

1  
2  
3  
4  
5  
6  
7  
8  
PACIFIC NORTHWEST CONFERENCE9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
UNITED CHURCH OF CHRIST21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
CONSTITUTION

“Listen here, mortal: God has already made abundantly clear what “good” is, and what YHWH (Yahweh) needs from you: simply do justice, love kindness, and walk humbly with your God.” Micah 6:8 (*The Inclusive Bible: The First Egalitarian Translation*).

### PREAMBLE

God has called people of faith to be thoughtful, compassionate members of Covenant. God is still speaking through the Bible, the Spirit, and our world. Guided by the Holy Spirit the members of the Pacific Northwest Conference (PNC) are called to express love (agape) and justice in all we do. We prayerfully choose our actions with the whole of God’s creation in mind. We strive to assure that we are careful not to place a period where God is placing a comma. To this end we write this Constitution and freely enter covenant with one another as members of the Pacific Northwest Conference of the United Church of Christ.

In keeping with the United Church of Christ’s Constitution, we affirm it is “ the responsibility of the Church in each generation to make this faith its own in reality of worship, in honesty of thought and expression, and in purity of heart before God.”<sup>1</sup>

What binds us together is Covenant. Our communities, churches, the Pacific Northwest Conference, the United Church of Christ (UCC), and our ecumenical siblings enter into covenant with one another. Covenant is the mutual commitment we share to be the Church in our world.

We covenant with one another to:

- Follow the Call of God each day as revealed through the Bible, the historic Jesus, the risen Christ, and the continuous revelation of the Holy Spirit. We remember that there is still more truth being revealed. We will continue to be a “united and uniting” Conference, welcoming all and affirming their proclaimed identity in our world.
- Reach out in love, patience, and understanding to all people – instructed by justice, kindness, and humility. We commit to partner with and be actively

---

<sup>1</sup> Preamble to the UCC Constitution, Paragraph 1, fourth sentence.

36 engaged with the wider United Church of Christ and the larger ecumenical  
37 community.

- Dismantle discrimination of all kinds. We will not stop expanding both our understanding and awareness of the impact of discrimination within our individual lives, churches, Conference, and our world. We will find ways to stop discrimination using our actions and by our governance. We will resist systems of dominance, including empire, colonialism, and white supremacy, to name a few.
- Become communities of nurture and care. We will gather as the body of Christ for healing, fellowship, celebration, and growth. We will intentionally build neighborhoods of justice and peace. We will share with our sibling churches the richness of time, talent and money that are ours to steward.
- Share communally our resources and opportunities for spiritual growth, education, mission, evangelism, and finances. This sharing will include the individual congregations, PNC covenanted church bodies, our neighborhoods, and the world.
- Support those with Authorized Ministerial Standing in our midst. We covenant to honor the training, experience, and wisdom of our clergy. We will collaborate with them to strengthen our communities. This will enhance collegiality among all clergy and laity.
- Embrace our faith by recognizing boundaries as a Conference, choosing consent culture as we conduct our individual and corporate lives responsibly and ethically.

58 Entering this covenant with intentionality, we commit ourselves to fulfilling our duties  
59 and privileges as outlined in this Constitution and the Constitution of the United Church  
60 of Christ. We aspire to express God's will in the world by word and deed as we journey  
61 with all who join us in our quest.

## THE LOCAL CHURCH

63 As people of God, we affirm and celebrate our local communities of faith. We thank God  
64 that we can draw our circles wider by offering both in-person and virtual participation.  
65 We covenant to continue offering new ways – such as small group gatherings, service  
66 projects, and creative worship experiences – for expressing what it means to walk with  
67 Jesus in love and community.

68 We affirm the authority and responsibility of each local congregation to shape its life as  
69 a unique gathering of God's people. We recognize and cultivate each congregation's  
70 relationship with and responsibility for their sibling congregations in the PNC and the  
71 greater body of Christ. Though we are autonomous congregations, we will embrace our  
72 covenantal responsibility to one another. Further, we pledge fidelity both

73 denominationally and ecumenically, seeking to give expression to the fullness of God's  
74 presence in our world.

75

76 **MINISTRY**

77 As people of God, we affirm that the whole church and every member of it is called to  
78 extend the ministry of Jesus Christ. By mutual consent, we, as the body of Christ, also  
79 recognize that some members of the church are called to function in various forms of  
80 Authorized Ministry both within the Church and in society at large. When the need for  
81 ecclesiastical authorization is discerned, we call on the Committee on Ministry (COM) to  
82 grant Ordained Ministerial Standing and Lay-Ministerial Standing as the Spirit leads.

83 The COM will use the current UCC Manual on Ministry (MOM) in all discernment  
84 dealing with Authorized Standing. We enter into covenant with Ministers receiving  
85 Authorized Standing for the extension of our mutual ministry of, and witness to God's  
86 compassion, justice, and peace. The COM will be responsible for all areas of  
87 ecclesiastical oversight of members with Authorized Standing in the Pacific Northwest  
88 Conference of the United Church of Christ.

89 The PNC will use the current Manual on Local Church to vision and direct member  
90 church participation. We call the Committee on Local Church (COLC) to oversee the  
91 support and care of our individual and collective churches. The COLC will join with the  
92 Conference Minister assisting and welcoming new congregations seeking to join the  
93 PNC. The COLC will be responsible for the authorization and care of churches with  
94 Standing in the Pacific Northwest Conference of the United Church of Christ.

95 **ASSIGNMENT OF LEADERSHIP ROLES**

96 **The Conference Board Of Directors**

97 By mutual consent, we, as the body of Christ, establish the Board of Directors. The  
98 Board will thoughtfully set the priorities for the ministry, then commission and  
99 decommission Intentional Committees and Task Forces, alongside the established  
100 Standing Committees of the Conference, to implement our collective vision and  
101 objectives. We acknowledge the importance of discernment and leadership from our  
102 Board of Directors in focusing and projecting our organization's vision. They will  
103 efficiently coordinate resources to advance our shared mission. This document  
104 establishes this leadership model. The Board of Directors will also collaborate with the  
105 Conference Minister for unity and vision. The Board of Directors (BOD) will oversee the  
106 Conference Minister (CM) and offer guidance and support for their ministry.

107 **The Conference Minister**

108 The Conference Minister will exercise direct supervision of the Conference Staff,  
109 including those associated with Conference owned properties. The Conference Minister  
110 will offer guidance and support to the Officers of the Conference, the Board, and the  
111 Chairs and members of all PNC committees and task forces.

112 We confirm that a Conference Minister will be visionary, work well with others, and excel  
113 at nurturing, teaching, and helping people develop their talents. The Conference  
114 Minister will serve as the primary leader of our staff team. The Conference Minister will  
115 function as a spiritual guide, communicating areas of concern and opportunities for  
116 ministry. They will represent the Conference in various denominational and ecumenical  
117 settings embodying the heritage and traditions of the United Church of Christ.

118 **Professional Staff**

119 By mutual consent, we, as the body of Christ give thanks for our knowledgeable staff  
120 (past, present, and future). We acknowledge and honor each of our staff members for  
121 their skills and their caring attitudes. Their diverse skills contribute to the PNC's vision  
122 and cohesion. The BOD will maintain job descriptions for all Staff including the Directors  
123 of N-Sid-Sen and Pilgrim Firs.

124 **Standing Committees**

125 By mutual consent, we, as the body of Christ, establish Standing Committees charged  
126 to function as Conference-wide centers for coordination, resourcing, and fostering  
127 ministries to serve individual, church, and Conference needs. These committees will link  
128 our ministry to one another and the Conference. The By-Laws will define the Standing  
129 Committees' identity, scope, and authorization.

130 **MUTUALITY AND COLLEGIALITY**

131 By mutual consent, we, as the body of Christ, affirm that all members are ministers with  
132 gifts they bring to the church. The Conference functions best when all its members  
133 regard each other in a covenantal sense recognizing that each one's specific ministry is  
134 in fact a particular extension of the mutual ministry of all.

135 We freely covenant to work together, recognizing that no one in the Conference is either  
136 more important or less important than anyone else. Those we elect to positions of trust  
137 within the life of the Conference are to fulfill the various functions of their office  
138 responsive to the goals and mission of the Conference. Members of the conference are  
139 expected to support those who have been elected to these roles.

140 **DIVERSITY, EQUITY, AND INCLUSIVITY**

141 By mutual consent, we, as the body of Christ, recognize our moral responsibility to  
142 admit that intersectional forms of oppression—including racism, misogyny, homophobia,

143 xenophobia, transphobia, and ableism—affect our mutual covenants. The PNC is  
144 committed to dismantling intersectional oppressions in our individual lives, in our  
145 Conference ministries, and the communities in which we reside. To do so we must not  
146 only expand our knowledge of these threats as defined by those harmed but create  
147 intentionally responsive actions. White supremacy and dominant culture are realities in  
148 the PNC as well as in our world. They oppose expressions of equity and inclusion. The  
149 PNC is therefore committed to seeking forgiveness, cultivating a culture of repentance,  
150 promoting restorative justice, and creating intentional changes in our Conference and  
151 our world.

152 ETHICAL CONDUCT

153 By mutual consent, we, as the body of Christ, the PNC, and its individual members,  
154 covenant together to maintain the highest standards of ethical conduct among  
155 ourselves, our members, and in all our dealings. As guidelines for ministerial conduct,  
156 we will use the current UCC Manual on Ministry, Marks of Faithful and Effective  
157 Authorized Ministers, and the Ministerial Code of Ethics. As guidelines for churches'  
158 congregational conduct, we will use the current UCC Manual on Local Church, Marks of  
159 Faithful and Vital Local Churches, and the Congregational Code. The PNC Fiscal  
160 Policies and Human Resources policy will also guide our ministry.

161 CONFERENCE MEETINGS

162 By mutual consent, we, as the body of Christ, affirm that all leaders and PNC  
163 representatives will gather to seek God's will on a regular basis. Each year, the  
164 Conference will hold an Annual Meeting of the Conference delegates to address the  
165 official business of the Conference. Special meetings may be held as set forth in the  
166 Bylaws. To the extent possible, programming emphasizing spiritual and educational  
167 needs will be included. With trust and patience, we will listen for the guidance of the  
168 Holy Spirit. With joy and thanksgiving, we will share and celebrate with one another our  
169 participation in the life and ministry of Christ. With courage and humility, we will agree  
170 upon common tasks and action opening ourselves anew to God's presence in the wider  
171 world. All Conference meetings will increase participation by including in-person and  
172 virtual participation.

173 CONFERENCE NAME, BOUNDARIES, AND MEMBERSHIP

174 By mutual consent, we, as the body of Christ, denote our name, physical boundaries,  
175 and membership for ministry. Our name will be the Pacific Northwest Conference of the  
176 United Church of Christ. The PNC boundaries include Alaska, Washington (excluding  
177 some Central Pacific Conference areas), and North Idaho (east from the Washington-  
178 Oregon border). Membership will extend to all United Church of Christ congregations in  
179 good standing within these boundaries. We will embrace the Manual on Local Church

180 as our PNC guideline for congregations. We accept the full rights and responsibilities of  
181 a Conference serving as an Association of the United Church of Christ in good standing  
182 with the General Synod as provided for in the Constitution and Bylaws of the United  
183 Church of Christ.

184 ADOPTION AND AMENDMENT

185 By mutual consent, we, as the body of Christ, come together to build and renew our  
186 covenants to the greater glory of God. After consideration, conversation, and prayer,  
187 delegates of the PNC will adopt this and any amendments to the constitution at a PNC  
188 Meeting by a two-thirds majority vote of the Conference. The Board of Directors will  
189 announce the intent to adopt or amend the PNC constitution one month before Annual  
190 Meeting. Upon adoption, our Constitution with Bylaws will be the basic framework of our  
191 life together. Amendments are anticipated and received as a healthy expression of vital  
192 life and growth.

193 CONFESION AND BENEDICTION

194 By mutual consent, we, as the body of Christ and as children of a loving God, confess  
195 that without the blessings of the Spirit through the Grace of Jesus Christ we cannot  
196 keep these covenants as we ought. We, therefore, covenant among ourselves to  
197 counsel with one another and to seek the will of God through attentiveness to God's  
198 Word and Spirit. We dedicate ourselves to growing into, living, and improving our  
199 covenant together. We celebrate one Body and one Spirit, one hope to which we are  
200 called. We serve one God of all Creation. We affirm a mutual blessing on our common  
201 life. To God be the glory, now and forever. Amen.

202 "To God – whose power now at work in us can do immeasurably more than we ask or  
203 imagine – to God be glory in the Church and in Christ Jesus through all generations,  
204 world without end! Amen." Ephesians 3:20-21 (*The Inclusive Bible, The First Egalitarian  
205 Translation*).

206

207

## PACIFIC NORTHWEST CONFERENCE

209 UNITED CHURCH OF CHRIST

## 210 BYLAWS

211 13th Draft of the PNC Bylaws total Revision

## 212 PREAMBLE

213 We declare that the Pacific Northwest Conference of the United Church of Christ  
214 resembles a tapestry, where the distinctiveness of each church and member enhances  
215 the collective richness of our community. God continually works among us, offering both  
216 inspiration and challenge.

217 The Bylaws provide a structured framework that guides our collaborative efforts. They  
218 support our initiatives to creatively share resources, in accordance with our faith,  
219 highlighting the individuality of each component within our organization. They assist us  
220 in weaving together the intricate patterns that we are called to create.

## ARTICLE 1 – MEMBERSHIP

222 The primary unit of life and organization in the Pacific Northwest Conference of the  
223 United Church of Christ is the Local Church. Local Churches are communities of faith  
224 and justice. The people in the Local Church are the heart of the PNC. Local Church  
225 Standing refers to the ecclesiastical relationship between a Local Church and its  
226 Association or Conference. The Committee On Local Church (COLC) has the  
227 responsibility of defining the Local Church's membership in the PNC and the UCC. The  
228 local Association or Conference of the UCC is responsible for determining, conferring,  
229 and certifying the Standing of the Local Churches for the United Church of Christ within  
230 its area.

231 The second important unit of life and organization in the PNC is the body of ministers  
232 serving the Local Churches and the community at large. Authorized Ministers of the  
233 PNC follow the guidelines of the PNC Committee on Ministry (COM). The COM  
234 establishes the requirements for these leaders using the current Manual on Ministry  
235 (MOM). Authorized Ministers have earned UCC Ordained Ministerial Standing and Lay  
236 Ministerial Standing or are Ministers from other denominations who have completed  
237 work with the PNC Committee on Ministry for Dual Standing and are serving a PNC  
238 church or in a local ministry affirmed by the Conference.

239 Ministers with Authorized Standing (working or retired) living in the PNC are in good  
240 Standing if they fulfill the requirements approved by the COM. The requirements are  
241 available on the PNC website.

242

## 243 ARTICLE 2 – MEETINGS OF THE CONFERENCE

244 The Conference holds an Annual Meeting to manage business matters and choose new  
245 officers. The Board of Directors determines the date and location for each meeting,  
246 typically held in the spring. The Registrar informs all Conference Members of the date  
247 and location of the meeting three months before the meeting. Delegates and churches  
248 receive program materials no later than two weeks prior to the meeting. Meetings will  
249 accommodate both virtual and in-person attendance options. Delegates can attend  
250 virtually using remote communication tools, allowing them to participate fully by asking  
251 questions, making comments, and voting in real time.

252 The Board of Directors has the authority to call special meetings of the Conference  
253 whenever it chooses. The Board must convene a special meeting if seven Churches  
254 with Standing in the PNC request one for a particular purpose. The Registrar informs all  
255 Conference Members of the gathering date and location of the meeting at least ten days  
256 but no more than sixty days before the meeting. Delegates and churches receive  
257 program materials no later than two weeks prior to the meeting. Meetings will  
258 accommodate both virtual and in-person attendance options. Delegates may attend  
259 virtually using remote communication to participate, vote, ask questions, and make  
260 comments during the meeting.

261 A quorum for Conference Meetings is reached when 40% of congregations have at  
262 least one lay delegate present from each church.

263 The Board of Directors or any Committee of the Conference in coordination with the  
264 Board may sponsor gatherings with a focus on spiritual and educational content. These  
265 gatherings may be held in conjunction with the Annual Meeting of the Conference or  
266 independently.

## 267 ARTICLE 3 – VOTING MEMBERSHIP

268 Local Churches in good standing are entitled to three voting lay delegates at  
269 Conference meetings, plus one delegate between the age of 16-35 years old. They are  
270 entitled to an additional delegate for every hundred members over two hundred, based  
271 on the latest National United Church of Christ Annual Yearbook statistics.

272 Individuals with Authorized Ministerial Standing in the PNC are automatically voting  
273 delegates and do not count towards each church's delegate total.

274 Ordained ministers from other denominations serving in a Local Church of the Pacific  
275 Northwest Conference are voting members if granted Ministerial Standing by the COM.

276 Board members are delegates to all meetings of the Pacific Northwest Conference.

277 A mission co-worker residing within the Conference, appointed or commissioned by the  
278 Common Global Ministries, may have voice and vote.

#### 279 ARTICLE 4 – ASSOCIATE MEMBERS

280 The following individuals may, by vote of the Conference, become an Associate  
281 Member of the Conference with the privilege of voice but not vote at official meetings of  
282 the Conference:

- 283 • Ministers with Privilege of Call status and all ministers seeking Authorized  
284 Ministerial Standing in the PNC while serving PNC churches or in other ministries  
285 recognized by the Conference; or
- 286 • Ministers with Authorized Ministerial Standing in the United Church of Christ  
287 holding standing in an Association or Conference other than the Pacific  
288 Northwest Conference.

#### 289 ARTICLE 5 – CONFERENCE ACTING AS AN ASSOCIATION

290 No Associations exist in the Pacific Northwest. Therefore, the Pacific Northwest  
291 Conference of the United Church of Christ will exercise the functions of an Association  
292 in determining all work of the Conference. This work includes oversight of the Local  
293 Churches and Ministers with Authorized Ministerial Standing in the PNC UCC.

#### 294 ARTICLE 6 – COMMITTEES & TASK FORCES

##### 295 **Standing Committees**

296 The Conference Standing Committees exist for the governance and operational support  
297 of the mission of the PNC and the UCC. Their missional purpose is to support all PNC  
298 Local Churches as they foster inclusive communities, promote social justice, and  
299 deepen spiritual growth. All Standing Committees are entrusted with the authority to  
300 lead and empower local congregations so that they, the churches, can embrace the  
301 mission and vision of the broader United Church of Christ.

302 Standing Committee members should take an active role in their committee's ministry,  
303 with no more than two absences per year. If a member is absent more than twice, the  
304 committee chair will inquire as to the member's continued interest and ability to serve on  
305 the committee. Upon providing thirty days' notice to the members in question, the  
306 committee may proceed with a vote of removal from their committee.

307 Standing Committees membership will strive to reflect a diverse range of backgrounds,  
308 including clergy, laity, race, gender, gender identity, age, ability, sexual orientation,  
309 socioeconomic status, class diversity, education, life experiences, personality, and  
310 general worldview or opinions that embody the character of the PNC. Every reasonable

311 effort will be also made to include two members between 16 – 35, at the time of  
312 nomination, on each standing committee.

313 Standing Committee chairs can attend all Board of Directors meetings with voice but not  
314 vote to ensure transparency and communication. The Board of Directors will distribute  
315 the agenda for all upcoming meetings one week prior to the scheduled date to all Board  
316 of Directors members and Standing Committee Chairs. Committees may submit items  
317 for inclusion on the agenda through the Moderator. Chairs may bring up to three  
318 committee members to assist with presentations. These members will have voice but  
319 not vote.

320 The Standing Committees of the PNC are as follows:

321     • Committee on Ministry (COM)  
322     • Committee on Local Church (COLC)  
323     • Finance and Stewardship Committee  
324     • Human Resources Committee  
325     • Nominating Committee

326 Every Standing Committee will meet at least once every quarter and maintain detailed  
327 records, which will be sent to the Registrar for documentation and filing.

328 Standing Committee members are elected at the Annual Meeting and serve terms of  
329 three years. No member can serve more than two consecutive terms on the same  
330 committee. The Nominating Committee will submit thoroughly reviewed nominees for  
331 the vote. All committees, except as otherwise defined herein, will be comprised of a total  
332 membership determined by the Board of Directors. When there is a vacancy, each  
333 committee may find replacements for their committee and present them to the  
334 Nominating Committee for evaluation. The Board of Directors has the final vote to  
335 accept or reject the nominees.

336 Each Standing Committee will have one-third of its positions reserved for BIPOC (Black,  
337 Indigenous, People of Color) and HUG (historically underrepresented groups) members.  
338 If these positions be unfilled, the Nominating Committee, with the help of the  
339 Conference Minister, will actively seek members to satisfy this aspirational goal. The  
340 openings will remain vacant until appropriate members can be found. This policy seeks  
341 to ensure that we are actively fulfilling our commitments to inclusive representation.

342 Chairs and members of Standing Committees will serve terms of three years. They will  
343 be elected in staggered cycles, with one-third chosen each year. This annual process  
344 helps maintain consistency in practice. The Nominating Committee is responsible for  
345 this process.

347 **The Committee on Ministry:**

348 The United Church of Christ assigns authority for the authorization and oversight of  
349 ministers, including their ordination and continued standing, to the Committee on  
350 Ministry (COM). In their role of authorization and oversight of those with Authorized  
351 Ministerial Standing, the COM collectively discerns the guidance of the Spirit, the Call of  
352 Christ, and the mission of God, on behalf of the United Church of Christ. The current  
353 Manual on Ministry outlines the processes, guidelines, and best practices  
354 recommended to COMs for conducting their work. These common guidelines are  
355 important for maintaining shared expectations in ministry. The COM is responsible for  
356 providing support and accountability for those seeking or holding Authorized Ministerial  
357 Standing. In the PNC, the COM will intentionally welcome and bring into the  
358 discernment process those who need to follow alternative paths to ministry. Historically  
359 some, because of race, poverty, sexual orientation or gender expression to name a few,  
360 have been unjustly denied a place to fulfill God's Call to ministry.

361 The COM diligently oversees the covenantal relationships among individuals with  
362 Standing in the Conference, the Local Church, and various ministry settings. They  
363 ensure adherence to faithfulness and foster ongoing ministerial growth in accordance  
364 with the current Manual on Ministry, the Marks of Faithful and Effective Authorized  
365 Ministers, and the Ministerial Code of Ethics.

366 Though COM members are divided into East COM and West COM to balance workload  
367 and proximity to the ministers they oversee, they function as one COM. All decisions  
368 about how the PNC will comply with the Manual on Ministry must come from consensus  
369 and collaboration of the full COM. This will allow consistency of actions in the PNC. The  
370 COMs East and West designation is designed to allow geographic proximity for  
371 oversight to Authorized Ministers. The COM has at least twenty-six members. West  
372 COM will have at least eighteen members. East COM will have at least eight members.  
373 Of the eight, six members will reside in Eastern Washington and North Idaho and two  
374 members will reside in Alaska. The COM will assist the Conference Minister to ensure  
375 support for Authorized Ministers in line with the Manual on Ministry and the UCC  
376 Ministerial Code of Ethics.

377 **The Committee on Local Church (COLC):**

378 The Committee on Local Church will use the UCC Manual on Church, the Marks of  
379 Faithful and Vital Local Churches, and the Congregational Code for guidance. The  
380 current Manual on Church outlines the processes, guidelines, and best practices  
381 recommended to COLCs for conducting their work. These common guidelines are  
382 important for maintaining shared expectations in ministry.

383 The COLC is responsible for providing support and accountability for Churches of our  
384 Conference. It will establish the basic foundations of Conference life with congregations  
385 that are healthy, skilled, and well-supported. The COLC will assist the Conference  
386 Minister in managing transitions of Local Churches during times of call and crisis. The  
387 COLC will, with the Conference Minister, work with, encourage, and facilitate new  
388 congregations who seek to join the PNC.

389 The COLC will also serve as the point of contact for inviting and accepting new  
390 congregations into the life of the PNC. Our COLC will creatively envision the use of the  
391 Manual on Church to open doors of justice to the marginalized congregations seeking  
392 covenant with the PNC in ministry.

393 Local churches and spiritual gatherings are in good standing if they meet the criteria  
394 established in the Manual on Church. In the PNC, they must also:

- 395 • Contribute to the United Church of Christ by supporting Our Church's Wider  
396 Mission, joining Conference activities, and having delegates attend official  
397 Conference meetings on their behalf.
- 398 • Pay per capita dues.

399 The COLC has at least six members.

#### 400 **The Nominating Committee:**

401 The Nominating Committee seeks volunteers and evaluates candidates for election at  
402 the Annual Meeting and throughout each year as needed. They will intentionally seek  
403 out voices of those who historically have not been at the table, welcoming and inviting  
404 them to serve. They will review and nominate candidates for Conference Leadership  
405 positions, including committees and ecumenical representatives. Their tasks also  
406 involve selecting Conference Board of Directors nominees and Synod Representatives.  
407 Throughout the year, they vet candidates for vacant committee and task force seats,  
408 bringing the candidates to the Board of Directors for approval votes. The Nominating  
409 Committee has at least six members.

#### 410 **The Finance and Stewardship Committee:**

411 The Finance and Stewardship Committee oversees stewardship interpretation, including  
412 Our Church's Wider Mission and other stewardship programs. They intentionally bring  
413 the lens of justice and reparation to the task of finance. The committee forms teams to  
414 manage budgeting, investment, and property management in line with Board policies.  
415 They will be responsible for obtaining funding, growing the endowment, and addressing  
416 the challenging work of strengthening the Conference's financial security. The  
417 Committee will have at least six elected members, plus the Board's Vice Moderator and  
418 Treasurer. The PNC Treasurer is the Chair of the Stewardship Committee. This

419 committee will be responsible for being knowledgeable of the current Washington State  
420 law governing non-profit organizations regarding finances.

421

422 **The Human Resources Committee:**

423 The Human Resources Committee offers support and counsel to the Conference  
424 Minister in overseeing the staff. They are charged with the personnel policies for the  
425 Conference and are expected to become knowledgeable about employment law as  
426 applicable to Conference employees. The Human Resources Committee also conducts  
427 an annual review of the Conference Minister based on set goals and reports the findings  
428 to the Board of Directors. The committee has at least six members.

429 **Task Forces and Intentional Committees**

430 The Board of Directors may, by consensus, authorize the establishment of additional  
431 Intentional Committees and Task Forces to accomplish specific mission-related  
432 objectives. Task Forces will be assigned distinct goals and operate within defined time  
433 limits. In contrast, Intentional Committees will focus on ministry initiatives and maintain  
434 broader flexibility regarding their objectives and duration. Each Task Force and  
435 Intentional Committee will be assigned a Board of Directors Liaison responsible for  
436 facilitating communication with the Board and providing strategic guidance and  
437 oversight.

438 The Nominating Committee will collaborate with the Board and Board appointees to  
439 identify potential committee members, conduct interviews, and recommend term lengths  
440 based on the needs of the PNC. This process ensures that recruitment and term  
441 determination are transparent and tailored to each committee's mission and  
442 requirements. The overall goal of the PNC Board of Directors, as well as all Committees  
443 and Task Forces, will be:

- 444 • To nurture a comprehensive and earth-affirming Outdoor Ministry program led by  
445 the Staff assigned to oversee Camp N-Sid-Sen and Camp Pilgrim Firs.
- 446 • Foster an environment that challenges injustice and racism among us including  
447 in our congregations, our communities, our nation, and our world.
- 448 • Organize direct action and education to help us embrace a wholistic view of  
449 God's creation.
- 450 • Find and break down the walls that separate us from one another and build a  
451 Conference Community that reflects God's call to love our neighbors without  
452 condition.

453 ARTICLE 7– PLANNING SESSION TO FOLLOW THE ANNUAL MEETING

454 The Chairs of Standing Committees, the Board of Directors, and the Conference  
455 Minister will meet within two months after the Annual Meeting to plan Conference work  
456 and ministry. Chairs of Standing Committees endeavor to maintain communication with  
457 each other, the Conference Minister, and the Board of Directors between ensuing  
458 meetings.

## ARTICLE 8 – CONFERENCE OFFICERS

460 The officers of the conference will consist of a Moderator, Vice-Moderator, Scribe, and  
461 Treasurer. All conference officers will serve terms of three years and be limited to two  
462 consecutive terms in any office.

463 Conference officers and committee members may serve a maximum of six consecutive  
464 years on the Board of Directors or any Standing Committee. The outgoing Moderator  
465 may serve one year as Past Moderator with voice but not vote. The duties of the Past  
466 Moderator are to mentor the incoming Moderator and provide institutional memory to  
467 new members as needed.

468 The Moderator is responsible for presiding at Board meetings, and the Annual Meeting.  
469 They set the Agenda for the Annual Meeting along with the Conference Minister and  
470 may facilitate discussions between Conference Committees if necessary. They also  
471 serve as a liaison between the Conference and local congregations, ensuring  
472 conference-wide communication between Annual Meeting sessions.

473 The Vice Moderator will lead the Annual Meeting planning. They will also serve on the  
474 Financial and Stewardship Committee, focusing on budget and financial matters, and  
475 assist the Moderator in communicating with local congregations and facilitating  
476 conference-wide communications.

477 The Scribe will document the detailed events of the Board of Directors meetings,  
478 Special Meetings of the Conference, and the Annual meeting.

479 The Treasurer performs the standard duties of the position, which include interpreting  
480 periodic financial reports for the Financial and Stewardship Committee and the Board of  
481 Directors and providing financial statements to the Conference membership. This role  
482 includes producing annual Statements of Activities and Financial Position for all  
483 Conference Funds. The Treasurer may delegate these duties to the Accounting  
484 Manager but must retain oversight and ultimate responsibility for these duties.

485 The Treasurer, as Chair of the Financial and Stewardship Committee, in collaboration  
486 with the Conference Minister will oversee:

- Managing financial assets and obligations.
- Developing and reviewing fiscal policies.

- Preparing and monitoring the annual budget which the Conference Members have approved at Annual Meeting.
- Arranging independent financial reviews and audits.

## ARTICLE 9 – CORPORATION OFFICERS

The Moderator, Vice Moderator, and Treasurer of the Conference will serve as President, Vice President, and Treasurer of the Corporation during their term.

The Conference Minister will serve as the Secretary of the Corporation. They may hire and oversee a Registrar, who will be responsible for maintaining the official records of the Conference, including the roll of ministers and churches.

## ARTICLE 10 – THE CONFERENCE BOARD OF DIRECTORS

The Conference Board of Directors will have at least twelve members and is composed of the following:

1. The Officers of the Conference: the Moderator, the Vice Moderator, the Scribe, and the Treasurer. The past Moderator may also serve - (ex officio, without vote).
2. The Conference Minister (ex officio, without vote).
3. At least two members between the ages of 16 and 35 at the time of their election.
4. At least three members from three different congregations located west of the Cascades.
5. At least two members from two different congregations located east of the Cascades.
6. At least one member from a congregation located in the State of Alaska.
7. It is an aspirational goal that at least one-third of the Board and Officers of the Conference will be comprised of members from the BIPOC community.
8. It is also an aspirational goal that at least one-third of the Board and Officers of the Conference will be from among the LGBTQIA+ and Disability communities.
9. The Board and Officers of the Conference will consist of at least twelve members, with an equal split between laity and Ministers with Authorized Standing in the PNC UCC. Each member's designation at the time of election will remain unchanged until their term ends.
10. A quorum of the Board of Directors will be at least six members with vote.
11. BOD members will serve terms of three years. They will be elected in staggered cycles, with one-third chosen each year. This annual process helps maintain consistency in practice. The Nominating Committee is responsible for this process.
12. BOD members must take an active role, with no more than two absences per year. If a member is absent more than twice, the BOD chair will inquire as to the

527 member's continued interest and ability to serve. Upon providing thirty days'  
528 notice, the BOD will proceed with a vote of removal from the BOD and request  
529 that the Nominating Committee help search for a replacement.

530 **Responsibilities of the Board of Directors:**

531 The Board will be responsible for establishing policies for the operations of the  
532 Conference. These policies and other responsibilities of the Board of Directors include:

- 533 • Establishing priorities, long range plans and strategies for the Conference,  
534 Standing Committees and Staff.
- 535 • Evaluating and coordinating current programs and projects.
- 536 • Maintaining the Personnel Policy Handbook and the Financial Policy Handbook.
- 537 • Overseeing the Conference Minister.
- 538 • When there is an opening for a new Conference Minister the Board of Directors  
539 assesses the final candidate the search committee has recommended. If they  
540 approve the nomination, the Board of Directors will subsequently present the  
541 Conference Minister candidate for the Conference's vote. The candidate's Call is  
542 determined by a two-thirds majority vote of the Conference delegates.
- 543 • Governance of the Conference, as conducted by the various Committees of the  
544 Conference, the Conference Minister, and the staff.
- 545 • Proposing and presenting the PNC annual budget, with the assistance of the  
546 Finance and Stewardship Committee at the Annual Meeting. The Board will  
547 periodically review the performance of the Conference budget, making any  
548 necessary adjustments.
- 549 • Appointing a Search Committee when there is an opening in the PNC for a new  
550 Conference Minister.

551 Members of the Conference who serve on the United Church of Christ Board (UCCB) or  
552 any other national boards or committees are welcome to attend PNC Board meetings  
553 and share their reports. They will be granted voice without vote during Board of  
554 Directors sessions.

555 The Board of Directors controls the Conference's funds and undesignated  
556 benevolences. While the Board of Directors provides oversight of the PNC UCC Camp  
557 properties, it does not engage in their direct management. The Executive Director for  
558 Outdoor Ministries and the Camp Directors manage the camps in consultation with the  
559 CM. Any transaction concerning the selling, mortgaging, or transferring of these assets  
560 must be approved by a two-thirds majority vote of the Conference Members at a duly  
561 called Conference meeting. Transaction documents require signatures from the  
562 President, Vice President, and either the Secretary or Treasurer of the Conference.

563 The Board of Directors will publish an annual report to the Conference and periodically  
564 present reviews of its finances.

565 The Board of Directors has the authority to make necessary adjustments to the Annual  
566 Budget of the Conference for operational purposes, as they deem appropriate.

567 Throughout the year, the Nominating Committee will vet candidates for vacant  
568 committee and task force seats. The Board of Directors must approve the vetted  
569 candidates. Appointed individuals will serve until the next Conference elections.

570 The Board of Directors may, with a two-thirds majority vote, remove any individual from  
571 Board membership, the membership of a Standing Committee, other committee, and/or  
572 any group elected or appointed by the Conference, with or without cause.

573 The Executive Committee, which includes the Moderator, Vice Moderator, Secretary of  
574 the Corporation, and Treasurer, has limited authority to make urgent “ordinary course”  
575 decisions when the full Board of Directors cannot convene. They are not empowered to  
576 sell property or take any actions outside the ordinary course. Any decisions taken by the  
577 Executive Committee will be shared with the full Board by the next scheduled meeting  
578 so they can review and take necessary action.

## 579 ARTICLE 11 – THE CONFERENCE MINISTER

580 The Conference Minister must be an Ordained Minister with Ordained Ministerial  
581 Standing, or Ordained Ministerial Partner Standing in the United Church of Christ. They  
582 will provide support to clergy through counsel, offering guidance through times of  
583 conflict, attentive listening, and effective communication. They will engage in teaching,  
584 preaching, and sharing the faith, presenting the Gospel, and promoting critical thinking  
585 within our PNC churches. The Conference Minister will address issues of justice and  
586 peace both within the Conference and the broader community. They will guide churches  
587 and ministers in the Search and Call and other processes of discernment.

588 The Conference Minister of the PNC will serve both as the Executive of the Conference  
589 and as our Corporate Agent. In this capacity, the Conference Minister will support  
590 elected leaders in executing their duties and keep them informed about relevant issues  
591 and ministry opportunities. The Conference Minister facilitates communication and  
592 collaboration among Local Churches, Conference Committees, the National setting of  
593 the UCC, and ecumenical partners. The Conference Minister will represent and/or  
594 delegate representation of the Conference in Local Church, denominational and  
595 ecumenical settings. The Conference Minister is responsible (in collaboration with the  
596 Human Resources Committee and the Board of Directors) for managing the staff and  
597 overseeing the business and financial affairs of the Conference. The Conference  
598 Minister represents the Conference in denominational and ecumenical settings. They

599 will serve as the Secretary of the Conference. The Conference Minister is accountable  
600 to the Board of Directors.

601 When there is an opening in the PNC for a new Conference Minister, the process for  
602 selecting the PNC Conference Minister will be:

- 603 1. The Board of Directors will appoint a Search Committee of at least six members.
- 604 2. The Search Committee will collaborate with the national setting of the UCC to  
605 search for and vet candidates. They will conduct interviews and do background  
606 and reference checks.
- 607 3. When they have discerned the chosen candidate, the Search Committee  
608 nominates the candidate to the Board of Directors.
- 609 4. If the Board of Directors agrees with the Search Committee's choice, The Board  
610 of Directors will call a Special Meeting of the Conference delegates or bring the  
611 candidate to the Annual Meeting at which time the Board of Directors will  
612 nominate the candidate to the Conference delegates for a vote. To Call the  
613 Conference Minister, two-thirds of the Conference delegates must vote in favor.
- 614 5. The newly Called Conference Minister assumes the role of "settled" Conference  
615 Minister for an indefinite period, unless the terms of the Call agreement specify a  
616 different appointment duration, such as Interim Conference Minister or Limited  
617 Term Conference Minister.
- 618 6. The Board of Directors determines the final terms of the Conference Minister's  
619 Call Agreement, which must be consistent with the PNC Conference Employee  
620 Manual.
- 621 7. Consultation with the National UCC Representatives will assure us that PNC's  
622 practices and procedures align with the broader denominational standards and  
623 requirements.

624 The Board of Directors, acting on behalf of the Conference, may terminate the  
625 Conference Minister's employment by a two-thirds majority vote. Loss of UCC  
626 Authorized Ministerial Standing immediately terminates the Conference Minister's Call.

## 627 ARTICLE 12 – CONFERENCE EMPLOYEES

628 All Conference employees are employed on an "at-will" basis. The Conference Minister,  
629 in consultation with the Human Resources Committee, has the authority to hire or  
630 terminate additional program staff. These employees will work at the discretion of the  
631 Conference Minister and in collaboration with other professional staff members. The  
632 Board of Directors has the authority to terminate the Conference Minister.

## 633 ARTICLE 13 – GENERAL SYNOD DELEGATES

634 Delegates and their alternates who will attend the UCC General Synod are chosen and  
635 appointed at the Annual Conference Meeting that takes place one year before they

636 serve at Synod. The selected delegation must meet the demographic balance  
637 requirements set by General Synod. The delegates start service at the beginning of the  
638 first General Synod after their election. The term ends at the beginning of the third  
639 General Synod so that they attend all Special Synods as delegates during their term.  
640 Any member of the Conference is eligible for nomination as a General Synod Delegate.  
641 Conference members are welcome to volunteer for selection as a General Synod  
642 delegate.

643 **ARTICLE 14 – GEOGRAPHICAL BOUNDARIES**

644 The Conference boundaries include Alaska, Washington (excluding some Central  
645 Pacific Conference areas), and North Idaho (east from the Washington-Oregon border).  
646 Changes to these boundaries require cooperation with neighboring Associations or  
647 Conferences and General Synod approval, as per the United Church of Christ's  
648 Constitution and Bylaws.

649 **ARTICLE 15 – AMENDMENTS**

650 The Board of Directors may propose amendments to the Constitution and By-laws to  
651 the PNC. A Standing Committee or members representing seven collaborating  
652 Conference Congregations can also bring suggestions for amendments to the Board of  
653 Directors. The Board will review the proposed amendments before proposing them to  
654 the PNC. Amendments will be submitted to the PNC delegates either at their Annual  
655 Meeting or at a specially convened meeting, where delegates will vote on them. The  
656 Registrar informs all Conference Members of the time and place of one month before  
657 the meeting. Delegates and churches receive program materials no later than two  
658 weeks prior to the meeting. Meetings will accommodate both virtual and in-person  
659 attendance options. A quorum for Conference Meetings is 40% of congregations with at  
660 least one lay delegate per church. A two-thirds majority of Conference delegates voting  
661 in the affirmative will be necessary for the approval of amendments.

662 **ARTICLE 16 – CONFERENCE DISSOLUTION OR MERGER**

663 The procedure dealing with the assets of the Pacific Northwest Conference should the  
664 Conference dissolve or merge with other Conferences or Associations is:

- 665 1. The Board of Directors will create a liquidation plan directed by the Treasurer.
- 666 2. The Treasurer will then prepare a recommendation for approval at the final  
667 Annual Meeting of the Conference or at a special meeting called by the Board of  
668 Directors.
- 669 3. Delegates must approve the plan by a vote of two-thirds of the majority of  
670 delegates present.
- 671 4. The distribution of the assets must align with the purpose of the United Church  
672 of Christ, ensuring that no individuals benefit directly or indirectly.

5. Any assets left over will be transferred to a successor organization or contributed to the national United Church of Christ.
6. The Board of Directors will also ensure that all final processes comply with current Washington State law governing non-profit organizations.

## CONCLUDING STATEMENT

678 As we affirm this Constitution and Bylaws, we dedicate ourselves anew to the ongoing  
679 work of justice, kindness, and humility in the Pacific Northwest Conference of the United  
680 Church of Christ. Guided by the Spirit and united in covenant, we commit to nurturing  
681 inclusive communities, fostering spiritual growth within and outside of our churches, and  
682 responding faithfully to God's Call in every generation. May our shared journey reflect  
683 the love of God, the wisdom of our collective traditions, and the hope we hold for a  
684 world transformed by grace. To God be the glory, now and always. Amen.