

**ST. CHARLES CHRISTIAN CHURCH  
(DISCIPLES OF CHRIST)**

**CONSTITUTION AND BY-LAWS**  
(Revised November 2018)

**VISION**

*A God-centered, community-oriented gathering place  
for all generations of people.*

**MISSION**

*To foster and strengthen relationships with God and with people.*

**CORE VALUES**

*Faith*

*Family*

*Community*

*Relationships*

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# CONSTITUTION

## PREAMBLE

We, the members of the St. Charles Christian Church (Disciples of Christ) of St. Charles, Missouri, a congregationally-governed body, in order to promote the work of the Church in the spirit of Christ and thus advance His kingdom, do hereby adopt this Constitution.

## ARTICLE I. NAME

The name of this Congregation shall be St. Charles Christian Church (Disciples of Christ), affiliated with the Christian Church (Disciples of Christ) in the United States and Canada.

## ARTICLE II. PURPOSE

The purpose of this Congregation is to know Jesus Christ as our LORD and SAVIOR and to make His love and grace known to the world.

## ARTICLE III. MEMBERSHIP

Members of this Congregation shall consist of the following:

- 1) those who have united by confession of faith in Jesus Christ as Lord and Savior, giving expression of their faith through baptism and commitment to Him;
- 2) those who have united by transfer of membership, thereby reaffirming their faith and commitment to Christ;
- 3) those who temporarily reside away from their home congregations due to educational or employment situations, or who maintain different domiciles at different times of the year, and wish to hold temporary dual membership with SCCC and their home congregation are welcomed as dual members by request to the Senior Minister and by reaffirmation of their confession of faith.

This congregation follows the tradition of baptism by immersion of new converts to the Christian faith. For those uniting with this Congregation by letter of transfer, the Congregation shall recognize all modes of baptism.

Termination of membership in this congregation shall be by: 1) request of the member; 2) notification of membership in another congregation. Non-participatory members, or one year without contact or participation, are made "in-active members." Financial contributions are considered participation. Exception is made for informed members unable to make contact.

Termination of membership due to non-participation shall be through approval of the General Board.

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

The Congregation shall manage its affairs under the Lordship of Jesus Christ; determine its faithfulness to the gospel; control and encumber its property; organize and carry out the mission and witness of the Congregation; establish its budgets and financial policies; call its Minister(s) and employ other staff; and participate, through voting representatives, in regional and general assemblies of the Christian Church (Disciples of Christ).

The Congregation shall demonstrate concern for the nurture, mission and witness of the whole Church; 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 transcending all barriers within the human family such as race and culture; and be faithful in Christian stewardship.

It shall provide resources for the total life, work and witness of the Church (Disciples of Christ); and seek to realize the oneness of the Church of Jesus Christ through cooperation with other churches of the community and with present and emerging ecumenical structures.

Voting privileges are as set forth in the By-Laws.

## **ARTICLE V. GENERAL ORGANIZATION**

### **A. Officers**

The Congregation shall elect a Moderator, Vice-Moderator, Secretary and Treasurer. These officers shall be elected at the annual meeting of the Congregation and shall serve as officers as set forth in the By-Laws.

### **B. General Board**

The Congregation shall have a General Board that shall be responsible to the Congregation and have authority to act on behalf of the Congregation as set forth in the By-Laws.

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

### **C. Elders and Deacons**

The Congregation shall have Elders and Deacons. Their number, election, qualifications and responsibilities shall be as set forth in the By-Laws.

#### D. Trustees

The Congregation shall have Trustees. Their number, election, qualifications and responsibilities shall be as set forth in the By-Laws. The Trustees shall execute title to both real estate and personal property of the Congregation, which shall normally include all trust funds belonging to the Congregation and shall manage the same under the direction of the General Board of the Congregation; and shall perform such other duties as may be required of Trustees by the laws of this state and as directed by the General Board.

#### E. Cabinet

The Congregation shall have a cabinet responsible for coordinating existing and new programs and generally administering them. It shall be comprised of such members as set forth in the By-Laws. The Senior Minister shall guide the cabinet and moderate cabinet meetings.

#### F. Ministry Teams

The General Board shall establish Ministry Teams as necessary for the work of the Congregation as set forth in the By-Laws.

#### G. Historian

The Congregation shall have an Historian. The appointment, qualifications and responsibilities shall be as set forth in the By-Laws.

#### H. Ministerial Staff

The Congregation shall employ a Senior Minister, who is ordained with standing in the Order of Ministry of the Disciples of Christ. Employment and responsibilities for the Ministerial staff shall be outlined in the By-Laws. Other minister(s), etc. may be employed as necessary as outlined in the By-Laws.

### **ARTICLE VI. CONGREGATIONAL MEETINGS**

#### A. Annual Meeting

The Church program and fiscal year shall begin January and end December 31. The annual congregational meeting shall be held no later than December 15 of each year, with best practice to hold in October or November to enable overlap among outgoing and incoming leadership for easier transitions.

#### B. Special Meetings

The Church shall have the authority to hold special congregational meetings. Such meetings to be called by:

1. The Moderator, or Vice-Moderator in the absence of the Moderator;
2. Upon request of the General Board by majority vote;
3. Or by written petition of at least 25% of the average worship attendance for the preceding 12 months.

The agenda for each special meeting shall be limited to the published purpose.

#### C. Notice of Meetings

Notice of all congregational meetings shall be announced at all regular worship services at least one week in advance of the meeting and by means of the Church bulletin, newsletter and/or electronic device at least ten days before the meeting. The purpose, date, time and place of meeting shall be indicated in each notice.

#### D. Rules of Order

Unless otherwise specifically directed in the Constitution and By-Laws, all congregational meetings shall be governed by Robert's Rules of Order (current edition).

#### E. Voting

Voting privileges for congregational meetings shall be accorded to all participating members. All votes taken at congregational meetings shall be by those participating members present and voting. Votes taken at General Board meetings shall be by board members present and voting. If the Board determines that some circumstance (s) negatively affects the ability of members to participate in a 'live/in person' meeting, the following provision will supplement the above. The Board Moderator will determine the format of the Board meetings. Congregational and Board meetings will be broadcast on readily available media platforms, thus allowing remote participation. Participating members will be able to vote electronically on a format to be communicated to the membership in the 'notice of meeting' that is sent to members at least two weeks in advance of the meeting.

### **ARTICLE VII. AMENDMENTS**

This Constitution may be amended, upon a simple majority vote of the General Board recommending amendment(s) to the Congregation and by a two-thirds (2/3) majority vote of the members present in a regular or special meeting, provided that the proposed amendment(s) has been circulated to the participating members of the Congregation by mail, electronic means, and circulated or read before the Congregation at all regular worship services two weeks prior to the meeting of the Congregation at which the amendment(s) is to be considered. Constitutional amendments are approved by a two-thirds (2/3) majority of the members present and voting on the amendment(s).



If the Board determines that some circumstance(s) negatively affects the ability of members to participate in a 'live/in person' meeting, the following provision will supplement the above. The Board Moderator will determine the format of the Board meetings. Congregational and Board meetings will be broadcast on readily available media platforms, thus allowing remote participation. Participating members will be able to vote electronically on a format to be communicated to the membership in the 'notice of meeting' that is sent to members at least two weeks in advance of the meeting.

# BY-LAWS

## I. OFFICERS OF THE CONGREGATION

### A. Election and Term of Office

The Congregation, at its annual meeting, shall elect by proclamation (unless a secret ballot is requested from the floor) for terms of one year (with option to renew if approved by the nominating committee) the following officers:

1. Moderator of the Congregation, who also shall serve as Moderator of the General Board.
2. Vice-Moderator of the Congregation, who also shall serve as Vice-Moderator of the General Board.
3. Secretary of the Congregation, who shall serve as Secretary of the General Board.
4. Treasurer of the Congregation
5. Chair of Deacons
6. Chair of Elders

### B. Qualifications

1. Officers must be members of the Congregation, prior to publication of the Nominating Committee's slate.
2. Officers must be active in the Congregation's life and show 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 light of the teachings of Jesus Christ.
  - b. Promotion of good will and Christian fellowship in the Congregation and community.
  - c. Regular attendance at the worship services, stated meetings of the Congregation and meetings of the General Board.
  - d. Regular pledged commitment and financial contributions to the support of the Congregation and its outreach programs.
  - e. Willingness to fulfill assignments in behalf of the Congregation.
  - f. Demonstrated skills or evident potential in carrying out responsibilities of the particular office.

### C. Responsibilities

1. The Moderator shall preside at all stated and special called meetings of the Congregation and General Board and perform such other duties normally associated with that of Moderator. Examples of other duties may include, but are not limited to; coordinating with Minister and General Board members to establish agenda for all board meetings, establishing the annual

Nominating Committee, provide direction/support to Vice-Moderator on Nominating Committee and By-Law changes, and coordinating donations for staff year-end gifts.

2. The Vice-Moderator shall serve to support the Moderator, preside in his or her absence at meetings of the Congregation and General Board, prepare for the office of Moderator for the following year and perform such other duties normally associated with the office of Vice-Moderator. The Vice-Moderator will serve as the Chair of the Nominating Committee, and every other year (even years) will orchestrate the review and changes to the Constitution and By-Laws of St. Charles Christian Church (Disciples of Christ).
3. The Secretary shall keep accurate minutes of all meetings of the Congregation and General Board and provide for those minutes to be reviewed and approved by the General Board and made available to the Congregation.
4. The Treasurer shall be responsible for receiving the income of the Church and depositing such income in the proper accounts, pay all accounts of the Church as authorized by the budget or special action of the General Board when such items are not in the budget. All disbursement checks will be reviewed and signed by a Trustee. The Treasurer shall receive memorial gifts, notify the Church Secretary of documentation, and notify the Chair of the Trustees the balance of the fund. The pledges and offerings, send out quarterly financial statements to all members, and serve as a member on the Finance Ministry Team.
5. Officers shall not concurrently serve as chair of any ministry team.

#### D. Removal of Elected Officers

The office of any person defined in Article 1-A not fulfilling the responsibilities of the office will result in the office being declared vacant after consultation with the said person and upon the recommendation of the Minister(s), Chair of the Trustees, Chair of the Elders, and the Chair of the Deacons, subject to the approval of the General Board.

#### E. Vacancy of Elected Officers

1. If a vacancy in the office of Moderator occurs while 50% or more of the term remains, the Vice-Moderator will assume the position of Moderator, and the Board will elect a new Vice-Moderator. If less than 50% of the term remains, the Vice-Moderator will serve as Chair of Board and congregational meetings, and fulfill the next year's term as Moderator, as planned. A new Vice-Moderator will be elected by the Congregation at the annual meeting.

2. If a vacancy occurs in the office of Vice-Moderator with more than 50% of the term remaining, the board will elect a new Vice-Moderator to fulfill the term. If less than 50% of the term remains, the position will remain vacant until the next scheduled election. The congregation will elect a Vice-Moderator for the next year at the annual meeting.
3. A vacancy in the offices of Secretary, Treasurer, Financial Secretary or position of Trustee will be filled by election by the Board, for the remainder of the unexpired term. Officers for the next year will be elected by the Congregation at the annual meeting, per By-Laws.

## **II. GENERAL BOARD**

### **A. Membership**

1. The voting Membership of the General Board shall be composed of:
  - a. Four (4) officers of the Congregation
  - b. Chair of Elders
  - c. Chair of Deacons
  - d. Three (3) Trustees
  - e. Chair of Finance Ministry
  - f. Minister(s) (non-voting)

### **B. Election and Term of Office**

1. Officers of the Congregation shall serve on the General Board by virtue of the office held for their current term of office. They shall serve the Congregation as Moderator, Vice-Moderator, Secretary, and Treasurer. Elders and Deacons shall be elected by the Congregation each year for staggered terms of two years. The Chair of Elders/Deacons is slated by the Nominating Committee and voted for approval by the congregation.
2. One (1) Trustee shall be elected by the Congregation to membership on the General Board each year for a term of three (3) years. The Trustee in his/her third year is the Chair.

### **C. Authority**

1. The General Board shall be responsible for making overall policies for the Congregation and 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), the ultimate authority of the church shall rest with the Congregation. All ministries within the Congregation shall be responsible to and report regularly to the General Board and through it to the Congregation.

3. The General Board shall approve the program and budget of each Ministry Team, 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 community served by the Congregation.
4. All business meetings of the General Board shall be governed by "Robert's Rules of Order" (current edition) unless specifically directed otherwise in the Constitution or By-Laws.
5. Not fewer than 50% of the voting members of the General Board shall constitute a quorum.

#### D. Responsibilities

The General Board shall be responsible for receiving reports from its Minister(s) and Officers within the Congregation. It shall approve the program and budget of the Congregation, subject to approval by the Congregation at its annual meetings. It shall be responsible for all legal business matters of the Congregation and shall be represented in such matters by the Moderator, Trustees, and Minister(s), as outlined in the By-Laws, or such other persons as authorized by the board.

1. The General Board shall conduct its affairs in harmony with the Constitution and the By-Laws of the Congregation.
2. The General Board shall be responsible for conducting the business affairs of the Congregation and providing for the budget as delegated to each Ministry Team.
3. The General Board shall establish Ministry Teams related to the basic program and budget of the Congregation as defined in Article VII of these By-Laws.
  - a. The outgoing Moderator and Vice-Moderator of the General Board and in consultation with the Minister(s) shall nominate the Team Lead(s) of each Ministry Team for the ensuing year, subject to ratification by the Congregation.
  - b. Each Team Lead(s) of a Ministry Team shall appoint members of his/her Ministry Team.
  - c. Moderator and Vice-Moderator of the General Board can remove a Ministry Team Lead by approval of a majority of the Cabinet. The Moderator and Vice-Moderator in consultation with the Minister(s) can fill term vacancies subject to ratification by the General Board.
4. The General Board shall establish, when necessary, a search committee for the purpose of securing Minister(s) for the Congregation. Membership and responsibilities of the search committee shall be described in these By-Laws.
5. The General Board shall establish other temporary committees as needed for the conduct of its work in that board year.

6. The General Board shall receive the proposed annual budget of the Church from the Finance & Staff Ministry Team and recommend its approval and adoption, or approval with amendment, to the Congregation at its annual meeting. The General Board shall recommend to the Congregation the calling of the Minister(s).

#### E. Board Meetings

1. The General Board shall meet at least quarterly per year with the first meeting no later than February 28<sup>th</sup>.
2. Special meetings of the General Board shall be called by the Moderator of the General Board (or Vice-Moderator in the absence of the Moderator), upon the request of the Minister(s) or three (3) members of the General Board. Notice of special board meetings shall be made at least seven (7) days prior to the meeting by any two (2) of the following methods; Church newsletter, bulletin, announcement at all morning worship services, telephone, or any other electronic device. The purpose, date, time and place of a meeting shall be indicated in each notice.
3. The General Board should follow this suggested order of business for its meetings:
  - a. Call or order and prayer
  - b. Roll call
  - c. Minutes
  - d. Financial reports
  - e. Old business
  - f. New business
  - g. Pastor's report
  - h. Closing prayer
4. All board meetings are open to any member of the Congregation except, when in the opinion of the board, a meeting will be closed for discussion of matters related to personnel, legal issues, or litigation. Final actions of the Board will be made available to the Congregation.

#### F. Executive Committee

The General Board shall have the authority to create an Executive Committee consisting of five (5) members of the Board. Those serving shall be the Moderator, Vice-Moderator, Secretary, Treasurer and Senior Trustee. This committee shall have the authority on all matters that require expedience, and such action by this committee shall be reported to the General Board for ratification at its next meeting.

### III. MINISTER(S)

#### A. Responsibilities

1. The Senior Minister of the Congregation shall be chief administrator of the Congregation, and direct the Church staff. In cooperation with the Moderator of the Congregation, he/she will encourage orderly procedures in the life and work of the Congregation in compliance with the Congregation's Constitution and By-Laws and within the policies and procedures of the Congregation and the General Board. The Senior Minister shall give special attention to the selection and training of the Congregation's leaders.
2. The Minister(s) shall advise, without vote, Ministry Teams and other organized groups within the Congregation.
3. In the absence of an employed Minister, the Interim Minister or Pulpit-fill Pastor shall have full Senior Minister authority and responsibility.

#### B. Selection

The Minister(s) shall be chosen by the Congregation as hereinafter described :

1. A representative committee of seven (7) members, nominated by the Moderator and elected by the General Board, shall serve as the Search Committee.
2. The Search Committee shall utilize the services of the Regional and Area Ministers of the Christian Church (Disciples of Christ) of Mid-America.
3. The Search Committee shall recommend a prospective Minister, who is recognized with standing in the Order of Ministry of the Disciples of Christ to the General Board.
4. The Search Committee shall consult only one prospective Minister at a time; however, information may be secured on several persons in a given period.
5. The General Board shall approve the recommendation of the Search Committee subject to at least two-thirds majority of those present and voting. Upon approval, the General Board shall recommend employment of the prospective Minister to the Congregation.
6. The Congregation may approve the recommendation of the General Board by at least a two-thirds majority of members present and voting.
7. Upon the approval of the Congregation, a call shall be extended to the prospective Minister by the General Board on behalf of the Congregation.
8. The Senior Minister shall be consulted and have the right of final approval in the selection of any Associate Minister.
9. The Minister(s) shall be ex-officio member(s) of the Board, all committees and all ministries.

### C. Terms of Employment

1. An agreement of employment setting forth the salary to be paid to the Minister(s) and other conditions of the call shall be provided the Minister(s), with a copy filed in the Church office, and with the Regional and Area Offices of the Christian Church (Disciples of Christ) of Mid-America. The agreement of employment shall be made available for inspection by any member of the Congregation upon request.
2. The trustees shall meet with the Minister(s) at least once annually, prior to the General Board's approval of the budget, to evaluate the Minister(s) performance. The trustees will make recommendations to the Board, and upon approval, will establish contractual arrangements.
3. The term of ministry shall be for an indefinite period and may be terminated upon 60 days notice in writing by either party.

### D. Resignation or Termination (It is understood that when staff other than the senior minister is involved, that the senior ministry will automatically be a part of the process.)

1. Voluntary resignation: The Minister, after consultation with the Moderator, Trustees and Chair of the Elders, shall submit in writing to the General Board his or her resignation request.
2. Involuntary termination: If a participating member(s) has a reason(s) and/or condition(s) which he/she feels warrants termination and after attempting to resolve these differences in a meeting with the Minister, the participating member(s) may in, good faith, submit in writing to the Moderator said reason(s) and/or condition(s). The Moderator shall, as soon as possible, call to a confidential session, the Chair of the Elders and the three Trustees. It will be a majority decision of these five individuals to determine whether stated reason(s) and/or condition(s) warrant further action.

If they agree further action is necessary, the Moderator and Chair of the Elders will present the reason(s) and/or condition(s) for grievance to said Minister.

After this meeting, the Moderator and Chair of the Elders will present their findings to the three Trustees with said Minister given the opportunity to be present, if desired, and a majority vote of these five will be required to proceed with one or all of the following actions:

- a. Seek higher counsel with the Area Minister. The Area Minister will determine of conditions warrant maintaining standing in the Order of Ministry of the Disciples of Christ.
- b. Establish probationary conditions.



- c. Monitor the situation until the problem is solved or warrants further action.
- d. Dismiss the situation as not warranting action.

If a probationary period is enacted and satisfactory progress is not made, the Moderator, by virtue of a majority ballot decision by the Chair of the Elders, the Trustees and Moderator, shall ask the Minister to submit a resignation to the General Board for further consideration. If the Minister chooses not to submit a resignation, the Moderator shall recommend to the General Board the termination of the Minister's contract.

- 3. At least two-thirds (2/3) majority of the General Board members present and voting shall be required to recommend to the Congregation the acceptance of the resignation or termination of the Minister.
  - 4. The Congregation, in a regularly scheduled or special meeting, shall take final action in accepting or not accepting the resignation or termination of the Minister. Final vote is determined by a majority vote of those present and voting.
- E. A Pastoral Relations Committee shall be established by the Senior Minister at the beginning of the calendar year and shall include three members selected by the Senior Minister, subject to board approval. The objective of this committee is to cultivate and maintain a positive relationship between the Congregation and the Minister(s), provide an informal recognized channel of communication between the Congregation and the Minister(s), and to provide the Minister(s) with support and encouragement.
- F. Performance evaluations – the minister shall administer evaluations of paid staff before November 1 annually.

#### **IV. ELDERS, DEACONS, JUNIOR DEACONS, TRUSTEES**

##### **A. Election and Term of Office**

- 1. The Congregation, at its annual meeting, shall elect, by proclamation (unless a secret ballot is requested from the floor), Elders, Deacons, Junior Deacons and Trustees. The number of Elders elected each year shall be a minimum of six (6) but no fewer than twelve (12) on staggered terms, and the number of Deacons elected each year shall be a minimum of nine (9) but no fewer than eighteen (18) on staggered terms, with a lapse of one year when possible between terms for any person. The number of Junior Deacons is to be determined by the Chair of the Deacons for a term of one (1) year. The number of Trustees shall be three (3), one to be elected each year for a term of three (3) years.

2. Any Elder, Deacons, Junior Deacon or Trustee not fulfilling the responsibilities of the office to which elected shall be replaced on recommendation of the Minister(s), and Moderator, with consultation of the Chair of the respective group, subject to the approval of the General Board.
3. Vacancies shall be filled by the Nomination Committee per Article IX.

#### B. Qualifications

1. The qualifications for Elders, Deacons, and Trustees shall be the same as described for the Officers of the Congregation in Article I-B of the By-Laws.
2. The qualifications for Junior Deacons shall be evidence of seeking growth in Christian maturity, and subject to the suggested age Middle School and High School student years, after which point they become eligible to be a full Deacon.

#### C. Responsibilities

1. Elders primarily shall be responsible for the spiritual life and development of the Congregation, preside at the Lord's Table, assist and share with the Minister(s) in the conduct of his or her pastoral functions and provide supportive counsel for the Minister(s) regarding the spiritual life and development of the Congregation. Elders shall promote visitation to the sick, shut-in, bereaved and inactive members.
2. Deacons shall cooperate with Elders in promoting the growth and the welfare of the Church; assist in the greetings and ushering of the worshippers; distribute the Lord's Supper and receive the offerings; visitation projects and preparation of candidates for baptism; give counsel and service in the business affairs and program activities of the Church; cooperate in ministering to the needy; maintain the telephone tree; and perform such other duties as may be assigned.
3. Junior Deacons shall train for the position of Deacons, which may include service at the Lord's Table, preparing communion and any other duties assigned by the Chair of the Deacons.
4. Trustees shall be the signatories for the real estate and personal property of the Congregation and shall act as legal agents for all related matters at the direction of the General Board. A Trustee shall review and be signatory of all checks for disbursement as submitted to them by the Treasurer. The Trustees shall also approve the contract(s) for the Minister(s) and staff, said contract(s) to be approved by two-thirds (2/3) of the General Board members, present and voting. The Trustees shall meet at least annually with the Minister(s) to evaluate the Minister(s) performance, the terms of employment, and to establish contractual arrangements. Performance evaluation shall include solicited comments from member of the Cabinet. The Trustees will review this

evaluation with the Minister(s) and report back to the Board. The Trustees shall act as money watchers of the offering each Sunday. The third year Trustee shall be a member of the Finance and Staff Ministry Team; the second year Trustee shall be a member of the Facilities Ministry Team; the first year Trustee shall assist the other Trustees as needed. No Trustee shall concurrently serve as Chair of any Ministry Team. This team will negotiate appropriate compensation and business expenses to adequately support the Minister(s). This team does conduct the annual performance evaluation of the Minister(s) but will not do so for the other staff members.

## **V. HONORARY OFFICERS**

### **A. Election and Term of Office**

The Congregation, at its annual meeting shall vote on the election of any member who may be nominated for honorary positions. The positions may include Elder Emeritus or Deacon Emeritus, and others as determined by the Board. Honorary positions are lifetime positions, as long as membership is held in this Congregation.

### **B. Qualifications**

The qualifications for Elder Emeritus or Deacon Emeritus shall be a past record of loyal service and dedication to the Church, and infirmities or advanced age, which prevents them from serving the active position of a Church leader.

### **C. Responsibilities**

The honorary officer(s) shall be relieved of all regular duties and serve as non-voting member(s) of the General Board.

## **VI. HISTORIAN**

### **A. Appointment**

The Moderator of the Congregation shall appoint a Historian subject to ratification by the General Board.

### **B. Responsibilities**

The Church Historian shall gather and preserve data pertaining to the history, life and work of the Church, making available for publication any historical materials authorized by the Church.

## VII. CABINET

### A. Membership and Meetings

1. The Cabinet is lead by the Senior Pastor and shall consist of the Moderator, Vice-Moderator, the Minister(s), the Team Leads of the Ministry Teams, and such members as may be appointed by the Senior Minister.
2. Frequency of meetings of the Cabinet shall be determined by the Senior Minister(s).

### B. Responsibilities

The Cabinet shall consider and coordinate the activites and programs of the Congregation as proposed by the Ministry Teams, implementing such activities and programs in keeping with the policies as determined by the General Board.

## VIII. FUNCTIONAL MINISTRY TEAMS

### A. The Cabinet shall consist of the following Ministries:

1. Traditional Worship
2. Contemporary Worship
3. Fellowship
4. Outreach
5. Youth Education
6. Adult Education
7. Service
8. Finance
9. Facilities
10. AV/IS Support

### B. Responsibilities

1. These functional Ministry Teams shall have the task of administering, evaluating, modifying and continually updating the programs of the Church.
2. Each Ministry Team shall organize itself to conduct the business for which it is responsible, meet regularly to attend to its business, and plan the general program that shall be presented to the General Board and of which the Minister is accountable.
3. Ministry Team Leads must be members of this Congregation.
4. The term of a Ministry Team Lead is one year with an option to renew for an additional year by agreement of the Minister and Moderator.

5. Team Leads of the Ministry Teams shall serve no more than two (2) successive years as Team Lead of the same Ministry Team, and shall be ineligible for re-election as Team Lead of the same Ministry Team until one year has elapsed.
6. Each Ministry Team shall have at least three (3) members in addition to the team lead to carry out its functions.
7. After service three (3) years on a given Ministry Team, a member should be off for at least one (1) year prior to rejoining that same Ministry Team, unless membership is required due to specialized skill or position.
8. Ministry team members do not have to be members of the Congregation.
9. Sub-Ministry Teams may be appointed by Ministry Team chairs as needed to carry out the purposes of the Ministry Team.

## C. Purpose and Duties

### 1. Traditional Worship

- a. The objective of this Ministry Team shall be to create and plan, in conjunction with the Senior Minister, traditional worship and prayer opportunities that will glorify God, provide for participants to enjoy worship, attract potential members and awaken spiritual passion in the people of God.
- b. It shall be the duty of this Ministry Team to plan public worship of the Church; the administration of baptism; administration and preparation of communion, bulletins, music, ushering, special prayer services and any other related duties as may arise.

### 2. Contemporary Worship

- a. The objective of this Ministry Team shall be to create and plan, in conjunction with the Senior Minister, contemporary worship and prayer opportunities that will glorify God, provide for participants to enjoy worship, attract potential members and awaken spiritual passion in the people of God.
- b. It shall be the duty of this Ministry Team to plan public worship of the Church; the administration of baptism, administration and preparation of communion, praise team/music, dramas, special prayer services and any other related duties as may arise.

### 3. Fellowship

- a. It shall be the objective of this Ministry Team to provide a loving, caring culture in which to nurture each person as a member of our church family.
- b. It shall be duty of this Ministry Team to keep up-to-date records of participating and non-participating members in cooperation with the church. This team shall also promote membership enrichment.

- c. It shall be duty of this Ministry Team to promote membership enrichment and participation; sponsor fellowship activities including Sunday coffee hour, all church dinners, socials, special programs, and other fellowship groups.

#### 4. Outreach

- a. The objective of this Ministry Team is to equip and mobilize our congregation to routinely share the “Good News” by including Outreach in all ministry planning, thereby increasing participation in the body of Christ. Also, to consistently communicate the actions and programs of the ministries of St. Charles Christian Church to all members, visitors and the community around us using available communication channels.
- b. It shall be the duty of this Ministry Team to extend a welcome to all our community with the news of plans and programs that the church provides. It will always seek to portray a spirit of welcome and hospitality for all people as the basic attribute of St. Charles Christian Church.
- c. It shall be the duty of this Ministry Team to enlist and commit persons to Christ and His Church and to supervise Outreach campaigns; also, to maintain up-to-date contact lists and to provide Outreach programs (e.g., invitation to church, special events, orientation for prospective members, etc.)

#### 5. Youth Education

- a. The objective of this Ministry Team shall be to encourage spiritual growth of our youth in the community and congregation through the teaching and study of God’s word and to provide resources to foster the development of disciples.
- b. It shall be the duty of this Ministry Team to plan and administer the unpaid portion of the youth educational program of the Church; e.g., Sunday School, Vacation Bible School, Church Library, mid-week educational projects, teacher training, distribution of Christian literature, bridging high school students into adult programs, and any other related duties as may arise.

#### 6. Adult Education

- a. The objective of this Ministry Team shall be to encourage spiritual growth of our adults in the community and congregation through the teaching and study of God’s word and to provide resources to foster the development of disciples.

- b. It shall be the duty of this Ministry Team to plan and administer the total adult educational program of the Church; e.g., Sunday school, church library, mid-week educational projects, small groups, promote conventions, conferences and retreats, provide leader training, distribution of Christian literature, and any other related duties, with consideration give to bridging high school students into adult programs.

## 7. Service

- a. The objective of this Ministry Team shall be to provide opportunities for involvement in service projects within the congregation, the community and beyond.
- b. It shall be the duty of this Ministry Team to sponsor activities and community service projects and mission work; perform any other relevant duties that may arise, and direct the distribution of the congregation's mission funds.

## 8. Finance

- a. The objective of this Ministry Team will be to develop plans and events that will help members grow in their understanding of the stewardship of their resources, their possessions and their financial assets for the purpose of providing the resources needed for all ministries of the church. This will include an annual program that will invite all members and participating friends of the church to provide an estimate of their giving for the coming financial year so that adequate budgeting can be planned.
- b. This team will consult with all other Ministry Teams and the Church General Board to prepare a budget for the succeeding year that provides the resources for each Ministry Team to accomplish their plans and program. This includes adequate compensation for the staff.
- c. The Finance Ministry shall provide and maintain accurate records of all expenditures, make regular written reports to the General Board, and provide for an annual audit of both income and expenditures for action by the General Board and the Congregation.

## 9. Facilities

- a. The objective of this Ministry Team is to maintain and develop a functional facility for nurturing our members and welcoming seekers using policies that have proven reliable from the past.
- b. It shall be the duty of this team to keep all properties and equipment in proper operating condition, study needs and make recommendations for improvements, maintain all properties of the church, care for grounds, keep all properties adequately insured against possible loss and damage, and any other related duties that may arise.

## 10. AV/Information System Support

- a. It shall be the objective of this Ministry Team to ensure availability of appropriate technology to support Ministry teams and missions of the congregation.
- b. This Ministry Team will maintain proper inventory and assess congregational needs for equipment necessary for such activities. It will also maintain and develop equipment needed for the greatest fulfillment of the Worship Ministries.
- c. The team will ensure coverage for the AV booth, as needed, during Worship services and events in coordination with the Worship team leads.

## IX. NOMINATING COMMITTEE

### A. Membership

The Moderator of the Congregation shall appoint a Nominating Committee composed of one (1) Elder, one (1) Deacon, two (2) members of the Congregation (one from each service – preferably actively involved in Cabinet or Ministry teams), the Senior Minister, and the Vice-Moderator, who will serve as Chair. The Senior Minister shall serve as an Advisory member only. The members of the nominating committee shall be approved by the General Board at its first board meeting of the fiscal year and announced to the Congregation no later than 30 days after board approval.

### B. Responsibilities

1. The Nominating Committee shall select nominees for all positions open for election, to be presented to the Congregation at its annual meeting. However, additional nominations to any position open for election may be made from the floor.
2. The nominees presented by the Nominating Committee must be approved by the General Board and then made known to the participating members of the Congregation through electronic means, in the newsletter or special mailing at least two weeks prior to the annual congregational meeting.
3. The Nominating Committee, upon the request of the Moderator, shall make nominations to fill vacancies that occur prior to fulfillment of any elected term, such nominees to be elected by the General Board.



## **X. VOTING**

Voting privileges for congregational meetings shall be accorded to all participating members. All votes taken at General Board and congregational meetings shall be by those participating members present and voting. Votes taken at General board meetings shall be by board members present and voting. If the Board determines that some circumstance(s) negatively affects the ability of members to participate in a 'live/in person' meeting, the following provision will supplement the above. The Board Moderator will determine the format of the Board meetings. Congregational and Board meetings will be broadcast on readily available media platforms, thus allowing remote participation. Participating members will be able to vote electronically on a format to be communicated to the membership in the 'notice of meeting' that is sent to members at least two weeks in advance of the meeting.

## **XI. AMENDMENTS**

These By-Laws may be amended, upon a simple majority vote of the General Board recommending amendment(s) to the Congregation and by a two-thirds (2/3) majority vote of the members present in a regular or special meeting, provided that the proposed amendment(s) has been circulated to the participating members of the Congregation by mail, electronic means, and circulated or read before the Congregation at all regular worship services two weeks prior to the meeting of the Congregation at which the amendment(s) is to be considered. If the Board determines that some circumstance (s) negatively affects the ability of members to participate in a 'live/in person' meeting, the following provision will supplement the above. The Board Moderator will determine the format of the Board meetings. Congregational and Board meetings will be broadcast on readily available media platforms, thus allowing remote participation. Participating members will be able to vote electronically on a format to be communicated to the membership in the 'notice of meeting' that is sent to members at least two weeks in advance of the meeting.

## **XII. REVIEW**

The Constitution and By-Laws of St. Charles Christian Church (Disciples of Christ) shall be reviewed every even year beginning in 1992.

Approved by the Congregation April 22, 1990

Approved by the Congregation September 26, 1993

Approved by the Congregation November 17, 1996

Approved by the Congregation November 19, 2000  
Approved by the Congregation November 2003  
Approved by the Congregation December 2008  
Approved by the Congregation December, 2010  
Approved by the Congregation February 2016  
Approved by the Congregation January 2017  
Approved by the Congregation December 2018  
Approved by the Congregation October 2020