

The Katahdin Association of the United Church of Christ  
BY-LAWS  
(Revised and Adopted November 5, 2016)

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ARTICLE I. NAME

This body shall be known as the Katahdin Association of Churches and Ministers of the Maine Conference of the United Church of Christ (UCC) hereafter in these By-Laws known as Association and Conference, respectively.

ARTICLE II FAITH

The faith which unites us, and to which we bear witness, is that faith in God which the Scriptures of the Old and New Testaments set forth, which the ancient Church expressed in the ecumenical creeds, to which our own spiritual forebears gave utterance in the Evangelical confessions of the Reformation, and which we are duty bound to express in the words of our time, as God gives us the light.

In all our expression of that faith, we seek to preserve unity of heart and spirit with those who have gone before us, as well as those who labor with us. As a contemporary expression of our faith, we adopt and recommend for use by the member churches of this Association, the Statement of Faith of the United Church of Christ

ARTICLE III. CHARACTER

We believe in the freedom and responsibility of the individual soul, and the right of private judgment. We hold to the autonomy of the local church, and its independence of all ecclesiastical control, and in this way witness to the reality that the Church is known best in this world at that place where two or three are gathered together in Christ's name for worship.

While affirming the liberty of our churches, we hold also to the unity and universality of the Church, which is the body of Christ. We therefore cherish the fellowship of the churches, united in district, state, and national bodies, for counsel and cooperation in matters of mutual concern, and will unite with all bodies of the church in hearty cooperation, and will earnestly seek, so far as in us lies, that the prayer of our Lord for His disciples may be answered: that all may be one. This Association of churches shall therefore be in covenantal relationship with the Maine Conference of the United Church of Christ and the General Synod of the UCC.

ARTICLE IV. PURPOSE AND OBJECTIVES

The purpose of this Association shall be to promote the spiritual life, to develop cooperative relationships among our churches and ministers, to conserve the standing of the ministry, and to work with our state and national organizations in the furtherance of our denominational activities.

In carrying out this purpose, the Association, except when requested by a local congregation, shall exercise no ecclesiastical authority, nor interfere with the government or discipline of the churches.

When such advice or action is desired, it shall be by the Association sitting as an Ecclesiastical Council, to be called by the Scribe, at the request of a local church, in accordance with the rules adopted by the Association for the regulation of such councils.

The Association, acting for the whole UCC, ordains, commissions, and licenses persons for ministry; grants and maintains student in-care status, member in discernment status, ordained ministerial standing, and dual ordained ministerial standing; grants privilege of call; installs authorized ministers; and reviews and disciplines its authorized ministers.

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ARTICLE V. MEMBERSHIP

The membership shall consist of churches and ministers, as provided in the following paragraphs of this Article.

A. CHURCHES

UCC Churches in Penobscot, Piscataquis and Aroostook Counties and adjoining areas who elect to actively support the work of the Association.

The member churches consist of the following named churches as of the creation of the Katahdin Association

Amherst/Aurora  
Bangor, All Souls Congregational Church UCC,  
Bangor, Hammond Street Congregational UCC  
Brewer, First Congregational Church, UCC  
Brownville, Brownville Community Church, UCC  
Dover-Foxcroft Congregational Church UCC  
East Millinocket, First Congregational Church, UCC  
Fort Fairfield, United Parish Church, UCC & UMC  
Fort Kent, Christ Church, UCC  
Greenville, Union Evangelical Church UCC  
Hampden, Congregational Church UCC  
Holden, Congregational Church UCC  
Houlton, First Congregational Church of Houlton, UCC,  
Island Falls, Whittier Congregational Church, UCC,  
Lincoln , First Congregational Church of Lincoln UCC  
Milford, Congregational Church UCC  
Newport, High Street Congregational Church UCC  
Old Town/Stillwater, Stillwater Federated  
Presque Isle, Presque Isle Congregational Church, UCC,  
Rockwood, Rockwood Community Church UCC,  
Sherman Mills, Washburn Memorial Church, UCC,  
Springfield, Springfield Congregational Church, UCC

And such other churches as shall hereafter be received by vote of the Association.

Churches in good standing may dissolve their connection with the Association upon their written request.

B. MINISTERS

The ministerial membership shall consist of those ministers who were members in good standing of the Aroostook and Penobscot-Piscataquis Associations on the date that the Katahdin Association is established, and such other ministers as shall hereafter be received in accordance with the following provisions:

Ministers may be received as members of this Association:

(1.) who are serving churches in this association, and who ask to have their standing vouched for by this body;

(2.) who are employed as missionaries, as teachers in a college or theological school, as officers or secretaries of denominational agencies, or in other similar official capacity, and who shall render to the Association satisfactory reason for having their ministerial standing with this body;

- 109 (3.) who, having served in such capacities, here or elsewhere, have retired from active service;  
110 (4.) who are members of churches in this Association and not included in any of the classes described in  
111 (1.) to (3.) inclusive, and who, after careful examination, are approved by the Committee on Ministry. All  
112 such persons shall furnish the Association with satisfactory credentials of ministerial standing, and, in all  
113 cases of reception into membership, or licensing, membership in a UCC congregation shall be a  
114 prerequisite. When a person is ordained, or installed, or recognized as minister of a church in this  
115 Association by the Ecclesiastical Council, that person shall, without additional action, become a member  
116 of this Association.  
117 (5.) All those who are "Members in Discernment" of this Association.  
118 (6.) The Conference Ministers of the Maine Conference as they are in attendance at meetings of the  
119 Association.

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#### 121 C. TERMINATION OF MINISTERIAL MEMBERSHIP

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- 123 (1.) Letters of Transfer and/or recommendations shall be granted by vote of the Committee on Ministry;  
124 such action to be reported to the Scribe in a timely fashion, and to the Association at its next meeting for  
125 record in the Minutes. (2.) It shall also be the policy of the Association not to continue on its list of  
126 accredited ministers those who have transferred their fields of activity to denominations not in  
127 relationship with the UCC.  
128 (3.) If, upon making its annual review of the list of accredited ministers, the Committee on Ministry shall  
129 be unable to ascertain the whereabouts of any one whose name appears on the list, the fact shall be duly  
130 noted in its records, and reported at the next Annual Meeting of the Association. They shall also report  
131 this information to the Conference and the national office of the UCC.

132

#### 133 D. WITHDRAWAL OF FELLOWSHIP

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- 135 (1.) This Association, having the right to ordain ministers, and being entrusted by the churches with the  
136 standing of ministers within its bounds, shall adhere to the policies and procedures of the Maine  
137 Conference for fitness reviews.

138

### 139 ARTICLE VI. MEETINGS

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#### 141 1. BUSINESS AND FELLOWSHIP MEETINGS:

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143 This Association shall hold three meetings each year. Two business meetings:

- 144 (1) an Annual Meeting in the spring at which elections are held and a budget established,  
145 (2) a business meeting in the fall; and  
146 (3) a fellowship mid-winter meeting at which business may be conducted if necessary. The time and place  
147 and the agenda of such meetings shall be designated by the Executive Committee with due notice to the  
148 Association. Additional meetings of the Association may be called by the Executive Committee upon due  
149 notice to the churches and ministers of the Association. Final authority regarding any matter rests  
150 ultimately with the Association; and decisions by any Officer or Committee are subject to appeal to,  
151 review by, and subsequent decision by the Association.

152

#### 153 2. ECCLESIASTICAL COUNCIL MEETINGS:

154

155 The Association shall meet as an Ecclesiastical Council for the purpose of ordination and for other  
156 purposes of such a council as guided by the Manual on Ministry of the UCC and the policies and  
157 procedures of the Maine Conference of the UCC. Meetings of an Ecclesiastical Council shall be called by  
158 the Executive Committee after consultation with or recommendation from the Committee on Ministry.  
159 The call for an Ecclesiastical Council meeting shall be issued through the Scribe of the Association and  
160 the agenda shall be limited to the matter named in the call or letter-missive. The minutes of every  
161 Ecclesiastical Council shall be filed with the clerk of the Conference.

162

## 163 ARTICLE VII. REPRESENTATION AND QUORUMS

164

165 Voting members of the Association shall consist of two lay delegates from each member-church and an  
166 additional lay delegate for each 100 in excess of 200 resident members of each member- church, and all  
167 ministerial members, licensees, and all members of the Executive Committee including officers and the  
168 representatives to the Commissions and the Coordinating Council. In addition, one youth delegate from  
169 each member church, and all members in discernment of the association.

170

171 In all Association and Council meetings a majority of the voting members present shall be decisive,  
172 except as otherwise herein provided.

173

174 Voting representation from seven of the member churches shall constitute a quorum in all Association  
175 and Ecclesiastical Council meetings.

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## 177 ARTICLE VIII OFFICERS, LENGTH OF TERM AND DUTIES

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179 Extended Length of terms:

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181 Officers may continue for a second term if desired by the Association, but serving a third consecutive  
182 term shall only occur under special circumstances as approved by the Association. When possible,  
183 officers shall be chosen from candidates who reside in differing geographic areas of the Association.

184

185 The Officers of the Association shall be:

186

187 1. MODERATOR - one year term.

188 When possible the office of moderator shall alternate between a lay member and a minister. The  
189 Moderator shall preside at all regular and special meetings of the Association, and shall serve as  
190 chairperson of the Executive Committee. The Moderator shall be an ex-officio (voice but no vote)  
191 member of all committees.

192

193 2. VICE-MODERATOR - one year term

194 The Vice-Moderator shall preside at all regular and special meetings of the Association in the absence of  
195 the moderator and shall fill the vacancy and term of the Moderator if needed. When possible, the office  
196 of Vice-Moderator shall alternate between a lay member and a minister. At the request of the moderator,  
197 the vice moderator may assume and fulfill the roles of the moderator for specified purposes.

198

199 3. SCRIBE - three year term.

200 The Scribe shall be responsible for all records and minutes of all Association and Ecclesiastical Council  
201 meetings, and all other essential records. Immediately following the spring and fall meetings and any  
202 other meetings at which business is conducted, the Scribe shall send the minutes of said meeting to each  
203 member of the Executive Committee, as well as, on request, to any member of the Association. The  
204 Scribe may use either email or ground mail for communication. The Scribe shall keep a record of the  
205 name of the ecclesiastical authority last passing upon the standing of each minister, with the date and  
206 place of such authorization and shall report a list of the Association's accredited ministers to the Registrar  
207 of the Conference and the Secretary of the General Synod of the U.C.C. If the Scribe is unable to fulfill a  
208 full term, a replacement shall be appointed by the nominating committee until the next annual meeting of  
209 the Association, when a Scribe shall be elected for a full term.

210

211 4. TREASURER - three years term.

212 The Treasurer shall bill and collect Maine Conference UCC and Association fellowship dues; receive  
213 all monies from the Member Churches, keeping proper account books and accounts of the monies  
214 received and disbursed as approved by the Association and Executive Committee. The Treasurer shall  
215 make regular reports to the Executive Committee throughout the year and submit a written report to the  
216 annual meeting to be filed with the Scribe. If the Treasurer is unable to fulfill a full term, a replacement

217 shall be appointed until the next business meeting of the Association, when a Treasurer shall be elected for  
218 a full term.

219  
220 5. AUDITOR- one year term.

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222 ARTICLE IX. STANDING COMMITTEES

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224 The following are the standing committees of the Association: The Executive Committee,  
225 Committee on Ministry and the Nominating Committee

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227 1. EXECUTIVE COMMITTEE

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229 The Executive committee shall consist of all officers of the Association, plus three At-large delegates,  
230 plus representatives to the Commissions, plus the Committee on Ministry chairperson/designee, plus  
231 other persons designated by the Executive Committee as appropriate for membership.

232  
233 The Executive committee conducts month to month business of the Association (that does not require a  
234 vote of the Association), plans business and fellowship meetings of the Association, Ecclesiastical  
235 Council meetings of the Association and approves items on behalf of the Association, prepares reports  
236 to the Association on business and action taken on its behalf, and serves as the core membership of the  
237 Nominating Committee.

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239 2. COMMITTEE ON MINISTRY

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241 The Committee on Ministry shall consist of 9 to 12 full members, plus ex-officio Moderator or Vice-  
242 moderator when the Moderator cannot routinely attend, and Conference or Associate Conference  
243 Minister. Three of the members shall be elected each year for a term of 3 years. and shall, after serving  
244 two full terms, be ineligible for service in that position for one year. If the Nominating Committee is  
245 unable to fill expired terms, those persons holding a position may continue one more year if they are  
246 willing. Whenever possible, committee membership shall be equally representative of lay and clergy  
247 status and male and female gender.

248  
249 The duty of this committee shall be to act on behalf of the Association to investigate, consider, examine,  
250 and validate Members in Discernment, Licensure, Councils of Ordination, Installation and Dismissal,  
251 Commissioning, Transfer of Standing and Review of Ministerial Standing, following closely the  
252 guidelines laid down by the Association, the Manual on Ministry of the UCC and the Member in  
253 Discernment Guidelines written by the committee and approved by the Executive Committee and the  
254 Association.

255  
256 The Committee on Ministry is authorized to grant Member in Discernment status, Licensure and  
257 Preaching Privileges to those persons who in its estimation conform to the standards established by the  
258 Association and the Manual on Ministry of the UCC.

259  
260 The Committee on Ministry is authorized to grant Privilege of Call, Ministerial Standing, and Dual  
261 Standing to ordained ministers transferring into this Association and to transfer standing of ministers of  
262 this Association to other Associations or other denominations which accept such transfers.

263  
264 The Committee on Ministry shall request that the Executive Committee call an Ecclesiastical Council to  
265 act on the petition of a congregation for the Ordination of a Minister after it has ascertained that persons  
266 seeking Ordination in this Association have met all the requirements of the Association, the Conference,  
267 and the UCC as outlined in the Manual on Ministry.

268

269 The Committee on Ministry shall request that the Executive Committee issue a call for the Installation of a  
 270 Minister after it has ascertained that person seeking Installation in this Association has met all the  
 271 requirements of the Association, the Conference, and the UCC as outlined in the Manual on Ministry.  
 272

273 The Committee on Ministry is authorized to grant Leave of Absence or to accept Resignation of  
 274 Ministerial Standing from persons who no longer wish to maintain standing, provided that the committee  
 275 has the discretion to hold in abeyance consideration of such action if a Disciplinary Review is being  
 276 conducted, unless formal action is being taken to terminate standing for cause. At its discretion the  
 277 Committee may terminate without prejudice the Standing of persons who no longer meet the criteria for  
 278 Standing as outlined in the Manual on Ministry. The Committee may reinstate the Standing of persons  
 279 who meet the requirements for Reinstatement of Standing.  
 280

281 The Committee on Ministry is authorized to conduct Periodic Support Consultations, Situation Support  
 282 Consultations, Informational Reviews, and Fitness Reviews of persons authorized for ministry in keeping  
 283 with policies and procedures outlined in the Manual on Ministry and the Association. A Fitness Review  
 284 will conclude with the Committee on Ministry taking one of the following actions: Reaffirmation,  
 285 Referral to Situational Support Consultation, Conditional Affirmation with a prescribed program of  
 286 growth, Censure, Suspension, or Termination. The Committee on Ministry may also accept a voluntary  
 287 resignation at any time thereby ending the Fitness Review. Following a fitness review, the affected person  
 288 may, within 30 days of the issuing of the decision of the Committee on Ministry, appeal in writing to the  
 289 Executive Committee. Appeals may only concern the procedures followed by the Committee on  
 290 Ministry. The affected person may not appeal the facts of the review, but only the manner in which the  
 291 review was conducted. In reviewing appeals the Executive Committee will either affirm the procedures as  
 292 being in compliance with the Manual on Ministry and any pertinent policies of the association, and  
 293 thereby endorse the outcome; or, if procedural irregularity is found to have occurred, the Executive  
 294 Committee will instruct the Committee on Ministry to re-conduct such portions of the Fitness Review as  
 295 necessary to be in procedural compliance and to issue a new consideration thereof. The outcome of an  
 296 appeal is final.  
 297

## 298 BOUNDARY TRAINING

299 Every three years authorized ministers with standing in this Association, those seeking standing or who are  
 300 engaged in authorized ministry within this Association, shall complete a course in ethical boundary training  
 301 approved by the Committee on Ministry. While the Committee will assure that appropriate training is  
 302 available, it is the responsibility of each person with authorized standing to complete the training as required.  
 303 The Committee on Ministry will review the ministerial standing of those who have not fulfilled the intent of  
 304 this provision. Retired clergy who currently are not, and do not reasonably expect to be, actively engaged in  
 305 authorized ministry may be excused from this requirement after conversation with the Committee.  
 306

## 307 3. NOMINATING COMMITTEE

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 309 The Nominating Committee shall identify and appoint persons to fill vacancies that occur between  
 310 annual meetings of the Association. The Nominating Committee shall present a slate of Officers,  
 311 Committee members, and Representatives to the Conference Commissions and the Coordinating Council  
 312 and candidates for delegate to General Synod for consideration by the members of the Association at the  
 313 Annual Meeting. The committee shall seek to maintain a balance of lay and clergy, male and female  
 314 members serving in the various offices and committees of the Association. The Executive Committee  
 315 shall serve as the Nominating Committee and is encouraged to add 1 or 2 non Executive committee  
 316 members.  
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## 318 ARTICLE X. REPRESENTATIVES

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 320 We as an Association affirm our connection to Conference life by electing for three years the following:  
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### 322 1. REPRESENTATIVE TO COMMISSION FOR WITNESS LIFE

323 2. REPRESENTATIVE TO COMMISSION FOR COMMUNITY LIFE

324 3. REPRESENTATIVE TO COMMISSION FOR SPIRITUAL LIFE

325 4. REPRESENTATIVE TO THE COORDINATING COUNCIL

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327 ARTICLE XI MEMBERSHIP DUES

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329 Per Capita membership dues shall be determined by the Association at its annual meeting. Such dues shall  
330 be allocated with due reference to the requests of the Conference and the needs of the Association. At the  
331 discretion of the Executive Committee an offering for the work of the Association or any other entity  
332 may be received and dispersed as approved by a vote of the Association meeting.

333

334 ARTICLE XII FISCAL YEAR

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336 The fiscal year of the Association shall be from June the first to May thirty first.

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338 ARTICLE XIII DISSOLUTION CLAUSE

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340 In the event of the dissolution of the Katahdin Association of Churches and Ministers, after all bills  
341 have been paid the total assets shall be liquidated and allotted to the Maine Conference, UCC, or its  
342 successor in accordance with current government regulations under Section 501 (c) (3) of the Internal  
343 Revenue Code.

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345 ARTICLE XIV PARLIAMENTARY PRACTICES AND PROCEDURES

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347 Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not covered by  
348 these By-Laws.

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350 ARTICLE XV. AMENDMENTS

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352 Proposed amendments to these By-Laws may be submitted in writing at any Association meeting, and  
353 shall be adopted by a vote at a subsequent business meeting, provided that notice of proposed  
354 amendments is given in the call to said meeting, if a quorum is achieved, and if approved by a 2/3 vote  
355 of members present and voting.

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357 ARTICLE XVI BYLAW REVIEW

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359 The executive committee will initiate a review of the bylaws at least every 5 years, and as changes are needed.