

BYLAWS
CENTRAL CHRISTIAN CHURCH
4950 EAST WABASH AVENUE
TERRE HAUTE, IN 47803

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ARTICLE I
CHURCH YEAR

Section A. Church Fiscal Year

The church fiscal year shall begin January 1.

Section B. Church Ministry Year

The church ministry year shall begin July 1.

ARTICLE II
BOARD MEMBER DUTIES

Section A. Duties of Officers and Representatives

1. Moderator

The Moderator shall call and preside at all regular or special business meetings of the Congregation, and serve as chairperson of the Board. The Moderator is a member, *ex-officio* of all ministry teams.

2. Vice Moderator

The Vice Moderator shall assist the Moderator in the duties of the office of Moderator and shall assume the duties of the moderator in his/her absence.

3. Elders

The Elders shall preside at the Lord's Table; assist in conducting the worship services of the Congregation; serve the Lord's Supper to shut-ins or sick as requested; and have special concern with the minister(s) for the development of the spiritual and devotional life of the Congregation.

4. Adult Diaconate

The Adult Diaconate shall be responsible for preparing and serving the Lord's Supper each Sunday and for receiving all offerings.

5. Youth Diaconate

The Youth Diaconate shall assist with the work of the Adult Diaconate.

6. Ministry Chairs

The Ministry Chairs shall be responsible for identifying and appointing from the Congregation, Ministry membership. The chair or a proxy shall be responsible for providing regular reports on Ministry activities to the Board.

7. Treasurer

The Treasurer shall have responsibility for the disbursement of church funds under the authority assigned to him/her by the Board and in accordance with the approved budget. The Treasurer shall serve as a member of the Faith and Giving Ministry, participate in supervising the use of gifts and bequests, and shall submit financial reports to the Board monthly.

8. Secretary

The Secretary shall keep minutes of all regular or special meetings of the Congregation and the Board and perform such duties as may be assigned. One copy of the minutes will be kept in the church office in a notebook and posted on the church's web site.

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ARTICLE III
BOARD MEETINGS

Section A. Regular Meetings

The Board will announce its meeting schedule at the beginning of the ministry year. The purpose of the regular Board meeting shall be to receive reports and consider action on recommendations.

Section B. Special Meetings Of The Board

1. Calling Special Meetings

The Board shall hold special meetings as required, such meetings to be called by the Moderator or upon request of five or more members of the Board.

2. Notice of Special Meetings

Notice of, and the agenda for any special meeting, shall be given to the Board members at least one week in advance of the meeting.

Section C. Quorum

Two-thirds of the members of the Board shall constitute a quorum. A quorum shall be determined at the first Board meeting of the ministry year.

ARTICLE IV
MINISTRY PROCEDURES AND DUTIES

Section A. List Of Ministries

The task of planning and administering the church ministry shall be delegated to the following ministries:

1. Worship
2. Christian Education
3. Koinonia
4. Outreach
5. Faith and Giving
6. Property
7. Communications

Section B. Ministry Organization

Each Ministry shall organize itself to conduct the tasks for which it is responsible, meet regularly to attend to its responsibilities, and plan its general ministry in cooperation with other ministries.

Section C. Purpose And Duties Of Ministries

1. Worship Ministry

The purpose of this Ministry shall be to collaborate with and support the Senior Minister in the leadership of the Congregation in an experience of worship in the public services. Its duties shall be as follows:

- a. Worship: It shall collaborate with the minister(s) and music staff in planning and promoting the worship services.
- b. Pulpit Supply: It shall secure speakers in the absence of the minister(s) and recommend speakers for special occasions.

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- c. Music: It shall coordinate with the music staff and minister(s) in planning and administering the music ministry of the church; assist when needed in special services; recommend to the Board the employment of music personnel; recommend salaries for music personnel to the Faith and Giving Ministry; maintain the musical instruments; and store music belonging to the Congregation.
- d. Decorations: It shall be responsible for decorations in the sanctuary on each Lord's Day and on special occasions. It shall acquire, maintain, store, and inventory the articles used as sanctuary decorations.
- e. Budget: It shall prepare the annual budget request for each of the above listed areas and be responsible for the distribution of said funds.
- f. Communication: It shall communicate the Worship Ministry of the church to the Congregation and to the Communications Ministry for community publication.
- g. Property: It shall share responsibility with the Education Ministry in maintaining the east attic storage area and choir room/classroom. It shall be responsible for the arrangement of the Sanctuary.

2. Christian Education Ministry

The purpose of this Ministry shall be to develop an effective ministry of Christian Education for children and youth, nursery through high school graduation. To meet this objective, it will choose curriculum and provide ministry planning/training in cooperation with the minister(s). Its duties shall be as follows:

- a. Sunday School: It shall be responsible for organizing and implementing the Sunday School Ministry, Vacation Bible School (VBS), and planning the intergenerational activities.
- b. Adult Christian Education: This area of ministry will determine resources in conjunction with the minister(s).
- c. Education & Worship: This Ministry will work in cooperation with the Worship Ministry in areas concerning children and their participation within Worship.
- d. Special Activities: Recognition of Graduates (High School – College and above) and Baptismal Classes, in cooperation with the minister(s), will begin their planning within this Ministry.
- e. Hallway, Library, & Education Rooms: It shall be this Ministry's responsibility to organize and label all necessary materials, and dispose of unneeded materials.
- f. Child Protection Policy: It shall implement the child protection policy approved by the Board. It shall conduct yearly reviews of said policy, and add the reviews to the Congregation's policy and procedure manual. This policy shall be in compliance with the requirements of the Congregation's Insurance Policy. Copies of the Limited Criminal History checks and copies of Driver's Licenses shall be kept in the locked file cabinet in the Minister's office.
- g. Communication: It shall communicate the Christian Education Ministry of the church to the Congregation and to the Communications Ministry for community publication.

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3. Koinonia Ministry

The purpose of this Ministry shall be to cultivate a positive community spirit within the Congregation that engenders church growth and supports the maintenance and participation of existing members. Activities of this Ministry shall start with efforts to identify, cultivate and support potential members and continue, through the provision of ongoing support and opportunities to existing members, to encourage Christian fellowship and the existence of a welcoming, caring environment in the church. Its duties shall be as follows:

- a. Evangelism and Church Growth Projects: It shall develop and promote activities and projects that are aimed at sharing the Gospel of Jesus Christ with the world and at identifying individuals who might join the Congregation or be in need of the church's ministries.
- b. Provision of Greeters: It shall enlist and schedule volunteers who will serve as greeters for Sunday worship and other special Congregation-sponsored events, welcoming attendees and distributing bulletins, giving special attention to visitors and special guests.
- c. Follow-up with Visitors and Potential Members: It shall maintain a visitor's information area near the church entrance. It shall develop and maintain personalized follow-up systems for visitors, thanking them for attending, offering additional information, encouraging repeat attendance, and determining if contact by a minister or other church leader would be beneficial.
- d. Contact with Missing Members: It shall maintain a system for reviewing member and friend attendance for purposes of identifying and contacting persons who may be ill, in need of special attention, or otherwise absent. It shall organize efforts to re-involve inactive members and families who may need the continued support of the Congregation.
- e. Opportunities for Social Life and Recreation: It shall develop and sponsor Congregation-wide social and recreational activities that provide opportunities for Congregation members and friends to meet each other and experience Christian love and fellowship. (ex: Easter Sunrise breakfast.)
- f. Special Events and Dinners: It shall conduct special dinners and events to welcome and encourage new members as well as to recognize significant dates and events in the life of the Congregation; this may include working with the CWF in support of bereavement dinners. It shall assure the maintenance of a current Congregational directory and name tags.
- g. Communication: It shall communicate the Koinonia Ministry of the church to the Congregation and to the Communications Ministry for community publication.

4. Outreach Ministry

The purpose of this Ministry shall be to create and foster a vision of outreach within the Congregation, and to lead in planning and administering the Outreach Ministry of the Congregation. It shall also be responsible for developing an awareness within the Congregation of the opportunities and responsibilities for community service and to promote involvement in service projects. Its duties shall be as follows:

- a. Outreach Education: It shall develop and promote a ministry of outreach education in every phase of Congregational life.
- b. Outreach Support: It shall encourage support for denominational outreach, care for local and general benevolent needs not otherwise designated, and assist the Faith and Giving Ministry in maintaining records of outreach giving.
- c. Communication: It shall communicate the Outreach Ministry of the church to the Congregation and to the Communications Ministry for community publication.

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5. Faith and Giving Ministry

The purpose of this Ministry shall be to develop within the membership an understanding of the full meaning of Christian Stewardship and to direct the financial ministry of the Congregation so that it both meets the financial needs of the Congregation and a means of spiritual enrichment and development. Its duties shall be as follows:

- a. Budget: It shall receive requests from each ministry outlining financial needs, estimate other costs and potential income, and prepare the Congregation's preliminary annual budget which shall be presented, in turn, to the Board and then to the congregation for approval prior to the beginning of each fiscal year. It shall maintain accurate budget records throughout the year.
- b. Pledge Campaigns: It shall develop and conduct pledge campaigns to support the annual budget.
- c. Stewardship Education: It shall plan and promote a ministry of stewardship education among all members of the Congregation.
- d. Audit: It shall see that an annual financial year audit is made by a committee, consisting of members appointed by the Moderator who are not Faith and Giving Ministry members, and a report is duly filed.
- e. Expenditures: It shall meet monthly to review income and expenditure reports and make recommendations to the Board regarding any unusual or unbudgeted items. Four persons shall be authorized to sign checks:
 - Moderator of the Congregation
 - Treasurer of the Congregation
 - Chairperson of the Faith and Giving Ministry
 - One Board member, to be approved by the Board
- f. Records Retention: Periodically, the Faith and Giving Ministry and Office Manager shall evaluate and destroy old records according to the Procedure Manual.
- g. Communication: It shall communicate the Faith and Giving Ministry of the church to the Congregation and to the Communications Ministry for community publication.

6. Property Ministry

The purpose of this Ministry shall be to care for all properties of the church. Its duties shall be as follows:

- a. Equipment: It shall be responsible for the maintenance and repair of all equipment (except that noted under other ministries) and for recommending the purchase of additional equipment as needed.
- b. Building and Grounds: It shall be responsible for the care of the building and grounds and for recommending and supervising all repairs and improvements.
- c. Cleaning Staff: A sub-committee of the Property Ministry shall be charged with overseeing and supervising the cleaning of the church's building.
- d. Basement: It shall be responsible for organizing and labeling all items in the basement and disposing of unneeded materials.
- e. Inventory: It shall be responsible for maintaining a written and video inventory of all equipment and furnishings on the property.
- f. Communication: It shall communicate the Property Ministry of the church to the Congregation and to the Communications Ministry for community publication.

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7. **Communications Ministry**

The purpose of this Ministry shall be to provide a single point of contact for collecting and disseminating information of and about the church and its activities. Its duties shall be as follows:

- a. Web Site: It shall collaborate with the minister(s) and other ministries to provide a comprehensive and up-to-date web site for disseminating information to church members as well as providing a positive experience to potential visitors to the church.
- b. Newspaper Submissions: It shall collaborate with the minister(s) to prepare the weekly summary of church activities in the church briefs of the local paper.
- c. Fliers and Advertisement: It shall cooperate with all other ministries and assist in providing advertisements, fliers and other written materials utilized for increasing participation in events and activities.
- d. Event Submission to Community Calendars: It shall maintain a current list of local media calendars and assist in the submission of events and activities for the purpose of increasing participation in those activities.
- e. Pictures and Videos: It shall be present during special events and activities to take pictures and videos for submission on the web site, for historical purposes, and to provide further advertisement of church activities in the future.
- f. Brochures: It shall maintain an updated church brochure with information about the church's vision statement, music, Christian Education, and ministries and activities. The brochures will be made readily available at all events where there may be visitors to the church. The intent of these brochures is to provide information about the church for visitors and potential new members.
- g. Budget: It shall prepare the annual budget request for each of the above listed areas and recommend the distribution of said funds.

ARTICLE V STANDING COMMITTEES

Section A Pastoral Relations Committee

1. **Purpose**

The purpose of the Pastoral Relations Committee shall be to provide support for the minister(s) and serve as a regular channel of communication between the minister(s) and the Congregation and to assist the minister(s) and Congregation in reaching an understanding of the functions and expectations of each.

2. **Composition**

The minister will provide a suggested list of names, including one elder, to the Moderator of the Board. The committee shall consist of at least six members, two of whom shall be appointed each year for a term of three years. At the time of a minister's resignation, the committee shall be dissolved. For the first six months of a minister's employment the search committee shall serve as Pastoral Relations Committee.

3. **Policies and Procedures**

- a. The committee shall meet with the minister(s) (and spouse(s) if desired). The committee shall not meet at any time without the knowledge or presence of the minister(s).
- b. The committee shall meet at regular intervals and not less than quarterly.

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- c. Minutes of meetings shall not be kept (except to note the time, date, members present, and any recommendations to be made to the Board) unless agreed upon by the minister(s) and committee.
- d. Discussion within the committee shall be confidential.
- e. The committee shall assist the minister(s) in finding solutions to problems; act as a source of reaction to plans and ministries; encourage participation in educational, community, retreat, and denominational activities, and assist in making recommendations to ministries, committees, or the Board.

Section B Personnel Performance Evaluation Committee

1. Nomination of Personnel Performance Evaluation Committee

A Personnel Performance Evaluation Committee shall be nominated by the Moderator and its policies and procedures shall be approved by the Board. The committee's areas of responsibility shall be performance of staff, job descriptions, and salary recommendations.

2. Salary Recommendations

Salary recommendations shall be considered annually by the Personnel Performance Evaluation Committee during the establishment of the annual budget with input from the following:

- a. The minister(s) shall propose the salary recommendation for the office manager.
- b. The minister(s) and the Worship Department shall propose salary recommendations for the music staff.
- c. A committee composed of the Moderator, Vice Moderator, Secretary and Treasurer shall propose salary recommendation(s) for the minister(s).
- d. All salary recommendations shall be presented to the Personnel Performance Evaluation Committee and they in turn will present their recommendations to the Faith and Giving Ministry for inclusion in the proposed annual Congregational budget.

ARTICLE VI SPECIAL COMMITTEES

The Moderator shall request that the Board authorize the formation and approve the membership of such special committees as may be necessary. These committees shall perform duties assigned and shall continue for such time as designated.

ARTICLE VII AUXILIARY ORGANIZATIONS

Section A. Auxiliary Organizations

The purpose and responsibility of each auxiliary organization shall be outlined in its own constitution, bylaws, or plan of procedure filed with the Board. Auxiliary organizations shall cooperate with the ministries of the Congregation and shall develop their individual activities in the best interest of the Congregation. Currently recognized auxiliary organizations are as follows:

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1. CWF – Christian Women’s Fellowship (Disciples Women)

Besides their own church related ministries and activities, they shall be responsible for the West Attic and Kitchen in regards to organizing, labeling, and disposing of unneeded materials while at all times keeping fire safety in mind. They will work with the Koinonia Ministry in providing bereavement dinners.

2. CMF – Christian Men’s Fellowship. (Disciples Men)

ARTICLE VIII EMPLOYMENT OF NON-MINISTERIAL STAFF

Procedures governing employment or release of staff (other than ministers) shall be as follows:

Section A. Employment Recommendations

Recommendations to employ or release staff members shall be made by the following:

1. The minister(s) and Moderator shall recommend the Office Manager.
2. The minister(s) and Worship Ministry shall recommend the Organist/Pianist and Choir Director.
3. The minister(s) and Christian Education Ministry shall recommend the Child Care worker(s).
4. Other employees who may be deemed necessary from time to time shall be recommended by ministries and individuals designated by the Board.

Section B. Employment Final Authority

Final authority to employ or release staff shall reside with the Board and shall require a two-thirds majority vote of members present and voting in a regular or special business meeting of the Board. There shall be a job description or employment agreement for every position approved by the Board.

Section C. Changes To Job

Descriptions and employment agreements shall be approved by the Board.

Section D. Employee Chain Of Command

Employees shall be responsible to the Board in consultation with the designated ministry and/or individual.

Section E. Employee Reporting Requirement

Employees shall report to the Minister(s) unless directed otherwise by the Board.

ARTICLE IX AMENDMENTS TO THE BYLAWS

Section A. Amendments

These Bylaws may be amended by a two-thirds majority vote of the members of the Board present and voting in a regular or special meeting, provided the proposed amendment has been submitted to the Board at least fourteen days prior to the vote. A copy of the Bylaws shall be made available each time there is a revision.

Section B. Review

These Bylaws shall be reviewed at least every five years by a committee appointed by the Moderator, and a report shall be made in writing stating such review was made with proposed amendments set forth.

BYLAWS COMMITTEE
Dan Fehrenbach, Chair
Rebecca Zelensky, Senior Minister
Tammy Beck, Betsy Hine. Carol Sloan