

CONSTITUTION

CONSTITUTION OF THE FIRST CHRISTIAN CHURCH (DISCIPLES OF CHRIST) OF MACOMB, ILLINOIS, INC.

PREAMBLE

We, the members of the First Christian Church of Macomb, Illinois, Inc., a congregationally governed body, in order to promote the work of the Church in the Spirit of Jesus Christ and thus advance His kingdom, do hereby adopt this constitution.

ARTICLE ONE

- I. **NAME** The name of this organization shall be the First Christian Church (Disciples of Christ) of Macomb, Illinois, Inc. It is committed to the historic principles of this body whose local congregations are variously known as Christian Churches, Churches of Christ, or Disciples of Christ.
- II. **AUTHORITY** In keeping with the traditions of the Christian Church (Disciples of Christ) in the United States and Canada, the ultimate authority for all decisions shall rest with the Congregation. The Congregation shall manage its affairs under the Lordship of Christ: own, control and encumber its property; organize and carry out the mission and witness of the congregation; establish its budgets and financial policies; call, employ and terminate employment of its minister(s) and other staff; and participate through voting representatives in the Regional Assembly and General Assembly of the Christian Church (Disciples of Christ) in forming the corporate judgments of the Christian Church (Disciples of Christ).
- III. **PURPOSE** The Congregation shall demonstrate voluntarily its mutual concern for the nurture, mission and witness of the whole church family, and, among other responsibilities, it shall: proclaim the gospel; administer baptism and the Lord's Supper; provide for the spiritual well-being of its members; grow in understanding that the church is a universal fellowship; transcend all barriers within the human family such as race, age, sex, nationality, physical impairment and culture; be faithful in Christian stewardship, striving to share proportionately in providing resources for the total life, work, and witness of the Christian Church (Disciples of Christ); choose voting representatives to the Cluster/Area organization and the Regional Assembly of the Christian Church (Disciples of Christ) in Illinois-Wisconsin as well as the General Assembly of the Christian Church (Disciples of Christ); and seek to realize the oneness of the church and Jesus Christ through cooperation with other churches and emerging ecumenical structures.
- IV. **MISSION STATEMENT** of First Christian Church (Disciples of Christ) of Macomb, Illinois:
To Receive and Share God's Love
- V. **MISSION STATEMENT** of the Christian Church (Disciples of Christ) General Church (International):
The Christian Church (Disciples of Christ) is a community of believers who through baptism into Jesus Christ are bound by covenant to God and one another. Disciples draw their inspiration from Scripture and the Holy Spirit, celebrating around the Lord's Table the life, death, resurrection, and continuing presence of Christ. We proclaim the Good News of salvation. We claim as our particular

witness the quest for Christianity as a sign of God's unity for the human community.

- VI. COVENANT IN MINISTRY The Congregation shall sustain its minister(s) in faithfulness and honor, and in matters pertaining to relationships with the minister(s) seek counsel from the regional ministerial staff of the Christian Church (Disciples of Christ) in Illinois and Wisconsin.
- VII. CONGREGATIONAL RIGHTS The Congregation shall exercise and enjoy all other rights, privileges and responsibilities requisite or appropriate to carrying out its purpose.
- VIII. CHURCH YEAR The official church year and fiscal year shall begin January 1, and shall close December 31 of each year.
- IX. CONGREGATIONAL AND BOARD MEETINGS All business meetings of the congregation and of the Official Board shall be in accordance with the Constitution and shall be conducted according to *Roberts Rules of Order, Revised*.
- X. CONSTITUTIONAL AMENDMENTS The Church Constitution shall be thoroughly reviewed at least every five years by a constitutional committee appointed by the Chairperson & Vice-Chairperson of the Official Board in consultation with the Senior Minister. Recommendations from the constitutional committee shall be reported in typed form to the Official Board for recommendation to the congregation. Changes in or amendments to the Constitution may be made whenever approved by a two-thirds (2/3) majority of present participating members at a congregational meeting. The congregation must receive two weeks advance written notice of such a meeting.

ARTICLE TWO

- I. CONGREGATIONAL MEMBERSHIP The membership of this church is inclusive; that is, it shall consist of those who are now identified as members of the congregation and those who shall unite with it by confession of faith and baptism by immersion or by transfer of membership after confession of faith in Jesus Christ as personal Lord and Savior. Voting privileges shall be accorded to all members of the congregation who are present at the time of voting.
- II. INTERIM MEMBERSHIP An Interim Membership will be offered to individuals who retain membership in a home church but are active participants at First Christian Church (Disciples of Christ) of Macomb while they reside in the Macomb area due to temporary employment, schooling, or similar. They shall profess a faith in Jesus Christ as Lord and Savior, accepting the same privileges and responsibility of church membership during their time with First Christian Church (Disciples of Christ) of Macomb.
- III. RESPONSIBILITIES Serving Christ through participation in church committees is a responsibility of each and every member. Members attend worship services, financially support the ongoing ministries of the congregation and otherwise participate in the life of the congregation of the church. Members have the right to vote on matters brought to the congregation for decision at duly called congregational meetings.

ARTICLE THREE

I. ANNUAL MEETING

- A. The Congregation shall meet annually in November to approve and/or amend the budget for the next year, and to elect church officers and Board officers
- B. The congregation shall be notified in writing two weeks in advance of a congregational meeting. The Nominating Committee will provide the Congregation with as complete a slate of officers as possible two weeks prior to the November Congregational Meeting. The Committee will continue efforts to fill the vacant positions to provide the Congregation with a final, completed slate by the date of the election.

II. OFFICERS The Board Chair, Vice Chair, Secretary, and Financial Secretary shall serve as both Church Board and Congregational Officers.

III. EXPENDITURES Any change in church policy of budgeted expenditure must be submitted to the congregation for approval.

IV. CONGREGATIONAL MEETINGS A congregational meeting may be called by majority vote of the Church Board or by referendum of 30 participating members of the congregation.

ARTICLE FOUR

I. NOMINATING COMMITTEE A nominating committee composed of six persons (three members of the Official Board with terms beyond the current year and three non-Board church members) shall be appointed at the September Board meeting by the Chairperson & Vice Chairperson of the Board in consultation with the Senior Minister.

- A. The Names of the members of the Nominating Committee shall be published in the weekly newsletter following their appointment.
- B. The Chairperson and Vice Chairperson, in consultation with the Senior Minister, will organize the first meeting of the Nominating Committee to provide orientation and training to the committee. A review of the biblical mandates for each office will be conducted. The Nominating Committee shall elect a chairperson from among themselves at this meeting.
- C. The Nominating Committee will work in full cooperation and coordination with the Chairperson, Vice Chairperson, and Senior Minister.
- D. The Nominating Committee shall prepare a full slate of the following: Chairperson, Vice-Chairperson, Secretary; Trustees (2), Financial Secretary and Assistant Financial Secretary, Financial Escorts (3); Church Historian; Elders (See Article Six, Paragraph I), and Diaconate (See Article Seven, Paragraph I).
- E. The Nominating Committee shall consider the past record of service, fellowship, and mission of any person nominated.
- F. The recruiting process by the Nominating Committee shall include at minimum these four steps:
 - 1. Advertise all open positions to be elected and request volunteers for consideration contact the members of the Nominating Committee.

2. To recruit an individual, a member of the Nominating Committee makes the initial contact by telephone, indicating additional information and job description of the position will be mailed to the candidate in the near future.
 3. Additional information and job description for the position shall be mailed to the candidate. The Nominating Committee will coordinate the mailing of job descriptions with the Senior Minister and Church Office staff.
 4. A clarification contact shall be made with the candidate to answer any questions and clarify the person's acceptance or refusal of the nomination to the position.
- G. The Nominating Committee will provide the Congregation with as complete a slate of officers as possible two weeks prior to the November Congregational Meeting. The Committee will continue efforts to fill the vacant positions to provide the Congregation with a final, completed slate by the date of the election.
- H. This committee shall, at the annual congregational meeting in November, present the recommended slate of officers. No nominations shall be taken from the floor.
- II. **UNEXPIRED TERMS** In the event that a church office is vacant before completion of the designated term, that office shall be filled through the vote of the Church Board. Nominations for such offices shall be submitted by the Chairperson and Vice-Chairperson of the Board in consultation with the Senior Minister.

ARTICLE FIVE

- I. **ELECTIONS** Officers of the church and Board shall be elected each year at the November Congregational Meeting and assume their offices on the following January 1.
- II. **ELIGIBILITY** All participating members (See Article II, 1 & 2; Article IV, I, C) of the church are eligible to serve in an elected position in accordance with the policies of this document.
- III. **CHURCH OFFICERS** include:
- A. **ELDERS** There shall be no fewer than ten and no more than twelve elders elected for a term of two years. (See Article Six)
 - B. **DIACONATE** There shall be forty-eight members of the Diaconate (12 Preparatory and, 36 Assembly Deacons), serving a term of two years. (See Article Seven)
 - C. **TRUSTEES** There shall be six trustees serving three-year terms, two elected each year. (See Article Eight)
 - D. **FINANCIAL SECRETARY** There shall be one Financial Secretary serving a term of one year.
 1. The Financial Secretary signs the checks which the Church Office Assistant has prepared after reconciling with the properly signed vouchers.
 2. The Financial Secretary serves as ex-officio member of the Trustees, without vote.
 - E. **ASSISTANT FINANCIAL SECRETARY** There shall be one Assistant Financial Secretary serving a term of one year. The Assistant Financial Secretary shall assume the duties of the Financial Secretary in the absence of the Financial Secretary.

- F. FINANCIAL ESCORTS There shall be three Financial Escorts serving one-year terms.
 - 1. One Financial Escort takes offering receipts and deposits them in the bank drop-box immediately after worship.
 - 2. One Financial Escort meets the Church Office Assistant at the bank weekly to count and deposit receipts to the account of The First Christian Church (Disciples of Christ) of Macomb, Illinois, Inc.
 - G. CHURCH HISTORIAN There shall be one Church Historian serving a term of one year. The Church Historian shall gather and maintain data pertaining to the history, life and work of the church. He or she shall display and use such material to educate the church about its history.
- IV. OFFICERS OF THE BOARD AND CONGREGATION The following are officers of the Board and the Congregation:
- A. CHAIRPERSON
 - 1. The Chairperson shall preside at all Official Board meetings and may call special meetings.
 - 2. The Chairperson shall serve as chair of the congregation and sign contracts, deeds, and other documents for the church, when authorized by action of the Board.
 - 3. The Chairperson shall serve as ex-officio member of all departments.
 - 4. The Chairperson shall only vote in Official Board meetings when there is a tie vote.
 - 5. The Chairperson shall have served on the Church Board in some capacity before being eligible to be selected Chairperson.
 - 6. The Chairperson works with the Vice-Chairperson of the Board in consultation with the Sr. Minister to appoint special Ad Hoc committees as the need arises.
 - 7. The Chairperson works with the Vice-Chairperson of the Board in consultation with the Sr. Minister to find persons to serve as Chairpersons of Departments and Committees.
 - B. VICE-CHAIRPERSON
 - 1. The Vice-Chairperson shall assume the duties of the Chairperson when the chairperson is absent.
 - 2. The Vice-Chairperson shall serve as ex-officio member of all departments.
 - 3. The Vice-Chairperson shall serve at the discretion of the Board Chairperson as needed to chair Ad Hoc committees.
 - 4. The Vice Chairperson works with the Board Chairperson and Senior Minister to find persons to serve as Chairpersons of Departments and Committees.
 - C. SECRETARY TO THE BOARD The Secretary shall record minutes of all regular and special meetings of the Official Board and congregation. Copies shall be kept in the office files and copies supplied to the Board for review and approval. Copies will be available to the congregation within two weeks of the Church Board meeting.
 - D. TERMS OF OFFICE Board Officers (Chairperson, Vice-Chairperson, Secretary to the Board) will serve one-year terms.

- V. **BOARD MEMBERSHIP** Voting membership of the Official Board (also known as the Church Board or simply the Board) shall consist of sixteen (16) leaders from the church:
- A. The Chairperson of the Trustees plus one Trustee, the Chairperson of the Elders, the Chairperson of the Deacons, Officers of the Board (Vice-Chairperson and Secretary, see Article Five, IV), the six Department Chairpersons, the Chair of the Personnel Committee, Presidents of CWF and Disciples Men, and one representative from the Stephen Leader Team.
 - B. Clergy and staff are non-voting members of the Official Board.
 - C. Following *Roberts Rules of Order, Revised*, the Board Chairperson votes only to break a tie vote.
- VI. **BOARD MEETINGS** Board meetings shall be held monthly and as called by the Board Chairperson. A quorum of at least nine (9) voting members is required before official Church business can be transacted at Board meetings. The Board Chairperson must insure a quorum is present prior to having the Board act on official business. Board meetings are open, public meetings. Members of the congregation, who are not seated on the Board and can not vote, are encouraged to attend Board Meetings to observe and express insights.
- VII. **EMERITUS TITLES** The Board may confer the title of Elder Emeritus/a or Deacon Emeritus/a to any member whose service and consecration to the church merits this honor.

ARTICLE SIX

- I. **ELDERS** There shall be no fewer than ten and no more than twelve elders, elected for a term of two years.
- A. In November, the Elders whose terms continue in the next year shall elect a chairperson from that same group.
 - B. The newly elected Chair shall be a voting member of the Church Board.
 - C. The Elders shall:
 1. preside at the Lord's Table at Sunday worship and at special services.
 2. serve shut-in communion assisted by Deacons.
 3. address the spiritual health and well-being of the congregation, striving to welcome, encourage, and nurture all members.
 4. assist at worship services and other church functions when necessary.
 5. actively serve one Department of the Church and provide guidance.
 6. meet at least monthly for prayer and discussion of congregational needs.
 7. assist the Membership and Evangelism Department in instructing new members in the way of discipleship.
 8. call on people in the hospital.
 9. Oversee the completion of the ministerial staff evaluations and discuss the completed evaluations with the minister(s).
- II **COLLEGE OF ELDERS** Any one ever elected as an Elder becomes a member of the College of Elders.
- A. The College shall meet at least twice each calendar year. Special meetings may be called by the Chairperson of the Elders, by the Senior Minister, or by a quorum

- (50%) of the participating and active members of the College of Elders.
- B. The College is an advisory committee to the minister(s) and the Elders. The College may report concerns, ideas, or topics to the Trustees, Departments, and Committees as shared or developed within the College.
 - C. The College may discuss the spiritual needs and concerns of the congregation. They may discuss the future and vision of the congregation. Any discussion during these meetings is for advisory purposes only with no binding or direct impact upon the congregation, departments, or officers.

ARTICLE SEVEN

- I. **DIACONATE** There shall be forty-eight members of the Diaconate (12 Preparatory and, 36 Assembly Deacons), and each serving a term of two years.
 - A. In November, the Diaconate whose terms continue in January of the next year shall elect a chairperson from that same group.
 - B. The newly elected Chair shall be a voting member of the Church Board.
- II. The Diaconate shall:
 - A. prepare and serve communion at Sunday worship and special services.
 - B. assist the Elders when serving communion to shut-ins.
 - C. be aware of the needs of the congregation and assist members when necessary.
 - D. receive the offering at Sunday worship and special services.
 - E. work with the Worship and Education Department to train youth in the way of the Diaconate.
 - F. assist with the activities of the Christian Action and Outreach Department.

ARTICLE EIGHT

- I. **TRUSTEES** There shall be six Trustees with a quorum of four necessary at any meeting where financial decisions are made.
- II. **TERMS** Each Trustee serves a three-year term with two Trustees elected each year. Ex-officio members without vote include the Church Financial Secretary, Chairperson & Vice-Chairperson of the Board, and the Senior Minister.
- III. **CHAIRPERSON** The Trustees shall elect from among themselves one person to act as Chairperson who shall be a voting member of the Board.
- IV. The Trustees shall elect from among themselves an additional voting representative to the Board.
- V. They shall elect signatories for the year, one from each class year.
- VI. **RESPONSIBILITIES** The Trustees shall:
 - A. Bear primary responsibility for all annual fiscal income and expenditures:
 - 1. present to the congregation an annual statement of assets and liabilities.

2. solicit budgetary requests from each Department and Committee to prepare the proposed church budget for the following year and present it at the November Board meeting.
 3. plan and carry out a campaign to secure pledges to fund the budget.
 4. advise all persons charged with financial administrative responsibilities.
 5. see that only appropriate expenditures are made from the Memorial Fund.
 6. check Department and Committee budgets regularly to insure they do not overspend their allocations.
 7. review monthly financial reports prepared by designated office staff prior to the monthly Board meeting.
- B. Bear responsibility for permanent funds:
1. oversee funds established as “trusts” for the Church.
 2. decide what depositories shall be used for church monies and the type of accounts and amounts in each, with at least four trustees agreeing on decisions made, with all decisions being subject to the approval of the Board.
 3. develop and manage an annual budget to disburse interest income as approved by the Church Board.
 4. provide the Church Office Assistant with a record of all interest earned on funds as well as all expenditures from accounts.
- C. Serve as legal agents for the congregation
1. properly file all legal documents belonging to the church in the church’s safety deposit box.
 2. see that all legal documents are properly signed by the Board Chairperson as needed.
 3. represent the congregation in all legal matters and pursue legal counsel with Board approval.

ARTICLE NINE

- I. CHURCH DEPARTMENTS The basic work of the church shall be accomplished through established Departments, which shall be responsible to the Church Board and congregation, each making a written report at each regular Board meeting.
- A. Any church member is eligible to serve in a Department, in accordance with the policies of this document. All members of the church are encouraged to find a place of service within a Department as part of their membership responsibilities.
 - B. The Church Board Chairperson & Vice-Chairperson in consultation with the Senior Minister shall select a Chairperson for each Department and discuss appointment of department members with each Department Chairperson.
 - C. Department Chairpersons are voting members of the Board.
 - D. Department Chairpersons are selected for a one year term.
 - E. Department Chairpersons will verify that vouchers are related to budgeted expenses. Vouchers will be verified and signed on a weekly basis.
 - F. A special meeting is held annually in January for Board members and Departments to plan activities for the year.

- II. RESPONSIBILITIES The following departments are hereby established:
- A. CHRISTIAN ACTION AND OUTREACH DEPARTMENT is responsible for but not limited to the following:
1. Being aware of current issues and programs which are related to the world-wide church, the Region, and this community.
 2. Acting on behalf of the congregation and organizing the congregation in mission to meet the needs of people.
 3. Creating and fostering a world vision within the church.
 4. Serving nursing homes and shut-in members.
 5. Assisting with Loaves and Fishes, Etc.
 6. Facilitating food collections every fifth Sunday for local food pantries.
 7. Organizing FCC's role in the Red Kettle Campaign Bell Ringing for the Salvation Army during the Christmas season collection program.
 8. Making recommendations for the Church's giving and ministry to people and agencies outside our own local church. Outreach may extend to other Disciples of Christ churches, to the regional, state, or general manifestations (DOC Special Day Offerings), or to non-church affiliated groups.
 9. Drafting and recommending to the Board of Trustees an annual budget for the Christian Action and Outreach Department.
 10. Participating in Cluster, Area, Regional, and General meetings of the Christian Church (Disciples of Christ).
- B. CHRISTIAN EDUCATION DEPARTMENT is responsible for but not limited to the following:
1. Coordinating church school and Bible studies
 2. Coordinating youth fellowships
 3. Obtaining curriculum and Christian literature
 4. Supervising church library and appointing a librarian
 5. Supervising nursery staff and supplies
 6. Coordinating music in Church School for all ages.
 7. Sponsoring Boy Scout troop.
 8. Promoting programs of missionary education
 9. Promoting programs of stewardship education
 10. Organizing promotion Sunday
 11. Organizing graduation Sunday
 12. Facilitating Vacation Bible School
 13. Recruiting for regional summer church camps and youth conferences
 14. Coordinating with the Personnel Department the hiring and supervising of related staff, including but not limited to: Nursery Worker, Youth Leader, etc.
 15. Drafting and recommending to the Board of Trustees an annual budget for the Education Department.
 16. Participating in Cluster, Area, Regional, and General meetings of the Christian Church (Disciples of Christ).
- C. EVANGELISM DEPARTMENT is responsible for but not limited to the following:
1. Supervising evangelism programs.
 2. Obtaining information on prospective members and contacting them.
 3. Training congregational members in the methods of personal and group evangelism.

4. Managing publicity for the Church.
 5. Drafting and recommending to the Board of Trustees an annual budget for the Evangelism Department.
 6. Participating in Cluster, Area, Regional, and General meetings of the Christian Church (Disciples of Christ).
- D. MEMBERSHIP DEPARTMENT is responsible for but not limited to the following:
1. Providing and training a sponsor for each new member.
 2. Providing programs for the spiritual, mental, physical, and social needs of the congregation.
 3. Providing ways for nurturing and enriching the membership as a church family.
 4. Reviewing member attendance and contacting members following three (3) absences from worship.
 5. Organizing a Fellowship Time prior to worship services.
 6. Celebrating membership anniversaries and recognitions.
 7. Supervising and distributing an annual printed membership list provided to each Department Chair, with a copy placed in the parlor.
 8. Coordinating pictorial directories at least every five years.
 9. Drafting and recommending to the Board of Trustees an annual budget for the Membership Department.
 10. Participating in Cluster, Area, Regional, and General meetings of the Christian Church (Disciples of Christ).
- E. PROPERTY DEPARTMENT is responsible for but not limited to the following:
1. Maintaining and assessing the needs of church property, including buildings, equipment, grounds, vehicles and janitorial supplies, and making appropriate recommendations to the Board as required.
 2. Supervising contracted work affecting church property.
 3. Enlisting volunteer help as needed and appropriate.
 4. Recommending rules for use of church property.
 5. Coordinating with the Personnel Committee in the selection and recommendation of the custodian.
 6. Maintaining a current inventory of church contents and equipment.
 7. Drafting and recommending to the Board of Trustees an annual budget for the Property Department.
 8. Participating in Cluster, Area, Regional, and General meetings of the Christian Church (Disciples of Christ).
- F. WORSHIP DEPARTMENT is responsible for but not limited to the following:
1. Promoting programs for DOC Special Day Offerings
 2. Coordinating Sunday morning office staff.
 3. Coordinating with the Personnel Department the hiring and supervision of related staff, including but not limited to: Chancel Choir Director, Organist, etc.
 4. Recruiting lay-leadership to assist in all facets of worship, such as but not limited to: ushers, greeters, music and choirs, sound tech, baptism, etc.
 5. Coordinating pulpit supply in the absence of the minister(s)
 6. Assisting the minister with physical aspects of weddings and funerals. (The CWF is responsible for receptions and bereavement dinners.)

7. Coordinating music in worship for all ages.
8. Drafting and recommending to the Board of Trustees an annual budget for the Worship Department.
9. Participating in Cluster, Area, Regional, and General Meetings of the Christian Church (Disciples of Christ).

ARTICLE TEN

- I. **PERSONNEL COMMITTEE** The committee shall serve as a resource to employees and a channel of communication between employees and congregation, while respecting the personal rights and integrity of employees and members of the congregation. Due to the sensitive nature of its task, the committee will strive to provide only information necessary to promote positive employee and congregational relationships.
 - A. This Committee shall consist of three members serving 3 year terms, one member appointed each year by the Board Chairperson and Vice-Chairperson in consultation with the Senior Minister.
 - B. The names of those on the Personnel Committee shall be printed quarterly in the church newsletter so that congregants may share their complaints, praises, and insights with the Personnel Committee.
 - C. The Personnel Committee shall elect from among themselves one person to act as Chairperson.
 - D. The Chairperson of the Personnel Committee is a voting member of the Church Board.
 - E. The Chairperson and Vice-Chairperson of the Board and the Senior Minister serve as ex-officio members without vote.
 - F. This Committee shall work with the ministerial staff and appropriate departments to recommend the hiring and dismissal of non-ministerial staff to the Board.
 - G. This Committee shall work with the appropriate departments to develop evaluation tools for all employees of the church.
 - H. Any complaint regarding an employee must be presented in written form to the Personnel Committee.
 1. The Committee shall acknowledge receipt to the author of the complaint.
 2. The Committee must investigate the complaint in consultation with the senior minister.
 3. If the complaint is valid, the Committee shall address the complaint with the staff member and draft a written plan.
 - I. The Personnel Committee may suspend staff with pay pending action at the next Board meeting.
 - J. The Committee shall complete an annual evaluation of each employee, in partnership with the appropriate department(s) or supervisor(s). The Elders shall oversee the completion of the ministerial staff evaluations and discuss the completed evaluation with the minister(s).
 - K. Draft and recommend to the Board of Trustees an annual budget for all compensation and benefits to clergy and staff.
- II. **PASTORAL RELATIONS COMMITTEE(S) (PRC)** Each minister on staff shall have a separate PRC which meets at least quarterly.

- A. The PRC shall be a source of insight and encouragement for the ministerial staff-person.
 - 1. The PRC shall receive in an unbiased manner concerns and observations from the congregation.
 - 2. The PRC shall strive to create a fair and unbiased environment for helpful discussion with the ministerial staff-person.
 - 3. No official authority is vested in the PRC.
 - 4. The names of those on the PRC shall be printed quarterly in the church newsletter so that congregants may share their concerns, praises, and insights with the PRC.
- B. Each PRC shall consist of six individuals.
 - 1. Each minister shall present to the Chairperson and Vice-Chairperson of the Board four names of individuals desired to be on the PRC.
 - 2. The Chairperson and Vice-Chairperson of the Board shall offer the minister two names of individuals to be on the PRC.
 - 3. By mutual agreement on the six to be contacted, the Chairperson of the Board shall recruit those members to the PRC.
 - 4. An individual may serve on only one Pastoral Relations Committee at a time.

ARTICLE ELEVEN

- I. DISCIPLES MEN. The purpose of the DISCIPLES MEN is to bring together the men of the Church for fellowship, development of a deeper understanding of Christ's love and salvation, and provision for providing channels of service to the Church, the community and the world.
 - A. The DISCIPLES MEN shall associate and cooperate in covenant with Cluster, Regional, and General structures of the greater Church and DISCIPLES MEN. This includes the General Conference of Disciples Men of the Christian Church (Disciples of Christ) operating as the Office of Disciples Men of the Disciples Homeland Ministries, the general unit of the Christian Church (Disciples of Christ) in the United States and Canada.
 - B. The active members of the DISCIPLES MEN shall select a president each year. The president of the DISCIPLES MEN shall have a voting seat on the Church Board.
- II. CHRISTIAN WOMEN'S FELLOWSHIP (CWF). The purpose of the CWF is to bring together the women of the Church for fellowship, development of a deeper understanding of Christ's love and salvation, and provision for providing channels of service to the Church, the community and the world.
 - A. The CWF shall associate and cooperate in covenant with Cluster, Regional, and General structures of the greater Church, the Illinois Christian Women's Fellowship and the International Christian Women's Fellowship sponsored by the United Christian Missionary Society in matters of program planning, reporting, and support.
 - B. The CWF has established a set of By-Laws under which it functions. No aspect of the CWF By-Laws shall have precedence over matters of this document.
 - C. Officers of the CWF are elected by the CWF membership. The president of CWF has a voting seat on the Church Board.

- D. The CWF is responsible for arranging bereavement dinners and receptions in the Church.
- III. STEPHEN MINISTRY The church shall support and maintain an active Stephen Ministry.
- A. The Stephen Ministry Program of the church shall be associated with and follow the directives and guiding principles of Stephen Ministries St. Louis.
 - B. The Stephen Leaders shall each year elect from among themselves a representative to the Church Board.
 - C. The church budget shall provide necessary funds to cover expenses to send individuals as needed to Stephen Leader Training programs.
- IV. CONGREGATIONAL REPRESENTATIVES The church shall support and maintain an active relationship with her sister churches in the Christian Church (Disciples of Christ) in the United States and Canada, as well as the Regional, Area, and Cluster structures of the Christian Church in Illinois - Wisconsin.
- A. Representatives to General Assembly, Regional Assembly, Area Assembly, Cluster Assembly and all other related programs and structures shall be selected by the Chair of the Board and the Vice Chair of the Board in consultation with the Senior Minister and approved by the Church Board, in agreement with the structures and guidelines of the General, Regional, Area, and Cluster manifestations of the greater church.
 - B. The church budget shall provide necessary funds to cover any dues, financial obligations, and the expenses to send voting delegates to these organizations as recognized by the Church Board and related to:
 - 1. General Assembly of the Christian Church (Disciples of Christ) in the United States and Canada.
 - 2. Regional Assembly for the Christian Church in Illinois-Wisconsin, as well as other regional programs and structures as needed.
 - 3. West Area Assembly, as well as other West Area programs and structures as needed.
 - 4. Cluster Assembly, and other Cluster programs and structures as needed.

ARTICLE TWELVE

- I. CHURCH STAFF All non-clergy employees paid on a regular basis by the church shall comprise the church staff. The Senior Minister is Head of Staff and supervises all members of the staff in their work.
- II. SELECTION The church staff is selected by a 2/3 majority of the Church Board following recommendation by the Personnel Committee in consultation with the Senior Minister.
- III. RESIGNATION Staff members shall be expected to give the Church Board a minimum of two weeks notice in case of resignation. Staff and Personnel Committee members may work out "good faith" agreements and recommend them to the Church Board.
- IV. DISMISSAL The dismissal of all non-clergy staff rests in the hands of the Church Board. Dismissal requires a 2/3 majority vote of the Church Board present and voting.

ARTICLE THIRTEEN

- I. **CALL OF A MINISTER** The Call of a minister (ordained clergy) shall begin with the notification of the Regional staff.
- II. **SEARCH COMMITTEE** A Search Committee will be chosen in the following manner:
 - A. The Chairperson of the Elders shall serve along with a second Elder elected by the Elders.
 - B. The Chairperson of the Diaconate.
 - C. The Vice-Chairperson of the Board.
 - D. The Board Chairperson shall name three members-at-large from the congregation, representing diverse interests and ages, and subject to Board approval.
- III. **INTERIM** The Search Committee shall select an interim minister and obtain approval from the Church Board.
- IV. **ASSESSMENT** The Search Committee shall begin considering candidates following a self-appraisal of the congregation with an assessment of its needs.
- V. **STANDING** Candidates shall be considered in accord with the ethics and procedures of the Christian Church (Disciples of Christ) in Illinois and Wisconsin.
- VI. **CALL** The Committee negotiates the terms of the Call with a candidate and the candidate agrees to terms.
 - A. The Committee will introduce the candidate to the congregation at an open forum.
 - B. The Committee shall then present the candidate's name to the Church Board.
 - C. If the Board approves the candidate and the terms of negotiation by a two-thirds (2/3) vote of those present and voting, the candidate's name will be presented to the congregation.
- VII. **APPROVAL** Congregational approval shall be by a two-thirds (2/3) majority of those present and voting in a congregational meeting. The candidate shall be informed of the exact figures in the voting. If the candidate is offered a verbal Call and accepts, the Chairperson of the Search Committee will issue to the candidate a Letter of Call.
- VIII. **COVENANT** The Term of the Minister shall be for an indefinite period of time and may be terminated by either party upon sixty days written notice, unless another agreement is mutually agreed upon by the Minister, Church Board, and congregation. Dismissal rests in the hands of the congregation of participating members and requires a two-thirds(2/3) majority vote of those present and voting in a congregational meeting.