

BY-LAWS
Of the
FIRST CHRISTIAN CHURCH
(Disciples of Christ)

Adopted at the Congregational Meeting
Held on February 14, 1982

Amended March 1985

Amended . . .

To Be Reviewed 2014

Notations from the Bylaws Committee:

Minister has been changed to Pastor throughout.

Chairperson and Vice-Chairperson have been changed to Moderator and Vice-Moderator when appropriate throughout.

*Parts to be changed or removed are ~~strikeout~~ with the correction following, if applicable. Additions are in **bold**.*

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 church **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. ~~and their membership status shall be terminated automatically when they leave Chico.~~ **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 ~~July~~ **January** for the receiving of reports of all officers, departments and committees of the congregation, for consideration of future programs, and when appropriate, for the installation of new officers.
2. The **congregational** meeting for the election of board members and officers shall be held between ~~April~~ **October 15** and ~~April~~ **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, A. Meetings (cont'd)

B. Notice

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

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 by-laws.

~~ARTICLE IV THE CHURCH BOARD~~

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

- ~~1. Elders~~
- ~~2. Diaconate~~
- ~~3. Personnel Committee~~
- ~~4. Congregational Officers: chairperson, vice-chairperson, secretary, treasurer, financial secretary, assistant financial secretary, church historian and church clerk.~~
- ~~5. Representatives to the Annual Meeting of CCNC-N~~
- ~~6. Chairpersons of all functional departments (Article VI, Section B-1)~~
- ~~7. Chairpersons of CWF and GME~~
- ~~8. Honorary members who serve without vote~~
- ~~9. Ministers who serve ex-officio, without vote.~~
- ~~10. Each member of the Church Board shall have one vote, regardless of the number of offices or responsibilities held on the Board.~~

~~B. Election and Term of Office~~

- ~~1. One-third of the elders and one-third of the diaconate shall be elected annually by the congregation for a term of three (3) years. Members shall not succeed themselves for a three-year term in the same office without one year intervening between terms.~~
- ~~2. Officers shall be elected annually by the congregation and shall constitute the officers of both the congregation and the Church Board.~~
- ~~3. The church clerk shall be elected for a term of three (3) years, and may, for the sake of continuity be elected to succeeding terms.~~
- ~~4. Honorary members may be elected from those who have served with distinction and who are no longer able to participate actively.~~

~~ARTICLE IV — THE CHURCH BOARD (cont'd)~~

- ~~5. — At the time the nominating committee is approved, the Church Board shall decide the number of elders and members of the diaconate to be elected for the ensuing term.~~
- ~~6. — The number of representative to the Annual meeting of CCNC-N shall be determined by the regional office of CCNC-N and they shall serve for one year term.~~

~~C. — Responsibilities~~

- ~~1. — To manage the affairs of the church in accordance with the by laws.~~
- ~~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, departments, committees and groups, and to make these available to the congregation.~~

~~D. — Duties of the Officers~~

- ~~A. — The Chairperson shall preside at all meetings of the congregation, the church board and the planning council. He/she shall appoint (subject to church board approval) the chairpersons of the functional departments and any special committees which the board deems necessary, informing each chairperson of the duties and responsibilities involved. He/she shall be an ex-officio member of all committees and shall perform all other duties pertaining to the office.~~
- ~~B. — The Vice-Chairperson, in the absence of the chairperson, shall preside at the meetings of the congregation, the church board, and the planning council and shall perform all other duties of the office. He/she shall report to the church board on behalf of the planning council.~~
- ~~C. — The Secretary shall keep minutes of all regular and special business meetings of the church, serve as secretary of the church board and planning council, keep a record of all their regular and called meetings, and perform such other duties as may be assigned.~~
- ~~D. — The Church treasurer (Chief Financial Officer) shall keep a record of all monies received and shall be responsible for the disbursements of all funds of the church according to the authority delegated by the church board and shall make regular reports to the church board.~~

~~ARTICLE IV — THE CHURCH BOARD, D. Duties of the Officers (cont'd)~~

- ~~E. The Financial Secretary 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 and the assistant financial secretary. The financial secretary shall serve as a member of the finance and stewardship department.~~
- ~~F. The Assistant Financial Secretary shall keep a confidential record of the gifts of each contributor, send out statements of giving and make periodic reports to the finance and stewardship department, of which this officer is a member.~~
- ~~G. 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.~~

- ~~H. The Church Clerk, under the direction of the minister, shall keep a complete record of the church membership and such vital statistics as births, deaths, baptisms, weddings and letters of transfer.~~

~~E. Meetings~~

- ~~1. The church Board shall meet once a month on a regularly specified day designated by the church board.~~
- ~~2. Special meetings of the church board may be called by the chairperson of the board of upon request of the ministers or five (5) 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. 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 shall be considered a quorum.~~

ARTICLE IV. CHURCH OFFICERS

The church officers are Moderator, Vice Moderator, Board Secretary, Church Treasurer, Financial Secretary, Assistant Financial Secretary, and Church Historian.

- A. The Moderator shall preside at all meetings of the congregation, the Church Board and, in the absence of the Vice-Moderator, the Planning Council. He/she shall appoint (subject to Church Board approval) the chairpersons of the functional departments and any special task forces that the Board deems necessary, informing each chairperson of the duties and responsibilities involved. He/she shall be an ex-officio member of all committees and task forces, and shall perform all other duties pertaining to the office.**

ARTICLE IV. CHURCH OFFICERS (cont'd)

- B. The Vice-Moderator shall preside at the Planning Council and, in the absence of the Moderator, at the meetings of the congregation and the Church Board, and shall perform all other duties of the office. He/she shall report to the Church Board on behalf of the Planning Council when necessary.**
- C. The Board Secretary shall keep minutes of all regular and special business meetings of the church, serve as secretary of the Church Board and Planning Council, 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 a record of all monies received and shall be responsible for the disbursements of all funds of the church according to the authority delegated by the Church Board and shall make regular reports to the Church Board. The Treasurer shall serve as a member of the Finance and Stewardship Department.**
- E. The Financial Secretary 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 statements of giving and make periodic reports to the Finance and Stewardship Department. The Financial Secretary shall serve as a member of the Finance and Stewardship Department.**
- F. The Assistant Financial Secretary shall work with the Financial Secretary in carrying out these duties, and is a member of the Finance and Stewardship Department.**
- G. 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.**
- H. Officers shall be elected annually by the congregation and shall constitute the officers of both the congregation and the Church Board. Officers may be elected to serve successive terms.**

ARTICLE ~~IV~~ V. THE CHURCH BOARD

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

The Church Board will consist of 19 voting members plus the pastor(s) who will serve ex-officio without a vote:

1. **Moderator**
2. **Vice-Moderator**
3. **Elder Representatives (3)**
4. **Disciples Women Representative (1)**
5. **Endowment Trustees Representative (1)**
6. **Members at-large (4)**
7. **Board Secretary**
8. **Treasurer**
9. **Personnel Department Representative**
10. **Diaconate Representatives (3)**
11. **Disciples Men Representative (1)**
12. **Youth Representative (1)**
- ~~13.~~ **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. **Representatives to the Board from Planning Council, Personnel Department, Elders, Diaconate, Disciples Women, Disciples Men, and Endowment Trustees Representatives will be selected by members of each respective group.**
3. **When nominations are made by the nominating committee for the “at-large” positions, 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.**

C. Responsibilities

1. To manage the affairs of the church in accordance with the by-laws.
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, departments, committees and groups, and to make these available to the congregation.

ARTICLE IV V. THE CHURCH BOARD (cont'd)

D. Executive Team

- 1. The Executive Team shall consist of the Moderator, Vice Moderator, Church Treasurer, Pastor, and one other voting member of the Board. The Pastor is not a voting member. The team may seek advice and counsel from the Elder Chair, Church Secretary, property maintenance staff, and any other members of 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 monthly church board meetings. It shall also do or delegate necessary background work and make recommendations on new business to be brought before the board, so that "committee work" at board meetings is kept to a minimum. 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.**

~~D. Duties of the Officers~~

- ~~1. The Moderator shall preside at all meetings of the congregation, the Church Board and the Planning Council. He/she shall appoint (subject to Church Board approval) the chairpersons of the functional departments and any special committees which the board deems necessary, informing each chairperson of the duties and responsibilities involved. He/she shall be an ex-officio member of all committees and shall perform all other duties pertaining to the office.~~
- ~~2. The Vice-Moderator, in the absence of the Moderator, shall preside at the meetings of the congregation, the Church Board, and the Planning Council and shall perform all other duties of the office. He/she shall report to the Church Board on behalf of the Planning Council.~~
- ~~3. The Secretary shall keep minutes of all regular and special business meetings of the church, serve as secretary of the Church Board and Planning Council, keep a record of all their regular and called meetings, and perform such other duties as may be assigned.~~

ARTICLE IV V. THE CHURCH BOARD Duties of the Officers (cont'd)

4. ~~The Church treasurer (Chief Financial Officer) shall keep a record of all monies received and shall be responsible for the disbursements of all funds of the church according to the authority delegated by the Church Board and shall make regular reports to the Church Board.~~
5. ~~The Financial Secretary 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 and the assistant financial secretary. The financial secretary shall serve as a member of the finance and stewardship department.~~
6. ~~The Assistant Financial Secretary shall keep a confidential record of the gifts of each contributor, send out statements of giving and make periodic reports to the finance and stewardship department, of which this officer is a member.~~
7. ~~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.~~

E. Meetings

1. The Church Board shall meet ~~once a~~ **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 five (5) 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 V VI. DUTIES OF THE ELDERS AND THE DIACONATE AND CCNCN REPRESENTATIVES

A. Election of Elders and Diaconate: One-half of the Elders and one-half of the Diaconate shall be elected annually by the congregation for a term of two (2) years. Elders and Diaconate may be elected to serve successive terms.

B. The Elders Shall: 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.

ARTICLE V VI. ~~DUTIES OF THE ELDERS AND THE DIACONATE AND CCNCN REPRESENTATIVES,~~ B. ~~The Elders Shall:~~ **Responsibilities of Elders:** (cont'd)

3. Meet regularly to discuss prayerfully, 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. ~~Attend Church Board meetings.~~ **Elders shall elect from among themselves three (3) Elders who will serve on the Church Board.**

C. ~~The Diaconate shall~~ **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 ~~the~~ **all** members of the congregation. ~~Stewards shall be approved by the Board to serve for one year.~~ Should the need arise, additional people may be appointed during the church year.
3. Meet regularly to coordinate prayerfully the fulfillment of its duties.
4. ~~Attend Church Board meetings.~~ **Diaconate shall elect from among themselves three (3) Deacons who will serve on the Church Board.**

~~D. Representatives shall:~~

- ~~1. Be informed regarding the congregations views on the issues to come before the Annual meeting.~~
- ~~2. Attend the Annual Meeting of CCNC-N.~~
- ~~3. Make appropriate reports to the congregation.~~
- ~~4. Attend Church Board meetings.~~

ARTICLE VII. CCNC-N REPRESENTATIVES

A. **CCNC-N** Representatives shall:

1. Be informed regarding the congregation's views on the issues to come before the annual meeting.
2. Attend the annual meeting of CCNC-N **or other official Regional meetings.**
3. Make appropriate reports to the ~~congregation~~ **Church Board.**
- ~~4. Attend Church Board meetings.~~

ARTICLE VII. CCNC-N REPRESENTATIVES (cont'd)

4. CCNC-N Annual Meeting Representation

- a. The number of representatives to the annual meeting of CCNC-N shall be determined by the regional office of CCNC-N, and they shall serve for a one year term.**
- b. The Board Moderator and at least one Pastor shall serve as two (2) of the Representatives to the CCNC-N Annual Meeting. The remaining representatives shall be appointed from the body of each year's Board in January.**

ARTICLE ~~VI~~ VIII. PLANNING COUNCIL, FUNCTIONAL DEPARTMENTS, PERSONNEL COMMITTEE, **ENDOWMENT TRUSTEES, SPECIAL COMMITTEES TASK FORCES**

A. Planning Council

- 1. It shall consist of the pastor(s), Moderator and Vice-Moderator of the congregation, and representatives of all elected bodies, functional departments and auxiliary groups.
- 2. The purpose of the Planning Council shall be to coordinate and calendar activities and programs of the functional departments and auxiliaries.
- 3. It shall assess overall needs of the church and recommend long-range goals to the Church Board.
- 4. It shall meet as requested by the Church Board.

B. Functional Departments

The task of administering the program of the church shall be delegated to the following functional departments:

Christian Education Department	Outreach Department
Finance & Stewardship Department	Property Department
Membership Department	Worship Department
Music Department	Fellowship Department

Departments may be combined as deemed necessary by the Board.

- 1. The chairperson of each functional Department shall be nominated by the Board Moderator and approved by the Church Board. Department chairpersons shall ~~be nominated~~ **serve** for a term of one church year. ~~and may be re-nominated by the Board Moderator for no more than three (3) consecutive terms. Each term shall end at the close of the church year.~~ **Department chairpersons may serve successive terms.**
- 2. Each department shall be accountable to the Church Board for its activities.

ARTICLE ~~VI~~ **VIII.** PLANNING COUNCIL, FUNCTIONAL DEPARTMENTS, PERSONNEL COMMITTEE, **ENDOWMENT TRUSTEES, SPECIAL COMMITTEES TASK FORCES, B.**
Functional Departments (cont'd)

3. Each department shall cooperate with other departments, groups and staff to carry out its responsibilities.
4. Each department shall make a regular report to the ~~Church Board~~ **Planning Council** and an annual report to the congregation.
5. Each department shall submit and monitor an annual budget.
6. ~~Each Department chairpersons~~, in cooperation with the Board Moderator and staff, shall recruit the members of their departments.
7. ~~Each department chairperson shall attend Church Board meeting.~~
8. **Department Functions and Responsibilities**
 - a. Christian Education Department
 - 1.) It shall be the purpose of this department to plan, develop and administer a program of Christian education for the church including adults, children and youth, offering opportunity for both ~~intellectual and spiritual~~ **spiritual and intellectual** growth.
 - 2.) 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.
 - b. Finance and Stewardship Department
 - 1.) It shall be the purpose of this department to develop within the congregation an understanding of the full meaning of Christian stewardship in all organizations and age groups of the church.
 - 2.) It shall supervise the preparation ~~and subscribing~~ of the church budget **for Board approval** and present periodic reports evaluating income and expenditures in relation to the budget.
 - 3.) 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.

ARTICLE ~~VI~~ VIII. PLANNING COUNCIL, FUNCTIONAL DEPARTMENTS, PERSONNEL COMMITTEE, **ENDOWMENT TRUSTEES**, ~~SPECIAL COMMITTEES~~ **TASK FORCES**, B. Functional Departments, 8. **Department Functions and Responsibilities** (cont'd)

c. Membership Department

- 1.) It shall be the purpose of this department to plan, develop and administer a program of evangelism, membership development and enrichment.
- 2.) 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.
- 3.) 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.

d. Music Department

- 1.) It shall be the purpose of this department, 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.
- 2.) It shall coordinate the total music program of the church, both choral and instrumental, in worship, educational and recreational settings.
- 3.) It shall be responsible for recruiting and/or training leadership for all musical activities within the church.
- 4.) It shall provide musicians as needed for services of the church.
- 5.) Salaried music staff shall be members of the Music Department.
- 6.) The chairperson shall appoint a committee member to act as liaison with the Worship Department.

e. Outreach Department

- 1.) It shall be the purpose of the department 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.
- 2.) 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 department shall be to support the outreach emphases of the Christian Church (Disciples of Christ).

ARTICLE ~~VI~~ **VIII.** PLANNING COUNCIL, FUNCTIONAL DEPARTMENTS, PERSONNEL COMMITTEE, **ENDOWMENT TRUSTEES, SPECIAL COMMITTEES TASK FORCES, B.** Functional Departments, 8. **Department Functions and Responsibilities** (cont'd)

f. Property Department

- 1.) It shall be the purpose of this department to care for buildings and other properties, recommending and supervising all repairs and improvements.
- 2.) It shall monitor all contracted maintenance and security services.
- 3.) It shall be responsible for recommending the employment and release of the custodial staff.
- 4.) It shall be responsible for maintaining a property inventory to be updated annually.

g. Worship Department

- 1.) It shall be the purpose of this department to develop and administer the programs of public worship of the church, and to encourage personal and family devotional life.
- 2.) The areas of responsibility include, but are not limited to, regular and special services and pulpit supply in the absence of the pastor(s).

h. Fellowship Department

- 1.) It shall be the purpose of this department to develop and encourage the spirit of Christian fellowship within the congregation through appropriate activities.
- 2.) It shall work closely with other departments by supporting and assisting in those events involving fellowship activities.

C. Personnel Committee

1. Composition

- a. This committee shall consist of four (4) members, three (3) of whom shall be elected by the congregation. One of these three shall be elected each year for a term of three (3) years. The fourth member of the committee shall be the current Moderator of the Church Board.
- b. The members of this committee should be demonstrated leaders of the congregation who are actively committed to the church, and who are either current or former members of the Church Board.
- c. The committee shall select its own chairperson each year.
- d. In the event a member of the Personnel Committee with an unexpired term is elected ~~to~~ **as** the Moderator of the Church Board, ~~their~~ **his/her** elected seat on this Committee shall be considered vacant. This vacancy shall be filled as outlined in these By-Laws, Article **IX**, Section E.

ARTICLE ~~VI~~ **VIII.** PLANNING COUNCIL, FUNCTIONAL DEPARTMENTS, PERSONNEL COMMITTEE, **ENDOWMENT TRUSTEES, SPECIAL COMMITTEES TASK FORCES, C.**
Personnel Committee (cont'd)

- ~~2. One of the primary functions of this committee is to serve as a communication link between the congregation and the pastors.~~
 - ~~a. It shall meet at least quarterly with the pastor(s) to consider the needs and responses of both the congregation and the pastor(s).~~
 - ~~b. It shall consider division of pastoral responsibilities, scheduling of vacations, involvement in community, regional and general church activities and other related concerns.~~
 - ~~c. It shall have an annual evaluation conference with each pastor. A salary recommendation to the Finance Department for the next fiscal year shall be based upon this evaluation.~~
2. It shall administer the personnel policies of the church in keeping with the policy of the Church Board.
 - a. 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 functional department(s) or individuals to whom the staff member's activity is related.
 - b. 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 functional departments, and shall be reviewed upon change of personnel or at least every five (5) years.
 - c. It shall conduct an annual evaluation with each staff member in consultation with each related functional department. A salary recommendation to the Finance Department for the next fiscal year shall be based upon this evaluation.
 - d. It shall be responsible for the scheduling of staff vacations and absences.**
 - e. It shall have an annual evaluation conference with each pastor. A salary recommendation to the Finance Department for the next fiscal year shall be based upon this evaluation.**
3. **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 ~~VI~~ **VIII.** PLANNING COUNCIL, FUNCTIONAL DEPARTMENTS, PERSONNEL COMMITTEE, **ENDOWMENT TRUSTEES, SPECIAL COMMITTEES TASK FORCES** (cont'd)

D. Endowment Trustees

- 1. It shall be the purpose of the Endowment Trustees to manage the church's endowment funds as set forth in a separate document(s) specifically regarding these funds. There shall be five (5) trustees, nominated by the Nominating Committee, approved by the Church Board, and elected by the congregation in accordance with Article V of the church by-laws. 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. A designated Pastor, the Board Moderator, and the Treasurer will be ex-officio members without vote.**
- 2. The Trustees shall elect one of their group as a representative to the church board. The representative shall be a voting member.**
- 3. 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.**

~~D. Scholarship Committee~~

- ~~1. It shall be the responsibility of this committee to promote and administer the Scholarship Fund of the Chico First Christian Church. The purpose of the Scholarship Fund is to encourage college and seminary students preparing for church-related careers, and persons participating in short term mission work, by sharing in some of the costs of their preparation and/or service.~~
- ~~2. Any person may initiate the application process with a letter describing their program or course of study and vocational goals. In addition, any church member may initiate the process by suggesting another individual for consideration.~~
- ~~3. Each application for these funds will be considered on individual merits within the framework of the following guidelines. Preference shall be given to:
 - ~~a. Those who have been active participants in our Church family~~
 - ~~b. Disciple related programs, and secondarily to programs compatible with Disciple tradition.~~
 - ~~c. Persons preparing for full-time ministry.~~~~
- ~~4. The Committee will recommend recipients and the amount of awards to the Church Board for their action.~~
- ~~5. The Scholarship Committee shall consist of six (6) members, two to be appointed each year by the Board Chair and approved by the Church Board. Each appointment is for a 3 year term.~~

ARTICLE ~~VI~~ **VIII.** PLANNING COUNCIL, FUNCTIONAL DEPARTMENTS, PERSONNEL COMMITTEE, **ENDOWMENT TRUSTEES, SPECIAL COMMITTEES TASK FORCES** (cont'd)

E. ~~Special Committees~~ **Task Forces**

1. The ~~chairperson~~ **Moderator** shall appoint, with the approval of the Church Board, such special ~~committees~~ **task forces** as may be needed to administer the work of the church. These ~~committees~~ **task forces** shall perform duties assigned and shall continue for such time as designated.
2. All special ~~committees~~ **task forces** shall be evaluated at the beginning of each church year to determine if their purposes ~~has~~ **have** been fulfilled, or if the ~~committee~~ **task force** should continue. ~~A Special committees task force~~ with a significant purpose that is continuing after two (2) years and that ~~have~~ **has** an ongoing future mission may be granted Departmental status upon a majority vote of the Church Board.

ARTICLE ~~IX.~~ **NOMINATIONS AND ELECTIONS**

~~The nomination and election of Board members and officers, as listed in Article IV, A., section 1, 2, 3 and 4, 5, and 8, shall be done in the following way:~~

The nomination and election of the Moderator, Vice-Moderator, Treasurer, Board Secretary, Members at large, Elders, Diaconate, Personnel Committee Members and Endowment Trustees shall be done in the following way:

- A. A nominating committee composed of two (2) members of the Board whose terms do not expire at the end of the current year 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 for Church Board members and officers for the ensuing year to the congregation during the ~~first fifteen (15) days of March~~ **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 April 1 and April 15~~ **between October 15th and 31st of each year**. The term of office shall begin ~~July 1~~ **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.

ARTICLE IX. NOMINATIONS AND ELECTIONS (cont'd)

- E. Vacancies in any office of the church ~~shall~~ **may** be filled for the unexpired term by ~~election~~ **approval** by the Church Board from names presented by the nominating committee **or the Board Moderator**.

ARTICLE X. 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 ~~(2)~~ 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** ~~personnel committee~~, in consultation with the pastors, and subject to the Church Board approval. The pastor(s) shall be ~~an~~ 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 an agreement of employment~~ **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 by-laws.

ARTICLE X. 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 XI. 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 ~~committee~~ **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 **XI**. 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 **XII**. ADDITIONAL GROUPS

- A. Additional groups may include auxiliary organizations (~~Christian~~ **Disciples Women's Fellowship Ministries**, ~~Christian~~ **Disciples Men's Fellowship**), service groups, fellowship groups, and athletic teams.
- B. These groups shall cooperate with the functional departments of the church, and shall develop their individual activities in the best interests of the total church program.
- C. The Church Board shall review annually the additional groups, except for ~~Christian~~ **Disciples Women's Fellowship Ministries** and ~~Christian~~ **Disciples Men's Fellowship**, and shall grant recognition to those deemed viable.

ARTICLE **XIII**. AMENDMENTS

These by-laws 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.