

First Christian Church
(Disciples of Christ)
Louisburg, Kansas

Bylaws

ARTICLE I NAME

The name of this Congregation shall be First Christian Church (Disciples of Christ) affiliated with and an integral part of the Christian Church (Disciples of Christ) in the United States and Canada.

ARTICLE II VISION

Section 1. Vision consists of three elements:

1. PURPOSE tells why the Church exists and the Congregation's reason for being.
2. MISSION tells what the Church does to fulfill its purpose and what services it provides.
3. VALUES tells how the Church performs its Mission and describes the culture of the Congregation.

Section 2. OUR PURPOSE is responding to God's love and celebrating the hope we have through Jesus the Christ. Forgiven and claimed as God's children we

- Have passed through the waters of Baptism;
- Feast weekly at God's Table to which all are invited;
- Study and Proclaim God's Word; and
- Celebrate God's boundless grace.

Section 3. OUR MISSION is serving God best by serving our neighbors next door and around the world. We offer:

- Welcome for the stranger,
- Comfort for the hurt,
- Compassion for the overwhelmed,
- Sanctuary for the seeker,
- Love for the rejected, and a
- Home for the Family of God.

Section 4. OUR VALUES as a people in transition to the future that God makes possible are to practice justice, love, mercy, walk humbly, and affirm the diversity of God's Creation.

**ARTICLE III
GENERAL MEMBERSHIP**

Membership of this Congregation shall consist of the following:

- a. Those who are current members of the Congregation,
- b. Those who shall unite with the Church by confession of faith in Jesus Christ as Lord and Savior giving expression of their faith through baptism and commitment to Him, and
- c. Those who shall unite with the Church by transfer of membership.

**ARTICLE IV
OFFICERS OF THE CONGREGATION**

Section 1. The Congregation at its annual meeting in the month of January shall elect from its Members a Chair, Vice-Chair, Secretary, Treasurer, Co-Treasurer, Financial Secretary, and Co-Financial Secretary.

Section 2. Each officer must be a Member of the Congregation and active in the Congregation's life.

Section 3. The Chair will serve a one (1) year term.

Section 4. The Vice-Chair and Secretary will serve a two (2) year term. At the end of the first year of the term, the Vice-Chair will become the Chair for subsequent year of the term as outlined in Section 3 above.

Section 5. The Treasurer, Co-Treasurer, Financial Secretary, and Co-Financial Secretary will serve a three (3) year term.

**ARTICLE V
DUTIES OF THE OFFICERS OF THE CONGREGATION**

Section 1. The Chair shall

- a. Preside at all General Board, Congregational, and Special Meetings;
- b. Only receive and ask for motions and motion seconds, and may not make nor second motions;
- c. Vote only as tiebreaker in the event of tie vote;
- d. Call Special Meetings according to Article XI of these Bylaws;
- e. Coordinate the work of the officers and committees;
- f. Perform other duties as provided under these Bylaws; and

- g. Meet with newly elected Chair before the end of the term to discuss the responsibilities of the Chair and transfer possession of any and all pertinent records.

Section 2. The Vice-Chair shall

- a. Act as aide to the Chair,
- b. Perform the duties of the Chair in the Chair's absence or the Chair's inability to serve,
- c. Serve as Chair of the Nominating Committee,
- d. Perform other duties as provided under these Bylaws, and
- e. Meet with newly elected Vice-Chair before the end of the term to discuss the responsibilities of the Vice-Chair and transfer possession of any and all pertinent records.

Section 3. The Secretary shall

- a. Record the minutes of all General, Congregational, and Special meetings;
- b. Be prepared to provide the records of any previous meetings;
- c. Maintain all files and records at the First Christian Church so that said files and records are accessible to all Members;
- d. Maintain a current copy of the Bylaws;
- e. Perform other duties as provided under these Bylaws; and
- f. Meet with newly elected Secretary before the end of the term to discuss the responsibilities of the Secretary and transfer possession of any and all pertinent records.

Section 4. The Treasurer shall

- a. Maintain a full account of the funds of the First Christian Church,
- b. Make disbursements as authorized by the Church,
- c. Keep a full and accurate account of all receipts and disbursements,
- d. Provide a written financial statement to the General Board at each General Board meeting,
- e. Submit the books for an annual audit,
- f. Perform other duties as provided under these Bylaws, and
- g. Meet with newly elected Treasurer before the end of the term to discuss the responsibilities of the Treasurer and transfer possession of any and all pertinent records.

Section 5. Co-Treasurer shall

- a. Act as aide to the Treasurer,
- b. Perform the duties of the Treasurer in the Treasurer's absence or the Treasurer's inability to serve,

- c. Perform other duties as provided under these Bylaws, and
- d. Meet with newly elected Co-Treasurer before the end of the term to discuss the responsibilities of the Co-Treasurer and transfer possession of any and all pertinent records.

Section 6. The Financial Secretary shall:

- a. Follow established procedures and maintain a full account of all incoming funds of the First Christian Church,
- b. Provide a written financial statement to the General Board at each General Board meeting,
- c. Submit the books for an annual audit,
- d. Perform other duties as provided under these Bylaws, and
- e. Meet with newly elected Financial Secretary before the end of the term to discuss the responsibilities of the Financial Secretary and transfer possession of any and all pertinent records.

Section 7. Co-Financial Secretary shall:

- a. Act as aide to the Financial Secretary,
- b. Perform the duties of the Financial Secretary in the Financial Secretary's absence or the Financial Secretary's inability to serve,
- c. Perform other duties as provided under these Bylaws, and
- d. Meet with newly elected Co-Financial Secretary before the end of the term to discuss the responsibilities of the Co-Financial Secretary and transfer possession of any and all pertinent records.

ARTICLE VI GENERAL BOARD

Section 1. The General Board shall be responsible for conducting the business of the Congregation of the First Christian Church on behalf of the Congregation at all times except during a Congregational Meeting as defined in Article XI, Section 2 of these Bylaws.

Section 2. Each General Board Member shall be an active Member of the First Christian Church.

Section 3. The Members of the General Board shall be

- a. The elected officers;
- b. The Elders, the Deacons, the Trustees, and the Historian;
- c. The Chair or selected representative of each of the six Committees defined under Article XII, Section 1 of these Bylaws; and

- d. Minister(s) of the congregation who shall serve as ex officio non-voting Member(s).

Section 4. The Duties of the General Board shall be as follows:

- a. Receive reports from Officers, Chairs and the Minister(s) at each monthly General Board meeting,
- b. Develop an annual budget and yearly programs for Congregational approval,
- c. Conduct all legal business of the Congregation,
- d. Approve the work of all Standing and Special Committees,
- e. Recommend the calling of the Minister(s) and other staff members,
- f. Select an auditor or auditor committee for annual audit of the financial accounts, and
- g. Assure that all financial, General Board, Committee, and other records are maintained for the required periods.

Section 5. Upon expiration of the term of office or when an individual ceases to hold a position that entitles that individual to hold membership on the General Board; that individual ceases to be a Member of the General Board and is relieved of all duties and responsibilities. All records, books, and other materials pertaining to the position must be transferred immediately to the General Board Chair or transfer said items to the Incoming Officer as defined under the appropriate Section of Article V of these Bylaws. All Church funds shall be returned to the Treasurer within fourteen (14) days.

Section 6. Voluntary resignation of an Officer or a Committee Chair shall be accepted in full confidentiality by the Minister, The General Board Chair, or the General Board.

Section 7. If an Officer or a Committee Chair does not fulfill the requirements of their office, that Officer or Committee Chair may be removed from office by

- a. Recommendation for removal by the General Board approved at a Regular or Special meeting as defined in Article XI, Section 1 of these Bylaws by a two-thirds majority vote of General Board Members present; and
- b. Approval of said removal recommendation by a two-thirds majority vote of the Members of the Congregation present at a Regular or Special meeting as defined in Article XI, Section 2 of these Bylaws.

Section 8. If an Office is vacated for any reason, the vacancy shall be filled by the following Order of Succession:

- a. If the Office of Chair is vacated, the Vice Chair shall succeed the Chair and a succeeding Vice Chair shall be appointed;
- b. If the Office of Treasurer is vacated, the Co-Treasurer shall succeed the Treasurer and a succeeding Co-Treasurer shall be appointed;
- c. If the Office of Financial Secretary is vacated, The Co-Financial Secretary shall succeed the Financial Secretary and a succeeding Co-Financial Secretary shall be appointed;
- d. All other vacated Offices shall be succeeded by appointment;
- e. The General Board shall name an appointee to a vacated office by a majority vote of the General Board Members present at a Regular or Special meeting as defined in Article XI, Section 1 of these Bylaws; and
- f. The Congregation shall confirm the appointee by a majority vote of the Members of the Congregation present at a Regular or Special meeting as defined in Article XI, Section 2 of these Bylaws.

Section 9. If a Committee Chair is vacated for any reason, the vacancy shall be filled by appointment of a successor approved by a majority vote of the General Board Members present at a Regular or Special meeting as defined in Article XI, Section 1 of these Bylaws.

ARTICLE VII ELDERSHIP, DIACONATE, TRUSTEES, AND HISTORIAN

Section 1. The Congregation shall have an Eldership and a Diaconate with sizes determined by the General Board, Trustees of no more than five (5), and a Historian.

Section 2. Elders, Deacons, Trustees, and the Historian shall be Members and active in the Congregation's life.

Section 3. The Congregation at its annual meeting in the month of January shall elect from its Members the Elders, Deacons, Trustees, and Historian to serve terms of one (1) year.

Section 4. A Chair shall be elected by the Congregation to represent each group of Elders, Deacons, and Trustees by the Congregation at its Annual meeting in the month of January. A Chair must belong to the group represented and may only represent one group. The Chairs shall report at General Board, Congregational, and Special meetings. If the Chair cannot attend a meeting, the Chair shall select a Member of the group to substitute.

Section 5. The Congregation may, from time to time, elect Emeritus Officers, Elders, Deacons, and Trustees in recognition of an individual's

faithful service in one of those positions. Emeritus positions shall have all privileges of the position, including voting, without the responsibilities associated with the position. The term of an Emeritus position shall not expire.

ARTICLE VIII DUTIES OF THE ELDERS, DIACONATE, TRUSTEES, AND HISTORIAN

Section 1. The Elders shall

- a. Primarily be responsible for the Spiritual life and development of the Congregation,
- b. Preside at the Lord's Table,
- c. Assist and share with the Minister(s) in the conduct of Pastoral functions,
- d. Provide supportive council for the Minister and the Congregation, and
- e. Determine how many Elders are needed and recommend this number to the General Board.

Section 2. The Diaconate shall

- a. Be responsible for the maintenance and growth of the Congregation,
- b. Serve as Ushers,
- c. Prepare Candidates for Baptism,
- d. Serve the Lord's Supper,
- e. Provide good will, and
- f. Determine how many Deacons are needed and recommend this number to the General Board.

Section 3. The Trustees shall

- a. Hold title and manage all properties of the Congregation, and
- b. Act as legal agents of the Congregation for all related matters at the direction of the General Board.

Section 4. The Historian shall

- a. Maintain records of the Congregation's history including all documents and photographs,
- b. Maintain the Memorial Book, and
- c. Keep the Congregation informed of its life and history through bulletin boards and other media.

ARTICLE IX MINISTER(S)

Section 1. The Congregation shall select the Minister as follows:

- a. The General Board Chair will appoint a Pulpit Committee comprised of Elders, Deacons, and representatives Congregation with approval by majority vote of the General Board at a Regular or Special meeting;
- b. Information on prospective candidates shall be obtained through the Executive Regional Minister;
- c. Only one prospective Minister shall be consulted at any given time;
- d. The Pulpit Committee shall recommend a prospective Minister to the General Board;
- e. The General Board shall at a Regular or Special consider the recommendation of the Pulpit and may approve the recommendation with a two-thirds majority vote of General Board Members present;
- f. Upon Approval, the General Board shall recommend employment of the prospective Minister to the Congregation;
- g. The Congregation shall at a Regular or Special meeting consider the recommendation of the General Board and may approve the recommendation with a two-thirds majority vote of the Congregation Members present; and
- h. Upon Approval by the Congregation, a Call shall be extended to the prospective Minister.

Section 2. Terms of Employment shall include

- a. A written agreement setting forth the terms of employment provided to the Minister with a copy filed in the First Christian Church and with the Regional Office;
- b. A Term of Ministry for an indefinite period which may be terminated upon sixty (60) days notice by either party;
- c. A provision that Voluntary resignation by the Minister be submitted in writing to the General Board Chair and that the Congregation be notified at the first Worship Service(s) following the resignation and by written or electronic means: and
- d. A provision that the Minister's employment may be terminated by
 - I. Consultation between the Minister and the General Board Chair, the Personnel/Pastoral Relations Committee, the Elders, and the Regional Minister shall be in strict confidence;
 - II. Recommendation for termination of the Minister's employment by the General Board approved at a Regular or Special meeting as

- defined in Article XI, Section 1 of these Bylaws by a two-thirds majority vote of General Board Members present; and
- III. Approval of said recommendation by a two-thirds majority vote of the Members of the Congregation present during a Regular or Special meeting of as defined in Article XI, Section 2 of these Bylaws.

ARTICLE X DUTIES OF THE MINISTER(S)

Section 1. The Duties of the Minister(s) shall include but not be limited to

- a. Act as chief administrator and in cooperation with the General Board encourage orderly procedure in the life and work of the Congregation,
- b. Attend to the selection and training of the Congregation's leaders, and
- c. Act as an ex officio non-voting member of all boards, committees, commissions, task groups, and constituency groups if the Congregation.

ARTICLE XI MEETINGS

Section 1. Meetings of the General Board shall

- a. Be held at least four (4) times during the fiscal year beginning with the first month of the fiscal year;
- b. Require Ten (10) or more General Board Members be present at a General Board meeting to constitute a quorum for the transaction of business; and
- c. Be called by the General Board Chair, if special meetings are required, by announcement at the regular Sunday Service(s) prior to the meeting.

Section 2. Meetings of the Congregation shall

- a. Be held annually, in January, for the purpose of electing Officers, Elders, Deacons, Trustees, the Historian, and Chairs of the Committees; and for the purpose of approving the Church Budget;
- b. Shall be announced at the regular Sunday Service(s) at least one (1) week prior to the meeting; or
- c. Be announced by means of church newsletter at least (10) days prior to the meeting; or
- d. Be announced by written notice mailed to all Congregation Members postmarked at least ten (10) days prior to the meeting;
- e. Be called by the General Board Chair, if special meetings are required, by announcement in accordance with items b, c, or d of this Section;
- f. Only conduct the specific business for which a Congregational meeting is called;

- g. Require Twenty five (25) or more Congregation Members be present to constitute a quorum for the transaction of business.

ARTICLE XII COMMITTEES

Section 1. The following Committees shall be formed each fiscal year:

- a. Worship;
- b. Evangelism and Membership;
- c. Christian Education;
- d. Outreach;
- e. Stewardship, Finance, and Property; and
- f. Personnel/Pastoral Relations.

Section 2. Committee members must be a Member of the Congregation and active in the Congregation's life.

Section 3. Each Committee Chair and Member shall serve a one (1) year term.

Section 4. Each Committee Chair shall present a report on the activities of their respective Committees at all regular General Board meetings. If a Committee Chair is unable to attend a regular General Board meeting, a written report shall be presented to the General Board Chair prior to the meeting.

Section 5. The General Board may establish Special Committees as needed for the life of the Church.

Section 6. The General Board Vice Chair shall appoint and Chair a Nominating Committee each year for the purpose of securing candidates for elected positions in the following year.

ARTICLE XIII EMPLOYEES OF THE CHURCH

Section 1. Employees of the Church will be determined by the Personnel/Pastoral Relations Committee with approval by the General Board.

Section 2. Terms of employment shall be determined by the Personnel/Pastoral Relations Committee with approval by the General Board.

ARTICLE XIV

FISCAL YEAR

Section 1. The fiscal year of the First Christian Church shall begin on January 1 and end on December 31 of the same year.

ARTICLE XV PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the Current edition of "ROBERTS RULES OF ORDER NEWLY REVISED" shall govern the First Christian Church where parliamentary procedure is applicable.

ARTICLE XVI AMENDMENTS TO THE BYLAWS

Section 1. These Bylaws may be amended by recommendation of the General Board with approval by two thirds majority of the Members of the Congregation present at a Congregational meeting as defined in Article XI, Section 2 of these Bylaws.

Section 2. Notice of the proposed amendment(s) shall announced at the Sunday Service(s) two consecutive weeks prior, or by mail to all Members of the Congregation postmarked at least fourteen (14) days prior to the Congregational meeting at which the amendment(s) will be considered.

Section 3. A Special Committee shall be appointed by the General Board Chair to review the Bylaws and submit recommendations for amendment to the General Board every three (3) years or as deemed necessary by the General Board.

