

CONSTITUTION

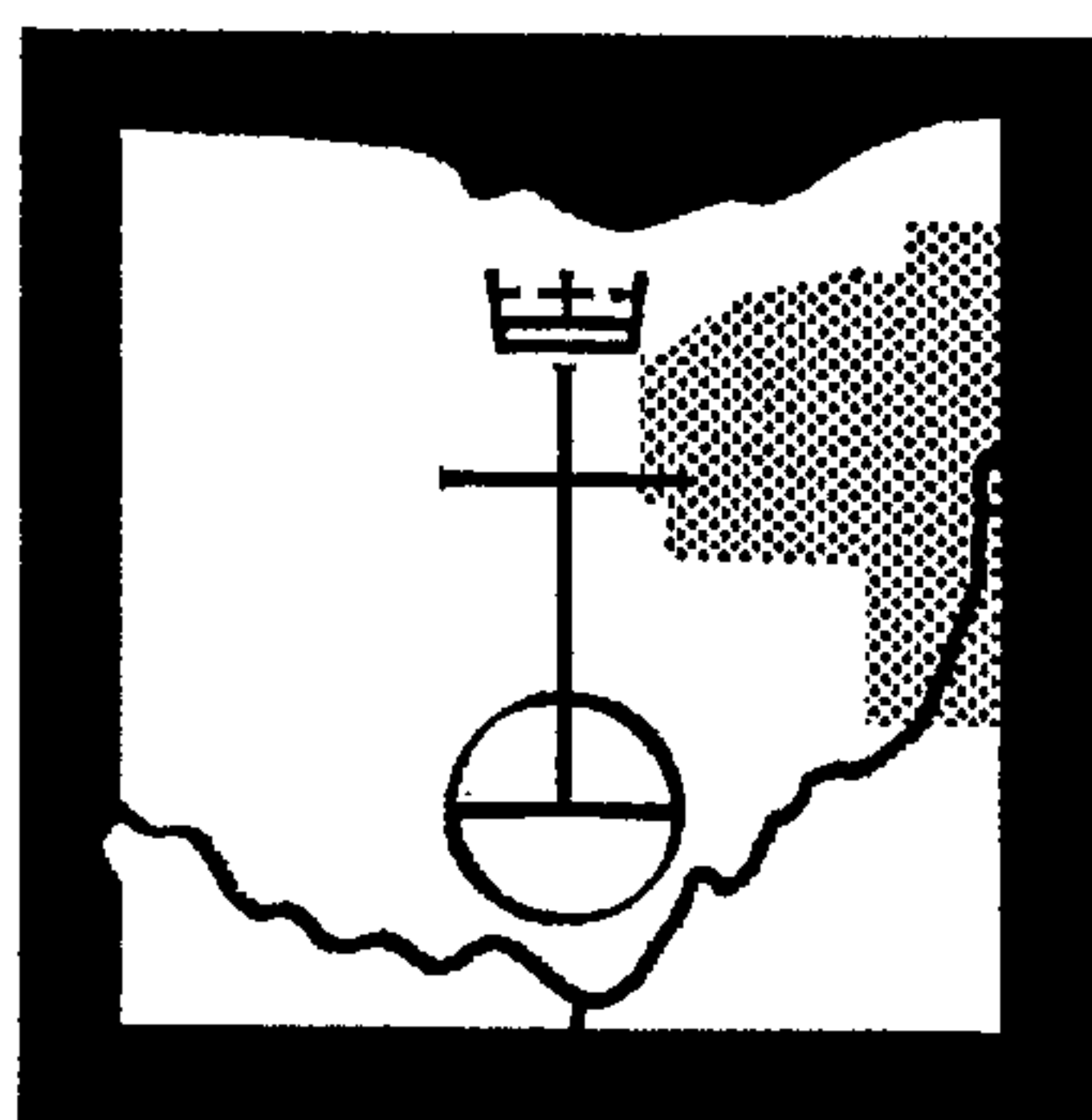
AND

BYLAWS

Adopted November 5, 1988

Revised April 24, 1993

Revised April 26, 2003



Eastern Ohio Association
United Church of Christ

CONSTITUTION OF
THE EASTERN OHIO ASSOCIATION OF THE
UNITED CHURCH OF CHRIST

PREAMBLE

- 1 Whereas, the Evangelical and Reformed Church and the General Council of the Congregational Christian Church have joined to form the United Church of Christ; and
- 2 Whereas, the Ohio Conference of Congregational Christian Churches and the four Ohio Synods of the Evangelical and Reformed Church -- The Northeast Ohio Synod, Northwest Ohio Synod, Southeast Ohio Synod, and Southwest Ohio Synod -- have consolidated to form the Ohio Conference of the United Church of Christ (hereinafter referred to as the "Ohio Conference") without break in their respective historical continuities and traditions; and
- 3 Whereas, The Eastern Ohio Association of the United Church of Christ and The Puritan Association of Congregational Christian Churches and Ministers have merged to form this Association without break in their respective historical continuities and traditions;
- 4 Now, therefore, the following provisions are adopted as the Constitution of The Eastern Ohio Association of the United Church of Christ.

ARTICLE I. NAME

- 5 The name of this Association of the Ohio Conference of the United Church of Christ shall be The Eastern Ohio Association of the United Church of Christ, hereinafter referred to as this Association.

ARTICLE II. PURPOSE

- 6 The purposes of this Association are:
 - A. To be an Association of the Ohio Conference composed of members as provided in Article IV.
 - B. To strengthen and undergird the work and witness of the local churches.
 - C. To relate local churches to the life and work of the United Church of Christ through the Ohio Conference.
 - D. To counsel with both ministers and local churches relative to pastoral relationships.

- E. To determine, confer, and certify to the respective standings of the local churches and ministers.
- F. To interpret and promote the work of the United Church of Christ and its instrumentalities.
- G. To develop the spiritual life and stewardship of the local churches and to challenge them to responsible support of Our Church's Wider Mission.
- H. To maintain, with Ohio Conference cooperation, relationships with local and state councils of churches and other ecumenical bodies.
- I. To assist, in cooperation with the Ohio Conference and the instrumentalities of the United Church of Christ, in establishing new churches within the Association area.
- J. To provide, through appropriate staff and committees, such programs, resources, and services as advance the mission of Christ.
- K. To acquire, own, manage, and dispose of property and funds.
- L. To nominate delegates to the General Synod of the United Church of Christ.

ARTICLE III. LOCAL CHURCHES

- 7 The local churches of the United Church of Christ have, in fellowship through their Associations and the Ohio Conference, a God-given responsibility for that Church, its labors and its extension, even as the United Church of Christ has, in fellowship, a God-given responsibility for the well-being and needs and aspirations of its local churches. In mutual concern and in dedication to Jesus Christ, the Head of the Church, the one and the many share in common Christian experience and responsibility.
- 8 The basic unit of the life and organization of the United Church of Christ is the local church. The autonomy of the local church is inherent and modifiable only by its own action. Nothing in this Constitution and Bylaws shall destroy or limit the right of each local church to continue to operate in the way customary to it; nor shall be construed as giving to this Association, now or at any future time, the power to abridge or impair the autonomy of any local church, in the management of its own affairs, which affairs include, but are not limited to, the right to retain or adopt its own methods of organization, worship and education; to retain or secure its own charter and name; to adopt its own constitution and bylaws; to formulate its own covenants and confessions of faith; to admit members in its own way and to provide for their discipline or dismissal; to call or dismiss its pastor or pastors by such procedure as it shall determine; to acquire, own, manage and dispose of property and funds;

to control its own benevolences; and to withdraw by its own decision from the United Church of Christ, the Ohio Conference and this Association at any time without forfeiture of ownership or control of any real or personal property owned by it.

- 9 Actions by, or decisions or advise emanating from the General Synod, the Ohio Conference or this Association, should be held in the highest regard by each local church.

ARTICLE IV. MEMBERSHIP

- 10 Members of this Association are local churches and ordained ministers holding standing in this Association. A local church is composed of persons, who, believing in God as heavenly Father, and accepting Jesus Christ as Lord and Savior, and depending on the guidance of the Holy Spirit, are organized for Christian worship, for the furtherance of Christian fellowship, and for the ongoing work of Christian witness.

- 11 The members of this Association exercise responsibility for its life directly at Annual Meeting or special meeting and in the interim through and by an Association Council chosen by this Association.

A. Local Church Standing

1. The following local churches have standing in this Association:
 - a. All local churches within the defined geographical area of this Association having standing in the Northeast Ohio Synod and the Southeast Ohio Synod at the time the formation of this Association becomes effective.
 - b. All local churches within the defined geographical area of this Association having standing in the Puritan Association at the time the formation of this Association becomes effective.
 - c. All local churches that are hereafter received into and granted standing in this Association.
2. Any local church within the defined geographical area of this Association having standing in the Puritan Association at the time the formation of this Association became effective, but which has not yet chosen to be a part of the United Church of Christ may be admitted or continued in fellowship of this Association. The names and statistics of such churches shall be kept separately; their members shall not be counted in determining the number of delegates which the Conference is entitled to send to the General Synod; nor shall any member of such a church be a delegate to the General Synod, except that an ordained minister having standing in this Association as a minister of the United Church of Christ and serving as pastor of such a church may be

elected as a delegate. No direct or indirect participation by any such local church in or support of the Ohio Conference or this Association shall be construed as making it a local church of the United Church of Christ.

3. The standing and membership of a local church in this Association may be voluntarily terminated at any meeting of this Association by a majority vote of delegates present and voting, provided action to withdraw from the Association has been taken by the local church requesting voluntary termination pursuant to its constitution and provided certification of such action is delivered to the Association Minister at least 90 days prior to the Association Meeting at which such action is to be taken.
4. The standing and membership of a local church in this Association may be involuntarily terminated at any meeting of this Association upon two-thirds vote of the voting membership of this Association, provided that notice of such proposed action is specified in the call of the meeting at which the action is taken.

B. Ministerial Standing

1. The following ministers have standing in this Association:
 - a. All ministers having standing in the Northeast Ohio Synod and the Southeast Ohio Synod at the time the formation of this Association becomes effective and who
 - (1) reside within the defined geographical area of this Association, or
 - (2) have retired from active service by reason of age or disability, or
 - (3) are engaged in a ministry requiring prolonged absence from the United States, or one that does not permit a fixed residence, or
 - (4) qualified for standing in one of the said Synods by having chosen to maintain standing in such Synod, or
 - (5) are hereafter granted standing within this Association as of the time the formation of this Association becomes effective.
 - b. All ministers having standing in the Puritan Association at the time the formation of this Association becomes effective.

- c. All ministers who are hereafter received into and granted standing in this Association.

C. Geographic Boundaries of this Association

The geographic area of this Association shall be that area defined as follows: The counties of Ashland, Medina, Summit, Portage, Trumbull, Mahoning, Stark, Wayne, Holmes, Coshocton, Tuscarawas, Columbiana, Carroll, Jefferson, Harrison, Belmont, and Monroe of the State of Ohio, and the Counties of Ohio, Marshall, and Wetzel of the State of West Virginia.

Changes in the geographic area of this Association, if desired, shall be made by negotiation between this Association and another Association or Associations affected within the Ohio Conference or another Conference, in consultation with the local churches involved and upon approval of the Ohio Conference and of other Conference(s) of the United Church of Christ.

ARTICLE V. ORGANIZATION

12 This Association shall organize as follows:

A. Elected Officers

The elected officers of this Association shall be:

1. Moderator
2. Vice-Moderator
3. Secretary
4. Treasurer

B. Association Minister

This Association shall call an ordained minister of the United Church of Christ to be its full-time executive officer.

C. Associate Association Minister

The Association Council shall call an ordained minister of the United Church of Christ to serve as an Associate Association Minister.

D. Association Council

1. The Association Council shall be composed of the elected officers, the Immediate Past Moderator, and ten members to be elected by this Association at the Annual Meeting. The Association Minister and the Associate Association Minister shall be ex-officio members of the Council without vote.

2. The Association Council may employ such personnel as this Association may determine.

E. Departments and Committees

The work of this Association shall be done by the following:

1. Departments: Church and Ministry; Church and Congregational Life; Church and Education; and Church in the World;
2. Committees: Personnel Committee; Budget and Finance Committee; Ecumenical Concerns Committee; Resolution Committee; and Church Development Committee; and
3. Such other committees and/or working groups as this Association or Association Council deem necessary.

F. Program Districts

As desired for the purpose of strengthening program, witness, and fellowship, groups of local churches may be designated "program districts."

ARTICLE VI. MEETINGS

13 This Association shall gather in an Annual Meeting, which shall be held prior to the Annual Meeting of the Ohio Conference. Special meetings may be called as specified in the bylaws.

14 The voting membership of this Association shall consist of:

- A. The Ordained Clergy holding standing in this Association,
- B. Commissioned Ministers and Licensed Ministers listed on the roster of this Association,
- C. The Certified Partners in Ministry of this Association,
- D. Clergy with Dual Standing in this Association,
- E. Professional Church Educators listed on the roster of this Association,
- F. Elected Association Council members and officers, and
- G. Lay Delegates elected by and representing the local churches holding standing in this Association.

15 Lay delegates to this Association

Every local church shall be represented at the meeting of this Association by one lay delegate except that

A. Any Charge composed of two or more yoked churches may be represented by one lay delegate if those churches so desire, and

B. A local church with reported membership of more than four hundred (400) may send a lay delegate for every four hundred (400) members or major fraction thereof.

16 A quorum at any meeting of this Association shall consist of twenty-five percent (25%) entitled to vote at that meeting. In no instance will any person be counted more than once in determining the quorum.

ARTICLE VII. AMENDMENTS

17 Amendments to this Constitution and Bylaws may be proposed by the Association Council or by at least five percent (5%) of the local churches of this Association. Proposed amendments shall be submitted in writing to the Association Council at least two months prior to the Association Meeting at which they are to be considered. Notice of such amendments shall be transmitted in writing to the members of this Association at least one month prior to the Association Meeting at which they are to be considered. Amendments may be adopted at a regular or special meeting.

18 Adoption of amendment to this Constitution shall require a two-thirds affirmative vote of those present and voting in an Association Meeting.

19 Adoption of an amendment to these Bylaws shall require a majority affirmative vote of those present and voting in an Association Meeting.

BYLAWS OF
THE EASTERN OHIO ASSOCIATION OF THE
UNITED CHURCH OF CHRIST

- 1 These Bylaws consistent with the Constitution of the United Church of Christ and the Constitution of this Association, further define and regulate this Association and its departments and committees and describe the free and voluntary relationship which the local churches and ministers sustain with this Association and with each other. The pattern of relationships and procedures so described is recommended to the local churches and ministers to enable them more effectively to accomplish their work and the work of this Association.

ARTICLE I. THE MINISTRY

STUDENTS FOR THE MINISTRY

- 2 An individual desiring to prepare for the ministry applies to be received as a Student in Care of the Association. Application is made to the Association by the candidate through his/her pastor and local congregation.
- 3 The Church and Ministry Department of this Association examines the applicant as to fitness, aptitudes, Christian experience, and commitment. If qualified, a recommendation is made to this Association that the applicant be a Student in Care of the Association. This Association, or the Association Council acting in its behalf, may receive the applicant into the care of this Association with notification given to the proper individuals and agencies of the United Church of Christ.
- 4 The Association extends fellowship, counsel, and assistance to the student during the time of academic preparation for the ministry. The student is responsible to the Association.
- 5 A student is expected to pursue a course of study as prescribed by the procedures and standards approved by this Association's Church and Ministry Department or its successor.
- 6 A Student in Care of the Association shall be reviewed each year by the Church and Ministry Department.

LICENSED MINISTERS

- 7 Application for Licensed Minister is made by a candidate through a local church to this Association.

- 8 The Church and Ministry Department examines the applicant concerning growth in the Christian faith, character, and ability to do the work expected of a Licensed Minister. If qualified, the applicant is recommended to the Association for Licensed Ministry. This Association, or the Association Council acting for it, may grant license. License shall be for no longer than one year at a time. Usually Licensed Ministry is granted only after completion of one year of seminary study and only for service in designated local churches.
- 9 A certificate of license shall be given to the Licensed Minister and a copy sent to the proper individuals and agencies of the United Church of Christ.
- 10 At the request of the local church being served, this Association may grant a Licensed Minister the right to administer the sacraments and rites of the church for the local church.
- 11 A Licensed Minister is listed separately on the rolls of this Association and is not considered a ministerial member except that a Licensed Minister called to serve a church within the Association shall have a vote in the proceedings of the Association.

ORDINATION

- 12 Not more than six months prior to the completion of theological training, or at any time thereafter, a candidate applies through his/her local church to this Association for approval for ordination.
- 13 The Church and Ministry Department of this Association examines the candidate as to his/her abilities, reasons for seeking the office of the Christian ministry, educational and theological attainments, knowledge of the faith, history, polity and practices of the United Church of Christ, and growth in Christian faith and experience. If qualified, a recommendation is made to this Association that the candidate be ordained at a later date.
- 14 This Association, or the Association Council acting for this Association, may authorize the ordination.
- 15 This ordination grants the candidate standing as a minister of the Association.
- 16 After the ordination, or in anticipation of it, a certificate is issued bearing the appropriate signature, and notification is given to the proper individuals and agencies of the United Church of Christ.

MINISTERIAL STANDING

- 17 A minister moving from the bounds of this Association to another shall request a transfer of ministerial standing to the Association of his/her new residence.
- 18 A minister moving into the geographic bounds of this Association shall request a transfer of standing to this Association and upon approval of the Association Council it shall be accepted.

- 19 A minister who resides in this Association and is engaged in other than the parish ministry shall request a transfer of standing to this Association.
- 20 A minister engaged in a ministry requiring his/her prolonged absence from the United States, or one that does not permit a fixed residence, may request and may be granted standing in this Association.
- 21 A minister who withdraws from active service in the Ministry may request a leave of absence. This Association may grant a leave of absence for one year at a time. Except in special cases such a leave of absence is not granted for more than five years in succession.
- 22 A minister may resign ministerial standing without prejudice if this is his/her personal decision. If there is a subsequent desire to re-enter the ministry, application may be made for reinstatement, which this Association may grant.
- 23 A minister retiring from active service by reason of age or disability may retain ministerial standing in this Association.
- 24 A minister holding standing in this Association, choosing to serve a local church which is in the geographic area of this Association but which is not affiliated with the United Church of Christ, may, with the approval of this Association, retain ministerial standing in this Association.
- 25 A minister holding standing in the United Church of Christ through another Association and choosing to serve a local church which is in the geographic area of this Association but not affiliated with the United Church of Christ shall request transfer of standing to this Association and, upon approval of the Association Council, shall be accepted.
- 26 A minister may be granted standing in this Association only if he/she is a member of a local church which is a member of this Association or which is in fellowship with this Association.
- 27 A United Church of Christ minister serving a United Church of Christ parish must hold membership in a local church of that parish.
- 28 This Association is responsible for the discipline of the ministers who hold standing in this Association.

CALL AND DISMISSAL OF A MINISTER

- 29 In the call or dismissal of a minister it is recommended that the accepted procedure be:
 - A. The local church appoints a committee to seek candidates for such office.

- B. The committee consults with the Association Minister and/or other staff person with placement portfolio for counsel in filling the vacancy and help in securing a supply minister.
- C. Any minister may confer with the Association Minister or other staff person with placement portfolio concerning a pastoral vacancy. At the minister's request his/her name shall be submitted for consideration by the committee of any local church where there is a pastoral vacancy.
- D. The committee of the local church presents to the church the name of a candidate it recommends to fill the vacancy. The local church determines whether or not it wishes to call the person recommended.
- E. In the call the terms of the pastoral relationships are stated, including the agreement of the local church to participate in the pension fund on the minister's behalf. The candidate, the local church, and the Association Minister shall each receive a copy of the call.
- F. When a candidate accepts a call to a local church, he/she and the church join in requesting this Association to arrange for a service of installation or recognition.
- G. Report of changes in pastorates and/or type of ministry is given to proper individuals and agencies of the United Church of Christ.
- H. When a church or members thereof need counsel and guidance in relationship with the minister, it is advisable and proper that the Association Minister be consulted at an early date.
- I. When a minister or a local church decides to terminate the pastoral relationship, a notice of the decision is sent to the Association Minister. This Association takes action appropriate to the dissolution of the pastoral relationship. The Association Minister shall promptly inform the proper individuals and agencies of the United Church of Christ.

MINISTERS FROM OTHER DENOMINATIONS

- 30 An ordained minister of another denomination who lives within the geographical bounds of this Association and who desires to enter the ministry of the United Church of Christ applies for Privilege of Call to this Association.
- 31 The Church and Ministry Department of this Association examines the applicant as to ability, reasons for desiring to enter the ministry of the United Church of Christ, educational and theological attainment, knowledge of the faith, history, polity, and practices of the United Church of Christ, and Christian faith and experience. If qualified, a recommendation is made to this Association for Privilege of Call. This Association, or the Association Council acting for this Association, may grant a Privilege of Call for a period of one year. This grant may be renewed.

- 32 A certificate granting Privilege of Call shall be given and notice sent to proper individuals and agencies of the United Church of Christ.
- 33 Any minister granted Privilege of Call by this Association or by another Association of the United Church of Christ and accepting a call to a local church or to another ministry within this Association shall apply to this Association for ministerial standing. Upon recommendation of the Church and Ministry Department, this Association, or the Association Council acting for this Association, may grant the standing.
- 34 An ordained minister of another denomination who wishes to retain his/her present denominational standing and who has become pastor of a local church of the United Church of Christ, or of a yoked charge of a federated church, one part of which is affiliated with the United Church of Christ, within the geographical bounds of this Association, may request Dual Standing by the Association for the duration of that pastorate. He/she shall not be considered as having ministerial standing in this Association. When Dual Standing is granted, he/she shall have voice and vote in matters being considered by this Association, but shall not be qualified or nominated to be a representative of this Association to the Ohio Conference or the General Synod.

COMMISSIONED MINISTERS

- 35 A Commissioned Minister is a member of the United Church of Christ who has been commissioned by being set apart and consecrated by an Association for full-time service for a special ministry. This ministry may be rendered in a local church, in a mission field of the United Church of Christ, through one of the instrumentalities of the United Church of Christ, or in one of the benevolent or educational institutions of the United Church of Christ. Those eligible for commissioning shall include: Directors of Christian Education, Parish Workers, Ministers of Music, Missionaries, and others called to similar ministries.
- 36 A person living within the geographical bounds of this Association desiring the status of Commissioned Minister shall apply to this Association through his/her local church.
- 37 A Commissioned Minister shall have adequate training as prescribed by procedures and standards approved by this Association's Church and Ministry Department. Usually this shall consist of one year of formal training beyond the college degree or equivalent experience and training.
- 38 The Church and Ministry Department of this Association shall examine the applicant concerning his/her Christian faith, character, ability to do the expected work, and educational training to meet the responsibilities of the office to be filled. If the applicant is qualified, the Department shall make a recommendation to this Association for the commissioning.
- 39 This Association, or the Association Council acting for the Association, may authorize the commissioning.

- 40 A Commissioned Minister shall devote himself/herself to the ministry and shall avoid any unrelated avocation that will impair his/her service to the United Church of Christ.
- 41 A Commissioned Minister shall be a member in full standing of a local church. He/she shall be listed on the roster of this Association as a Commissioned Minister, and shall be a voting member of this Association eligible to serve on its standing departments and committees.
- 42 When a Commissioned Minister takes a similar call within the bounds of another Association, this Association office shall communicate with that Association, inviting it to plan some appropriate act of recommissioning or recognition.
- 43 A Commissioned Minister who takes up some other calling shall resign or apply to this Association for a leave of absence for one year. Usually such leave of absence shall not be granted for more than three consecutive years. Thereafter the minister shall resume his/her ministry in the United Church of Christ, or this Association shall remove his/her name from the roster of Commissioned Ministers.

CERTIFIED PARTNERS IN MINISTRY

- 44 A member of the United Church of Christ living within the geographical bounds of this Association desiring to better equip themselves for ministry may apply for the Partners in Ministry Program.
- 45 The Steering Committee of the Partners in Ministry, under authorization of the Church and Ministry Department and Department of Church and Education, shall receive and review applications for admission to the Partners in Ministry Program.
- 46 The Partner in Ministry Candidate shall meet the requirements as set forth by the Steering Committee.
- 47 Upon satisfactory completion of those requirements and a recommendation of the Steering Committee to the Association Council, a candidate shall be certified as a Partner in Ministry.
- 48 In order to maintain the status of Certified Partner in Ministry, persons shall meet the requirements as set forth by the Steering Committee.

CHRISTIAN EDUCATION PERSONNEL

- 49 Persons in the field of Christian Education are recognized in three categories:
- A. THE PROFESSIONAL CHURCH EDUCATOR including (1) the Director of Church Education, (2) the Associate Church Educator, and (3) the Assistant Church Educator;
 - B. THE PARAPROFESSIONAL LAY CHURCH EDUCATOR; AND

C. THE VOLUNTEER IN CHURCH EDUCATION.

Qualifications for the various categories shall be those named in the "GUIDELINES FOR QUALIFICATIONS AND STANDING OF UNORDAINED PERSONNEL IN EDUCATIONAL MINISTRIES IN THE OHIO CONFERENCE, UNITED CHURCH OF CHRIST" adopted by the Ohio Conference at its Annual Meeting in June, 1978, and also by the Eastern Ohio Association, Committee on the Ministry, at its September, 1978 meeting.

- 50 The Association, upon request by and in cooperation with the local church, shall conduct an appropriate installation or recognition service for any Christian Education personnel called to serve that church. Persons may be identified as COMMISSIONED CHURCH EDUCATORS or as COMMISSIONED MINISTERS, depending upon their qualifications.

ARTICLE II. MEETINGS

- 51 Purpose of the Annual Meeting shall be to elect officers, council members, department members, members to the Ohio Conference Board of Trustees, nominees for General Synod delegates, and nominating committee, and conduct other business of the Association; to hear reports from the Association Minister, other staff, the Association Council and all departments and committees and to stimulate and enrich the spiritual life of its members.
- 52 Special meetings shall be called by the Association Council. Special meetings may be called by this Association in meeting or on the initiative of the Association Council or upon the receipt of petition of not less than fifteen percent (15%) of the local churches or forty percent (40%) of the ordained ministers holding standing in this Association. Only matters specified in the call shall be acted upon at a special meeting.
- 53 Written notice of any meeting of this Association shall be transmitted to the voting members at least one month prior to the meeting.

ARTICLE III. ELECTIONS

- 54 The Nominating Committee shall present one or more candidates for each such elective position, unless otherwise specified in these Bylaws, except for the Nominating Committee, for which two candidates must be proposed for each opening.
- 55 Additional nominations may be made from the floor of this Association.
- 56 All elections shall be by ballot. A majority vote of those present and voting shall be necessary to be elected. If one candidate does not receive a majority, another ballot shall be cast between the two candidates having the highest number of votes.

ARTICLE IV. OFFICERS AND ADMINISTRATION

- 57 The Moderator and the Vice-Moderator may be ministers or lay persons. If the Moderator is a minister, the Vice-Moderator shall be a lay person. If the Moderator is a lay person, the Vice-Moderator shall be a minister. The Secretary and the Treasurer may be ministers or lay persons.
- 58 The Moderator and the Vice-Moderator shall be elected for terms of ^{one}~~two~~ years and shall not be eligible to succeed themselves.
- 59 The Secretary and the Treasurer shall be elected for terms of three years and after two full terms of office shall not be eligible to succeed themselves.
- 60 The Association Minister shall be an ordained minister. The term of service shall be indefinite. The Association Council shall appoint a committee to search for a candidate for this office. The name of one minister shall be submitted to this Association. In an Annual Meeting or in a special meeting called for that purpose, this Association shall vote by ballot for or against his/her election.
- 61 If the candidate is elected, the Association Council shall extend a Call. In the Call the terms of the relationship shall be stated. These shall include provisions for periodic review and the termination of the relationship. The terms shall include the agreement of this Association to participate in the Pension Fund on the Association Minister's behalf. The Call shall be signed by the Moderator and the Secretary of this Association.
- 62 The Associate Association Minister shall be an ordained minister. The term of service shall be indefinite except as provided herein. The Association Council shall appoint a committee to secure a candidate for this office. The name of one minister shall be submitted to the Association Council. In a regular Association Council Meeting or in a special meeting called for that purpose, this Association Council shall vote by ballot for or against his/her election.
- 63 If the candidate is elected, the Association Council shall extend a Call. In the Call the terms of the relationship shall be stated. These shall include provisions for periodic review and the termination of the relationship. The terms shall include the agreement of this Association to participate in the Pension Fund on the Associate Association Minister's behalf. The Call shall be signed by the Moderator and the Secretary of this Association.
- 64 The Association Council shall consist of the elected officers, ten members elected by this Association for terms of three years, and the Immediate Past Moderator. Normally the ten elected members shall be equally divided between ministers and lay persons. A diversity of sexes and ages is desirable. Not fewer than three of the ten elected members shall be elected at each Annual Meeting of this Association. After serving two full terms, no elected member shall be eligible to succeed himself/herself. A representative from each Department and Committee shall be encouraged to attend Council meetings with voice but not vote.

DUTIES OF STAFF, OFFICERS, DEPARTMENTS, AND COMMITTEES

65 The Moderator, Vice-Moderator, Secretary, Treasurer, Association Minister, and Associate Association Minister shall, in addition to the powers and duties which are expressly granted herein, have those powers and duties which usually pertain to such officers. Without in anyway limiting their other general powers, the Moderator and Secretary are authorized to sign all deeds, mortgages, contracts, and such other written instruments as shall become necessary or appropriate in protecting and carrying on the business and property interests of this Association.

A. ASSOCIATION MINISTER

66 The Association Minister shall be the Executive Officer of this Association. As Executive Officer, the Association Minister shall:

- A. Foster the objectives of the Association (Constitution, Article II).
- B. Represent the Association at related and special functions when requested and whenever possible.
- C. Be responsible to the Association Council and to the Association, reporting annually to the Association.
- D. With other professional staff personnel, shall coordinate the activities of the elected and appointed Departments and Committees of the Association. The Association Minister shall be Ex-Officio member (voice without vote) of the Association Council, Departments, and Committees and will be the primary resource leader and staff consultant to the Church and Ministry Department and other Departments and Committees as designated by the Association Council.
- E. Have general administrative responsibility for all professional and clerical staff and for the function and operation of the Association office.
- F. Have authority to sign vouchers upon the treasury for expenses within the approved budget of the Association or for any person, department, or committee acting within the authority of the Association. He/she shall furnish corporate security bond as required by the Association, the premium to be paid by the Association.

67 The Association Minister shall be a minister to all ministers with standing in the Association and shall:

- A. Have a pastoral concern for ministers and their families, ministering to their special and individual needs.

- B. Have a pastoral concern for Certified Ministers, Licensed Ministers, Partners in Ministry, Christian Education Directors, and Associates, and Students in Care of this Association.
- C. Participate in efforts, denominationally and ecumenically, to provide opportunities for and encourage ministers to engage in programs designed to encourage and strengthen a relevant and effective spiritual and social witness and ministry.
- D. Shall be staff consultant in matters relating to future opportunities of service.

68 The Association Minister shall be a consultant to the member churches of the Association and shall:

- A. Consult with the local churches regarding concerns or special situations.
- B. Work with the local churches and committees designated to seek a new minister.
- C. Seek to embody the fellowship of the Association by attendance in person, or by a designated representative at special occasions of local churches.
- D. Participate in efforts, denominationally and ecumenically, that will strengthen the witness of the local church in fulfilling its total mission through the Association, the Ohio Conference, and the United Church of Christ as a whole.

69 The Association Minister shall be registrar of the Association and shall:

- A. Be responsible for the official records and documents of the Association.
- B. Be responsible for an accurate roster of all persons with ministerial and other standing and of all member churches in the Association, for reporting changes to appropriate United Church of Christ officers and offices, and issuing transfers of good and regular standing to other United Church of Christ Associations upon request.
- C. Issue and sign all official documents relating to ministerial standing and local church membership in the Association.
- D. Be responsible for ordinations, installations, recognitions, and commissionings, of approved persons, and in consultation with the respective persons and local churches arrange for suitable services and celebrations.

70 The Association Minister is liaison with the Ohio Conference, the General Synod of the United Church of Christ, and Ecumenical groups and shall:

- A. Foster a concern for the Mission of the Association, its ministers, and local churches in their cooperation and fellowship with the Conference, General Synod, and Ecumenical groups.

- B. Be a member of the Conference Board of Trustees under conditions established by the Conference.
- C. Be a member of the Conference All Ohio Staff and the Conference Administrative Team or their successors.

71 The function of the Association Minister as outlined in the Bylaws can be interpreted and amplified in a job description by the Association Personnel Committee and approved by the Association Council. Functions not stated in the Bylaws may be included in the job description. Job description may vary as there are changes in professional staff personnel.

B. ASSOCIATE ASSOCIATION MINISTER

72 The Associate Association Minister shall:

- A. Have primary responsibility as staff consultant to the Departments of Church and Congregational Life, Church and Education, and Church in the World.
- B. Shall as the title implies serve in association with the Association Minister and as such shall be familiar with the responsibilities of that office. The Associate Association Minister shall seek to implement those tasks and be prepared to represent the Association Minister as requested and negotiated.
- C. Shall perform such other duties as assigned by the Association Council and/or the Association Minister.

C. THE MODERATOR

73 The Moderator shall preside at all meetings of this Association and of the Association Council.

74 He/she shall have the privilege of attending meetings of Association Departments and Committees, with voice but not vote.

75 He/she shall sign certificates and communications as provided for in this Constitution and Bylaws.

76 He/she shall appoint special committees as requested by the Association Council or the Association and, with the approval of the Council, shall appoint representatives to Conference committees for which the Association has no counterparts. Such committees shall operate within a budget provided at the time of the request.

D. THE VICE-MODERATOR

77 The Vice-Moderator shall assist the Moderator in his/her duties and when requested by the Moderator or in the Moderator's absence shall act for him/her.

78 When a vacancy occurs in the office of Moderator, the Vice-Moderator shall assume all rights and duties of the Moderator until the next regular meeting of this Association.

E. THE SECRETARY

79 The Secretary shall keep accurate and permanent minutes of the meetings of this Association and the Association Council.

F. THE TREASURER

80 The Treasurer shall maintain Association financial records, submit a written report monthly to the Association Council and submit a written report to the Association Annual Meeting.

G. THE ASSOCIATION COUNCIL

81 The Association Council shall employ such personnel as this Association may determine.

82 The Association Council shall be responsible for planning the program at the Association Meetings.

83 The Association Council shall appoint a Budget and Finance Committee, a Personnel Committee, an Ecumenical Concerns Committee, a Resolutions Committee, and a Church Development Committee as provided for in these Bylaws.

84 The Association Council shall have the power to fill vacancies in any office or department or committee for unexpired terms.

85 The Association Council shall meet in executive session at least once each year.

86 The Association Council shall receive the minutes of the Annual Meeting and take appropriate action on them.

H. COMMITTEES APPOINTED ANNUALLY BY THE ASSOCIATION COUNCIL

87 The Budget and Finance Committee shall consist of no fewer than six members at least one of whom is an elected member of the Church and Congregational Life Department. The Association Minister, and designated staff person shall be ex-officio members. This committee shall be responsible for the total financial and other stewardship concerns of this Association. It shall confer with the Budget and Finance Committee of the Ohio Conference. It shall study the finances of this Association and shall submit a detailed budget for the following year to the Council and Association for approval. It shall provide for the expenses of the Annual Meeting and shall arrange for equalization and prorating of travel expenses to the Annual Meeting. It shall be directly responsible to the Association Council, and make provisions for corporate security bonding for all persons handling Association funds.

- 88 The Personnel Committee shall consist of no fewer than six members. It shall be responsible for the total personnel and staff concerns of this Association, including recommendations regarding salaries. It shall confer with and participate in the work of the Personnel Committee of the Ohio Conference. It shall prepare job descriptions and seek qualified candidates for vacancies. It shall be directly responsible to the Association Council. The Association Minister or designated staff person shall be a staff consultant to this committee.
- 89 The Resolutions Committee shall consist of one member from Association Council and one member from each of the standing program committees. The committee shall solicit, review, and develop Resolutions for each Annual Meeting in accordance with published guidelines.
- 90 Church Development Committee shall consist of no fewer than six members at least one of whom is an elected member of the Department of Church and Ministry. This Committee shall seek ways to increase the mission of the Association.

- A. It shall be related to the development of new congregations within the Association and collaborate with the Ohio Conference and the United Church Board for Homeland Ministries in this endeavor.
- B. Any consideration of starting a new church within Eastern Ohio Association should be based on all available data regarding the proposed area, existing churches, and population and should be carefully reviewed by the Church Development Committee. No new church shall be recognized as being part of a project sponsored by the United Church of Christ until authorized by the Eastern Ohio Association Council.

- 91 Ecumenical Concerns Committee shall consist of no fewer than six members. This Committee shall seek ways to encourage and promote ecumenical relationships in and on behalf of the Eastern Ohio Association.

I. DEPARTMENTS AND COMMITTEES ELECTED AT THE ANNUAL MEETING

- 92 The terms of members of these departments and committees shall be three years each and shall be so arranged that approximately one-third of each department or committee is elected at each Annual Meeting of this Association. After serving two full terms, no elected member shall be eligible to succeed himself/herself. If without sufficient cause a member fails to assume the responsibilities to which elected, the Moderator shall seek to activate the individual, and failing to do so, shall request his/her resignation.
- 93 The Nominating Committee shall consist of nine persons, of whom not more than five shall be clergy and not more than five shall be lay persons. They shall be elected for a term of three years and not eligible to serve two consecutive full terms. The committee shall nominate all candidates for elective positions unless otherwise provided in these Bylaws. Insofar as practical to do so, the Nominating Committee shall endeavor to achieve a balanced representation of members on the Association Council and all Departments and Committees of the Association, with particular attention being given to such factors as age, sex, geographical location, and size of home church, etc.

- 94 THE CHURCH AND MINISTRY DEPARTMENT shall consist of twelve members, 1/3 lay and 2/3 clergy. They shall coordinate and evaluate all areas related to Preparation for Ordination, Commissioned, Licensed, Partners in Ministry, Ordination, and standing of clergy and churches; clergy leadership development, continuing education and regional seminary support (CUE).
- 95 THE CHURCH AND CONGREGATIONAL LIFE DEPARTMENT shall consist of twelve members, 1/2 lay and 1/2 clergy. They shall coordinate the responsibilities of Stewardship and Mission Education, Church Growth, and Evangelism in working groups.
- 96 THE CHURCH AND EDUCATION DEPARTMENT shall consist of twelve members, 1/2 lay and 1/2 clergy. They shall coordinate the responsibilities of Lay Leadership Development, Professional Church Educators, Church School and Confirmation, Youth, Single Adults, Volunteers, and Spiritual Life and Worship in working groups.
- 97 THE CHURCH IN THE WORLD DEPARTMENT shall consist of twelve members, 1/2 lay and 1/2 clergy. They shall coordinate all responsibilities of Women's Concerns, Social Concerns, (Peace, Justice, Human Rights, Hunger, etc.), Minority and Ethnic Concerns, Inclusive Church and Mission Priorities in working groups.
- 98 There shall be an allocation for Departments in the Association budget. Expenditure of funds not budgeted shall first be reviewed by the Budget and Finance Committee. A maximum of three (3) persons may be co-opted, by a majority vote of its members, to serve with any Department for one year's work. Co-opted members shall have a voice and may have a vote with the Department's approval, but shall not be counted in the determination of a quorum.

J. ELECTED CONFERENCE POSITIONS

- 99 The Association shall be represented by three members on THE OHIO CONFERENCE BOARD OF TRUSTEES, one of whom shall be an elected member of the Association Council, and two of whom shall be ex-officio members of the Association Council with voice but no vote. The three trustees shall be elected by the Association at its Annual Meeting. The term of office shall be three years, with one trustee being elected each year. After serving two full terms, no trustee shall be eligible to succeed himself/herself.

ARTICLE V. FINANCE

- 100 This Association shall be financed primarily by local churches, but may also receive support through income from endowment funds, investments or other sources of income. It is recognized that the Ohio Conference and the General Synod are to receive annual support for their respective budgets from agreed upon percentages or dollar amounts from contributions from local churches for Our Church's Wider Mission. The agreed upon percentage referred to shall be determined annually for the next fiscal year by the Association Council, upon recommendation of the Department of Church and Congregational Life, in

consultation with the Budget and Finance Committee of the Ohio Conference. All member churches of this Association shall be encouraged to remit Our Church's Wider Mission money to the Treasurer of this Association. The Treasurer will maintain financial records, etc. as provided in Article IV, Section 80.

ARTICLE VI. SCHEDULE

- 101 These Bylaws shall take effect at the same time as does the Constitution to which they are appended.

ARTICLE VII. MISSION/VISION

- 102 THE MISSION OF THE EASTERN OHIO ASSOCIATION

Working together to provide services and opportunities, as congregations of the Eastern Ohio Association of the United Church of Christ, seeking faithfully to be the church in our communities and to join with others in extending the mission of Jesus Christ to the World.

- 103 THE VISION OF THE EASTERN OHIO ASSOCIATION

Churches, individually and together, fulfilling the mission of Jesus Christ in the World.