

St Charles Christian Church Constitution and By-Laws

December, 2008

PREAMBLE

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

ARTICLE I. NAME

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

ARTICLE II. PURPOSE

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

ARTICLE III. MEMBERSHIP

Membership of this Congregation shall consist of the following:

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

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

Termination of membership in this congregation shall be by: 1) request of the member; 2) notification of membership in another congregation; or 3) non-participation (five years without contact, participation or financial contribution. (Exception is made for infirm members unable to make contact, participate or contribute).

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

ARTICLE IV. RIGHTS, PRIVILEGES AND RESPONSIBILITIES OF THE CONGREGATION

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

(Disciples of Christ).

The Congregation shall demonstrate concern for the nurture, mission and witness of the whole Church; proclaim the gospel; administer baptism and the Lord's Supper; provide for the spiritual nurture of its members; grow in understanding that the Church is a universal fellowship transcending all barriers within the human family such as race and culture; and be faithful in Christian stewardship.

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

Voting privileges are as set forth in the Bylaws.

ARTICLE V. GENERAL ORGANIZATION

A. Officers

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

B. General Board

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

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

C. Elders and Diaconate

The Congregation shall have Elders and a Diaconate. Their number, election, qualifications and responsibilities shall be as set forth in the Bylaws.

D. Trustees

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

E. Cabinet

The Senior Minister shall have a Cabinet that shall be responsible for coordinating existing and new programs, and generally assisting in administering them. It shall be composed of such members as set forth in the Bylaws.

F. Ministry Teams

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

G. Historian

The Congregation shall have a historian. The appointment, qualifications, and responsibilities shall be as set forth in the Bylaws.

H. Ministerial Staff

The Congregation shall employ a Senior Minister, who is ordained with standing in the Christian Church (Disciples of Christ). Employment and responsibilities of the Ministerial staff shall be outlined in the Bylaws. Associate, interim and pulpit supply minister(s) may be employed as necessary as outlined in the by-laws.

ARTICLE VI. CONGREGATIONAL MEETINGS

A. Annual Meeting

The Church program and fiscal year shall begin January 1 and end December 31. The annual congregational meeting shall be held no later than December 15th of each year.

B. Special Meetings

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

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

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

C. Notice of Meetings

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

D. Rules of Order

Unless otherwise specifically directed in the Constitution and Bylaws, all congregational meetings shall be governed by Robert's Rules of Order (Current Edition).

E. Voting

Voting privileges for congregational meetings shall be accorded to all participating members. All votes taken at congregational meetings shall be by those participating members present and voting. Votes taken at General Board meetings shall be by board members present and voting.

ARTICLE VII. AMENDMENTS

This constitution may be amended at any congregational meeting provided that:

- A. Written notice of the proposed amendment has been made available through print and electronic means to members of the Congregation at least two weeks prior to the time the vote is taken,
- B. The proposed amendment has been presented at all regular worship services at least two weeks in advance of the vote, and
- C. The amendment has been approved by a two-thirds (2/3) majority of the members present and voting on the amendment.

BYLAWS

I. OFFICERS OF THE CONGREGATION

A. Election and Term of Office

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

1. Moderator of the Congregation, who also shall serve as Moderator of the General Board.
2. Vice-Moderator of the Congregation, who also shall serve as Vice-Moderator of the General Board.
3. Secretary of the Congregation, who shall serve as secretary of the General Board.
4. Treasurer of the Congregation.
5. Financial Secretary of the Congregation.

B. Qualifications

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

C. Responsibilities

1. The Moderator shall preside at all stated and special called meetings of the Congregation and General Board and perform such other duties normally associated with that of Moderator.
2. The Vice-Moderator shall serve to support the Moderator, preside in his or her absence at meetings of the Congregation and General Board, prepare for the office of Moderator for the following year and perform such other duties normally associated with the office of vice-Moderator.
3. The secretary shall keep accurate minutes of all meetings of the Congregation and General Board and provide for these minutes to be reviewed and approved by the General Board and made available to the congregation, and shall serve as a member of the Communications Ministry Team.
4. The treasurer shall be responsible for receiving the income of the Church and depositing

such income in the proper accounts, pay all accounts of the Church as authorized by the budget or special action of the General Board when such items are not in the budget, provide and maintain accurate records of all expenditures, make regular written reports to the General Board, and provide for an annual audit of both income and expenditures for action by the General Board and the Congregation. The treasurer shall receive memorial gifts and notify the church secretary for documentation, and serve as a member of the Finances & Staff Ministry Team.

5. The financial secretary shall be responsible for keeping accurate records of the source and amount of pledges and offerings, send out quarterly financial statements to all members, and serve as a member on the Finances & Staff Ministry Team.
6. Officers shall not concurrently serve as chair of any ministry team.

D. Removal of Elected Officers

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

E. Vacancy of Elected Officers

1. If a vacancy in the office of moderator occurs while 50% or more of the term remains, the vice-moderator will assume the position of moderator, and the board will elect a new vice-moderator. If less than 50% of the term remains, the vice-moderator will serve as chair of board and congregational meetings, and fulfill the next year's term as moderator, as planned. A new vice-moderator will be elected by the congregation at the annual meeting.
2. If a vacancy occurs in the office of vice-moderator with more than 50% of the term remaining, the board will elect a new vice-moderator to fulfill the term. If less than 50% of the term remains, the position will remain vacant until the next scheduled election. The congregation will elect a vice-moderator for the next year at the annual meeting.
3. A vacancy in the offices of secretary, treasurer, financial secretary or position of trustee will be filled by election by the board, for the remainder of the unexpired term. Officers for the next year will be elected by the congregation at the annual meeting, per by-laws.

II. GENERAL BOARD

A. Membership

1. The voting Membership of the General Board shall be composed of:
 - a. Minister(s) of the congregation
 - b. Five (5) officers of the Congregation
 - c. Chair of elders; plus one from each class
 - d. Chair of deacons; plus one from each class
 - e. Three (3) trustees,
 - f. One representative from each of the Ministry Teams;
 - g. Two (2) at-large members.
 - h. One representative from Disciples Women

B. Election and Term of Office

1. Officers of the Congregation shall serve on the General Board by virtue of the office held and for their current term of office. They shall serve the Congregation as Moderator, Vice-Moderator, secretary, treasurer, and financial secretary.
2. Elders and deacons shall be elected by the Congregation each year for staggered terms of two years. The chair of elders / deacons is elected by each group. Each class elects its voting member.
3. One (1) trustee shall be elected by the congregation to membership on the General Board each year for a term of three (3) years. The trustee in his/her third year is the chair.
4. One At-large member shall be elected each year for a two (2) year staggered term nominated by the nominating committee and ratified by the congregation at the annual meeting.
5. The term of Ministry Team Lead is 1 year with an option to renew for an additional year by agreement of the minister(s), moderator(s) and that team lead.
6. Team Leads of the Functional Ministry Teams shall serve no more than two (2) successive years as Team Lead of the same Ministry Team, and shall be ineligible for re-election as Team Lead of the same Ministry Team until one year has elapsed.

C. Authority

1. The General Board shall be responsible for making overall policies for the congregation and shall perform its duties according to the authority granted in the constitution or otherwise delegated to it by the Congregation.
2. In keeping with the traditions of the Christian Church (Disciples of Christ), the ultimate authority of the church shall rest with the Congregation. All 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 establish the program and budget of each Ministry Team, taking into full account the responsibility of the Congregation to the total nurture, witness and mission of the Christian Church (Disciples of Christ) and the needs of the community served by the Congregation.
4. All business meetings of the General Board shall be governed by "Robert's Rules of Order" (current edition) unless specifically directed otherwise in the Constitution or By-laws.
5. Not fewer than 50% of the voting members of the General Board shall constitute a quorum.

D. Responsibilities

The General Board shall be responsible for receiving reports from its Minister(s), officers and the various organizations within the Congregation. It shall establish the program and budget of the Congregation, subject to approval by the Congregation at its annual meetings. It shall be responsible for all legal business matters of the Congregation and shall be represented in such matters by the

Moderator, Trustees, and Minister(s), as outlined in the Bylaws, or such other persons as authorized by the board.

1. The General Board shall conduct its affairs in harmony with the constitution and the bylaws of the Congregation.
2. The General Board shall be responsible for conducting the business affairs of the Congregation and providing for the budget as delegated to each Ministry Team.
3. The general Board shall establish Ministry Teams related to the basic program and budget of the Congregation as defined in Article VII.
 - a. The outgoing Moderator and Vice-Moderator of the General Board and in consultation with the Minister(s) shall appoint the Team Lead(s) of each Ministry Team for the ensuing year, subject to ratification by the Congregation.
 - b. Each Team Lead(s) of a Ministry Team shall appoint members of his/her Ministry Team.
 - c. Moderator and Vice-Moderator of the General Board can remove a Ministry Team Lead by approval of a majority of the cabinet. The Moderator and Vice-Moderator in consultation with the minister(s) can fill term vacancies subject to ratification by the General Board.
4. The General Board shall establish, when necessary, a search committee for the purpose of securing Minister(s) for the Congregation. Membership and responsibilities of the search committee shall be described in these by-laws.
5. The General Board shall establish other committees or Ministry Teams as needed for the conduct of its work.
6. The General Board shall receive regular written reports from its Ministry Teams and from other organizations within the Congregation; and it shall act upon such reports with either acceptance when within the established program and budget of that Ministry Team; or if not, modification or referral back to the respective Ministry Team or another Ministry Team.
7. The General Board shall receive the proposed annual budget of the Church from the Finances & Staff Ministry Team and recommend its approval and adoption, or approval with amendment, to the Congregation at its annual meeting.

E. Board Meetings

1. The General Board shall meet at least quarterly per year with the first meeting no later than Feb 28th.
2. Special meetings of the General Board shall be called by the Moderator of the board (or vice-moderator in the absence of the moderator), upon the request by the Minister(s) or three (3) members of the General Board. Notice of special board meetings shall be made at least seven (7) days prior to the meeting by any two (2) of the following methods; Church newsletter, bulletin, announcement at all morning worship services, mail or telephone. The purpose, date, time and place of meeting shall be indicated in each notice.
3. The General Board should observe the following suggested order of business for its meetings:
 - a. Call to order and prayer
 - b. Roll call

- c. Minutes
 - d. Financial reports
 - e. Ministry Team reports
 - f. Old business
 - g. New business
 - h. Pastor's report
 - i. Closing prayer
4. All board meetings are open to any member of the Congregation, except when in the opinion of the board, a meeting will be closed for discussion of matters related to personnel, legal issues, or litigation. Final actions of the Board will be made available to the congregation.

III. MINISTER(S)

A. Responsibilities

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

B. Selection

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

1. A representative committee of seven (7) nominated by the Moderator and elected by the General Board shall serve as the search committee.
2. The search committee shall utilize the services of the Regional and Area Ministers of the Christian Church (Disciples of Christ) of Mid America.
3. The search committee shall consult only one prospective Minister at a time; however, information may be secured on several persons in a given period.
4. The search committee shall recommend a prospective Minister to the General Board.
5. The General Board, at a stated or called meeting, may approve the recommendation of the search committee subject to at least two-thirds majority of those present and voting. Upon approval, the General Board shall recommend employment of the prospective Minister to the Congregation.
6. The Congregation, in a stated or called meeting may approve the recommendation of the General Board by at least a two-thirds majority of members present and voting.
7. Upon the approval of the Congregation, a call shall be extended to the prospective Minister by the General Board on behalf of the Congregation.
8. The Senior Minister shall be consulted and have the right of final approval in the selection of

any Associate Minister.

C. Terms of Employment

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

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

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

If they agree further action is necessary, the Moderator and Chair of the Elders will present the reasons and/or conditions for grievance to the minister.

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

- a. Seek higher counsel with the Area Minister.
- b. Establish probationary conditions.
- c. Monitor the situation until the problem is solved or warrants further action.
- d. Dismiss the situation as not warranting action.

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

3. At least two-thirds (2/3) majority of the General Board members present and voting shall be required to recommend to the Congregation the acceptance of the resignation or termination of the Minister.
 4. The Congregation, in a regularly scheduled or special meeting, shall take final action in accepting or not accepting the resignation or termination of the Minister. Final vote is determined by a majority vote of those present and voting.
- E. A pastoral Relations committee shall be established by each minister at the beginning of each calendar year and shall include three members, selected by each respective minister. The objective of this committee is to cultivate and maintain a positive relationship between the congregation and the minister(s), provide an informal, recognized channel of communication between the congregation and the minister(s), and to provide the minister(s) with support and encouragement.

IV. ELDERS, DEACONS, JUNIOR DEACONS, TRUSTEES

A. Election and Term of Office

1. The Congregation, at its annual meeting, shall elect, by proclamation (unless a secret ballot is requested from the floor), elders, deacons, junior deacons and trustees. The number of elders elected each year shall be a minimum of six (6) but no fewer than twelve (12) on staggered terms, and the number of deacons elected each year shall be a minimum of nine (9) but no fewer than eighteen (18) on staggered terms, with a lapse of one year when possible between terms for any person. The number of junior deacons is to be determined by the chair of the Deacons for a term of one (1) year. The number of trustees shall be three (3), one to be elected each year for a term of three years.
2. Any Elder, Deacon, Junior Deacon or Trustee not fulfilling the responsibilities of the office to which elected shall be replaced on recommendation of the Minister(s), and moderator, with consultation of the Chair of the respective group, subject to the approval of the General Board.
3. Vacancies shall be filled by the nominating committee per section IX.

B. Qualifications

1. The qualifications for elders, deacons, and trustees shall be the same as described for the officers of the Congregation in the Bylaws, section I. B.
2. The qualifications for junior deacons shall be evidence of seeking growth in Christian maturity, and subject to the suggested age of 14 years thru their 18th birthday at which point they become eligible to be a full deacon.

C. Responsibilities

1. Elders primarily shall be responsible for the spiritual life and development of the Congregation, preside at the Lord's Table, assist and share with the Minister (s) in the conduct of his or her pastoral functions and provide supportive counsel for the Minister (s) regarding the spiritual life and development of the Congregation. Elders shall

- promote visitation of the sick, shut-in, bereaved and inactive members.
2. Deacons shall cooperate with elders in promoting the growth and the welfare of the Church; assist in the greetings and ushering of the worshippers; distribute the Lord's Supper and receive the offerings; assist in financial canvasses, visitation projects and preparation of candidates for baptism; give counsel and service in the business affairs and program activities of the Church; cooperate in ministering to the needy; maintain the telephone-tree, and perform such other duties as may be assigned.
 3. Junior Deacons shall train for the position of Deacons, which may include service at the Lord's Table, preparing communion and any other duties assigned by the chair of the Deacons.
 4. Trustees shall be the signatories for the real estate and personal property of the Congregation and shall act as legal agents for all related matters at the direction of the General Board. The trustees shall also approve the contracts for the Minister (s) and staff, said contracts to be approved by two-thirds members present and voting of the General Board. The trustees shall meet at least annually with the minister(s) to evaluate the Minister(s) performance, the terms of employment and to establish contractual arrangements. Performance evaluation shall include solicited comments from members of the cabinet. The trustees will review this evaluation with the minister(s) and report back to the board. The third year trustee shall be a member of the Finance and Staff Ministry Team; the second year trustee shall be a member of the Facilities Ministry Team; the first year trustee shall serve on the board and assist the other trustees as needed. No trustee shall concurrently serve as chair of any ministry team.

V. HONORARY OFFICERS

A. Election and Term of Office

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

B. Qualifications

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

C. Responsibilities

The honorary officers shall be relieved of all regular duties and serve as non-voting members of the General Board.

VI. HISTORIAN

A. Appointment

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

B. Responsibilities

1. 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 and presenting to the General Board the annual historical statements.
2. The Historian shall be a member of the Communications ministry team.

VII. FUNCTIONAL MINISTRY TEAMS

A. Establishment.

Ministry Teams shall be established as follows, and the General Board shall establish additional teams as necessary:

1. Worship (Creative)
2. Worship (Traditional)
3. Evangelism
4. Fellowship
5. Discipleship
6. Service
7. Finances & Staff
8. Facilities
9. Communication

B. Responsibilities

1. These functional Ministry Teams shall have the task of administering, evaluating, modifying and continually updating the program of the Church.
2. Each Ministry Team shall organize itself to conduct the business for which it is responsible, meet regularly to attend to its business, and plan the general program that shall be presented to the General Board for approval.
3. As a guideline, One (1) of every five (5) members of Ministry Teams should have joined the church within the last five (5) years.
4. Sub- Ministry Teams may be appointed by Ministry Team chairs as needed to carry out the purposes of the Ministry Team.
5. After serving three (3) years on a given Ministry Team, a member should be off for at least one (1) year prior to rejoining that same Ministry Team, unless membership is required due to specialized skill or position.
7. Each Ministry Team shall have at least three (3) members in addition to the team lead to carry out its functions.
8. Ministry team members do not have to be members of the congregation

C. Purpose and Duties

1. Worship

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

2. Evangelism

- a. The objective of this Ministry Team is to equip and mobilize our congregation to routinely share the "Good News" by including Evangelism in all ministry planning thereby increasing participation in the body of Christ.
- b. It shall be the duty of the Ministry Team to seek to enlist and commit persons to Christ and His Church and to supervise evangelistic campaigns. Also to maintain up-to-date contact lists and to provide evangelistic programs/orientation for prospective members.

3. Fellowship

- a. It shall be the objective of this Ministry Team to provide a loving caring culture in which to nurture each person as a member of our church family.
- b. It shall be the duty of this Ministry Team to promote membership enrichment and participation; sponsor fellowship activities including all-church dinners, socials, special programs, and other fellowship groups.

4. Discipleship

- a. The objective of this Ministry Team shall be to encourage spiritual growth of our congregation through the teaching and study of God's word and to provide resources to foster the development of disciples who will make disciples.
- b. It shall be the duty of this Ministry Team to plan and administer the total educational program of the Church which may include Church School, Vacation Bible School, Church Library, Children's Church, mid-week educational projects, teacher training, distribution of Christian literature and any other related duties as may arise.

5. Service

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

6. Finances & Staff
 - a. The objective of this Ministry Team shall be to develop within the congregation an understanding of the full meaning of Christian stewardship and to direct the financial program of the Church. It shall also assist the trustees with salary determinations of all paid staff. This Ministry Team is to develop a rolling 3-5 year plan for staff while adhering to a sound fiscal plan and increasing our commitment to stewardship.
 - b. It shall be the duty of this Ministry Team to keep alive in the Congregation the realization of their stewardship obligations, to promote stewardship education, to supervise the preparation and acceptance of the annual budget, to keep accurate records of financial transactions and monitor the budget. It shall construct and revise job descriptions, and any other related duty, which may arise.
 - c. This team shall have the authority to receive and address requests for additional funds or redistribution of budgeted funds, from ministry teams or other organizations within the congregation.
 - d. A staff-relations sub-group consisting of the senior minister, one trustee and this team lead will conduct performance reviews of all paid staff. It will cultivate and maintain a positive relationship between the Congregation and the staff; and provide a recognized channel of communications for delicate matters involving the staff of the Church.

7. Facilities
 - a. The objective of this Ministry Team is to develop a rolling 3-5 year plan for a functional facility for nurturing our members and welcoming seekers, while adhering to a sound fiscal plan.
 - b. It shall be the duty of this team to keep all properties and equipment in proper operating condition, study needs and make recommendations for improvements, maintain all properties of the church, care for grounds, keep all properties adequately insured against possible loss and damage, and any other related duties that may arise.

8. Communication
 - a. It shall be the objective of this Ministry Team to consistently communicate God's plan for Saint Charles Christian Church to all members and visitors through sharing and providing information.
 - b. It shall be the duty of this Ministry Team to maintain inventory and determine congregational needs related to audio-visual, computer, and other equipment related to technology; to inform and solicit participation in the ministries of the church; build a communications plan; and extend our welcome within our community. 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 and presenting to the General Board the annual historical statements.

VIII. CABINET

A. Membership and Meetings

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

B. Responsibilities

The cabinet shall consider and coordinate the activities and programs of the Congregation and review the procedures for implementing such activities and programs in keeping with the policies as determined by the General Board.

IX. NOMINATING COMMITTEE

A. Membership

The Moderator of the Congregation shall appoint a nominating committee composed of one (1) elder, two (2) deacons, three (3) members of the Congregation at large, the Senior Minister, and the Vice-Moderator. The immediate past chair of the nominating committee shall serve in an ex-officio capacity, without vote. The members of the nominating committee shall be approved by the General Board at its first board meeting of the fiscal year and announced to the Congregation no later than 30 days after board approval.

B. Responsibilities

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

X. VOTING

Voting privileges for congregational meetings shall be accorded to all participating members. All votes taken at General Board and congregational meetings shall be by those participating members present and voting. No proxy or absentee votes shall be accepted.

XI. AMENDMENTS

These bylaws may be amended, upon a majority vote of the General Board recommending amendment(s) to the Congregation and by a majority vote of the Congregation in a regular or special meeting, provided that the proposed amendment(s) has been circulated to the participating members of the Congregation by mail or read before the Congregation at all regular worship services two weeks prior to the meeting of the Congregation at which the amendment(s) is to be considered.

XII. REVIEW

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

Approved by the Congregation April 22, 1990.

Approved by the Congregation, September 26, 1993.

Approved by the Congregation 17 Nov 96.

Approved by the Congregation 19 Nov 2000

Approved by the Congregation November 2003

Approved by the Congregation December, 2008