

1 **UNIVERSITY CONGREGATIONAL UNITED CHURCH OF CHRIST**

2 **BYLAWS**

3 ARTICLE I

4 NAME

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

6 ARTICLE II

7 PURPOSE

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

11 ARTICLE III

12 POLITY

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

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

1 ARTICLE IV

2 FAITH AND COVENANT

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

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

7 UNITED CHURCH OF CHRIST STATEMENT OF FAITH

8 We believe in you, O God, Eternal Spirit,

9 God of our Savior Jesus Christ and our God,

10 and to your deeds we testify:

11 You call the worlds into being,

12 create persons in your own image,

13 and set before each one the ways of life and death.

14
15 You seek in holy love to save all people from aimlessness

16 and sin.

17 You judge people and nations by your righteous will

18 declared through prophets and apostles.

19 In Jesus Christ, the man from Nazareth, our crucified and

20 risen Savior,

21 you have come to us

22 and shared our common lot,

23 conquering sin and death

24 and reconciling the world to yourself.

25
26 You bestow upon us your Holy Spirit,

1 creating and renewing the church of Jesus Christ,
2 binding in covenant faithful people of all ages,
3 tongues, and races.

4
5 You call us into your church

6 to accept the cost and joy of discipleship,
7 to be your servants in the service of others,
8 to proclaim the gospel to all the world
9 and resist the powers of evil,
10 to share in Christ's baptism and eat at his table,
11 to join him in his passion and victory.

12
13 You promise to all who trust you

14 forgiveness of sins and fullness of grace,
15 courage in the struggle for justice and peace,
16 your presence in trial and rejoicing,
17 and eternal life in your realm which has no end.

18
19 Blessing and honor, glory and power be unto you. Amen
20

21 OUR COVENANT

22 God of Providence and Grace, in a spirit of memory, thanksgiving, and hope:

23 We covenant with You and with one another:

24 To seek and respond to Your work and will made known and to be made known;

25 To worship You in unity and diversity, welcoming everyone;

26 To care for and pray for each other in trials of the spirit and in times of joy;

1 To encourage each other in the growth of our minds and spirits;
2 To promote Your reign of justice and peace, meeting hate with reconciling love; and
3 To reject the false gods of society, proclaiming the gospel of Jesus.
4 May God help us and be with us. Amen.

5 ARTICLE V

6 MEMBERSHIP

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

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

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

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

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

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

1 as set forth in the articles of incorporation or these bylaws. The council may not act contrary to the expressed
2 direction of the congregation made at a meeting thereof. The congregation at a duly called regular or special
3 meeting may reverse, overrule, modify, or otherwise change any action taken by the council. Such change
4 may not be retroactive or interfere with rights which have vested, unless by these bylaws such change
5 specifically is permitted or unless ratification of such action by the congregation is required.

6 3. Duties of the Church Council.

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

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

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

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

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

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

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

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

4 4. Meetings. The church council meets monthly September through June and may meet at other
5 times at the call of the moderator, ten members of the church council or any fifty members of the church.
6 When members of the council or the church call a meeting of the church council, the call must be submitted in
7 writing to the moderator and shall state the subject or subjects to be considered at the meeting. Other subjects
8 may be considered at a special council meeting with the consent of a majority of the council members.
9 Reasonable efforts shall be made to notify either by mail, electronic mail or by telephone all members of the
10 church council of the time, place and purpose of the special meeting.

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

12 ARTICLE VII

13 STANDING COMMITTEES OF CHURCH COUNCIL

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

16 1. Budget committee prepares a recommended annual budget to the church council and other
17 recommendations as requested by the church council. The committee consists of the church treasurer and a
18 representative of each board. The assistant moderator serves as chair for the committee.

19 2. Executive committee meets to review issues pending before church council and assists the
20 moderator in preparation of the council's agenda. The executive committee also assists the council by
21 watching for potential policy, personnel and administrative problems, reviewing the possible options for
22 correction, and making appropriate recommendations to the council. The executive committee consists of the
23 church officers, including the immediate past moderator, two at-large members of the council and the
24 ministerial and leadership staff.

25 3. Nominating committee provides the congregation at the annual meeting, and at other congregation
26 and council meetings when vacancies exist, with nominees for election to boards, church officer and at-large

1 church council positions. It will also provide nominees to other specific entities for appointment or election
2 as requested by council, including standing council committee positions and parish visitors. It consists of
3 nine (9) members who serve three year terms, one third chosen each year.

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

9 ARTICLE VIII

10 BOARDS

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

17 2. Election of Board Members. Each board has no fewer than nine (9) and no more than fifteen (15)
18 members; the number is determined by each board. Members of the boards are elected from the active
19 members of the church at each annual meeting of the congregation. With the exception of Personnel Board
20 membership, terms shall be for three years or for the remainder thereof where a vacancy has occurred. The
21 term of Personnel Board members shall be for six years or for the remainder thereof where a vacancy has
22 occurred. The church council fills by election any board vacancy until the next annual meeting of the
23 congregation. Board members hold office until replaced.

24 3. Duties of the Boards.

1 A. Board for Preschool Education and Fellowship. The board for preschool education and fellowship
2 works to foster Christian spiritual growth for preschool children and support for their families. The board works in
3 cooperation with the other boards related to the Christian education ministry.

4 B. Board for Elementary Education and Fellowship. The board for elementary education and
5 fellowship works to foster Christian spiritual growth for elementary children and support for their families. The board
6 works in cooperation with other boards related to the Christian education ministry.

7 C. Board for Youth Education and Fellowship. The board for youth education and fellowship works
8 to foster Christian spiritual growth for youth in middle and senior high school and support for their families. The
9 confirmation program is a program of this board. The board works in cooperation with the other boards related to the
10 Christian education ministry.

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

14 E. Worship and Music Board. The worship and music board advises on and supervises the
15 spiritual and devotional life of the church and all services of public worship, including advice on and assistance with
16 the sacraments of baptism and communion and oversight of the ushers ministry. The board also advises on and
17 supervises the music program and music personnel of the church, and has responsibility for the care of the musical
18 instruments owned by the church.

19 F. Mission Board. The mission board advises on all matters relating to the Christian
20 outreach of the church and identifies those human needs in the community, nation and world which relate to the
21 Christian mission of love and concern for others. The board communicates those needs and educates the
22 congregation, generates specific personalized programs and projects related to those human needs, and supervises the
23 utilization of human and fiscal resources of the church in those fields of endeavor. The board shall be responsible for
24 interviewing any member of the congregation who is requesting In-care status with the Washington/North Idaho
25 Conference, UCC. If the board feels such a request is valid it shall make a recommendation to the church council and
26 the council shall vote to make a formal request to the Conference that the student be taken In-care.

1 G. New Member Board. The new member board is responsible for creating and
2 implementing programs which will attract new members to the church, organizing new member classes, and
3 providing for the reception of new members to the church.

4 H. Stewardship & Finance Board. The stewardship and finance board advises on and
5 supervises all matters pertaining to the raising, expenditure and investment of the financial resources of the
6 church. This responsibility includes supporting year-around stewardship education, reviewing monthly
7 operating results, directing investment of church assets, assisting in the annual pledge campaign and all
8 capital fund raising campaigns of the church, supervising wills and memorials programs, drafting church
9 fiscal policies for approval of church council, and providing for periodic review and verification of church
10 financial records.

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

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

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

23 L. Parish Care Board. The parish care board advises on and supervises the pastoral care
24 needs and general nurture of the congregation, including retreats, development and maintenance of pastoral
25 care systems and resources, assimilation of new members into the life of the church and oversight of the

1 membership rolls according to Article V of these bylaws. Parish visitors will work with the parish care board
2 in their ministry.

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

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

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

16 ARTICLE IX

17 MINISTRIES

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

21 2. Composition. A ministry is composed of at least two (2) representatives from each board
22 belonging to that ministry. Each ministry shall be facilitated by an at-large member from the church council.

23 The ministries and their affiliated boards are as follows:

24
25 Ministry of Christian Education: Preschool Education and Fellowship, Elementary Education and
26 Fellowship, Youth Education and Fellowship, Adult Education and Seabeck Committee

27 Ministry of Parish Life: Fellowship, New Members, Parish Care, Communication

1 and Public Relations

2
3 Ministry of Worship & Music: Worship and Music Board

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

5
6 Ministry of Stewardship: Stewardship & Finance, Personnel, Facilities & Equipment Management
7

8 ARTICLE X

9 OFFICERS

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

16 2. Moderator. The moderator serves as president of the church corporation and is expected to preside
17 at all meetings of the congregation and the church council. The moderator performs the normal duties of the
18 office and such other duties as may be required by the congregation or the council. Following the moderator's
19 one (1) year term the moderator serves for an additional one (1) year in the position of immediate past
20 moderator.

21 3. Immediate Past Moderator. Upon the election of a successor to the position of moderator, the
22 outgoing moderator serves an additional one (1) year term in the position of immediate past moderator.

23 4. Assistant Moderator. The assistant moderator serves as moderator in the absence of the moderator
24 and performs such duties as may be assigned by the moderator, congregation or the church council. In the
25 event of a vacancy in the office of moderator, the assistant moderator succeeds to the office of moderator.

26 5. Secretary. The secretary has primary responsibility for maintaining and preserving all original
27 documents and records pertaining to the organization and government of the church. The secretary also
28 serves as secretary at meetings of the congregation and church council.

1 pastorate; introduce the candidate(s) to the church; and, at a duly called business meeting of the congregation,
2 propose the election of the candidate(s). Election shall require the presence of a quorum of at least twenty per
3 cent (20%) of the church's active members and a two-thirds (2/3) affirmative vote of those members present
4 and voting. In the event the vote is unfavorable, the selection of another candidate(s) shall be referred back to
5 the search committee which shall select a candidate(s) as provided above and the nominating and electing
6 procedures specified above shall be repeated until a minister is elected.

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

14 c. Duties. The ministers shall work together cooperatively, sharing the duties and
15 responsibilities of ministry. With the assistance of the church council and the various responsible boards of
16 the church, the ministers shall be in charge of the spiritual welfare of the church. The ministers shall provide
17 ordained leadership for the congregation in cooperation with church leadership and support staff, the council,
18 and boards and committees. A minister appointed by the council shall serve as head of staff and be
19 responsible for the administration of leadership and support staff, as well as the overall material welfare of the
20 church.

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

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

1 ARTICLE XII

2 SERVICES AND MEETINGS

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

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

7 b. Sacraments and Other Services. All sacraments shall be celebrated and other services held
8 at such times as the worship board may determine. This determination shall be made in consultation with the
9 ministers.

10 2. Meetings.

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

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

18 c. Notice of Meetings. Notice of annual and special meetings of the congregation shall be
19 mailed to all active and associate members at least ten days prior to the meeting. Such notice also shall be
20 announced from the pulpit at each regular service held on the Sunday immediately preceding the meeting or,
21 in the case of a meeting held on a Sunday, at each regular service held on the day of the meeting. In the case
22 of special meetings, the nature of the business to be acted upon shall be stated in the call and the pulpit
23 announcement. When the purpose of the voting is to establish a position of the church with respect to a
24 political, social, or economic issue, an issue such as a special major capital fund campaign, or the purchase or
25 sale of real estate, it shall be required that there be a prior publication of the proposed resolution(s) along with
26 statements presenting the positive and negative views.

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

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

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

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

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

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

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

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

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

19 ARTICLE XIII

20 AFFILIATED CORPORATIONS

21 1. UCUCC Child Care Programs. The UCUCC Child Care Programs, incorporated in the state of
22 Washington as a non-profit 501(c)(3) corporation, serves children and families in the community and exists in
23 close relationship to the church. The corporation is governed by its own articles of incorporation and bylaws.
24 The corporation's relationship to the church and other matters relative to program operation are defined by
25 an agreement between the church and the corporation. All members of the board of directors of the
26 corporation shall be approved by the church council, and a majority of such board members shall be active

1 members of the church. The board shall appoint one of its members who is also a church member to serve as
2 a full voting member of the council. Members of the board shall be identified and recruited by the board and
3 approved by the council.

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

19 ARTICLE XIV

20 AMENDMENTS

21 These bylaws may be altered or amended by an affirmative vote of two-thirds (2/3) of the active
22 members present and voting at any regular or special business meeting of the congregation, subject to the
23 presence of a quorum. A notice specifying the time of the meeting and the substance of the proposed
24 amendment shall be given from the pulpit or printed in the calendar on two Sundays immediately preceding
25 the meeting. Copies of such notice shall be made available to the members of the church prior to the meeting.
26

1 APPENDIX

2 CHURCH COUNCIL

3 **Position Description: Moderator**

4
5 The Moderator is elected at the UCUCS annual meeting in May and serves as president of the church
6 corporation for one year. The moderator performs duties that pertain to this office or are required by the
7 congregation or church council.

8
9 **Responsibilities:**

- 10
- 11 • Draft Church Council agenda each month to be brought to Executive Committee for discussion and
 - 12 approval 1.5 weeks before the Council meeting.
 - 13 • Lead Executive Committee meeting, identifying any topics that need to be brought to the Church Council
 - 14 for discussion or approval.
 - 15 • Meet as needed with clergy to understand issues that might be concerning church members. Assist in
 - 16 problem solving, serving as a lay resource regarding general issues.
 - 17 • Serve as Chair of Church Council meetings and retreats.
 - 18 • Review minutes of Church Council prior to mailing.
 - 19 • Prepare all materials to be mailed to Church Council members prior to meeting and get materials to the
 - 20 church office in a timely manner.
 - 21 • Check in with committee chairs periodically to assess progress.
 - 22 • Lead the Council in developing the annual workplan. Update workplan as it is necessary throughout the
 - 23 year, assign due dates to different work projects and plan agenda time for reports as needed.
 - 24 • Lead other congregational meetings as needed.
 - 25 • Appoint ad hoc committees as needed to accomplish workplan. Bring goals and charge to Church Council
 - 26 for sponsorship and approval.

- 1 • Prepare a report for the annual report of the Congregation that includes Church Council actions and
- 2 accomplishments for the year.
- 3 • Attend the Washington North Idaho annual conference meeting.
- 4 • Provide orientation for new Church Council members.
- 5 • Sign official documents.
- 6 • Be a focal point for any church member to contact regarding activities or concerns.

8 **Position Description: Assistant Moderator**

9

10 The Assistant Moderator is elected at the UCUCS annual meeting in May to serve one year with the

11 expectation of moving into the Moderator position the following year. If there is a vacancy in the Moderator

12 position, the Assistant Moderator will move to the Moderator position.

14 **Responsibilities:**

- 15
- 16 • Provide invocation at the annual church meeting in May.
- 17 • Form a Budget Committee comprised of representatives from each Board, the Business Administrator,
- 18 Head of Staff and Treasurer.
- 19 • Lead the Budget Committee to develop a budget for the next calendar year.
- 20 • Work with the Business Administrator to assure that the budget numbers are correct and presentation
- 21 materials are ready for the all-church budget meeting.
- 22 • Present budget to the congregation at the all church budget meeting in January.
- 23 • Coordinate budget work with the pledge drive committee so information for the budget is as accurate as
- 24 possible.
- 25 • Attend Executive Committee meetings and contribute to agenda as necessary.
- 26 • Assist Moderator in planning and presenting orientation for new Council members.

- Attend the Washington North Idaho annual conference meeting.
- Chair the Church Council Meeting in the absence of the Moderator.

Position Description: Secretary

The Secretary is elected at the UCUCS 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.

Responsibilities:

- Record minutes at each Church Council 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.

Responsibilities:

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22

- Review the financial statements each month with the business Administrator.
- 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.
- Serve as an active member on the Budget Committee.
- Serve as an active member on the Audit Committee.
- Provide consultation to boards 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 Business Manager, 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.

Position Description: Member

- 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 from all the board meetings 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 an attempt to reflect the church “at large”.