

BYLAWS
THE FIRST CHRISTIAN CHURCH
EDMOND, OKLAHOMA
Amended August 7, 2016 & Approved by Congregation

ARTICLE I
THE CONGREGATION

It is the responsibility of the congregation to develop a plan to carry out the mission of the First Christian Church, to fulfill its purpose as set out in Article II of its Constitution, and to develop principles to guide the congregation in structuring itself to accomplish the program of the mission.

The congregation shall create a structure which can fulfill the mission effectively. The structure shall set forth the planning and authorizing groups through which the congregation can assign responsibility for making plans for the program and authorizing it to be done. The congregation shall adopt the structure whereby the planned program of mission can best be implemented and carried out.

The congregation shall set guidelines by which mission planning can be authorized and carried out effectively, allocating responsibility and making possible the sharing in it by the whole congregation.

The congregational plan, mission and program shall be implemented through the structures described in these bylaws.

ARTICLE II
THE CHURCH BOARD

2.1 Membership

The Church Board shall be composed of the following, all of which shall be either an Elder or a Deacon and properly elected or selected for the positions listed:

- Moderator of the Congregation/Board*
- Moderator-elect of the Congregation/Board*
- Administration Ministry Moderator
- Administration Ministry Moderator-elect
- Hospitality Ministry Moderator
- Hospitality Ministry Moderator-elect
- Faith Development Ministry Moderator
- Faith Development Ministry Moderator-elect
- Worship Ministry Moderator
- Worship Ministry Moderator-elect
- Outreach Ministry Moderator
- Outreach Ministry Moderator-elect
- Child Care Center ~~Committee Ministry~~ Moderator
- Child Care Center ~~Committee Ministry~~ Moderator-elect
- Personnel ~~Committee Ministry~~ Moderator*

Personnel ~~Committee Ministry~~ Moderator-elect

Disciples Women President

Moderator of Elders*

Moderator Elect of Elders*

Co-moderators of Deacons (2)*

Church Treasurer*

Trustee (one (1) of three (3) trustees shall be designated by the trustees in consultation with the nominating committee^{2nd} Year of 3 Year Term)

Child Care Center Director (ex officio)

Senior minister (ex officio)*

~~Associate Executive~~ minister (ex officio)*

*Members of the Executive Committee

The Moderator of the Congregation/Board shall appoint a Board member or a non-board member to be the Recording Secretary for the Board and the congregation. If the Recording Secretary is a non-board member he/she shall be ex-officio. The Moderator of the Congregation/Board shall appoint a Board member to serve as the Parliamentarian for all meetings of the congregation and the Church Board.

Wherever used in the constitution and by-laws, the term ex-officio shall be defined as being a member of the board or committee but without the right to vote or to count towards a quorum.

2.2 Duties

It shall be the duty of the Church Board

- (a) to consider and to adopt general policies, strategic planning, and programs ~~and projects recommended by the congregation,~~ consistent with the constitution
- (b) to supervise, coordinate and administer the programs of the congregation through the designated ministries
- (c) to perform those responsibilities specified in the Constitution of the church
- (d) to report on the performance of its duties regularly to the congregation, ~~through the Communications Ministry.~~

2.3 Meetings

The Church Board shall have seven (7) meetings scheduled through the year. Special meetings of the Church Board may be called by the Moderator of the Congregation/Board, or by any five (5) members of the Church Board. Notice of each special meeting shall be given by announcement from the pulpit at all Sunday services and by personal notice of the time and place of such special meeting to all Church Board members at least seven (7) days prior to the date of such meeting. Unless otherwise directed, all meetings of the Church Board shall be held in the church. All meetings, whether regular or special, shall require a quorum of ~~two-thirds~~ sixty percent (60%) of the voting members of the Church Board to conduct business. If a quorum is not present at a properly called meeting and there is ~~an urgent~~ need to conduct business, a follow-up vote by email or phone may be solicited from those Board members not present to achieve a quorum. This solicitation should include a description of the issue to be decided (including attachments as warranted to support the proposal) along with pertinent points, both pro and con, that were discussed in the meeting. Upon establishment of a quorum, a simple majority of those voting will be empowered to transact the business of the Board.

2.4 Church Board Order of Business

- (a) Call to order
- (b) Devotion and prayer
- (c) Determination of quorum
- (d) Approval of minutes of prior meeting
- (e) Reports by all Ministry Moderators or their designates
- (f) Carryover business
- (g) New business
- (h) Reports by Ministers and Staff
- (i) Adjournment

2.5 Executive Committee

The Executive Committee of the Church Board shall consist of the Moderator and Moderator-elect of the Congregation/Board, Moderator and Moderator-elect of the Elders, Co-moderators of the Deacons, Moderator of the Finance Committee, Moderator of the Personnel Ministry, and the Senior Minister and ~~Associate-Executive~~ Minister in an ex-officio capacity. The purpose of the Executive Committee is for review of situations requiring immediate action when it would be impractical to convene the entire Board. In such instances any decisions made or actions taken would be subject to subsequent Board approval at the next meeting of the Board. This committee could also provide a forum for review of an issue at the request of a member of the congregation prior to review by the entire Board. The Executive Committee would also review any recommended termination of a staff member by the Personnel Committee. This review is for the purpose of assuring all concerned that every necessary step has been taken regarding documentation and counseling the employee as specified in the related Personnel policy.

2.6 Pastoral Relations Committees

First Christian Church may have a Pastoral Relations Committee for each ordained minister or ministry director on staff. Each committee shall have six members. The term of service shall be 3 years. Start-up terms are: Two will serve one year; two will serve two years; and two will serve three years. One will be appointed by the minister. (When this member's term expires, the minister shall appoint a new member.) The other five members shall be appointed by the Moderator of the Congregation/Board. No member of this committee shall serve more than three years consecutively.

The Pastoral Relations Committee(s) shall support the minister(s) or director(s) and provide a regular channel of communication between them and the ~~congregation~~Personnel Committee. The Pastoral Relations Committee shall function to augment and enhance the variety of informal and formal means of support and communications ~~in the congregation~~.

ARTICLE III MINISTRIES

3.1 Administration of Programs

The task of administering the programs of the congregation shall be delegated to the Ministries identified in Sections 3.2 through 3.4~~39~~. Committees or task forces utilized within the ministries

to accomplish their respective responsibilities shall appoint a secretary to record actions of the committee/task force and supply a copy to the moderator of the appropriate ministry and to the Moderator and Moderator-elect of the Congregation/Board. Prior to each fiscal year, the Moderator of the Board and the Senior Minister shall assign appropriate church staff members as ex-officio representatives to each permanent Ministry and to other committees and task forces as required.

The following ~~permanent~~ Ministries will be responsible for the ~~activities-functions~~ listed below. ~~(An Addendum is attached to the by laws outlining in further detail the responsibilities as they exist at the time of the adoption of these by laws.)~~ Subsequent proposed functions may be added as necessary after approval by the church board and documented in the church policy and procedures manual. These responsibilities may be changed as necessary, but must be brought before the Board for approval and the by laws appropriately revised to reflect the changes:

3.2 Administration Ministry

Functions~~Responsibilities~~:

- Property
- Finance Committee
- ~~Investment~~/Endowment Investment Committee
- ~~Investment-Endowment~~ Allocation Committee
- Scholarship Committee
- Trustees
- Safety and Security
- Facilitate communication between all other ministries, the staff, and the congregation. This will be accomplished (in conjunction with the Communications Coordinator on the church staff) by having representatives from all other ministries participate as needed in communication related meetings.
- Oversee the employment of the church staff and administration of employee handbook.

3.3 Hospitality Ministry

Functions~~Responsibilities~~:

- Welcoming/Greeting Activities
- First-time Visitor Follow-up
- Prospective Membership Development
- Community Contact
- Fellowship Activities
- New Member Assimilation

3.4 Faith Development Ministry

Functions~~Responsibilities~~:

- Children's Education
- Youth Education
- Adult Education
- Library Management
- Seniors Programs (Classics)

- Child Care Center Committee
- Child Care Center Management
- Child Care Center Parent Activities
- Annual Campaign
- Planned Giving
- Capital Campaign
- Grant Applications

3.5 Worship Ministry

FunctionsResponsibilities:

- Worship (Traditional and Contemporary)
- Music
- Parish Nurse Ministry
- Church in Art
- Wedding Coordinator

3.6 Outreach Ministry

FunctionsResponsibilities:

- Outreach Education
- Outreach Programs
- Outreach Allocations
- Breakfast on Boulevard
- Renewing Hands Mission

3.7 Disciples Women Ministry (~~Local women's groups if active.~~)

3.8 Special Task Forces

The Moderator of the Congregation/Board may appoint moderators to lead special task forces to address issues or lead activities which are determined to be of a unique, one-time nature and which do not fall within the purview of the permanent ministries. These task force moderators will report to the Board as necessary but will not be voting members of the Board (unless they also hold another voting Board position).

3.9 Ministry Leadership Selection Process

Note:—It is the responsibility of the Nominating Committee to ensure that the following requirements have been shared with each candidate for moderator of a ministry at the time the person is requested to serve. Each candidate must accept the responsibilities as stated below before being nominated and elected to the position.

Ministry Moderator Requirements:

A Ministry Moderator provides leadership to accomplish the responsibilities detailed above for each Ministry. The Moderator serves as a coach and leader assisting any committees or task forces under the jurisdiction of the ministry to function successfully within the church's systems for planning, budgeting, scheduling, etc. The duties of a Ministry Moderator include:

- Regular attendance and reporting on the activities of the ministry at ~~monthly~~ Board meetings.
- Provide leadership to others assigned to their ministry in achieving the goals of the congregation as directed by the Board.
- ~~Prior to the Nominating Committee publishing the ballot for the election of Board members, each incoming ministry moderator (with the input of the out-going moderator of their respective ministry) will select the moderator-elect for their ministry from those who have demonstrated interest and capability in leading the activities of the ministry. (This person's subsequent selection as Moderator of the ministry for the following year will require approval by the Nominating Committee during its processes of selecting ministry moderators for the following year.)~~
- ~~Select members of the congregation to serve in the activities of their ministry using the information gathered by the annual Every Member in Ministry survey of member interests. (Appropriate staff should be involved in recommending members to participate based on their knowledge of such member's involvement in, and contribution to, various activities of the church.) This selection process will occur in November of the calendar year preceding each fiscal year. A meeting of all ministry moderators (for the coming year) will be held in which members will be identified to work within the respective ministries.~~
- Orient and train those working within their ministry regarding policies and procedures of the congregation.
- ~~Appoint a representative of their ministry to attend Communications Ministry meetings as required.~~

~~Except for the Presidents of the Disciples Women and Disciples Men, the moderators~~ Moderators of the ministries listed in Section 3 shall be nominated by the Nominating Committee, approved by the Board and elected by the congregation. For purposes of continuity, it is anticipated that in most instances the moderator selected for each ministry will be the moderator-elect of that ministry from the previous year.

ARTICLE IV
ELDERS, DEACONS AND JUNIOR DEACONS,
EMERITUS ELDERS AND DEACONS,
THE CHURCH HISTORIAN & CHURCH TREASURER

~~Note: It is the responsibility of the Nominating Committee to ensure that the following requirements have been shared with each candidate for these positions at the time the person is requested to serve. Each candidate must accept the responsibilities as stated below before being~~

~~nominated and elected to the position. (Note: In the case of Elders this process will be the responsibility of the Board of Elders as described in section 6.2 below.)~~

4.1 Elders

The Elders shall promote the spiritual growth and welfare of the congregation; pray regularly for the church, its members, its ministers, its staff and for prospective members and members with special needs; give thoughtful consideration to policies of the congregation that shall enable them to fulfill their complete missions; encourage by example and word the missionary, evangelistic, educational and stewardship responsibilities of the congregation; serve at the Lord's Supper; assist the ministers in shepherding the congregation (including assisting with hospital calls); supply the pulpit and perform such other duties as may be assigned from time to time. ~~Each Elder must serve as a member or leader within at least one of the ministries of the church.~~ The Moderator and Moderator-elect of the Elders shall serve on the Church Board and the Executive Committee; Elders shall serve as the Moderator and Moderator-elect of the Spiritual Worship Ministry; and an Elder shall serve on the Worship Committee. The Elders shall be accountable to the Church Board.

4.2 Deacons and Junior Deacons

The Deacons shall cooperate with the Elders in promoting the growth and welfare of the church; assist in greeting and ushering worshipers; prepare the communion, distribute the Lord's Supper and receive the offerings; and perform such other duties as may be assigned from time to time. The Deacons shall have two Co-moderators. Both shall serve on the Church Board. The two Co-moderators shall decide which one shall serve on the Worship Committee. The Junior Deacons shall assist and cooperate with the Deacons in performing the duties described above. The Deacons and Junior Deacons shall be accountable to the Church Board.

4.3 Emeritus Elders and Deacons

If approved by the congregation, selected persons shall hold the positions of honorary Elders or Deacons for life.

4.4 Church Historian

The Church Historian shall collect, compile and preserve materials that will help maintain a meaningful history of the church. The Church Historian shall be appointed by the Moderator of the Congregation/Board for a three (3)-year term. The same individual may be reappointed for an unlimited number of terms.

4.5 Church Treasurer

The Moderator of the Finance Committee shall serve as Treasurer and be a voting member of the Church Board.

ARTICLE V
DUTIES OF THE
MODERATOR OF THE CONGREGATION/BOARD
MODERATOR-ELECT OF THE CONGREGATION/BOARD
MODERATORS OF THE MINISTRIES
MODERATORS-ELECT OF THE MINISTRIES
AND TERMS OF OFFICE

5.1 Church Leaders and Duties

The leadership of the church shall be the individuals holding the positions listed above. These positions shall have the following duties and responsibilities:

Moderator of the Congregation/Board:

- (1) Preside at congregational and Board meetings.
- (2) Provide leadership for long-range and routine planning activities.
- (3) Appoint special task forces as necessary to review and propose solutions to congregational issues.
- (4) Coordinate with the Senior Minister and Executive Minister to provide visionary leadership for the congregation.
- (5) Plan training as necessary for lay leaders. Provide opportunity for the Moderator-elect of the Congregation/Board to learn and be prepared to assume leadership in the next fiscal year.
- (6) Serve on the Executive Committee.
- (7) Appoint a Recording Secretary for the congregation and Church Board. (This person may be a Board member or a non-board member.)
- (8) Appoint a Parliamentarian for the congregation and Church Board from members of the Church Board.
- (9) ~~Annually appoint a Trustee to the Investment/Endowment Committee.~~
- ~~(9)(10)~~ Give leadership to the assigned ministry moderators.
- ~~(10)(11)~~ Ensure Lead—the process in November of each year to select members to participate in the work of each ministry for the following fiscal year is completed.
- ~~(11)(12)~~ In conjunction with the Senior Minister and Executive Minister, assign appropriate church staff as ex-officio representatives to permanent ministries prior to each fiscal year and to other committees and task forces as required.

Moderator-elect of the Congregation/Board:

- (1) Assist the Moderator of the Congregation/Board in his or her duties, assuming adequate responsibility and involvement to prepare him/her for a seamless transition of leadership the following year.
- (2) Serve on the Executive Committee.
- (3) Serve as Moderator of the Nominating Committee.

Moderators of the ~~permanent~~ ministries:

- (1) Serve on the Church Board.
- (2) Give leadership to the committees or task forces carrying out the work of their respective ministry to achieve the goals of the church as directed by the congregation and Church Board.
- (3) ~~Select individuals in November (preceding the year they will be moderator) to participate in the leadership and work of their respective ministry for the next fiscal year.~~
- (4) Represent all activities within their ministry in reporting regularly to the Church Board.

Moderators-elect of the ~~permanent~~ ministries:

- (1) Serve on the Church Board.
- (2) Assist the moderators of the ministries in their duties.
- (3) Prepare to become moderators of their respective ministries.

5.2 Term of Office

All moderators and moderators-elect shall have a one year term. All positions may be extended for one additional term.

ARTICLE VI NOMINATIONS, ELECTIONS AND VACANCIES

6.1 Nominating Committee

The purpose of the Nominating Committee is to centralize and coordinate the nominating process. The Nominating Committee shall be accountable to the Church Board. All congregational nominations must be given to the committee for evaluation. The committee shall consist of ten members of the congregation as follows. The Moderator-elect of the Congregation/Board shall serve as Moderator of the Nominating Committee for a one year term. The other nine members shall each be elected for an individual three year term. Three members of the committee shall be nominated and elected each year to provide the staggered membership and continuity required for consistent administration of the committee. The members of the committee shall be nominated by the Nominating Committee, approved by the Board and elected by the congregation. If a member must leave the committee prior to the completion of her/his three year term, the current Moderator of the Congregation/Board shall appoint another church member to complete the term.

6.2 Nominations, Elections and Vacancies

Nominations for the election of the Moderator and Moderator-elect of the Congregation/Board, Moderator and Moderator-elect of the Elders, Co-moderators of the Deacons, the moderators of the permanent ministries, moderators of the Investment/Endowment, Investment Allocation and Scholarship Committees, Elders*, Deacons and Junior Deacons shall be made by the Nominating Committee. All recommendations for nominations from the congregation shall be presented to the Nominating Committee prior to October 1. All nominees must be members of this congregation. The committee shall prepare a slate of at least one nominee for each position after

considering qualifications, informing the proposed nominees of the duties and responsibilities of the position and securing consent and a commitment from the proposed nominees to fulfill the expectations of the position*. The committee shall present its nominees to the congregation for approval. In case of a vacancy in the position of Moderator of the Congregation/Board, the Nominating Committee shall fill it. Any other vacancy in these positions shall be filled for an unexpired term by the Moderator of the Congregation/Board within thirty days from the time it occurs. The Moderator of the Congregation/Board may declare a vacancy in any position if the member holding the position fails to perform his or her duties for a period of ninety days. The Nominating Committee shall determine the number of Elders and Deacons to be elected each year and which positions are for one-, two- or three-year terms. The Nominating Committee also shall determine the number of Junior Deacons, whose classifications must be sixth grade or higher within the Sunday School, to be elected each year for a one-year term. The Nominating Committee may nominate a person to hold the position of Elder Emeritus or Deacon Emeritus. The Nominating Committee also shall have the duty of nominating members for election for a three-year term for the positions of Personnel Committee members, Nominating Committee members, Investment/Endowment and Investment Allocation Committee members, Scholarship Committee members and Trustees. The committee shall consider qualifications, secure consent from nominees and submit the nominations to the congregation for election at a congregational meeting, by a simple majority of those present and voting.

***Note:**—In the process of nominating Elders, the Board of Elders shall be consulted for recommendations, and members of the Board of Elders will be responsible for informing the proposed Elder nominees of the duties and responsibilities of the position and securing consent and a commitment from the proposed nominees to fulfill the expectations of the position.

List of Positions to be nominated annually by the Nominating Committee:

Moderator of the Congregation/Board
 Moderator-elect of the Congregation/Board
 Moderator of Elders
 Moderator-elect of Elders
 Co-moderators of Deacons (2) (One per year for rotating two--year term.)
 Administration Ministry Moderator
~~Investment/Endowment Committee Moderator~~
~~Investment Allocation Committee Moderator~~
~~Investment/Endowment~~Endowment Investment Committee Member (~~3-three~~-year term)
~~Investment Allocation~~Endowment Allocation Committee Member (~~3-three~~-year term)
 Scholarship Committee Moderator
 Scholarship Committee Member (~~3-three~~-year term)
 Personnel ~~Ministry Committee~~ Moderator
 Personnel Committee Members (Two for ~~3-three~~-year terms)
 Outreach Ministry Moderator
 Faith Development Ministry Moderator
 Hospitality Ministry Moderator
 Worship Ministry Moderator
 Child Care Center ~~Ministry Committee~~ Moderator
 Trustee (~~3-three~~-year term)

Nominating Committee Members (Three for ~~3-three~~-year terms)
Elders (Numbers and terms to be determined by Nominating Committee)
Deacons - (Numbers and terms to be determined by Nominating Committee)
Jr. Deacons – (Number determined by Nominating Committee – ~~One-one~~-year term)

ARTICLE VII THE SENIOR MINISTER

7.1 Duties

The Senior Minister of the congregation shall perform the duties outlined in the job description written by the Personnel Committee and approved by the Board.

7.2 Calling the Senior Minister

The Executive Committee shall nominate seven to ten persons to serve on the Senior Minister Search Committee. Two of the Search Committee members shall be nominated by the Personnel Committee from its current membership. The Personnel Committee shall prepare a written job description and guidelines regarding the compensation package and submit them to the Board for approval by a ~~three-fourths (3/4)~~sixty-seven percent (67%) majority. The Search Committee shall seek the counsel of the regional office of the Christian Church (Disciples of Christ) regarding the procedure and the securing of the Senior Minister's Information Form. The Personnel Committee may hire an Interim Minister to give the congregation adequate time to prepare and to search for a new Senior Minister. The Search Committee shall screen, interview and verify references of qualified applicants. The Search Committee shall select ~~a candidate~~one applicant through the screening and interviewing process and enter into the negotiating process. ~~At that point~~Once an offer is extended, the Search Committee shall suspend contact with all other ~~candidates~~applicants. The Personnel Committee shall ~~request-obtain~~ an OSBI-appropriate governmental background check on the ~~candidate~~chosen applicant. If the ~~candidate-chosen applicant~~ and the Search Committee can agree on terms of employment, the Personnel Committee shall initiate a letter of employment. In the process of negotiation with the ~~candidate~~chosen applicant, ~~any modifications to~~ the letter of employment must be approved by a ~~four-fifths (4/5)~~sixty-seven percent (67%) majority of the Board. The Board must approve the candidate by a ~~four-fifths (4/5)~~sixty-seven percent (67%) majority. Once the Board has approved the candidate, he or she must be approved by ~~a two-thirds (2/3)~~sixty-seven percent (67%) majority of the congregation present and voting.

7.3 Resignation

In the event of resignation, the Senior Minister shall give the Church Board and Personnel Committee at least thirty (30) days prior written notice.

7.4 Termination

The Senior Minister's employment may be terminated at any time upon a recommendation of termination from a seven-member committee of elders, appointed by the Moderator of the Elders, in consultation with the Personnel Committee and ~~approval~~ approved by a ~~three-fourths (3/4)~~sixty-seven percent (67%) majority of the Church Board, and by a majority of the ~~congregation~~elders. Written notice to all members of the Church Board and congregation shall be given by the Moderator of the Congregation/Board at least one week prior to consideration of

termination of the Senior Minister's employment. In the event of termination, service shall cease immediately, but the minister ~~shall~~may receive pay and associated benefits for up to ninety (90) days.

ARTICLE VIII PURCHASE OR SALE OF PROPERTY

8.1 Congregational Vote

Following a recommendation by the Church Board, a purchase or sale by the church of property in excess of \$100,000 must be approved by at least a two-thirds majority of the members of the congregation present and voting at a regular or special congregational meeting.

ARTICLE IX RULES OF ORDER

9.1 Meetings

All meetings of the congregation and the Church Board shall be governed by the most current revised edition of *Robert's Rules of Order*.

ARTICLE X ASSEMBLY DELEGATES

10.1 Selection

Delegates for District, Regional and General Assemblies of the Christian Church (Disciples of Christ) shall be appointed by the Moderator of the Congregation/Board.

ARTICLE XI CHURCH FISCAL YEAR

11.1 Designation

The church fiscal year shall begin on each January 1.

ARTICLE XII AMENDMENTS

12.1 Amending the Bylaws

These bylaws may be amended by using the following procedures:

All recommended changes shall be given to the Church Board at least fourteen (14) days prior to the vote. Upon approval of the changes by a ~~two-thirds (2/3)~~sixty-seven percent (67%) majority vote of the Board, the changes shall be presented to the congregation for approval at least fourteen (14) days prior to the vote. The vote to amend, alter or repeal must be a majority vote of the congregation present and voting.

ARTICLE XIII
FINANCIAL OVERSIGHT AND ENDOWMENT STRUCTURE

13.1 Finance Committee

The purpose of the Finance Committee is to act in an advisory capacity overseeing the finances of the church. This committee shall consist of nine (9) members of the congregation, including the Moderator and Moderator-elect of the Congregation/Board, and the Moderator and Moderator-elect of Administration. The remaining five (5) positions shall serve staggered five-year terms. As each member's term expires, the Moderator of Administration shall nominate and the board shall appoint/approve a replacement to serve a five-year term. Of these five members, each appointee shall serve as Moderator-elect of Finance in the next to last year of their term, and as Moderator of Finance in the last year of their term. No person may serve additional terms without a one (1) year break in service from this committee.

13.2 Endowment Investment Committee

The Endowment Portfolio shall be managed in accordance with the Endowment Investment Committee (EIC) Policy numbered FIN 5.18. Distribution from the Endowment Portfolio shall be made in accordance with Endowment Portfolio Distribution Formula numbered FIN 5.19. The Endowment Investment Committee (EIC) Investment Policy and the Endowment Portfolio Distribution Formula may only be amended, terminated, or replaced by a vote of the congregation of the First Christian Church of Edmond.

13.3 Endowment Allocation Committee

The distribution and allocation of funds from the Endowment Portfolio shall be distributed and allocated in accordance with the Endowment Allocation Committee (EAC) Policy numbered as FIN 5.19. The Endowment Allocation Committee (EAC) Policy, which includes the the Endowment Portfolio Distribution and Allocation Formulas and guidelines for adjustment, may only be amended, terminated, or replaced by a vote of the congregation of the First Christian Church of Edmond.

ADDENDUM: Detailed Ministry Responsibilities – Revised August 2016

Administration Ministry

~~The purpose of the Administration Ministry is to develop administrative procedures within the congregation and to provide planning for the future.~~

Property Committee

~~The Property Committee shall care for all properties of the church. This committee shall be responsible for keeping all property and equipment in proper condition, studying needs and making recommendations to the Board for improvements, supervising the work of the custodian, caring for grounds and keeping the properties adequately insured against possible loss or damage.~~

Finance Committee

~~The purpose of the Finance Committee is to act in an advisory capacity overseeing the finances of the church. This committee shall consist of nine (9) members of the congregation, including the Moderator and Moderator elect of the Congregation/Board, and the Moderator and Moderator elect of Administration. The remaining five (5) positions shall serve staggered five year terms. The Moderator and Moderator elect of the Stewardship Committee shall serve as ex-officio members of the Finance Committee. As each member's term expires the Moderator of Administration shall nominate and the board shall appoint/approve a replacement to serve a five-year term. Of these five members, each appointee shall serve as Moderator elect of Finance in the next to last year of their term, and as Moderator of Finance in the last year of their term. No person may serve additional terms without a one (1) year break in service from this committee.~~

~~The Finance Committee, with recommendations from the various ministries, shall develop a financial plan for the congregation to project availability of funds for capital improvements, annual budgets and special projects. The Finance Committee, with recommendations from various ministries and reviewed by the Board, shall develop annually a budget for the funding of salaries, programs, debt service and such other matters as necessary to accomplish the mission of the First Christian Church. Deviations from the recommended budgets of the ministries and committees that cannot be agreed upon by the affected ministries and the Finance Committee shall be resolved by the Board. The Finance Committee shall develop, maintain, and audit a plan and process(es) for the handling of the offering and other receipts of the church.~~

~~Budget revision requests shall be reviewed, and approved when appropriate, by the Finance Committee as long as annual total revision changes to revenue and/or expenses of the affected ministry budget(s) do not exceed a ten percent(10%) increase or decrease from the budget approved by the congregation. In the event that revisions requested exceed a ten percent (10%) increase or decrease for a ministry budget, the Finance Committee shall make a recommendation to the Church Board. The Board may approve the recommended budget change pursuant to a congregational vote, deny the revision request, or return the request to the Finance Committee for further action. **Note: No new programs which require funding**~~

~~not available within the current year's budget may be initiated without Board approval after identifying how the program can be funded without impacting the approved budget.~~

~~—Investment/Endowment Committee~~

~~The Endowment Portfolio shall be managed in accordance with the Endowment Investment Committee (EIC) Policy numbered FIN 5.18. Distribution from the Endowment Portfolio shall be made in accordance with Endowment Portfolio Distribution Formula numbered FIN 5.19. The Endowment Investment Committee (EIC) Investment Policy and the Endowment Portfolio Distribution Formula may only be amended, terminated, or replaced by a vote of the congregation of the First Christian Church of Edmond.~~

~~The distribution and allocation of funds from the Endowment Portfolio shall be distributed and allocated in accordance with the Endowment Allocation Committee (EAC) Policy numbered as FIN 5.19. The Endowment Allocation Committee (EAC) Policy, which includes the the Endowment Portfolio Distribution and Allocation Formulas and guidelines for adjustment, may only be amended, terminated, or replaced by a vote of the congregation of the First Christian Church of Edmond.~~

~~—Scholarship Committee~~

~~The purpose of this committee is to establish a process for distributing the earnings from the R.D. and Betty Neal Endowment and from budgeted scholarship funds of First Christian Church of Edmond. The committee will administer an application process to identify candidates who are planning to enter the ministry to receive scholarship support. The committee will consist of three members: Moderator, Moderator-elect, and one other member who will be nominated by the Nominating Committee and elected by the congregation to rotating three year terms.~~

~~—Trustees~~

~~Three trustees shall serve rotating three year terms and shall act under the direction of the Church Board and congregation as legal agents of the church in business transactions and legal affairs. The trustees shall be responsible for the conveyance of title to church property, borrowing money on behalf of the church, executing mortgages covering church property, directing legal action on behalf of the congregation and negotiating contracts and leases on behalf of the congregation. Documents conveying title to church property or mortgaging church property shall be executed by at least two of the three trustees.~~

~~—Safety/Security~~

~~The Safety/Security Committee shall develop and implement policy and procedures relating to security. The committee shall select its own leadership and shall report the selections to the Nominating Committee for affirmation.~~

~~Technology Committee~~

~~The purpose of the Technology Committee is to assist the church and staff in making technology related decisions prior to the acquisition of new technology or related equipment. The committee works in concert with all committees of the church which have funds budgeted or designated, and consults with the Finance Committee for unbudgeted or unfunded requests before approving any technology acquisition. The committee will be~~

made up of members of the congregation who have experience working with information technology.

Personnel _____ Committee

The purpose of the Personnel Committee is to supervise the employment of the staff of the church. This committee shall consist of six members of the congregation, including at least one elder and one deacon, each elected for a three year term. Two members of the committee shall be elected each year to provide the staggered membership and continuity required for the consistent administration of the committee. Unlike members of other committees, members of the Personnel Committee, as well as the Moderator of Personnel, shall be nominated by the Nominating Committee, approved by the Board and elected by the congregation. The Personnel Committee shall be responsible for the search, selection and recommendation to the Church Board for all staff positions, except that of Senior Minister. At its option, with Board approval, the Personnel Committee may appoint a Search Committee made up of members of the congregation. A written statement covering the terms of each staff member's employment shall be included in the committee minutes, a copy of which shall be given to the employee. The Personnel Committee shall conduct annual evaluations of all staff members, including the Senior Minister, and shall make recommendations to the Finance Committee for compensation adjustments for the staff. This committee also shall provide an official channel through which the staff and the laity can be in communication concerning their personal relationships, goals, achievements and needs. Members of the congregation shall report to this committee any concerns regarding the staff. In the event of an unresolved situation, the Personnel Committee has the final authority to terminate the employment of any staff member except the Senior Minister. Prior to termination for cause the Personnel Committee shall submit to the Executive Committee for review its decision for compliance with the Personnel Committee's procedures. All other terminations shall be submitted to the Executive Committee for review.

No member of the Personnel Committee shall serve if they have a relative to the second degree employed at the Church (spouse, parent, child, grandchild or sibling). If such hiring should occur during a Personnel Committee member's term of office, that member shall resign at the first committee meeting pending approval of the letter of employment. No member of the Personnel Committee shall serve on a search committee for a position for which a relative is applying.

Hospitality _____ Ministry

The purpose of the Hospitality Ministry is to spread the Gospel in this community. It shall be responsible for developing an evangelistic church, sponsoring a year round program of evangelism which reaches into every age level and every phase of the life of the church, compiling a list of prospective members and planning and directing special evangelistic projects.

Welcoming/Greeting Committee

The Welcoming/Greeting Committee shall develop and implement a system to welcome visitors and members as they enter the facility for worship.

Faith Development Ministry

~~The purpose of the Faith Development Ministry is to develop an effective program of Christian education for the entire congregation in keeping with the general objectives of Christian education. This ministry shall be responsible for planning and administering the total educational program of the church, including Sunday School, youth activities, mid-week education programs, leadership education, distribution of Christian literature and fostering Christian home life. This ministry also shall cooperate with other groups of the church, such as the Outreach Ministry, in planning an educational program.~~

— Children's Committee

~~In conjunction with the Children's Education Director/Minister, the Children's Committee shall plan, evaluate, coordinate and schedule programs for children from birth through fifth grade. This committee shall provide opportunities for the children of the First Christian Church to grow in numbers, faith and commitment to the work of God through Jesus Christ.~~

— Youth Committee

~~The purpose of the Youth Committee is to administer and provide integrated oversight to all programming for youth in the sixth through the twelfth grades. In conjunction with the Youth Director/Minister this committee shall be responsible for organizing all youth activities in a manner consistent with the Youth Mission Statement, Priorities of Youth Ministry, required Learning Opportunities and other directives approved by the Church Board. This committee shall coordinate with other appropriate committees on matters pertaining to youth activities as necessary.~~

— Adult Education Committee

~~The Adult Education Committee shall plan, evaluate, coordinate and schedule programs for adults. This committee shall provide opportunities for the adults of the First Christian Church to grow in numbers, faith and commitment to God through Jesus Christ.~~

— Library Committee

~~The Library Committee shall oversee the provision for the members of the church as much religious, devotional, denominational and Christian reference material as possible within the limits of its financial ability.~~

— Seniors Ministry (Classics) Committee

~~This committee shall give oversight to the vision, planning and policy of this senior members' fellowship. This fellowship is open to all members and friends aged fifty five and over. This group plans social and cultural outings, and serves as advocates for the older members of the congregation.~~

Child Care Center Ministry

~~The purpose of the Child Care Center Ministry is to develop an effective Christ-centered child care ministry outreach to be located on the First Christian Church premises. The Child Care Center shall operate with a staff of special caring persons to teach and manage the needs of the children entrusted to their care. Major changes and or additions to the Child Care~~

~~Center's operations and policies are subject to approval by the Church Board of First Christian Church.~~

~~—Child Care Center Management~~

~~The Child Care Center Committee shall provide for the community, in the First Christian Church facilities, a Child Care Center in a safe Christian environment in order for the children to grow mentally, physically, socially and spiritually into healthy, responsible and thoughtful individuals. This committee shall consist of ten voting members, Moderator and Moderator Elect (who shall be church members), two church members who are parent patrons of the Child Care Center, two parent patrons who are not members of the congregation, and four at-large church members. This committee shall also have three ex-officio members: the Child Care Center Director, Children's Director/Minister and Moderator of Finance Committee. The Child Care Center Committee will oversee the vision, program and policies of the First Christian Church Child Care Center and its budget.~~

~~—Parent Activities Committee~~

~~The Parent Activities Committee is open to all parent patrons of the Child Care Center, and shall plan family events for the FCCCCC along with fundraisers for the benefit of the Child Care Center.~~

~~Worship Ministry~~

~~The purpose of the Worship Ministry is to be responsible for the public worship of the church, the administration of baptism and the Lord's Supper, the preparation of mid-week and special services, the supervision of the choirs and other music of the church, and the encouragement of the devotional life of individual members and families of the congregation. The Moderator for this ministry shall be selected from the list of Elders.~~

~~—Worship Committee~~

~~In cooperation with various committees, the ministers and the Contemporary Worship Leader, the Worship Committee shall provide leadership in the planning and implementation of weekly worship services, special services and baptismal services that are in accordance with the mission of the First Christian Church of Edmond. The committee shall oversee the use of the sound and lighting systems, including the recruitment of technicians to operate the systems. The committee also shall make an annual inventory of equipment related to all forms of worship and make recommendations to the appropriate staff members for replacement as needed. The committee shall include at least one Elder, one Co-moderator of deacons, and one member of the Music Committee.~~

~~—Music Committee~~

~~The Music Committee shall develop and implement short and long range goals for the music ministry and review regularly the program's progress. The committee shall coordinate all musical endeavors of the church, including identifying and utilizing musical gifts within the congregation and seeking volunteers for various programs. The committee shall evaluate the need for equipment and materials and make recommendations for purchase to the appropriate staff members. In addition to utilizing members of the congregation, the~~

~~committee shall maintain a resource network of musicians outside of the congregation. The committee shall have at least one member of the Worship Committee as a member.~~

~~— Healing Prayer Ministry Committee~~

~~The Healing Prayer Ministry Committee shall provide healing opportunities for members of the congregation by focusing on prayer, the method of healing that relies most directly on God's spirit. The committee shall recruit and monitor the training of healing prayer ministers, plan and oversee monthly services of Christian Healing and Wholeness and organize and supervise small Soaking Prayer Groups.~~

~~Parish Nurse Ministry Committee~~

~~This committee shall provide oversight and support for the Parish Nurse ministry.~~

~~— Stephen Ministry Committee~~

~~The Stephen Ministry Committee shall provide oversight for the recruitment and training of lay leaders for the administration of this caring ministry.~~

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~~— Church in Art~~

~~The Church in Art Committee shall develop a vision and guidelines for the purchase and display of art in the common areas of the church. The committee shall review, evaluate and position the art objects.~~

~~Wedding Coordinator~~

~~This person shall work with any individual or family requesting use of First Christian Church facilities for a wedding. S/he will work with the Business Administrator, other church committees as appropriate, and the officiating clergy to coordinate, direct, and facilitate the requested wedding and any related events.~~

~~Outreach Ministry~~

~~The purpose of the Outreach Ministry is to help create a mission-conscious congregation; to foster a world vision within the congregation; and to take the lead in planning and administering local, regional and worldwide outreach programs of the church.~~

~~— Outreach Education Committee~~

~~The Outreach Education Committee shall be responsible for educating the congregation concerning the local and global needs that may be met through the generosity of the congregation in terms of the offering of their time, talents and monetary resources. This committee shall be responsible for planning and promoting a definite program of mission education in every ministry of the church.~~

~~— Outreach Programs Committee~~

~~The Outreach Programs Committee shall be responsible for evaluating, suggesting and organizing outreach opportunities and programs. The committee shall be responsible for promoting the following special-day offerings for the Disciples Mission Fund:~~

~~Reconciliation ————— September~~

~~Thanksgiving ————— November~~

~~Christmas ————— December
Week of Compassion ————— February
Easter ————— Spring
Pentecost ————— Spring~~

~~— Outreach Allocations Committee~~

~~The Outreach Allocations Committee shall determine the effectiveness and worthiness of the various outreach programs and shall be responsible for recommending the allocation of funds to each outreach program subject to approval by the Board.~~

~~— Breakfast on Boulevard~~

~~The Breakfast on Boulevard leadership shall give oversight to the vision, planning and policies of this ministry. BOB is a community based ministry that provides, free of charge, a breakfast and lunch five days a week to anyone who comes. This ministry, though housed in the First Christian facility, is not funded through the church's operating budget but rather through individual member and community gifts.~~

~~Renewing Hands Mission~~

~~The Renewing Hands Mission purpose is to provide assistance as needed relating to home needs (home repair, nursing, pet care, lawn care, and computer help) to church members or regular attendees who are infirm, seniors, widowed, handicapped, or to families of deployed service members or who are otherwise unable to perform the tasks offered by the Renewing Hands Mission. These services will be provided at no cost to the recipient for any labor.~~

~~Disciples Women Ministry~~

~~The purpose of the Disciples Women is to provide opportunities for spiritual growth, enrichment, education and creative ministries to enable women to develop a sense of personal responsibility for the whole mission of the Church of Jesus Christ, in accordance with the Disciples Women Constitution and Bylaws.~~