

BYLAWS OF MEMORIAL CHRISTIAN CHURCH [Rock Island, Illinois]

ARTICLE 1. FISCAL AND PROGRAM YEARS

- 1) The fiscal and program years of the church shall be January 1 through December 31.
- 2) Persons serving in official capacities for the Congregation shall serve on a calendar year basis.

ARTICLE 2. CONGREGATION

A. Congregation

- 1) "Congregation" consists of Participating Members and Non-Participating Members.
- 2) "Participating Members" are those persons who regularly attend worship services, financially support the ongoing ministries of the Congregation, and otherwise participate in the life of the Congregation. Participating Members have the right to vote on matters brought to the Congregation for decision at duly called Congregational Meetings-
- 3) "Non-Participating Members" are those persons who have requested to be placed in an inactive status or who have been placed in an inactive status by Church Council action for lack of evidence of meeting the qualifications for participating membership. The Church Council will establish a written policy defining how this action will be administered, which will be made available to the Congregation. This action is taken solely for the purpose of establishing the number of Participating Members for determining a Congregational Quorum and eligibility to vote. Non-Participating Members shall not have the right to vote on matters brought to the Congregation for decision at duly called Congregational Meetings.

B. Congregational Meetings

- 1) A regular Congregational meeting (the "Annual Meeting") shall be held in December each year for the purposes of: a) approving the budget for the coming year and receiving the annual report of the Congregation for the most recent program year; b) electing Officers of the Congregation, members of the Church Council, Elders, and Trustees for the terms set forth in the bylaws for those offices; c) conducting other business as set forth in the notice of the meeting. All meetings shall be conducted in accordance with *Robert's Rules of Order as Revised*.
- 2) A Special Meeting of the Congregation may be called at any time, provided the proper notice for such meeting is given. Such a meeting of the Congregation may be called by: a) the Moderator, or b) written request to the Moderator or Vice Moderator by not less than fifty percent (50%) of Church Council members, or c) written request to the Moderator or Vice Moderator by a Congregational Quorum.
- 3) For a Special Meeting of the Congregation called by a Congregational Quorum, a written request to the Moderator must be received at least twenty-one (21) days prior to the proposed meeting date. The request shall contain the purpose, the proposed date and time of such meeting and be signed by the Participating Members requesting such meeting. After verifying the signatures of the Participating Members, the Moderator shall schedule the meeting as requested, provided that the meeting will be scheduled as soon as possible consistent with proper notification requirements.
- 4) Notice of all Congregational Meetings shall be publicized at Sunday worship services on two successive weeks prior to the meeting, and either by notice to the Congregation sent by e-mail at least thirteen (13) days prior to the proposed meeting or by regular mail postmarked at least thirteen (13) days prior to the meeting date. If a Participating Member desires to receive notification by regular mail, the Secretary shall be so advised, who in turn will advise the church office. Participating Members of the Congregation will receive notices by regular mail if they have no e-mail address on file with the church office. Notices shall contain the location, date, time and purpose of the meeting. The only business that can be acted upon by the Congregation at a Congregational Meeting is that which is specifically contained in the notice as the purpose of the meeting.

- 5) "Congregational Quorum" is defined as twenty-five percent (25%) of the Participating Members.

ARTICLE 3. MINISTER(S)

A. Definition of Minister

- 1) "Minister" is defined as any person whose ordination or commission is recognized by the Church Council and is called for the purpose of ministry to the Congregation.

B. Responsibilities of the Minister(s)

- 1) Minister(s) shall be responsible for the priestly and pastoral functions of ministry including, but not limited to the following:
 - a) Demonstrating a personal belief that Jesus is the Christ, Son of the living God;
 - b) Deepening the faith of the Congregation in Jesus Christ;
 - c) Teaching the Holy Bible and sound, practical theology;
 - d) Preaching;
 - e) Leading worship and the celebration of the sacraments;
 - f) Conducting funerals and weddings;
 - g) Pastoral calls;
 - h) Counseling;
 - i) Encouraging Congregational support for local and wider church mission; and
 - j) Cultivating Christian family and personal life.
- 2) Minister(s) of the Congregation shall be the chief administrator(s) of the Congregation. In cooperation with the Moderator of the Congregation, the Church Council and the Ministry Leadership Team, the minister shall offer encouragement in the life and work of the Congregation in compliance with the Congregation's Constitution and Bylaws and the policies and procedures of the Congregation.
- 3) Minister(s) shall place special emphasis on developing lay leaders and ministry within the Congregation.
- 4) Minister(s) shall be an *ex officio* member, without vote, of all constituency groups of the Congregation except the Pastoral Search Committee.

C. Selection of Minister(s)

- 1) Pastoral Search Committee's purpose is to fill the vacant position of a Minister.
- 2) When a vacancy occurs, a Pastoral Search Committee Chairperson shall be selected by the Moderator of the Congregation and together they shall select at least five (5) and no more than seven (7) Participating Members to serve on the Pastoral Search Committee who represent the diversity of the Congregation. The members of the Pastoral Search Committee shall be approved by the Church Council.
- 3) The Pastoral Search Committee may recommend to the Church Council for its approval an interim Minister who will serve until a call is extended by the Congregation to a permanent Minister and the permanent Minister arrives to begin ministry or until the Church Council deems the service of the interim is no longer required.
- 4) The Pastoral Search Committee shall utilize the services of the Regional Minister of the Christian Church (Disciples of Christ) in Illinois and Wisconsin for information and counsel concerning prospective candidates.
- 5) The Pastoral Search Committee shall negotiate with only one prospective Minister at a time; however, information may be secured on multiple candidates at the same time.
- 6) The Pastoral Search Committee shall recommend a prospective Minister(s) to the Church Council for its approval and recommendation to the Congregation.
- 7) The Church Council, at a regular or special meeting, may approve the recommendation of the Pastoral Search Committee by at least two-thirds (2/3) majority of those present and voting. Upon

approval, the Church Council shall recommend calling the prospective Minister(s) to the Congregation.

- 8) The Congregation, in a regular or special meeting at which a Congregational Quorum is present, may approve the recommendation of the Church Council by at least a two-thirds (2/3) majority of Participating Members present and voting.
- 9) Upon approval of the Congregation, a call shall be extended to the prospective Minister(s) in behalf of the Congregation.

D. Terms of Service

- 1) Upon agreement on the terms of service, a written employment agreement, setting forth the compensation and other conditions of the call, shall be provided to the Minister(s), with a copy filed in the church office and with the Regional office.
- 2) The term of ministry shall be for an indefinite period and may be terminated consistent with the terms of the employment agreement unless for cause.

E. Resignation

- 1) Voluntary resignation of the Minister(s) shall be submitted to the Church Council in writing, after consultation with the Moderator, and the Pastoral Relations Committee or the Elders.
- 2) Involuntary resignation of the Minister(s) shall be dealt with confidentially, to the extent possible, between the Minister, the Moderator, the Pastoral Relations Committee and the Regional Minister of the Christian Church (Disciples of Christ) in Illinois/Wisconsin.

ARTICLE 4. OFFICERS OF THE CONGREGATION

A. Officers

- 1) The Officers are: Moderator; Vice Moderator; Secretary of Congregation; Treasurer of Congregation; Historian of the Congregation; and Church Clerk of the Congregation.
- 2) The **Moderator of the Congregation** shall:
 - a) Preside at all regular and special meetings of the Congregation and Church Council and perform such other duties as are normally associated with the office of Moderator.
 - b) Serve as Moderator of the Church Council. At Church Council meetings the Moderator may vote only to break a tie.
 - c) Be authorized to approve expenditure of funds outside of budgeted amounts up to Five Hundred (\$500.00) Dollars per expenditure, but not to exceed One Thousand Five Hundred (\$1500.00) Dollars in the aggregate in any fiscal year.
 - d) Appoint Participating Members to fill the unexpired term for vacancies that may occur in any position in the Congregation's organizational structure.
 - e) Serve as an *ex officio* member of all Church Council committees and Church Council authorized task groups.
- 3) The **Vice Moderator of the Congregation** shall:
 - a) Serve to support the Moderator and preside in his or her absence at meetings of the Congregation and Church Council and perform such other duties as are normally associated with the office of Vice Moderator or assigned by the Moderator.
 - b) Attend the Ministry Leadership Team meetings and serve as liaison between the Ministry Leadership Team and the Church Council.
 - c) Be authorized to approve expenditure of funds outside of budgeted amounts up to Five Hundred (\$500.00) Dollars per expenditure, but not to exceed One Thousand Five Hundred (\$1500.00) Dollars in the aggregate in any fiscal year. However, the Vice Moderator may only approve such expenditure if the Moderator is unable or unavailable to do so.
 - d) Serve as an *ex officio* member of all ministries and Church Council authorized task groups.

- 4) The **Secretary of the Congregation** shall keep accurate minutes of all meetings of the Congregation, Church Council and Ministry Leadership Team and provide these minutes to be reviewed and approved by their respective bodies, except that Congregational minutes will be approved by the Church Council.
- 5) The **Treasurer of the Congregation** shall:
 - a) Oversee the receipt of all income of the Congregation;
 - b) Oversee the accurate recording of the source and amount of such income and the deposit of such income to the proper account;
 - c) Oversee the payment of all accounts of the Congregation as authorized by the budget or special action of the Church Council when such items are not in the budget;
 - d) Oversee the investment of financial assets and the assumption of liabilities of the Congregation, except those specifically assigned to the Department of Bequests, Memorials, Endowments, and Special Gifts;
 - e) Make regular written reports of income, expenditures, and financial condition to the Church Council;
 - f) Make an annual written report of income, expenditures, and financial condition to the Congregation;
 - g) Provide for an annual audit of income, expenditures, financial condition, and fiscal practices.
- 6) The **Historian of the Congregation** shall keep an accurate history of the Congregation, making historical records available for preparation of the annual report of the Congregation and for use as appropriate by the Historical Society of the Christian Church (Disciples of Christ).
- 7) The **Church Clerk of the Congregation** shall keep an accurate, current record of each member of the Congregation, including (but not limited to) name and address, date of birth, dates of confession and baptism, date of transfer of membership, and/or date of affiliation. The Church Clerk shall also maintain accurate records of individual involvement, including attendance at worship services and at special classes and training events offered for personal development.

B. Election of Officers

- 1) Upon the Church Council's recommendation, the Nominating Committee will present the nominees to the Congregation for election at the Annual Meeting. Nominations will not be taken from the floor at the time of the election.
- 2) At the Annual Meeting, the Congregation shall elect for a term of one (1) year the following Executive Officers from the Participating Members of the Congregation:
 - a) Moderator of the Congregation;
 - b) Vice Moderator of Congregation.

Upon their election, the Moderator and Vice Moderator shall become Church Council Members by virtue of their election to the positions.
- 3) At the Annual Meeting the Congregation shall elect for a term of one (1) year the following Officers from the Participating Members of the Congregation:
 - a) Secretary of the Congregation;
 - b) Treasurer of the Congregation;
 - c) Historian of the Congregation;
 - d) Church Clerk of the Congregation.

These Officers shall not become Church Council Members by virtue of their positions as Officers of the Congregation. Since these Officers are not Church Council Members, they have no vote at Council meetings.
- 4) At the Annual Meeting the Congregation may elect from the Participating Members of the Congregation for the following positions:
 - a) Elders;
 - b) Members of the Elders Council — three (3) year terms;

- c) At-large Church Council Members — one (1) year terms;
 - d) Elders as Church Council Members — one (1) year terms;
 - e) Ministry Team Leaders as Church Council members — one (1) year terms;
 - f) A member of the Department of Bequests, Special, Gifts Memorials and Endowments — five (5) year term;
 - g) Trustees.
- 5) All Officers will be vested in their roles and responsibilities beginning January 1st of the year following their election by the Congregation.

C. Qualifications of Officers of the Congregation

- 1) Officers must be active in the life of the Congregation and give evidence of seeking to grow in their own understanding and practice of the Christian faith. Such evidence shall include, without limitation, the following:
- a) Conduct of one's life in light of the teachings of Jesus Christ;
 - b) Promotion of good will and Christian fellowship in the Congregation and community;
 - c) Regular attendance at the worship services and meetings of the Congregation;
 - d) Regular financial support of the Congregation and its outreach ministry;
 - e) Willingness to fulfill assignments on behalf of the Congregation; and
 - f) Demonstrated gifts or calling for carrying out responsibilities of the particular office.

D. Terms of Office and Succession

- 1) The Term of Office for an Officer of the Congregation is one (1) calendar year.
- 2) A Moderator or Vice Moderator may immediately be reelected to the same position for two (2) additional terms, making three (3) elected terms the maximum a Moderator or Vice Moderator may serve without taking a sabbatical. The sabbatical for a Moderator or Vice Moderator is one (1) year before being eligible for reelection to the same office.
- 3) If reelected each year, the Secretary and Treasurer may succeed themselves for up to five (5) consecutive Terms of Office.
- 4) If reelected each year, the Historian and Church Clerk may succeed themselves indefinitely.
- 5) If the Moderator resigns, the Vice Moderator shall immediately assume the position of Moderator and appoint another member of the Church Council to fill the remaining term of Vice Moderator of the Congregation.
- 6) An individual who is appointed to fill an unexpired term shall have this period of service apply toward the maximum term of service only if the remaining term to which he/she is appointed is six (6) months or more.

ARTICLE 5. THE CHURCH COUNCIL

A. Membership

- 1) Church Council membership shall consist of nine (9) Participating Members of the Congregation. The Elders Council shall nominate two (2) Elders as Church Council members, the Ministry Leadership Team shall nominate two (2) Team Leaders as Church Council members, and the Nominating Committee shall nominate three (3) at-large Church Council members, who are not current members of the Ministry Leadership Team or Elders Council. The Moderator and Vice Moderator shall become Church Council members by virtue of their positions. All nominees are elected at the Annual Meeting of the Congregation.
- 2) The Minister(s) of the Congregation shall serve as Council Member(s) *ex officio*, without vote.

B. Terms of Service and Succession

- 1) Members of the Church Council shall serve for the term to which they are elected. Each year one, two, or three at large representatives, as may be necessary to maintain Council membership at a total of nine (9) members, shall be elected for a one-year term by the Congregation.
- 2) The maximum term of service on the Church Council is three (3) years before a one-year sabbatical is required.
- 3) An individual who is appointed to fill an unexpired term shall have this period of service apply toward the maximum term of service only if the remaining term to which he/she is appointed is six (6) months or more.

C. Officers of the Church Council

Officers of the Congregation shall perform the duties of Moderator, Vice Moderator, Secretary, and Treasurer for the Church Council. Only Officers who are Council Members shall have the right to vote on matters brought before the Church Council for action. Officers who are not Council Members are expected to offer advice and make recommendations on matters brought before the Church Council for action.

D. Authority of the Church Council

- 1) The Church Council shall perform its duties according to the authority granted in the Constitution and Bylaws or otherwise delegated to it by the Congregation.
- 2) The Church Council shall primarily concern itself with the business and administrative issues and policies of the Congregation.
- 3) The Church Council shall, in conjunction with the Ministry Leadership Team, establish Ministries that are required to carry out the vision of the Congregation and appoint task groups to address special concerns. The Church Council shall receive reports of the Ministry Leadership Team, ministries, task groups, and Minister(s).
- 4) All organizations within the Congregation shall be responsible to the Church Council, excepting only the Department of Bequests, Special Gifts, Memorials, and Endowments, which is responsible directly to the Congregation. All organizations shall report their plans and activities to the Church Council at its regularly scheduled meetings, as requested. Ministries and task groups established by the Ministry Leadership Team shall report to the Ministry Leadership Team, which shall keep the Church Council informed of their activities and plans.
- 5) All resignations of persons holding elected positions shall be submitted to the Church Council in writing.
- 6) The Church Council shall act as the legal agent of the Congregation.

E. Responsibilities of the Church Council

- 1) The Church Council shall have the authority to conduct routine business matters and modify allocations of funds within the approved budget. Any single expenditure or series of connected expenditures of funds not contained in the budget and totaling over Five Hundred (\$500.00) Dollars and up to Two Thousand Five Hundred (\$2,500.00) Dollars may be approved by the Church Council, but larger amounts shall require Congregational approval.
- 2) The Church Council shall cause procedures to be established for handling the routine administrative matters of the church such as financial policies, personnel policies, and other matters it deems appropriate.
- 3) The Church Council shall develop, in consultation with the Ministry Leadership Team, the budget. It shall recommend approval of the budget to the Congregation.
- 4) As required, the Church Council shall designate persons who have signature authority for Congregational bank accounts for such amounts as the Church Council determines to be appropriate.
- 5) The Church Council shall review annually the list of members of the Congregation and determine their appropriate status in accordance with these Bylaws.

F. Church Council Meetings

- 1) Church Council meetings, except for Executive Session as defined in Subsection 4, are open to members of the Congregation, and their attendance is encouraged.
- 2) Regular meetings of the Church Council shall be held monthly. Notice of meetings shall be made by announcement at Sunday worship services at least one (1) week in advance of the meeting date. The notice for such meetings shall contain the purpose, date, time and place of the meeting.
- 3) Special meetings of the Church Council may be called by the Moderator or upon request of the minister(s) or a Quorum of the Church Council. Notice of meetings shall be made by announcement at Sunday worship services at least one (1) week in advance of the meeting date. The notice for such meetings shall contain the purpose, date, time and place of the meeting. Only the purpose contained in the meeting notice may be acted upon.
- 4) The Church Council may adjourn to Executive Session. An Executive Session may be ordered by request of the Minister(s) or a Quorum of the Church Council. An Executive Session's purpose is to discuss staff personnel or membership status matters and Church Counsel must return to regular session to take official action on any matter discussed in executive session.
- 5) A Council Member may sign and have presented a written vote on matters scheduled for consideration at a Church Council meeting that he/she is unable to attend.
- 6) Church Council members may participate in Council meetings by telephonic conference call, using any telecommunications medium that is able to provide sound such that all attending the meeting may hear and be heard.
- 7) Quorum shall be fifty (50) percent of the members of the Church Council.
- 8) *Robert's Rules of Order as Revised* shall be used during meetings of the Church Council only when consensus cannot be reached on the business being conducted and/or a recorded vote is required.

ARTICLE 6. MINISTRY LEADERSHIP TEAM

A. Membership

Before the Annual Meeting, the Church Council, in consultation with the Ministry Leadership Team, shall designate the ministries that will be functional during the coming program year. The Ministry Leadership Team shall have the following members:

- 1) Ministry Leaders. These shall be selected and recruited from Participating Members of the Congregation by the Moderator, Vice Moderator and Minister(s). They shall serve for one (1) program year and may be appointed for succeeding terms.
- 2) Minister(s).
- 3) Vice Moderator of the Congregation.
- 4) Task Group Leader(s) until such time as the task group's function is completed.

B. Authority of the Ministry Leadership Team

- 1) The Ministry Leadership Team is responsible for implementing the ministries of the Congregation. The Ministry Leadership Team interprets the vision and goals of the Congregation and develops ministries to carry out that vision and achieve the Congregational goals.
- 2) The Ministry Leadership Team provides to the Church Council the estimated financial requirements to fund the work of the ministries. Through a process of negotiation, a budget is developed to fund ministries on the basis of Congregational priorities.

C. Responsibilities of the Ministry Leadership Team

- 1) The Ministry Leadership Team is responsible for ministry to and nurturing of the Congregation so that the members may become fully devoted followers of Jesus Christ.

- 2) The Ministry Leadership Team develops ministries that give witness to our faith in Jesus Christ and the mission of the Christian Church (Disciples of Christ) to the immediate community and the world.
- 3) The Ministry Leadership Team will develop ministries to bring people to a belief that Jesus is the Christ, Son of the living God and Savior of the world.
- 4) The Ministry Leadership Team will develop ministries to help people understand stewardship of their time, talents and financial resources.
- 5) The Ministry Leadership Team will encourage and train persons to serve as ministry leaders. It will provide support, coordination and resources for effective ministries.
- 6) The Ministry Leadership Team will keep the Church Council informed of all plans and activities of the ministries. This communication will be the responsibility of the Vice-Moderator.
- 7) For each calendar year, the Ministry Leadership Team will nominate two (2) of its members to serve on the Church Council for a one-year term. Ministry Leadership Team members who serve on the Church Council shall not be members of the Elders Council.

D. Ministry Leadership Team Meetings

- 1) Ministry Leadership Team Meetings shall be called at the request of the Minister, Vice Moderator, or a Ministry Leadership Team Quorum, as defined in Subsection 2. The Senior Minister leads the meetings. Meetings are open to members of the Congregation and their attendance is encouraged. Regular meetings of the Ministry Leadership Team shall be held as necessary. Notice of meetings shall be made by announcement at Sunday worship services at least one (1) week in advance of the meeting date. The date, time and place of the meeting shall be indicated in such notice.
- 2) Ministry Leadership Team Quorum consists of five (5) members of the Ministry Leadership Team in attendance at a meeting.
- 3) *Robert's Rules of Order as Revised* shall be used during meetings of the Ministry Leadership Team only when consensus cannot be reached on the business being conducted and/or a recorded vote is required.

ARTICLE 7. ELDERS, DEACONS

A. Definition

- 1) "Elder" is a member of the Congregation who will assist and share in the ministries of worship, pastoral care, and teaching.
- 2) "Deacon" is a member of the Congregation who will serve in one or more of the ministries of the Congregation.

B. Qualifications and Ordination of Elders

- 1) Any Participating Member of the Congregation is eligible to be nominated and elected an Elder.
- 2) Candidates must be active in the life of the Congregation and give evidence of seeking to grow in their understanding and practice of the Christian life. Such evidence would include the following:
 - a) A commitment to serving God, as evidenced by a faithfulness to the Word and conduct of one's life in light of the teachings of Jesus Christ
 - b) Excitement in sharing the Good News to deepen the faith of the Congregation.
 - c) Being accepting, affirming, and tolerant of a diversity of opinions and the individual freedom for interpretation of the scriptures.
 - d) Active participation in the worship services and meetings of the Congregation.
 - e) Promotion of stewardship of personal resources in support of the church and its mission.
 - f) Promotion of Christian fellowship and good will in the Congregation and community.
 - g) Demonstrated willingness to participate in the ministries of the church.
 - h) Growing in Christian faith through personal and group study, worship and prayer.
 - i) Recognition and celebration of spiritual gifts.

- j) Support of the Christian Church (Disciples of Christ) and the church universal.
- 3) Elders being elected for the first time shall be duly ordained for life, unless they resign or through action or inaction disqualify themselves.
- 4) Honorary status as Elder Emeritus may be conferred upon those persons who so choose. They shall not have any active responsibility or be members of the Elders Council.

C. Service of Elders

- 1) The service of Elders, *a ministry of being and doing*, is essential to the spiritual health of the church.
- 2) In partnership with the Minister(s), the Elders will assist and share in the ministries of worship, pastoral care, and teaching.
- 3) Elders are devoted to God and to the life of the Congregation, growth in commitment, faithfulness, stewardship and discipleship with Christ.

D. Election To and Term of Office for Elders Council

- 1) The Congregation, at the Annual Meeting, shall elect not more than three (3) Participating Members to serve a term of three (3) years as Elders Council Members. The total number of Elders Council Members shall not exceed nine (9) at any time. Upon completion of a term of service on the Elders Council, the Elder shall no longer serve on the Elders Council until such time as they may be re-elected to serve on the Elders Council. Any Elder may be called upon at any time to perform the duties of an Elder while not serving on the Elders Council, but may not attend meetings of the Elders Council unless so invited by the Council.
- 2) Persons elected to the Elders Council may not succeed themselves for a period of one (1) year after completing a full three (3) year term.
- 3) An individual who is appointed to fill an unexpired term shall have this period of service apply toward the maximum term of service only if the remaining term to which he/she is appointed is six (6) months or more.

E. Responsibilities of the Elders Council

- 1) For each calendar year, the Elders Council will nominate two (2) of its members to serve on the Church Council for a one-year term. Elders Council members who serve on the Church Council shall not be members of the Ministry Leadership Team.
- 2) Each calendar year, the Elders Council shall elect from its membership a person or persons to serve as leader or co-leaders of the Elders Council. Leader(s) may serve for no more than three years.

F. Elders Council Meetings

- 1) Elders Council meetings may be called at the request of any Elder or the Senior Minister. Meetings are open to members of the Council only. Notice of meetings shall be made by announcement at Sunday worship services or by e-mail, regular mail, or telephone at least five (5) days in advance of the meeting date.
- 2) Fifty (50) percent of the members of the Elders Council shall constitute a quorum.
- 3) *Robert's Rules of Order as Revised* shall be used during meetings of the Elders Council only when consensus cannot be reached on the business being conducted and/or a recorded vote is required.

G. Qualifications of Deacons

- 1) Any Participating Member of the Congregation, except one who has been ordained an Elder, is eligible to be recognized as a Deacon.
- 2) Deacons must be active in the life of the Congregation and must strive to follow the scriptural practices found in Acts 6:1-6 — service to God, to the Congregation, and to others, including:
 - a) Commitment to the mission of the Congregation.
 - b) Stewardship of one's time, talents, and financial resources.
 - c) Participation in one or more ministries of the Congregation.

- d) Identification of personal spiritual gifts and development of those gifts through participation in study groups, worship and prayer.
- e) Support of the Christian Church (Disciples of Christ) and the church universal.

H. Service of Deacons

- 1) The service of Deacons, *a ministry of doing*, is essential to the fulfillment of the church's mission.
- 2) In partnership with the Ministry Leaders, Deacons will assist and share in all ministries of the congregation.

ARTICLE 8. TRUSTEES

A. Definition

"Trustees" are those Members of the Congregation elected to hold legal title to all real properties of the Congregation. There shall be five (5) Trustees.

B. Qualifications of Trustees

- 1) A Trustee must be a Member of the Congregation. Participating Membership is preferred but not required.
- 2) A Trustee should have at least a basic understanding of the purchase and sale of real property.

C. Election of Trustees

- 1) A Trustee being elected for the first time is elected for life.
- 2) A Trustee ceases to be a Trustee only through resignation or death. When a vacancy occurs, the Nominating Committee is asked to nominate a Participating Member of the Congregation to fill the vacant position. The nominee shall be elected at the next Annual Meeting of the Congregation.

D. Responsibilities of the Trustees

Trustees shall perform their duties under the direction of the Church Council and shall perform such other duties as may be required of Trustees by the laws of the State of Illinois.

ARTICLE 9. COMMITTEES

A. Nominating Committee

- 1) The Church Council shall establish a Nominating Committee for the purpose of nominating Participating Members of the Congregation to serve in positions named in Subsection 3.
- 2) In the first fiscal quarter of each year the Moderator shall select nominees for a new committee of four (4) Participating Members of the Congregation. The committee shall include: one (1) Elder; one (1) member of Ministry Leadership Team, who is not an Elder; and two (2) members of the Congregation at large, who are neither an Elder nor Ministry Leader. The nominees to serve as members of the Nominating Committee shall be confirmed by the Church Council at the first Council meeting following their selection.
- 3) The Nominating Committee receives recommendations from the Congregation and selects nominees for the Officers of the Congregation, at large representatives of the Congregation to the Church Council, Elders Council members, Elders, and Trustees. The Committee also nominates a new member of the Department of Bequests, Special Gifts, Memorials, and Endowments ("the Department"), replacing the member whose term is expiring at the end of the current year; the advice of the Moderator and of the Chairman of the Department shall be sought in considering this nomination.
- 4) In addition to considering the listed qualifications of a particular nominee for office, the Nominating Committee shall consider the nominee's gifts and sense of calling for the office and shall give thought to how well the nominee relates to those with whom he or she would work closely.

- 5) The Nominating Committee shall secure the agreement of the nominees that, if elected, they will serve. The slate of nominees selected by the Nominating Committee shall be presented to the Church Council for its approval prior to submitting the slate to the Congregation at its Annual Meeting.

B. Personnel Committee

- 1) The Church Council shall establish a Personnel Committee to develop and recommend actions relating to church staff personnel matters to the Church Council for its action.
 - a) The Moderator shall appoint a Chairperson of the Personnel Committee.
 - b) Recognizing the sensitive nature of matters dealt with by the Personnel Committee, the Moderator and the Chairperson shall together select at least two (2) additional members of the Personnel Committee. The Personnel Committee shall seek advice from appropriate groups or individuals for its deliberations as needed.
 - c) Members of the Personnel Committee shall be confirmed by the Church Council and shall serve for a one (1) year term. They may be appointed again for up to three (3) consecutive terms before a one (1) year sabbatical is required.
 - d) Meetings of the Personnel Committee shall not be open to other members of the Congregation.
 - e) The Chairperson of the Personnel Committee shall determine if *ex officio* members should be present for particular meetings.

C. Pastoral Relations Committee

- 1) The Church Council shall, at the discretion of the Minister(s), establish a Pastoral Relations Committee(s) for the purpose of cultivating and maintaining an open, affirmative and creative relationship between the Congregation and its Minister(s). This committee carries the responsibility of fostering constructive communication between Congregation and pastor(s) as well as implementing the Congregation's responsibility for professional and personal well-being of its pastoral leadership. The committee also has the responsibility of helping the pastor(s) understand and react to Congregational concerns and priorities in relation to the mission of the church as perceived by the Congregation.
- 2) The Pastoral Relations Committee is composed of four (4) Participating Members appointed by the pastor in consultation with the Moderator and Vice Moderator and approved by the Church Council. At least one of the members should be an Elder.
- 3) Terms of members shall be four (4) years. Terms are staggered, and one member is replaced each year. A person completing a full four-year term is not eligible for reappointment for a period of one (1) year.
- 4) The conduct of the Pastoral Relations Committee shall be informed by Guidelines for the Pastoral Relations Committee (revised), published by Disciples Home Missions of the Christian Church (Disciples of Christ).
- 5) Meetings of the Pastoral Relations Committee shall not be open to other members of the Congregation.

ARTICLE 10. ESTABLISHMENT AND ADMINISTRATION OF SPECIAL FUNDS

A. Establishment

Special Funds (e.g., a fund for the purchase of equipment) may be established at the discretion of the Church Council and with the approval of the Congregation. Such Funds are expected to be for a specific purpose and of limited duration. The establishment of such a Fund shall include the appointment of a Fund Administrator.

B. Responsibilities

The Fund Administrator shall be responsible for soliciting contributions to and authorizing expenditures from such a Fund. The Treasurer of the Congregation shall be responsible for overseeing the recording of receipts and disbursements for such Fund(s) and for providing reports of amounts received and disbursed and the current balance of the Fund(s).

ARTICLE 11. AMENDMENTS

These Bylaws may be amended, at any Congregational Meeting properly convened, by a majority vote of the members of the Congregation present and voting, providing a Congregational Quorum is present. Any amendment first must be proposed at a regularly scheduled Church Council meeting, and may not be voted upon before the next regularly scheduled Church Council meeting. A simple majority vote of the Church Council shall be sufficient to recommend the proposed amendment to the Congregation for its action. The amendment(s) shall be circulated to the Congregation by mail and/or e-mail at least ten (10) days prior to the Congregational Meeting or read at worship service(s) on two successive Sundays before the vote is taken.

ARTICLE 12. EFFECTIVE DATE

These Bylaws shall be effective after adoption by a two-thirds (2/3) majority vote of Participating Members of the Congregation present and voting at a duly called Congregational meeting.