

1 **BYLAWS**  
2 **First Christian Church of Greensboro, Inc.**

3  
4 **Preamble**

5  
6 We, the members of First Christian Church of Greensboro, Inc, a congregationally governed  
7 body, in order to promote the work of the church in the spirit of Christ and thus advance His  
8 kingdom, do hereby adopt these Bylaws as of the first day of January, 2009. Upon this date,  
9 any previous written or implied Constitution and Bylaws are hereby nullified.

10  
11 I. Church and Fiscal Year

12 A. The Church year shall begin on January 1.

13 B. The Fiscal year shall begin on January 1.

14  
15  
16  
17 II. Congregation

18 A. Membership

19  
20 1. Membership in this congregation shall consist of:

- 21 • Those who are members of the congregation upon adoption of this document
- 22 • Those who unite with it by confession of faith in Jesus Christ and subsequent
- 23 baptism by immersion
- 24 • Those who unite by transfer of membership
- 25 • Those who elect to unite with this church as associate members thereby
- 26 retaining their membership in their home church
- 27

28  
29 2. Associate members may not:

- 30 • vote on church business
- 31 • hold elected office
- 32 • chair committees

33  
34 B. Responsibilities

35  
36 1. The congregation shall faithfully define and carry out its mission, vision, and  
37 goals.

38  
39 2. The congregation shall own, control, and encumber its property.

40  
41 3. The congregation shall establish its budgets and financial policies.

42  
43 4. The congregation shall call its minister(s) and sustain its minister(s) in faithfulness  
44 and honor.

- 46 5. The congregation shall participate, through voting representatives, in Regional  
47 and General assemblies of the Christian Church (Disciples of Christ).  
48  
49 6. The congregation shall demonstrate its commitment by:  
50 • Proclaiming the gospel  
51 • Providing the rite of Christian baptism by immersion  
52 • Providing weekly communion  
53 • Providing for the spiritual nurture of its members  
54 • Promoting the church as a universal fellowship  
55 • Transcending societal barriers  
56 • Being faithful Christian stewards and providing resources for the total life,  
57 work, and witness of the Christian Church (Disciples of Christ)  
58  
59 7. The congregation shall follow the Ethical Guidelines for Congregational Conduct,  
60 Christian Church (Disciples of Christ) as approved by the congregation in 2008.  
61

62 C. Meetings

- 63  
64 1. A congregational meeting may be called by the Board Chair or by vote of the  
65 Board.  
66  
67 2. A congregational meeting shall be called upon request of 10% of participating  
68 membership as defined in the most recent Yearbook and Directory of Christian  
69 Church (Disciples of Christ) or 36 members (whichever is less) when presented to  
70 the Board Chair.  
71  
72 3. Notice of a congregational meeting and its stated purpose shall be given two  
73 weeks prior to such meeting.  
74  
75 4. A congregational meeting shall be conducted according to *Robert's Rules of*  
76 *Order Newly Revised*.  
77

78 III. Officers

79  
80 A. Election

- 81  
82 1. The following officers shall be elected by the congregation at the annual  
83 congregational meeting held for this purpose:  
84 • Board Chair  
85 • Vice-Chair  
86 • Secretary  
87 • Financial Secretary  
88 • Treasurer  
89  
90 2. These officers shall also serve as officers of First Christian Church of  
91 Greensboro, Inc.

92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137

3. A slate of officers shall be presented by the Nominating Committee Chair.
4. Nominations shall be taken from the floor.

**B. Term of Office**

1. The Board Chair shall be elected to a term of one year. The Board Chair may be elected to a consecutive one year term, after which one year must elapse before being eligible for re-election.
2. The Vice-Chair shall be elected to a term of one year. The Vice-Chair may be elected to a consecutive one year term, after which one year must elapse before being eligible for re-election.
3. The Secretary shall be elected to a term of one year. The Secretary may be elected to a second and a third consecutive one year term, after which one year must elapse before being eligible for re-election.
4. There are three Financial Secretaries and they shall be elected to terms of three (3) years not to succeed themselves for a period of one year.
5. The Treasurer shall be elected to a term of one year and may be re-elected for additional one year terms.

**C. Qualifications**

1. Officers must have been members of the congregation for at least one year.
2. Officers must be members who are active in the life of the congregation and in the promotion of good will and Christian fellowship within the congregation and the community.
3. Officers must have a willingness to fulfill assignments on behalf of the congregation.
4. Officers should have demonstrated skills or potential to carry out the responsibilities of the office to which elected.
5. The persons serving as Secretary and Financial Secretaries should possess basic computer skills.
6. The person serving as Treasurer should possess accounting and computer skills equal to the task.

**D. Responsibilities**

138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178  
179  
180  
181  
182  
183

1. The Board Chair shall preside over all meetings of the congregation and the Board, including setting and publicizing the agendas and other such duties normally associated with the office of Board Chair. The Board Chair serves as an ex-officio, non-voting member of all committees and the Cabinet.
2. The Vice-Chair shall serve to support the Board Chair and preside in the absence of the Board Chair at meetings of the congregation and the Board. The Vice-Chair shall preside at all meetings of the Cabinet and perform such other duties normally associated with the office of Vice-Chair. The Vice-Chair, in cooperation with the Board Chair and Senior Minister, shall coordinate the selection of committee chairs.
3. The Secretary shall keep accurate minutes of all meetings of the congregation, the Board, and the Cabinet and ensure that these minutes are reviewed and approved by their respective bodies. Minutes shall be on file in the church office for review by church members. The Secretary shall record amendments to these Bylaws and forward approved amendments to the Trustees.
4. The Financial Secretaries shall receive all income and gifts on behalf of the congregation. The Financial Secretaries shall keep accurate records of the source and amount of such income and gifts, deposit such income and gifts to proper accounts, and provide appropriate written reports of such income and gifts to individual donors. A Financial Secretary shall notify the Treasurer of all deposits weekly. A Financial Secretary shall be a member of the Stewardship Committee.
5. The Treasurer shall be responsible for recording all deposits and paying all authorized accounts of the congregation. The Treasurer will provide accurate records of all expenditures and make regular written reports to the Board. These reports shall also be made available to the congregation. The Treasurer shall be a member of the Stewardship Committee.

#### IV. Board

##### A. Membership

The Board shall consist of:

- Board Chair
- Vice-Chair
- Secretary
- Treasurer
- Twelve individuals elected at-large from and by the congregation
- Minister(s) of the congregation, ex-officio, non-voting member(s)
- One Trustee
- One Financial Secretary

- 184                   • The Chair of the Elders

185  
186 B. Terms of Office

- 187  
188           1. Terms of office shall be for one year for all members except at-large members.  
189  
190           2. An at-large member shall be elected to a term of three years after which one year  
191           must elapse before being eligible for re-election. (Upon adoption of this  
192           document, five at-large members shall be elected to serve three year terms, five  
193           elected to serve two year terms, and five elected to serve one year terms.)  
194

195 C. Meetings

- 196  
197           1. The Board shall determine and publicize a regular monthly meeting day.  
198  
199           2. The Board shall meet in January, November and not less than six (6) additional  
200           months per year.  
201  
202           3. The Board shall notify the congregation of any changes in the meeting schedule.  
203  
204           4. Board meetings are open and members of the congregation have the right to  
205           attend these meetings and express opinions.  
206  
207           5. Special meetings of the Board may be called by the Board Chair or upon request  
208           of at least 50% of the voting members of the Board.  
209  
210           6. In order to conduct the business of the church, at least two-thirds of the voting  
211           members of the Board must be present at a meeting.  
212  
213           7. Board meetings shall follow an agenda and be governed by *Robert's Rules of*  
214           *Order Newly Revised*.  
215  
216           8. The agenda will be made available to the congregation on the Sunday morning  
217           before the Board meeting. The Board Chair shall be informed of any new  
218           business at least three (3) days in advance of the Board meeting so that it can be  
219           placed on the agenda.  
220  
221           9. Items received less than three (3) days in advance of the Board meeting can be  
222           placed on the agenda at the Board Chair's discretion.  
223

224 D. Authority

- 225  
226           1. The Board shall perform its duties according to the authority granted in the  
227           Articles of Incorporation or otherwise delegated by the congregation.  
228

- 229           2. In keeping with the traditions of the Christian Church (Disciples of Christ), the  
230           ultimate authority for all actions shall rest with the congregation.  
231

232 E. Responsibilities

- 233
- 234           1. The Board shall serve as the Board of Directors of the corporation.
  - 235
  - 236           2. The Board shall conduct its affairs in harmony with these Bylaws. Regular  
237           reports of Board activity shall be made to the congregation.
  - 238
  - 239           3. The Board shall be responsible for conducting the business of the congregation.  
240           It shall oversee the planning, coordination, research, evaluation, and  
241           implementation of congregational activities.
  - 242
  - 243           4. The Board shall approve the creation of special committees as needed to  
244           conduct the work of the Church.
  - 245
  - 246           5. The Board shall approve, when necessary, the creation of a Search Committee  
247           for the purpose of securing a minister for the congregation.
  - 248
  - 249           6. The Board shall present proposed amendments to these Bylaws to the  
250           congregation.

251

252 V. Elders, Trustees, and Deacons

253

254 A. Election and Term of Office

- 255
- 256           1. The congregation, at an annual meeting for this purpose, shall elect elders, one  
257           trustee, and deacons.
  - 258
  - 259           2. Elders are elected for terms of three (3) years not to succeed themselves for a  
260           period of one year. Deacons are elected for terms of three (3) years and may be  
261           elected for additional three year terms
  - 262
  - 263           3. Trustees are elected for terms of three (3) years not to succeed themselves for a  
264           period of one year for a total of three (3) Trustees serving at all times.

265

266 B. Qualifications

- 267
- 268           1. Elders, trustees, and deacons must be members who are active in the life of the  
269           congregation and in the promotion of good will and Christian fellowship within the  
270           congregation and the community.
  - 271
  - 272           2. Elders, trustees, and deacons must have a willingness to fulfill assignments on  
273           behalf of the congregation.
- 274

- 275 3. Elders, trustees, and deacons should have demonstrated skills or potential to  
276 carry out the responsibilities of the office to which elected.  
277

278 C. Responsibilities

279  
280 1. Elders shall:

- 281 • Promote the growth and welfare of the church
- 282 • Preside with the minister at communion
- 283 • Provide communion to home-bound individuals upon request
- 284 • Assist the minister(s) with pastoral functions
- 285 • Provide spiritual leadership to the congregation
- 286 • Provide supportive counsel for the minister(s) regarding the spiritual life and  
287 development of the congregation
- 288 • Organize and elect a Chair
- 289 • Meet a minimum of eight (8) months in a calendar year

290  
291 2. Trustees shall:

- 292 • Function in an advisory role.
- 293 • Be responsible for the fiduciary concerns of the church
- 294 • Update insurance coverage when needed
- 295 • Assure appropriate transactions are executed in a timely manner when non  
296 cash gifts are received
- 297 • Participate in the management of trust funds
- 298 • Review these Bylaws every three (3) years for accuracy, proposing  
299 amendments when necessary
- 300 • Ensure amendments are incorporated into these Bylaws
- 301 • Study needs and make recommendations regarding property improvements in  
302 cooperation with the Property Committee
- 303 • Organize and elect a Chair

304  
305 3. Deacons shall:

- 306 • Cooperate with the elders in promoting the growth and welfare of the  
307 congregation
- 308 • Greet, usher, and count worshippers
- 309 • Collect the offering
- 310 • Prepare and distribute the communion
- 311 • Organize and elect a Chair
- 312 • Meet as appropriate.
- 313 • Perform other duties, as requested

314  
315 VI. Cabinet

316  
317 A. Membership

318  
319 1. The Cabinet shall consist of the following:

- 320 • Board Chair, ex-officio, non-voting member

- 321
- 322
- 323
- 324
- 325
- 326
- 327
- 328
- 329
- 330
- Vice-Chair
  - Treasurer
  - Secretary
  - Leaders of Functional Ministry Teams and chairs of Standing Committees
  - Chairs of Elders, Trustees, and Deacons
  - Chairs of women's and men's groups
  - Youth representative selected by the youth
  - Minister(s), ex-officio, non-voting member
  - Adult youth advocate, ex-officio, non-voting member appointed by the Senior minister

- 331
- 332
- 333
- 334
2. The Vice-Chair shall serve as Chair of the Cabinet. In the absence of the Vice-Chair, the Chair serves.

335

336

#### B. Meetings

- 337
- 338
- 339
- 340
- 341
- 342
- 343
- 344
1. The Cabinet shall determine a regular monthly meeting day which shall occur before the regularly scheduled Board meeting
  2. The Cabinet shall meet in January and then a minimum of seven (7) additional months per year.
  3. The Chair of the Cabinet may call additional meetings as needed.

345

346

#### C. Responsibilities

- 347
- 348
- 349
- 350
- 351
- 352
- 353
- 354
- 355
- 356
- 357
- 358
- 359
- 360
- 361
1. The Cabinet shall plan and administer the church program through the ministry teams and other groups.
  2. The Chair of the Cabinet shall:
    - Prepare the agenda for the meeting
    - Report Cabinet activities to the Board
    - Forward any new item(s) of business to the Board Chair to be placed on the Board meeting agenda
  3. The Cabinet shall:
    - Study the needs of the church and plan for programs that meet those needs
    - Schedule church activities
    - Approve the appointment of functional ministry team members
    - Perform other duties, as requested

362

363

### VII. Functional Ministry Teams

364

365

#### A. Ministry Team Names

- 366
1. Outreach

367  
368  
369  
370  
371  
372  
373  
374  
375  
376  
377  
378  
379  
380  
381  
382  
383  
384  
385  
386  
387  
388  
389  
390  
391  
392  
393  
394  
395  
396  
397  
398  
399  
400  
401  
402  
403  
404  
405  
406  
407  
408  
409  
410  
411  
412

2. Christian Education
3. Congregational Enrichment
4. Property
5. Stewardship
6. Worship
7. Church Growth

#### B. Selection

1. The Vice-Chair (and immediate-past Vice-Chair, when applicable), the Senior Minister, and Board Chair (and immediate-past Board Chair, when applicable) shall select the functional ministry team leaders for the next church year. These selections are submitted for approval at the November Board meeting.
2. A functional ministry team leader may not serve on any other functional and/or standing committee.
3. A functional ministry team leader shall be appointed to a term of one year and may be re-appointed for additional one year terms.
4. Functional ministry team members shall be selected by the respective ministry team leaders and presented to the Cabinet.
5. The Vice-Chair presents the functional ministry team member roster at the January Board meeting.

#### C. Responsibilities

1. Each functional ministry team shall:
  - Oversee and coordinate the business for which it is responsible
  - Coordinate its work with other areas of church work via the Cabinet
  - Manage its current budget
  - Project the following year's financial needs by submitting a proposed budget to the Stewardship Committee by October 1<sup>st</sup> of each year
  - Make regular reports to the Cabinet, and, through the Cabinet, to the Board
  - Initiate and implement new programs only with Board approval
2. Immediate-past functional committee chairs shall serve as ex-officio, non-voting members of their functional committees for the first 6 months of the new year.

413 D. Purpose and Duties

- 414
- 415 1. The Outreach Ministry Team oversees and coordinates the church's outreach
- 416 activities. This includes, but is not limited to:
- 417
- 418 • Providing financial assistance to community agencies
  - 419 • Sending disadvantaged youth to camps
  - 420 • Encouraging congregational volunteerism
  - 421 • Developing monetary goals for the church's Special Offerings
  - 422 • Promoting each Special Offering campaign and reporting total offering
  - 423 received
  - 424 • Providing and enlisting support for other benevolent projects
- 425
- 426 2. The Christian Education Ministry Team oversees and coordinates the educational
- 427 program of the church. This includes, but is not limited to:
- 428 • Planning and directing all youth activities such as Sunday School, Children's
  - 429 Church, Vacation Bible School, and Youth Groups
  - 430 • Providing curriculum and supplies for Sunday School, Children's Church,
  - 431 Vacation Bible School, and Youth Groups
  - 432 • Advising adult Sunday School classes
  - 433 • Providing opportunities to improve teaching and leadership skills
  - 434 • Distributing Christian literature
  - 435 • Providing other worthwhile educational opportunities
- 436
- 437 3. The Congregational Enrichment Ministry Team oversees and coordinates
- 438 activities related to church membership. This includes, but is not limited to:
- 439 • Keeping accurate records of members
  - 440 • Publishing membership directories
  - 441 • Nurturing members by visitation
  - 442 • Promoting fellowship by coordinating and publicizing events such as meals,
  - 443 receptions, and socials
- 444
- 445 4. The Property Ministry Team oversees and coordinates the care of all church
- 446 property. This includes, but is not limited to:
- 447 • Maintaining real property and capital equipment
  - 448 • Studying needs and making recommendations regarding property
  - 449 improvements, in cooperation with the Trustees
  - 450 • Supervising custodial and grounds keeping services
- 451
- 452 5. The Stewardship Ministry Team oversees and coordinates the financial program
- 453 of the church. This includes, but is not limited to:
- 454 • Preparing the annual budget
  - 455 • Soliciting annual pledges
  - 456 • Reconciling the annual budget
  - 457 • Promoting an ongoing program of stewardship awareness and understanding
  - 458 within the congregation

- 459 6. The Worship Ministry Team oversees and coordinates the worship services, the  
460 music program, and the building's aesthetics. This includes, but is not limited to:  
461 • Setting the order of worship with advisement from the Senior Minister  
462 • Caring for the baptistery and baptismal robes  
463 • Assisting baptismal candidate(s) and minister(s) during the baptismal service  
464 • Planning special worship services with advisement from the Senior Minister  
465 • Ensuring that the pulpit is filled in the absence of the Senior Minister  
466 • Scheduling worship leaders  
467 • Assisting in the hiring of the music staff  
468 • Approving aesthetic and decorative changes to the building's interior so as to  
469 maintain a worshipful atmosphere  
470 • Determining the acceptability of proposed gifts of decorative or artistic nature  
471
- 472 7. The Church Growth Ministry Team oversees and coordinates activities related to  
473 church growth. This includes, but is not limited to:  
474 • Evangelizing  
475 • Promoting the community's awareness of the church  
476 • Scheduling greeters for worship services  
477 • Orienting new members into the life and fellowship of the church  
478 • Keeping accurate records of potential members  
479

## 480 VIII. Standing Committees

### 481 A. Committees Names

- 482 1. Personnel  
483  
484 2. Nominating  
485  
486 3. Finance  
487  
488

### 489 B. Selection

- 490 1. The Vice-Chair (and immediate-past Vice-Chair, when applicable), the Senior  
491 Minister, and Board Chair (and immediate-past Board Chair, when applicable)  
492 shall select the incoming standing committee chairmen for the next church year.  
493 These selections are submitted for approval no later than the December Board  
494 meeting.  
495  
496
- 497 2. Standing committee members shall be selected by their respective committee  
498 chairs and approved by the Board at the January Board meeting.  
499  
500
- 501 3. The Vice-Chair presents the standing committee member roster at the January  
502 Board meeting.  
503

- 504 4. The Personnel, Nominating, and Finance committees each consist of six  
505 members who serve three year terms. A member shall not succeed himself for a  
506 period of one year  
507
- 508 5. Members of these standing committees may not serve on multiple standing  
509 committees  
510

### 511 C. Responsibilities

512

- 513 1. Each standing committee shall:
- 514 • Oversee and coordinate the business for which it is responsible
  - 515 • Coordinate its work with other areas of church work via the Cabinet
  - 516 • Manage its current budget, if applicable
  - 517 • Project the following year's financial needs by submitting a proposed budget  
518 to the Stewardship Committee by October 1<sup>st</sup> of each year, if applicable
  - 519 • Make regular reports to the Cabinet and, through the Cabinet, to the Board
  - 520 • Initiate and implement new procedures only with Board approval
- 521
- 522 2. The immediate-past chairs of these Standing Committees shall serve as ex-  
523 officio, non-voting members of their respective committee for the first 6 months of  
524 the new year.  
525

### 526 D. Purpose and Duties

527

- 528 1. The Personnel Committee oversees and coordinates all matters dealing with  
529 church personnel. This includes, but is not limited to:
- 530 • Maintaining current employment agreements for all employees
  - 531 • Facilitating annual performance reviews of paid staff
  - 532 • Assist the Senior Minister in addressing and documenting employee  
533 performance issues
  - 534 • Submitting the employee compensation budget to the Stewardship Committee
  - 535 • Reviewing and revising Personnel Policies and Job Descriptions on an annual  
536 basis
  - 537 • Presenting changes to Personnel Policies and Job Descriptions for Board  
538 approval
  - 539 • Distributing revised Personnel Policies and Job Descriptions to employees
- 540
- 541 2. The Nominating Committee oversees and coordinates the nomination of all those  
542 individuals elected by the congregation. This includes, but is not limited to:
- 543 • Soliciting potential nominees from the congregation
  - 544 • Explaining the responsibilities of elected positions to potential nominees
  - 545 • Presenting a slate of nominees to the congregation on or before the first  
546 Sunday in November for election to full terms of office as set forth in these  
547 Bylaws. The slate shall include Officers of the Congregation, At-Large Board  
548

- 549 Members, Elders, Deacons, Trustees, and when applicable, candidates for  
550 Emeritus status
- 551 • Recommending nominees to fill vacancies in unexpired terms with such  
552 nominees being approved to serve by the Board
- 553
- 554 3. The Finance Committee oversees and coordinates the financial affairs of the  
555 church. This includes, but is not limited to:
- 556 • Implementing and maintaining financial procedures in cooperation with the  
557 Financial Secretaries and the Treasurer
  - 558 • Evaluating vendor services
  - 559 • Providing for an internal evaluation annually and after change of Treasurer  
560 and /or Financial Secretary
- 561

562 IX. Pastoral Relations Committee

563

- 564 A. The **Pastoral Relations** Committee shall act as a liaison between a minister and the  
565 congregation. The committee shall meet on a regular basis with its frequency  
566 determined by the committee. However, there should be no fewer than two (2)  
567 meetings a year.
- 568

569 The Pastoral Relations Committee is composed of six (6) church members and  
570 the Minister. The members are chosen by the Minister and the Board Chair to  
571 serve a three-year term with yearly rotation of two members. The names will be  
572 reported to the General Board. At least one Elder will serve on the committee.  
573 The Board Chair will not serve on the committee. The Search Committee may be  
574 asked to serve for one year as the Pastoral Relations Committee following the  
575 call of a new minister or until a new Pastoral Relations Committee can be  
576 established. The chair of the Pastoral Relations Committee will serve for a three  
577 (3) year term. (Upon adoption of this document, two members shall be appointed  
578 to serve one (1) year, two members shall be appointed to serve two (2) years and  
579 two members shall be appointed to serve three (3) years with one of the  
580 members serving three (3) years appointed as chair of the committee.)

581

582 X. Special Committees and Other Functional Groups

583

- 584 A. When needed to administer the work of the church, the Board shall approve the  
585 creation of special committees. Committee members shall be appointed by the Board  
586 Chair. These committees shall perform specific duties as assigned and shall function  
587 for such time as designated.
- 588
- 589 B. The responsibility of other functional groups shall be outlined separately. These  
590 groups shall cooperate with standing committees in planning and administering the  
591 total program of the church.
- 592

593 XI. Ministerial Staff

594

595  
596  
597  
598  
599  
600  
601  
602  
603  
604  
605  
606  
607  
608  
609  
610  
611  
612  
613  
614  
615  
616  
617  
618  
619  
620  
621  
622  
623  
624  
625  
626  
627  
628  
629  
630  
631  
632  
633  
634  
635  
636  
637  
638  
639  
640

#### A. Positions

1. The congregation shall be served by a Senior Minister. If the Senior Minister position is vacated, an Interim Senior Minister shall be called.
2. In addition to the Senior Minister, the congregation may be served by other ministerial staff. If any other ministerial position is vacated, an Interim Minister may be called.

#### B. Ministerial Responsibilities

1. The Senior Minister shall be the spiritual leader of the congregation.
2. The Senior Minister, in cooperation with the Board, shall be the chief administrator for the congregation.
3. The Senior Minister shall assure that the life and work of the congregation complies with the congregation's Bylaws, policies and procedures.
4. The Senior Minister shall give special attention to the training of the congregation's leaders.
5. The Senior Minister shall be an ex officio, non-voting member of all committees and functional groups of the congregation.
6. The Senior Minister shall supervise and evaluate the work of the church staff.
7. The responsibilities of ministerial positions shall be adapted to meet current congregational needs.

#### C. Selection

1. The Board Chair shall select a Search Committee consisting of six members and a Chair.
2. This committee shall represent diverse segments of the congregation and shall be approved by the Board.
3. The Personnel Chair shall serve as an ex-officio, non-voting member of this committee.
4. The Search Committee shall utilize the services of the congregation's Regional Minister for information and counsel concerning prospective candidates.
5. The Search Committee shall interview only one prospective minister at a time; however, information may be secured on multiple candidates.

641  
642  
643  
644  
645  
646  
647  
648  
649  
650  
651  
652  
653  
654  
655  
656  
657  
658  
659  
660  
661  
662  
663  
664  
665  
666  
667  
668  
669  
670  
671  
672  
673  
674  
675  
676  
677  
678  
679  
680  
681  
682  
683  
684  
685  
686

6. The Search Committee shall present its recommendation for a prospective minister to the Board.
7. The Search Committee shall make information on a prospective minister available to the congregation.
8. The Search Committee shall present its recommendation to the congregation at a congregational meeting.
9. If at least three fourths of those voting at this congregational meeting approve the recommendation, the Chair of the Search Committee shall extend a call to the prospective minister on behalf of the congregation.

D. Terms of Employment

1. Compensation, terms of employment, and termination procedures shall be stipulated in a letter of call/employment agreement.
2. Copies of this letter of call/agreement are to be kept by the Personnel Committee Chair, the Treasurer and the Minister.
3. The Senior Minister shall meet at least semi-annually with the officers of the Corporation and the Chair of the Elders to review the church's mission, vision, and goals.

XII. Amendments to Bylaws

1. A proposed amendment to these Bylaws must be presented to the Board Chair in written form and must be accompanied by the written support of at least fifteen (15) members of the congregation or all serving Trustees.
2. The Board Chair shall assure that a proposed amendment is provided to the members of the Board at least two weeks prior to the Board meeting at which the amendment will be considered.
3. The Board shall present a proposed amendment to the congregation. The Board will also present its recommendation, non-recommendation, or no comment.
4. A copy of the proposed amendment and the Board's opinion must be made available to the members of the congregation at least two weeks prior to a vote being taken at a congregational meeting.
5. A proposed amendment shall be approved by a two thirds majority of the members of the congregation voting on the proposed amendment.

687  
688

6. An approved amendment is recorded by the Secretary and forwarded to the Trustees, who shall ensure the amendment is incorporated into these Bylaws.