

**BYLAWS
CENTRAL CHRISTIAN CHURCH (DISCIPLES OF CHRIST)
WEATHERFORD, TEXAS**

I. OFFICERS OF THE CONGREGATION

A. ELECTION AND TERM OF OFFICE

1. The Congregation, at its annual gathering, shall elect for terms of one (1) year the following officers who shall serve the Congregation, the Ministry Board and Administration Team:
 - a. **Chairperson**
 - b. **Vice-chairperson**
 - c. **Secretary**
 - d. **Financial Accountability Chairperson**

B. QUALIFICATIONS

1. Officers must be active in the life of the Congregation and give evidence of seeking to grow in their own understanding and practice of the Christian faith. Such evidence would include the following:
 - a. Conduct of one's life in light of the teachings of Jesus Christ.
 - b. Participate in worship on a regular basis.
 - c. Participate in a faith development class or group
 - d. Participate in the Ministry Board and Administration Team gatherings.
 - e. Utilize one's Spiritual gifts to carry out responsibilities of the particular office.

C. RESPONSIBILITIES

1. The chairperson shall preside at the Ministry Board and Administration Team and special called gatherings of the Congregation.
2. The vice-chairperson shall serve to support the chairperson, preside in his or her absence at gatherings of the Congregation, the Ministry Board and Administration Team.
3. The Secretary shall keep accurate minutes of all gatherings of the Congregation, Ministry Board and Administration Team and provide for these minutes to be reviewed and approved by their respective bodies.
4. The Financial Accountability Chairperson shall chair a Financial Accountability Team which shall encourage stewardship within the Congregation and be accountable for the church's income, expenses and outreach programs.

**II. MINISTRY BOARD, ADMINISTRATION TEAM AND FINANCIAL
ACCOUNTABILITY TEAM**

A. MINISTRY BOARD

1. PARTICIPANTS and QUALIFICATIONS

- a. The Ministry Board shall be composed of the participants of the Administration Team, a representative of the Deacons, representatives of the Ministry Teams, chairpersons of appointed committees or teams, and the ministerial staff who serve as members ex officio without vote.
- b. The qualifications for Ministry Board participation are the same as those listed for Officers of the Congregation.

2. ELECTION AND TERM OF OFFICE

- a. Officers of the Congregation shall serve the Ministry Board Team for a one (1) year term following their approval at the annual Congregational gathering.
- b. The chairperson or a selected representative of the Elders, Deacons and trustees shall represent their respective Ministries to the Ministry Board for a term of one (1) year.
- c. Chairpersons of standing committees and Ministry Teams established by the Ministry Board shall be members of the Ministry Board for their current term of office.

3. RESPONSIBILITIES

- a. The Ministry Board shall be responsible for the planning, coordinating, resourcing, evaluating and implementing the Ministries of the Congregation.
- b. The Ministry Board shall be composed of appointed committees and /or Ministry Teams throughout the duration of their existence.
- c. The Ministry Board shall recommend to the Congregation the calling of any and all full time staff members serving as Ministers.
- d. The Ministry Board shall approve of any and all part-time ministerial, professional and non-ministerial staff.
- e. The Ministry Board shall hold at least six gatherings throughout the calendar year where each ministry or committee will share information about their respective ministries.
- f. The Ministry Board shall approve the annual budget and proposed slate of officers, Trustees and Deacons before Congregational approval at the December annual Congregational gathering.
- g. The Ministry Board may approve, disapprove, modify or refer back to the Administration Team any request or proposal made by the ministries or committees that are outside the boundaries set by the budget or the Bylaws and Constitution.

B. ADMINISTRATION TEAM

1. PARTICIPANTS and QUALIFICATIONS

- a. The Administration Team shall be composed of the officers of the Congregation (Chairperson, Vice Chairperson, Secretary and Financial Accountability Chairperson), Staff Development Chairperson, Property Chairperson, Church Accountant, Elders Chairperson, a representative from the Trustees, and the Senior Minister who serves as a member ex officio without vote.

- b. The qualifications for Administration Team participation are the same as those listed for Officers of the Congregation.

2. ELECTION AND TERM OF OFFICE

- a. Officers of the Congregation shall serve Administration Team for a one (1) year term following their approval at the annual Congregational gathering.
- b. The chairperson or a selected representative of the Elders, and trustees shall represent their respective Ministries to the Administration Team for a term of one (1) year.

3. RESPONSIBILITIES

- a. The purpose of the Administration Team is to support, encourage and hold accountable the ministries and works of the Congregation.
- b. The Administration Team shall consist of those who are spiritually gifted in administration or management of people.
- c. The Administration Team serves as a policy-making body for the Congregation which must be submitted for approval to the Ministry Board and/or Congregation.
- d. The Administration Team shall establish Standing Committees or Teams based on the needs of the Congregation and name its chairperson with ratification by the Ministry Board.
- e. The Administration Team shall administer financial responsibilities under the direction of the Financial Accountability Team. Over-expenditure or requests for additional funds from organizations within the Congregation shall be approved or disapproved by the Administration Team and subsequently by the Ministry Board. The Administration Team will present the proposed annual budget to the Ministry Board in November for approval.
- f. The Administration Team shall administer personnel responsibilities under the direction of the chairperson of Staff Development. The team will be responsible for establishing and maintaining working agreements with all staff of the Congregation. The team shall prepare job descriptions, hold annual review of all staff of the Congregation, serve to counsel and advise all staff in personnel relationships.
- g. The Administration Team shall nominate candidates for Officers of the Congregation (Chairperson, Vice Chairperson, Secretary, and Financial Accountability Chairperson), Deacons and Trustees. These are to be approved by the Ministry Board and elected by the Congregation at its annual gathering in December. Nominations to any office may be made from the floor at the annual Congregational gathering.
- h. The Administration Team shall conduct an annual, end of the year, evaluation of the Ministry Board construct and participants. The evaluation shall address the effectiveness of each mission and make adjustments as necessary to meet the ever changing needs of the church. Each participant on the Ministry Board will be asked to review the church Mission Statement and the Seven (7) Elements of Our Faith to determine growth and to discern the participant's continued call to serve in their current capacity.

C. AUTHORITY FOR THE MINISTRY BOARD AND ADMINISTRATION TEAM

1. Both the Ministry Board and Administration Team shall perform its duties according to the authority granted in the constitution or otherwise delegated to it by the Congregation.
2. In keeping with the traditions of the Christian Church (Disciples of Christ), the ultimate authority of the Congregation shall rest with the Congregation. All Ministries and organizations within the Congregation shall be responsible to the Ministry Board and Administration Team and through them to the Congregation.
3. Fifty percent (50%) of the representatives of the Ministry Board or Administration Team shall constitute a quorum.
4. Decisions within the Ministry Board and Administration Team will be made by consensus vote.
5. The Ministry Board and Administration Team will take into full account the responsibility of the Congregation to the total nurture, witness and mission of the Christian Church (Disciples of Christ) and the needs of the larger community.

D. FINANCIAL ACCOUNTABILITY TEAM

1. The Financial Accountability Team shall report to the Ministry Board and Administration Team and shall understand and communicate budget needs to the Congregation.
2. The Financial Accountability Team shall be responsible for the weekly collection accounting and deposit. At least two (2) persons from the team shall count the weekly collection.
3. The Financial Accountability Team shall keep accurate records of income source, amount, distribution, and maintain a monthly balance sheet.
4. The Financial Accountability Team shall consist of at least six (6) members: the Financial Accountability Chairperson, Church Accountant, Senior Minister, the three (3) Trustees and any additional representatives of the Congregation as needed. Any additional participants shall be selected by the Financial Accountability Chairperson and be approved by the Administration Team and Ministry Board.
5. The Financial Accountability Team shall be responsible for the collation of the annual budget needs.

III. FULL-TIME MINISTERIAL STAFF

A. RESPONSIBILITIES

1. The Staff of the Congregation, **under the leadership of the Senior Minister**, shall perform acts of ministry according to their Spiritual Gifts and in cooperation with the chairperson of the Congregation and the Ministry Board and Administration Team.
2. The Staff shall oversee the various ministries of the church, assist in the leadership selection and training process **and gather monthly with the Elder Chairperson and leaders of the five (5) Elder Teams to insure the needs of the church are being met. The Elder Teams are: Connection, Conflict, Crisis, Communion and Community.**
3. The Staff shall be ex-officio members, without vote, of all Congregational organizations and the Ministry Board. The Senior Minister shall also be an ex-officio member, without vote, of the Administration Team.

4. The Staff operates out of the Apostle Paul's writing to the Ephesians, **“It was he who gave some to be apostles, some to be prophets, some to be evangelist, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.” (4:11-13)**

B. SELECTION

1. Full-time ministerial staff shall be chosen by the Congregation as hereinafter described:
 - a. A Ministerial Selection Team shall be appointed by the Staff Development Chairperson and be approved by the Administration Team and Ministry Board. It shall be chaired by the Chairperson of the Staff Development Team and consist of no less than five individuals.
 - b. At least one representative of the Elders and Deacons and a diverse group of men, women and youth actively engaged in a ministry within the church shall serve on the Ministerial Selection Team.
 - c. The Ministerial Selection Team shall utilize the resources made available to the Congregation by the Area and Regional Offices concerning prospective candidates.
 - d. The Ministerial Selection Team shall negotiate with only one prospective minister at a time; however, information may be secured on several persons in a given period.
 - e. The Ministerial Selection Team shall recommend a prospective minister to the Administration Team for administrative purposes before recommendation to the Ministry Board.
 - f. The Ministry Board, at a stated or called gathering, may approve the recommendation of the Ministerial Selection Team by a consensus of those present and voting. Upon approval, the Ministry Board shall recommend employment of the prospective minister to the Congregation.
 - g. The Congregation, in a stated or called gathering, may approve the recommendation of the Ministry Board by at least a two-thirds (2/3) majority of members present and voting.
 - h. Upon approval of the Congregation, the Staff Development Chairperson, on behalf of the Congregation, shall extend a call to the prospective minister and introduce the new minister to the Congregation.

C. TERMS OF EMPLOYMENT

1. An agreement of employment setting forth the salary to be paid to the minister and other conditions of the call shall be provided to the minister, with a copy filed in the church office and with the Area and Regional office.
2. The Ministerial Selection Team negotiates the terms of any termination at the time of employment.

D. RESIGNATION

1. Voluntary resignation of the minister shall be submitted to the Ministry Board in writing after consultation with the Administration Team and the Board of Elders.
2. Involuntary resignation of the minister shall be dealt with confidentially between the minister, the Staff Development Chairperson, the board of elders and the Area and Regional Ministers.
3. The Ministry Board shall approve an involuntary resignation of a minister by a consensus of members present and voting.

IV. OTHER PERSONNEL

A. SELECTION

1. Part-time ministerial and any professional or non-ministerial staff shall be selected by the following procedure:
 - a. A Selection Interview Team shall be appointed by the Staff Development Chairperson and the Senior Minister to oversee the process of seeking candidates to fulfill staff positions.
 - b. The Interview Team shall consist of individuals who will be affected by the prospective staff's ministry or responsibilities.
 - c. The Interview Team shall consist of no less than five individuals plus appropriate Staff.
 - d. Once a candidate is selected, the Staff Development Chairperson shall recommend the prospective part-time minister or staff to the Administration Team for administrative purposes before recommendation to the Ministry Board.
 - e. The Ministry Board, at a stated or called gathering, may approve the recommendation by a consensus of those present and voting.
 - f. Upon approval, a call shall be extended to the prospective staff member by the Staff Development Chairperson on behalf of the Congregation and shall be responsible for introducing new staff member to the Congregation.

B. RESIGNATION

1. Voluntary or involuntary resignation of professional personnel other than the Senior/Administration Minister shall be dealt with confidentially between the Senior Minister, Administration Team and Staff Development Chairperson.
 - a. Voluntary resignation of part-time Ministerial staff or professional or non-ministerial staff shall be submitted in writing to the Senior Minister thirty (30) days in advance of the last expected date of employment.
 - b. Involuntary resignation shall be dealt with between the Senior Minister, Administration Team and Staff Development Chairperson.
 - c. The Ministry Board shall approve the resignation, voluntary or involuntary, upon recommendation of the Staff Development Chairperson.

V. ELDERS, DEACONS, TRUSTEES

A. SELECTION, APPROVAL AND TERM OF OFFICE

1. Selection of Elders shall be the responsibility of the Elders.

2. Selection of the Deacons and Trustees shall be the responsibility of the Administration Team.
3. Approval for new Elders, Deacons, and Trustees will take place at the Ministry Board by a consensus of those present and voting followed by a Congregational vote supported by two-thirds (2/3) of members present at its annual gathering in December.
4. Replacements for Deacons and Trustees who have not fulfilled their term shall be the responsibility of the Administration Team and voted by a consensus of those present and voting.
5. Elders shall serve a three-year term with opportunities to serve consecutive terms without Congregational approval.
6. Deacons and Trustees shall serve a three-year without serving consecutive terms.
7. The number of Elders, Deacons, and Trustees are as follows:
 - a. Elders – up to a ratio of 1 Elder per 13 in annual average worship attendance.
 - b. Deacons – up to a ratio of 1 Deacon per 8 in annual average worship attendance.
 - c. Trustees – not more than three (3).

B. QUALIFICATIONS

1. The qualifications for elders, deacons and trustees shall be the same as described for the officers of the Congregation in Bylaw 1(B).

C. RESPONSIBILITIES

1. Elders shall elect their own chairperson; continue in their quest for personal Spiritual growth; promote the growth and welfare of the church; give spiritual oversight to the church; administer the Lord's Supper; visit the sick and homebound; engage in conflict resolution; understand, commit to and encourage the church's mission; support, assist, and share in the ministries of the church and the Staff; and mentor the Deacons, as needed. **The Elders shall organize themselves into five (5) teams to address their responsibilities. The teams are: Connection, Conflict, Crisis, Communion and Community.**
2. Deacons shall elect their own chairperson; continue in their quest for personal Spiritual growth; promote the growth and welfare of the church; assist the Elders in caring for the sick and homebound or be actively engaged in a ministry within the church; distribute the Lord's Supper and receive the offerings; prepare and care for the Lord's Supper; understand, commit to and encourage the church's mission; support, assist, and share in the ministries of the church and the Staff; and give supportive counsel when needed.
3. Trustees shall, under the direction of the Administration Team and subject to the approval of the Ministry Board and Congregation, act as legal agents of the Congregation in all business matters; insure that all Congregation property be held in the legal name of **Central Christian Church of Weatherford, Inc.**; have supervision over all endowment and trust funds; have supervision over a *permanent file* that records property transactions and financial condition of the church annually; insure that all property is adequately covered by insurance including liability

insurance, and perform such other duties as are required by the laws of the State of Texas. Trustees shall make a “state of the church” report to the Administration Team at the last gathering of each year.

VI. BOARD OF ELDERS

- A. The Board of Elders shall be composed of all elders elected by the Congregation and shall be independent and apart from the Ministry Board and Administration Team. The Chair of the Elders shall represent the Elders at the Ministry Board and Administration Team and shall share information about their ministry.
- B. In December of each year the Board of Elders will meet and elect a chairperson from within its membership.

VII. BOARD OF DEACONS

- A. The Board of Deacons shall be composed of all deacons elected by the Congregation and shall be independent and apart from the Ministry Board. The Chair of the Deacons shall represent the Deacons at the Ministry Board and shall share information about their ministry.
- B. In December of each year the Board of Deacons will meet and elect a Chairperson from within its membership.

VIII. AMENDMENTS

- A. Upon a consensus of the Administration Team and a consensus of the Ministries Board, these Bylaws may be amended by a two-thirds (2/3) majority vote of the Congregation members present and voting in a stated or called gathering. The proposed amendment(s) shall be circulated to members of the Congregation at least ten (10) days prior to the vote. This shall be accomplished by posting on the Church Website and by placing a notice in Newsletter stating that they can be found on the Website and that copies will be available in the church office. The changes shall also be presented to the Congregation at or following two (2) successive Sunday morning worship services immediately prior to the time the vote is taken.

IX. VOTING

- A. In all matters requiring a vote of the Ministries Board or the Congregation not specifically requiring a consensus or a two-third (2/3) majority vote for acceptance, a simple majority will be sufficient for acceptance.

X. THE CHURCH YEAR

- A. Both the official church year and the fiscal church year shall begin on January 1 and end on December 31 of each year.