

BY-LAWS

I. Officers of the congregation and the General Board

A. Officers elected by the congregation

The following officers shall be elected by the congregation at its annual business meeting. They shall hold office for three years or until their successors are elected. After serving a term these officers may be nominated for re-election:

1. Elders: minimum of 9 in number
2. Deacons: minimum of 18 in number
3. Trustees: 3 in number

B. Officers elected by the General Board

The following officers shall be elected by the General Board. They shall hold office for one year or until their successors are elected. They shall serve not more than three consecutive terms.

1. Moderator
2. Vice-moderator
3. 3 Ministry Leaders
 - a. Administration
 - b. Nurture
 - c. Mission
4. Secretary of Board and Congregation
5. Treasurer
6. Financial Secretary
7. Historian

C. Qualifications of Officers

1. Officers must be members of the congregation, and Moderator must be an elder and Vice-moderator must be either an elder or a ministry leader.

2. Officers must be active in the life of the congregation and give 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 and stated meetings of the congregation.
- d. Regular financial contributions to the support of the congregation and its outreach program.
- e. Willingness to fulfill assignments on behalf of the congregation.
- f. Demonstrated skills or evident potential in carrying out responsibilities of the particular office.

D. Duties of Officers

1. The duties of officers shall be consistent with those guidelines provided by the Christian Churches (Disciples of Christ) so long as they are not inconsistent with these by-laws.
2. The Elders and the Diaconate shall each elect a Chairman, Vice-chairman and Secretary for a term of one year and not more than three consecutive terms.
3. Trustees shall be the agent of the congregation in legal matters. Trustees shall secure a safety deposit box at a bank to safeguard legal papers, constitution, certificates, insurance papers, deeds and other valuables. Two trustees or one trustee and one elder shall be present when the box is opened. One trustee shall have one key, and the Moderator shall have the other.

II. The General Board

A. Authority

1. The General Board 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 local church shall rest with the congregation. All organizations 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 concern itself with policy rather than administrative matters, 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 immediate community in which the members of the congregation live.
4. Forty per cent of the members of the General Board shall constitute a quorum.

B. Function

The General Board is charged by the congregation with the duty of conducting the business affairs and planning and executing the program of the church. The Board will function by such general policies as have been adopted by the congregation and thereby set forth in the constitution and by-laws. The actions of the General Board are at all times subject to review by the congregation pursuant to the policies of the congregation. Many of the over-all responsibilities of the General Board will be carried primarily by the various ministries, but these ministries are always answerable to the General Board. Some of the more specific functions of the General Board are:

1. To establish the personnel of the ministries and committees through which the work of the church is primarily carried forward.
2. To regularly receive, consider and act on reports from the various ministries and committees, approving, disapproving, modifying or referring back the recommendations contained therein.
3. To consider and establish policy in harmony with the mission and objectives of the general congregation.
4. The General Board shall receive the proposed annual budget of the congregation from the Administration Ministry and recommend its approval or approval with amendment to the congregation at its annual business meeting. Subsequent

overexpenditures or requests for additional funds from organizations within the congregation shall be approved or disapproved by the General Board.

5. To recommend to the congregation, upon recommendation of the Pulpit Committee, the calling of the Minister and other ministerial staff members.

6. The Board will concern itself with the needs of the community, determine areas of need which require the support of the church and make periodic analysis of the mission of the church in relationship to the needs of all people within the community and the world.

C. Membership

The following officers of the congregation and officers of various active church organizations, by virtue of those offices and provided that they are members of the congregation, shall hold membership on the General Board during their terms of office, and each individual members shall be entitled to one vote:

1. The elected serving elders
2. Diaconate Chairman
3. Diaconate Vice-chairman
4. The 3 elected serving trustees
5. Moderator
6. Vice-moderator
7. Administration Ministry Leader
8. Nurture Ministry Leader
9. Mission Ministry Leader
10. Secretary of Board and Congregation
11. Church Treasurer
12. Financial Secretary
13. Historian
14. CMF President
15. CWF President
16. Youth Representative

Minister and other ministerial staff shall serve as members ex-officio without vote.

D. Meetings

1. Unless otherwise ordered by the General Board, it will hold its regular meetings on the second Wednesday evening of each month at 7:00 P.M. in the church.

2. Special meetings shall be called according to the provisions of the Constitution.

3. The following order of business shall be observed:

- a. Call to order
- b. Prayer and/or devotional service
- c. Minutes of previous meeting
- d. Constitutional and unfinished business
- e. Reports and recommendations:
 - (1) Secretary of Board and Congregation: shall present and maintain written minutes of the meetings.
 - (2) Financial Secretary
 - (3) Church Treasurer: shall present and maintain written financial reports.
 - (4) Minister and other ministerial staff members

- (5) Ministries
- (6) CMF, CWF, Youth
- (7) Committees
- f. Other business
- g. Expressions of concern and closing prayer

III. The Cabinet

A. Function

The purpose of the cabinet is to interpret and correlate the entire church program as planned by the ministries and serve in an advisory capacity to the Minister, the Board, the ministries and organizations of the church. Specific responsibilities would include:

1. Studying the needs of the church, evaluating its present activities, discussing proposed programs and referring specific items to the appropriate ministries, groups or to the General Board for study and implementation.
2. Correlating plans and activities of the ministries and groups for the purpose of achieving an effective program for the entire church.
3. Coordinating the calendar of activities as presented by the various ministries and organizations.
4. Encouraging the fulfillment of objectives set by the various ministries and groups.

B. Membership

The Cabinet shall be composed of the Minister, who shall chair the meetings, the Moderator, Vice-moderator, Ministry Leaders and such other persons as may be needed and assigned by the Minister or Moderator.

C. Meetings

The Cabinet shall meet as called by the Minister.

IV. The Minister

A. Selection

1. The Pulpit Committee shall be seven in number, and consist of the Chair or elected representative of the Elders, Diaconate, and each of the three Ministry Teams; and two members appointed by the Moderator. This committee shall be presented to the General Board for approval when needed.
2. The Pulpit Committee will utilize the services of the Executive Regional Minister for information and counsel concerning prospective candidates.
3. It shall be the policy of the congregation to consider only one prospective Minister at a time. However, information may be secured on several in a given period.
4. The Pulpit Committee will recommend a prospective Minister to the General Board. The Pulpit Committee must be unanimous in its recommendation. The recommendation must be

accepted by at least a two-thirds majority of members present and voting in a regular or special called meeting of the General Board.

5. The General Board will recommend the prospective Minister to the congregation. It is desired that the prospective Minister be requested to appear before the congregation for an interview. The congregation, in a regular or special meeting may approve the recommendation of the General Board by at least a two-thirds majority of members present and voting.

6. Upon approval of the congregation, a call shall be extended to the prospective Minister by the General Board on behalf of the congregation.

B. Responsibilities

The Minister of the church shall perform the duties which usually pertain to that office. In general, the Minister's role in the church shall be consistent with those guidelines provided by the Christian Churches (Disciples of Christ) as long as they are not inconsistent with these by-laws. The Minister shall be an ex-officio member, without voting privilege, of all organized boards, committees, departments, commissions, task groups and constituency groups. The Minister shall, in cooperation with the Moderator, encourage orderly procedures in the life and work of the church through effective use of the Constitution and By-laws.

C. Terms of Employment

The term of ministry shall be for an indefinite period and may be terminated by either party upon 60 days notice (sixty days). When a call is extended a written statement setting forth the salary to be paid and other conditions of the call as voted upon by the congregation shall be provided to the Minister, with a copy filed in the church office and with the Regional Office.

D. Resignation

1. Voluntary resignation of the Minister shall be submitted to the General Board in writing. A consultation of the Minister and the Elders prior to bringing this matter to the General Board is encouraged.

2. Involuntary resignation shall be dealt with confidentially between the Minister, the Moderator, the Elders and the Regional Executive Minister.

3. The General Board shall approve the resignation, voluntary or involuntary, of the Minister by at least a two-thirds majority of members present and voting.

4. Following action on the resignation by the General Board, the Moderator shall announce the action to the Congregation.

IV. Administration of the Church Program

A. Church Year

The Church year shall begin on January 1.

B. Meetings

The Congregation shall hold a business meeting on the second Sunday after the November meeting of the General Board, or on a day during the week following that Sunday.

This annual business meeting shall be for the purpose of electing the church Officers for the coming year, approving the proposed Church budget and projecting program, hearing the official report of the past year's accomplishments and caring for special items of business.

C. Parliamentary Authority

The rules contained in *Roberts Rules of Order, Revised*, shall govern Vine Street Christian Church in all cases to which they are applicable, and in which they are not inconsistent with the by-laws or the special rules of order of said Church.

D. Election of Officers by the Congregation

1. A Nominating Committee shall be seven in number, and consist of the Chair or elected representative of the Elders, Diaconate, and each of the three Ministry Teams; and two members appointed by the Moderator. This committee shall be presented to the General Board for approval no later than the September meeting.

2. It shall be the policy of this Nominating Committee to consider advance recommendation for nominees by the members of the congregation, providing recommendations are given to the committee at least two weeks before the November meeting of the General Board.

3. The Nominating Committee shall consider the qualifications of all potential nominees in light of the qualifications set forth in these by-laws. After fully explaining the duties of the office to each potential nominee and securing the persons' consent, one or more names shall be offered for each office. The list of nominees for Elders, Deacons, and Trustees shall be presented to the General Board for approval at the November board meeting.

4. The list of nominees shall be reported to the congregation in the bulletin at the next Sunday morning worship service, and in the mail to members of the congregation during that week.

5. All nominees who receive a majority of the votes cast by those present and voting at the annual meeting of the congregation shall be declared elected.

6. Vacancies, when declared by the General Board and unless otherwise specified in these by-laws, shall be filled until the next general election upon nomination by the Cabinet, and election by the General Board.

7. The Chair of the Elders and Diaconate shall call meetings of their respective groups for the purpose of electing a chair and vice-chair and, as needed, a secretary. Such elections shall take place after the annual congregational meeting and no later than the date of the December meeting of the Board.

E. Election of Officers by the General Board

1. The Nominating Committee will nominate to the General Board, persons to serve as Moderator, Vice-moderator, Ministry Leaders, Secretary of Board and Congregation, Treasurer, Financial Secretary, and Historian, and present these nominations to the Board for election at the December Board meeting.

2. The Nominating Committee shall consider the qualifications of all potential nominees in light of the qualifications set forth in these by-laws. After fully explaining the duties of the office to each potential nominee and securing the persons' consent, one or more names shall be offered for each office.

3. Vacancies, when declared by the General Board and unless otherwise specified in these by-laws, shall be filled until the next general election upon nomination by the Cabinet, and election by the General Board.

F. Ministries

1. GENERAL. The administration of functions of the program of the church shall be delegated to the following ministries under the supervision of the General Board:

A. ADMINISTRATION

Finance
Office
Personnel
Projects
Property

B. NURTURE

Arts
Education
Fellowship
Membership
Men
Shepherding
Stewardship
Women
Worship
Youth

C. MISSION

Community
Evangelism
Social Action
World

2. PURPOSE AND RESPONSIBILITIES.

a. GENERAL. The purpose and duties for each function shall be consistent with those guidelines provided by the Christian Churches (Disciples of Christ) and shall be the responsibility of the associated Ministry.

b. ANNUAL RESPONSIBILITIES. Each Ministry shall organize itself to study its responsibilities, plan its program, meet regularly to attend to its business, discuss fulfillment of the year's objectives, evaluate its program, and plan its report to the General Board. Upon General Board approval of the various Ministry reports, each Ministry shall proceed to administer its program. Cooperation with other Ministries will be established through regular Cabinet meetings. Regular monthly reports shall be made to the General Board. Each Ministry can accomplish its function by its own members, by individuals or by subcommittees.

c. BUDGET. Each Ministry shall submit a proposed budget of needs for each function to the Administration Ministry when the annual church budget is being created. Each Ministry is responsible, under General Board supervision, for supervising the spending of the raised budget.

3. MINISTRY LEADERS. Ministry Leaders shall be elected by the General Board. Leaders must be members of the congregation and shall become voting members of the General Board upon election. Leaders shall serve terms of one year, or until their successors are named.

4. MINISTRY MEMBERS. Ministry members shall be appointed by each respective Ministry Leader, with the advice and consent of the Cabinet. Ministry members shall be selected on the basis of potential abilities for the task, regardless of membership on the General Board. Name of Ministry members will be brought to the General Board for confirmation no later than the January Board meeting. Each Ministry shall have at least one elder, one deacon, and such other qualified persons who represent the men, women, and youth of the congregation.

G. Committees

1. Pulpit Committee—selection and function as described elsewhere in these by-laws.
2. Nominating Committee—selection and function as described elsewhere in these by-laws.
3. Constitution Committee—when the Cabinet determines a need for it, a Constitution committee composed of seven members shall be presented by the Cabinet to the General Board for confirmation. The Constitution Committee shall be seven in number, and consist of the Chair or elected representative of the Elders, Diaconate, and each of the three Ministry Teams; and two members appointed by the Moderator. The committee should take action to advise and educate all members of the congregation on the provisions of the constitution, by-laws, parliamentary authority and other orders, and to propose amendments as needed. Any proposed amendment shall be routed through the Constitution Committee, which then must report it to the General Board together with their recommendations within sixty days.
4. Special Committees—The General Board shall establish other committees as needed for the conduct of its work. The Moderator shall appoint such committees unless directed otherwise by the General Board. Each committee shall elect its own chair.

VI. Amendments

These by-laws may be amended, upon majority vote of the members of the General Board in a regular or special meeting, provided written notice of the proposed amendment has been sent through the mail to the members of the congregation, postmarked at least ten days and not more than seventeen days prior to the time the vote is to be taken.