

### ADMINISTRATIVE POLICIES

#### A. General Procedures

1. Members of the Ministry Teams shall be members in good standing of a United Church of Christ (UCC) from the Northwest Ohio Association (NWOA).
2. All Ministry Teams shall be responsible to the Cabinet of the Northwest Ohio Association of the United Church of Christ.
3. The Members of the Ministry Teams shall be elected by the Association for three-year terms, and may serve two consecutive terms, and shall not be eligible for re-election on the same Team until one year has lapsed. The Linking persons of the Ministry Teams shall be selected by each Team from its members, and are subject to the term limits of their participation on the Team.
4. One (1) member of each Ministry Team shall serve on the Association Cabinet. If they are unable to attend a meeting of the Association Cabinet, they should seek a replacement from their Ministry Team.
5. One (1) member of each Ministry Team shall be elected to serve on the Regional Coordinating Team. If they are unable to attend a meeting of the Regional Coordinating Team they should seek a replacement from their Ministry Team.
6. 5. It is recommended that each Ministry Team shall meet at least four (4) times or more yearly.
7. 6. The chairperson of each Ministry Team shall be responsible for calling meetings and notifying all members.
8. 7. The Ministry Teams, the Regional Coordinating Teams, and the Association Cabinet shall meet together at least once a year.
9. 8. The Ministry Teams, the Regional Coordinating Teams, and the Association Cabinet shall submit a written annual report to be presented at the annual meeting of the NWOA.
10. The voting members of the Regional Coordinating Team shall consist of the elected Officers of the Region, one Linking person from the Region from each of the Ministry Teams, and four At-Large Members. The At-Large Members shall be two lay members and two clergy elected to three year terms by the Region. The At-Large Member may serve two consecutive terms, and shall not be eligible for re-election until one year is lapsed. No voting member may hold more than one office concurrently.
11. 9. As appropriate, the Association shall seek to reflect the diversity of the Association on the various Teams and Committees.
12. 10. The Association Minister or their designee shall be ex-officio members of all NWOA structural entities.
13. 11. The Cabinet shall have the authority to amend the Administrative Policies at a duly called meeting for the express purpose of amending the Administrative Policies. An approval by two-thirds (2/3) majority of those Cabinet members present is required to amend the Administrative Policies.

#### B. Ministry Teams

##### 1. Church and Ministry Team

The Church and Ministry Team shall be composed of fifteen (15) members [four (4) of whom shall be two (2) lay and two (2) authorized ministers from each Region plus three (3) additional members]. The work of the Church and Ministry Team shall include but not be limited to being responsible for addressing issues of authorization and standing. In accordance with "The Constitution and By-Laws" of the United Church of Christ, the Church and Ministry Team can act

on behalf of the Association in the authorization of ordinations. The UCC Manual on Ministry shall be the foundation for the work of the Church and Ministry Team.

## 2. Faith Formation Team

The Faith Formation Team shall include no less than twelve (12) members [four (4) nine (9) members] of whom shall be two (2) lay and two (2) authorized ministers at least one (1) lay and one (1) authorized minister from each Region]. One person shall be elected each year from each region for a full-term. They shall work in collaboration with and on behalf of Regions to encourage and enable education for life long faith formation and transformation of lay persons, authorized ministers and local congregations.

## 3. Stewardship and Caring Team

The Stewardship and Caring Team shall include no less than twelve (12) members [four (4) nine (9) members] of whom shall be two (2) lay and two (2) authorized ministers from each Region]. One person from each region shall be elected each year for a full-term. They shall work in collaboration with and on behalf of Regions to provide support and nurture to churches and leaders. They shall help everyone more fully understand stewardship and the resources and expertise that each church can share with others.

## 4. Witness and Proclamation Team

The Witness and Proclamation Team shall include no less than twelve (12) members [four (4) nine (9) members] of whom shall be two (2) lay and two (2) authorized ministers from each Region]. One person from each region shall be elected each year for a full-term. They shall work in collaboration with and on behalf of the Regions to help each individual and church live faithfully in the world. Whether we are worshiping or serving, we are doing it in Christ's name.

## C. Committees elected by the Association

### 1. Nominating Committee

The Nominating Committee shall include no less than nine (9) members, [three (3) from each Region]. They shall serve one (1) complete, three (3) year term. They shall prepare nominations for all elected Association positions and Cabinet appointments.

## D. Committees appointed by the Association Cabinet

### 1. Personnel Committee

The Personnel Committee shall include no less than six (6) members, [two (2) from each Region]. They may serve two (2), three (3) year terms with a two (2) term limit. They shall develop and review job descriptions for all association personnel and provide for regular review and evaluation of staff. They shall maintain and implement the NWOA Personnel Policies.

### 2. Finance and Budget Committee

The Finance and Budget Committee shall include no less than seven (7) members, [two (2) members from each Region, plus the Association Treasurer]. They may serve two (2), three (3) year terms with a two (2) term limit. They shall monitor the finances of the Association, prepare a proposed budget, suggest challenge goals to churches and establish fiscal policies.

### 3. Annual Meeting Planning Committee

The Annual Meeting Planning Committee in consultation with the Cabinet shall plan the Annual Meeting of the NWOA.

4. Lay School of Religion Board of Education

The Board of Education shall include no less than six (6) members, one (1) member from each Region, one (1) member from Faith Formation, one (1) member from Church and Ministry Team and the Dean of Lay School. They may serve two (2), three (3) year terms with a two (2) term limit. They shall oversee the Lay School of Religion. (addition 11-15-2014)

E. Ohio Conference Committees: Members of these committees are elected by the Association.

1. Ohio Conference Division for Outdoor Ministries

Following the Ohio Conference Constitution/Bylaws, the Association will elect one (1) clergy and one (1) lay member. Each will be elected by the Association for a two (2) year term, the term limit being three (3) consecutive terms.

2. General Synod Delegates

The number of delegates needed from the Association is provided by the Ohio Conference. Delegates serve four (4) year terms, attending 2 General Synods and interpreting the work of the General Synod to the Association. Delegates are to represent the diversity of the Conference. They are nominated by the Association and elected by the Conference.

3. Board of Directors of the Ohio Conference

Two (2) members are elected from each Association for a three-year term. The Board manages the business and affairs of the Ohio Conference. These members also serve on the Association Cabinet.

F. Ohio Conference Opportunities: Members are appointed by the Association Cabinet.

1. Racial/Ethnic Empowerment Committee

Two (2) members from each Association. The Committee provides resources and support for racial/ethnic concerns in the Conference.

2. Ohio Annual Gathering Committee

Two (2) members from each Association. They are responsible for planning the spring Annual Gathering for the Ohio Conference.

3. Personnel and Affirmative Action Monitoring Committee

The Association Personnel Committee chairperson or a designee shall serve on this committee.

4. Church Development Committee

One (1) representative of the Association Church Development Team shall serve on this committee.

5. Finance and Investment Committee

The Association Finance Committee chairperson or designee shall serve on this committee.

G. Additional Association Opportunities

1. Church Development Team

This team works with new church starts, the revitalization of existing congregations, leadership development, and connects to the Church Development Committee of the Ohio Conference. It relates to the Association Faith Formation Ministry Team.

2. The CUE Committee

This Committee promotes the financial support of the three (3) UCC seminaries in the Great Lakes Region (Chicago, United and Eden). Structurally, it relates to the Witness and Proclamation Ministry Team.

3. Conflict Response Team

The team works with churches and pastors experiencing conflict. Structurally, it relates to the Church and Ministry Team.

4. Pastoral Misconduct Response Team

This team supports the work of the Church and Ministry Team, gathering information and providing support during Fitness Review Processes. Team members are appointed by the Church and Ministry Team for three (3) year terms.

5. Women's Board

The officers of each Program Cluster gather once a year to share programming ideas and decide the goal amount and recipients for the Love Gifts (a second-mile giving) for the coming year. Structurally, the Women's Board relates to the Witness and Proclamation Ministry Team.