

**BY-LAWS OF THE
FIRST CHRISTIAN CHURCH (DISCIPLES OF CHRIST)
STERLING, COLORADO**

ARTICLE I

Elected and Appointed Personnel and Honorary Positions

All elected/appointed personnel must be active members of First Christian Church, Sterling, Colorado.

Section A. Elected Personnel

A person may hold only one position on the Board. Any person filling an unexpired term due to vacancy is eligible to be elected to a full term of that office.

The following officers will be elected by the congregation at a congregational meeting:

1. As members of the Church Board:
 - a) Chairperson of the congregation and Board for a term of one year; may succeed self once.
 - b) Vice-Chairperson of the congregation and Board for a term of one year; may succeed self once.
 - c) Secretary of the congregation and Board for a term of one year; may succeed self twice.
 - d) Treasurer for a term of one year; may succeed self twice.
 - e) Committee chairpersons, eight (8) in number, for a term of one year; may succeed self twice.
 - f) C.W.F. delegate for a term of one year; may succeed self twice.
 - g) C.M.F. delegate for a term of one year; may succeed self twice.
2. Elders:

The total number will be at least six. Elders will be elected for a term of two years. Approximately 1/2 of the number will be elected each year.
3. Diaconate:

The total number is to be at least thirty (30), twelve (12) of whom will be responsible for preparation of communion. At least four (4) will be 9th, 10th, or 11th grade when elected and called Junior Diaconate. The Junior Diaconate will be elected for a term of one year. The other members of the Diaconate will be elected for a term of three years. Approximately 1/3 of the number will be elected each year. The Diaconate may succeed selves.
4. Financial Secretary:

Elected for a term of one year; may succeed self twice.
5. Trustee:

Trustees, totaling three (3) in number, one of whom will be elected each year for a term of three years; may not succeed themselves.
6. Historian:

Historian will be elected for a term of three years; may succeed self indefinitely.

7. Church Clerk:

The Church clerk will be elected for a term of one year; may succeed self indefinitely.

Section B. Appointed Positions

1. The Chairperson of the Board may appoint special committees and task forces when needed for a limited time and purpose.
2. Delegates:
The Chairperson and Vice-Chairperson of the Board will serve as Official Delegates to all Assemblies of the Denomination during their term of office. The Chairperson of the Board may appoint alternates in the event the Chair and Vice-Chair are unable to attend.

Section C. Honorary Officers

Those who are no longer able to serve yet whose service and dedication to the Church merit this honor may be elected Elder Emeritus or Deacon Emeritus. Recommendations for the Emeritus positions are initiated by their respective committees. After Board approval, the name will be submitted to the congregation for confirmation.

Section D. Qualifications of Officers

Consideration will be given in light of the spirit and teachings of Jesus. In addition to qualities of a willing spirit and a desire to serve it is essential that prospective candidates accept the following principles of stewardship:

1. All members of the Board must be members of the First Christian Church, Sterling, Colorado.
2. Regular attendance at the Board meeting as required.
3. Regular attendance at services of the church and participation in church activities.
4. Willingness to fulfill one's assignment.
5. Regular contributions to the financial support of the church to the best of one's ability.
6. Conduct one's total life in such a manner as to be deserving of the office.
7. Promote good will and Christian fellowship within the church family; strengthen the varied programs of the church; aid the minister and membership in making the total life and work of the church related to the purpose of God as revealed in Jesus Christ and strive toward continual personal growth in Christian stewardship.

Section E. Duties of Officers and Committees

1. The Chairperson will be the representative of the Congregation in all Board approved activities of the church, fulfill the usual duties of the office, call and preside at all regular or special business meetings of the congregation, serve as Chairperson of the Board and is an Ex-Officio member of all committees.
2. The Vice-Chairperson will fulfill the usual duties of the office, call and preside at all regular meetings of the congregation in the absence of the Chairperson, serve as Vice-Chairperson of the Board, serve as chairperson of the Personnel Committee and is an Ex-Officio member of all committees.
3. The Secretary will keep minutes of all regular and special business meetings of the congregation, serve as secretary of the Board, and perform such other duties as may be assigned.

4. Elders:
 - a) The responsibilities of the Elders, as spiritual leaders of the Church, are to discover and encourage ways to develop the spiritual life of the Church and its members, serve at the Lord's table and serve the spiritual needs of the congregation.
 - b) Elders will organize themselves no later than October 15, to elect a chairperson and vice-chairperson.
 - c) Elders will meet on call of the Senior Minister or their Chairperson but will meet at least once each quarter.
5. Diaconate:
 - a) They will organize themselves no later than October 15 to elect a chairperson and vice chairperson.
 - b) The Diaconate will meet on call of the Senior Minister or their Chairperson, but no less than once each quarter.
6. The Junior Diaconate will serve at the Lord's Table as requested by the Minister, Chairperson of the Diaconate, Chairperson of the Elders, or the Worship Committee.
7. Trustees:
 - a) The Trustees will act as the legal agents of the Church in all its business matters, under the direction of the Board and subject to the approval of the Congregation; hold legal title to all Church property and keep documents in a fire proof box or safe deposit box; and perform such duties as are required by law of the State of Colorado.
 - b) The Trustee holding seniority in office will be Chairperson of the Trustees and as such will serve on the Board.
 - c) The Senior Trustee must secure a person to make an annual review of the records of the Financial Secretary and Treasurer.
8. The Financial Secretary will receive and keep a record of all funds and deposit them in the proper Church accounts, report the dollar summary amounts to the Treasurer, keep an individual account record for each contributor, distribute statements quarterly and submit a full report at each regular meeting of the Board. Books of the Financial Secretary will be submitted for review to the Senior Trustee at the end of the Church year. An annual report to the congregation will also be required. This position will be bonded by the Church.
9. The Treasurer will make payments, by check, upon order of the Board; keep an accurate book of accounts; and at the regular meetings of the Board will present a statement of all money received and disbursed for the past month. An annual report will be required.
 - a) Routine statements for standing or incurred obligations of a regular nature need not be approved by the Board before payment.
 - b) Special financial obligations will be paid only if prior Board approval has been obtained.
 - c) Obligations should not be paid without an invoice or statement signed by the person making the purchase.
 - d) The Treasurer will submit the financial records to the Senior Trustee at the close of each year for review.
 - e) The Church will bond this position.

10. The Church Historian will gather and preserve all data of historical interest in the life of the local church and will present an annual report.
11. The Church Clerk will keep accurate records of church membership, births, deaths, and marriages. The Church Clerk is authorized to issue letters of transfer when requested.
12. The Building Use Committee will enforce the policy for building and grounds usage. The committee will be composed of the Property Chairperson as Chairperson of this committee, Stewardship Chairperson, a C.W.F. representative and two active members of the congregation, not serving on the Board at that time, who are appointed by the Board Chairperson, with Board approval.
13. The Memorial Committee will keep a permanent record of all memorial funds. The Board Chairperson will appoint the Chairperson of the committee. The committee will be composed of the Financial Secretary and three active members of the congregation, appointed by the Board Chairperson, with Board approval.
14. The Nominating Committee will obtain nominees to fill the slate of proposed offices for the coming calendar year and secure replacements for any vacancy occurring in those offices. The Board Chairperson, with Board approval, appoints the Nominating Committee in January. The committee will be composed of two members of the Board and three active members of the congregation who are not serving on the Board at that time. The Nominating Committee will serve for one (1) year.
15. The Personnel Committee will give oversight to the Minister(s) and staff of the First Christian Church, Sterling, Colorado. The committee will be composed of the Vice-Chairperson of the Board as Chairperson of this committee, Chairperson of the Board, Chairperson of the Elders, Stewardship Chairperson and Treasurer.
16. The Scholarship Committee will oversee and enforce the Scholarship Policy. The committee will be composed of three active members of the congregation, with the Senior of these members serving as Chairperson of this committee, Chairperson of the Trustees and Stewardship Chairperson.
17. The Wills and Bequest Committee will direct the Special Ministries Fund. The Committee will be composed of Board Chairperson as Chairperson of the committee, the Senior Minister, Vice-Chairperson of the Board, Stewardship Chairperson and the Senior Trustee.

The Board may declare any office vacant as the result of default of duty on the part of the office holder.

Section F. Election of Officers

1. The annual election will be held by the last Sunday in September.
2. The nominating committee will report its nominations to the congregation at the annual election. Additional nominations from the floor will be permitted for each position to be filled, on the condition that, prior to the balloting, the person so nominated from the floor consents to be a nominee.
3. All nominees, who receive a majority of the votes cast by written ballot of those present and voting, will be declared elected.

ARTICLE II

Meetings

Section A. Meetings To Be Held

1. Special meetings of the congregation may be called by the Chairperson or Vice-Chairperson or upon request of the Board or Minister(s) or upon a written petition of twelve or more active members of the congregation.
2. The Board will meet every month. The regular meeting day will be on the third Monday of each month. The Chairperson of the Board will have authority to change the date of meetings due to extenuating circumstances.

Section B. Notice Of Meetings

Notice of all regular and special meetings of the congregation will be given at regular Sunday services of the church at least one week in advance of the meeting. For special emergency meetings of the Board, a personal or mailed notice will be given to each member of the Board.

Section C. Group Meetings

Any activity that is not a regularly planned event and not routinely on the church calendar, such as regular meetings of committees or meetings of special or standing committees, whether on church property or away from the church property, will first be presented to the Board for approval to determine:

1. Feasibility.
2. Funding.
3. Safety.
4. Compliance with current policy of First Christian Church, Sterling, Colorado.

These activities may include, but are not limited to:

1. Youth Group activities, such as caroling, fundraisers, holiday parties, swimming activities, and trips.
2. C.W.F. activities, such as fundraisers, Regional meetings, workday activities.
3. C.M.F. activities, such as fundraisers, Regional meetings, workday activities.

Section D. Rules of Order

A current "Robert's Rules of Order" will govern all business meetings of the congregation and Board whenever such order is not specified by these by-laws.

ARTICLE III

Fiscal Year

The fiscal year of the Church will begin January 1 and close on December 31.

ARTICLE IV

The Minister(s)

Section A: Responsibilities

The Minister(s) of the Church will perform the duties that usually pertain to the office, and as the spiritual administrator(s) of the Church he/she will be an ex-officio member of all organized groups, auxiliaries and committees.

Section B. Selection

1. A representative committee of at least five, two from the Board and a minimum of three from the congregation, appointed by the Chairperson and approved by the Board, will serve as the Search Committee. Their duty will be to seek candidates for the pastorate, investigate their qualifications and recommend their choice of pastor to the Board. A two-thirds majority vote of the Board will be necessary for the acceptance of the recommendation. The board-approved committee recommendation will then be submitted to the congregation, which will vote by written ballot. A two-thirds (2/3) majority vote of the members present and voting will be necessary for acceptance of the recommendation.
2. It will be the policy of this Church to recommend only one prospective minister at a time.
3. A written statement setting forth the salary to be paid and other conditions of the call will be made with one original for the minister and one for the church. The term of his\her ministry will be for an indefinite period and may be terminated by either party upon a thirty-day written notice.
4. The Search Committee will avail themselves of the services of the Regional Minister of the Central Rocky Mountain Region of the Christian Church (Disciples of Christ) in their search for a pastor and should follow procedures recommended by the regional office.

Section C: Involuntary Resignation

1. When it is determined by two-thirds (2/3) of the Elders that the minister should be asked to leave, this will be dealt with confidentially between the minister, the Chairperson of the Board, the Elders and the Regional Executive Minister.
2. The board will approve the involuntary resignation of the minister by a two-thirds (2/3) majority of members present and voting, and recommend approval to the congregation.
3. The congregation, in a called meeting, will take final action in approving or disapproving the involuntary resignation of the minister.

ARTICLE V

Duties of Committees

1. The administration of the program of the Church will be delegated to the following committees under supervision of the Board:
 - a) Christian Education
 - b) Christian Outreach and Community Service

- c) Evangelism
 - d) Membership
 - e) Property
 - f) Stewardship
 - g) Worship
2. The committee Chairpersons will have a meeting to select members for the respective committees no later than October 15 and their names will be reported to the Board.
 3. Each committee will organize itself to study its responsibilities and plan its program for the year. It is recommended that all committees meet within 10 days prior to the Board meeting. They will meet regularly to attend to their business, discuss fulfillment of their objectives, evaluate their program and plan their report to the Board. After Board approval of the various committees proposed activities and projects, each committee will proceed to administer its program in cooperation with other committees.
 4. Each committee will, on the basis of its projected needs, submit a proposed budget to the Stewardship Committee when the annual all-church budget meeting is held in October. The purpose of the meeting will be to set dates for proposed activities and submit a proposed budget for these activities. Each committee chairperson will be responsible for monitoring his or her budget.

ARTICLE VI

The Order of Business of the Church Board

The order of business at meetings of the Board will include the following:

1. Call to Order
2. Invocation
3. Roll Call
4. Approval of minutes of previous meeting
5. Presentation of Financial Reports
6. Reports from committees and actions on recommendations, if needed
7. Unfinished Business
8. New Business
9. Adjournment
10. Benediction

ARTICLE VII

Amendments To The By-Laws

These By-Laws may be repealed or amended, or new By-Laws adopted, at any regular meeting of the Board by a two-thirds (2/3) vote of the members present and voting, provided, that notice of such intention will have been given at the preceding regular meeting of the Board; and provided further, that such action will be subject to the approval of the Congregation.

ARTICLE VIII

Effective Date of These By-Laws

These By-Laws replace all By-Laws previously adopted by the First Christian Church, Sterling, Colorado, and will become effective upon approval of the Congregation.

Date of approval: _____

Signature: _____
(Chairperson of the Board)

Signature: _____
(Secretary of the Congregation)