



EMBRACING THE SPIRIT OF  
**JOY & LIGHT**  
Annual Celebration 2019

Grand Junction, Colorado  
June 6-8, 2019

**Essential Documents**

# TABLE OF CONTENTS

## Celebration Overview

- [Grand Agenda](#)
- [Schedule & Lodging](#)

## Meeting Materials

- [Consent Agenda](#)
- [Standing Rules](#)
- [Voting Membership](#)
- [Nominating Report](#)
- [2020 Ministry Plan](#)
- [Clergy Compensation Guidelines](#)
- [2018 Annual Meeting Minutes](#)
- [Endowment Fund Policy Update](#)
- [UCC ByLaws for Amendment](#)

# GRAND AGENDA

## Embracing the Spirit of Joy and Light

Two Rivers Convention Center (TR), 159 Main Street  
First Congregational Church, Grand Junction (FC), 1425 N. 5th Street

Thursday, June 6, 2019

At Two Rivers Convention Center (TR), 159 Main Street

9 am-12 pm	Grey Areas of Healthy Ministry Relationships	TR - Whitewater Creek
2:30-5:30	Registration	TR - Atrium
2:00-4:30	Association Gatherings	
	Southeastern	TR - Dominguez Creek Room
	Western	TR - Plateau Creek Room
	Metro Denver	TR - Kannah Creek Room
	Platte Valley	TR - Escalante Creek Room
4:30-5:15	RMC 2018-2019 Board Meeting	TR - Whitewater Creek Room

### OPENING SESSION: Welcoming Joy and Light

5:30-6:00	Opening Worship	TR - Colorado Room
6:00-6:45	<a href="#">Appetizers and Table Conversations</a>	TR - Colorado Room
6:45-7:15	Welcome by Sue and Erin	TR - Colorado Room
	<a href="#">Administry: Call Meeting to Order &amp; Adopt Consent Agenda</a>	
	<a href="#">Administry: RMC Planned Giving and Endowment Fund Policy</a>	
	<a href="#">Administry: Nominations for Boards &amp; Committees</a>	
	<a href="#">Administry: Introduce Clergy Compensation Guidelines</a>	
	<a href="#">Administry: By-Law Amendments</a>	
	<a href="#">Sign up for Speak-Outs</a>	
7:15-9:00	<a href="#">Reception Continues</a>	TR - Colorado Room

Friday, June 7, 2019 *(Childcare available for families of guests)*

At Two Rivers Convention Center (TR), 159 Main Street

### SESSION 2: Resurrecting Joy and Light

9:00-9:30	<a href="#">Worship (Western Association)</a>	TR - Colorado Room
9:30-11:00	John Dominic Crossan Keynote Lecture with Q&A	TR - Colorado Room
11:00-11:20	Mindfulness Break	
11:20-11:50	<a href="#">Small Group Engagement</a>	TR - Colorado Room
11:50-12:00	Speakouts (7), announcements, etc.	TR - Colorado Room
12:00 - 1:15	Lunch	TR - Colorado Room

### SESSION 3: Embodying Joy and Light

1:15 - 1:30	Regathering with Song	TR - Colorado Room
1:30 - 2:00	In the Mud: Stories from the field, Generating Joy and Light	
2:00-2:15	Open Space Set Up & Instructions	TR - Colorado Room

2:20-3:20	Open Space Session 1	TR- Various Rooms
3:30-4:30	Open Space Session 2	TR- Various Rooms
4:30 - 5:00	“Harvest” Session	TR - Colorado Room
5:00-5:15	Speakouts (7), announcements	
5:15-6:30	Free Time	
5:15	Choir rehearsal	TR - Whitewater Creek Room

**SESSION 4: Celebrating Joy and Light**

6:30-8:00	Dinner/Banquet	TR - Colorado Room
	Anniversary Certificates for Church & Clergy OCWM and 5 for 5 Churches	
8:00-10:30	<b>DANCING and Live Music</b>	TR - Colorado Room

**Saturday, June 8, 2019** (*Childcare available for families of guests*)  
**At First Congregational Church (FC), Grand Junction, 1425 N. 5th Street**

**SESSION 5: Foundations of Joy and Light**

9:00-11:15	Administry Business Meeting	First Congregational Church
	Administry: 2020 Ministry Plan	
	Administry: RMC Planned Giving and Endowment Fund Policy	
	Administry: 2020 Clergy Compensation Guidelines	
	Administry: Bylaw Amendments	
	Administry: Election of Boards and Committees	
	Administry: Invitation from Southeastern Association	
11:30-12:15	<b>Worship: Sending Community (Western Association)</b>	FC - Sanctuary
	Administry: Installation of Boards & Committees	
12:15 -12:30	2019-2020 Board Meeting	FC - TBD
12:15-1:00	Lunch	FC - Fellowship Hall

**\*\*Please note:** *This Grand Agenda is subject to change\*\**

**What do the other colors mean?**

Business items on the agenda are noted as “Administry” in blue.

Worship events are in purple.

Generative conversations are in green.

No one throws a party like RMC, and those events are in orange!

**Where can I get the documents I need for Annual Celebration?**

Everything you need will be available in your Program Guide, which will be emailed to all registrants. In addition, all business items will be organized into one printable document available on our website. Please read through this!

**How will the business meeting work?**

We'll call the business meeting to order on Thursday night when some business items will be introduced. We will complete our business items on Saturday morning before adjournment. Business items on the agenda noted as *Administration*.

### **Event Venue Information**

Annual Celebration will be held at Two Rivers Convention Center (159 Main St, Grand Junction, CO 81501) on Thursday and Friday, June 6-7, and at First Congregational UCC, Grand Junction (1425 N 5th St, Grand Junction, CO 81501) on Saturday, June 8.

[Click here to view a map and get directions to Two Rivers Convention Center](#)

[Click here to view a map and get directions to First Congregational UCC](#)

### **Hotel Information**

The RMC has reserved a discounted room block at the Hampton Inn, Fairfield Inn and Suites, and SpringHill Suites in downtown Grand Junction. These hotels are very conveniently located just across the street from Two Rivers Convention Center. Use the [Online Group Booking Codes](#) if you plan to book your room online. If booking over the phone, please ask for the Rocky Mountain Conference UCC rate when making your reservation. Make your reservation by May 5, to receive our special rate. We have also put together a [list of budget hotels and hotel alternatives](#). ***\*\*Please note: hotel room reservations and payments are the sole responsibility of the individual. The RMC will not book or pay for rooms for individuals, and hotel cost is not included in the Annual Celebration registration fee. All rooms are available on a first come, first served basis.\*\****

### **Registration Deadline: Thursday, May 23**

Beginning 30 days from the event (May 6), **we will not offer refunds for cancelled registrations.** Thank you for your understanding and good stewardship of conference funds.

## Meeting Materials – 2019 Consent Agenda

### An Educational Moment

Roberts' Rules of Order provides for the use of a Consent Agenda for the approval of routine items (which do not need discussion or debate) with one vote, thereby eliminating the need for individual motions and votes for each item.

At the beginning of the meeting where a consent agenda is used, the moderator will ask if there are items which the body wants removed from the consent agenda so they can be discussed individually. If any member requests that an item be removed from the consent agenda, it will be placed on the general agenda to be discussed individually.

When there are no more items to be removed, the moderator reads out the remaining consent items. Then the moderator states: "If there is no objection, these items will be adopted." After pausing for any objections, the moderator states "As there are no objections, these items are adopted." It is no necessary to ask for a show of hands.

The Rocky Mountain Conference Board of Directors proposes the following Consent Agenda for its 2019 Annual Meeting:

### **2019 Annual Meeting Consent Agenda**

1. Standing Rules for the 2019 Annual Meeting
2. 2018 Annual Meeting Minutes
3. Grant Voice with Vote to new church starts: Community Spirit UCC, Montrose, CO and OMO House, Denver, CO
4. Grant Voice without Vote to guests [To be Named]
5. Appointment of Rev. Tracey Dawson as Parliamentarian
6. Appointment of Rev. Carol White as Time Keeper

## Meeting Materials – Standing Rules

1. "Robert's Rules of Order, Newly Revised" shall be followed, unless otherwise ordered by the Conference Annual Celebration Business Meeting.
2. Matters deemed by the Moderator to be merely format, routine, and non-controversial may be disposed of by common consent. However, if there is objection, the chair will await a formal motion and submit the question to debate and vote.

3. Resolutions deemed not merely formal and non-controversial may be submitted by any voting delegate, congregation, association, commission, or committee of the Conference for action by the Annual Celebration Business Meeting. A resolution addresses the mission and/or teaching ministry of the Conference and its related bodies. As it relates to the Church's mission, the resolution should empower the Conference to act in new areas of responsibility. Further, it shall address the congregations, the denomination, or other bodies, regarding issues of nurture and justice from our Christian perspective. As it relates to the teaching ministry, the resolution should enhance members' knowledge of the Christian faith, improve the life of persons living in community, and help us make decisions as Christians in a secular world.
4. Resolution forms are available to the churches sixty (60) days prior to the Annual Celebration Business Meeting, at which time the due date is indicated. The Business Committee will receive resolutions and approve those to be circulated to the churches thirty (30) days prior to the Annual Celebration Business Meeting. A resolution similar to the one addressed at an Annual Celebration Business Meeting in the past five years may be referred to an appropriate committee and not considered by the Annual Celebration Business Meeting.
5. Each resolution submitted must contain the following wording: "THEREFORE BE IT RESOLVED, that we, the delegates of the 45th Annual Celebration of the Rocky Mountain Conference, June 6-8, 2019, at Two Rivers Convention Center in Grand Junction, Colorado. Summary information accompanying a resolution shall address the following in addition to its titles: Purpose of proposed action, to whom it is addressed, expected results, who will implement or follow up, when and by whom is report back expected, anticipated costs and source of funds, and how this resolution impacts the Conference's mission and/or teaching ministry.
6. Resolutions received after the deadline may be referred to the Annual meeting if the Business Committee deems them to be of a significant and timely nature.
7. Procedure for resolutions will be the following: The presenter will have two (2) minutes to introduce a resolution. Six (6) persons will have one (1) minute each to speak alternating pro and con, at which time a vote will be taken to extend discussion or to vote on the resolution.
8. In considering a resolution, action is taken on the "Therefore, be it resolved..." section. Amendments may be made the "Therefore, be it resolved..." section of a resolution. (The "whereas" section is background information.)
9. Amendments must be presented in writing to the chair after they have been presented and seconded. Not more than one amendment will be considered at the same time. One

wishing to offer an additional amendment should announce the intention to offer the further amendment after action is completed on the pending amendment.

10. To close debate, the proper motion is "I move the previous question" or "I move to close debate." The mover must gain recognition and the motion must be seconded. The motion cannot be amended and requires a two-thirds vote for adoption. It will not suffice merely to call "Question" if there are still delegates who wish to speak.
11. Delegates shall state their names when they are recognized to speak. No speaker shall speak on the same issue more than once, except to answer question addressed to him/her from the floor. Except when rising to a point of order, or to second a motion, delegates may be requested to speak from a microphone.
12. The Moderator, with the assistance of the Parliamentarian, is charged with the duty of providing orderly disposition to the business of the Rocky Mountain Conference. Any ruling may be appealed by a delegate. The appeal requires a second. The majority vote by the delegates upon the appeal will prevail

Adopted by the Board of Directors  
March 14, 2015  
January 29, 1994  
Amended January 31, 1997

## Meeting Materials – Voting Membership

### **ARTICLE III VOTING MEMBERSHIP – RMC BYLAWS (Amended May 19, 1996)**

Section 1: Every local church which is a certified member in an association of the Conference shall be entitled to voting representatives in the Conference by two lay delegates, plus one additional lay delegate for each 200 members, or major fraction thereof above 200 members, provided that no church may thus be represented by more than seven lay delegates of which one can be a youth (age 15-20 years). The last annual Year Book statistics will be the basis for computing the number of delegates. Delegates shall be elected or appointed by each church and, unless otherwise ordered by the church, shall serve for a term of one year or until their successors have been elected, except that a delegate's term of office shall terminate upon removal from membership in the local church. Each church may appoint or elect alternates which shall be designated by the church as voting delegates in the event any one or more of the regular delegates cannot be in attendance at the annual or special meetings. The recommendation is that no delegate be self-succeeding for more than three successive years and that, so far as possible, delegates should be representative of the church and reflective of the diversity of people within the organization.

Section 2: All persons holding ordained ministerial standing in an association of the Conference, and commissioned ministers, and licensed ministers who have been authorized for ministry by an

association of the Conference shall be voting members at the annual or special meetings of the Conference.

Section 3: The members of the Board of Directors shall be voting members of the Conference during their terms of office.

*Churches are welcome to send as many non-voting members as they like.*

---

The membership figure reported to us as of December 31, 2017, will be used for the 2018 Annual Celebration Business Meeting.

For each church that did not submit a Yearbook report, the latest recorded membership figure will be used.

MEMBERSHIP	LAY DELEGATES
300 Members or less	2
301 - 500	3
501 - 700	4
701 - 900	5
901 - 1100	6
1101 and above	7

If you have questions, please call the Conference office at 303-984-9118.

Meeting Materials – Nominating Report for 2019-2020

Board of Directors (bod@rmcucc.org) 15 members –

**[Position] [Association] [Name] [Term End] [Home Church]**

*Moderator, Vice Moderator, -1 Year Term Personnel Chairs & Treasurer - 2 year term;*

Moderator	IM	Kay Grice	20	1 <sup>st</sup> Plymouth Congregation UCC, Englewood CO	
					<i>2<sup>nd</sup> term</i>
Vice Mod	PV	Allyson Stauffer	20	United Church of Christ Longmont, CO	
					<i>2<sup>nd</sup> term</i>
Secretary		Sue Artt	n/a	RM Conference Minister	
Treasurer	SE	Gaye Bosley Mitchell	20	Community Congregational UCC, Manitou Springs, CO	
					<i>1<sup>st</sup> term</i>
Personnel	MD	Mark Dutell	21	Kirk of Bonnie Brae UCC, Denver, CO	<i>2<sup>nd</sup> term</i>
					<i>Association Representatives - 3 year term; Single term only</i>
Rep	WE	Martha Jones	20	First Congregational UCC, Grand Junction, CO	
Rep	SE	Tracey Dawson	20	UCC Parker Hilltop, Parker, CO	
Rep	PV	Ben Konecny	21	First Congregational UCC, Greeley, CO	
Rep	IM		22		
Rep	MD		22		

*So-That Teams Support Coordinator - 2 year term*

Coordinator	SE	Judith Baillie	21	Christ Congregational UCC, Pueblo, CO	<i>2<sup>nd</sup> term</i>
	WE	Mark Long	21	1 <sup>st</sup> Congregational UCC, Grand Junction CO	<i>1<sup>st</sup> term</i>

**Finance Committee (finance@rmcucc.org)**

*5-8 members (any Association) - 2 year term - Treasurer serves on Board of Directors for 2 year term and optional 2nd, Conference Minister serve ex-officio*

MD	Curt Preston	20	Lakewood UCC, Lakewood CO		<i>appointed</i>
PV	Paul Heintzleman	21	First Congregational UCC, Loveland CO		<i>1<sup>st</sup> term</i>
MD	Ken Hoagland	21	First Plymouth Englewood, Englewood CO		<i>1<sup>st</sup> term</i>
SE	Gaye Bosley Mitchell	20	Chair & Treasurer		<i>1<sup>st</sup> term</i>
Sue Artt	n/a		RM Conference Minister		

**Personnel Committee (personnel@rmcucc.org)**

*5-8 members (any Association) - 2 year term - Chair serves on Board of Directors for 2 years and optional 2<sup>nd</sup>*

MD	[Chair] Mark Dutell	20	Kirk of Bonnie Brae UCC, Denver, CO		
WE	Joan Levy	21	First Congregational UCC, Grand Junction, CO		<i>2<sup>nd</sup> term</i>
IM	Amanda Minter	21	Holladay UCC, Holladay, UT		<i>2<sup>nd</sup> term</i>
SE	Angie Law	20	Parker Hilltop UCC, Parker, CO		
IM	Sheryl Crow	20	Kingsbury Community, Vernal, UT		
WE	Shelly Spalding	21	Gunnison Congregational UC		<i>2<sup>nd</sup> term</i>

**Nominating Committee (nominating@rmcucc.org)**

*5 members (1 from each Association) - 2 year term + Vice Moderator, ex-officio, as Chair*

PV[Chair]	Allyson Stauffer	n/a	RM Vice Moderator
MD			
WE	Karen Caton	19	First Congregational UCC, Grand Junction, CO
IM	Sheryl Crow	21	<i>appointed</i>
PV	Ken Ingram	20	St. Paul's UCC, Laramie, WY
SE	Logan Bennett	20	First Congregational UCC, Colorado Springs, CO

**RMC Endowment Trustees**

*6 members (any Association) - 3 year term - Conference Minister serves ex-officio [Chair]*

WE	Cindy Haas	20	First Congregational UCC, Grand Junction, CO	<i>1<sup>st</sup> term</i>
MD	Jeff Bogart	22	First Congregational, Boulder, CO	<i>2<sup>nd</sup> term</i>
WE	Wendy Kidd	20	Gunnison Congregational UCC, Gunnison, CO	<i>1<sup>st</sup> term</i>
PV	Alan McLarty	21	Plymouth Congregational UCC, Fort Collins, CO	<i>1<sup>st</sup> term</i>
MD	Amy Petrè Hill	21	Mountain View United Church, Aurora, CO	<i>1<sup>st</sup> term</i>
PV	Tim Amen	22	Christ Congregational Church, Ft. Morgan, CO	<i>1<sup>st</sup> term</i>
Sue Artt			n/a RM Conference Minister	

*\*Serving a second term and may not be re-elected to another term on this committee/position.  
Most positions are for two year terms, except for Association Representatives to the Board of Directors and the RMC Endowment Trustees who have three year terms.  
Most positions may serve an optional 2nd term, except for Association Representatives to the Board of Director, which are limited to a single term.*

Please contact Allyson Stauffer for corrections/updates at [astauffer1941@gmail.com](mailto:astauffer1941@gmail.com).

**General Synod Delegation**

General Synod delegate election is subject to UCC Constitutional provisions stipulating fair representation of diversity along several dimensions:

- 50% must be Lay
- 20% must be Young Adult (30 or less) or Youth (18 or less at time of election)
- must represent the Conference's racial diversity

Associations each have delegate representation in accordance with their population:

Intermountain (IM)	1 delegate / 1 alternate
Metro Denver (MD)	2 delegates / 2 alternates
Platte Valley (PV)	1 delegate / 1 alternate
Southeastern (SE)	1 delegate / 1 alternate
Western (WE)	1 delegate / 1 alternate

To ensure RMC complies to UCC Constitutional stipulations and names a delegation which can be seated at General Synod, the Conference asks its Associations to alternate nominating Lay and Clergy delegates.

**RMC Delegation to 2019 General Synod in Milwaukee, WI (June 25 - July 29, 2019)**

<b><u>Lay Delegates</u></b>		<i>50% of delegation (= 5 delegates)</i>		<b><u>Synods</u></b>		
MD	L	Delegate	Jan Hepp	17	19	Parkview Cong'l UCC, Aurora, CO
PV	L	Delegate	Allyson Stauffer	19	21	United Church of Christ Longmont
WE	L	Delegate	Martha Jones	17	19	First Cong'l UCC, Grand Junc, CO
	L	Young Adult	Daniel Su'a	19	21	EFKS New Jerusalem, Midvale, UT
	L	Youth	Jesslynn McDougal	19	21	Kingsbury UCC, Vernal, UT
<b><u>Clergy Delegates</u></b>		<i>&lt;50% of delegation (= 4 delegates)</i>				
IM	C	Delegate	Pat Gamble Hovey	17	19	Holladay UCC, Holladay, UT
MD	C	Delegate	David Bahr	17	19	Park Hill UCC, Denver, CO
SE	C	Delegate	Clare Twomey	19	21	Vista Grande, Colorado Sprs, CO
BOD	C	Chair/Vice Chair	tbd	19		Xxxxx
<b><u>Alternates</u></b>		<i>match Lay/Clergy status of Assn delegate</i>				
IM	C	Alternate	Marijke Rossi	17	19	Holladay UCC, Holladay, UT
MD	L	Alternate 1	Vickie Golobic	17	19	Sixth Avenue UCC, Denver, CO
MD	C	Alternate 2	Curtis Preston	17	19	Lakewood UCC, Lakewood, CO
PV	L	Alternate	Xxxx	19	21	Xxxxx
SE	C	Alternate	Gaye Bosley-Mitchell	19	21	Com Cong UCC, Manitou Springs
WE	L	Alternate	Heidi Hess	17	19	First Cong'l UCC, Grand Junc, CO

**Next Election by Association**

IM	Lay	21/23
MD	Clergy	21/23
MD	Lay	21/23
PV	Clergy	23/25
SE	Lay	23/25
WE	Clergy	21/23

# Meeting Materials – 2020 Ministry Plan

## Rocky Mountain Conference 2020 Budget Worksheet

Account	2020 Budget	2019 Budget (as adjusted)	2018 Balance (Restated)	2017 Balance (Restated)
<b>Income from Conference Members</b>				
OCWM	380,000.00	370,000.00	366,696.95	363,813.22
Per Capita	105,000.00	100,000.00	100,109.21	99,153.12
Friends of the Conference	9,800.00	25,000.00	4,502.22	3,375.00
Contributions			1,162.00	1,548.50
Special Offerings				
Total Special Offerings	0.00	0.00	137,787.20	164,126.64
<i>Income from Conference Members</i>	494,800.00	495,000.00	610,257.58	632,016.48
<b>Special Offerings Remitted to Nat'l</b>	<i>not budgeted</i>	<i>not budgeted</i>	(137,787.20)	(171,985.29)
<b>Endowment &amp; Conference Funds Transfers:</b>				
Endowment Distributions				
Total Endowment Distributions	34,000.00	30,895.00	32,841.54	29,700.04
Conference Fund Transfers				
Total Conference Funds Transfers	85,000.00	65,805.00	54,809.00	21,702.00
<i>Endowment &amp; Conference Funds Transfers:</i>			87,650.54	51,402.04
<b>Income from Outside Sources</b>				
<i>Income from Outside Sources</i>	1,000.00	500.00	6,682.25	7,390.44
<b>Income</b>	<b>614,800.00</b>	<b>592,200.00</b>	<b>566,803.17</b>	<b>518,823.67</b>
<b>Expenses</b>				
<b>Ministry Development Activity</b>				
So That Teams	12,500.00	1,500.00	2,486.88	(105.00)
In the Mud Grants	20,000.00	15,000.00	24,800.00	23,874.00
Church Vitality & Renewal			1,098.00	
Ignite Program			20,477.66	15,539.24
Annual Meeting				
Meeting Revenue	(26,000.00)	(29,400.00)	(35,915.00)	(36,070.50)
Meeting Food & Lodging	19,000.00	25,200.00	17,010.87	23,387.53
Meeting Transportation & Travel	2,000.00	1,200.00	1,862.16	
Speaker Fees	2,000.00	2,000.00	2,000.00	
Supplies & Support	3,000.00	1,000.00	2,736.12	177.00
	0.00	0.00	(12,305.85)	(12,505.97)
Congregations Alive Expenses			0.00	(668.83)
Association Leaders Gathering			0.00	2,374.82
Clergy Retreat/Events		500.00	1,664.77	
Board & Committees	2,000.00	3,500.00	1,800.04	3,459.99
CM Discretionary Fund	500.00	500.00	295.91	
Reserves				
Fitness Review Reserve		1,500.00	625.98	2,500.00
Ignite Reserves			(20,477.66)	(15,539.24)
Strengthen the Church Transfers			(2,486.88)	
Congregations Alive Reserve		1,000.00		668.83
<b>Staff Cost Allocations</b>	<b>222,264.00</b>	<b>137,071.00</b>	<b>138,019.25</b>	
<b>Office/Admin Cost Allocations</b>	<b>13,824.00</b>	<b>8,262.00</b>	<b>11,244.25</b>	
<i>Total Ministry Development Activity</i>	<b>271,088.00</b>	<b>168,833.00</b>	<b>167,242.35</b>	<b>19,597.84</b>
<b>Faith Development Activity</b>				
La Foret Per Capita Support	21,000.00	19,800.00	20,363.85	19,830.62
Transformational Ministry Support	24,000.00			
Event Costs				
Registration Income			(91,024.88)	(5,675.00)

**Rocky Mountain Conference  
2020 Budget Worksheet**

Account	2020 Budget	2019 Budget (as adjusted)	2018 Balance (Restated)	2017 Balance (Restated)
Event Food & Lodging	<i>not budgeted</i>		61,226.28	4,217.60
Event Supplies & Support	<i>not budgeted</i>		33,404.12	877.14
Event Travel				161.14
Honorariums				
NetEvent Costs			<u>3,605.52</u>	<u>(419.12)</u>
Reserves for NYRE	3,000.00	3,000.00	(3,953.80)	0.00
Staff Cost Allocations	74,088.00	149,165.50	150,197.42	
Office/Admin Cost Allocations	4,608.00	8,991.00	12,236.39	
<b>Total Faith Development Activity</b>	<u>126,696.00</u>	<u>180,956.50</u>	<u>182,449.38</u>	<u>19,411.50</u>
<b>UCC Covenant Activity</b>				
National Share of OCWM	68,400.00	85,800.00	80,673.33	80,038.90
General Synod Costs		14,000.00		13,293.87
Council of Conference Ministers	3,000.00	3,000.00	2,853.68	525.00
CUE Office Support	1,200.00	1,500.00	1,200.00	2,329.00
Global Partners		1,500.00	0.00	
Other UCC Partners				
Reserves				
General Synod Reserve	7,000.00	(7,000.00)	5,525.13	(9,293.87)
Marketing Contract		0.00		
Staff Cost Allocations	65,856.00	80,630.00	81,187.79	
Office/Admin Cost Allocations	4,096.00	4,860.00	6,614.27	
<b>Total UCC Covenant Activity</b>	<u>149,552.00</u>	<u>184,290.00</u>	<u>178,054.20</u>	<u>86,892.90</u>
<b>Mission Activity</b>				
Ecumenical Partners	7,500.00	7,500.00	7,500.00	7,500.00
Global Partners				1,500.00
Other				(620.73)
Staff Cost Allocations	32,928.00	20,157.50	20,296.95	
Office/Admin Cost Allocations	2,048.00	1,215.00	1,653.57	
<b>Total Mission Activity</b>	<u>42,476.00</u>	<u>28,872.50</u>	<u>29,450.52</u>	<u>8,379.27</u>
<b>Building Activity</b>				
Insurance - Building & Liab	9,000.00	10,500.00	7,678.00	8,958.00
Utilities	16,000.00	13,500.00	15,788.38	15,018.55
Building & Grounds Maintenance	6,000.00	2,000.00	5,673.52	7,600.31
Property Taxes	500.00	100.00	500.00	22.17
Reserves for Capital Expenditures		2,000.00	3,132.00	2,000.00
Tenant Rent Income	(24,000.00)	(24,000.00)	(22,200.00)	(23,850.00)
Staff Cost Allocations	16,464.00	16,126.00	16,237.56	
Office/Admin Cost Allocations	1,024.00	972.00	1,322.85	
<b>Total Building Activity</b>	<u>24,988.00</u>	<u>21,198.00</u>	<u>28,132.31</u>	<u>9,749.03</u>
<b>Staff Expenses</b>				
Salaries & Wages	284,000.00	275,000.00	292,659.20	251,961.45
Insurance - Health & Life	50,000.00	48,500.00	45,000.23	49,957.23
Retirement	28,000.00	35,000.00	30,496.44	30,803.77
Insurance - Workers Comp	3,000.00	3,000.00	211.00	2,769.30
Continuing Education	2,000.00	2,000.00	1,282.91	2,250.00
Payroll Taxes	7,200.00	7,650.00	9,122.24	9,505.61
Conference & ACM Moving/Search				
Staff Travel & Meals	30,000.00	25,000.00	25,578.19	17,660.01
Staff Gifts	2,000.00	2,000.00	1,588.76	

**Rocky Mountain Conference  
2020 Budget Worksheet**

Account	2020 Budget	2019 Budget (as adjusted)	2018 Balance (Restated)	2017 Balance (Restated)
Reserves for Staff Sabbaticals	5,400.00	5,000.00	0.00	5,000.00
<b>Staff Cost Allocations</b>	<b>(411,600.00)</b>	<b>(403,150.00)</b>	<b>(405,938.97)</b>	
<i>Total Staff Expenses</i>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>369,907.37</u>
<b>Office &amp; Admin Expenses</b>				
Prof Fees - Accounting/Legal	5,000.00	7,000.00	4,841.47	5,922.26
Bank & Merchant Charges	2,000.00	4,000.00	3,643.79	3,414.49
Computer & Equip - Hard/Soft	7,000.00	6,000.00	8,100.97	4,775.08
Supplies & Postage	4,000.00	3,000.00	4,143.03	5,175.71
Telephone & Internet	6,000.00	3,000.00	5,864.05	6,393.31
Gifts & Memorials	1,400.00	800.00	1,968.02	1,864.80
Dues & Subscriptions	200.00	500.00	10.00	213.50
Miscellaneous				
Reserve for Audit	<i>n/a</i>		4,500.00	
<b>Office/Admin Cost Allocations</b>	<b>(25,600.00)</b>	<b>(24,300.00)</b>	<b>(33,071.33)</b>	
<i>Total Office &amp; Admin Activity</i>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>27,759.15</u>
Reserves for "Contingency Fund"		3,000.00		
<b>Total Expenses</b>	<u><b>614,800.00</b></u>	<u><b>587,150.00</b></u>	<u><b>585,328.76</b></u>	<u><b>541,697.06</b></u>
<b>Net Conference Income</b>	<u><b>0.00</b></u>	<u><b>5,050.00</b></u>	<u><b>(18,525.59)</b></u>	<u><b>(22,873.39)</b></u>
<b>Camp Income</b>				
Camp Revenue	<i>not budgeted</i>	110,000.00	99,457.00	96,328.50
Outdoor Ministries Exp Support	<i>not budgeted</i>	11,000.00	10,500.00	
<i>Total Camp Income</i>	<u>0.00</u>	<u>121,000.00</u>	<u>109,957.00</u>	<u>96,328.50</u>
<b>Camp Expenses</b>				
Food & Lodging	<i>not budgeted</i>	100,000.00	92,437.34	84,892.30
Supplies/Support	<i>not budgeted</i>	14,000.00	9,343.92	11,941.25
Counselor/Dir Training	<i>not budgeted</i>	10,000.00	610.89	1,914.80
Nat Outdoor Min Assoc	<i>not budgeted</i>	250.00		
Nurse/Medical Supplies	<i>not budgeted</i>	1,800.00	1,450.00	1,450.00
Miscellaneous				1,672.40
<i>Total Camp Expenses</i>	<u>0.00</u>	<u>126,050.00</u>	<u>103,842.15</u>	<u>101,870.75</u>
<b>Net Other (Camp) Income</b>	<u>0.00</u>	<u>(5,050.00)</u>	<u>6,114.85</u>	<u>(5,542.25)</u>
<b>Total Income (Loss)</b>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>(12,410.74)</b></u>	<u><b>(28,415.64)</b></u>

# Meeting Materials – Clergy Compensation Guidelines for 2020

## PART III: RMC Recommended Benefits for ALL Clergy

### B. *PROFESSIONAL Benefits*

\* **Parental Leave** -The Rocky Mountain Conference recommends that call agreements for Clergy include up to twelve (12) weeks of paid parental leave following the birth of the Clergy's child or the placement of a child with Clergy in connection with adoption. The purpose of paid parental leave is to enable the parent to care for and bond with a newborn or a newly adopted or child. Specific recommended language for administration of this benefit that can be referenced or included in the call agreement is provided below:

Eligibility for Parental Leave - Eligible Clergy must meet the following criteria:

- Be a full- or part-time Pastor at more than 50% (temporary employees, interns, and pastors working half-time or less are not eligible for this benefit).

Amount, Timing, Duration and Coordination of Paternity Leave

- Eligible Clergy may receive a maximum of twelve (12) weeks of paid parental leave per birth or adoption of a child/children. A multiple birth or adoption (e.g., the birth of twins or adoption of siblings) does not increase the twelve week total amount of paid parental leave granted for that event. In addition, in no case will Clergy receive more than twelve (12) weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Approved paid parental leave should be scheduled in advance in consultation with the congregation leadership at any time during the six-month period immediately following the birth or adoption of a child but may not be extended beyond this six-month time frame.
- Any paid sick time benefits associated with a pregnancy will run concurrently and not in addition to the parental leave. No double payment of sick and parental leave benefits is intended.
- Additional unpaid leave may be considered on a case by case basis but is not normally recommended by the Rocky Mountain Conference.
- The church will maintain all benefits for Clergy during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.

## Meeting Materials – 2018 Annual Meeting Minutes

*La Foret, Black Forest CO June 7-9, 2018*

### 2018 Annual Celebration Minutes for Approval at Annual Celebration 2019

Thursday, June 7, 2018 – Ponderosa, La Foret Conference Center

- RMC Moderator John Rostykus called the official meeting of the Rocky Mountain Conference to order at 7:15 p.m.
- Daryl Gerboth affirmed that we had a quorum with 49 of our 72 churches represented.
- Sue Artt introduced new RMC staff members to the assembly.
- Sue Artt informed the assembly that the position of Associate Conference Minister will not relocate permanently relocate to the western slope.
- John presented the Consent Agenda (attached below). Moved by James Foucher, second by Nick Redavid, Passed.
- John introduced Kay Grice as incoming moderator.
- David Bahr introduced UCC Bylaw Ratification.
- Mark Dutell introduced Clergy Compensation Guidelines.
- Evening continued with a Welcome Reception.

Friday, June 8, 2018– La Foret Conference Center

- 9:00-9:30 Worship
- 9:30-11:30 Session #2: Bruce Reyes-Chow
- Justice in the World: Prophet, Pastor, Priest, Poet
- 1:30–3:30 Session #3: Bruce Reyes-Chow, Sacred Conversation on Racism
- 4:00-5:15 Session #4: Workshops, Inglis (Justice: WISE - Amy Petre-Hill, Immigrant Welcoming Congregation, Worship: Children’s Time: Steve Monhollen, Conversational Preaching - Bruce RC)
- 5:30-7:00 Dinner/Banquet, Dining Hall
- Karaoke in Ponderosa

Saturday, June 9, 2018 – La Foret Conference Center

- Proposed 2019 Budget, Matt Huntington
- Discussion:
  - Balanced budget in 2019
  - Board (John Rostikus) moves the delegates adopt the 2019 budget, motion passes, budget adopted.
- Mark Dutell 2019 Clergy Compensation
  - Board (John Rostykus) moves the delegates adopt the 2019 Clergy Compensation Guide:

- Motion to state churches and pastors work together to plan Sabbatical every five years, motion carries.
- Motion to amend the Compensation Guidelines to allow for 12 weeks parental leave, was referred back to Board to clarify intent and language (parental/family leave language unclear).
- Motion to amend wider church service to include military activation. Motion carries.
- Board (John Rostykus) moves the delegates adopt the 2019 Clergy Compensation Guidelines as amended; passes. 2019 Clergy Compensation Guidelines adopted.
- Sue Artt - Endowment Policy Change
  - Board of Directors motion to amend as presented, motion passes.
- Sue Artt Bylaw Ratification
  - The Board moves to ratify the amendments to the UCC Constitution adopted at the 2017 General Synod.
  - Questions regarding more general language, potential consolidation of power
  - Motion to ratify all amendments to UCC Constitution, motion carries. UCC Constitution Ratified.
- Board and Committee Elections, motion to elect, second, passes.
- Closing ceremony and installation of new Board, Chapel
- Annual Meeting Closes at 12:15 pm, June 9.

## **2018 Consent Agenda**

### An Educational Moment

Roberts' Rules of Order provides for the use of a Consent Agenda for the approval of routine items (which do not need discussion or debate) with one vote, thereby eliminating the need for individual motions and votes for each item.

At the beginning of the meeting where a consent agenda is used, the moderator will ask if there are items which the body wants removed from the consent agenda so they can be discussed individually. If any member requests that an item be removed from the consent agenda, it will be placed on the general agenda to be discussed individually.

When there are no more items to be removed, the moderator reads out the remaining consent items. Then the moderator states: "If there is no objection, these items will be adopted."

After pausing for any objections, the moderator states "As there are no objections, these items are adopted." It is not necessary to ask for a show of hands.

The Rocky Mountain Conference Board of Directors proposes the following Consent Agenda for its 2018 Annual Meeting:

### 2018 Annual Meeting Consent Agenda

1. Standing Rules for the 2018 Annual Meeting
2. 2017 Annual Meeting Minutes
3. Grant Voice with Vote to new church starts: Community Spirit UCC, Montrose, CO and OMO House, Denver, CO
4. Grant Voice without Vote to guests Rev. Bruce Reyes-Chow and Rev. Ron Patterson
5. Appointment of Rev. Tracey Dawson as Parliamentarian
6. Appointment of Rev. Nate Miller as Time Keeper

# Meeting Materials – Change to Endowment Planned Giving Policy

Offered by the Endowment Board of Trustees

## D. The FUND

1. Unless the UPMIFA conflicts with Colorado Statutes § 15-1-1101 through § 15-1-1109 which is known as the “Uniform Management of Institutional Funds Act” the trustees shall adhere to the UPMIFA.
2. All assets are to be held in the name of “The Endowment Fund of the Rocky Mountain Conference of the United Church of Christ”.
3. The Board of Trustees shall render a full and complete third-party audited account of the FUND for the preceding fiscal year, ten copies of which shall be available for examination at each Annual Meeting of the Conference. (Also stated in the Bylaws)
4. The FUND assets are comprised of three parts:
  - Office furniture, supplies and a checking account.
  - Donated assets in the process of being liquidated.
  - A portfolio of investments, hereafter called the INVESTMENT PORTFOLIO.
5. ~~The TRUSTEES will work with the Conference Treasurer to transfer assets to accomplish the purposes of the FUND. If possible, these transfers will be by electronic means.~~
6. The TRUSTEES shall select investment management firm(s) to manage the INVESTMENT PORTFOLIO. In doing so, the TRUSTEES shall make a reasonable effort to verify facts relevant to the management and investment of the INVESTMENT PORTFOLIO.<sup>1</sup> For the first year the investment management firm shall be the United Church Foundation.
7. **The Operating Reserve Fund is defined as the designated fund set aside by action of the TRUSTEES. The minimum amount to be designated as operating reserve will be established in an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months. The operating reserve serves a dynamic role and will be reviewed and adjusted in response to internal and external changes.** The TRUSTEES, at the expense of ~~the~~ FUND, shall provide for such expenses as professional counseling on investments, legal matters, travel expenses, accounting, staffing the endowment, solicitation of donations, and trustee education as it deems to be in the best interest of the FUND.
  - a. ~~Initially it~~ **It** is expected that these expenses shall not average more than 50 basis points per year of the 12 quarter average FUND balance **and shall be based on expected expenses for the coming year.**
  - b. **Additional, unexpected, expenses shall be funded by additional basis points from the INVESTMENT PORTFOLIO as determined by the TRUSTEES, or from a grant or gift designated for this purpose, or from the particular gift, fund or funds within the INVESTMENT PORTFOLIO which has caused the unexpected expense.**
  - c. The TRUSTEES shall maintain a separate bank account for these expenses. ~~The account shall initially be funded by either 75 basis points from the INVESTMENT~~

<sup>1</sup> UPMIFA Section 3. (c) (2) page 11

PORTFOLIO or from a grant or gift designated for this purpose. If it is funded by the INVESTMENT PORTFOLIO, this shall be repaid to the INVESTMENT PORTFOLIO over a six year period.

**d. Payment of expenses from this account shall be reported to the TRUSTEES as part of the Treasurer's report at each regular meeting of the TRUSTEES.**

## **H. Accounts that comprise the Endowment Fund**

1. Restricted funds shall be applied to the appropriate account as determined by the TRUSTEES. Restricted funds that do not conform to one of the account definitions may be refused or additional accounts may be created by the TRUSTEES.
2. Unrestricted gifts shall be put into Account 1 for the Mission and Ministry of the RMC.
3. When the TRUSTEES have determined the annual amount of the distribution they will notify the RMC BOD.
4. The distributions for each account shall be proportional to the balance of that account within the INVESTMENT PORTFOLIO.
5. The TRUSTEES shall monitor the spending of distributions from the FUND for compliance with donor intent and compliance with the account purposes and shall require a report from the RMC BOD on the use of the funds explaining how the expenditure of distributions conform to the purposes of the accounts.
6. The following accounts shall be tracked separately within the FUND. **RMC Accounts are accounts for which the TRUSTEES are responsible while Local Church Accounts refer to accounts established on behalf of local churches and managed by the TRUSTEES.**

### **Account 1. Mission and Ministry of the RMC (RMC Account)**

To provide for the mission and ministry of the RMC of the UCC. It is the responsibility and privilege of members of the RMC to support basic mission and ministry of the RMC. The endowment distribution is intended to extend and enhance this mission. It is anticipated that the primary support of the budget of the RMC will come from the churches and ministries that benefit from the work of the RMC, not from the distribution from the FUND.

### **Account 2. Children, Youth and Young Adult Ministries (RMC Account)**

Grants and scholarships to enhance the work of the UCC in the world, USA and RMC in such areas as Christian education, leadership, stewardship, camping, scholarships, educational ministries and seminary support specifically for children, youth and young adults that enable them to grow in their understanding of the Christian faith.

### **Account 3. Church Revitalization and New Church Starts (RMC Account)**

Leadership grants for new UCC congregations being initiated in the Rocky Mountain Conference, and programs, services and facilities through which member congregations of the Rocky Mountain Conference of the UCC may extend and accelerate their growth.

### **Account 4. ARCHWAY Housing and Services, Inc. (RMC Account)**

To provide for support of Archway Housing and Services, Inc. Distributions from this account shall be passed to the ARCHWAY Housing and Services Inc. Board of Directors.

### **Account 5. La Foret Conference and Retreat Center, Inc. (RMC Account)**

To provide for the support of the La Foret Conference and Retreat Center, Inc. Distributions from this account shall be passed to the La Foret Board of Directors.

**Account 6. St. Paul's United Church of Christ Springbrook Endowment (Local Church Account)**

Account established in an agreement between St. Paul's United Church of Christ, Laramie, WY and the FUND, dated October 21, 2012.

**Account 7. Gunnison Congregational United Church of Christ Endowment (Local Church Account)**

Account established in an agreement between Gunnison Congregational UCC and the FUND, dated January 27, 2013.

**Account 8. Community United Church of Christ Boulder Endowment Account (Local Church Account)**

Account established in an agreement between Community UCC and the FUND, dated November 20, 2014.

**Account 9. The Rocky Mountain Conference Iliff Scholarship Fund (RMC Account)**

To fund an annual scholarship for a UCC student enrolled in a Masters-level degree program at Iliff, and committed to a vocation of social change through church action. Distributions from this account shall be passed to the RMC for re-distribution as the scholarship directs.

**Account 10. Christ Congregational Church Fort Morgan Endowment Account (Local Church Account)**

**Account established in an agreement between Christ Congregational Church UCC of Fort Morgan and the FUND, dated October 28, 2018.**

7. Other Accounts - From time to time, in compliance with its Gift Acceptance Policy and this POLICY, and according to terms of agreements between The Endowment Fund of the Rocky Mountain Conference of the United Church of Christ and donors, additional Accounts may be established by the TRUSTEES. An addendum to this Fund POLICY listing all Accounts shall be attached no less often than once per calendar year to this POLICY and to official corporate records.

## **APPENDIX 2: Abbreviations in this policy**

BOD - Board of Directors

BOT - Board of Trustees

Distributions - Payments from the FUND made to the RMC from the FUND

FUND - The Endowment Fund of the Rocky Mountain Conference of the United Church of Christ

INVESTMENT POLICY - The investment policy of the RMC BOD

POLICY - Planned Giving and Endowment Fund Policy of the Rocky Mountain Conference of the United Church of Christ

RMC - Rocky Mountain Conference

RMC BOD - Rocky Mountain Conference Board of Directors

TRUSTEES - The Planned Giving and Endowment Fund Board of Trustees

UCC - United Church of Christ

UCF - United Church Foundation

**REVISION HISTORY:**

Date approved by Trustees *	Effective date by approval of the RMC	Summary of change	Edits by (initials)
5/1/2012	5/1/2012	Document Approved by RMC	
5/1/2017	6/9/2017	<p>TRUSTEES Approved the following changes to the document to incorporate four new accounts added to the FUND.</p> <ul style="list-style-type: none"> <li>• Modified Article H to list four additional accounts added to the FUND: St. Paul's United Church of Christ Springbrook Endowment; Gunnison Congregational United Church of Christ Endowment; Community United Church of Christ Boulder Endowment Account; and the Rocky Mountain Conference Iliff Scholarship Fund.</li> <li>• Modified Article I to state that should the Iliff Scholarship fund cease to exist, this fund will go to any other RMC scholarship fund or to the FUND for the RMC's general use.</li> <li>• Defined what an RMC Account and Local Church account are in the body of Article H and Appendix 2.</li> </ul>	APH, CP, SA
4/23/2018	6/9/2018	TRUSTEES Approved the removal of Article G, Section 4, eliminating the requirement that distributions to account holders be done through the RMC. TRUSTEES now make distributions directly to FUND account holders with the knowledge of the Conference.	APH
<u>4/22/2019</u>		<p><b>TRUSTEES Approved the following changes:</b></p> <ul style="list-style-type: none"> <li>• <b>Remove paragraph D.5 specifying coordination with RMC Treasurer when distributing funds.</b></li> <li>• <b>Added clarification and terminology of "Operating Reserve Fund" as required by new AICPA guidelines.</b></li> <li>• <b>Added new Christ Congregational UCC, Fort Morgan account</b></li> </ul>	<b>FJB</b>

\* This date to be used in the footer of the document and file name

## Meeting Materials – RMC UCC ByLaws for Amendment

### Summary of Proposed Changes

1. **Treasurer:** Eliminate position of Finance Chair. Treasurer will chair the Finance Committee. *(Bylaws VI, 6.1)*
2. **Personnel Committee Chair:** Remove provision that the Personnel Committee recommend a chair from its constituency. Position will continue to be elected at annual meeting. *(Bylaws VI, 6.1)* Changed term of chair of Personnel Committee to a 2-year term with 1 renewal. Was previously a 1-year term with 1 renewal. *(Bylaws VIII, 8.7)*
3. **Additional Board positions:** Clarify that additional Board positions may be added, elected at annual meeting, with portfolios specified by the Board. 2-year terms with one renewal *(Bylaws VI, 6.1 and VIII, 8.9)*
4. **Evaluations of Conference Minister and Staff:** Change evaluation of Conference Minister from annual to every 2 years (bi-annual) and change role of Personnel Committee to assure evaluation of other staff rather than conducting reviews. *(Bylaws, VII, 7.3.a.2)*
5. **Nominating Committee:** Update and clarify the process and timeline by which the Nominating Committee communicates openings to the conference prior to the annual meeting. Clarify the role of the Nominating Committee to assist the Board in filling positions between annual meetings. *(Bylaws, VIII, 8.1.d&e)*
6. **Update titles and terminology:** “Assistant Moderator” to “Vice Moderator” and “chairperson” to “chair” to confirm with practice. (throughout Constitution and Bylaws) Change “Executive Council” to “National Office” as the Executive Council is no longer an entity. *(Bylaws, VI, 6.3.c)*

...

- A. Officers. The officers of this Conference shall be a Moderator, ~~Assistant Vice~~ Moderator, Conference Minister who shall be Secretary of the Conference, and Treasurer, with such other officers as the Conference or the Board of Directors may, from time to time, determine, all of whom shall be members of local churches composing this Conference. The powers and duties of the officers of this Conference shall be set forth in its Bylaws provided, however, that the Conference Minister shall be the chief executive and administrative officer and spiritual leader of the Conference.

...

### ARTICLE VI THE BOARD OF DIRECTORS

- 6.1 The Board of Directors shall be composed of the Moderator who shall also be chair of the Board of Directors, ~~an Assistant Vice~~ Moderator, and a Treasurer, who shall also serve as the chair of the Finance Committee, all of whom shall be duly elected by the Conference membership at the annual meeting; the Conference Minister who shall be Executive Secretary of the Conference; the chair ~~persons~~ of the ~~Finance and~~ Personnel committee, who shall be duly elected by the Conference membership at the annual meeting; and one representative from each of the

associations as nominated by the association and elected by the Conference membership at the annual meeting. Additional positions may be added to the Board as needed to conduct the business of the Conference. Such positions shall be duly elected by the Conference membership at the annual meeting. The number of directors may be increased or decreased by a resolution adopted by the Board of Directors or the voting members. The total membership of the Board of Directors may not be less than 10 or more than 15.

- (a) If a board member misses two consecutive meetings without reason or acts improperly or illegally, the Assistant Vice Moderator shall contact the person and may request a resignation. In the absence of a resignation, the board may vote to terminate the membership. Should resignation or termination occur, the vacancy shall be filled in accordance with bylaw provision 6.3 (g).
- 6.2 Meetings. The Board of Directors shall meet at least six (6) times a year and on call of the Conference Minister, the Moderator, or three of its members. Notice by any means shall be given at least forty-eight (48) hours in advance. A majority of the directors shall constitute a quorum for the transaction of business. Meetings may be conducted by teleconference, or other means as are allowed under Colorado statutes.
- 6.3 Duties. The Board of Directors shall use all reasonable means within its power to maintain the objectives and purpose of the Conference and the United Church of Christ. It shall ascertain by frequent review of services and accounts whether contributions are administered faithfully and responsibly. The Board of Directors shall be the executive arm of the Conference, providing correlation and direction for the Conference staff, committees and other groups authorized by the Board of Directors to strengthen the witness and mission of the United Church of Christ.
- a) The Directors shall correlate and oversee the work of the Conference committees and ministry teams established pursuant to Article VII. The committees and ministry teams shall be accountable to the Board of Directors.
- b) The Board of Directors shall have the responsibility of regularly evaluating the work of the Conference Minister in cooperation with the Personnel Committee, and generally directing the work of the Conference Minister, and, through him or her, the Conference staff.
- c) The Board of Directors, through direction to the Conference Minister, shall consult on a regular basis with the Executive Council National Office of the United Church of Christ, acting on behalf of the General Synod, to reach mutual agreement upon the percentage, or dollar amount, of the undesignated gifts for Our Church's Wider Mission to be retained for the support of the Conference.
- d) The Board of Directors shall be responsible and accountable for the fiscal management of the Conference, including all properties.
- e) The Board of Directors shall submit an annual budget for the succeeding fiscal year or biennium to the Annual Meeting of the Conference for approval.
- f) The Board of Directors shall have the power to make minor adjustments in the budget as may be needed for the current fiscal year.
- g) The Board of Directors shall have the power to fill vacancies on the Board, committees, and ministry teams by appointment until the next Annual Meeting.
- h) In case of a vacancy in the office of Conference Minister, the Board of Directors shall appoint

an Acting or Interim Conference Minister to serve.

- i) The Board of Directors shall have authority to design, appoint, and subsequently give oversight to such Task Forces or Ad Hoc groups as may be necessary to fulfill the responsibilities of the Board. The Board shall dissolve such groups upon completion of their task.
  - j) The Board of Directors shall have power to designate persons authorized to sign checks and legal documents on behalf of the Conference and shall arrange for the bonding of those persons.
  - k) The Board of Directors may engage the services of an attorney or attorneys, an accountant or accountants and other consultants or agents on behalf of the Conference.
  - l) The Board of Directors shall have the power to enter into contractual agreements on behalf of the Conference.
- 6.4 The Executive Committee shall be composed of the following members: Moderator, **Assistant Vice** Moderator, Executive Secretary, and Treasurer. The Executive Committee shall meet as needed to deal with business authorized by the Board of Directors, to call special meetings of the Board of Directors, or to carry out the duties of the Board of Directors if the Board of Directors is unable to meet. All actions of the Executive Committee shall be subject to approval or ratification by the entire Board of Directors.

## ARTICLE VII COMMITTEES AND MINISTRY TEAMS

- 7.1 Committees and Ministry Teams shall be elected to exercise the work and ministries of the Conference.
- 7.2 Election of Chairpersons. Each year, no later than sixty (60) days before the Annual Meeting of the Conference, each Committee and Ministry Team, **other than the Finance, Personnel and Nominating committees**, shall recommend to the Nominating Committee a nominee from its constituency to serve as chairperson for the next year. Individuals may serve as chairpersons on any given Committee or Ministry Team for no more than two consecutive one-year terms.
- 7.3 Duties. Each of the Committees and Ministry Teams shall have authority to design, appoint, and subsequently give oversight to such task force or ad hoc groups as may be necessary to fulfill their responsibilities and objectives. The Committee or Ministry Team shall terminate such groups at their discretion. Members of the ad hoc groups shall be enlisted from the general Conference constituency with the length of term stated in the appointment.
- (a) Committees There shall be four committees to address the administrative and fiduciary functions of the Conference. Three of these committees, Finance, Personnel, and Nominating committees shall consist of Conference constituents as elected by the members at the Conference Annual Meeting. These committee members shall be elected for a term of two years and may succeed themselves for a second two-year term. If a Committee member misses two consecutive meetings without reason, the chair shall contact the person and may request a resignation. In the absence of a resignation, the Committee may vote to terminate the membership. Should resignation or termination occur, the vacancy may be filled in accordance with Bylaw provision 6.3 (g)). The Business Committee shall be appointed by the Board of Directors.
- (1) Finance Committee

This committee shall solicit input from Conference Committees and Ministry Teams and other parties regarding the annual budget of the Conference. It shall prepare a proposed annual budget, monitor income and expenses, and present recommendations to the Board of Directors regarding budget adjustments. It shall conduct a continuing review of Conference accounting and financial management procedures. The committee will oversee and evaluate budget building procedures; provide consultation and guidance regarding accounting procedures, practice and policy; recommend an independent audit when determined to be advisable; and make recommendations to the Board of Directors for policy and/or procedural changes. This committee shall implement investment policies of the Conference, and shall propose, oversee and evaluate the management of liquid assets as well as all the long term assets of the Conference: the investment portfolio and capital assets. This committee shall consist of no fewer than five and no more than eight persons, and shall meet as needed. The Treasurer shall be ~~an ex-officio member~~ chair of the Finance Committee.

(2) Personnel Committee.

This committee shall recommend to the Board of Directors for approval, policies regarding employment and/or dismissal of all Conference employees; shall create and maintain job descriptions for said employees; shall cause personnel policies of the Conference to be fairly administered; shall conduct an ~~bi~~-annual performance review of the Conference Minister, and, in consultation with the Conference Minister, ~~assure an~~ annually review ~~of~~ other staff performance; ~~in consultation with the Conference Minister~~ may make recommendation for salary and benefits for all employees; and may make recommendations for any changes to the Board of Directors for budget preparation. This committee shall consist of no fewer than five and no more than eight persons, and shall meet as needed.

(3) Nominating Committee.

The Nominating Committee shall consist of six members elected at the Annual Meeting of the Conference to serve for a period of two years. ~~In addition, the~~ The Assistant Vice Moderator of the Conference shall be a member of the Nominating Committee and shall serve as the chair ~~person~~ of the Committee. Each association shall be represented on the committee. Associations shall submit a nominee to serve as a representative of the association on the Committee. A member of the Nominating Committee who has served two full terms shall not be eligible for re-election until one year has elapsed. Terms of members shall begin at the close of the Annual Meeting at which they were elected.

(4) Business Committee.

The Board of Directors shall appoint three of the Association representatives who are members of the Board to act as the business committee for the meetings of the Conference. The Business Committee shall receive resolutions in accordance with the Standing Rules for Annual Meetings and manage the business agenda for meetings of the Conference.

- (b) Ministry Teams shall consist of Conference constituents as elected by the members at the Conference Annual Meeting. Ministry Team members shall be elected for a term of two years and may succeed themselves for a second two-year term. If a Ministry Team member misses two consecutive meetings without reason, the chair shall contact the person and may request a resignation. In the absence of a resignation, the Ministry Team may vote to terminate the membership. Should resignation or termination occur, the vacancy may be filled in accordance with Bylaw provision 6.3 (g)).

- (1) Ministry Teams shall implement the purpose and work of the Conference. The Board of Directors shall have authority to design, appoint, and give oversight to such Ministry

Teams as may be necessary to fulfill the Board's objectives. Ministry Teams shall meet at least three times per year. Each Ministry Team shall submit a written report of its activities to the Annual Meeting.

- (2) By January of each year, the Board of Directors shall define a list of Ministry Teams for the succeeding year and specify the task of each Ministry Team and the number of members who are to serve on each. Those descriptions will be given to the Nominating Committee. The Nominating Committee shall seek to provide a balanced constituency of elected members for all Ministry Teams; i.e., geography, gender, sexual orientation, age, ethnic background, laity, clergy. The Nominating Committee shall also consider any specialized skills, interests or experiences that would enhance the work of the Ministry Team.
- (3) When a new Ministry Team is formed, the Nominating Committee shall propose members nominated to staggered terms, and shall name a candidate to be elected as chairperson.
- (4) A member of the Board of Directors shall serve as a liaison to each Ministry Team. The designated liaison shall maintain regular contact with the chair of the Ministry Team, sufficient to communicate actions or concerns of the Board, and to inform the Board of the plans and accomplishments of the Ministry Team. At least once a year the Board of Directors will convene a gathering of all members of the Ministry Teams and the Board of Directors to strengthen communications and encourage cooperative ministries.
- (5) The Board of Directors may determine that an existing Ministry Team is no longer necessary, and discontinue that Ministry Team. The Board shall report to the Annual Meeting when a Ministry Team is discontinued, and the Ministry Team shall cease to exist at the close of that Annual Meeting.

## ARTICLE VIII ELECTIONS

- 8.1 The Nominating Committee shall make a report to the Annual Meeting of all nominations for each office and all committees as provided in the Bylaws.
  - (a) When selecting candidates for office, the Nominating Committee shall consider all names submitted.
  - (b) Members of committees and ministry teams shall be selected in accordance with job descriptions and specific qualifications as established by the Board of Directors.
  - (c) The Committee may make more than one nomination for each office. Nominations may also be made from the floor.
  - (d) The Nominating Committee shall ~~notify mail to~~ each church of the Conference during the first quarter of each election year of vacancies to be filled at the next Annual Meeting of the following: during January, to be returned in February of each year, a form listing of vacancies to be filled on the Board positions, in-office, Committees, Ministry Teams, and delegate assignments at the next Annual Meeting.
  - (e) The Nominating Committee may assist the Board of Directors in filling vacancies in committees or ministry teams created throughout the year.

- (f) Persons named on the Nominating Committee slate shall have been notified in advance of their nomination and shall have indicated their acceptance.
  - (g) The Nominating Committee shall provide each nominee with a committee, ministry team, or job description as promulgated by the Board of Directors.
- 8.2 The Nominating Committee shall request from each association the name of a representative to serve on the Board of Directors. The Nominating Committee shall present the name of each association representative for election at the Annual Meeting. Service shall be one term of three years in duration. Association nominees may be currently serving as an officer of the association, or may be designated to serve specifically for the purpose of representing the association on the Conference Board of Directors.
- ~~8.3 The Nominating Committee shall request from each Conference Committee and Ministry Team a recommendation for chairperson. The report of the Nominating Committee shall designate a chair for each Committee and Ministry Team. Each term as chairperson shall be one year in duration.~~
- 8.4 The Nominating Committee shall invite and consider nominations from associations for General Synod delegates. The Rocky Mountain Conference delegation shall conform to General Synod guidelines.
- 8.5 Moderator and Assistant Vice Moderator
- a) The Moderator and Assistant Vice Moderator shall be elected at the Annual Meeting to serve for a term of one year, and be eligible for reelection once, to begin at the adjournment of the Annual Meeting and shall serve until their successors are elected and installed. Moderator and Assistant Vice Moderator shall be alternately a lay person and a minister; if the Moderator is a lay person the Assistant Vice Moderator shall be a minister, and vice versa.
  - b) The Moderator shall preside at all meetings of the Conference.
  - c) The Moderator shall be President of the Conference and chairperson of the Board of Directors and shall report all findings and acts of the Board to the Conference at the annual meeting or at such other times as the Moderator or the Board shall determine to be appropriate.
  - d) The Assistant Vice Moderator shall perform the duties of the Moderator in case of absence or inability to act or by request of the Moderator and shall perform other duties as specified in these Bylaws or by the Board of Directors.
  - e) The Assistant Vice Moderator of the Conference shall be a member of the Nominating Committee and shall serve as the chairperson of the Committee.
- 8.6 Treasurer. The Treasurer shall be elected at an Annual Meeting for a term of two years, to begin July 1 after election, and shall be eligible for reelection for one additional term. The Treasurer shall receive and be custodian of all funds, securities and personal property belonging to or entrusted to or in any manner committed to the care or custody of the Conference. The Treasurer shall disburse, pay over, and deliver same as authorized in the Conference budget, or as shall from time to time be ordered by the Board of Directors. Direct gifts received by the Conference shall be processed as indicated by the donor. The Treasurer shall make reports to the Board of Directors and an Annual Report to the Conference. The Treasurer shall give bond for the faithful discharge of duties in such sum as the Board may require, the expense of such bond to be paid by the Conference. The Treasurer shall ~~be an ex-officio member of~~ chair the Finance Committee.

- 8.7 Chair of the Personnel Committee. The Chair of the Personnel Committee shall be elected at an Annual Meeting for a term of two years and be eligible for reelection once.
- 8.8 Assistant Treasurer and Assistant Secretary. The Board of Directors may appoint an Assistant Treasurer and an Assistant Secretary, specifying term and assignment of duties. The Assistant Treasurer shall also be bonded and otherwise subject to all regulations applicable to the Treasurer. The Assistant Secretary shall perform the duties of the Executive Secretary as instructed by, or in the absence of, the Executive Secretary. The Assistant Treasurer and the Assistant Secretary may be employees of the Conference.
- 8.9 Additional Board Members. As needed to support the work of the Conference, additional Board members may be elected at an Annual Meeting for a term of two years and be eligible for reelection once. Such Board members may be given specific portfolio responsibilities by the Board of Directors.