

BY-LAWS AND GOVERNANCE DOCUMENT

FIRST CHRISTIAN CHURCH OF MANHATTAN, INC.
MANHATTAN, KANSAS

Mission/Purpose Statement

First Christian Church (Disciples of Christ) is called to witness to all humankind with a spiritual vitality that embraces inclusiveness and Christ-like justice. Therefore, we seek to be a community that reaches in to one another, reaches up to God, and reaches out to the world with the love of Jesus Christ.

Foundational Belief

We believe Jesus is the Christ, the Son of the Living God, and we proclaim Him Lord and Savior of the world, and strive to be His Disciples.

Core Values

- We provide a place where the constancy of God's love and the compassion of Christ are expressed.
- We care for those who have no relationship with God.
- We are a place for healing and comfort.
- We work for justice for all God's people.
- We dispel isolation and alienation by celebrating diversity and the inclusivity of Christ's love.
- We serve God and others through the use of our spiritual gifts.
- We grow in Christ through the spiritual habits of prayer, scripture reading, small group interaction, and the stewardship of our resources.
- We share the stories of our faith and our spiritual journeys.
- We support and nurture Christian growth of children, youth and adults
- We embrace different expressions of worship.
- We utilize an effective organizational structure that empowers individual and corporate ministries.

Membership and Voting Privileges

The membership of this Church shall consist of those who are identified now as members of the Congregation and those who shall unite with it by baptism or transfer of membership. Voting privileges shall be accorded to all members present.

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Article I Elders, Deacons, & Trustees

A. **Election:** The following members of the Elders, Deacons and Trustees shall be elected by the Church at its annual business meeting for that purpose and for a term as indicated for each, or until such time as a successor is elected or appointed and assumes office. Elders, Deacons and Trustees shall organize with the election of a chair, secretary and other officers they deem necessary. The chair of each group shall serve as a member of the Coordinating Council. All Elders, Deacons and Trustees must be members of First Christian Church of Manhattan, Inc. The membership within each of the above categories shall be a balance of male and female.

1. Elders--Not more than 18 (excluding life Elders) in number, one-third of whom shall be elected each year for a term of three years.
2. Deacons--Not more than 48 (excluding life Deacons) in number, one-third of whom shall be elected each year for a term of three years.
3. Trustees--3 in number, one of whom shall be elected each year for a term of three years. The Trustees will be *ex officio* members of the Property Committee.
4. Elders and Deacons by virtue of distinguished service may be elected to office for life by the Congregation and be known as Life Elders or Life Deacons respectively.

B. **The Elders** shall assume four primary roles:

1. In the role of shepherds, the Elders shall share with the ministerial staff the responsibility for providing care and support for members of the Congregation. This may include serving as leaders in a shepherding/care cluster program, fostering communication, and providing assistance during times of personal crisis or transition.
2. In the role of overseers, the Elders shall share with the ministerial staff the responsibility for creating, articulating and striving toward the vision for the mission of The First Christian Church of Manhattan, Inc. This may include recommendation of long-range plans and policies pertaining to general, regional or local Congregational goals; recommendation concerning the calling or discharging of a minister; participation in the Congregation's ministry groups.
3. In the role of teachers, the Elders shall share with the ministerial staff the responsibility for contributing to the wisdom and knowledge of the members of the Congregation. This may include classroom teaching, informal communication, studying together and sharing of the theological and historical traditions of the Church.
4. In the role of celebrants of the Lord's Supper, the Elders shall share with the ministerial staff the responsibility for administering the sacrament of holy communion, linking the Congregation to the source of Life. This may include presiding at the communion table during worship and offering communion to those unable to attend. Elders shall receive and care for the offering following worship services.

Life Elders shall perform foregoing services at their option.

C. **The Deacons** shall cooperate with the Elders in promoting the growth and welfare of the Church. The Deacons shall:

1. serve the Lord's Supper.
2. collect the offering during worship.
3. prepare and care for the communion service.
4. assist with the preparation of candidates for their baptism.
5. perform any such duties as the scriptures may direct or be assigned to them by the Coordinating Council.

Life Deacons shall perform foregoing services at their option.

D. **The Trustees** act as the legal agents of the Church in all business matters with full disclosure to the Coordinating Council and the Congregation. The Trustees shall:

1. provide adequate insurance for all Church property.
2. have supervision over all endowments and trust funds.
3. administer wills and bequests.
4. handle all legal matters according to By-Laws and rules of incorporation.
5. enter into property contracts for and in the name of the Church.
6. borrow money and sign notes, execute deeds, leases and mortgages for the Church.
7. receive and administer annuity contracts.
8. receive and provide for proper administration of memorial gifts, memorial funds and estates left to the Church.
9. apply annual for tax exemption for all Church property used for religious purposes.
10. see that income withholdings for tax purposes are reported quarterly.
11. keep and preserve proper records of proceedings of Trustees.
12. see that all legal papers are listed and kept in a safe deposit box.
13. renew or extend maturity of balance due on debts.
14. have representation on the Stewardship Ministry Team.
15. perform such other duties as are required by the State of Kansas.
16. make final decisions regarding use of all Church properties by non-FCC organizations.
17. act as Directors of the Corporation and the Chair of the Trustees shall also be President.

E. **Junior and College-Age Deacons**

1. These Church leaders-in-training shall be elected by the Congregation at its annual election during the month of December for a term of one year.
2. The Chair of the Deacons and the Chair of the Discipleship Ministry Team shall be responsible for developing and executing a training program for Junior Deacons.
3. Deacons of middle school, high school and college age shall be elected each year. The membership within this category should be a balance of male and female.

Article II

Coordinating Council

- A. The Coordinating Council (CC) shall consist of:
1. The Chair
 2. Chair-Elect
 3. Recording Secretary
 4. Financial Secretary
 5. Treasurer
 6. Chair of Elders
 7. Chair of Deacons
 8. Chair of Trustees
 9. Chairs of Ministry Teams
 10. Pastor(s)
 11. Associate Pastor and/or Christian Education (CE) Director
- B. It shall be the duty of the Coordinating Council to:
1. consider and recommend general policies to the Congregation.
 2. transact Church business.
 3. make necessary changes in the non-salary line items of the proposed and adopted budget.
 4. administer the programs of the Church through Ministry Teams.
 5. approve personnel recommendations from Ministry Teams and Elders.
- C. Immediately following the annual election, the newly elected Coordinating Council Chair shall appoint chairs of the Ministry Teams to renewable three year terms.
- D. The new constituted Coordinating Council shall begin functioning as a planning body immediately following the annual election and shall be installed at its first regular meeting in January.
- E. The Coordinating Council shall perform its duties according to the authority granted in this Governance Document or designated by the Congregation. Reports shall be made annually to the Congregation and at other occasions when items of interest to the Congregation may be considered timely.
- F. Indemnification of Trustees and Officers. When a person is sued, either alone or with others, because he is or was a Director or Officer of the Corporation, or of another Corporation serving at the request of this Corporation, in any proceeding arising out of his alleged misfeasance or nonfeasance in the performance of his duties or out of any alleged wrongful act against the Corporation or by the Corporation, he shall be indemnified for his reasonable expenses, including attorney's fees incurred in the defense of the proceeding, if both of the following conditions exist:

- (a) The person sued is successful in whole or in part, or the proceeding against him is settled with the approval of the court.
- (b) The court finds that his conduct fairly and equitably merits such indemnity.

The amount of such indemnity which may be assessed against the Corporation, its receiver, or its Trustee, by the court in the same or in a separate proceeding, shall be so much of the expenses, including attorney's fees incurred in the defense of the proceeding, as the court determines and finds to be reasonable. Application for such indemnity may be made either by the person sued or by the attorney or other person rendering services to him in connection with the defense, and the court may order the fees and expenses to be paid directly to the attorney or other person, although he is not a part to the proceeding. Notice of the application for such indemnity shall be served upon the Corporation, its receiver, or its Trustee, and upon the plaintiff and other parties to the proceeding. The court may order notice to be given also to the members in the manner provided in Article VI for giving notice of members' meetings, in such form as the court directs.

Article III Election of Servant Leadership

- A. A nominating committee comprised of nine members shall be appointed by the Chair of the Coordinating Council and be presented to the Coordinating Council for approval at its September meeting.
- B. This committee shall be comprised of:
 - 1. Chair of Elders
 - 2. One Life Elder
 - 3. One other Elder
 - 4. Chair of Deacons
 - 5. Three other Deacons
 - 6. One Junior Deacon
 - 7. One member at large. (Members at large are those who are not serving on the Coordinating Council.)
- C. The make-up of the nominating committee should reflect a balance of male and female.
- D. The nominating committee shall solicit and consider nominations from the Congregation at-large.
- E. Nominations shall be made for all vacancies in the elected membership and elected officers of the Coordinating Council.

- F. At the expiration of a regular three year term of office, any Elder, Deacon or Trustee shall not be eligible for re-election until the lapse of one year. A retiring officer may be elected or appointed to a different office without awaiting a time-lapse of one year.
- G. The nominating committee shall hold at least two meetings and report its nominations to the November meeting of the Coordinating Council.
- H. The annual election of Servant Leadership by the Congregation will be held during the month of December, using the slate of nominations presented to the Coordinating Council.
- I. Any vacancies as determined by the Coordinating Council shall be filled for the balance of the unexpired term through the nomination by the chair of the group where the vacancy occurs with the approval of the Coordinating Council.

Article IV Minister(s)

- A. The Minister(s) of the Church shall perform the duties as specified in their respective job descriptions, and as spiritual advisors of the Church. They shall be *ex officio* members of all organized groups and ministry teams, with voice but no vote.
- B. The Minister(s) shall be called upon recommendation of a Search Committee, Elders and Coordinating Council and approved by the Congregation.
- C. The Minister(s) and Coordinating Council Chair, in consultation with the Stewardship Ministry Team, shall draw contracts setting forth the salary to be paid, amount of vacation time and other items deemed necessary. Said contracts will be signed by the Minister(s) and Chair of the Coordinating Council.
- D. Dismissal: In the event that any person or group wishes to request that a Minister resign, the following procedures should be followed:
 - 1. The proposed action shall be presented to the Coordinating Council.
 - 2. The Coordinating Council shall consult with the Elders and will, as soon as possible, inform all parties involved of impending action.
 - 3. After meeting with those involved, the Coordinating Council and Elders shall make appropriate recommendations to the Congregation for action.
- E. An Exit Interview shall be conducted at the end of a Minister's service to the Congregation.
- F. An Interim Minister shall be appointed upon the recommendation of the Search Committee and approval of the Coordinating Council and Elders.

Article V Other Professional Employees

- A. Other employees may be hired when such positions and Job Descriptions are approved by the Coordinating Council.
- B. The procedures to be followed in the selection and dismissal of other employees are:
 - 1. The Ministry Team Chair or individual responsible for the supervision of the employee shall forward a recommendation to the Coordinating Council.
 - 2. The Coordinating Council shall review the recommendation and consult with the Personnel Committee.
 - 3. The Coordinating Council shall make the final determination.

Article VI Meetings of the Congregation

- A. The Congregation shall hold:
 - 1. a meeting for budget adoption during the month of November.
 - 2. an election to fill expiring terms of Servant Leadership during the month of December.
 - 3. a meeting during the month of January for the purpose of presenting the Annual Report and installing the Servant Leadership.
 - 4. regular meetings of the Congregation in any month containing five Sundays.
 - 5. special meetings as required, such meetings to be called by the Coordinating Council Chair or upon request of the Coordinating Council or written petition of 25 or more members of the Church.
- B. Notice of all regular or special business meetings of the Congregation shall be given at a regular Sunday service of the Church and/or contacting members through regular or special mailings of the Church Newsletter. The notice shall state the purpose of the meeting.
- C. Rules of Order—all business meetings of the Church and Coordinating Council shall be governed by the current edition of “Robert’s Rules of Order, Revised.”

Article VII Amendments

This document and its By-Laws may be amended at a meeting of the Congregation by a two-thirds vote of the members present and voting on the amendment, provided that a written notice of the proposed amendment has been given to the members of the Congregation at least two weeks before

the vote is taken, or the proposed amendment has been read at a regular Sunday service at least two weeks before the vote is taken.

Article VIII Church Fiscal Year

The Church fiscal year shall be from January 1 to and including December 31 of the same year.

Article VIII Coordinating Council

A. The Coordinating Council shall:

1. Hold its regular meetings monthly or as needed.
2. Hold its special meetings on call of the chair or upon request of 5 or more members of the Coordinating Council.
3. Observe the following order of business:
 - a. Meeting called to order by presiding officer
 - b. Prayer
 - c. Reading and approval of minutes of previous meeting
 - d. Report of treasurer and acceptance of report
 - e. Correspondence
 - f. Ministry Team reports
 - g. Professional Staff reports
 - h. Unfinished business
 - i. New business
 - j. Prayer
 - k. Adjournment

B. Officers of the Coordinating Council and their Duties:

1. The Chair shall:

- a.) serve for one two-year term.
- b.) preside at all meetings of the Council, shall preside over all Congregational business meetings, and shall perform all other duties that the Council may direct (e.g. appoint search committees)
- c.) appoint all Ministry Team Chairs.
- d.) at the beginning of each Church year, have a meeting with each Ministry Team to discuss specific duties and responsibilities as outlined in this document.
- e.) be an *ex officio* member of all organized groups and Ministry Teams.

2. The Chair-Elect shall:

- a.) serve for one two-year term and then assume the office of chair.

- b.) be an *ex officio* member of all organized groups and Ministry Teams, shall preside and officiate in the absence of the Chair and perform such other duties as shall be assigned by the Coordinating Council.
- 3. The Secretary shall:
 - a.) be appointed by the Chair for a term of one year. The appointee may serve successive terms.
 - b.) shall keep an accurate record of all meetings of the Board and Congregational business meetings. In the absence of the Secretary, the Chair shall appoint a Secretary Pro-tem.
 - c.) make official minutes of such meetings available upon request by any member of the Congregation.

Article IX Ministry Teams

Ministry Teams shall be selected by the respective Chair of each Ministry area. The number of team members shall be sufficient to perform the duties of the Ministry area.

- A. **The Stewardship Ministry Team** is responsible for exploring, initiating and implementing all dimensions of stewardship with particular focus on addressing issues normally related to finances, property and budgets.
 - 1. Membership includes:
 - a) Ministry Team Chair
 - b) Senior Minister
 - c) Treasurer
 - d) Individuals associated with the maintenance of property
 - e) Representation of the Trustees
 - f) Individuals who feel a calling in this ministry area
 - 2. Responsibilities of this Ministry Team include, but are not limited to the following:
 - a) plan and facilitate Congregation-wide planned giving via annual stewardship program.
 - b) develop and implement with regular reports to the Coordinating Council and Congregation.
 - c) provide for a process of budgetary responsibility for purchases and warrants for payment of bills submitted to the Church treasurer.
 - d) Maintain a current inventory of Church property
 - e) provide for planned property care and maintenance of Church building and surrounding grounds, and all other property owned by the Church.
 - f) supervise any salaried custodial staff and oversee any contract work associated with the Church facilities.
 - g) provide proper identification of Church with signage (external and internal).
 - h) consider implications regarding property for the various programming needs of the Church.

- i) research needs and develop plans for replacement and improvement of Church properties and make recommendations to the Coordinating Council.
- j) work closely with the Trustees who act as the legal agents of the Church in all business matters
- k) create salary recommendations submitted to the Elders and the Coordinating Council for review and approval.
- l) create salary recommendations for Minister(s) and employees.

B. The Discipleship Ministry Team is responsible for the planning and implementation of Christian Education for the Church

1. Membership includes:
 - a) Ministry Team Chair
 - b) Associate Pastor and/or Christian Education Director
 - c) Individuals who are associated with the Christian Education Program of the Church
 - d) Any who feel a calling in this ministry area
2. Responsibilities of this Ministry Team include, but are not limited to the following:
 - a) Christian Education--(i.e. provide teachers, assign rooms and select and purchase curriculum when required, plan alternative summer classes, Summary Day Activities, Vacation Bible School, offer teacher enrichment and planning opportunities.)
 - b) Nursery--(i.e. recruit coordinator to hire, supervise caregivers and oversee that the facility is clean, supplied and the toys are safe and appropriate.)
 - c) Youth--(i.e. support Associate Pastor and/or Christian Education Director as needed to recruit leaders and support programs and fundraising.)
 - d) Adult, Youth, Children Bible Study--(i.e. support Minister(s) as needed to develop Wednesday night bible study.)
 - e) Celebration/Recognition Events--(i.e. coordinate with appropriate ministry teams in recognition of teachers, participants in baptism, dedications of new babies, graduations.)
 - f) Library--(i.e. support, organize fundraise and develop and recruit library workers.)
 - g) Support Worship Ministry--(i.e. Children's Sermons, Children's Church.)

C. The Fellowship Ministry Team focuses on the "Reaching In" activities of the Church. These activities create experiences designed to build relationships within our Church Body.

1. Membership includes:
 - a) Ministry Team Chair
 - b) Those individuals who feel a calling in this area
2. Responsibilities of this Ministry Team include, but are not limited to the following:
 - a) plan and prepare for Congregational gatherings. Congregational meetings with potlucks are held during those months throughout the year that have a 5th Sunday.
 - b.) help members become better acquainted—Table Fellowship dinners, Nametags, Church Pictorial Directory, and coffee hour.

- c) provide special fellowship events--Easter Breakfast, Advent Brunch, Christmas Caroling Party
- d) provide recognition services or receptions for new members.
- e) include new members in the program life of the Church
- f) discover the talents and leadership abilities of new members and the use thereof in the program life of the Church
- g) keep the Church membership rolls revised and up-to-date.
- h) coordinate with the appropriate Ministry Team to provide special recognition services--Annual memorial services for deceased members, Senior/graduation recognition.
- i) collaborate with Men's (DMF) & Women's (DWF) Fellowship

D. **The Local and Global Outreach Ministry Team** is responsible for overseeing the "Reaching Out" activities of the Church. These include not only our Local and World Outreach activities, but also the Evangelism activities of the Church.

1. Membership includes:
 - a) Ministry Team Chair
 - b) Those individuals who feel a calling in this area
2. Responsibilities of this Ministry Team include, but are not limited to the following:
 - a) **Local Missions**--Provide for Congregational support of local projects (i.e. Meadowlark Hills Retirement Community, Ecumenical Christian Ministry (ECM), Shepherd's Crossing, Flint Hills Clinic, Second Helping, Flint Hills Bread Basket, Tend My Sheep, Boy Scout Troop 76).
 - b) **Global Missions**--Encourage the Congregation to become familiar with and contribute to the Church's program of world outreach (i.e. Disciples Mission Fund, Blanket Fund, Reconciliation & Week of Compassion offerings, Christmas, Pentecost, Easter & Thanksgiving offerings, Jamaica Mission Project).
 - c) **Evangelism**--Plan and coordinate a year-round program of evangelism (pastor-laity calling, Newspaper/Radio, Website, Newsletter, Decision Days).
 - d) **Social Justice**--Publicize and encourage individual participation in events or groups such as Depression and Bi Polar Support, Alliance for Peace and Justice Wage Coalition, Hunger Drive and others.

E. **The Worship and Spiritual Life Ministry Team** is responsible for overseeing the "Reaching Up" activities of the Church. There are four areas of focus: planning and implementing corporate worship services and evaluating their effectiveness; promoting family worship and individual devotional life in the home and in a retreat setting; submitting appropriate recommendations to the Coordinating Council concerning the retaining or discharging of salaries music staff; coordinating lay personnel for worship services.

1. Membership includes:
 - a) Ministry Team chair
 - b) Minister(s)
 - c) Members of the worship music and praise team
 - d) Others who feel a gift or interest in worship

2. Responsibilities of this Ministry Team include, but are not limited to the following:
 - a) provide for the observance of the Lord's Supper.
 - b) execute a planned order of worship.
 - c) provide for appropriate music.
 - d) coordinate special seasonal services including decorations
 - e) arrange for staffing of the sound board for worship services.
 - f) coordinate with the ushers and the greeters for Sunday mornings
 - g) aid the Minister(s) in scheduling laity for worship leaders and children's sermon
 - h) communicate with the members (i.e. Newsletter, Bulletin Board and announcements, receive feedback from the Congregation and respond).
 - i) oversee special purchases
 - j) monitor the praise song selections and those performed for a yearly music licensing report.

Article X Standing Committees

A. Personnel Committee

1. Membership includes:
 - a) Chair-elect of the Coordinating Council (shall serve as chair).
 - b) Chair-elect of the Elders.
 - c) Three members of the Congregation serving three year staggered terms.
2. Responsibilities shall include:
 - a) act for the Coordinating Council in dealing with personnel matters for all Minister(s) and employees.
 - b) Seek counsel from the Senior Minister where necessary and appropriate.
 - c) consult with Ministry Chairs on issues involving a particular ministry.
 - d) maintain ministerial and employee job descriptions, contractual agreements and salary histories.
 - e) conduct annual evaluations for Minister(s) and employees.
 - f) provide avenues for resolving employment problems and relationships.
 - g) study and update employment policies on an annual basis.
 - h) review and recommend changes in employee benefit packages.
 - i) provide timely reports for the Elders and Coordinating Council.
 - j) perform other duties as assigned by the Coordinating Council.

B. Memorial Committee

1. Responsibilities shall include:
 - a) provide for a system of utilization and administration in keeping with the intent of memorials provided to the Church.
 - b) provide for a system of record to properly maintain the memory of memorials in the Church.
 - c) be responsible to the Trustees.

C. Pastoral Relations Committees

1. The Chairperson of the Elders shall appoint a Pastoral Relations Committee (PRC) for the Senior Minister and the Associate Minister of the Church. The committees shall be comprised of four (4) participating members of the Congregation in addition to the Elders' chairperson for the Senior Minister and Elders' Chair Elect for Associate Minister. Members shall serve terms of two (2) years with no more than two (2) consecutive terms.
2. Each member of the PRC shall be appointed from a list of participating members of the Congregation submitted to the Chair of the Elders by the Minister. Such a list shall contain approximately twice the number of names of persons as there are positions to fill the committee. A vacancy on the PRC shall be filled for the unexpired term in the same manner as original appointments are made.
3. Each person appointed to the PRC shall:
 - a) have a commitment to Jesus Christ.
 - b) be a good listener and communicator.
 - c) be sensitive to individuals' concerns.
 - d) have a high level of concern for the life of the Church.
 - e) be able to keep information confidential when appropriate.
 - f) have the respect and confidence of both the Minister and the Congregation.
4. The primary purpose of the PRC is to act as a communications link between the Congregation and Minister, to ensure that the concerns of both are addressed on a timely basis. In addition, it shall be the responsibility of the PRC to:
 - a) strengthen relationships between the Minister and the Congregation
 - b) counsel and offer guidance to the Minister regarding the Minister's time including days off, vacations and educational opportunities.
 - c) counsel and offer guidance to the Minister regarding the nature of the Church's ministry.
 - d) give consideration to the recruitment of individuals to full-time ministry.
5. The PRC shall meet at least quarterly. Regular meetings shall be established at the first meeting of the committee, and the date, time and location of the meetings shall be published for the Congregation's information. Special meetings of the committee may be held upon call of not less than two (2) of the members of the committee.
6. When the Minister leaves the Congregations, the existing PRC would cease to function. A new PRC should be established as indicated above as soon as feasible and no later than six (6) months after the new Minister takes over.

Article XI Ratification

This Governance Document and By-Laws shall become effective as soon as ratified at a meeting of the Congregation by a two-thirds vote of the Church members present and voting and shall be considered as being in force immediately thereafter.

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

(1) That I am the duly elected and acting secretary of FIRST CHRISTIAN CHURCH OF MANHATTAN, INC., a Kansas not-for-profit corporation; and

(2) That the foregoing governance documents and bylaws, comprising 15 pages, constitute the original bylaws of said corporation, as duly adopted by the directors of said corporation on the 31st day of May, 2009.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name this ____ day of _____, 2009.

Alice J. Trussell, Secretary

APPENDICES

Search Committee

1. When a vacancy occurs in the Ministerial staff, the Chair of the Coordinating Council shall appoint a Search Committee of 5-7 official members of the Congregation. These members should represent the demographics of the Congregation (gender, youth, Elders, Deacons, and Ministry Teams). Ministerial staff employed at the time shall be *ex officio* members of the Search Committee.
2. Duties shall include:
 - a) consult with the Congregation and Coordinating Council to formulate the broad goals, needs and expectations for candidate search in relationship to the Mission Statement and Visioning Documents.
 - b) consult with the Stewardship Ministry team to establish salary ranges.
 - c) seek qualified candidates through the Disciples of Christ Regional offices.
 - c) review applications of candidates and check references submitted.
 - e) conduct interviews with candidates under consideration that conform to guidelines established by the Congregation, Coordinating Council and Stewardship Ministry.
 - f) make a recommendation to the Coordinating Council and Elders for the appointment of an Interim Minister.*
 - g) make a recommendation to the Elders and Coordinating Council for Calling the ministerial candidate.*

*Details of the Letter of Calling, contractual agreements concerning salary, benefit package, vacation allotment and/or Sabbatical leave will be determined by the Stewardship Ministry Team. *The Congregation will have final approval for the Calling of the minister and the contractual agreement once a positive recommendation has been made by the Elders and the Coordinating Council.*

Tend My Sheep Guidelines

1. The fund will be set up with designated donations from the Congregation and replenished by donation request when the balance drops below \$500.
2. To be eligible to request assistance from this fund, the family or individual should be a member of our Congregation or a regular participant in our Church.
3. Unless there are extenuating circumstances, the assistance to an individual/family can be given one time each six months.
4. Confidential requests for assistance can be made to the Pastor who has the discretion to authorize funding up to \$300. The Pastor may consult with members of the Tend My Sheep committee if he/she feels it is necessary or if the circumstances require greater funding.
5. The committee is composed of the Pastor, the Chair of the Elders, a member from the Congregation at large, the Treasurer, and a member knowledgeable about sources of Community Assistance.
6. When possible, those requesting funds will be assisted in utilizing existing community resources if they are available. (i.e. Shepherd's Crossing, Red Cross, Emergency Shelter, Crisis Center, Salvation Army).
7. Tend My Sheep funds can be used to purchase grocery cards (Dillons, Rays Apple Market) to be distributed to those who are requesting such assistance. In addition, pre-paid phone cards may be purchased and kept on hand to assist with this need. Dillon's grocery cards may also be given for gas purchases.
8. In most cases, cash will not be given, but rather a check to the appropriate business or organization.
9. If the request is for an on-going problem or issue that requires specific help/counseling, we would assist in setting that up.

Minister Sample Exit Interview

(Conducted at the discretion of the Coordinating Council)

1. Why did you choose to stay with this Congregation as long as you have with the difficulties that are here?
2. If asked to do some reflection as to why you went into ministry in the first place how have you been able to act upon these things during your time at First Christian Church?
3. What are your highest hopes for First Christian Church?
4. What are your greatest anxieties for First Christian Church?
5. What do you consider to be your 3 most satisfying achievements during your ministry here?
6. What have been the greatest frustrations during your ministry at FCC?
7. What are the 3 most crucial issues First Christian Church must address in the next 3-5 years?
8. What feels unfinished?
9. What do want to tell us about ourselves (FCC) as you leave?

Minister Sample Exit Interview
(Conducted at the discretion of the Coordinating Council)

1. What are some of the strengths of the Congregation?

2. What are some of the things we might improve?

3. Are there special pastoral concerns or griefs?

4. What are some of the things you have felt best about?

5. Share with us your future plans and relationships to this Congregation.

6. What are some of the things that attracted you to this Congregation?

7. Are there suggestions you might share about new goals we might consider?

8. Did you encounter any surprises after you came here?

9. In what ways do you perceive us as being different now from when you came?

10. Are there specific items of feedback you would like from this Pastoral Relations Committee as you leave to go to another Church?

Church Calendar Items

<p style="text-align: center;">JANUARY</p> <ul style="list-style-type: none"> ➤ Annual Meeting ➤ (Re)appoint: <ul style="list-style-type: none"> ● Personnel Committee ● Ministry Team Chairs ● Pastoral Relations Comm. ➤ Jamaica Mission 	<p style="text-align: center;">FEBRUARY</p> <ul style="list-style-type: none"> ➤ Week of Compassion ➤ Blanket Sunday ➤ Soup Supper/Talent Show ➤ Valentine Bread Deliveries ➤ Re-charter Boy Scout Troop 76 	<p style="text-align: center;">MARCH</p> <ul style="list-style-type: none"> ➤ Easter Offering (or April) ➤ Easter Breakfast (or April) ➤ Spirit Fest (DWF)
<p style="text-align: center;">APRIL</p> <ul style="list-style-type: none"> ➤ Easter Offering ➤ Easter Breakfast 	<p style="text-align: center;">MAY</p> <ul style="list-style-type: none"> ➤ Graduation Recognition ➤ Memorial Day Recognition ➤ Pentecost Offering 	<p style="text-align: center;">JUNE</p> <ul style="list-style-type: none"> ➤ Vacation Bible School
<p>Spring Events: Youth Sunday, Soup Supper/Talent Show Fund Raiser</p>		
<p style="text-align: center;">JULY</p> <ul style="list-style-type: none"> ➤ General Assembly (odd number years) 	<p style="text-align: center;">AUGUST</p> <ul style="list-style-type: none"> ➤ Education Kick-Off 	<p style="text-align: center;">SEPTEMBER</p> <ul style="list-style-type: none"> ➤ Appoint Nominating Comm. ➤ Budget Requests Due ➤ Salary Recommendations ➤ Pumpkin Patch (DWF) (or October)
<p style="text-align: center;">OCTOBER</p> <ul style="list-style-type: none"> ➤ Stewardship Education/Program ➤ CROP Walk ➤ Ministers' Appreciation ➤ Regional Assembly (even numbered years) ➤ Reconciliation Offering 	<p style="text-align: center;">NOVEMBER</p> <ul style="list-style-type: none"> ➤ Pledge Sunday ➤ Budget Presentation ➤ Officers Presented ➤ Thanksgiving Offering 	<p style="text-align: center;">DECEMBER</p> <ul style="list-style-type: none"> ➤ Advent Brunch ➤ Christmas Offering ➤ Congregational Meeting for budget & slate of officers approval
<p>5th Sunday Congregational meetings as they occur on the calendar</p>		

