

ADMINISTRATION

100 STAFF MOVING EXPENSES (3/7/63)

The paying of moving expenses of ordained professional staff members (one way) shall be borne by the Conference, according to the conditions detailed in their call form.

101 NOMINATIONS TO BOARD (4/3/73)

All persons to be nominated for membership on the Board of Directors (including those to fill unexpired terms) shall be recommended by their respective Associations.

102 ORGANIZATION OF BOARD OF DIRECTORS (1/8/81; 6/8/12)

The Board of Directors of Penn Central shall be organized as follows:

- a) The Executive Committee shall consist of third year Board members and officers. It shall be responsible for administrative matters of the Board of Directors between Board meetings.
- b) All Board of Directors members shall serve on one of the three major committees (Finance, Personnel, Strategic Planning).
- c) The Strategic Planning, Personnel and Finance Committees of the Board shall have eight members.

103 LIABILITY INSURANCE (1/4/83)

Members of the Board of Directors of Penn Central Conference shall be covered with liability insurance.

104 EX-OFFICIO BOARD MEMBERS (4/13/02)

Penn Central Conference members of the United Church of Christ Covenanted Ministries Boards of Directors shall be ex-officio members of the Penn Central Conference Board of Directors with voice but not vote (unless also elected as PCC Board members).

105 AUDIT REPORT IN CONFERENCE MINUTES (10/27/66;6/8/12)

The Advance Reports of the Annual Conference Meeting shall contain an abridged report of the Auditors, if said audit is completed prior to the Annual Meeting date. In the event that it is not, it shall be approved by the Board of Directors at their next meeting.

106 POLICY ON EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION STATEMENT (6/19/81)

The Board of Directors of the Penn Central Conference of the United Church of Christ recognizes its moral obligation and commitment to support and implement an Affirmative Action Statement. It further calls upon the Associations, local churches and church-related institutions of Penn Central Conference to adopt and implement a program of Equal Employment Opportunity which:

- a) Does not discriminate against any employee or applicant because of the person's race, sex, age, national origin, ancestry, handicap/disability or sexual orientation.
- b) Intentionally recruits members of previously unrepresented or under-represented groups;
 - 1) The Board of Directors encourages congregations to consider the calling of a clergywoman and/or person of color when clergy vacancies occur in Penn Central Conference.
 - 2) The Board of Directors encourages the application of clergywomen and/or persons of color for future vacancies on the Conference Ministerial Staff.
- c) Seeks to nominate, elect and provide opportunities for racial minorities, women and persons with handicaps/disabilities through ministries on boards, councils, committees, commissions, directorates or other such bodies at the Conference, Association, local church and church-related institution level;
- d) Stresses the use of the aforementioned groups' corporate investments to promote Equal Employment opportunity and Affirmative Actions plans in such corporations; and
- e) Informs its vendors and merchants with whom they do business of the Equal Employment Opportunity and Affirmative Action philosophy of the United Church of Christ and of their preference to do business with those vendors and merchants who are Equal Opportunity Employers.

107 HEALTH INSURANCE PREMIUM ASSISTANCE FOR RETIRED CLERGY – DELETED (2012)

108 CAPITAL FUNDS DRIVES (1/14/88)

The Board of Directors may recommend support for capital funds campaigns by recognized education and health and human service institutions which have received denominational approval only where there is no overlapping of payment periods with other Board approved campaigns.

A Capital Funds Campaign shall be defined as including a period for solicitation (no more than one (1) calendar year) and a period immediately following for payment of pledges (not to exceed three (3) years).

A request for exception to the above shall be considered on its own merits.

A Capital Campaign fund drive for the purpose of supporting special projects of Penn Central Conference may be conducted upon vote of the Board of Directors. A complete case, including fund raising costs, must be put before the Board. Where practicable, no vote shall be taken until the following meeting.

109 CONFERENCE RECOGNITION AND SPECIAL MISSION RELATIONSHIPS WITH HEALTH AND HUMAN SERVICE MINISTRY INSTITUTIONS

(1/9/2003)

Penn Central Conference affirms the mission of the United Church of Christ in health and human service as set forth in the Mission Statement on Health and Human Services of the UCC. To further this mission, Penn Central Conference seeks to be in covenantal partnership with health and human service ministry institutions who share this affirmation so that the work of healing and service may be a more integral part of its life and ministry. Therefore, Penn Central Conference has adopted the following Policies and Criteria for Covenantal Partnership with health and human service ministry institutions.

109.1 General Policies:

There are two categories of covenantal inclusion:

a) *Recognition*: The Conference will consider for *Recognition* those health and human service ministry institutions whose corporate offices are located within the geographic boundaries of the Conference. Institutions so *Recognized* and who hold membership in the Council for Health and Human Service Ministries of the United Church of Christ shall have their names submitted by the Conference for inclusion in the UCC Yearbook as ministries related to the denomination.

b) *Special Mission Relationship*: The Conference will consider entering into a *Special Mission Relationship* with health and human service ministry institutions that are covenantally included in the UCC through listing in the UCC Yearbook where the ministry institution and the Conference desire to work together in missional endeavors that advance the ministry of the whole UCC in health and human service whether or not the ministry institution carries out any part or its program within Penn Central Conference.

109.2 Requirements for Recognition:

- a) The *Recognized* ministry institution shall maintain its corporate offices within the geographic boundaries of Penn Central Conference.
- b) The governing body of the *Recognized* ministry institution shall have formally affirmed the Mission Statement of the Council of Health and Human Services of the United Church of Christ.
- c) The *Recognized* ministry institution shall be a member in good standing of the Council for Health and Human Service Ministries of the United Church of Christ.

- d) Through mutual acceptance of these criteria, the *Recognized* ministry institution and Penn Central Conference declare that their relationship is covenantal in nature and does not constitute or imply any form of legal or financial control over each other's operations.
- e) The *Recognized* ministry institution agrees to submit its plans for any "special financial campaign*" which contemplates the solicitation of congregations or other UCC affiliated organizations and/or the promotion of the campaign within congregations or other UCC affiliated organizations within Penn Central Conference to the Council for Health and Human Service Ministries and the UCC Office for Financial Development for review and comment and to the Penn Central Conference for endorsement.
- f) The *Recognized* ministry institution shall include representation on its governing body from the membership of the congregations of the Penn Central Conference.

* A "special financial campaign" is defined as a publicly promoted, limited term initiative to solicit financial and/or in-kind support from a broad-based institutional constituency for designated purposes defined by the organization.

109.3 Requirements for Special Mission Relationship:

- a) A ministry institution in a *Special Mission Relationship* with Penn Central Conference shall be covenantally included in the UCC though listing in the UCC Yearbook.
- b) *Special Mission Relationships* with Penn Central Conference shall require the approval of the Council for Health and Human Service Ministries and the Executive Council of the UCC.
- c) Penn Central Conference and the ministry institution will evaluate the effectiveness of the *Special Mission Relationship* every three years and will renew or terminate the relationship based on this evaluation.
- d) A ministry institution in a *Special Mission Relationship* with Penn Central Conference is encouraged, insofar as it is practical, to maintain representation on its governing body from the membership of the congregations of Penn Central Conference.
- e) The ministry institution in a *Special Mission Relationship* with Penn Central Conference agrees to submit its plans for any "special financial campaign*" which contemplates the solicitation of the congregations or other UCC affiliated organizations and/or the promotion of the campaign within congregations or other UCC affiliated organizations within Penn Central Conference to the Council for Health and Human Service Ministries and the UCC Office of Financial Ministries for review and comment and to Penn Central Conference for endorsement.

* A "special financial campaign" is defined as a publicly promoted, limited term initiative to solicit financial and/or in-kind support from a broad-based institutional constituency for designated purposes defined by the organization.

109.4 Expectations for Recognition and Special Mission Relationship:

The following expectations are common to health and human service ministry institutions that are *Recognized* by or have entered into a *Special Mission Relationship* with Penn Central Conference.

- a) Health and human service ministry institutions covenantally included in Penn Central

Conference are expected to establish relationships with the congregations of the Conference that reflect mutual support and engagement in ministry. It is understood that such relationships may include the opportunity for the institution to interpret its work and seek financial, in-kind and volunteer support from congregations on an ongoing basis not related to “special financial campaigns.”

- b) Penn Central Conference regards the health and human service ministries which it has *Recognized* or with which it has a *Special Mission Relationship* as fully enfranchised ministries of the Conference and will consult with these ministry institutions on any matters of concern to the Conference that may have a bearing on the work of these covenantal partners.
- c) Ministry institutions that enjoy *Recognition* or a *Special Mission Relationship* with Penn Central Conference will, in a timely fashion, apprise the Conference concerning any significant changes in their ministries including plans for new acquisitions, mergers/alliances, or partial or complete cessation of operations.
- d) Penn Central Conference will provide opportunities for health and human service ministry institutions with which it is in covenantal partnership to share their ministry in the publications, electronic media and public gatherings of the Conference.
- e) Health and human service ministry institutions will, within their capacity, support the wider ministry of Penn Central Conference and its congregations through the sharing of their particular competencies.
- f) Should Penn Central Conference or a health and human service ministry institution *Recognized* or in *Special Mission Relationship* with the Conference choose to end their covenantal partnership they shall notify the other party of this decision and their reasons for ending the relationship in writing and the Conference shall notify the UCC Office of General Ministries and the Council for Health and Human Service Ministries of such action.

109.5 Agreement Forms

Penn Central Conference
COVENANTAL INCLUSION AGREEMENT

United Church of Christ Recognition Of Health and Human Service Ministries

Penn Central Conference and (***name of health and human service ministry institution***) hereby express their intent to be in a covenantal partnership to advance the healing and service ministry of the United Church of Christ.

Therefore, Penn Central Conference and (***name of health and human service ministry institution***) hereby agree to adhere to the Policy, Requirements and Expectations for Covenantal Inclusion of Health and Human Service Ministries in the life of Penn Central Conference.

(***Conference Officer***)

(***Health and Human Service Ministry Officer***)

Date:

Penn Central Conference
SPECIAL MISSION RELATIONSHIP AGREEMENT

Penn Central Conference and (*name of health and human service ministry institution*) hereby express their intent to be in Special Mission Relationship to advance the healing and service ministry of the United Church of Christ.

Therefore, Penn Central Conference and (*name of health and human service ministry institution*) hereby agree to adhere to the Policy, Requirements and Expectations for Covenantal Inclusion of Health and Human Service Ministries in the life of Penn Central Conference related to Special Mission Relationships.

(*Conference Officer*)

(*Health and Human Service Ministry Officer*)

Date:

110 ROTATION OF ASSISTANT MODERATOR NOMINEE (1/12/89)

The Assistant Moderator of Penn Central Conference will be nominated and approved by Conference in Annual Meeting (or the Board of Directors if a vacancy occurs between Annual Meetings) to serve a two year term that will expire on each even numbered calendar year. The nominee must be from an Association within Penn Central Conference. The Conference Nominations Commission shall nominate the best-qualified person taking into consideration the desire to maintain a balance among clergy and lay men and women. The nominee will come from the Associations in the following rotation: Central, Lebanon, Mercersburg, Northern, Lancaster, Harrisburg, Gettysburg, and York, as much as is practicable. In the event of an unfilled term, the Board of Directors will elect a successor from the same Association to complete the term.

111 ASSISTANT MODERATOR BECOMES MODERATOR (4/14/94)

The Assistant Moderator shall be nominated as Moderator at the conclusion of his/her term. If the Assistant Moderator declines nomination, the Association in rotation to nominate the next Assistant Moderator (according to Policy #110) shall be asked to nominate the Moderator, and the following Association in rotation shall be asked to nominate the Assistant Moderator.

112 COMPOSITION OF ELECTED BODIES (1/11/90)

The composition of all elected bodies in the Conference, unless specifically defined in the Bylaws, shall reflect equal numbers of laywomen, laymen and clergy where possible and appropriate.

113 CONFLICT OF INTEREST POLICY [adopted June 2006; now integrated into the body of the Policy Manual as Section 10]

114.2 POLICY ON HIV Positive persons – Section removed. (2012)