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**CONSTITUTION AND BYLAWS
OF THE
COMMUNITY CHRISTIAN CHURCH
(DISCIPLES OF CHRIST)
LINCOLNSHIRE, ILLINOIS**

Approved by the General Board 11/12/07
Revised and Approved by the General Board and Congregation 5/20/18

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1 **CONSTITUTION**

2 **PREAMBLE**

3 We, the members of the Community Christian Church (Disciples of Christ) of
4 Lincolnshire, Illinois, in faithful response to the will and purposes of God as
5 revealed through Jesus Christ, God's Holy Word, and God's continuing revelation
6 in the world, do hereby adopt this Constitution and Bylaws, effective **July 1, 2018**.
7 This Constitution and Bylaws supersedes all previous Constitutions and Bylaws.

8 **Article I. NAME**

9 The name of this church shall be Community Christian Church (Disciples of
10 Christ), Lincolnshire, Illinois.

11 **Article II. PURPOSE: VISION AND MISSION**

12 Vision

13 To be a thriving congregation that changes lives through Christ.

14 Mission

15 We are called to:

16 Welcome people into a loving and caring church family

17 Equip people with a Christ-centered faith that works in real life

18 Share God's love for us through compassionate service to others

19 We are called to be Community...Christian...Church.

20 **Article III. MEMBERSHIP**

21 ***Section A Conditions of Membership***

22 The membership of this congregation shall consist of the following: those who are
23 now members of the congregation; those who shall unite with it by confession of
24 faith in Jesus Christ as Lord and Savior, giving expression of their faith through
25 baptism and commitment to Him; and those who unite by transfer of membership,
26 thereby reaffirming their faith and commitment to Christ.

27 ***Section B Membership Responsibilities***

28 Members are expected to participate in the total life and work of the church,
29 including worship, education, and fellowship experiences; to support its ministries
30 both financially and by sharing time and talents; and to seek diligently the spiritual
31 welfare of the membership and the community.

32 **Article IV. POLITY**

33 ***Section A Affiliations***

34 This church is a part of the denomination known as the Christian Church (Disciples
35 of Christ). It actively supports the following:

- 36 1. The General Assembly of Christian Churches (Disciples of Christ),

- 1 2. The Christian Church in Illinois and Wisconsin, and
- 2 3. Their associated agencies.

3 **Section B Government**

4 This church shall be totally self-governing and operate within the scope of its
5 Vision and Mission statement. The execution of the government shall be vested in
6 the members operating within the Constitution, Bylaws, and Standard Operating
7 Procedures.

8 **Article V. MINISTER(S)**

9 The minister(s) shall serve as the spiritual leader(s) of the church, providing
10 support to the congregation in general and to individuals in particular. The
11 minister(s) shall be seminary trained and ordained. The minister(s) shall become a
12 member(s) of the church. The minister(s) may participate in denominational,
13 educational and community activities in order to further the broader purposes of
14 the church. Specific responsibilities and titles shall be as set forth in the Bylaws.

15 **Article VI. CHURCH ORGANIZATION**

16 **Section A Leaders**

17 The congregation shall elect the following Leaders from its members: Chair,
18 Vice-Chair, and Recording Secretary of the General Board, Elders, Trustees,
19 Treasurer, Financial Secretary, Chairs or Co-Chairs of all standing committees,
20 and Chair or Co-Chair of the Diaconate.

21 **Section B General Board**

22 The General Board shall be responsible to the congregation and have authority to
23 act on behalf of the congregation when it is not in a congregational meeting. The
24 General Board shall be responsible for conducting all legal and business matters
25 of the congregation and shall function and carry out such other responsibilities as
26 may be defined in the Bylaws.

27 The General Board shall direct the Trustees in matters involving conveyances,
28 mortgages, leases, or any other matters involving church property or assets. Any
29 sale or mortgage of real estate owned by the church shall be approved at a
30 congregational meeting.

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

33 **Section C Board of Elders**

34 The Board of Elders is concerned with the spiritual welfare of the congregation and
35 the minister(s). Elders shall provide spiritual leadership and give particular support
36 to the minister(s). The qualifications, election, and responsibilities of the Board of
37 Elders shall be as set forth in the Bylaws.

1 **Section D Board of Trustees**

2 The Board of Trustees is concerned with the legal and business involvements of
3 the church and shall make conveyances, mortgages, and leases or take any other
4 action directed by the General Board relating to church property or physical
5 assets. The Board of Trustees, under the direction of the General Board, shall
6 perform such other duties as may be required of trustees under the laws of Illinois.
7 The qualifications, election, and responsibilities of the Board of Trustees shall be
8 as set forth in the Bylaws.

9 **Section E Ministries Council**

10 The congregation shall have a Ministries Council that shall be responsible for
11 developing a coordinated program of ministries and generally assisting the
12 minister(s) in administering the same. The responsibilities and membership of the
13 Ministries Council shall be set forth in the Bylaws.

14 **Section F Committees**

15 As necessary for the conduct of the work of the congregation as set forth in the
16 Bylaws, the General Board shall establish standing committees through Bylaw
17 amendments and may establish special committees and other organizations of a
18 temporary nature.

19 **Article VII. CONGREGATIONAL MEETINGS**

20 **Section A Regular Meetings**

21 The church program year shall be from July 1 through June 30. The church fiscal
22 year shall be from January 1 through December 31. A congregational meeting
23 shall be held prior to July 1 for the primary purpose of electing leaders, and a
24 second congregation meeting shall be held prior to January 1 for the primary
25 purpose of approving an operating budget. These congregation meetings shall be
26 held at such times as may be set forth in notification to the membership in
27 accordance with procedures set forth in the Bylaws.

29 **Section B Meeting Notification**

30 Notice of all congregational meetings shall be given to members as specified in
31 the Bylaws.

32 **Article VIII. ELECTIONS**

33 Election of church leaders shall be conducted at the mid-year congregational
34 meeting. The manner of election and the duties and terms of leaders shall be as
35 set forth in the Bylaws.

36 **Article IX. PARLIAMENTARY AUTHORITY**

37 The latest revision of *Robert's Rules of Order* shall govern all congregational
38 meetings and meetings of the General Board except as might otherwise be
39 designated in this Constitution and Bylaws.

1 **Article X. BYLAWS**

2 It is expected that the General Board and the congregation will adopt Bylaws to
3 implement provisions of this Constitution.

4 **Article XI. STANDARD OPERATING PROCEDURES**

5 It is expected that the General Board will adopt Standard Operating Procedures to
6 implement provisions of the Bylaws.

7 **Article XII. AMENDMENTS**

8 This Constitution may be amended by a two-thirds vote of the members present
9 and voting on the amendment(s) at any meeting of the congregation provided the
10 proposed amendment(s) have been approved by a simple majority of the General
11 Board, and provided the proposed amendment(s) has (have) been presented to
12 the congregation in writing at least two weeks prior to the meeting called according
13 to provisions set forth in the Bylaws.

14 **Article XIII. ADOPTION**

15 This Constitution and Bylaws shall become adopted upon approval of the
16 congregation by a two-thirds vote of the members present and voting on the
17 Constitution and Bylaws at a meeting duly called for such purpose, provided that it
18 has previously been approved by a simple majority of the General Board.

1 **BYLAWS**

2 I. MINISTER(S)

3 A. Categories

4 1. Senior Minister

5 The senior minister shall be the spiritual leader of the congregation. In
6 cooperation with the Board of Elders and the General Board, he/she shall
7 encourage orderly procedures in the life and work of the congregation in
8 compliance with the Constitution, Bylaws and Standard Operating
9 Procedures.

10 2. Interim Senior Minister

11 In the absence of a senior minister, an interim senior minister may be called
12 by the church. He/she shall function in every respect as the senior minister
13 during his/her tenure and shall facilitate the transition to the next senior
14 minister. He/she shall not be required to become a member of the church
15 and shall not be eligible to become the senior minister.

16 3. Associate Minister(s)

17 Associate minister(s) may be called with the concurrence of the senior
18 minister. He/she shall report to and be supervised by the senior minister.

19 4. Minister Emeritus

20 The General Board may designate a retired minister as minister emeritus in
21 recognition of his/her distinguished service to the congregation.

22

23 B. Selection

24 1. Minister (Senior, Associate, or Interim)

25 When the need arises for the calling of a senior, associate, or interim
26 minister a Pulpit Committee shall be formed composed of five members.
27 With the approval of the General Board, the chair of the General Board
28 shall appoint two members from the General Board. Three shall be elected
29 from the church membership at a congregational meeting. At its first
30 meeting the Pulpit Committee shall elect a chair. The committee shall seek
31 counsel from the regional minister and may seek counsel from others as
32 they deem necessary.

33 After an interim minister is secured, the same Pulpit Committee shall
34 function to secure a senior minister.

35 In the case of calling a senior, associate, or interim minister, the committee
36 shall recommend one candidate to the General Board. Following a
37 two-thirds vote of approval by the General Board, the nominee shall be
38 presented to the congregation. Following a two-thirds vote of approval of

1 the members present and voting at a meeting of the congregation, the call
2 shall be extended.

3 If the call is approved for a minister, the terms of the call shall be set forth in
4 writing in triplicate by the chair of the General Board in consultation with the
5 Human Resources Committee and the Board of Trustees: one copy for the
6 candidate, one for the Pulpit Committee, and one for the permanent file. If a
7 call fails, the Pulpit Committee shall select another candidate.

8 C. Term of Ministry

9 1. Senior/Associate Minister

10 The term of a senior/associate minister's calling to Community Christian
11 Church shall be for an indefinite period of time and may be terminated by
12 either the senior/associate minister or the congregation upon at least 60
13 days written notice or such other period as may be mutually agreed upon by
14 the parties.

15 The congregation may terminate a senior/associate minister's tenure only
16 by means of a vote to do so held under the following conditions:

- 17 a. A majority vote of the General Board that the question be included as
18 an agenda item at a congregational meeting, such meeting being
19 called in accordance with the provisions of the Constitution and
20 Bylaws. Said congregational meeting shall be called within 45 days
21 of the vote by the General Board.
- 22 b. The congregational vote shall be by secret ballot.
- 23 c. A majority vote of the members present, and voting will be required
24 to carry a motion to terminate.

25 2. Interim Minister

26 The term of the interim minister's calling shall be for a specific period of
27 time not to exceed two years but shall be subject to renewal and may be
28 terminated by either the interim minister or the General Board upon at least
29 60 days written notice or such other period as may be mutually agreed
30 upon by the parties.

31 The General Board may terminate an interim minister's tenure by two-thirds
32 vote.

33 D. Duties

34 1. Duties of the senior minister or interim minister (both referred to below as
35 the minister) shall be as follows:

- 36 a. The minister shall perform ministerial activities such as preaching,
37 teaching, Bible study, pastoral visitation, serving communion and
38 conducting weddings, funerals, memorials, baptisms, and baby
39 dedications.

- 1 b. The minister shall give special attention to the selection and training
- 2 of the congregation's leaders, and any associate minister(s).
- 3 c. The minister is responsible for the supervision of all staff.
- 4 2. The minister shall be an ex-officio member without vote of all church
- 5 organizations. The minister may delegate or extend his/her ex-officio status
- 6 to any associate minister.

7 II. CONGREGATIONAL ELECTIONS

8 A. Procedure

9 At the mid-year congregational meeting the congregation shall elect leaders.
10 Only members of the church are eligible to vote. If voting is done by ballot,
11 ballots will be distributed, collected, and counted by tellers appointed by the
12 chair of the General Board, who will announce the results at the meeting and
13 see that the results of the election are posted in the public areas of the
14 church within 15 days.

15 B. Leadership Positions and Terms of Office

- 16 1. At the mid-year congregational meeting the congregation shall elect leaders
17 for terms as shown below:
 - 18 a. Chair of the General Board - one-year term.
 - 19 b. Vice-chair of the General Board - one-year term.
 - 20 c. Recording secretary of the General Board – one-year term.
 - 21 d. Elders (one for every 30 members or major fraction thereof, with a
22 minimum of 4) - three-year term.
 - 23 e. Trustees (one for every 100 members or major fraction thereof, with
24 a minimum of 3) - three-year term.
 - 25 f. Permanent Endowment Fund Trustees (five) – three-year term.
 - 26 g. Treasurer - one-year term.
 - 27 h. Financial Secretary - one-year term.
 - 28 i. Chairs or co-chairs of all standing committees - one-year term.
 - 29 j. Chair or co-chairs of the diaconate – one-year term.
- 30 2. Terms of office are based upon the July 1 through June 30 program year.
- 31 3. Outgoing leaders shall continue in an advisory capacity for two months
32 beyond the end of their term to assist their respective successors in
33 effecting a smooth transition of work. The new leader is the responsible
34 person.

35 C. Eligibility

- 36 1. Candidates must be members of the congregation.

- 1 2. Members are eligible to serve five consecutive years in any combination of
2 leadership positions after which the member must take a one-year
3 sabbatical. Up to seven years of consecutive service may be allowed if
4 needed to accommodate nomination to a multi-year term of office. A person
5 may not serve consecutive terms as a Permanent Endowment Fund
6 trustee.
- 7 3. The chair of the General Board, with the approval of the General Board,
8 shall have the right to appoint an eligible person to fill any unexpired term of
9 any elected Leader if that position is or becomes vacant.
- 10 4. For the purpose of calculating a year of service a leader who has served
11 more than half a year is considered to have served a full year. One who has
12 served half a year or less is not considered to have served a year.

13 III. MEETINGS

14 A. Congregational

15 1. Procedure for Calling

16 Meetings of the congregation may be held at any time by virtue of the
17 following conditions:

- 18 a. Regular congregational meetings to be held in June for the election
19 of church leaders and in December for the approval of a budget for
20 the fiscal year.
- 21 b. A call by the chair of the General Board at the direction of the
22 General Board, such meeting to be held within 45 days of the
23 General Board's vote to call a meeting.
- 24 c. A call by the chair of the General Board upon receipt by the General
25 Board, at a regularly scheduled General Board meeting, of a petition
26 to meet signed by 1/3 of the members of the congregation, such
27 congregational meeting to be held within 45 days of receipt of the
28 petition.

29 2. Procedure for Notification

30 Notification of each congregational meeting and of the agenda of all items
31 of business shall be made through a church mailing. Such notification shall
32 be postmarked at least 10 days, but not more than 30 days, prior to the
33 meeting.

34 Items that are not published in the agenda may not be addressed at a
35 meeting of the congregation except for a motion to call another meeting.

36 3. Quorum

37 A quorum shall consist of the larger of the following:

- 38 a. Thirty members of the church

1 b. Ten percent of the membership of the church rounded to the nearest
2 whole number.

3 If there are fewer than 37 members, a quorum will be 80% of the
4 membership rounded to the nearest whole number.

5

6 B. Other Regularly Scheduled Meetings

7 Other regularly scheduled meetings, such as General Board meetings,
8 committee meetings, etc., shall be open to members and friends of the
9 congregation. However, the members of the board or committee may vote to
10 go into executive session to discuss items of a confidential nature.

11 IV. MINISTRIES COUNCIL

12 A. Membership

13 The Ministries Council shall include the minister(s), the vice-chair of the
14 General Board, the chair or one of the co-chairs of the diaconate, and the
15 chairs or one of the co-chairs of the following standing committees:

- 16 1. Children's Ministries
- 17 2. Communications
- 18 3. Community Christian Church Men
- 19 4. Community Christian Church Women
- 20 5. Congregational Care
- 21 6. Fellowship
- 22 7. Human Resources
- 23 8. Membership Development
- 24 9. Outreach
- 25 10. Property
- 26 11. Stewardship
- 27 12. Worship
- 28 13. Youth Leadership Team
- 29 14. Historian

30 The Ministries Council shall be responsible to the General Board. The
31 Vice-Chair of the General Board is the Chair of the Ministries Council.

32 B. Meetings

33 The Ministries Council shall meet at least quarterly.

34 C. Duties

- 1 1. In partnership with the minister(s), the Ministries Council shall develop and
2 coordinate the activities and programs of the congregation. The Ministries
3 Council shall report its overall plans to the General Board for review.
- 4 2. Proposed new programs and ministries that do not naturally fall under
5 current standing committees shall be presented to the Ministries Council for
6 approval, support, and coordination.

7 V. THE GENERAL BOARD

8 When the congregation is not in a congregational meeting, the General Board
9 shall be the governing body of the church. It shall be responsible for setting the
10 overall direction of the church within the framework of the Vision and Mission of
11 the church. The General Board supports the work of the church's boards,
12 councils, and committees.

13 A. Membership

14 The General Board shall consist of the following:

- 15 1. The chair of the General Board
- 16 2. The vice-chair of the General Board
- 17 3. The recording secretary of the General Board
- 18 4. The Board of Elders - two (2) representatives
- 19 5. At-large - two (2) representatives
- 20 6. The Board of Trustees - one (1) representative
- 21 7. The Ministries Council - three (3) representatives
- 22 8. The Finance Committee - one (1) representative

23 No individual may have more than one General Board position.

24 B. Meetings

- 25 1. The General Board shall meet at least six times a year. A quorum shall
26 consist of 75% (rounded to the nearest whole person) of the members of
27 the General Board and each member shall have one vote.
- 28 2. The Board of Elders, the Board of Trustees, the Ministries Council, and the
29 Finance Committee shall meet separately before the first General Board
30 meeting of the program year to elect their representative(s) to the General
31 Board. In the event of a planned absence of one of the General Board
32 members elected from the Ministries Council, Board of Trustees, or Board
33 of Elders, the elected representative with the planned absence may
34 delegate another member of the same body as a substitute, by
35 communication in writing from the absent member to the chair of the
36 General Board. The person so designated has full voting privileges and is
37 included in the quorum count.
- 38 3. Electronic meetings may be held.

1 C. Leaders

- 2 1. Duties of chair of the General Board: Call and preside at all regular or
3 special meetings of the General Board and of the congregation; appoint, in
4 conjunction with the senior minister and with the approval of the General
5 Board, all support positions defined in the Standard Operating Procedures
6 and when necessary a parliamentarian; and serve as a member ex-officio
7 without vote on all church organizations.
- 8 2. Duties of the vice-chair of the General Board: Assume the duties of the
9 chair in his/her absence; and serve as a member of the Finance Committee
10 and as the chair of the Ministries Council.
- 11 3. Duties of the recording secretary of the General Board: Take, publish, and
12 keep minutes of all meetings of the General Board; receive written reports
13 submitted to the General Board and add them to the permanent file; and be
14 responsible for maintaining the official records of the church.

15 VI. RESPONSIBILITIES AND DUTIES OF CHURCH LEADERS

16 A. Board of Elders

- 17 1. The primary responsibility of the Board of Elders is the spiritual life and
18 development of the congregation. The elders shall assist and share with the
19 minister(s) in the conduct of his/her (their) pastoral functions and provide
20 continuing support and counsel for the minister(s).
- 21 2. The duties of the Board of Elders shall consist of the following:
- 22 a. Prior to the first General Board meeting of the program year the
23 Board of Elders shall meet and do the following:
- 24 i. Elect its chair or co-chairs for the year and
25 ii. Elect its representatives to serve on the General Board.
- 26 b. Preside at the Communion Table with a minister or in his/her
27 absence.
- 28 3. These and other duties of the Board of Elders are detailed in the Standard
29 Operating Procedures.

30 B. Board of Trustees

- 31 1. The primary responsibility of the Board of Trustees is managing the
32 contractual and legal matters of the church.
- 33 2. The duties of the Board of Trustees shall consist of the following:
- 34 a. Prior to the first General Board meeting of the program year the
35 Board of Trustees shall do the following:
- 36 i. Elect its chair or co-chairs for the year
37 ii. Elect its representative to serve on the General Board.
- 38 b. Exercise all statutory powers and duties with respect to the church
39 property and secular business matters, but have no power to buy,

- 1 sell, or mortgage real estate without specific authority by vote of the
2 congregation.
- 3 c. Have the processes and procedures of the treasurer and financial
4 secretary reviewed at least annually and reporting the review to the
5 General Board.
- 6 d. Maintain adequate insurance on real and personal property as
7 approved by the General Board.
- 8 e. The Chair or one of the Co-Chairs of the Trustees shall serve on the
9 Finance Committee.
- 10 f. Maintain all official documents, contracts and leases in a permanent
11 and secure file.

12 3. These and other duties of the Board of Trustees are detailed in the
13 Standard Operating Procedures.

14 C. Trustees of the Permanent Endowment Fund

- 15 1. The primary purpose of the Permanent Endowment Fund is to receive, hold
16 and invest bequests and other undesignated gifts to the church. The use of
17 this fund is to support the mission and ministries of Community Christian
18 Church.
- 19 2. The duties of the Permanent Endowment Fund trustees shall consist of the
20 following:
- 21 a. Meet quarterly.
- 22 b. Review the activity and performance of the Fund and provide a
23 written annual report to the General Board.
- 24 c. Invest the Fund, subject to confirmation of the General Board.
- 25 d. When appropriate under conditions described in the Fund policy,
26 annually allocate Fund spending to the Finance Committee.
- 27 3. These and other duties of the Permanent Endowment Fund trustees are
28 detailed in the Standard Operating Procedures.

29 D. Financial Secretary

- 30 1. The primary responsibility of the financial secretary is the receiving,
31 recording, and handling of all income contributed to or earned by the
32 church.
- 33 2. The financial secretary may have an assistant. The assistant is appointed
34 for the program year by the chair of the General Board with the concurrence
35 of the financial secretary, the senior minister, and the approval of the
36 General Board. The assistant will assist the financial secretary in all aspects
37 of his or her duties and responsibilities including attending meetings. The
38 assistant may not serve more than five consecutive years.
- 39 3. The financial secretary shall serve as a member of the Finance Committee.

1 4. Maintaining Confidentiality

- 2 a. The knowledge of who does and does not pledge to the church and
3 the amounts of such pledges shall be known only to the financial
4 secretary and the assistant.
- 5 b. The knowledge of how much someone gives annually, pledged or
6 not, shall be kept in confidence by the financial secretary, the
7 assistant, and any external auditor.
- 8 c. Confidentiality regarding other gifts shall be treated in accordance
9 with the donors' wishes.

10 5. These and other duties of the financial secretary are detailed in the
11 Standard Operating Procedures.

12 E. Standing Committee Chairs or Co-Chairs

- 13 1. It is the responsibility of standing committee chairs and co-chairs to provide
14 leadership in carrying out the Vision and Mission of the church through the
15 work of their committees.
- 16 2. Once the Standard Operating Procedures are developed, all standing
17 committees shall recommend to the General Board for approval any
18 necessary changes to their existing procedures.
- 19 3. Duties and responsibilities of all standing committee chairs and co-chairs
20 shall consist of the following:
- 21 a. Serve as members of the Ministries Council if provided for in the
22 Bylaws.
- 23 b. Staff the committee with a balance of experienced and inexperienced
24 members and friends of Community Christian Church.
- 25 c. Meet with their committees to plan and execute programs consistent
26 with their committee's purposes and specific responsibilities as
27 defined in the Bylaws and current Standard Operating Procedures.
- 28 d. Submit an annual budget proposal in a timely manner.
- 29 e. Plan and manage committee expenses in accordance with
30 established Standard Operating Procedures.
- 31 f. Submit long-range capital projects to the General Board.
- 32 g. Provide reports to the General Board and the Ministries Council as
33 requested.
- 34 h. Attend General Board and/or Ministries Council meetings if a
35 member.
- 36 4. These and other duties of the standing committee chairs and co-chairs are
37 detailed in the Standard Operating Procedures.

38 F. Treasurer

- 1 1. The primary responsibility of the treasurer is the dispersal of church funds
2 according to the authority designated by the General Board.
- 3 2. The treasurer shall serve in the following capacities:
 - 4 a. A member of the Finance Committee.
 - 5 b. An *ex-officio* member without vote of the Board of Trustees.
- 6 3. These and other duties of the treasurer are detailed in the Standard
7 Operating Procedures.

8 VII. STANDING COMMITTEES

9 Standing Committees are charged with the continuing operation of the
10 church. Standing committee chairs and co-chairs are elected by the
11 congregation at the mid-year congregational meeting.

12 A. Children's Ministries Committee

- 13 1. The purpose of the Children's Ministries Committee is to develop an
14 effective program of Children's Ministries for the congregation.
- 15 2. The chair or one of the co-chairs will serve on the Ministries Council.
- 16 3. These and other duties of the committee are detailed in the Standard
17 Operating Procedures.

18 B. Communications Committee

- 19 1. The purpose of the Communications Committee is to keep the ministries
20 and programs of the church before the congregation and community in
21 informative and effective ways.
- 22 2. The chair or one of the co-chairs will serve on the Ministries Council.
- 23 3. These and other duties of the committee are detailed in the Standard
24 Operating Procedures.

25 C. Community Christian Church Men

- 26 1. The purpose of the Community Christian Church Men Committee is to
27 promote and maintain a fellowship among the men of the congregation.
- 28 2. The chair or one of the co-chairs will serve on the Ministries Council.
- 29 3. These and other duties of the committee are detailed in the Standard
30 Operating Procedures.

31 D. Community Christian Church Women

- 32 1. The purpose of the Community Christian Church Women Committee is to
33 promote and maintain a fellowship among the women of the congregation.
- 34 2. The chair or one of the co-chairs will serve on the Ministries Council.
- 35 3. These and other duties of the committee are detailed in the Standard
36 Operating Procedures.

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E. Congregational Care Committee

- 1. The purpose of the Congregational Care Committee is to provide assistance and care to members and friends of the congregation.
- 2. The chair or one of the co-chairs will serve on the Ministries Council.
- 3. These and other duties of the committee are detailed in the Standard Operating Procedures.

F. Fellowship Committee

- 1. The purpose of the Fellowship Committee is to provide opportunities to the congregation for informal, congenial, social interaction in order to strengthen the community in Christian love.
- 2. The chair or one of the co-chairs will serve on the Ministries Council.
- 3. These and other duties of the committee are detailed in the Standard Operating Procedures.

G. Finance Committee

- 1. The purpose of the Finance Committee is to do the following:
 - a. Manage and safeguard the financial resources of the church;
 - b. Report the financial status of the church to the General Board and the congregation on a regular basis.
 - c. Prepare an annual budget for the approval by the General Board and the congregation.
- 2. The membership of the Finance Committee shall include the following leaders of the church: chair or co-chairs of the Finance Committee, vice-chair of the General Board, chair or one of the co-chairs of the Board of Trustees, the financial secretary, and the treasurer.
- 3. These and other duties of the committee are detailed in the Standard Operating Procedures.

H. Human Resources Committee

- 1. The purpose of the Human Resources Committee is to serve the church in a consulting capacity regarding employment and development of staff.
- 2. The chair or one of the co-chairs will serve on the Ministries Council.
- 3. These and other duties of the committee are detailed in the Standard Operating Procedures.

I. Membership Development Committee

- 1. The purpose of the Membership Development Committee is to encourage church membership and, in cooperation with the minister(s), to welcome new members and integrate them into the fellowship of the church.
- 2. The chair or one of the co-chairs will serve on the Ministries Council.

1 3. These and other duties of the committee are detailed in the Standard
2 Operating Procedures.

3 J. Nominating Committee

4 1. The purpose of the Nominating Committee is to recruit qualified members of
5 the church who commit to serve in leadership positions. The Nominating
6 Committee shall also nominate six members of the church to serve on the
7 following year's Nominating Committee.

8 2. Up to three one-year terms may be served consecutively. Service on the
9 Nominating Committee is not considered a leadership position for purpose
10 of compliance with the sabbatical requirement (II.C.2).

11 3. The duties of the committee shall consist of the following:

12 a. Designate one of its members as chair of the committee.

13 b. Submit a slate of nominees to the General Board for its approval in a
14 timely manner.

15 c. Present the slate of nominees approved by the General Board to the
16 congregation following appropriate congregational notification.

17 4. These and other duties of the committee are detailed in the Standard
18 Operating Procedures.

19 K. Outreach Committee

20 1. The purpose of the Outreach Committee is to recognize and serve human
21 needs in the community and the world. The committee shall enlist support
22 from the congregation for the church universal at various denominational
23 and ecumenical levels.

24 2. The chair or one of the co-chairs will serve on the Ministries Council.

25 3. These and other duties of the committee are detailed in the Standard
26 Operating Procedures.

27 L. Property Committee

28 1. The purpose of the Property Committee is to recognize the material and
29 financial needs of the building and grounds on both an annual and
30 long-range basis and to supervise maintenance and repair of the property.

31 2. The chair or one of the co-chairs will serve on the Ministries Council.

32 3. These and other duties of the committee are detailed in the Standard
33 Operating Procedures.

34 M. Stewardship Committee

35 1. The purpose of the Stewardship Committee is to encourage within the
36 church community a personal commitment of service and financial
37 resources.

38 2. The chair or one of the co-chairs will serve on the Ministries Council.

1 3. These and other duties of the committee are detailed in the Standard
2 Operating Procedures.

3 N. Worship Committee

4 1. The purpose of the Worship Committee is to assist the minister(s) in
5 establishing a spirit of worship in worship services through appropriate
6 programming of music, liturgy, preaching, and seasonal décor.

7 2. The chair or one of the co-chairs will serve on the Ministries Council.

8 3. These and other duties of the committee are detailed in the Standard
9 Operating Procedures.

10 O. Historian

11 1. The purpose of the Historian (Committee) is to gather, compile and
12 chronicle information and records pertaining to the history, life and work of
13 the church.

14 2. The chair or one of the co-chairs will serve on the Ministries Council.

15 3. These and other duties of the committee are detailed in the Standard
16 Operating Procedures.

17 P. Youth Leadership Team (YLT)

18 1. The purpose of the YLT is to provide a bridge of continuity for the youth
19 program.

20 2. The chair or one of the co-chairs will serve on the Ministries Council.

21 3. These and other duties of the YLT are detailed in the Standard Operating
22 Procedures.

23

24 VIII. DIACONATE

25 A. The purpose of the Diaconate is to provide support in the conduct of worship
26 services, prepare and serve communion, and receive the offering collections.

27 B. The chair or one of the co-chairs will serve on the Ministries Council.

28 C. These and other duties of the Diaconate are detailed in the Standard
29 Operating Procedures.

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31 IX. SPECIAL COMMITTEES

32 The chair of the General Board may, with the concurrence of the senior
33 minister and the approval of the General Board, create special committees.
34 These committees will have their purpose, membership, reporting, and time
35 constraints defined as part of the approval process. A special committee shall
36 exist only until it has fulfilled its specific purpose or until the chair of the
37 General Board with the approval of the General Board deems it appropriate to
38 dissolve the committee. Fulfillment of its purpose shall be determined by the

1 formal acceptance of the final report of the special committee by the General
2 Board. Examples of special committees are Minister Orientation Committee,
3 Constitution Committee, Long Range Planning Committee, Architectural
4 Review Committee, Memorial Committee, and Capital Campaign Committee.

5 X. EMPLOYMENT OF STAFF

6 Employees, except for those otherwise provided for in the Bylaws, shall be
7 hired by the General Board upon recommendation of the appropriate church
8 organization and the senior minister.

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10 Other employment procedures are detailed in the Standard Operating
11 Procedures.

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13 Involuntary termination of any employee other than the minister(s) must be
14 approved by the General Board.

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16 XI. AMENDMENTS

17 These Bylaws may be amended by a two-thirds vote of the members present
18 and voting on the amendment(s) at any meeting of the congregation provided
19 the proposed amendment(s) have been approved by a simple majority of the
20 General Board and provided the proposed amendment(s) has (have) been
21 presented to the congregation in writing at least two weeks prior to the meeting
22 called according to provisions set forth in the Bylaws.

23

24 The Standard Operating Procedures may be amended by a majority vote of those
25 General Board members attending a General Board meeting.