare of the church.~~

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

4. Support Staff. Such support staff as deemed necessary may be employed by the church to the extent authorized by the ~~church council~~Church Council, and shall have such duties as may be assigned to them. ~~The~~Supervision of church ~~administrator~~staff shall ~~oversee~~function in accordance with the ~~support staff.~~UCUCC Personnel Handbook.

ARTICLE XII-XI

SERVICES AND MEETINGS

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

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

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

2. Meetings.

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

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

c. Notice of Meetings. Notice of annual and special meetings of the congregation shall be ~~mailed~~communicated to all active and associate members at least ten days prior to the meeting. A notice specifying the time of the meeting and the substance of the proposed ~~amendment~~agenda 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. When the purpose of the voting is to establish a position of the church with respect to a political, social, or economic issue, an issue such as a special major capital fund campaign, or the purchase or sale of real estate, it shall be required that there be a prior publication of the proposed resolution(s) along with statements presenting the positive and negative views.

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

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

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

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

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

ARTICLE XIII

AFFILIATED CORPORATIONS

~~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 Child Care Programs board of directors of the corporation members shall be approved by the church council, and a majority of such board members shall be include~~ 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.~~ 2. be an official representative to the Love and Justice Ministry, which has a seat on the Church Council and in the annual church budgeting process.

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

~~University Congregational Housing Association. The 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.~~

ARTICLE XIV (UCHA), incorporated in the state of Washington as a non-profit 501©(3) corporation, has suspended its activities.

ARTICLE XIII

AMENDMENTS

These bylaws may be altered or amended by an affirmative vote of two-thirds (2/3) of the active [and associate](#) members present ([including those attending remotely](#)) 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 notices shall be made available to the members of the church prior to the meeting.

APPENDIX

CHURCH COUNCIL

Position Description: Moderator

The Moderator is elected at [the](#) UCUC annual meeting in May and serves as president of the church corporation for two years. The [m](#)Moderator performs duties that pertain to this office or are required by the congregation or ~~church council~~ [Church Council](#).

Moderator Responsibilities:

- Draft [the](#) 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, with the consultation and assistance of the Assistant Moderator, relevant church staff, and the Minister of Vision and Stewardship.~~
- [Serve as direct supervisor to settled pastors, including meeting with them](#) as needed ~~with clergy~~ to [relay and](#) 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~~ [being distributed.](#)
- [Supervise the presentation of](#) materials to be ~~mailed~~ [distributed](#) to Church Council members prior to meeting and get materials to the church office in a timely manner.
- Check in with ~~committee chairs~~ [Ministry Liaisons](#) 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~~
- [Chair special](#) congregational meetings as needed.
- Appoint ad hoc committees [and task forces](#) 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.

- May serve as a member of the Budget Committee.

- Attend the Pacific Northwest annual conference meeting.

- Provide orientation for new Church Council members.

- Sign official documents.

- Serve as the authorized signer on bank accounts in most situations.

- 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~~ UCUC annual meeting in May to serve two years with the expectation of moving into the Moderator position the following year. If there is a vacancy in the Moderator position, the Assistant Moderator will move to the Moderator position.

Assistant Moderator Responsibilities:

- ~~Provide invocation at the annual church meeting in May.~~

- Attend ~~Executive Committee~~ Church Council agenda meetings and contribute to the agenda as necessary.

- ~~Serves~~ May serve as ~~active~~ member ~~on~~ of the ~~budget committee~~ Budget Committee.

- Assist Moderator in planning and presenting orientation for new Council members.

- Attend the Pacific Northwest annual conference meeting.

- Chair ~~the~~ Church Council Meeting and congregational meetings in the absence of the Moderator.

- Serve as the authorized signer on bank accounts as needed.

Position Description: Secretary

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

Secretary Responsibilities:

- Record minutes at each Church Council meeting and each congregational meeting and distribute these minutes with the agenda for the following meeting.

- Make amendments as needed when minutes are reviewed at Church Council meeting.

- Maintain the policy manual, updating it with new policies as enacted by the Council.
- ~~Provide Church Council Notebooks to new Council members as needed if they are not handed down by the previous members.~~
- ~~Participate in the Executive Committee.~~

Position Description: Treasurer

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

Treasurer Responsibilities:

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

Position Description: At-Large Member

At Large Members are elected to represent the perspectives of the wider congregation without specific focus on any single UCUCS Ministry or program area.

At-Large Member Responsibilities:

- Regularly attend and participate in Church Council meetings and retreats.
- Represent the church body as a whole.
- Make an attempt to understand all issues within the church by reading minutes reports from all the ~~board meetings~~ Ministries and talking with church members about their concerns.

- Bring these concerns to the attention of the Council for discussion and possible action.
- Study issues and prepare in advance for Council votes in order to reflect the church “at large.”

Position Description: Racial Justice Representative

The Racial Justice Representative is designated by that group in acknowledgement that UCUC
embracing its priority as a Racial Justice Church requires church wide attention. The Council has one of
its 12 membership positions devoted to upholding this priority. Racial Justice Representative

Responsibilities:

- Regularly attend and participate in Church Council meetings and retreats.
- Represent the church body as a whole.
- Make an attempt to understand all issues within the church with an antiracist lens.
- Bring racial justice observations and concerns to the attention of the Council for discussion and possible action.
- Study issues and prepare in advance for Council votes in order to reflect the racial justice priority of the church.

Position Description: Ministry Liaison

Each of the five UCUC Ministries is represented on Council by a liaison chosen by that Ministry.

Ministry Liaison Responsibilities:

- Regularly attend and participate in Church Council meetings and retreats.
- Represent their Ministry’s perspective and priorities in the Church Council. Bring observations and concerns connected to that Ministry to the attention of the Council for discussion and possible action, as well as contribute to the policy and direction of the church overall as a member of the Church Council.
- Submit monthly reports to the Secretary summarizing Ministry actions and appraising Council of work happening within the Ministry.
- Study issues and prepare in advance for Council votes in an attempt to reflect the church “at large” Ministry they are representing.
- Communicates to the Ministry the Church Council priorities, actions, and discussions.
- Helps promote connection, cooperation, and support between the Ministry’s work and the wider church