

**CONSTITUTION AND BY-LAWS**  
**of**  
**FIRST CHRISTIAN CHURCH**  
**MARSHALL, MISSOURI**  
*Revised by board action \_\_\_\_\_*

**PREAMBLE**

We, the members of Marshall First Christian Church, 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

**NAME**

The name of this organization shall be First Christian Church of Marshall, Missouri, affiliated with the brotherhood known as the Disciples of Christ and committed to the historic principles of this body whose congregations are collectively known as Christian Churches

**PURPOSE**

The purpose of this church shall be, as revealed in the New Testament, to win people to faith in Jesus Christ to help them grow in the grace and knowledge of Christ.

**MEMBERSHIP**

The membership of this church shall consist of those who unite with the congregation by statement of faith and baptism or by regular attendance. Voting privileges shall be accorded to all members.

**ARTICLES OF OPERATION (BY-LAWS)  
THE FIRST CHRISTIAN CHURCH OF MARSHALL, MISSOURI INC.**

**ARTICLE I. NAME, LOCATION, THE CHURCH YEAR, AND MEETINGS**

**Section A.** The name of the corporation shall be The First Christian Church of Marshall, Missouri Inc.

**Section B.** The location shall be at 130 N Jefferson, Marshall, Missouri

**Section C.** The church year, relative to all affairs except fiscal, shall be from July 1 to June 30, inclusive. The fiscal church year runs from January 1 through December 31, inclusive.

**Section D. Meetings**

The congregation shall hold:

1. An annual meeting no later than May 31 for election of board members. A quorum shall consist of those present and voting.
2. An annual meeting no later than December 31 to approve the budget for the upcoming year. A quorum shall consist of those present and voting.
3. Special meetings can be called by the board chairperson or vice-chair, or upon request of the board or written petition of 20% or more members of the congregation

**Section E. Notices**

Notices of all regular or special meetings of the congregation shall be given at a regular Sunday service at least one week in advance of the meeting, in the regular edition of the *Marshall Christian*, and through the automated telephone system

**Section F. Rules of Order**

All FCC meetings shall be governed by *Roberts' Rules of Order* unless otherwise specified in the constitution or by-laws

## ARTICLE II. TRUSTEES, BOARD MEMBERS, AND OFFICERS OF THE CONGREGATION

### Section A. Trustees

1. Not to exceed three individuals, 1/3 of whom shall be elected annually for a term of three years
2. Under the direction of the board and subject to the approval of the congregation, the Trustees shall act as legal agents of the church in all business matters. They have supervision over all endowment and trust funds, including the First Christian Church Foundation, and perform such duties as required by the laws of the State of Missouri. Trustees are a separate entity. They appoint their own replacements. The Senior Trustee shall be chair of the Trustees.
3. Foundation responsibilities
  - a. The Foundation will be funded with monies donated to the First Christian Church Foundation of Marshall, Missouri, during the lifetime of a donor or by testamentary gifts, wills, and memorial funds received
  - b. The church treasurer and/or financial secretary will be an ex-officio member
  - c. Written reports concerning principal balance and earned income received shall be made to the church board
  - d. Four separate funds shall be established within the Foundation as follows:
    - 1) Capital Fund  
Monies directed to this fund shall become a part of the principal. Earnings of this fund will be available for capital debt retirement, major repairs, and/or new construction as determined by the church board.
    - 2) Outreach Fund  
Monies directed to this fund shall become a part of the principal. Earnings of this fund will be made available to the Outreach Committee for outreach purposes.
    - 3) Scholarship Fund  
Monies directed to this fund shall become a part of the principal. Earnings of this fund will be made available to the Scholarship Committee for scholarship purposes.
    - 4) Special Purpose Fund  
Testamentary gifts by wills and memorials shall be directed to a specific fund
      - a) Monies directed to this fund shall be accounted for by purpose, donor, and amount. Interest may be withdrawn from this account by the church board to fund the payment for the intended purpose.
      - b) Monies not designated for special purpose expenditure shall be moved to the Capital Fund
4. The principal held in the Foundation fund shall only be invaded by the following procedure:
  - a. The majority of the church board shall make a recommendation to invade and use said principal held in reserve in the First Christian Church Foundation
  - b. Said recommendation shall then be approved by a majority of the church Trustees

5. Upon approval of the recommendation by the Trustees, written notice of the recommendation and time and place of the proposed vote, shall be given to the congregation. The recommendation shall be approved by a 90% of the congregational members present and voting.

### **Section B. Board Members**

The following board members shall be elected by the congregation from the church membership at its annual meeting in May, or until such time as a successor is elected and assumes office.

1. Elders. Shall be elected annually for a term of three years. When elected as Elder, the title and position with all the privileges and responsibilities as a spiritual leader of the church are assumed for life. Those wishing to relinquish this privilege may do so by notifying in writing the board chairperson or the minister.
2. Deacons/Youth Deacons. Men, women, and youth, 1/3 of whom shall be elected annually for a term of three years. Youth deacons shall be selected from young men and women who at the time of the annual meeting are a member of the congregation and have completed the eighth grade by July 1.
3. Honorary Members. Those whose service, dedication, and consecration to the church merits this honor may be accorded the status of Elder Emeritus or Deacon Emeritus by vote of the board and shall retain all the rights and privileges afforded regular Elders and Deacons
4. Other Members. By appointment or election as chairperson of each of the following during his/her term of office: Christian Men's Fellowship, Christian Women Fellowships, Christian Youth Fellowship, and each standing committee

### **Section C. Responsibilities of Board Members**

1. The Elders responsibilities may include but not be limited to:
  - a. Promote the welfare and growth of the church
  - b. Give spiritual guidance to the congregation
  - c. Encourage by example and word the missional, evangelistic, educational, and stewardship responsibilities of the church
  - d. Serve at the Lord's Table
  - e. Take responsibility for the pastoral care of the membership
  - f. Promote visitation projects
  - g. Take active participation in the work of the standing committees
2. The Deacons responsibilities may include but not be limited to:
  - a. Cooperate with the Elders in promoting the welfare and growth of the church
  - b. Assist in the greeting and ushering the worshippers
  - c. Distribute the Lord's Supper and receive the offerings
  - d. Assist in financial canvasses, visitation, and preparation of candidates of baptism
  - e. Take responsibility for the preparation and care of the communion service as needed
  - f. Minister to the families in time of sickness or bereavement
  - g. Take active participation in the work of the standing committees

- h. Give consent and service to the business affairs and program activities of the church
- i. Cooperate in ministering to the needy
- 3. Youth Deacons shall:
  - a. Seek to bring the voice of the youth to the church
  - b. Participate in the work of the standing committees
  - c. Be diligent in support of the church's youth program

#### **Section D. Election of Board Members**

- 1. The Nominating Committee chair will be appointed by the board chair at the January meeting. The nominating chair will select three members to serve on this committee. Members will be approved by the board at its February meeting, and announced to the congregation.
- 2. The Nominating Committee shall report its nominations to the board prior to the April meeting
- 3. The board shall consider the recommendations of the Nominating Committee and vote on them during the May board meeting
- 4. The prospective slate of board members will be presented to the congregation for approval in June
- 5. All nominees who receive a majority of the votes cast by those present and voting shall be declared elected
- 6. Vacancies on the church board shall be filled for the unexpired term by nomination of the board chairperson and election by the board

#### **Section E. Officers of the Board and Congregation**

The following officers of the board and the congregation shall be elected at a meeting of the new board to be held by the June board meeting, for a term of one year each, or until such time as a successor is elected and assumes office: Chairman, Vice-Chairman, Secretary, Treasurer, and Historian

#### **Section F. Duties of the Officers**

- 1. The incoming Chairperson-Elect shall select chairpeople for all standing committees, with input from the minister and vice-chairperson, by the June board meeting
- 2. The Chairperson shall:
  - a. Serve as chairman of the board
  - b. Preside over all regular meetings
  - c. Call and preside over special meetings
  - d. Appoint a Nominating Committee to nominate candidates for members of the board prior to the January board meeting
  - e. Appoint a Nominating Committee to nominate officers of the board prior to the March meeting
  - f. Appoint all standing committee chairpeople
  - g. Appoint Ad Hoc committees as needed
  - h. Serve as chair of the Personnel Committee
  - i. Appoint vacancies on the general board

- j. Request a financial review at the January board meeting
- k. Serve as ex-officio on the Pastor Parish Committee
- 3. The Vice-Chairperson shall:
  - a. In the absence of the chairman, perform such duties as are designated for or assigned by the chairman
  - b. Assist the chairman and minister in appointing chairpeople for the standing committees
  - c. Serve as an ex-officio member of each standing committee
  - d. Call special meetings of the congregation in the absence of the chairman
  - e. Preside over the Executive Committee
- 4. The Secretary shall:
  - a. Keep minutes of all regular or special meetings of the congregation
  - b. Serve as secretary of the board and Executive Committee, keeping a record of all regular or called meetings
- 5. The Treasurer shall:
  - a. Disburse all funds of the church according to the authority designated to him by the board
  - b. Serve as a member of the Stewardship Committee and as an ex officio member of the Foundation Committee, along with the Trustees
- 6. The Historian shall:
  - a. Gather and preserve data pertaining to the history, life, and work of the church
  - b. Make available for publication any historical materials authorized by the congregation
  - c. Present to the board the annual historical statements

#### **Section G. Election of Officers**

- 1. The Nominating Committee will nominate candidates for officers of the board. This committee shall have secured the consent to serve of every person it nominates and will submit its report for approval by the board at its June meeting before publicizing to the rest of the congregation.
- 2. Vacancies in any office of the congregation shall be filled for the unexpired term by nomination of the board chairperson and election by the board

#### **Section H. Employed Officers of the Congregation and Their Duties**

The following employed officers of the congregation shall be selected by virtue of their employment in the church office

- 1. Administrative Assistant shall perform duties as described in the Job Description
- 2. Financial Secretary shall perform duties as described in the Job Description

## **ARTICLE III. THE BOARD MEMBERS OF THE CHURCH**

### **Section A. Authority of the Board**

The board shall perform its duties according to the authority granted in these by-laws or designated to it by the congregation. The ultimate authority of the church shall rest with the congregation. All boards, organizations, fellowship groups, and committees, including the Board of Trustees, shall be responsible to and report to the board and, through the board, to the congregation.

### **Section B. Duties of the Board**

It shall be the duty of the board to:

1. Elect officers of the board for the coming year, making use of election procedures as provided in Article II, Section F
2. Recommend to the congregation the calling of the minister
3. Consider and recommend general policies to the congregation
4. Approve an annual budget, upon recommendation of the Stewardship Committee, and refer the budget to the congregation for approval
5. Transact business pertaining to the church
6. Administer the programs of the church

### **Section C. Meeting of the Board**

The board shall:

1. Hold regular meetings the second Wednesday of each month unless the board authorizes otherwise
2. Hold special meetings as called by the chairperson, the vice-chairperson in the absence of the chairperson, the minister, or by the written request of ten members of the board. Special meetings shall be held following a week's notice given to all board members.
3. Consider those present and voting as constituting a quorum
4. Observe the following order of business:
  - a. Meeting called to order by the presiding officer
  - b. Prayer or devotion
  - c. Roll call, either verbally or silently checked by the secretary
  - d. Approval of the minutes of the previous meeting
  - e. Approval of the financial secretary and treasurer's report
  - f. Regular reports of the standing/special committees
  - g. Action of recommendations growing out of these reports
  - h. Minister's report
  - i. Consideration of unfinished business
  - j. New business
  - k. Adjournment

## ARTICLE IV. THE EXECUTIVE COMMITTEE

### Section A. Purpose

The Executive Committee serves in an advisory capacity to the minister, the board, and the various committees and organizations of the church. It recommend to the board concerning the operation of the church.

### Section B. Membership

The Executive Committee shall be composed of the:

1. Board Vice-Chairperson (shall serve as Chairperson)
2. Board Chairperson
3. Board Secretary
4. Board Treasurer
5. Such others as may be needed and appointed by the board chairpersons

### Section C. Meetings

The Executive Committee shall:

1. Hold special meetings as called by the chairperson or the vice-chair in the absence of the chairperson
2. Consider those present and voting as constituting a quorum

## ARTICLE V. STANDING AND SPECIAL COMMITTEES

### Section A. Standing Committees

The task of administrating the programs of the church shall be delegated to the following Standing Committees:

- |                                       |                  |
|---------------------------------------|------------------|
| 1. Bereavement                        | 7. Outreach      |
| 2. Christian Education/Youth Ministry | 8. Pastor-Parish |
| 3. Emergency, Safety, & Security      | 9. Property      |
| 4. Fellowship                         | 10. Stewardship  |
| 5. Library                            | 11. Technology   |
| 6. Membership                         | 12. Worship      |

### Section B. Committee Membership

Annually, the board chairperson and vice-chair will select the Standing Committee chairmen who, in turn, select the members of their committee

### Section C. Committee Meetings

Each Standing Committee shall meet regularly to conduct the business for which it is responsible. Reports will be made to the board after each committee meeting. All committees shall provide publicity to promote committee activities.

## **Section D. Committee Responsibilities**

1. Bereavement Committee
  - a. Support church families with prayers, food, cards, visits, etc. in times of serious illness, death, stress, or crisis
  - b. The structure of this committee...
    - 1) Divided into sub-committees, each with two co-chairs
    - 2) Sub-committees will serve in rotation
    - 3) When the need arises, the co-chair will contact the family about preparing a meal, then contact the sub-committee chair
    - 4) Sub-committees will be updated annually
2. Christian Education/Youth Ministry Committee
  - a. Develop an effective religious education program for the congregation
  - b. Plan and implement educational programs such as church school, mid-week educational projects, leadership education, distribution of Christian literature, and fostering Christian home life
  - c. Coordinate with all groups in planning educational programs
3. Emergency, Safety, & Security Committee
  - a. The purpose of the Emergency, Safety, and Security Committee is to develop, train, and maintain policy and procedures for the safety of the church members and affected public in the event of an emergency situation
  - b. The chair(s) will appoint members from the congregation and make recommendations to the board for approval
4. Fellowship Committee
  - a. Help create opportunities for Christian fellowship
  - b. Develop and maintain a spirit of Christian love
  - c. Encourage a program of social life for the church
5. Library Committee
  - a. Maintain the library
  - b. Process new books and return "checked-in" books to their proper location
  - c. Help promote Christian Literature Week
  - d. Keep the library clean and orderly
  - e. Membership shall be on the basis of qualification for the task
6. Membership Committee
  - a. Cultivate an evangelistic spirit within the church and community
  - b. Sponsor a year-round program of evangelism which reaches every age level and phase of the church life
  - c. Compile a list of prospective members
  - d. Orient new members into the life and fellowship of the church
  - e. Assist the secretary in keeping accurate up-to-date records

7. Memorial Committee
  - a. Consists of three members, each serving a three-year term. The senior member will be the chairperson. The Financial Secretary will be an ex-officio member
  - b. Responsibly manage all Memorial Funds
  - c. Maintain a list of items for memorial fund use
  - d. Communicate with the family and congregation to create the most useful memorial
  - e. All designated memorial funds will be utilized for their intended projects. All undesignated memorial funds will be used at the discretion of the Memorial Committee and church board.
  
8. Outreach Committee
  - a. Foster a world vision within the church
  - b. Plan and promote a program of outreach education
  - c. Recommend the church annual outreach budget
  - d. Enlist support for missions and brotherhood causes
  - e. Care for local and general benevolent needs not otherwise provided for
  - f. Sponsor interdenominational activities and projects of social action
  - g. Promote conventions, conferences and retreats
  
9. Pastor-Parish Committee
  - a. Meets at least on a quarterly basis
  - b. Consists of six members in addition to the board chair. Each person shall serve one three-year term. After one year lapse, a previous member may be re-appointed. Anyone serving less than a full three-year term may be re-appointed for a full term. Each year a new board chairperson shall appoint two members who must be approved by the board.
  - c. Cultivate and maintain an open relationship between the church and its minister
  
10. Property Committee
  - a. Care for all physical assets
  - b. Maintain property and equipment
  - c. Study needs and make recommendations for improvements
  - d. Care for the grounds
  - e. Keep properties adequately insured
  
11. Stewardship Committee
  - a. Develop an understanding of Christian Stewardship
  - b. Direct the financial program of the church
  - c. Promote stewardship education
  - d. Supervise the preparation of the church budget
  - e. Keep accurate records
  - f. Provide an annual review the board within ninety days of the fiscal year
  - g. Encourage endowments for future development of the Church

## 12. Technology Committee

- a. Establishes PowerPoint dates and sends the schedule to the office and all committee members
- b. Meets periodically to update technologies and discuss presentation improvements for Sunday services
- c. Keeps the electronic equipment used for Sunday PowerPoint programs working properly and contacts servicemen when repairs are necessary
- d. Is responsible only for the equipment used for Sunday PowerPoint

## 13. Worship Committee

- a. Lead the membership in a genuine experience of worship
- b. Enrich personal and family devotional life
- c. Plan for worship of the church
- d. Assist with...
  - 1) pulpit supply
  - 2) sacraments and special activities within the service
  - 3) music
  - 4) ushering
  - 5) mid-week and special prayer service
- e. Encourage the devotional life of the congregation.

## Section E. Special Committees

When needed to administer the work of the church, the board chair shall appoint, with the approval of the board, special committees to perform specific duties

### 1. Long Range Planning Committee

- a. Consist of six members who each serve three years. Two new members are appointed by the board chair each year.
- b. Plan for long-range goals of the church
- c. Monitor progress in all areas of the church
- d. Assess physical needs of buildings and grounds

### 2. Personnel Committee

The Personnel Committee shall be composed of the chairperson of the board, vice-chair, the immediate past chairperson of the board, minister, and the chairperson of the committee within which the personnel involved has his primary responsibility. The board chair will head the Personnel Committee.

#### a. Duties

- 1) Meet annually in September to evaluate the job performance of each staff member. It shall recommend to the Stewardship Committee any changes in salaries.
- 2) Act for the congregation and board in the selection of prospective candidates for all staff except the minister

- 3) Serve in an advisory capacity to the minister in handling staff personnel problems, and shall assist the minister in resolving differences when necessary

### **3. Scholarship Committee**

- a. Consist of the current Trustees, minister, and board chair. The Senior Trustee is chairperson.
- b. Award one or more scholarships annually, depending on the number of applicants and on funds available through the Foundation
  - 1) publicize that funds are available
  - 2) announce application forms available
  - 3) review applications
  - 4) publicly announce the recipient(s) no later than June 1

### **Section F. Auxiliary Organizations**

1. The purpose and responsibility of each auxiliary group shall be outlined in their constitution, by-laws, or plan of procedure
2. These organizations shall cooperate with the Standing Committees, not only in planning and administering the total program of the church, but also in developing their individual program in the best interest of the total program

## **ARTICLE VI. THE MINISTER**

### **Section A. Minister**

1. Duties
  - a. The minister shall perform the duties as described in the job description. These may vary from minister-to-minister, depending on the gifts of the individual. As spiritual administrator of the church, he shall be an ex-officio (non-voting) member of the board and all organized groups, auxiliaries, and committees.
2. Selection
  - a. A committee of five members, nominated by the chairperson and elected by the board, shall serve as the Search Committee and be responsible for recommending a prospective minister to the board
  - b. The Search Committee may utilize the services of the regional ministries for information and counsel concerning prospective candidates, but is not limited to those sources
  - c. The board shall consider the recommendation of the Search Committee and, if approved, recommend the prospective minister to the congregation. It shall be the policy to consider only one prospective minister at a time.
  - d. The recommendation of the board must be accepted by at least 2/3 majority of members present and voting in a regular or special meeting of the congregation before a call may be extended

- e. A written Letter of Agreement setting forth the salary to be paid and other conditions of the call shall be made in duplicate; one copy for the minister and one for the church
- f. The term of the ministry shall be for an indefinite period and may be terminated by either party upon 30 day's written notice. Termination shall be at the discretion of the board.

## **ARTICLE VII. EMPLOYMENT OF STAFF**

Policies regarding employment of church staff, except for the minister, shall be as follows:

### **Section A.**

1. The Personnel Committee shall have full authority to select all members of the church staff. The minister is not considered staff.
2. A written agreement covering all terms of employment shall be executed. A copy of this agreement, signed by the staff member, shall be made part of the permanent records of the church.
3. All employees of the church shall be under the direction of the minister who shall make reports of their activities as may be necessary to the respective committee or board

## **ARTICLE VIII. AMENDMENTS**

These by-laws may be amended and/or revised by a majority vote of the members of the board present and voting in regular or special meeting provided written notice of the proposed amendment has been submitted at least two weeks before the vote is taken

These by-laws replace and take precedence over all previous by-laws