

Cherry Log Christian Church Bylaws, June 26, 2015
Table of Contents

- I. Elders.....3
 - A. Qualifications
 - B. Election and Term of Office
 - C. Elder Responsibilities
 - D. Elder Chair Responsibilities

- II. Deacons.....4
 - A. Election and Term of Office
 - B. Deacon Responsibilities
 - C. Deacon Chair Responsibilities
 - D. Youth Deacons

- III. Board.....5
 - A. Membership
 - B. Election and Term of Office
 - C. Authority
 - D. Board Responsibilities

- IV. Officers.....7
 - A. Election and Term of Office
 - B. Officer Responsibilities
 - 1. Moderator Responsibilities
 - 2. Vice Moderator Responsibilities
 - 3. Secretary Responsibilities
 - 4. Treasurer Responsibilities
 - 5. Assistant Treasurer Responsibilities
 - C. Emergency Action

- V. Ministry Councils.....10
 - A. Roles of the Councils
 - B. Council Membership
 - C. Provisions Applicable to All Councils
 - 1. Qualifications
 - 2. Election and Term of Office
 - 3. Authority
 - 4. Responsibilities of a Council
 - 5. Responsibilities of a Council Chair

| | | |
|-------|---|----|
| VI. | Committees/Positions..... | 12 |
| | A. Organization and Purpose | |
| | B. Resource Council Committees/Positions..... | 13 |
| | 1. Finance Committee | |
| | 2. Nominating/Leadership Development Committee | |
| | 3. Pastoral Relations Committee | |
| | 4. Personnel Committee | |
| | 5. Property Committee | |
| | 6. Technology Support Team | |
| | 7. Trustees | |
| | 8. Volunteer Coordinator | |
| | C. Discipling Council Committees/Positions..... | 18 |
| | 1. Arts Guild Committee | |
| | 2. Christian Education (Adult) | |
| | 3. Christian Education (Children/Youth) | |
| | 4. Church History Team | |
| | 5. Fellowship Committee | |
| | 6. Membership Committee | |
| | 7. Music Committee | |
| | 8. Small Group Ministry Committee | |
| | 9. Stewardship Committee | |
| | 10. Worship Committee | |
| | D. Outreach Council Committees/Positions..... | 21 |
| | 1. Denominational Relations | |
| | 2. Evangelism/Communications Committee | |
| | 3. Global Missions Committee | |
| | 4. Health Team | |
| | 5. Local/Community Missions Committee | |
| VII. | Minister(s)..... | 22 |
| | A. Selection (Search and Call) | |
| | B. Terms of Employment | |
| | C. Minister Responsibilities | |
| | D. Resignation | |
| VIII. | Amendments..... | 24 |

Bylaws

These Bylaws are the means by which the principles of the Constitution are implemented. The Bylaws are designed to be used as a reference to assist Church members, leaders, and groups to faithfully carry out the mission and ministry of Cherry Log Christian Church (Disciples of Christ), CLCC.

I. ELDERS

An Elder is an encourager, mentor, shepherd, and servant. This ancient office of the Church should be filled by those recognized by the Congregation as persons of wisdom, prayer, and peacemaking. An Elder is faithful in attendance, participation, and stewardship.

A. Qualifications

1. Must be an active, participating member of the Congregation prior to being elected;
2. Must have demonstrated a commitment to continued spiritual growth and their own understanding and practice of Christian life; and
3. Must have demonstrated a commitment of resources, including time, efforts, and talents to the service of the Church and its ministries.

B. Election and Term of Office

The Congregation, at its May Meeting, will elect four new Elders for three- (3) year terms. Elders may be eligible for re-election after an interlude of a year. A minimum of twelve Elders will serve each year. The Congregation may add or subtract by its election process. Elders may accept nominations to any Church office, Council, or Committee. The Elders, as a group, through a discernment process led by the Chair, will allocate its members among the various Councils, Committees, task groups, and other service opportunities within the Church.

The Chair of the Elders is nominated by retiring Elders and elected by the Elders in May or June for the next program year.

C. Elder Responsibilities

Elders will be provided with a Handbook which describes tasks of the office including:

1. Share with the minister(s) and chaplains in the conduct of their pastoral and priestly functions;
2. Offer leadership for the Lord's Supper;
3. Take pastoral responsibility for those members assigned to his or her specific care and share these duties with the assigned Deacon(s);

4. Provide supportive counsel for the Minister(s) regarding the spiritual life and growth of the Congregation;
5. Deliberate in absolute confidence matters of Congregational concern brought to the Elders;
6. Serve on one of the three Ministry Councils (3 Elders on each Council); or
7. Serve on the Board (Elder Chair, 2 Elders).

D. Elder Chair Responsibilities

1. Calls and conducts regular meetings of the Elders;
2. Submits appropriate written reports to the Board;
3. Oversees training of new Elders and provides a personal copy of the Handbook to each;
4. Serves as a member of the Board;
5. In consultation with the Senior Minister, assigns members to the care of an Elder;
6. Leads or assigns a review and update of the Elders' Handbook as needed;
7. Together with the Moderator and Chair of Deacons, presents the slate of at-large members of the Nominating and Leadership Development Committee to the Board for approval;
8. Designates an Elder representative to the Personnel Committee.

II. DEACONS

Deacons, an ancient office of the Church, are servers, learners, listeners, and leaders who represent the Church amid the larger community. The qualifications applicable to Elders set forth in Bylaw I.A. will also apply to Deacons.

A. Election and Term of Office

The Congregation, at its May Meeting, will elect four new Deacons for three- (3) year terms. Deacons may be eligible for re-election after an interlude of a year. A minimum of twelve Deacons will serve each year. The Congregation may add or subtract by its election process. Deacons may accept nominations to any Church office, Council, or Committee. The Deacons, as a group, through a discernment process led by the Chair, will allocate its members among the various Councils, Committees, task groups, and other service opportunities within the Church.

The Chair of the Deacons is nominated by retiring Deacons and elected by the Deacons in May or June for the next program year.

B. Deacon Responsibilities

Deacons will be provided with a Handbook which describe tasks of the office including:

1. Work with Elders on pastoral care of the Congregation;
2. Assist with baptisms;
3. Serve communion;
4. Collect the offerings;
5. Count the offerings, as assigned by the Chair of Deacons or Assistant Treasurer;
6. Close the building on Sundays;
7. Work on Councils, Committees, etc., as described in Bylaw II.A. above.
8. Perform other duties as assigned.

C. Deacon Chair Responsibilities

1. Calls and conducts regular meetings of the Deacons;
2. Submits appropriate written reports to the Board;
3. Oversees training of new Deacons and provides a copy of the Handbook to each;
4. Serves as a member of the Board;
5. Leads or assigns a review and update of the Deacons' Handbook as needed;
6. Together with the Moderator and Chair of Elders, presents the slate of at-large members of the Nominating and Leadership Development Committee to the Board for approval;
7. Designates a Deacon representative to the Personnel Committee.
8. Oversees counting the collection(s);
9. Schedules the Deacon of the Month and Counter (Teller).

D. Youth Deacons

Youth Deacons (members between the ages of 13 and 18) will be elected to terms of one year.

Youth Deacons, in close consultation with the Minister(s), will assist the Deacons in representing the Congregation's ministry to the community. The Youth Deacons publicly witness to their ministry by participating in the service of the Lord's Supper, participating in worship, and by serving on groups within the Ministry Councils.

III. BOARD

The qualifications applicable to Elders set forth in Bylaw I.A. will also apply to all members of the Board.

A. Membership

Membership of the Board includes:

1. Moderator
2. Vice Moderator
3. Secretary
4. Treasurer

5. Chair of Elders
6. Two Elders
7. Chair of Deacons
8. Chair of Trustees
9. Chairs of Ministry Councils
10. Four members-at-large from Congregation
11. Senior Minister, ex officio, without vote.

B. Election and Term of Office

1. The Moderator, Vice-Moderator, Secretary, and Treasurer will serve on the Board for the terms of their respective offices.
2. Chairs of the three Ministry Councils will be members of the Board by virtue of their office and for their terms, not to exceed two years. Should there be Council co-chairs, their combined vote will total one.
3. *Of the initial four congregational members-at-large, two will be designated to serve terms of two years; two will be designated to serve terms of one year. Thereafter, Members-at-large will be elected for a term of two years. A member-at-large may be re-elected after a one-year absence from the Board.*
4. *Of the two initial Elders, one will be designated to serve a term of two years; the other will be designated to serve a term of one year. Thereafter, Elders will be designated for a term of two years.*

C. Authority

1. The Board will perform its duties according to the authority granted in the Constitution and Bylaws or otherwise designated to it by the Congregation.
2. In keeping with the traditions of the Christian Church (Disciples of Christ), final decisions will rest with the Congregation. The Board and the three Ministry Councils will be responsible to and report regularly to the Congregation through an announced and published program of town hall and Congregational gatherings so that transparency of operations and broad-based participation may be established.
3. The Board will concern itself with matters of policy rather than with administrative, day-to-day operational matters. The Board will take into full account 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 Church live.
4. Robert's Rules of Order will generally govern all business meetings of the Board but with ample latitude available for other means of discernment and discovery.
5. A simple majority of the Board will constitute a quorum.

D. Board Responsibilities

1. Conducts its affairs in harmony with the Constitution and Bylaws of the Congregation;

2. Is responsible for conducting the business affairs of the Congregation; and, through the Ministry Councils, for the planning, coordinating, resourcing, evaluating, and implementing the work and activities of the Congregation;
3. When necessary, establishes a Search Committee for the purpose of securing the minister(s) for the Congregation. When the Search Committee is established for the purpose of securing any minister other than the Senior Minister, the Senior Minister shall be a member of that Search Committee. Membership and responsibilities of this committee will be established in Bylaw VII.;
4. Establishes additional Councils as needed for the conduct of Congregational work;
5. When necessary, appoints a group for strategic planning whose chair will be a member of the Board;
6. Reviews written reports from the Elders, Deacons, officers, and Ministry Councils for consonance with Church policy and the current strategic plan. When it is determined that Council or other activity is inconsistent with Church policy and/or the current strategic plan, appropriate consultation will take place with the reporting entity in order to achieve reconciliation;
7. Facilitates reconciliation between or among Councils when conflicts arise;
8. Receives the proposed annual budget of the Congregation from the Resource Council. The budget will have been derived from the Finance Committee acting in concert with all three Ministry Councils with particular emphasis placed upon ministry and mission. The Board will recommend the budget's approval or approval with amendments to the Congregation in the November Congregational meeting. Over-budget requests will be made by the responsible party to the Resource Council and Finance Committee, which approves or disapproves amounts of \$1,000 or under. Amounts more than \$1,000 will be submitted to the Board for action. The Board's authority will be limited to 10% of the total annual operations budget. Amounts exceeding that figure will be submitted to the Congregation for approval;
9. Recommends to the Congregation the calling of the minister(s);
10. Holds regular meetings of the Board at least quarterly as scheduled by the Moderator and the Senior Minister. These meetings will be open to all members of the Congregation, with only the designated members of the Board voting;
11. Holds special meetings of the Board, called by the Moderator and the Senior Minister or by three (3) members of the Board. Notice of special meetings shall be made to all Board members by telephone, by announcements at a Sunday morning worship service, by email, or by regular mail. The purpose, date, time, and location of the meeting shall be indicated in each notice;
12. At the Moderator's request, conducts a Board vote via email (or phone call for those without email access) if a specific matter requires a vote before a meeting can be scheduled.

IV. OFFICER

Church officers include: Moderator, Vice Moderator, Secretary, Treasurer, and Assistant Treasurer. The qualifications applicable to Elders as set forth in Bylaw I.A will also

apply to the officers.

A. Election and Term of Office

Officers will be elected by the Congregation at the May Congregational meeting from the slate recommended by the Nominating/Leadership Development Committee and the Board, or from nominations from the floor (of persons who have consented to their floor nomination prior to the meeting). Officers will take office beginning July 1 of each year. Officers will be elected for one-year terms, and are eligible to be nominated and elected for one succeeding term. Officers filling unexpired terms will not be deemed to have served a full term. Any officer having served two consecutive full terms in that office will be ineligible again for election as an officer until one year has elapsed.

B. Officer Responsibilities

1. Moderator Responsibilities

- a. Presides at all stated and called meetings of the Congregation and Board;
- b. Prepares the agenda, facilitates the discussions, ensures that all points of view are heard, and sees that all orders and resolutions of the Congregation and Board are carried out;
- c. Prepares and distributes a calendar of the Board meetings for the year and publishes the time and place for these meetings in the Church newsletter;
- d. Coordinates the work of the Ministry Council Chairs by holding regular meetings with the Chairs for the purpose of being kept abreast of the work of the various Committees and groups within each Council;
- e. Reconciles any overlap or conflict among groups or programs or projects;
- f. Ensures that the Council Chairs are making or have made any necessary reports to the Board about the work of the Council;
- g. Ensures that the Committees and groups within each Council are functioning according to the stated purpose of each group;
- h. Recommends to the Board any action that may be necessary to facilitate and ensure the smooth functioning of the Councils, Committees, and groups within the Church;
- i. Works closely with the Senior Minister, communicating regularly and keeping the Senior Minister apprised of all matters relating to the Church's mission and ministry that come to the Moderator's attention;
- j. Serves with the Personnel Committee Chair on the annual performance review team for the Senior Minister;
- k. Maintains such signatory authority as may be required or necessary for the bank accounts of the Church;

- l. Is provided a Surety Bond, paid for by the Church, in an amount to be determined by the Finance Committee;
- m. Performs such other duties normally associated with the office of Moderator.

2. Vice Moderator Responsibilities

- a. Is present at all meetings in order to support the Moderator;
- b. Presides in the Moderator's absence at any meetings of the Congregation and Board, or when the Moderator vacates the Chair in order to express a personal view on an issue being discussed;
- c. Serves as parliamentarian;
- d. Keeps an accurate, up-to-date roster of the members of all Councils, Committees, and task groups;
- e. Assists the Moderator in duties assigned by the Moderator;
- f. Performs such other duties normally associated with the office of Vice Moderator.

3. Secretary Responsibilities

- a. Keeps accurate minutes of the Congregation and Board and provides copies of these minutes to be approved by the respective bodies;
- b. Ensures that approved minutes are posted on the member portion of website;
- c. In coordination with the Church Administrator, establishes and maintains a process for cataloging and storing Church records;
- d. Makes an annual report to the Board regarding the status of non-financial records, legal documents (e.g., contracts, insurance records, leases, etc.), and other key records (e.g. Board and Congregational minutes, personnel files, various policies, guidelines, procedures, etc.);
- e. Works with the Membership Committee and the administrative staff of the Church to maintain an accurate and up-to-date roster of Church members.

4. Treasurer Responsibilities

- a. Performs usual duties and responsibilities normally associated with such office;
- b. Recommends, in conjunction with the Chair of the Finance Committee, appropriate financial controls and audit procedures to ensure that the Church's financial records are being kept in accordance with appropriate accounting standards and procedures;
- c. Authorizes and directs disbursement of Church funds in accordance with the approved budget, as well as any specific expenditures not appearing in the regular budget but authorized by appropriate action by the Board;
- d. Serves as a member of the Finance Committee;

- e. Works with the Church Administrator to prepare and distribute to members periodic statements of contributions. All records and reports of contributions will be strictly confidential and only the Treasurer and Church Administrator will have access to this information, other than the counters. Church Leadership may be consulted about changes and trends in giving;
- f. Makes reports at regular meetings of the Board and the Congregation;
- g. Maintains signature authority on all Church bank accounts;
- h. Is provided a Surety Bond, paid for by the Church, in an amount to be determined by the Finance Committee.

5. Assistant Treasurer Responsibilities

- a. Assists and/or represents the Treasurer as needed;
- b. Assumes the office of Treasurer if for any reason the Treasurer cannot perform the duties of the office;
- c. Monitors counting procedures for the offerings, and will, from time to time, personally assist in counting offerings; and
- d. Is provided a Surety Bond, paid for by the Church, in an amount to be determined by the Finance Committee.

C. Emergency Action

In the event that an emergency occurs requiring immediate action and a full meeting of the Board cannot be called in a timely manner to address such emergency, the officers collectively, along with the Chair of the Elders, may decide as a group to take such action as may be necessary to address the emergency. Such action is to be reported to the Board for ratification as soon as is practical.

V. MINISTRY COUNCILS

A. Roles of the Councils

1. The Resource Ministry Council will be responsible for overseeing the operations and management of the Church facilities, finances, and personnel. The Resource Ministry Council will also provide expertise to support the work of the other bodies of the Church including the Minister(s), the Board, the Trustees, and the other two Ministry Councils.
2. The Discipling Ministry Council will be responsible for providing opportunities for personal and Congregational faith development.
3. The Outreach Ministry Council will be responsible for promoting and encouraging giving to and participating in outreach work both at home and abroad.

B. Council Membership

1. Membership of the Resource Ministry Council will include: Chair, Vice Chair, Treasurer, Assistant Treasurer, Finance Chair, Nominating/Leadership Development Chair, Personnel Chair, Property Chair, Chair of the Trustees, Legacy Administrator Chair, Elders (3), Deacon representative.
2. Membership of the Discipling Ministry Council will include: Chair, Vice Chair, Arts Guild Chair, Education (Adults) Chair, Education (Children and Youth) Chair, Fellowship Chair, Membership Chair, Music Chair, Small Group Ministry Chair, Stewardship Chair, Worship Chair, Elders (3), Deacon representative.
3. Membership of the Outreach Ministry Council will include: Chair, Vice Chair, Denominational Relations Chair, Disciple Women Representative, Evangelism/Communication Chair, Global Missions Chair, Local/Community Missions Chair, Elders (3), Deacon representative.
4. Each Council may add or remove representatives as occasion demands.

C. Provisions Applicable to All Councils

1. Qualifications

Each member of a Council will:

- a. Have life experiences related to the skills needed for the specific position;
- b. Be committed to the purpose of the Council;
- c. Whole-heartedly support the principles expressed in the Preamble to this Constitution.

2. Election and Term of Office

- a. The Chair and Vice Chair will be elected to the office by the Congregation upon the recommendation of the Nominating/Leadership Development Committee and Board to serve for a period of two years.
- b. The Vice Chair will succeed the Ministry Chair after two years or in the event of a vacancy in the office and will then serve as the Chair for the next two years in addition to the partial year served filling the unexpired term in the event of a vacancy.
- c. Other designated members of a Council will serve on the Council by virtue of the position held and for the current term of that position.

3. Authority

- a. The Councils will perform their respective functions in accordance with the Constitution and Bylaws and the policies developed by the Board with Congregational approval.
- b. All decisions made by a Council will be made in the best interest of CLCC as it carries out its mission.

4. Responsibilities of A Council

Mindful of the vision and strategic plan of the Congregation, pertinent Board policies, and the various roles of the other Councils, a Council will:

- a. Guide/support the development of plans (prioritize goals, timeline, assignments, etc.) to accomplish the specific tasks of the position, the Committee, or the task/interest group;
- b. Monitor oral and written reports to ensure that each position, the Committees, and the task/interest groups accomplish identified goals;
- c. Evaluate outcomes of the plans and make suggestions for improvement;
- d. Provide a forum for discussion, coordination, conflict resolution for members within a Council;
- e. Prepare a budget for the entire Council. Upon approval of the Board and the Congregation, will manage the budget at the Council's discretion;
- f. Provide needed/requested information to the Board/Congregation.

5. Responsibilities of a Council Chair

- a. Coordinates, oversees the work of the Council members to monitor alignment with the Congregational vision and strategic plan;
- b. Coordinates, oversees the work of the Council members to prevent/resolve issues of overlap, conflict in purpose/mission within the Council;
- c. Coordinates with the other Councils to prevent/resolve issues of overlap, conflict in purpose/mission;
- d. Receives, reviews, and posts quarterly written reports of the members of the Council;
- e. Assigns new Council responsibilities to the appropriate Committee or position;
- f. Forms new Committees, task forces, or positions as needed;
- g. Designates as a Council member a representative of any group;
- h. Conducts Council meetings as necessary to effectively carry out the work of the Council;
- i. Models effective leadership, monitors Council members in leadership roles, and provides leadership training as needed;
- j. Serves on the Board as the voice of the Council; and
- k. Coordinates the reporting of the work of the Council to the Board/Congregation.
- l. The Resource Council Chair appoints the Technology Team leader.
- m. The Outreach Council Chair appoints the Health Team leader.

VI. COMMITTEES

A. Organization and Purpose

The Ministry Councils will carry out the mission and ministry of the Church, as well as tend to the care and management of the Church's resources. A primary way the Ministry Councils will perform these functions is through the use of Committees,

teams or task groups, formed for continuing and/or special, nonrecurring needs. While these Bylaws set forth the initial Committees, the Councils may form new Committees, teams or task groups, or disband Committees, teams or task groups to meet changing needs of the Congregation.

Each Committee, team, or task group will have a Chair who will guide the Committee in its work, consistent with the vision, mission, and goals of CLCC. The Chair will be responsible for ensuring that necessary minutes, records, and reports are prepared and maintained.

Except as otherwise indicated in these Bylaws, Chairs of Committees will enlist members of the Congregation to serve as Committee members.

B. Resource Council Committees/Positions

1. Finance Committee membership includes: Chair, Vice Chair, Treasurer, four at-large members. The Chair will serve a two-year term; the Vice Chair will then succeed to Chair. The four at-large members will serve staggered two-year terms.

Responsibilities of the Finance Committee:

- a. Develops annual budget based on input and proposals from Ministry Councils, with emphasis on ministry and mission;
- b. Approves over-budget requests up to \$1,000;
- c. Recommends to the Board, through the Resource Council, approval or disapproval of over-budget requests greater than \$1,000;
- d. Designs and implements conflict of interest policy to preclude private benefit and inappropriate transactions between Church members and any business in which they have a financial interest;
- e. Reviews periodic financial reports and statements, and makes reports to the Board to ensure that the approved budget is properly implemented;
- f. Maintains all property and liability insurance for the Congregation, as well as surety bonds as set forth in these Bylaws with the approval by the Board; keeps the Trustees abreast of all matters related to property and liability insurance;
- g. Arranges for an audit team (3 members) who will conduct an annual third-party audit to review financial practices, policies, and records. The audit will be conducted by the internal audit committee or, when deemed necessary, by an outside independent auditor;
- h. Presents a written report of the results of the audit team to the Board; makes the report available to the Congregation as well;

- i. Requires the audit team to investigate any reports of suspected wrongdoing or violation of financial policies, and makes recommendations to the Finance Committee for any necessary actions as a result of such investigations.
2. Nominating/Leadership Development Committee includes eight (8) members: Three at-large members from the Congregation (the recommended slate for the three at-large members will come from the Moderator, the Chair of Elders, and the Chair of Deacons; the at-large members will serve staggered three-year terms); the Vice Moderator; and the Vice Chairs of each of the three Ministry Councils. The Volunteer Coordinator will also serve on this committee. The church vice moderator will be designated as the Chair of the Nominating Committee.

Responsibilities of the Nominating/Leadership Development Committee:

- a. Prepares a list of nominees to fill the offices of Elders, Deacons, Ministry chairs, Church officers, Committee chairs, committee members with specified terms of office or designated as at-large in these bylaws, delegates to the Regional and General Assemblies, and such other positions as called for in these Bylaws, seeking to reflect the diversity of the Congregation in these nominees;
 - b. Presents the list of nominees to the Board for approval prior to the May Congregational meeting when the Congregation will vote for leadership positions for the Church year beginning on July 1;
 - c. Develops and implements ways to regularly inform the Congregation about the needs, duties, and responsibilities for leadership positions; solicits input from the Congregation for potential candidates;
 - d. Works closely with the Volunteer Coordinator to identify Congregational members with particular experience, background, and expertise relevant to specific leadership positions; encourages these members to serve in ways that will better enable them to assume leadership positions in the future;
 - e. Meets with potential nominees, along with the Senior Minister, Chair of Elders, Chair of Deacons as appropriate, to discuss the duties, responsibilities, and expectations of an office prior to submission of the slate of nominees to the Board;
 - f. Presents to the Board nominees to fill the unexpired term of any position that may become vacant during the year.
3. Pastoral Relations Committee

The Pastoral Relations Committee (PRC) membership will include six (6) members nominated by the Nominating/Leadership Development Committee,

approved by the Board/Congregation, to serve staggered two-year terms. The Pastoral Relations Committee will provide support for the Senior Minister and will be a regular channel of communication between the Senior Minister and the Congregation. Foundational aspects are acceptance, trust, and confidentiality. Therefore, there are no reports made by the PRC to the Board or any Committee of the Church. In the event the Church calls additional staff ministers, there will be a separate PRC for each such minister.

4. Personnel Committee membership will include six (6) members, serving staggered three-year terms. At least one member will be serving or will have served as an Elder. The Nominating/Leadership Development Committee will nominate one person to serve as Chair. The Chair should be gifted in discernment, be spiritually guided, and should have human resource management and personnel experience wherever possible.

Responsibilities of the Personnel Committee:

- a. Develops, reviews, and updates personnel and employment policies of the Church for all staff and employees, including recommending to the Board any necessary changes to the Personnel Policy Manual to ensure consistency of such policies among all staff members;
- b. Working with the Senior Minister, writes job descriptions for each staff position to include qualifications, duties and responsibilities, and clear lines of authority and reporting;
- c. Advises and counsels staff concerning all personnel matters as appropriate, and resolves any personnel issues that may arise;
- d. Oversees the annual performance evaluations of each staff member. For the Senior Minister, the evaluation team consists of the Chair of the Personnel Committee and the Moderator. The evaluation team for other staff and employees consists of the Senior Minister together with one other member of the Personnel Committee;
- e. Develops a uniform process to gather information from the constituencies served by each staff member to be used by the evaluation teams to conduct annual performance evaluations;
- f. Reviews all performance evaluations and resolves any disputed evaluations.

The performance evaluation will include both objective and subjective components, incorporating targets and objectives reflective of the principles of the Church's vision, the strategic plan, and the individual job descriptions. These targets and objectives, including measurable elements when appropriate, will be arrived at through dialogue at the beginning of each twelve-month evaluation period; will be mutually agreed upon by the reviewers and the staff member; and will be put in writing to be utilized in the subsequent annual performance evaluation. The goal of all performance evaluations will be to work frankly and candidly toward positive ways to enhance the performance of each staff member.

Performance evaluations will be completed in a timely fashion to allow consideration of compensation recommendations in the budgeting process. There also will be a mid-year meeting to discuss progress and any necessary adjustments with more frequent such meetings if necessary to address particular issues.

- g. Makes appropriate compensation recommendations to the Finance Committee;
- h. Receives and considers suggestions for hiring additional staff as needs arise; and, working with appropriate Councils and Committees, gathers information necessary for evaluation of such requests;
- i. Formulates any recommendation to the Board for hiring additional staff;
- j. Makes final determinations on any recommendation of termination of staff or employees (other than the Senior Minister which is covered by Bylaw VII.D.) that may come from an evaluation team;
- k. Ensures the utmost confidentiality of any and all discussions, notes, records, and files of personnel matters;
- l. Ensures that all personnel files for staff members and employees are maintained within the Church office with appropriate security measures to protect confidentiality.

5. Property Committee

The Property Committee will be responsible for:

- a. Overseeing, caring for, and maintaining all buildings, property, and equipment in cooperation with Church Administrator.
- b. Perform maintenance inside church building in cooperation with Church Administrator.
- c. Perform maintenance on other church property in cooperation with Church Administrator.
- d. Work with Church Administrator in preparing and publishing guidelines for use of church buildings and property. Such policies will require Resource Council review and approval.

6. Technology Support Team

The Technology Support Team will support the work of all three Councils. The Technology Team will provide technology support, advice, and counsel on how best to use technology to accomplish the mission and ministry of the Church. The Team Leader will be appointed by the Resource Council Chair and will serve a three-year term with no restriction on additional terms. The Technology Team Leader will enlist volunteers with technology expertise and experience to assist with this support effort.

7. Trustees

There will be three (3) Trustees elected by the Congregation. Terms of office

shall be for three years. A Trustee may be re-elected one time, but cannot serve for more than six (6) years. Candidates for Trustee positions should have experience on a Church governing body and be committed stewards of time, talent, and possessions. They should have been members of CLCC for at least two years.

The Trustees, as legal representatives of the Congregation, will hold, buy, or sell real or intangible properties and other capital assets of the Congregation (except those which may be entrusted to a special Permanent Funds Committee by the Congregation). Each year, the Trustees will elect a Chair and a secretary. The Chair will call meetings as needed and the secretary will record and file minutes with the Church Secretary. The Chair of the Trustees will be a member of the Board. The Trustees will be kept informed of all insurance policies related to the property and liabilities of the Congregation and will make recommendations as needed.

8. Volunteer Coordinator

The Volunteer Coordinator will be responsible for helping meet the volunteer needs of the Congregation and its Committees and groups. The Volunteer Coordinator will encourage members to support Church programs with time, skills, experience, and energy. The Coordinator will create a database using surveys, questionnaires, etc. to collect and compile information on the skills, expertise, experience, and service interests of Congregational members. The Volunteer Coordinator, as a member of the Nominating/ Leadership Development Committee, will serve as a resource to help determine the best matches of individual interests and skills with the needs of the various positions to be filled.

9. The primary purpose of the Legacy Gift Fund is to expand the witness and mission of Jesus Christ in the world, serving human needs in our community and around the world. It is not intended to compete with the regular annual giving of members, nor to diminish the opportunities for responsible stewardship by present or future members. The Legacy Gift Fund shall be managed by five Administrators. One of the Administrators shall be the Chair of the Stewardship Committee to assure close coordination of all fund raising activities. Four at-large Administrators shall be elected by the congregation in May on nomination from the Nominating/Leadership Development Committee to the board. Administrators will serve four year terms. Terms will be staggered so that one Administrator will be elected annually.

C. Discipling Council Committees/Positions

1. Arts Guild Committee

The Arts Guild Committee membership includes five (5) members, one being the Chair, who are knowledgeable of the creative arts. The Arts Guild Committee will: arrange church art exhibits showing works of both members and others; select and exhibit appropriate artwork, both permanent and rotating displays; establish, maintain a permanent CLCC art collection; and will work with the Worship Committee when considering anything displayed in the sanctuary or used in worship.

2. Christian Education (Adult)

The Christian Education (Adult) Committee will be responsible for planning and implementing a comprehensive program of adult Christian education for the Congregation, which may include not only Sunday School but also other educational programs and opportunities. These responsibilities will include but are not limited to: recruiting and training teachers and assistants, scheduling, acquiring curriculum materials, maintaining and supervising the Church library.

3. Christian Education (Children and Youth)

The Christian Education (Children and Youth) Committee will be responsible for planning and implementing a comprehensive program of Christian education for the children and youth of the Congregation, which may include not only Sunday School, but also other educational programs and opportunities such as Vacation Bible School. These responsibilities further include but are not limited to: recruiting and training teachers and assistants, scheduling, and acquiring curriculum materials.

4. Church History Team

The Church History Team will chronicle the life and activities of the Church and its members. The Committee may include such activities as: photographing/ documenting events, activities of the Church over time; conducting Homecoming activities; maintaining an archive of news clippings; maintaining a handwritten membership roll from the inception of the Church to the present which includes births, deaths, baptisms, and dates joined; maintaining artifacts of the Church; or any other such activities that will bear witness to the life of the Church.

5. Fellowship

The Fellowship Committee will promote a spirit of fellowship and hospitality through Church social functions (e.g. sponsoring occasions such as annual

picnics, holiday gatherings, all-church meals, etc.).

The Committee will enlist interested members to serve on short- or long-term task/interest groups to carry out such fellowship responsibilities as:

| | |
|------------------------------|------------------------------------|
| Bereavement meals/receptions | Stocking kitchen care and supplies |
| After-worship fellowship | Other tasks as needs arise |
| Fellowship meals | |

The Fellowship Committee will also: set and communicate to others guidelines for use of the kitchen and the kitchen supplies; respond to requests from other Committees and individuals to offer guidance as events are planned; serve as a clearing house for Church social and recreational activities; and report to the Discipling Council to keep the Church informed of its activities. The Fellowship Committee may agree to assume responsibility for a requested event when the Committee has available resources.

6. Membership/Evangelism Committee

The Membership/Evangelism Committee will:

- a. Working with the Church Administrator, be responsible for maintaining a working roll of the members of the Congregation, including participating and non-participating members;
- b. Help new members become familiar with and become involved in programs, ministries, and activities of the Church (for example: new member dinners, partnering with other members);
- c. Work with the Communications Committee to attract and encourage visitors to join in the life of the Church;
- d. Work with the Elders to develop care of Church members through flocks, neighbors, or other groups within the Congregation;
- e. Maintain contact with members away in school, care facilities, military service, or others who are out of direct contact with the Church;
- f. Work to help non-participating members find a place in the ministries of the Church.
- g. Work to bring regular visitors to membership within the church (example: provide events to share what membership means, encourage partnerships with active members, work with pastor).
- h. Maintain the pictorial church directory so that members can familiarize themselves with other members and regular visitors.

7. Music Committee

The Music Committee, working closely with the Director of Music, will be responsible for coordinating the music programs of the Church. The Music Committee will oversee a program of instrumental and vocal music, utilizing talent within and outside the Congregation, to proclaim the gospel through music, thereby enhancing the Congregation's worship. The Committee will be responsible for receiving suggestions from Church members, communicating to the Congregation about the music programs, and together with the Director of Music, making recommendations to the Worship Committee as needed. The Music Committee will recommend to the Personnel Committee any replacement or additional music staff as needs arise.

8. Small Group Ministry Committee

The Small Group Ministry Committee will work to create and support new small groups to further the mission and ministry of the Church. Group formation requests may be initiated in a number of ways: by individuals, groups of people, needs of the Councils, the Small Group Ministry Committee itself, etc. Small groups may be formed around a specific area of interest or to meet a specific need. The Committee will evaluate requests to ensure that requests meet a legitimate need and are consistent with the mission and vision of the Church. The team will work to help populate the newly formed small groups and will offer support as needed and requested.

9. Stewardship

The Stewardship Committee will plan and promote a comprehensive program of stewardship, giving emphasis to time, talent, energy, and money. This program will highlight and educate the Congregation on stewardship practice, helping members use their gifts and passions for ministry and encouraging members to invest their lives in the ministry of Christ.

The Stewardship Committee will:

- a. Teach and promote a biblical concept of stewardship;
- b. Promote giving consistent with a Christian lifestyle;
- c. Encourage faithful stewardship of talents, energy, and gifts;
- d. Design and schedule training events, distributing materials and enlisting the total Church in a year-round stewardship program;
- e. Conduct an annual commitment campaign;
- f. Work with and through the denomination to promote stewardship, using the denomination's resources and programs; and

- g. Help the Councils recognize how their thoughtful use of the Church's resources is also part of the stewardship of gifts to the Church.

10. Worship Committee

The Worship Committee, working with the Senior Minister and the Director of Music, will be responsible for planning and implementing meaningful worship experiences in the life of the Congregation. The Committee will be responsible for receiving and considering suggestions from church members concerning worship. Further responsibilities may include: preparing the table for service of the Lord's Supper; recruiting, training, and scheduling of members to participate in public worship who reflect the diversity of the Congregation; providing physical aids to worship; making arrangements for special services and liturgical season and holiday displays and decorations.

D. Outreach Council Committees/Positions

1. Denominational Relations Committee

The Denominational Relations Committee will oversee and maintain communications and relations between CLCC and the Christian Church (Disciples of Christ), both general and regional offices. The Committee will monitor denominational media sources and report relevant information to Church members. This Committee will work to strengthen relationships with the denomination, making members aware of denominational resources and programs. Further, this Committee will recommend individuals to the Nominating and Leadership Development Committee to serve as CLCC representatives to Regional and General Assemblies.

2. Communications Committee

The Communications Committee will be responsible for expressing and proclaiming the Good News of the Gospel throughout the community beyond the walls of CLCC. The Committee will focus on work which deals with Church marketing.

The Committee will use the many different forms of communication available, including traditional and social media, to spread the Gospel, and to make the worship services, ministries, and programs of CLCC available and welcoming to all people. The Committee will form ad hoc teams as needed for particular tasks, calling upon individuals with skills and experience required for the task, e.g., writers, editors, computer specialists, artists, designers and photographers. These ad hoc teams will assist other Committees to plan and implement the most effective communication for events and activities of the Church. And, the Committee will establish Church-wide communication policies as needed.

The Communication Committee will work closely with members of the Church

staff (e.g. the Church Administrator), the webmaster, community media persons, and others as they seek to share the life of the Church with the local community and beyond.

3. Global Missions Committee

The Global Missions Committee will be responsible for planning and implementing regional, general, and international ministry and benevolence programs. The Committee will work with the denomination to provide CLCC support for the global mission efforts of the Christian Church (Disciples of Christ), informing the Congregation of these efforts and encouraging member prayer and support for these programs.

4. Health Team

The Health Team will be composed of members interested in developing ways CLCC can support health and wellness programs, both for members and for the community. The Committee leader will be appointed by the Outreach Council Chair.

5. Local/Community Missions Committee

The Local/Community Missions Committee will be responsible for the planning and implementing of ministry and benevolence programs in the local community. The Committee will endeavor to discern the ministry needs of the local community and develop ways in which members can address those needs. The Committee will keep the Congregation informed of ministry and benevolence opportunities and will actively recruit and train members to participate in such efforts. The Committee will oversee and support the work of such groups as the Clothes Closet volunteers, the Prayer Shawl ministry, the Seamless Summer in Action program, Starr Ministries, etc.

VII. MINISTER(S)

A. Selection (Search and Call)

The Congregation will choose a Minister who is in good standing with the Christian Church (Disciples of Christ) utilizing the process described below:

1. Upon a vacancy in the position of the Senior Minister, the Board, working with the Regional Minister and General Church staff, will identify an Intentional Interim Minister who has special training and has developed skills in Intentional Interim and Transitional Ministry to lead CLCC until the search process described below is completed.
2. The Board will appoint a Search Committee composed of one Elder and one Deacon, along with three members at large from the Congregation who have been members of the Church for at least one year. To the extent possible, the Search Committee will reflect the diversity of the Congregation.

3. The Search Committee will seek input from members of the Congregation as to the characteristics they would like to see in the prospective minister.
4. The Search Committee will receive search and call papers of prospective ministers from the Regional Minister and the General office.
5. The Search Committee will receive/consider prospective minister recommendations from members of the Congregation.
6. The Search Committee will use appropriate social media to announce the ministerial position being sought.
7. The Search Committee will evaluate search and call papers collected according to needs of our Congregation, ranking them in a “most promising” order.
8. The Search Committee will recommend a prospective minister to the Board.
9. The Board must approve the recommendation of the Search Committee by at least a two-thirds majority of the members present and voting before recommending the prospective minister to the Congregation.
10. The Congregation, at a regular or called meeting, must approve the recommendation of the Board for the prospective minister by at least two thirds of the majority of members present and voting.

B. Terms of Employment

An agreement of employment setting forth the salary to be paid to the minister and other conditions of the call will be approved by the Board and provided to the minister with a copy filed in the church office and with the Regional Office.

C. Minister Responsibilities

1. The Senior Minister will perform all the duties that usually pertain to that office. As spiritual leader of the Church, the Senior Minister will, in cooperation with the Moderator, encourage orderly procedure in the life and work of the Church. The Senior Minister will lead the members of the Congregation to be ministers of Christ’s Church throughout the community. The Senior Minister will encourage and empower the ministry of the entire staff.
2. The Senior Minister of the Congregation will be the leader of the Church staff. The Senior Minister will, working with the Personnel Committee as set forth in the Bylaws, be responsible for supervising the staff and for encouraging good staff relations.
3. The Senior Minister will supervise the Chaplain Corps and the Stephen Ministers.
4. The Minister will give special attention to the selection and training of the Congregation’s leaders.

5. The Senior Minister will be an ex officio member, without vote, of the Board, Councils, Committees, task groups, and constituency groups of the Congregation.

D. Resignation

If the Senior Minister accepts a Call away from this Congregation, a written letter to the Congregation with at least thirty days' notice is requested.

If issues arise between the Board/Congregation and the Minister which cannot be resolved with the help of the Regional Minister, the parties will seek an amicable separation. Otherwise, the Board may recommend to the Congregation that the Call to serve this Church be rescinded. By rules of the Constitution, a meeting of the Congregation will be called. A majority of the members voting will make a decision about the Call.

VIII. AMENDMENTS

These Bylaws, with the exception of Article III. dealing with the Board, may be amended upon a two-thirds vote of the Board, provided that any proposed amendment has been circulated to the Congregation by electronic or regular mail at least ten (10) days prior to the time the vote is to be taken. Any amendment to the Bylaw provisions concerning the Board (Article III) must be approved by the Congregation, pursuant to the amendment provisions of the Constitution.