

Bylaws of the General Board of the  
**First Christian Church (Disciples of Christ) in Macon, Missouri**

I. Name and Purpose

- A. Name - The name of this organization shall be the General Board of the First Christian Church (Disciples of Christ) in Macon, Missouri. It shall be affiliated with the brotherhood known as the First Christian Church (Disciples of Christ) in Macon, Missouri and committed to the historic principles of this body.
- B. Purpose - The purpose of this General Board shall be to act as the governing body to facilitate the mission of the First Christian Church (Disciples of Christ) in Macon, Missouri.
- C. The officers and members of the General Board shall be described in the Constitution of the First Christian Church (Disciples of Christ) and also in these bylaws.

II. The Church year

- A. The financial year shall begin on January 1. Contributions shall be recorded and reported according to the financial year.
- B. The business year shall begin September 1. Terms of service and budgeting years shall be according to the business year.

III. The General Board:

- A. Shall hold its regular meetings, at least quarterly, at a time satisfactory to the Board. The Chair of the General Board may call regular meetings provided two weeks notice is given.
- B. Shall hold special meetings as required or on call of the Chair of the General Board, with the concurrence of the Chair of the Elders, or on written request of a majority of the members of the General Board. Special meetings shall require 24 hours notice.
- C. Shall consider a majority of voting members of the General Board as constituting a quorum.
- D. Shall be composed of the following voting members:
  - 1. Chair, Vice-Chair, and Treasurer as outline in the Constitution;
  - 2. the Elders who are currently serving in the final year of their term;
  - 3. the Chair of the Deacons, as elected by the Deacons
  - 4. the designated Leader of each of the Functional Teams as designated in Section IV A 1 of these bylaws.
  - 5. Each voting member of the board holds one vote, regardless of possible duplicate voting positions.
- E. The Secretary of the Congregation, as outlined in the Constitution, shall serve as a non-voting member.
- F. The Senior Minister shall serve as an ex-officio member in an advisory capacity, with no vote.
- G. Congregational business meetings or General Board meetings may be held in any area of the facility deemed appropriate by the leadership for the occasion.
- H. The proceedings of the General Board shall be governed by Robert's Rules of Order.

IV. Ministry Teams - The plan for administering the church program shall be accomplished by the work of Ministry Teams. Every member is encouraged to live out their spiritual gifts by joining a Ministry Team.

- A. Functional Ministry Teams are charged with the primary responsibility of carrying out the ministry of the Church:
  - 1. The Church currently recognizes these Functional Ministry Teams:
    - a. Administration
    - b. Christian Education Ministries
    - c. Church Growth and Discipleship
    - d. Fellowship and Care
    - e. Property
    - f. Social Outreach Services
    - g. Stewardship and Finance
    - h. Worship

2. Functional Ministry Teams shall be open in membership to any member or participant in the life and ministry of the Church.
  3. Each Functional Ministry Team shall elect its leader.
    - a. The designated Team Leader shall be a member of the Church and will represent the Team on the General Board.
    - b. The designated Team Leader shall be presented to the Nominating Team for approval by the Nominating Team and the current General Board.
    - c. Team Leaders serve a one year term.
    - d. No term limits apply to Team Leaders.
  4. A Team may appoint a “Co-Leader” who may assist the Team Leader in any and all duties, except to vote at General Board Meetings.
  5. In the event a Team Leader resigns or is unable to fulfill duties, the Vice-Chair of the General Board will nominate to the General Board a replacement after consulting with the Chair of the General Board, Minister and the Team. All appointments will require the approval of the General Board.
  6. A member of the clergy staff shall be assigned as an ex-officio member, without vote, to each Functional Ministry Team based on the spiritual gifts of the clergy.
  7. Each Functional Team shall maintain a Team Charter, approved by the General Board, which shall govern its mission and the scope of its work. Modifications to the Team Charter may be submitted to the General Board for approval provided two weeks notice is given.
- B. The following ministry teams are appointed by the Chair of the General Board in consultation with the Minister and with the advise and consent of the General Board: Pastoral Relations Team, Personnel Team, Constitution/Bylaws Team, Search Team, and Nominating Team. These teams shall not have a seat on the General Board.
- C. The Board of Elders and Board of Deacons are elected by the Congregation in accordance with the Constitution. These teams shall elect their own leadership. These teams shall not have a seat on the General Board, except as provided by section III D of these bylaws.
- D. Auxiliary Organizations
- Each auxiliary organization shall be considered as a Ministry Team. The purpose and responsibility of each of these groups shall be outlined in its own constitution, bylaws or plans of procedure. These organizations shall cooperate with the Functional Ministry Teams of the church not only in planning and administering the total program of the church, but also shall develop their individual programs in the best interest of the total program. These organizations shall not have a seat on the General Board.
- E. Search Team
- The Search Team shall participate in the selection of a Minister as outlined in Article IV, Section B of the Constitution. The Search Team reports directly to the General Board.
- F. Personnel Team
1. The Personnel Team shall be composed of 5 members of the congregation: Two Elders, 1 at-large and 2 members of the Pastoral Relations team (see G-3). Additionally, the Senior minister and Chairperson of the Congregation are ex-officio members who may or may not attend each meeting at the discretion of the Team. The two members from the Board of Elders will be chosen by the Board of Elders and shall serve two-year rotating terms, except for the first year when one member will serve one year and one member will serve for two years. The 1 at-large member will be nominated by the Chairperson of the Congregation and will serve for a term of one year but may be re-nominated yearly. The two members from the Pastoral Relations team will be chosen by the Pastoral Relations Team and shall serve two-year terms, except for the first year, when one member will serve for one year and one member for two years. All appointments will require the approval of the General Board.
  2. The Personnel team shall see that accurate job descriptions are in place and understood by all staff members. All staff shall report directly to the minister. The minister shall provide routine supervision of all staff. The minister shall report to the Personnel Team.

3. Selection of the minister shall be in accordance with the Church's Constitution. When any position, except the minister, is open for employment, the Personnel Team shall determine how to advertise, interview, and screen possible candidates. Recommendations shall be made to the Board of Elders. The Elders then shall decide appropriate action to recommend to the General Board. The congregation shall vote upon any full-time ministry position.
4. The Personnel Team shall provide a channel for implementing the congregation's care and support for each staff member including the annual review and recommendation of salary and benefit packages. This team shall promote constructive communication between the staff and the congregation.
5. The Personnel Team shall work with each staff member to alleviate tensions, to deal with concerns expressed by either staff or members of the congregation, and to facilitate healthy working relationships.
6. The Personnel Team shall recommend any termination or major change of employment to the Board of Elders who in turn shall recommend to the General Board.
7. The Personnel Team shall have the authority to implement temporary changes in employment status so long as such changes are approved by the Board of Elders. Temporary status changes lasting longer than 60 days must be approved by the General Board.
8. Develop and maintain an Employee Policy Manual, recommending revisions as needed to the General Board.
9. Perform such other duties as may be assigned by the Elders.
10. The Personnel Team reports to the General Board through the Administrative Team.

#### G. Pastoral Relations Team

1. The Pastoral Relations Team shall be composed of six members, with each member serving for two years except for the first year, when three members will serve for one year and three members for two years. Each year the three new members of the team will be recommended by the Senior Minister and Pastoral Relations team and presented to the General Board for approval.
2. The Pastoral Relations Team shall provide a channel for implementing the congregation's care, love and responsibility for the professional and personal well-being of all ministerial staff, ordained and licensed. The team will always promote direct and constructive communication between the minister and the congregation.
3. Two members of the Pastoral Relations Team shall also serve on the personnel Team, as outlined in section IV F-1 of these bylaws.
4. The Pastoral Relations Team reports to the General Board through the Administrative Team.

#### H. The Constitution/Bylaws Team shall be responsible for considering and drafting changes to the Constitution of the Church and the Bylaws of the General Board.

1. The process for amending a governing document shall be described in the document to be amended.
2. The Constitution/Bylaws Team shall consist of four individuals who are members of the Congregation, nominated by the Chair of the General Board and approved by the current General Board by majority vote.
3. The Constitution/Bylaws Team reports to the General Board through the Administrative Team.

#### I. The Nominating Team shall be responsible for recruiting Officers of the Congregation as detailed in the Constitution. The Nominating Team reports directly to the General Board.

#### J. The Permanent Fund Trustees shall manage the Permanent Fund of the First Christian Church (Disciples of Christ) Macon, Missouri according to the the Permanent Fund Policy approved by the General Board.

1. The Trustees will be selected as detailed in the Constitution of the Church.
6. The Trustees shall not have a seat on the General Board and shall report to the General Board through the Stewardship and Finance Team.

#### K. The Church Office shall consist of the Minister and the Secretary.

The Church Office, in addition to ministerial duties, shall be responsible for the following:

1. Preparing, printing, and mailing THE MACON CHRISTIAN to all members of the congregation. The

newsletter shall be designed to keep the members informed of all church happenings, including the agenda or a resume of all General Board and congregational meetings.

2. Preparing the worship bulletins.
3. Keeping a complete record of the church membership and such vital statistics as deaths, baptisms and weddings, receive all applications for church letters and issue them under authority delegated by the General Board.
4. Compiling the annual plans, objectives, guidelines, and budget of the church, commonly referred to as the Yearbook, and mailing the same to all members of the congregation.
5. Filing the Yearbook Report with the area office to be included in the Yearbook and Directory of the Christian Church (Disciples of Christ) to establish a basis for 501(c)(3) tax exempt status.
6. Filing the Federal and State Withholding and filing Employer's Quarterly Federal Tax Return 941.
7. Filing of the Annual Registration Report with the Secretary of State (nonprofit corporation).
8. Arranging the calendar of activities.
9. Other documents as required by law.

V. Amendments to the by-laws

These by-laws may be amended by a two-thirds vote of members of the General Board present and voting, in a regular or special meeting, provided the proposed amendment has been submitted to the membership of the General Board at least one month prior to the vote thereon. Significant changes to the composition or operation of the Board may be referred to the Congregation for endorsement.

VI. These by-laws become effective January 1, 2011 upon the approval of the General Board.