

**BYLAWS**  
**THE FIRST CHRISTIAN CHURCH**  
**EDMOND, OKLAHOMA**  
*Amended July 7, 2013 & 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
- Communications Ministry Moderator
- Communications Ministry Moderator-elect
- Evangelism Ministry Moderator
- Evangelism Ministry Moderator-elect
- Education Ministry Moderator
- Education Ministry Moderator-elect
- Membership Ministry Moderator
- Membership Ministry Moderator-elect
- Spiritual Ministry Moderator
- Spiritual Ministry Moderator-elect
- Outreach Ministry Moderator
- Outreach Ministry Moderator-elect

Child Care Center Ministry Moderator  
 Child Care Center Ministry Moderator-elect  
 Personnel Ministry Moderator\*  
 Personnel Ministry Moderator-elect  
 Disciples Women President  
 Disciples Men President (This position will be a voting member upon the activation  
 of a Disciples Men organization within our local congregation.)  
 Stewardship Ministry Moderator  
 Stewardship Ministry Moderator-elect  
 Moderator of Elders\*  
 Moderator Elect of Elders\*  
 Co-moderators of Deacons (2)\*  
 Church Treasurer  
 Trustee (2<sup>nd</sup> Year of 3 Year Term)  
 Senior minister (ex officio)\*  
 Associate 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, 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 meetings scheduled monthly to establish a cadence of sharing between the established Ministries for coordination and conducting the necessary business of the congregation. 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 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 Personnel Ministry, and the Senior Minister and Associate 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. 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 3.13. 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 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.) 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

#### Responsibilities:

- Property
- Finance Committee
- Investment/Endowment Committee
- Investment Allocation Committee
- Scholarship Committee
- Trustees
- Safety and Security

### 3.3 Communication Ministry

#### Responsibilities:

Facilitate communications 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 the Communications Ministry meetings.

### 3.4 Evangelism Ministry

#### Responsibilities:

- Welcoming/Greeting Activities
- First-time Visitor Follow-up
- Prospective Membership Development
- Community Contact

### 3.5 Education Ministry

#### Responsibilities:

- Children's Education
- Youth Education

Adult Education  
Library Management  
Sunday School Teacher Recruitment  
Seniors Programs (Classics)

### 3.6 Membership Ministry

Responsibilities:

Fellowship Activities  
New Member Assimilation  
Every Member in Ministry  
Family Life Center Programs/Policies

### 3.7 Spiritual Ministry

Responsibilities:

Worship (Traditional and Contemporary)  
Music  
Healing Prayer Ministry  
Parish Nurse Ministry  
Stephen Ministry  
Church in Art  
Wedding Coordinator

### 3.8 Outreach Ministry

Responsibilities:

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

### 3.9 Child Care Center Ministry

Responsibilities:

Child Care Center Management  
Parent Activities

### 3.10 Personnel Ministry

Responsibilities:

Oversee the employment of the church staff and administration of the employee handbook.

### 3.11 Disciples Women Ministry (Local women's groups if active.)

### 3.12 Disciples Men Ministry (Local men's group if active.)

### 3.13 Stewardship Ministry

#### Responsibilities:

- Annual Campaign
- Stewardship Education
- Planned Giving
- Capital Campaign
- Grant Applications

### 3.14 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).

### 3.15 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 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 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 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.
- (10) Give leadership to the assigned ministry moderators.
- (11) Lead the process in November of each year to select members to participate in the work of each ministry for the following fiscal year.
- (12) In conjunction with the Senior 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.
- (4) Serve as Moderator of the Shared Space 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 Committee Member (3 year term)  
Investment Allocation Committee Member (3 year term)  
Scholarship Committee Moderator  
Scholarship Committee Member (3 year term)  
Communications Ministry Moderator  
Personnel Ministry Moderator  
Personnel Committee Members (Two for 3 year terms)  
Outreach Ministry Moderator  
Education Ministry Moderator  
Evangelism Ministry Moderator  
Membership Ministry Moderator  
Spiritual Ministry Moderator  
Stewardship Ministry Moderator  
Child Care Center Ministry Moderator  
Trustee (3 year term)  
Nominating Committee Members (Three for 3 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 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) 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 and enter into the negotiating process. At that point, the Search Committee shall suspend contact with all other candidates. The Personnel Committee shall request an OSBI background check on the candidate. If the candidate 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, any modifications to the letter of employment must be approved by a four-fifths (4/5) majority of the Board. The Board must approve the candidate by a four-fifths (4/5) majority. Once the Board has approved the candidate, he or she must be approved by a two-thirds (2/3) 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, and approval by a three-fourths (3/4) majority of the Church Board, and by a majority of the congregation. 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 receive pay and 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 YEAR

11.1 Designation

The church 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) majority vote of the Board, the changes shall be presented to the congregation 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.

## ADDENDUM: Detailed Ministry Responsibilities - Revised January 2013

### 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. On or before January 1, 2014, the church board shall appoint individuals to serve initial terms in 2014, with one person filling a one-year term, one person filling a two-year term, one person filling a three-year term, one person filling a four-year term, and one person filling a five-year term. 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. (This will take effect January 1, 2014.)

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

1. The Investment/Endowment (I/E) Committee shall consist of a Moderator, Moderator-elect, a member of the FCC Board of Trustees, and one at-large member, who will become Moderator-elect following her/his first year on the committee. The Moderator shall be nominated by the Nominating Committee and elected by the congregation. Each year one member will rotate off of the committee. The Nominating Committee shall then nominate a new member who will serve for three years (one year at-large, one year Moderator-elect, and one year Moderator). Committee members cannot serve for more than six consecutive years. When the Trustee's term expires, the Moderator of the Congregation/Board shall appoint another Trustee as the new member of the committee. The Senior Minister, Associate Minister(s), Church Administrator and Moderator of the Administration Ministry shall be ex-officio members of the committee. **(Note: This structure implies a minimum 75% approval is necessary for the I/E Committee to conduct any business.)**
2. The I/E Committee may accept and invest donations of property, stock, bonds, monetary or other gifts, other than those designated for the General Fund or any capital campaign, and shall manage such funds to achieve a reasonable return. (Note: Consideration should be given to investing in funds supporting the Christian Church – Disciples of Christ when the rate of return is comparable to that which can be earned from other investment alternatives.)

-Funds accepted with the understanding that the donor specifies a particular stipulated purpose for their use shall be categorized as "Designated Funds." Designated Funds shall be held in a separate account with the original gift and all earnings utilized for the donor's specified purpose. If at any time the I/E Committee deems that the original purpose for use of a designated fund no longer exists, or that the needs of the church dictate that its use would be more effective for other purposes, the I/E Committee may recommend that the funds in such fund be moved into the General Endowment Fund. Any such recommended movement of funds would require a majority vote of the Church Board for approval.

-All other donations not designated for a specific purpose will be placed in the General Endowment Fund of the First Christian Church of Edmond.

3. The I/E Committee shall provide a written annual report to the Church Board and congregation before January 1 of each year, specifying the amount of gifts received, investment transactions, distributions, earnings and other information deemed pertinent.
4. Distribution – Each calendar year, the Investment/Endowment Committee shall determine an annual distribution amount, taking into account the goal of maintaining the fund’s principal value in light of inflation. The Investment/Endowment Committee shall determine the amount within 60 days of the calendar year end. This distribution amount is then available to meet requests upon approval of the Investment/Allocation Committee.

The Endowment Fund growth and interest income can be used to enhance the growth and outreach of the church, its ministries and its stewardship, but not to support the ordinary, reoccurring budgeted expenses of the congregation, nor any other organization that would be the recipient of the proceeds.

Intent of Fund Use – The intent of the endowment fund is to create and grow a permanent funding source for ministries of the church that are not reoccurring expenses or budgeted items. This fund is intended to grow and to at a minimum match inflation. To that end, the Investment/Endowment Committee shall track the corpus (principal) of the fund, both designated and undesignated, to ensure that this growth occurs.

The corpus balance as calculated for a year (see below) shall be compared against previous years. The highest corpus balance in the comparison (from the date of inception forward) shall become the high water mark.

In the event that the funds receive a negative rate of return for the completed year, or in the event that the Investment/Endowment Committee distributes emergency funds, and the corpus falls below the high water mark there shall be no distributions until such time as the high water mark has been exceeded at the end of a future calculated time period (annually).

Distribution Formula – The Investment/Endowment Committee shall from time to time adjust the following formula to ensure that the corpus (principal) of the fund is maintained.

$$P = (C + G + \frac{1}{2}I) \text{ where}$$

P= New Corpus for coming year

C= Corpus on January 1 of prior year

G= Gifts and other deposits (excluding growth and interest)

I= Growth and other interest to the fund

$$D = \frac{1}{2}I \text{ where}$$

D= Amount available to distribute for ministries of the church

I= Growth and income (excluding gifts and other deposits to the fund)

All distributions made shall be in accordance with the policies and directives of the donors. A pro rata distribution amount shall be calculated for each specific endowment program as defined by the Investment/Endowment Committee and the Church Board, and for those specific funds defined by donors, as well as a pro rata amount for non-designated funds placed for investment by the church board. Monies that the church board elects to deposit in the endowment fund for investment shall be managed in accordance with the policies of the Investment/Endowment Committee. These dollars shall be tracked separately, shall not affect the corpus calculations, and are available to the church when requested.

Additionally, from time to time the fund may receive other designated funds for a specific purpose. The available dollars for distribution of these funds shall be handled the same as all other endowment monies unless otherwise directed by the donor.

Any available amounts not distributed shall be returned to the corpus sub-accounts (specific programs), and the new corpus increased appropriately for the then current year.

5. The I/E Committee shall create an investment policy, which shall be subject to the approval of the Church Board, and which shall contain definitions of relevant terms.
6. The principal of the General Endowment Fund shall not be distributed except in case of extreme emergency and such distribution shall require approval of the I/E Committee and the Church Board.

#### Investment Allocation Committee

1. The Investment Allocation Committee shall consist of a Moderator, Moderator-elect, one at-large member (who will become the Moderator-elect following his/her first year on the committee), a member of the Investment/Endowment Committee, (to be appointed by the Moderator of that committee), and the Moderator of the Finance Committee. (Note: At least one of the members of the Investment Allocation Committee must be an FCC Elder.) The Moderator of the Investment Allocation Committee and each new member of the committee (three year term) shall be nominated by the Nominating Committee and elected by the congregation. The Senior Minister, Associate Minister(s) and the Church Administrator shall be ex-officio members of the committee.
2. Of the amount specified by the I/E Committee as available for distribution each year, the Investment Allocation Committee may distribute such funds in response to worthwhile requests of members of First Christian Church of Edmond as the committee deems appropriate. Any amounts available for distribution but not distributed by the Investment Allocation Committee shall remain part of the Endowment Fund.

3. Although all of such funds may be distributed by the Investment Allocation Committee at one time, it is recommended that distributions be made as needs arise throughout the year.

#### 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.

#### Communications Ministry

The Communications Committee shall assist the members of the congregation in identifying the image of the church and shall promote the image and visibility of all programs to both the congregation and community by providing the structure and the tools for effective communication. The Communications Committee shall strive to ensure the consistent image of all publicity, mailings, bulletins and signs. It shall consult with appropriate staff members regarding the creation and dissemination of public relations materials and communications from various individuals and committees. All other permanent ministries will designate a representative to be available as a resource to meet with this committee as necessary.

### Personnel Ministry

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.

### Evangelism Ministry

The purpose of the Evangelism 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.

#### First-time Visitor Committee

The First-time Visitor Committee shall develop and implement strategies to contact all first time visitors (example - the bread ministry).

#### Prospect Committee

The Prospect Committee shall shepherd first-time visitors from the time they visit the church until they become members or become inactive. The committee shall provide

opportunities for orientation.

#### Community Contact Committee

The Community Contact Committee shall develop and implement strategies to invite people who do not have a church home to congregational events.

#### Education Ministry

The purpose of the Education 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.

#### Sunday School Teacher Recruitment Committee

Working closely with the staff and the Adult, Youth and Children's Committees, the Sunday School Teacher Recruitment Committee shall develop and implement an annual process to call teachers to serve the Sunday School ministry of the church.

#### 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.

#### Shared Space Committee

The purpose of the Shared Space Committee is to facilitate excellent communication about issues pertaining to our shared spaces. Because many ministries of the church share space with the Child Care Center Ministry, it is essential that this communication between the Education Ministry (and all committees under it), church staff, Child Care Center Ministry and staff, and the congregation as a whole through the board be maintained. The Moderator of the committee will be the Moderator Elect of the Board/Congregation. Membership will be made up as follows: Facilities Manager, Child Care Center Director, Children's Minister, Youth Minister, Education Ministry Moderator, Child Care Center Ministry Moderator, Membership Ministry Moderator, Youth Committee Moderator, and the Children's Committee Moderator. Other committees, ministries, or members can participate as needed, desired, or requested. This committee shall be a continuous standing committee until such time as it is changed by a vote of the board and congregation.

#### Membership Ministry

The purpose of the Membership Ministry is to maintain the closest possible contact with the entire membership of the congregation, to the end that each member may function effectively in the life of the church, and to develop a spirit of comradeship and love within the congregation founded on a common love for Christ. This ministry shall be responsible for carrying out programs to achieve this purpose.

#### Fellowship Committee

The Fellowship Committee shall offer at least two congregational events each year to enhance relationships among all members, both active and inactive.

#### New Member Assimilation

The New Member Assimilation Committee shall develop methods to help new members become acquainted with the church facilities, programs, Sunday School classes and the staff.

#### Every Member in Ministry

The Every Member in Ministry Committee shall facilitate an ongoing process to identify and utilize current members' talents and interests. A survey will be conducted each year by October to determine the interest of members in participating in the work of the permanent ministries for the following fiscal year.

#### Family Life Programs

The Family Life Programs Committee shall develop programs for the use of the present church facilities including the Family Life Center. This committee shall work with all

ministries to ensure maximum utilization of the facility in support of the church mission and provide oversight for the programs.

### Spiritual Ministry

The purpose of the Spiritual 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.

#### 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.

#### Stewardship Ministry

The purpose of Stewardship Ministry is to create a fiscally responsible congregation by promoting the different ways in which church members can financially support the mission of the church. This committee increases financial awareness and spiritual accountability by designing, planning, coordinating, and administering a variety of educational programs to include a comprehensive Annual Operational Fund and Capital Campaign. This committee also researches, plans, and coordinates grant applications, recruiting expert advisors as needed.

#### Annual Campaign Committee

The Annual Campaign Committee shall be on-going year round. They promote the annual campaign through all the communications systems of the church. This committee will start the annual campaign early in the church year, with a schedule of events in order to underwrite the churches annual budget and any debt services the church may have for the coming year. The Campaign schedule will be completed by October 15 of the current year.

#### Stewardship Education Committee

The Stewardship Education Committee shall educate the congregation on the many different ways church members are able to give financial support to the church. This committee is to be an active committee with regularly scheduled educational programs designed to make increased awareness of all members of the different ways to financially support the church.

#### 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.

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.

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.

Disciples Men Ministry

(Not currently active. Purpose will be included upon activation of this organization within our local congregation.)