

DRAFT REVISION #12  
(June 12, 2012)

# CONSTITUTION AND BY LAWS FIRST CHRISTIAN CHURCH HAGERSTOWN, MARYLAND

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  - *Red text are deletions*
  - *Blue text are revisions (verbiage and/or order)*
  - *Green text are additions*

**FIRST CHRISTIAN CHURCH  
Hagerstown, Maryland**

**CONSTITUTION**

**PREAMBLE**

We, the members of the First Christian Church (Disciples of Christ) of Hagerstown, Maryland, in faithful response to the will and purpose of God as revealed through Jesus Christ and God's continuing revelation in the world, do hereby adopt this constitution on this 17th day of May, 1999 to become effective on the first day of July 1999.

**ARTICLE I. NAME**

The name of this congregation shall be First Christian Church (Disciples of Christ) of Hagerstown, Maryland, affiliated with the Christian Church (Disciples of Christ) in the United States and Canada.

**ARTICLE II. PURPOSE**

The purpose of the First Christian Church (Disciples of Christ) of Hagerstown, Maryland, is the serving of Christ by witnessing through our Christian actions to all people based on principles of the Bible. This includes: nurturing spiritual growth through worship, Christian Education and fellowship; developing an atmosphere which promotes open communication through teamwork, leadership and stewardship among all members; promoting a church family atmosphere through love and support in times of joy and sorrow; providing outreach in our community, region and the world; spreading the Gospel so that people may live in the Word of God.

**ARTICLE III. MEMBERSHIP**

Membership of this congregation, as part of the whole family of God on earth, shall consist of the following: those who are now members of the congregation; those who shall unite with it by confession of faith in Jesus Christ as Lord and Savior, giving expression of their faith through baptism and commitment to Him; those who unite by transfer of membership, thereby reaffirming their faith and commitment to Christ, and those who choose to affiliate with the congregation as associate members. An associate member chooses to maintain his/her permanent membership in another congregation while fully participating in First Christian Church with all the rights and responsibilities of a member.

Members are either participating or non-participating. Participating members are those who have taken *an active* part in the life of the congregation during the past calendar year through attendance at worship services or other church activities and/or by their financial *responsibility to support of the programs of* the church. Non-participating members are those who consider themselves to be members of the congregation but who take no part in the life of the church.

**ARTICLE IV. RIGHTS, PRIVILEGES AND RESPONSIBILITIES OF THE CONGREGATION**

Ultimate authority shall rest with the congregation. The congregation shall manage its affairs under the Lordship of Jesus Christ; own, control and encumber its property; organize and carry out the mission and witness of the congregation; establish its budgets and financial policies; call its ministers and other staff; and participate, through voting representatives, in regional and general assemblies of the Christian Church (Disciples of Christ) in forming the corporate judgments of the Christian Church (Disciples of Christ).

The congregation shall demonstrate voluntarily its mutual concern for the nurture, missions and witness of the whole church, and, among other responsibilities, it shall: proclaim the gospel; administer baptism and the Lord's Supper; provide for the spiritual nurture of its members; grow in understanding that the church is a universal fellowship; transcend all barriers within the human family such as race and culture; be faithful in Christian stewardship, striving to share proportionately in providing resources for the total life, work and witness of the Christian Church (Disciples of Christ); and seek to realize the oneness of the church of Jesus Christ through cooperation with other churches of the community.

The congregation shall sustain its ministers in faithfulness and honor.

The congregation shall exercise and enjoy all other rights, privileges and responsibilities requisite or appropriate to carrying out its purpose.

**ARTICLE V. *GENERAL BOARD, OFFICERS, ELDERS, DIACONATE, TRUSTEES, EXECUTIVE BOARD, COMMISSIONS***

**Section ~~A.B.~~ General Board**

The congregation shall have a General Board which shall be responsible to the congregation and have authority to act on behalf of the congregation when it is not in a congregational meeting.

The General Board shall be composed of members as set forth in the Bylaws and for terms of office stated therein.

The General Board shall be responsible for receiving reports from the ministers, officers and the various organizations within the congregation. It shall establish the program and budget of the congregation, subject to action by the congregation at its annual meetings. It shall be responsible for all business matters of the congregation and carry out such other responsibilities as may be defined in the Bylaws.

No less than ten (10) meetings of the General Board shall be held each year. Special meetings of the General Board shall be called by the Moderator upon request of any of the ministers or any three (3) members of the General Board. Notice of special meetings shall be made ten days in advance of such meetings by announcement at a Sunday morning worship service, *or* by telephone, or by mail, *or by electronic media*. The purpose, date, time, and place of the special meetings shall be indicated in each notice.

~~*\*An active member shall be generally defined as one who is regular in attendance at worship services and other church activities and is conscientious in his financial responsibility to the church.*~~

**Section ~~B.A.~~ Officers**

The congregation shall elect, from among its *participating active\** members, *officers as provided for in the Bylaws to include, but not limited to*, a Moderator, Vice-Moderator, Secretary, Assistant Secretaries, Financial Secretary, Assistant Financial Secretaries, Treasurer, and Assistant Treasurers. These officers shall be elected at the annual meeting of the congregation and shall serve as officers of the congregation *and voting members* of the General Board as set forth in the Bylaws.

**Section C. Elders and Deacons**

The congregation shall have Elders and Deacons. Their election, qualifications and responsibilities shall be as set forth in the Bylaws.

**Section D. Trustees**

The congregation shall have Trustees. Their election, qualification and responsibilities shall be as set forth in the Bylaws. The Trustees shall hold title to all properties of the congregation, including all trust funds; and shall perform such other duties as may be required of Trustees by the laws of the State of Maryland.

**Section E. Commissions**

The congregation, through its General Board, shall establish commissions and other organizations necessary for the conduct of its work as set forth in the Bylaws.

**ARTICLE VI. CONGREGATIONAL MEETINGS**

Congregational meetings shall be held at least annually in the month of May. Notice of all stated or special congregational meetings shall be announced at a regular Sunday morning worship service of the congregation at least two (2) weeks in advance of the meeting and by means of the church newsletter, or by written notice sent through the mail and postmarked at least ten days before the meetings, *or by electronic media*. Purpose, date, time and place of the meeting shall be indicated in each notice. All *participating members of the congregation*, as defined in Article III and present at the meeting, shall be eligible to vote at a congregational meeting.

**ARTICLE VII. AMENDMENTS**

This Constitution may be amended by any congregational meetings by two-thirds ( $\frac{2}{3}$ ) vote of the members (see Article III) present and voting on the amendment. Notice of proposed amendments to the Constitution shall be given to the congregation at least two (2) weeks in advance of the date stated for voting. Copies of the proposed changes shall be made available to the congregation immediately following the notice of proposed changes and until the meeting at which the vote shall be taken.

~~*Wherever in this document the words "he", "him", or "his", are used, the gender is intended to be inclusive.*~~

**FIRST CHRISTIAN CHURCH  
Hagerstown, Maryland**

**BYLAWS**

**~~I. H.~~ GENERAL BOARD**

**A. Membership**

1. Membership of the General Board shall be the officers of the congregation, Elders, ~~nine (9)~~ Deacons, Trustees, Ministers, and commission/committee chairpersons *or designee as provided for in Bylaw SECTION I.C.4.* Membership on the General Board shall imply a right of voice and vote.
2. *Those whose service and consecration to the congregation merit the honor, may be elected by the congregation as Officer Emeritus. He/She shall be relieved of all regular duties and shall serve as members of the General Board.*

***B. Election and term of office moved to Sections I.A.2, II.A.2 & IV.A***

**~~B. C.~~ Authority**

1. The General Board shall perform its duties according to the authority granted in the Constitution, or otherwise delegated to it by the congregation.
2. In keeping with the traditions of the Christian Church (Disciples of Christ) ultimate authority shall rest with the congregation. All organizations shall be responsible to and report regularly to the General Board and through it to the congregation.
3. The General Board shall concern itself with policy rather than administrative matters, taking into full account the responsibility of the congregation to the total nurture, witness and mission of the Christian Church (Disciples of Christ) and the needs of the congregation and its community.
4. All business meetings of the General Board shall be governed by the most recent edition of *ROBERT'S RULES OF ORDER.*
5. Twenty-five (25) members of the General Board shall constitute a quorum.

**~~C. D.~~ Responsibilities**

1. The General Board shall conduct its affairs in harmony with the Constitution and Bylaws of the congregation.
2. The General Board shall be responsible for conducting the business affairs of the congregation and providing for the planning, coordination, research, evaluation and implementation of the work and activities of the congregation.
- 3.4. The General Board shall establish commissions and committees to work within *the this* framework, *as described in the Policies and Procedures approved by the General Board. Duties and responsibilities of the commissions will be found in the Organization Manual of the Church.*
  - a. *Moved to Section III.B.1.b*
  - b. *Moved to end of Section I.C.3 above.*
- 4.3. Each commission shall be guaranteed a representative vote at the General Board meetings; i.e. should the chairperson not be able to attend, then the vice or co-chairperson or designee *shall* be allowed to cast a vote on behalf of the commission. Should both the chairperson and vice or co-chairperson attend said meetings, the commission is allowed only one vote.
5. *Pastoral Relations Committee moved to Section V.A*
- 5.8. The General Board shall establish other committees and task forces as needed for the conduct of work.
6. *Personnel Committee moved to Section V.B*
- 6.9. The General Board shall receive regular written reports from the Ministers, commissions, and committees. The General Board shall act upon such reports with approval, disapproval, modification or referral.
7. *Memorials Committee moved to Section V.C*
- 7.10. The General Board shall receive the proposed budget of the congregation from the *Stewardship and Finance* Commission and recommend its approval or approval with amendment to the congregation at its annual meeting. Subsequent over-expenditure or requests for additional funds for organizations within the congregation shall be approved or disapproved by the General Board.
- 8.11. The General Board shall receive the report of the Nominating Committee and recommend its approval or approval with amendment to the congregation at its annual meeting.

## **II. ~~I~~. ELECTED OFFICERS AND APPOINTED POSITIONS OF THE CONGREGATION**

### **A. Election/Selection and terms of ~~position-office~~**

#### **1. ~~This original section for terms & election of officers moved to Section III.A~~**

1. *The congregation shall be served by the following officers: Moderator, Vice-Moderator, Secretary, Assistant Secretary, Financial Secretary, Assistant Financial Secretaries, Treasurer, and Assistant Treasurers elected for terms according to the procedures as defined in Bylaw SECTIONS III & IX.*
2. The congregation shall be served by twelve (12) Elders, forty-eight (48) Deacons, and seven (7) Trustees, *elected for terms according to the procedures as defined in Bylaw SECTIONS IV & IX.* One-third of the elders and ~~three (3)~~ deacons shall be elected to membership on the general board each year for a term of three (3) years. One (1) trustee shall be elected by the congregation to membership on the general board each year for a term of ~~five (5) seven (7)~~ years. After serving one (1) term on the general board they shall be ineligible for reelection to the same office until one year has elapsed.
3. *The congregation shall be served by Chairpersons, commissions and the following established committees: Pastoral Relations, Personnel, Memorials, and Nominating elected/appointed for terms according to the procedures as defined in Bylaw SECTIONS V & IX.*

### **B. Qualifications**

*All Officers, Elders, Deacons, Trustees, Chairpersons, commission members and committee elected/appointed positions must be:*

1. ~~Officers must be~~ **Participating** members of the congregation. (See Constitution, Article III)
2. ~~Officers must be~~ Active in the life of the congregation and give evidence of seeking to grow in their own understanding and practice of the Christian life. Such evidence would include the following:
  - a. Conduct of one's life in the light of the teaching of Jesus Christ.
  - b. Promotion of good will and Christian fellowship in the congregation and community.
  - c. **Regular** attendance at worship services and stated meetings of the congregation and General Board.
  - d. Regular and responsible financial contributions in support of the congregation.
  - e. Willingness to fulfill assignments on behalf of the congregation.
  - f. Demonstrated skills or evident potential in carrying out the responsibilities of the particular ~~position office~~.

### **C. Responsibilities of officers moved to section III.B**

## **III. ~~I~~. OFFICERS OF THE CONGREGATION**

### **A. Election and term of office**

1. The congregation, at its annual meeting, shall elect the following officers for the term indicated. No officer shall serve more than three (3) consecutive terms in the same office except Financial Secretary, Assistant Financial Secretaries, Treasurer, and Assistant Treasurers. These officers shall also serve in their respective positions as officers of the General Board.
  - a. Moderator, for a term of one (1) year.
  - b. Vice-moderator, for a term of one (1) year.
  - c. Secretary, for a term of one (1) year.
  - d. Assistant Secretary, for a term of one (1) year.
  - e. Financial Secretary, for a term of two (2) years.
  - f. Two (2) Assistant Financial Secretaries, for a term of two (2) years.
  - g. Treasurer, for a term of two (2) years,
  - h. Two (2) Assistant Treasurers, for a term of two (2) years.

### **B. Responsibilities**

1. Moderator:
  - a. The Moderator shall preside at all ~~stated and special~~ meetings of the congregation, General Board, and perform such other duties normally associated with the office of Moderator.
  - b. *The Moderator, in consultation with the Senior Minister, shall appoint the chairpersons of commissions and ad hoc committees requested by the General Board. Appointments of commission chairpersons shall be subject to confirmation by the General Board.*
  - c. *The Moderator shall be an ex-officio member of all commissions or committees, with the exception of the Pastoral Relations Committee(s), and may attend all meetings, but shall not have a vote.*
  - d. *The Moderator shall appoint a Search and Call Committee in accordance with Section VI. B. 1 (a) of the bylaws for the purpose of hiring ordained clergy.*

- e. In cooperation with the Senior Minister, the Moderator shall encourage orderly procedures in the life and work of the congregation in compliance with the Constitution and Bylaws, and the policies and procedures of the congregation and General Board.*
2. Vice Moderator:
- a. The Vice Moderator shall serve to support the Moderator, preside in his/her absence at meetings of the congregation, General Board and perform such other duties normally associated with the office of Vice Moderator.
  - b. The Vice Moderator shall be responsible for developing, updating, and maintaining the *Policy and Procedure Organization* Manual of the Church.
  - c. The Vice Moderator shall be an ex-officio member of all commissions or committees, with the exception of the Pastoral Relations Committee(s), and may attend all meetings, but shall not have a vote.*
3. Secretary:
- a. The Secretary shall keep accurate minutes of all meetings of the congregation *and meetings of* the General Board and provide for these minutes to be reviewed and approved by their respective bodies.
4. Assistant Secretary:
- a. The Assistant Secretary shall serve as Secretary in his/her absence at meetings of the congregation *and meetings of the* General Board.
  - b. The Assistant Secretary shall keep a record of attendance at meetings of the General Board and determine that a quorum is present.
5. Financial Secretary:
- a. The Financial Secretary shall receive all income of the congregation including that from special funds, keep accurate records of the source and amount of such income, deposit it to its proper accounts, provide the Treasurer with copies of all deposit receipts, provide statements of giving to individual members when requested, and make regular written reports of income received to the General Board. Nothing herein shall be construed to interfere with the responsibilities of the Trustees to manage the investments of the church.
  - b. By virtue of office, the Financial Secretary shall serve as a member of the *Stewardship and Finance* Commission.
6. Assistant Financial Secretaries:
- a. The Assistant Financial Secretaries *all* serve at the direction of the Financial Secretary in the performance of their duties and shall provide for a continuity of service in his/her absence.
7. Treasurer:
- a. The Treasurer shall receive all income of the congregation from the Financial Secretary, pay all accounts of the congregation as authorized by the budget or special action of the General Board when such items are not in the budget, provide accurate reports of all expenditures, and take regular written reports of the expenditures for action by the General Board and the congregation.
  - b. The Treasurer shall receive, from the Financial Secretary, all income from special funds of the church such as, but not limited to, Memorials and Community Service, and shall dispense monies from these funds only upon authorization of the chairman of the committee charged with the responsibility for said funds, and shall provide the same accounting functions for these as for the general funds of the congregation. By virtue of the office, the Treasurer shall serve as a member of the Stewardship and Finance Commission.
  - c. This position may be eligible to receive a stipend for services rendered to be reviewed annually during the budgeting process.*
8. Assistant Treasurers:
- a. The Assistant Treasurers shall serve at the direction of the Treasurer in the performance of their duties, and shall provide for a continuity of service in his/her absence.

## IV. ELDERS, DIACONATE AND TRUSTEES

### A. Election and Term of Office

1. The congregation, at its annual meeting, shall elect for a term of three (3) years, the following:
  - a. Four (4) Elders
  - b. Sixteen (16) Deacons ~~—Sixteen elected deacons shall meet before July 1<sup>st</sup> and elect three deacons to serve at voting board members for their terms as Deacon.~~
2. The congregation, at its annual meeting, shall elect one (1) ~~or two (2)~~ Trustee(s) for a term of ~~five (5) seven (7)~~ years. *(Refer to Appendix A for election schedule)*
- 3.4. The Elders, Deacons and Trustees shall meet separately immediately following the first meeting of the General Board after their election and organize by electing ~~chairpersons managers~~ of their respective groups.

### B. Qualifications

1. The qualifications for Elders, Deacons, and Trustees shall be ~~the same~~ as described ~~for the officers of the congregation~~ in Bylaw SECTION ~~II I~~, ARTICLE B.

### C. Responsibilities

1. **Elders.** The Elders are the spiritual leaders of the congregation. The office of Elder is the most responsible elected office of the congregation. The duties of Elders shall include, but are not limited to, the following:
  - a. Promote the spiritual growth of the congregation.
  - b. Encourage, by example and word, the missionary, evangelistic, educational, and stewardship responsibilities of the congregation.
  - c. Help individual members improve their vision of and participation in the Christian life.
  - d. Serve at the Lord's Table and arrange for communion opportunities for those who are not able to attend worship services.
  - e. Receive reports from the Elder serving on the Pastoral Relations Committee.
  - f. Maintain dignity and orderliness in all activities of the congregation.
  - g. Provide for ministry to the confined, sick, bereaved, needy, and distressed members of the congregation.
  - h. Act in cooperation with the regional commission for ministry in the ordination of ministers.
  - i. Recognize and take advantage of opportunities for personal growth in fulfilling the office of Elder.
2. **Diaconate.** The Diaconate is generally responsible for the maintenance and growth of the congregation through its individual members and corporate life in witness in the community and in the world. The duties of the Deacons shall include, but are not limited to the following:
  - a. Serve the Lord's Supper and receive the tithes and offerings.
  - b. Provide assistance for the rite of baptism.
  - c. Serve on the commissions of the General Board.
  - d. Assist the Elders in providing opportunities for communion for those unable to attend worship services, and in providing ministry to the confined, sick, bereaved, needy, and distressed members of the congregation.
  - e. Assist in financial canvasses and visitation projects.
  - f. Provide for ushers and greeters for worship services.
  - g. Arrange for the distribution of chancel flowers.
  - h. Recognize and take advantage of opportunities for personal growth in fulfilling the office of Deacon.
  - i. Perform such other duties as may be assigned.
3. **Trustees.** The Trustees shall hold title to the property of the congregation and act as legal agents for all related matters at the direction of the General Board. In addition to these overall responsibilities, the duties of the Trustees shall include, but are not limited to, the following:
  - a. Accept and acknowledge, on behalf of the congregation, bequests and ~~all special large~~ gifts to the church.
  - b. Develop an overall investment plan for all funds of the congregation, and review said plan from time to time as necessary, but at least annually.
  - c. Invest the funds of the congregation according to the plan in "b" above, and advise the Treasurer regarding the details of all investments.
  - d. Prepare a written summary to be submitted to the congregation at its annual meeting of all investment funds belonging to the church under management of the Trustees.
  - e. Arrange for the purchase of insurance coverage on the church buildings and their contents, providing property damage and liability coverage, and such other coverage as may be deemed necessary.
  - f. Establish and recommend to the General Board, for its approval, written policies and fees regarding the use of the church building and equipment by persons and groups within the congregation.

- ~~g. Establish and recommend to the general board for its approval written policies and fees regarding the use of the church building and equipment by persons and groups not affiliated with the congregation.~~
- ~~g.h.~~ Consider the credentials of persons or groups who desire to use the church building and equipment, *and approve or disapprove such use promptly.*
- ~~h.i.~~ Prepare and submit to the State of Maryland, when necessary, amendments to the Charter of Corporation.

## V. COMMITTEES ESTABLISHED BY THE GENERAL BOARD

~~5. Pastoral Relations Committee. The general board shall establish a pastoral relations committee composed of six (6) members. Four members shall be selected for a term of four (4) years, one (1) to be selected each year. Selection of members shall be made by the ongoing members of the committee, in consultation with the ministers and confirmed by the elders and the general board. The fifth member shall be an elder, selected annually by the minister with the approval of the elders and the Pastoral Relations Committee. The sixth member shall be a member of the Personnel Committee, selected and appointed annually by the Personnel Committee. The moderator is not an ex-officio member of this committee.~~

### A. Pastoral Relations Committee(s).

1. The General Board shall establish a Pastoral Relations committee *for each of the ordained Ministers on staff.* Each committee shall be composed of *five (5) six (6)* members.
2. *The Search and Call committee shall serve as the interim Pastoral Relations Committee for the first 6 months after the Minister has been in their position.*
3. *Initial members of the committee shall be chosen by the Minister in consultation with the Moderator and confirmed by the Elders and the General Board. This shall take place at the end of six (6) months after the Minister has been in his/her position.*
4. *Members shall serve for a maximum term of four (4) years. When the committee is initially formed two (2) members will be selected to serve two years, one member for three years and one member for the full term of 4 years.* Selection of *subsequent* members shall be made by the ongoing members of the committee, in consultation with the Minister(s) and confirmed by the Elders and the General Board. The fifth member shall be an active Elder, selected by the Minister with the approval of the Elders and the Pastoral Relations Committee. *The Elder shall serve on the committee for the remaining duration of their Elder service at the time he/she is selected.*
5. *The five (5) members shall elect from among themselves a chairperson.*
6. *Members shall serve a maximum of two (2) consecutive terms and may not be considered for selection again without a full year having passed.*
7. *Members of the Personnel Committee are ineligible to serve on the Pastoral Relations Committee.*
8. The purpose of the committee(s) shall be to meet *as needed but no less than on a quarterly basis monthly with each Minister individually the ministers as individuals* on a confidential basis and provide a climate of help and encouragement whereby *each their* ministry can be more effective for *each minister themselves*—and for *our* members *of the congregation*. Specific responsibilities shall include *but are not limited to* the following:
  - a. Establish a confidential and supportive relationship with each Minister.
  - b. Act as a channel of communication between Ministers and/or between the Ministers and other staff members.
  - c. Act as a channel of communication between the Ministers and members of the congregation.
  - d. Develop and publish a set of procedures that will encourage helpful and positive feedback between the Ministers and the congregation; said procedures to be available to the congregation at all times.
  - ~~e. Work with the Ministers and the personnel committee to formulate and update realistic and workable goals and performance standards for the Ministers.~~
  - ~~f. Review the goals and performance of the Ministers and to make recommendations regarding these evaluations to the personnel committee.~~
  - ~~e. g. The committee shall~~ Be responsible to the congregation, work in close communication with and support of the Elders, and report periodically to the Elders and to the General Board, maintaining confidentiality at all times.

### B. Personnel Committee.

1. The General Board shall establish a Personnel Committee consisting of five (5) persons, three (3) elected and two (2) appointed. One (1) of the elected members shall be selected each year by the congregation for a term of three (3) years. The three (3) elected members shall elect, from among themselves, a chairperson. Together, the elected members shall appoint, with the advice and consent of the Moderator, two (2) additional members for a term of one (1) year. Elected members of the committee may not succeed themselves for a period of one (1) year. Appointed members of the committee may be reappointed for up to three (3) successive terms.
2. The responsibilities of the Personnel Committee shall be as follows: ~~except as otherwise specifically noted in these by-laws:~~



- a. Establish and periodically review position descriptions, and personnel policies and procedures. In the case of ordained Ministers, the Personnel Committee will consult with the Pastoral Relations Committee(s).
- b. Receive all staff evaluations from the Senior Minister. ~~or in the case of other ordained Ministers, receive recommendations from the Pastoral Relations Committee(s).~~
- c. Review annually all staff salaries with the Senior Minister and make *applicable* recommendations, *consistent with contractual agreements*, in conjunction with Senior Minister to the budget committee
- d. *Administer benefits in accordance with contracts and policies of benefits service providers.*
- ~~e.d.~~ Locate, interview, hire, set beginning salary levels, and explain duties to employees when vacancies exist in the church staff. Final decision on these actions shall be taken only with the approval of the General Board. Excepted are Ministers, who shall be chosen by a *pulpit Search and Call* Committee. (See Bylaws *VI.B III-B*)
- ~~f.e.~~ Review and approve the breakdown of *all the ministers'* salaries into expense categories.
- ~~g.f.~~ Assist the Senior Minister and Moderator in *investigating and resolving complaints*, conflicts, *discipline and discharge* involving non-ordained staff members *according to the guidelines in the Personnel Handbook policies and procedures.*
- ~~f.~~ *Assist the Senior Minister and Moderator in resolving conflicts involving staff members. The Senior Minister, as head of staff, will have the right to discipline and discharge any staff member according to personnel handbook, policies and procedures with the advice and consent of the Moderator, Vice Moderator, and Personnel and Elder Chairs. Majority rules.*

### C. Memorials Committee.

1. The General Board shall establish a Memorials Committee consisting of five (5) persons. The Moderator shall appoint the ~~members, and~~ chairperson of the committee. ~~shall be as follows:~~
2. *The Moderator, in conjunction with the Senior Minister, shall select and recommend to the General Board one (1) member of the Stewardship and Finance Committee, one (1) active Elder, one (1) active Deacon and one (1) member at large.*
3. *The term of office shall be three (3) years. The Deacon and Elder may remain on the committee for the full term of three (3) years even if their term of office expires during that time period.*
4. *The purpose of the committee shall be as follows:*
  - a. To receive and record all gifts received as memorials. Contributions to be directed to Memorials Committee chairperson for recording, who forwards to the Financial Secretary.
  - b. To prepare and report annually to the congregation a summary of receipts and disbursements.
  - c. To acknowledge to the donors receipt of all gifts, stating that the family has been notified, such notification to be signed by the Senior Minister.
  - d. To prepare a notification for the next of kin that a memorial contribution has been received; such notification to be signed by the Senior Minister. (Amount of individual contributions should not be mentioned.)
  - e. Undesignated funds of the Memorials Committee shall be used first for the maintenance of established memorials.
  - f. To receive and consider all requests for new memorials.

## ~~VI.III~~ MINISTERS

### A. Responsibilities

1. The Senior Minister shall be the chief administrator responsible for supervising all staff, *including ministerial* and overseeing church activities. In addition, staff shall serve as resources to commissions and, ~~commissions~~ in turn, shall *serve* in an advisory capacity as assigned, directed and in consultation with the Senior Minister. ~~The Senior Minister He~~ shall serve as non-voting member of the Trustees.
2. The Senior Minister shall review the nominated slate of officers with the chairperson of the Nominating Committee prior to any contact being made with the potential nominee.
3. The Senior Minister, as head of staff, will *share in the responsibility* ~~have the right~~ to discipline and discharge *non-ordained any-lay* staff member(s) in accordance with the guidelines in the Personnel Handbook policies and procedures with the advice and consent of the Moderator, Vice Moderator, and the Personnel and Elder chairpersons. Majority rules.
4. The Ministers, in cooperation with the Moderator, shall encourage orderly procedures in the life and work of the congregation in compliance with the Constitution and Bylaws and the policies and procedures of the congregation and the General Board.
5. The Ministers shall give special attention to the selection and training of the congregation's leaders.
6. The Ministers shall perform all duties and assume such responsibilities as are outlined in their respective agreements of employment and position descriptions.

7. The Ministers shall be ex-officio members, without vote, of all commissions, task forces, committees, and constituency groups of the congregation except the Nominating Committee. It is the intention of this bylaw that the Senior Minister divides this responsibility among the Ministers.

## **B. Selection**

1. The Ministers shall be chosen by the congregation as hereinafter described.
  - a. A ~~pulpit~~ Search *and Call* Committee shall be appointed by the Moderator and confirmed by the General Board. It shall be composed of seven (7) persons representative of groups within the congregation, but shall include at least one (1) Elder, one (1) Deacon, one (1) Trustee *and one (1) member of the Personnel Committee.*
  - b. The ~~pulpit~~ Search *and Call* Committee shall utilize the services of the Regional Minister for information and counsel concerning prospective candidates.
  - c. The ~~pulpit~~ Search *and Call* Committee shall work with the Personnel Committee to develop a job description and an employment contract for the prospective minister.
  - d. The ~~pulpit~~ Search *and Call* Committee shall recommend one prospective minister to the General Board, together with a proposed agreement of employment setting forth the compensation for the Minister and the other conditions of the call.
  - e. The General Board, at a stated or called meeting, must approve the recommendation of the ~~pulpit~~ Search *and Call* Committee by at least a three-fourths ( $\frac{3}{4}$ ) majority of those board members present and voting. The vote shall be by written ballot. Upon approval, the General Board shall recommend employment of the prospective Minister to the congregation.
  - f. The congregation, in a stated or called meeting, must approve the recommendation of the General Board by at least a three-fourths ( $\frac{3}{4}$ ) majority of those members present and voting. The vote shall be written ballot.
  - g. Upon approval of the congregation, a call shall be extended to the prospective Minister by the General Board, on behalf of the congregation.
  - h. Upon acceptance of the call by the Minister, one copy of the agreement of employment shall be provided to the Minister and one copy shall be filed with the permanent records of the General Board.
  - i. The ~~pulpit~~ Search *and Call* Committee shall be discharged *of its duties* by the General ~~or executive~~ Board following the acceptance of the call by the Minister. *However, the Search and Call Committee shall act as the Pastoral Relations Committee for the first six (6) months of the Minister's tenure.*

## **C. Tenure**

1. The call shall be for an indefinite period and may be terminated by either party upon sixty (60) days written notice. This time may be shortened by written agreement of both parties.
2. Voluntary resignation
  - a. A voluntary resignation or retirement of the Minister shall be submitted to the Moderator, who shall advise, first, the Elders, then the General Board and the congregation.
3. Involuntary resignation
  - a. An involuntary resignation shall be dealt with confidentially between the Minister, the Moderator, the chairpersons of the Elders, the Personnel Committee, the Pastoral Relations Committee and the Regional Minister.
  - b. The Minister shall have the right of appeal to the General Board, and if such appeal is taken, a two-thirds ( $\frac{2}{3}$ ) majority of the members of the board present and voting is required to approve the involuntary resignation. The vote shall be by written ballot.
  - c. The congregation, in a stated or called meeting, shall take final action in approving or disapproving by a simple majority of those *members* present and voting on the involuntary resignation of the Minister. The vote shall be by written ballot.

## **D. Evaluations**

1. *The Sr. Minister shall work with the Ministers and staff annually to formulate and update realistic and workable goals and performance standards that will be submitted to the Personnel committee (for the staff) and the Pastoral Relations Committees (for the clergy) in support of annual performance evaluations.*
2. *The Moderator, Vice Moderator, Chair of Personnel and Chair of Elders together shall provide the Sr. Minister with annual performance feedback using an appropriate evaluative tool and process of their choice.*

## **VII. ACCOUNTABILITY**

*All elected and appointed officers, chairpersons, as well as committees and commissions are accountable to the General Board and must adhere to all board approved policies and procedures.*

## **VIII. ~~V~~ CALENDAR DATES**

### **A. The following dates shall be reserved for certain activities of the congregation and its boards:**

1. The second Tuesday of each month: Regular meetings of the General Board will meet a minimum of ten (10) times a year.
2. September 1 to August 31: The program year of the congregation.
3. January 1 to December 31: The fiscal year of the congregation
4. The April meeting of the General Board: The report of the Nominating Committee.
5. The July meeting of the General Board: The appointment of commission *chairpersons managers* and other leadership personnel.
6. *July 1 to June 30: The elected and appointed positions term of office.*
- ~~7.6~~ The November meeting of the General Board: The report of the budget committee to submit budget requests for the coming year. The budget can then be presented to the congregation on the Sunday prior to Thanksgiving.
- ~~8.7~~ Should adjustments be required to balance the budget, a final budget shall be presented to the congregation no later than the last Sunday in January.

## **IX. ~~V~~ ELECTION PROCEDURES**

### **A. Nominating Committee**

1. The Nominating Committee, consisting of seven (7) members, shall be elected at the annual meeting of the congregation for a term of one (1) year.
2. The committee shall consist of one (1) Elder, four (4) members of the Diaconate, and two (2) members-at-large of the congregation. No member of the Nominating Committee shall succeed his/herself until one (1) year has elapsed following his/her term of office.
3. The Elder shall serve as *chairperson leader* of the committee.
- ~~4.5~~ The *chairperson leader* of the Nominating Committee shall inform the congregation that all suggestions for nominees should be given to any member of the committee prior to February 1st.
5. The Senior Minister shall review the nominated slate of officers with the chairman of the Nominating Committee prior to any contact being made with the potential nominees. The Senior Minister's review of the slate is to communicate to the *Nominating* Committee Chairperson any knowledge he/she would have of the person(s) being nominated to particular offices which could cause an undue burden on or cause hardship to the church.
- ~~6.7~~ Prior to the selection of any candidate, the Nominating Committee shall meet to instruct its members of the prescribed procedures for contacting prospective nominees. No person may be selected until he has been personally interviewed and has agreed to serve if elected. All prospective nominees, during the interview, shall be given a written list of the duties, obligations, and responsibilities of the office.
- ~~7.6~~ The Nominating Committee shall inform the General Board at its April meeting of the slate of nominees and shall make copies of the slate available to the congregation by the following Sunday and until the annual meeting of the congregation.
- ~~8.4~~ The Nominating Committee shall present, at the annual meeting of the congregation, a list of candidates to succeed those whose term of office shall expire at the end of the church *term of office fiscal* year. The offices to be filled may include the following, depending on the terms of office as listed in the Bylaws, Section **III I**, Article A, and Section **IV H**, article **A B**:
  - a. Moderator of the congregation (1 nominee)
  - b. Vice-Moderator of the congregation (1 nominee)
  - c. Secretary of the congregation (1 nominee)
  - d. Assistant Secretary of the congregation (1 nominee)
  - e. Financial Secretary of the congregation (1 nominee)
  - f. Assistant Financial Secretary of the congregation (1 nominee each year)
  - g. Treasurer of the congregation (1 nominee)
  - h. Assistant Treasurer of the congregation (1 nominee each year)
  - i. Elders (4 nominees)
  - j. Deacons (16 nominees)
  - k. Trustee (1 *or 2 nominees, depending on the number whose term expires*)
  - l. Personnel committee member (1 nominee)
  - m. Honorary officers (if any)
  - n. New nominating committee
    - Elder (2 nominees, 1 to be elected)
    - Deacon (8 nominees, 4 to be elected)
    - Members-at-large (4 nominees, 2 to be elected)
- ~~9.8~~ Staff members and their spouses shall not be eligible to hold elected offices of the congregation.

~~10.9~~-Vacancies, if any, of an elected office shall be filled by the General Board for the unexpired term upon recommendation of the Nominating Committee *and after review by the Senior Minister.*

#### **B. Elections**

1. Elections shall be held at the annual meeting of the congregation.
2. Additional nominations for any office may be made from the floor; provided the person(s) nominated is/are present at the meeting and that he/she accede(s) to the nomination(s).
3. The Nominating Committee shall be responsible for preparing and distributing written ballots to those *members* in attendance and shall assure that all voting is by secret ballot.
4. Ballots shall be counted by tellers appointed by the Nominating Committee.
5. The Secretary of the congregation shall inform, by letter, those elected and shall send to each of them an outline of their duties, obligations, and responsibilities.

#### **C. Removal from Office**

1. Since the smooth functioning of the affairs of the congregation proceed best when all of the officers, Trustees, Elders, and Deacons show an active interest in the life of the church as evidenced by their participation in the duties of their office, the following provisions for their removal, if necessary, are made:
  - a. Among the responsibilities of the *chairpersons managers* of the Elders, Deacons, and Trustees shall be counseling of members unable or unwilling to perform their duties. Such counseling should be done jointly with the Senior Minister.
  - b. The *chairperson manager* may, if necessary, recommend to the Moderator that the delinquent Elder, Deacon, or Trustee be replaced. Such replacement shall be treated as a resignation and shall be handled in a confidential manner.
  - c. The same procedure shall apply to delinquent officers of the General Board, *including commission or committee chairpersons and committee members whether appointed or elected.*

#### **X.VIII. AMENDMENTS**

- A. These Bylaws may be amended at any regular or called business meeting of the congregation by a two-thirds ( $\frac{2}{3}$ ) majority of those *members of the congregation* present and voting.
- B. Notice of proposed changes to the Bylaws shall be given to the congregation at least two (2) weeks in advance of the date stated for voting. Copies of the proposed changes in the Bylaws shall be made available to the congregation immediately following the notice of proposed changes and until the meeting at which the vote shall be taken.

The congregation of First Christian Church, assembled in a special Congregational Meeting on *September 30, 2012*, hereby accept these revised By-laws, to become effective on the first day of *October, 2012*.

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Moderator

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Secretary

#### **Summary of Constitution & Bylaws amendments:**

##### **A) Pages 1-12:**

- 1) Global document revisions/multiple corrections of grammatical, punctuation, capitalization and typo errors.
- 2) Global document revisions/multiple additions of (#'s) to word numbers to be consistent throughout document.
- 3) Global document revisions/multiple elimination of gender based language.
- 4) Global document revisions/multiple elimination of duplications by reformatting & consolidating information.
- 5) Global document revisions/multiple changes from *manager or leader* to *chairperson*

##### **B) Page 2:**

- 6) Article III Membership added *an active* and changed *support of the programs of* to *responsibility to* the church.

##### **C) Page 3:**

- 7) Article V Reversed order of *General Board & Officers* and deleted *Executive Board* from title
- 8) Article V Section A General Board was B
- 9) Article V Section A General Board added *or* and *or by electronic media*
- 10) Article V Section A General Board deleted *\*An active member shall be generally defined as one who is regular in attendance at worship services and other church activities and is conscientious in his financial responsibility to the church.* combining language into Article III
- 11) Article V Section B Officers was A

- 12) Article V Section B Officers changed from *\*active* to *participating* members.
- 13) Article V Section B Officers added *officers as provided for in the Bylaws to include, but not limited to and and voting members.*
- 14) Article VI Congregational Meetings added *or by electronic media* and *participating* and *of the congregation* to members.
- 15) Article VII Amendments deleted *Wherever in this document the words "he", "him", or "his", are used, the gender is intended to be inclusive.*

**D) Page 4:**

- 16) Section I General Board was old Section II
- 17) Section I.A.1 Membership deleted *nine(9)* and added *or designee as provided for in Bylaw SECTION I.C.4.*
- 18) Section I.A.2 Membership was old Section II.B.2
- 19) Old Section II.B Elections and term of office moved to new Sections I.A.2, II.A.2, IV.A
- 20) Section I.B Authority was old Section II.C
- 21) Section I.C Responsibilities was old Section II.D
- 22) Section I.C.3 was old section II.D.4, also added *as described in the Policies and Procedures approved by the General Board* and old section II.D.4.b as last sentence
- 23) Old Section II.D.4.a & b moved to new Sections III.B.1.b & I.C.3 respectively
- 24) Section I.C.4 was old Section II.D.3 and added *shall*
- 25) Old Section II.D.5 Pastoral Relations Committee becomes new Section V.A
- 26) Section I.C.5 was old Section II.D.8
- 27) Old Section II.D.6 Personnel Committee becomes new Section V.B
- 28) Section I.C.6 was old Section II.D.9
- 29) Old section II.D.7 Memorials Committee becomes new section V.C
- 30) Section I.C.7 was old section II.D.10 and added *Stewardship and*
- 31) Section I.C.8 was old section II.D.11

**E) Page 5:**

- 32) Section II Officers of the Congregation was old Section I, deleted *Officers* and added *Elected and Appointed Positions.*
- 33) Section II.A added */Selection* and changed *office* to *position*
- 34) Section II.A.1 & 3 added as new sections
- 35) Section II.A.2 was old Section II.B.1 added *elected for terms according to the procedures as defined in Bylaw SECTIONS IV & IX.,* deleted *three (3),* and changed *seven (7) to five (5)*
- 36) Section II.B Qualifications was old section I.B and added *All Officers, Elders, Deacons, Trustees, Chairpersons, commission members and committee elected/appointed positions must be:*
- 37) Section II.B.1 deleted *Officers must be* and added *Participating*
- 38) Section II.B.2 deleted *Officers must be*
- 39) Section II.B.2.c added *Regular*
- 40) Section II.B.2.f changed *office* to *position*
- 41) Old Section I.C Responsibilities of officers becomes new Section III.B
- 42) Section III Officers was old Section I and deleted *Of The Congregation*
- 43) Section III.B.1.a deleted *stated and special*
- 44) Section III.B.1.b was old Section II.D.4.a
- 45) Sections III.B.1.c & d added

**F) Page 6:**

- 46) Section III.B.1.e added
- 47) Section III.B.2.b changed *Organization* to *Policy and Procedure* Manual
- 48) Section III.B.2.c added
- 49) Sections III.B.3.a & 4.a added *and meetings of the.*
- 50) Section III.B.5.b added *Stewardship and*
- 51) Section III.B.6.a deleted *all*
- 52) Section III.B.7.c added

**G) Page 7:**

- 53) Section IV.A.1.b deleted - *Sixteen elected deacons shall meet before July 1st and elect three deacons to serve at voting board members for their terms as Deacon.*
- 54) Section IV.A.2 added *or two (2), (Refer to Appendix A for election schedule),* and changed *seven (7) to five (5)*
- 55) Section IV.B.1 deleted *the same, for the officers of the congregation,* and change *I to II*
- 56) Section IV.C.3 changed *special large* to *all* gifts

**H) Page 8:**

- 57) Old section IV.C.3.g was duplication of IV.C.3.f and was deleted.
- 58) New Section V.C.3.g was old Section IV.C.3.h and added *and approve or disapprove such use promptly*.
- 59) New Section V.C.3.h was old section IV.C.3.i
- 60) Added new Section V. Committees Established By The General Board
- 61) Old Section II.D.5 deleted and replaced by new Section V.A
- 62) Section V.A Pastoral Relations was old Section II.D.5
- 63) Section V.A.1 added *for each of the ordained Ministers on staff* and changed *six (6)* to *five (5)*
- 64) Sections V.A.2 , 3 , 5 , 6 , 7 added & section 4 amended
- 65) Section V.A.8 was old Section II.D.5.a-g
- 66) Section V.A.8 changed *the ministers as individuals* to *with each Minister individually, their to each, themselves to each minister, monthly to as needed but no less than on a quarterly basis* deleted *our*, and added *of the congregation* and *but are not limited to*
- 67) Section V.A.8.e deleted
- 68) Section V.A.8.f deleted
- 69) Section V.A.8.e was old Section II.D.5.g and deleted *The committee shall*

**I) Page 9:**

- 70) Section V.B Personnel Committee was old Section II.D.6 and deleted , *except as otherwise specifically noted in these by-laws:*
- 71) Section V.B.2.b deleted *or in the case of other ordained Ministers, receive recommendations from the Pastoral Relations Committee(s)*.
- 72) Section V.B.2.c added *applicable, consistent, and with contractual agreements*
- 73) Section V.B.2.d added
- 74) Section V.B.2.e was old Section II.D.6.d and deleted *pulpit* and added *and Call*, changed *III.B* to *VI.B*
- 75) Section V.B.2.f was old Section II.D.6.e and changed from *of the ministers'* to *all* salaries
- 76) Section V.B.2.g was old Section II.D.6.f and added *investigating and, complaints, discipline and discharge and according to the guidelines in the Personnel Handbook policies and procedures*
- 77) Old Section II.D.6.f deleted
- 78) Section V.C Memorials Committee was old Section II.D.7
- 79) Section V.C.1 deleted *members, and* and *shall be as follows*.
- 80) Sections V.C.2 & 3 added
- 81) Section V.C.4 text added
- 82) Sections V.C.4.a-f was old Section II.D.7.a-f
- 83) Section VI Ministers was old Section III
- 84) Section VI.A.1 deleted *commissions*, added *including ministerial* and *serve* and changed *He* to *The Senior Minister*
- 85) Section VI.A.3 changed *have the right to share in the responsibility* and *any lay to non-ordained*

**J) Page 10:**

- 86) Section VI.B.1.a-c deleted *pulpit* and added *and Call*
- 87) Section VI.B.1.a added *and one (1) member of the Personnel Committee*
- 88) Section VI.B.1.d-i deleted *pulpit* and added *and Call*
- 89) Section VI.B.1.i deleted *or executive* and added *of its duties* and *However, the Search and Call Committee shall act as the Pastoral Relations Committee for the first six (6) months of the Minister's tenure*.
- 90) Section VI.C.3.c added *members*
- 91) Section VI.D Evaluations added
- 92) Section VII Accountability added

**K) Page 11:**

- 93) Section VIII Calendar Dates was old Section V
- 94) Section VIII.A.6 added
- 95) Section VIII.A.7 was old Section V.A.6
- 96) Section VIII.A.8 was old Section V.A.7
- 97) Section IX Election Procedures was old Section VI
- 98) Section IX.A.4 was old Section VI.A.5
- 99) Section IX.A.5 added as a numbered sentence and added *Nominating* to section
- 100) Section IX.A.6 was old section VI.A.7
- 101) Section IX.A.7 was old section VI.A.6
- 102) Section IX.A.8 was old section VI.A.4 and *fiscal* to *term of office, I* changed to *III, II* changed *IV*, and *B* changed to *A*
- 103) Section IX.A.9 was old section VI.A.8

**L) Page 12:**

104) Section IX.A.10 was old section VI.A.9 and added *and after review by the Senior Minister.*

105) Section IX.B.3 added *members*

106) Section IX.C.1.c added *including commission or committee chairpersons and committee members whether appointed or elected.*

107) Section X was old Section VIII

108) Section X.A added *members of the congregation*

**L) Page 16:** Added *Appendix "A"*

*Revision date 7/1/2012*

YEAR OF ELECTION	NUMBER ELECTED	CLASS YEAR
2012 ~ 2013	1	2019
2013 ~ 2014	1	2018
2014 ~ 2015	1	2019
2015 ~ 2016	1	2020
2016 ~ 2017	1	2021
2017 ~ 2018	1	2022
2018 ~ 2019	2	2023
2019 ~ 2020	2	2024
2020 ~ 2021	1	2025
2021 ~ 2022	1	2026
2022 ~ 2023	1	2027
2023 ~ 2024	2	2028
2024 ~ 2025	2	2029
2025 ~ 2026	1	2030
2026 ~ 2027	1	2031
2027 ~ 2028	1	2032
2028 ~ 2029	2	2033
2029 ~ 2030	2	2034
2030 ~ 2031	1	2035
2031 ~ 2032	1	2036
2032 ~ 2033	1	2037
2033 ~ 2034	2	2038
2034 ~ 2035	2	2039
2035 ~ 2036	1	2040

YEAR OF ELECTION	NUMBER ELECTED	CLASS YEAR
2036 ~ 2037	1	2041
2037 ~ 2038	1	2042
2038 ~ 2039	2	2043
2039 ~ 2040	2	2044
2040 ~ 2041	1	2045
2041 ~ 2042	1	2046
2042 ~ 2043	1	2047
2043 ~ 2044	2	2048
2044 ~ 2045	2	2049
2045 ~ 2046	1	2050
2046 ~ 2047	1	2051
2047 ~ 2048	1	2052
2048 ~ 2049	2	2053
2049 ~ 2050	2	2054
2050 ~ 2051	1	2055
2051 ~ 2052	1	2056
2052 ~ 2053	1	2057
2053 ~ 2054	2	2058
2054 ~ 2055	2	2059
2055 ~ 2056	1	2060
2056 ~ 2057	1	2061
2057 ~ 2058	1	2062
2058 ~ 2059	2	2063
2059 ~ 2060	2	2064