

BYLAWS

Of the

FIRST CHRISTIAN CHURCH
(Disciples of Christ)
Chico, California

Adopted at the Congregational Meeting
Held on February 14, 1982

Amended March 1985

Amended 2009

Amended 2011

ARTICLE I. NAME AND PURPOSE

- A. The name of this organization is First Christian Church (Disciples of Christ), of Chico, CA, whose principal office is located at 295 East Washington Ave., Chico, CA 95926. It is affiliated with the Christian Church (Disciples of Christ) of the United States and Canada and the Christian Church (DOC) of Northern California-Nevada. (CCNC-N)
- B. The purpose of this organization shall be as revealed in the New Testament: to win people to faith in Jesus Christ, to commit them actively to the church, to help them grow in the grace and knowledge of Christ that increasingly they may know and do His will, and to work for the unity of all Christians and with them engage in the common task of building the Kingdom of God.

ARTICLE II. MEMBERSHIP

- A. Member
The membership of this church shall consist of those who are now identified as Members of the congregation and those who shall unite with it by confession of faith and baptism or by transfer of membership. The rights and privileges of all Members shall be equal, and each Member shall be entitled to one (1) vote. Membership shall terminate on the death of the Member, on transfer to another congregation, or on request of the Member.
- B. College Student Member
Students attending local institutions of higher education, who are members of congregations outside the geographical area, may be members of this congregation for the duration of their student days in our community. Their names need not be removed from the roll of their home church. Student members shall not be considered voting members.
- C. Associate Member
Persons who are members of another congregation who wish to also affiliate with this congregation may join as associate members. Associate members shall not be considered voting members.

ARTICLE III. CONGREGATIONAL MEETINGS

- A. Meetings
 - 1. An Annual Business Meeting shall be held in January for the receiving of reports of all officers, and ministry coordinators, for consideration of future programs, and when appropriate, for the installation of new officers.
 - 2. The congregational meeting for the election of church leaders shall be held between October 15 and October 31.
 - 3. Special meetings may be called by the Moderator, or upon request of the Church Board, or upon the written request of fifty (50) members of the congregation.

ARTICLE III. CONGREGATIONAL MEETINGS (cont'd)

B. Notice

Notice of time, place and purpose of all meetings of the congregation shall be provided in a congregational newsletter prior to the meeting, and at least one (1) week in advance of the meeting by announcement at all Sunday services.

C. Rules of Order

1. Fifty (50) members shall constitute a quorum, and a majority of those present and voting shall be sufficient to act, unless the call for the meeting has declared a need for a larger majority. Each Member shall be entitled to one (1) vote.
2. All business meetings of the congregation and the Church Board shall be governed by the latest edition of Robert's Rules of Order, unless otherwise stated in these bylaws.

ARTICLE IV. CHURCH OFFICERS

The church officers are Moderator, Outreach Ministries Coordinator, Administrative Ministries Coordinator, Congregational Life Ministries Coordinator, Board Elder, Board Secretary, Treasurer, Financial Clerk, and Assistant Financial Clerk.

- A. The Moderator shall preside at all meetings of the congregation and the Church Board. He/she shall be an ex-officio member of all ministry groups and shall perform all other duties pertaining to the office.
- B. The Board Elder, in the absence of the Board Moderator, shall at the meetings of the congregation and the Church Board, and shall perform all other duties of the office.
- C. The Board Secretary shall keep minutes of all regular and special business meetings of the church, serve as secretary of the Church Board, keep a record of all their regular and called meetings, and perform such other duties as may be assigned.
- D. The Church Treasurer shall keep and maintain, or cause to be kept and maintained, adequate current and correct books and accounts of the corporation's properties and transactions, including timely disbursements of all funds, according to the authority delegated by the Church Board. The Treasurer shall give or cause to be given to the Church Board such financial statements and reports as are required to be given by law, by these bylaws, or by the Church Board. The books of account shall be open to inspection by any member of the church at all reasonable times.
- E. The Financial Clerk shall receive and make a record of all monies, depositing them promptly in the bank designated by the Church Board, and shall send appropriate reports to the treasurer. He/she shall keep a confidential record of the gifts of each contributor, send out annual statements of giving.
- F. The Assistant Financial Clerk shall work with the Financial Clerk in carrying out these duties.

ARTICLE III. CONGREGATIONAL MEETINGS (cont'd)

- G. Ministry Coordinators shall be responsible for the three areas of ministry of the church: Congregational Life Ministries, Outreach Ministries and Administrative Ministries. Each Ministry Coordinator is responsible for recruiting members of the church to serve as leaders of each ministry subgroup (see Article VIII).
- H. Officers shall be elected annually by the congregation and shall constitute the officers of both the congregation and the Church Board.

ARTICLE V. THE CHURCH BOARD

A. Members (All of whom shall be members of this congregation)

The Church Board will consist of 8 voting members plus the pastor(s) who will serve ex-officio without a vote:

1. Moderator
2. Board Elder (1)
3. Member at Large (1)
4. Board Secretary
5. Treasurer
6. Congregational Life Ministry Coordinator
7. Outreach Ministry Coordinator
8. Administrative Ministry Coordinator
9. Pastor (s)

B. Election and Term of Office

1. Terms of office on the church board shall be from January 1st to December 31st.
2. When nominations are made by the nominating committee due consideration will be given to members who represent the full scope of our congregation and are not otherwise serving in elected or appointed leadership positions for that year.
3. Board Members shall be elected annually by the congregation.

C. Responsibilities

1. To manage the affairs of the church in accordance with the bylaws.
2. To act as the policy making body of the church.
3. To transact the business of the church.
4. To direct the administration of the program of the church through the designated departments and committees.
5. To make available to the congregation minutes of the Church Board meetings.
6. To compile annual written reports from appropriate officers, ministry coordinators, committees and groups, and to make these available to the congregation.

ARTICLE V. THE CHURCH BOARD (cont'd)

D. Executive Team

1. The Executive Team shall consist of the Moderator, Board Elder, Church Treasurer, and Pastor. The Pastor is not a voting member. The team may seek advice and counsel from current or past church leadership or other consultants it deems necessary.
2. The term shall coincide with one church/calendar year, with a new team forming at the beginning of each year. Members may repeat terms as their leadership position requires.
3. The Executive Team shall conduct necessary church business that needs attention in between church board meetings. It shall also do or delegate necessary background work and make recommendations on new business to be brought before the board. Decision making shall be consistent with church policy. Decisions on items not covered by church policy shall be held in abeyance until reported to and acted on at the next board meeting. The Executive Team is not authorized to spend money not appropriated in the church budget. All decisions made by the Executive Team shall be reported to the Church Board.
4. Any member can call a meeting at any time. It is recommended, but not required, that the team meet at least once in between board meetings. Since these meetings are generally on short notice there is no minimum notification time. Communication may be by any means necessary to gather the team.
5. Any member may report to the board at board meetings, as they are all board members. Items to be voted on shall be placed on the meeting agenda and put in the form of a motion that is given to the Board Secretary to be entered into the board meeting minutes.

E. Meetings

1. The Church Board shall meet at least every other month on a regularly specified day designated by the Church Board.
2. Special meetings of the Church Board may be called by the Moderator of the Board or upon request of the Pastor or three (3) members of the Church Board. Notice of special meetings of the Church Board shall be given prior to the meeting to all Board members a minimum of 4 days if mailed, 48 hours if in person or by telephone or electronic communication. Notice of any such special meeting can be waived by each member in writing. The purpose, date, time and place of the meeting shall be indicated in each notice, and the agenda shall be limited to the announced purpose of the call.
3. Fifty percent of the Church Board members shall be considered a quorum.
4. Each member of the Church Board shall have one (1) vote, regardless of the number of offices or responsibilities held on the Board. Each office shall have one (1) vote regardless of the number of officers sharing a position.

ARTICLE VI. ELDERS AND THE DIACONATE

A. Election of Elders: One-half of the Elders shall be elected annually by the congregation for a term of two (2) years. Diaconate may be appointed to serve successive terms. Elders may be elected to serve successive terms, up to a maximum of four years, after which a sabbatical of one year shall occur before being eligible for the same position.

B. Responsibilities of Elders:

1. Maintain a visible presence of witness, reconciliation and service within the congregation.
2. Maintain regular contact with the congregation to supplement pastoral concern.
3. Meet regularly to prayerfully discuss needs and concerns within the church family.
4. Serve at the Lord's table.
5. Express special concerns of the group to the Church Board and functional departments.
6. Intentionally and actively seek to enhance the spiritual growth of the Elders, both as a group and individually.

C. Responsibilities of the Diaconate:

1. Prepare and serve communion, usher during services, minister to families in times of bereavement and assist in financial canvasses. Deacons shall fulfill these duties with the assistance of the stewards.
2. Select a group of "stewards" (persons who assist the diaconate in performing its duties) from all members of the congregation. Should the need arise, additional people may be appointed during the church year.
3. Meet regularly to coordinate prayerfully the fulfillment of its duties.

ARTICLE VII. MINISTRY COORDINATORS, ENDOWMENT TRUSTEES

A. Ministry Circles

The task of administering the program of the church shall be delegated to the following ministry circles:

Congregational Life Ministries, which include (but not limited to) Christian education, membership, worship arts, fellowship, and program ministry.

Outreach Ministries, which include (but not limited to) evangelism, missional outreach, and Regional/General Church relations.

Administrative Ministries, which include (but not limited to) administrative/finance, property, investments, and personnel.

1. Each ministry coordinator shall be accountable to the Church Board for its activities.
2. Each ministry coordinator shall cooperate with other ministry circle groups and staff to carry out its responsibilities.
3. Each ministry coordinator shall make an annual report to the congregation.
4. Each ministry coordinator shall submit and monitor an annual budget.
5. Ministry circle coordinators, shall recruit the members of their respective areas of ministry.

B. Areas of Ministry

The task of administering the program of the church shall be delegated to the following ministry circles:

Congregational Life Ministry Circle:

Christian Education
Worship Arts
Membership

Fellowship
Program Ministries

Outreach Ministry Circle:

Missional Outreach
Evangelism

Regional/General Church Relations
Interdenominational/Interfaith Work

Administrative Ministry Circle:

Stewardship & Finance
Property

Investments
Personnel

Ministry circles may work together as necessary.

ARTICLE VII. MINISTRY COORDINATORS, ENDOWMENT TRUSTEES (cont'd)

1. The coordinator of each ministry circle shall be nominated by a committee commissioned by the Church Board Moderator, approved by the Church Board, then brought to the congregation for election. Ministry Circle Coordinators shall serve for a term of one church year.
2. Each ministry circle shall be accountable to the Church Board for its activities.
3. Each ministry circle shall cooperate with other ministry circles, groups and staff to carry out its responsibilities.
4. Each ministry circle coordinator shall make a regular report to the Church Board and an annual report to the congregation.
5. Each ministry circle coordinator shall monitor the annual adopted budget.
6. Ministry circle coordinators, in cooperation with the Board Moderator and staff, shall recruit the members for task forces.

C. MINISTRY CIRCLE FUNCTIONS AND RESPONSIBILITIES

CONGREGATIONAL LIFE MINISTRIES

1. Christian Education
 - a. It shall be the purpose of this group to plan, develop and administer a program of Christian education for the church including adults, children and youth, offering opportunity for both spiritual and intellectual growth.
 - b. Responsibilities shall include Sunday church school, vacation church school, youth fellowships, weekday education programs, small groups for Christian growth and study, retreats and other special events, family life education, the church library, and leadership training for the educational program. Music Department
2. Worship Arts
 - a. It shall be the purpose of this group, in cooperation with the music staff, to plan, develop, and administer a program of music for all ages within the church for the enrichment of worship and Christian fellowship.
 - b. It shall coordinate the total music program of the church, both choral and instrumental, in worship, educational and recreational settings.
 - c. It shall be responsible for recruiting and/or training leadership for all musical activities within the church.
 - d. It shall provide musicians as needed for services of the church.
 - e. Salaried music staff shall be members of Worship Arts.

ARTICLE VII. MINISTRY COORDINATORS, ENDOWMENT TRUSTEES (cont'd)

- f. The chairperson shall appoint a committee member to act as liaison with Worship Arts.
 - g. It shall be the purpose of this group to develop and administer the programs of public worship of the church, and to encourage personal and family devotional life.
 - h. The areas of responsibility include, but are not limited to, regular and special services and pulpit supply in the absence of the pastor(s).
3. Fellowship
- a. It shall be the purpose of this group to develop and encourage the spirit of Christian fellowship within the congregation through appropriate activities.
 - b. It shall work closely with other groups by supporting and assisting in those events involving fellowship activities.
4. Membership
- a. It shall be the purpose of this group to plan, develop and administer a program of evangelism, membership development and enrichment.
 - b. It shall develop continuing concern within the congregation for the commitment of persons to Jesus Christ and His church, and the re-dedication of persons no longer in active relationship with their church.
 - c. It shall coordinate a program of membership development including: calling on visitors and prospective members, integrating new members into the life of the congregation, working to restore inactive members to active participation, and increasing the visibility of the church through appropriate promotion and publicity.
5. Other task groups may be created to fulfill the objectives of this ministry circle.

OUTREACH MINISTRIES

1. Missional Outreach
- a. It shall be the purpose of the group to cultivate Christian concern and compassion for others by initiating programs of education and action within the congregation to address community and world-wide needs.
 - b. It shall be responsible for developing a program of active participation in support of: programs concerning peace, justice and human needs, ecumenical efforts from community to international levels and the special day offerings. A major emphasis of this group shall be to support the outreach emphases of the Christian Church (Disciples of Christ).

ARTICLE VII. MINISTRY COORDINATORS, ENDOWMENT TRUSTEES (cont'd)

2. Evangelism
 - a. It shall be the purpose of the group to find opportunities to share our faith stories.
 - b. Regional/General Church Relations
 - i. It shall be the purpose of the group to work in cooperation with the Regional and General manifestations of the Christian Church (Disciples of Christ).
 - c. Interfaith/Interdenominational Work
 - i. It shall be the purpose of the group to work in cooperation with other faith communities.
3. Other task groups may be created to fulfill the objectives of this ministry circle.

ADMINISTRATIVE MINISTRIES

1. Stewardship
 - a. It shall be the purpose of this group to develop within the congregation an understanding of the full meaning of Christian stewardship in all organizations and age groups of the church.
 - b. Plan and conduct the annual stewardship campaign.
2. Finance
 - a. It shall supervise the preparation of the church budget for Board approval and present periodic reports evaluating income and expenditures in relation to the budget.
 - b. It shall be responsible for administering special gifts and bequests within guidelines approved by the Church Board. It shall cooperate with donors in preparing documents relative to gifts and bequests.
3. Property
 - a. It shall be the purpose of this group to care for buildings and other properties, recommending and supervising all repairs and improvements.
 - b. It shall monitor all contracted maintenance and security services.
 - c. It shall be responsible for recommending the employment and release of the custodial staff.
 - d. It shall be responsible for maintaining a property inventory to be updated annually.
4. Other task groups may be created to fulfill the objectives of this ministry circle.

ARTICLE VII. MINISTRY COORDINATORS, ENDOWMENT TRUSTEES (cont'd)

ADJUNCT MINISTRIES

1. Personnel

a. Composition

- 1) This group shall consist of three (3) members, whom shall be elected by the congregation. One of these three shall be elected each year for a term of three (3) years.
- 2) The members of this group should be demonstrated leaders of the congregation who are actively committed to the church. The group shall select its own chairperson each year.
- 3) In the event a member of Personnel with an unexpired term is elected as a member of the Church Board his/her elected seat on this Committee shall be considered vacant. This vacancy shall be filled as outlined in these Bylaws, Article IX, Section E.

b. It shall administer the personnel policies of the church in keeping with the policy of the Church Board.

- 1) It shall make recommendations to the Church Board regarding the employment or dismissal of all employed church staff, with the exception of the pastor(s). Such recommendations shall be made in conference with the ministry circle(s) or individuals to whom the staff member's activity is related.
- 2) It shall compile a written job description, including a recommendation of salary for each staff member. A copy shall be furnished to each staff member and other copies shall be retained for church records. This job description will be formulated in conference with the appropriate ministry circles, and shall be reviewed upon change of personnel or at least every five (5) years.
- 3) It shall conduct an annual evaluation with each staff member in consultation with each related Ministry Circle. A salary recommendation to the Administrative Ministry Circle for the next fiscal year shall be based upon this evaluation. A summary of all performance evaluations including commendations and recommendations need to be presented to the Board by October 1st.

4) It shall be responsible for the scheduling of staff vacations and absences.

c. It shall serve as a communication link between the congregation and staff. It shall be available to both the congregation and staff to act as a grievance committee.

ARTICLE VII. MINISTRY COORDINATORS, ENDOWMENT TRUSTEES (cont'd)

2. Endowment Trustees

- a. It shall be the purpose of the Endowment Trustees to manage the church's endowment funds in accordance with board and congregational policies specifically regarding these funds. In addition, the trustees shall be responsible for the ongoing development and promotion of intentional programs and opportunities for advanced gifting and estate planning. This will include providing information regarding viable estate planning vehicles.
- b. There shall be five (5) trustees, nominated by the Nominating Committee, approved by the Church Board, and elected by the congregation. The terms are for three (3) years rotating in the following manner: Two (2) the first year; two (2) the second year; one (1) the third year. Trustees may be elected to serve up to two successive terms, after which a sabbatical of one year shall occur before being eligible for the same position. A designated Pastor, the Board Moderator, and the Treasurer will be ex-officio members without vote.
- c. The Trustees shall report to the Church Board at least quarterly, and shall provide a written annual report to the board which shall include a list of new gifts received, a complete list of donors, investment transactions, amount spent for ministry, and total permanent fund value at year's end. The Trustees shall also provide an annual report to the congregation.

ARTICLE VIII. NOMINATIONS AND ELECTIONS

The nomination and election of the Moderator, Ministry Circle Coordinators, Treasurer, Board Secretary, Member at Large, Financial Clerks, Elders, Personnel and Endowment Trustees shall be done in the following way:

- A. A nominating committee composed of two (2) members of the Board and three (3) members of the congregation, not members of the Board, shall be appointed by the Moderator and approved by the Church Board at its first meeting of the church year. This committee shall serve for one (1) year. The names shall be announced to the congregation. The chairperson of the previous year's nominating committee shall be an ex-officio member.
- B. The nominating committee shall report its nominations to the congregation during the month of September.
- C. Additional nominees for any office may be made from the congregation in this manner: With the approval of the nominee, a petition signed by at least ten (10) active members shall be in the hands of the nominating committee at least ten (10) days prior to the date set for the annual election. If such additional nominations are made, the committee shall announce to the congregation the revised slate, including all nominees for each vacancy.
- D. Election of members and officers of the Church Board shall be by secret ballot cast by those members of the congregation present and voting at a meeting held between October 15th and 31st of each year. The term of office shall begin January 1 and shall be as designated for each or until such a time as a successor is elected and assumes office. When there are more nominees for an office than there are vacancies, the candidate(s) receiving the highest number of votes cast shall be declared elected.
- E. Vacancies in any elected leadership position of the church may be filled for the unexpired term by approval by the Church Board from names presented by the nominating committee or the Board Moderator.

ARTICLE IX. THE PASTORAL STAFF

A. Duties

The pastor(s) of the church shall perform the duties which usually pertain to the office. When more than one pastor is on staff, they shall work cooperatively with each other and share with the Church Board responsibility for over-all planning, coordination, and administration of the total life of the congregation. The division of responsibilities between pastors is the task of the Executive Committee, in consultation with the pastors, and subject to the Church Board approval. The pastor(s) shall be ex-officio member(s) of all organized groups, auxiliaries, committees and departments.

B. Selection and Term of Office

1. The pastor(s) shall be chosen by the church as hereafter provided:
 - a. A representative committee of at least seven (7), including at least one (1) member of the personnel committee, nominated by the Moderator and elected by the Church Board, shall serve as pastoral search committee and be responsible for recommending a prospective pastor to the Church Board.
 - b. This committee shall utilize the services of the denomination's executive regional pastor for information and counsel concerning prospective candidates.
 - c. The Church Board shall consider the recommendation of the pastoral search committee and, if approved by a two-thirds vote of those present and voting, recommend this prospective pastor to the congregation. It shall be the policy of the congregation to consider only one prospective pastor at a time.
 - d. The recommendation of the Church Board must be accepted by at least a two-thirds majority of the members present and voting in a regular or special meeting of the congregation before a call may be extended.
 - e. The term of pastorate shall be for an indefinite period and may be terminated by either party upon sixty (60) days written notice.
 - f. A covenant setting forth the salary to be paid to the pastor and other conditions of the call shall be provided to the pastor, with a copy filed in the church office and the Regional Office.
 - g. The pastor being called shall be made aware of Article X, Section C of these bylaws.

ARTICLE IX. THE PASTORAL STAFF (cont'd)

C. Resignation

1. Resignation of the pastor shall be submitted to the Church Board in writing, after consultation with the Moderator, the personnel committee and the elders. Action upon the resignation shall be by a two-thirds majority of those Church Board members present and voting.
2. Involuntary resignation of the pastor shall be dealt with confidentially among the pastor, the Moderator, the Personnel Committee and the elders. The regional pastor may be called upon to assist in this process.
 - a. If the recommendation of this group is refused by the pastor, it shall be taken to the Church Board which must approve it by a two-thirds majority of those present and voting at an officially called meeting.
 - b. If the pastor refuses to accept the action of the Church Board, the recommendation will be presented to the congregation which must approve it by a two-thirds majority of those present and voting at an officially called meeting.
3. The pastor's use of a church parsonage shall end with the pastor's termination of service. This time may be extended by action of the Church Board.

ARTICLE X. BUSINESS CONCERNS

- A. The church shall use prudent business practices consistent with our Christian convictions, and shall use standard accounting practices to administer carefully all funds at its disposal.
- B. The church shall secure appropriate insurance, including property, fire, theft, liability and worker's compensation.
- C. The Church Board shall appoint a task force of two (2) to perform an annual audit of the financial records.
- D. A property inventory shall be maintained.
- E. A two-thirds majority of those church members 18 years of age and over present and voting at a congregational meeting shall be required to buy, sell, or encumber any real property belonging to the church.
- F. A two-thirds majority of those church members 18 years of age and over present and voting at a congregational meeting shall be required to act on any policy concerning a change in denominational affiliation or reincorporation.
- G. Upon the dissolution of the congregation, the property and assets shall be given to the Christian Church of Northern California-Nevada (Disciples of Christ) or its successor.

ARTICLE X. BUSINESS CONCERNS (cont'd)

H. The Church Board may, in its discretion, and to the extent allowed by law: authorize the corporation to indemnify its Church Board members, officers, employees, and other agents against damages/liabilities including court costs and attorneys fees incurred in the course and scope of their employment or duties on behalf of the corporation or arising out of their status as such Church Board members, officers, employees, and other agents; and may authorize the purchase of insurance on behalf of such persons for the foregoing purposes.

ARTICLE XI. AMENDMENTS

These bylaws may be amended by a two-thirds vote of the church membership present and voting at a regular or special meeting, provided the proposed amendment has been submitted to the membership in writing at least fourteen (14) days prior to the vote thereon.

These Bylaws shall be reviewed within a five year period following the adoption of the most current bylaws.