

BY-LAWS
FIRST CHRISTIAN CHURCH (DISCIPLES OF CHRIST)
ALLEN, TEXAS

ARTICLE I – THE CHURCH BOARD

- A. Shall meet at least every other month, beginning in January. One half of the board must be present to constitute a quorum.

- B. Shall observe the following order of business, in a regular meeting, per the written agenda issued one week prior;
 - 1. Call to order by the presiding officer.
 - 2. Opening prayer.
 - 3. Roll call.
 - 4. Approve the minutes of the previous meeting.
 - 5. Receive the treasurer's report.
 - 6. Ministerial staff reports.
 - 7. Regular and special committee reports.
 - 8. Consideration of unfinished business.
 - 9. New business submitted to the church secretary at least eleven days prior to the board meeting.
 - 10. Concerns and requests for future board consideration.
 - 11. Adjournment and benediction.

- C. Shall hold special meetings as required, upon the call of the chair, vice-chair, the minister or upon request of five or more members of the church board. One half of the members of the board must be present to constitute a quorum.

- D. Shall observe the following order of business in a special meeting:
 - 1. Call to order by the presiding officer.
 - 2. Opening prayer.
 - 3. Roll call.
 - 4. Required business as stated in notice provided to the membership prior to the meeting.

ARTICLE II – PROCEDURE FOR ADMINISTERING THE CHURCH PROGRAM

- A. Administration of the church's program shall be delegated to functional committees as follows:
 - 1. Worship
 - 2. Education
 - 3. Church Growth
 - 4. Fellowship
 - 5. Stewardship
 - 6. Property
 - 7. Gifts and Memorials
 - 8. Outreach

- B. Special committees shall be appointed by the chair of the board when needed, and shall serve immediately, subject to subsequent approval by the board.

- C. Organization of the church board and functional committees;
 - 1. The current elected chair, vice chair, senior minister and associate ministers shall constitute a committee to select the respective functional committee chairs for the coming church year. They shall complete this responsibility before the December meeting of the board. These committee chairs shall then select members of their committees prior to the first cabinet meeting.
 - 2. Membership in each functional committee shall be from the congregation.

- D. Each functional committee shall organize itself to conduct the business for which it is responsible and shall meet regularly. Each functional committee shall submit annual budget requests to the Stewardship Committee by September 1 for the following year.

- E. The purpose and duties of the functional committees shall be as follows:
 - 1. Worship
 - a. To lead the membership of the church in a genuine experience of worship in the public services, and to enrich personal and family devotional life.
 - b. To be responsible for; the public worship of the church; fill the pulpit in the absence of the minister; the music program; placing of flowers in the sanctuary; and special worship services.

2. Education:
 - a. To take responsibility for all activities of the church school, including the selection of teachers and sponsors, in cooperation with the ministerial staff.
 - b. To select a general church school superintendent if needed.
 - c. To select youth workers and sponsors for the Junior Youth Fellowship, the Chi Rho Fellowship, the Christian Youth Fellowship.
 - d. To direct religious education among members of the church, including leadership training schools.
 - e. To select and approve literature and material use in the church program, including all departments and classes.
 - f. To supervise all camping and conference activities.
 - g. To supervise education in the total church program.
 - h. To increase attendance in Sunday school and all other educational programs of the church.
 - i. To supervise children's church.

3. Church Growth:
 - a. To cultivate and maintain the spirit of evangelism – the joyful communication of the good news of God's saving action in Jesus Christ – throughout the local community, and to the ends of the earth.
 - b. To enter into programs designed to attract and reach new people for Jesus Christ, such as: advertising through newspapers, radio, television; and other programs as they are developed.
 - c. To purchase and maintain library materials containing the very best of information concerning church growth and evangelism, encouraging the use of this information by the entire church membership.
 - d. To find ways to reach out and communicate with newcomers to Allen and Collin county, letting them know about our Lord and his church.
 - e. To encourage the use of name-tags at all services of the church, in order to promote a deeper spirit of fellowship, while enabling newcomers to feel at home.
 - f. Organize and encourage weekly visitation teams that call upon every possible newcomer and visitor to worship service or other activities of the church, maintaining an accurate and complete list of prospective members.
 - g. To take pictures of all new members and display them on the bulletin board.

4. Fellowship:
 - a. To coordinate and administer all fellowship activities including but not limited to Easter breakfast, graduating seniors' reception, promotion Sunday, Thanksgiving dinner, and special event receptions.

5. Outreach:
 - a. To create and foster a world vision within the church and its organizations, and to lead in planning and administering the world-wide program of the church.
 - b. To promote missionary education in every department of the church.
 - c. To enlist support for missions and denomination causes.
 - d. To care for local and general benevolence needs not otherwise provided for
 - e. To promote area, regional, and national assemblies, conferences, and retreats dealing with outreach causes.

6. Stewardship:
 - a. To develop within the membership an understanding of the full meaning of Christian stewardship.
 - b. To keep alive in the congregation the realization of its stewardship obligations.
 - c. To promote stewardship education through literature and other methods.
 - d. To prepare and secure the underwriting of the church budget.
 - e. To encourage endowments for future developments in the church and the denomination.

7. Property
 - a. To care for all properties of the church.
 - b. To study property needs, and make recommendation for improvements.
 - c. To evaluate the work of the custodian in cooperation with the minister and report, all unsatisfactory findings if any to the personnel committee.
 - d. To keep all properties of the church insured against loss of damage.
 - e. To supervise the purchase and oversee the use and maintenance of all video and audio equipment; (by the most qualified personnel).
 - f. To assist in the purchase of new equipment.

8. Gifts and Memorials:
 - a. To make recommendations to the Church Board for the expenditure of non-designated gifts and memorials.
 - b. The Committee shall develop procedures for acknowledging all memorial and recognition gifts, including a thank you to the donors, and shall provide a list of donors to the family of the person memorialized or honored. In addition, the Committee shall see that all memorial gifts are recorded in the Church's Book of Remembrance.
 - c. The Committee shall report to the Church Board in writing, the receipt of memorial gifts and the distribution of memorial funds on an annual basis. This report shall be made at the first Church Board meeting of each year for the preceding year.

9. Special Committees:
 - a. These committees shall perform the duties assigned to them, and shall continue for such time as designated.

10. Pastoral Relations Committee
 - a. The PRC shall have 5 members appointed by the board chair from a list of names provided by the minister. The membership will include at least one elder.
 - b. Membership is reported to the church board.
 - c. Each member will serve a 5 year term with one term ending each year.
 - d. Members may serve consecutive terms.
 - e. The PRC will use the *Guidelines for the Pastoral Relations Committee* published by the Office of Search and Call at Disciples Home Missions as a resource for fulfilling its role.

11. Auxiliary Organizations:
Christian Women's Fellowship; Christian Men's Fellowship, Christian Youth Fellowship; Chi Rho, Junior Fellowship.
 - a. The purpose and responsibility of each of these groups shall be outlined in their own constitution and by-laws, or plans of procedure.
 - b. These organizations shall cooperate with the functional committees of the church, not only in planning and administering the total program of the church, but also in developing their individual programs in the best interest of the total church program.

ARTICLE III – THE PROCEDURE GOVERNING EMPLOYMENT

Except for the minister(s), employment or dismissal shall be by the personnel committee, subject to subsequent reversal by a three-fourths (3/4) vote of the church board members present and voting. Each employee is to be responsible to the church board through the personnel committee.

ARTICLE IV – THE PROCEDURE FOR EMERGENCY ACTION

Matters requiring prompt or emergency action between regular Church Board meetings may be authorized by the Chair of the Board and/or the Vice Chair of the Board with the agreement of one or more of the Treasurers without a vote of the Church Board. Such action must be reported to the Church Board at the next regular or special meeting.

ARTICLE V – AMENDMENT OF BY-LAWS

These by-laws may be amended by a majority of the members of the church board present and voting in either a regular or special meeting, provided that the proposed amendment has been submitted in writing to the membership of the church board at least thirty (30) days prior to the vote thereon.