

Constitution of the Washington Association
of the United Church of Christ
***Revised and adopted at a duly called meeting of
the Association on May 16, 2004***

Article I – Name

The name of this fellowship shall be the Washington Association of the Maine Conference of the United Church of Christ.

Article II – Purpose

The purpose of this Association shall be

- A. to express the oneness of the churches composing it and to make more effective their Christian witness and service;
- B. to promote fellowship, cooperation and service among its churches, ministers, and laity, as well as fellowship among all Christians.
- C. to regulate standing for member churches and affiliated, ordained, licensed and commissioned ministers;
- D. to advise and assist candidates for the professional ministry;
- E. to receive, study and act on, as the Association deems appropriate, concerns of the Maine Conference, General Synod, and national instrumentalities of the United Church of Christ.

Article III – Faith

The Association claims as its own the spirit of the Statement of Faith of the United Church of Christ (***UCC***), and the Preamble to the Constitution of the UCC.

Article IV – Membership

This Association shall be composed of

- A. any churches, their members and pastors, within Washington County, Maine that choose to affiliate with the ***UCC***.
- B. any ordained or licensed minister who has presented credentials deemed appropriate by the Church and Ministry Committee.

Article V – Officers

The officers of this Association shall be a Moderator, a Vice Moderator, a Scribe, a Treasurer, an Auditor, and an Historian. Each of these six named officers shall be a member of the Association.

- A. The Moderator shall preside at all regular and special meetings of the Association, shall serve as chair of the Coordinating Committee, and shall serve ex officio on all committees. The office of Moderator shall be held by either a minister or lay person. The office may alternate between the two categories. The moderator shall be elected for a two year term and may be

- reelected once. ***The Moderator shall be elected in alternate years from the Vice Moderator.***
- B. The Vice Moderator shall assist the Moderator and preside in the absence of the Moderator. The Vice Moderator shall be elected for a two year term and may be reelected once.
- C. The Scribe shall:
- a. keep the roll of the churches and ministers of the Association;
 - b. within thirty days of the Annual meeting, distribute a directory of all churches, ministers and elected Association members (with their terms noted) to all of the aforementioned;***
 - c. record ***and distribute*** the minutes of the Coordinating Committee and the Church and Ministry Committee ***to all officers and committee members,***
 - d. send a notice ***for Spring and Fall*** Association meetings to all churches, ***ideally thirty days*** prior to the meeting date;
 - e. issue letters transferring the standing of ministers upon approval of the Church and Ministry Committee;
 - f. serve a two year term with reelection permitted.
- D. The Treasurer shall receive all monies from the member churches and account for all expenditures at regularly called meetings. The Treasurer shall serve a two year term with reelection permitted.
- E. The Auditor shall audit all financial records of the Association at least yearly. The Auditor shall serve a term of two years with reelection permitted.
- F. The Historian shall update and maintain the archives of the Association and stimulate inquiry and writing about the Association's past. The Historian shall serve a two year term with reelection permitted.

***Article VI – Representatives to the Maine Conference
and General Synod***

Representatives will act as liaisons between the Maine Conference and the Association. They will bring the Association's activities, issues, and opinions to the attention of the Conference and report on their conference and national meetings to the Association.

- A. The Coordinating Council Representative will also serve on the Association Coordinating Committee. The Coordinating Council Representative will attend Council meetings called by the Maine Conference. This individual will be elected for a two year term and may be reelected.***
- B. The Spiritual Life Commission Representative will also serve on the Association Coordinating Committee and the Church and Ministry Committee. This individual will be elected for a two year term and may be reelected.***
- C. The Witness Life Commission Representative will also serve on the Association Coordinating Committee. This individual will be elected for a two year term and may be reelected.***
- D. The Community Life Commission Representative will also serve on the Association Coordinating Committee. This individual will be elected for a two year term and may be reelected.***

- E. The Representative to the Women of the Maine Conference will also serve on the Association Coordinating Committee. This individual will be elected for a two year term and may be reelected.***
- F. The Association Coordinating Committee will nominate individuals for General Synod Delegates. When elected by the Conference, these individuals will also serve on the Association Coordinating Committee for the length of term determined by the Conference.***

Article VII – Meetings

1. Frequency:

- A. The Annual meeting of the Association shall be held in the fall at a time and place to be determined by the Coordinating Committee. Officers shall be elected at this meeting.
- B. The Spring meeting shall be held at a time and place to be determined by the Coordinating Committee.
- C. Meetings of the Association as an Ecclesiastical Council shall be called on the initiative of a member church through the Church and Ministry Committee. Such meetings shall be for the purpose of
 - a. examination and ordination of candidates for the Christian ministry, preferably according to the recommended procedures of the UCC;
 - b. examination and installation of a fully ordained minister as Minister of a member church, preferably according to the recommended procedures of the UCC;
 - c. examination and recognition of any licentiate who is recommended by the Church and Ministry Committee, preferably according to the recommended procedures of the UCC.
- D. This Association shall meet at such other times and for whatever purpose deemed necessary by the Coordinating Committee.

2. Quorum:

- A. A quorum at a duly called ***Spring or Fall Association meeting*** shall consist of at least seven people representing at least three churches, including both clergy and lay people.
- B. A quorum at a committee meeting shall consist of a majority of the committee members, representing at least three churches, including both clergy and lay people.***

3. Delegates:

- A. Each ***member*** church is entitled to be represented at meetings of the Association by three delegates, one of whom is the pastor.
- B. All officers and clergy of the Association are delegates.
- C. Voting power shall rest with the delegates, but all members have a voice and are welcome at meetings.

4. Rules:

All meetings shall be conducted in a congenial manner and in Christian fellowship. If, however, the Moderator or a majority of the voting delegates at a particular meeting vote to adhere to Robert's Rules of Order, Newly Revised, that procedure will be followed for that meeting, or designated part of it.

5. Offerings:

The Coordinating Committee will determine the use of offerings at meetings.

Article *VIII* - *Committees*

The work of the Association shall be conducted by the Standing Committees and any ad hoc committees appointed by the Coordinating Committee. ***Each standing committee shall meet, ideally, within thirty days after the Annual meeting to discuss committee member responsibilities, unfinished business and recurring tasks. Each committee, other than the Coordinating Committee, will elect its own chair.***

- A. The Coordinating Committee shall consist of the officers of the Association, a representative of each standing committee, ***representatives to the Maine Conference and General Synod as noted in Article VI***, and a representative of each church. All members of the Association are encouraged to attend Coordinating Committee meetings and all members who are present may vote. ***The Coordinating Committee shall:***
 - a. Meet at least quarterly to conduct Association business***
 - b. Communicate with representatives to the Maine Conference Commissions and Association churches***
 - c. At least every other year, provide on-site contact at each Association church by conducting Association meetings, attending worship or other church functions as representatives of the Association.***

- B. The Church and Ministry Committee shall be a standing committee consisting of five members, including both clergy and lay persons, and the Association Scribe. ***Three members shall serve two year terms and two members shall serve three year terms, with reelection permitted.*** The Committee shall, preferably in keeping with the policies and procedures of the UCC Manual on Ministry:
 - a. Implement the appropriate procedures in matters relating to
 - i. Member churches in full standing
 - ii. Ministers in full standing
 - iii. Licentiates
 - iv. Students in care
 - v. Lay ministers
 - vi. Privilege of call candidates, and
 - vii. Commissioned ***ministers***
 - b. Be authorized to

- i. Process the transfer of ministerial standing into and out of the Association, and administer ministerial evaluations annually
 - ii. Issue temporary in care and licensure status
 - iii. Set and Administer standards and policies for ordination, subject to approval by the Association.
- C. The nominating committee shall consist of three members ***who will be appointed by the Coordinating Committee ninety days prior to the Annual meeting. The Nominating Committee shall present a slate of Association officers,*** representatives to the Maine Conference and General Synod, ***and the Church and Ministry Committee*** for the Annual meeting.

Article ~~IX~~– Amendments

This constitution may be amended at any regular meeting of the Association by a two-thirds majority of those present and voting, provided the amendment shall have been presented in writing and deposited with the Scribe at the previous Association meeting.

Article ~~X~~– Dissolution

In the event the Association shall ever vote to be dissolved, none of its assets shall proceed to the benefit of any officer or individual member of the Association. Any such assets shall be divided equally among the member churches.