

BY-LAWS OF THE OFFICIAL BOARD

**FIRST CHRISTIAN CHURCH
(DISCIPLES OF CHRIST)**

Denton, Texas

- I. The church year shall begin July 1st. The church fiscal year shall begin January 1st.

- II. The Official Board shall:
 - A. Hold regular meetings no less frequently than quarterly, with the first meeting of the church year to be in July, and shall hold such special meetings as may be called by the Chair or upon request of at least three of its members. Special meetings shall be announced at a regular Sunday morning worship service of the church at least one week prior to the scheduled date of the special meeting, and notice of the special meeting shall be published in the church newsletter which is mailed to the congregation at least one week prior to the scheduled date of the special meeting.

All meetings shall be conducted in accordance with the principles set forth in the New Testament and shall be governed by Roberts Rules of Order, Revised. Fifty-one percent of the members of the Official Board shall comprise a quorum. A majority of those voting shall determine all questions before the Board, except that a two-thirds majority shall be required in questions pertaining to the employment of salaried personnel and amending the constitution.

- B. Observe in its regular meetings an order of business which includes, but need not necessarily be limited to, the following items:
 - 1. Reading and approval of the minutes of previous meetings
 - 2. Report of Treasurer and approval thereof
 - 3. Report of functional ministries and special committees
 - 4. Actions on recommendations growing out of reports
 - 5. Consideration of unfinished business carried over from previous meetings
 - 6. New business
 - 7. Minister(s) reports

III. The Cabinet

- A. The purpose of the Cabinet shall be to interpret and coordinate the entire church program as planned by the various functional ministries and to serve in an advisory capacity to the Minister(s), Official Board and various departments and organizations of the Church.
- B. The Cabinet shall be responsible for:
 - 1. Studying the needs of the Church, evaluating its present activities, discussing proposed programs and referring specific items to the appropriate functional ministry or to the Official Board for study and implementation;
 - 2. Correlating plans and activities of the functional ministries and groups to achieve an effective program for the entire Church;
 - 3. Coordinating the calendar of activities as presented by the various ministries and organizations;
 - 4. Encouraging the fulfillment of objectives set by the various ministries and groups;
 - 5. Reporting its activities on a regular basis to the Official Board.
- C. The Cabinet shall hold regular meetings as determined by its membership. The chair of the cabinet shall be the minister.

IV. The Church Program

- A. The incoming Chair of the Official Board, in consultation with the minister and other officers of the Official Board, shall select the respective chairs of the functional ministries.
- B. The chair of each functional ministry shall exert his/her best effort to recruit and select its members, from among the members of the congregation, in sufficient number to carry out the responsibilities and accomplish the objectives of the functional ministry.

- C. The incoming Chair of the Official Board shall be prepared on July 1st to announce the chairs of all functional ministries and of any special committees deemed necessary at that time.
- D. Special committees or sub-committees shall be appointed by the Chair of the Official Board when deemed necessary, and shall be discharged when their respective assignments and objectives have been completed and accomplished.

V. Purposes and Duties of the Functional Ministries

The administration of the program of the Church shall be assigned primarily to the following functional ministries:

- A. The Worship Ministry shall assist the Church in the expression of corporate and individual worship by providing leadership in the planning of weekly and special services and by overseeing the music program.
- B. The Christian Education Ministry shall oversee Christian Education, recruit teachers, and promote attendance. The Christian Education Ministry shall work directly with the Librarian.
- C. The Membership Ministry shall promote Christian fellowship and caring within the Congregation and integrate new members into the life of the Church.
- D. The Church Growth Ministry promotes the church and its programs among the membership and the larger community, and invites visitors to share in the worship and fellowship of the Church.
- E. The University Student Life Ministry shall formulate and execute programs to serve and involve university students in the worship, study, fellowship, and service programs of this Congregation
- F. The Community and World Outreach Ministry shall be the primary focal point for reflecting congregational sensitivity to human needs, both local and at-large.

G. The Stewardship Ministry shall be responsible for promoting the effective and ongoing stewardship of the Congregation and for raising, counting, and depositing its monies. To these ends the functional ministry shall be charged with: the stewardship education of the Congregation; planning and conducting the Annual Campaign for the financial support of the church program; preparing the Annual Budget for submission to the Official Board; reviewing any other proposals for Congregation-wide fund raising efforts and making recommendations to the Official Board concerning them; and recommending and/or promoting any other activities which may be necessary or desirable for the effective stewardship of the Congregation and which are not the assigned or proper responsibility of another functional ministry.

The activities of counting and depositing funds may be separate from the Treasurer's duties, in which case the Stewardship Ministry shall choose a Financial Secretary to achieve these tasks, including supervising the preparation of the summary sheet and the deposit slip, making the bank deposit, transmitting a copy of the summary sheet and deposit slip to the Treasurer, and recording and reporting giving.

- H. The Property Ministry shall oversee the maintenance and use of all buildings, grounds, property, and equipment.
- I. The Memorial Fund shall be charged with coordinating, recording, and accounting for all church memorial funds.
- J. The Youth Ministry Council shall be charged with the planning, implementation, coordination, and evaluation for the ministry of Chi Rho and CYF age youth.
- K. The Librarian shall assume the responsibility for the management, preparation, and cataloging of the Church Library. The Librarian shall work directly with the Christian Education Ministry.
- L. The Church Historian shall gather and preserve data pertaining to the history, life and work of the Church.

VI. Auxiliary Organizations

These organizations, such as Disciples Men, Disciples Women, the Diaconate, and the Elders, shall cooperate with the Official Board and the functional ministries of the Church in the planning and administering of the total program of the Church and in the development of their individual programs in the best interest of the total program.

VII. Personnel Committee

- A. The Personnel Committee shall consist of the Board Chair, the Board Chair-Elect (who shall serve as chair of the committee), the Church Treasurer, and the chairs of the following functional ministries: Property, Stewardship, Worship, and Christian Education.
- B. The Personnel Committee shall be responsible for:
 - 1. Regularly evaluating all employees of the church. Evaluations shall be performed twice annually, during the first two weeks of March and September.
 - 2. Recommending to the Stewardship Ministry proposed salaries or salary adjustments for all employees of the Church, the recommendations to be due at the same time as annual budget proposals from the functional ministries of the Church.
 - 3. Recommending to the Official Board the hiring and/or dismissal of all employees other than Minister(s). A recommendation for hiring a new employee shall be made only after interviewing candidates recommended by the appropriate functional ministry.
 - 4. Performing any other personnel-related responsibilities and dealing with any personnel problems not otherwise specifically delegated by either the Constitution or the By-Laws.
 - 5. Recommending personnel policies to the Official Board.

VIII. Pastoral Relations Committee

- A **Membership:** The Pastoral Relations Committee shall consist of six members, who shall be appointed by the Chair of the Official Board in consultation with, and the concurrence of, the Minister(s). The term of office shall be three years, the terms to be staggered so that two members will be appointed each year. The committee shall choose its chair from among its members.

B. Responsibilities and Duties: The Pastoral Relations Committee is a nurturing and support body, rather than an advisory or policy making one. Its basic purposes and responsibilities shall be to (1) provide a support group for the Minister(s) and family members, and (2) maintain channels of communication between the Minister(s) and the Congregation.

Because of its relational character and the necessity for trust, acceptance and confidentiality in such a relationship, the committee shall not be expected or required to make substantive reports to the Official Board or the Congregation; neither shall it be required to keep minutes of its meetings.

C. Meetings: The committee shall meet regularly, at least once each quarter. The Minister(s), the chair of the committee or a majority of the committee members may call special meetings. At least one Minister shall be present at each meeting.

IX. Amending of By-Laws

These by-laws may be amended by a majority vote of the members of the Official Board present and voting in regular or special sessions, provided the proposed amendment has been submitted in writing to such membership of the Official Board at least ten days prior to the vote thereon.

The By-Laws were approved by the Official Board on _____, and ratified by the Congregation on _____.

This revision of the By-Laws contains all changes made by the Official Board from its approval on _____.

Constitution and By-Laws committee for 2006-2007

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