

FIRST CHRISTIAN CHURCH OF ALBANY, OREGON

CONSTITUTION

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FIRST CHRISTIAN CHURCH OF ALBANY, OREGON

CONSTITUTION

PREAMBLE

We, the members of First Christian Church (Disciples of Christ) of Albany, Oregon, a congregationally governed body, do hereby adopt this Constitution to advance God’s kindom and to promote the mission of the church and the work of the Holy Spirit, in the manner of Jesus the Christ. The Congregation was organized in 1882 and incorporated on Feb. 9, 1901. We worship at 432 Ferry Street SW, Albany, Oregon, a property to which we hold title and have occupied since April 8, 1955.

ARTICLE I

NAME AND PURPOSE

The name of this Congregation shall be First Christian Church (Disciples of Christ) of Albany, Oregon. It shall be affiliated with the religious denomination known as the Christian Church (Disciples of Christ) in the United States and Canada.

The purpose of this Congregation shall be to praise and worship God and to live in the spirit of Jesus, the Christ, as God’s servants and partners, in creating love, justice, freedom and healing in the world.

Hereafter, the First Christian Church Board shall be referred to as the Board in this document.

ARTICLE II

CONGREGATION

A. Membership

The Congregation is a body of Christian believers who have entered officially into this fellowship. Members of this Congregation affirm that Jesus, is the Christ, the son of the living God. The Congregation welcomes all who are seeking a place to grow in relationship with God. Members of this Congregation are:

1. Those who unite with the Congregation by confession of faith in Jesus Christ as Lord and Savior, giving expression of their faith through baptism and a commitment to Jesus.

2. Those who unite with the Congregation by transfer of membership as baptized believers, thereby reaffirming their faith and commitment to Christ.
 3. Those who attend, support, and claim Albany First Christian Church as their church home.
- B. Responsibilities of the Congregation
1. The Congregation shall be responsible for the design, adoption and implementation of the Congregation's Constitution and Bylaws.
 2. The Congregation shall elect its officers as described in the Bylaws.
 3. The Congregation shall have final authority in the hiring and dismissal of all ministerial staff and shall have final approval of the annual budget.

ARTICLE III

EXECUTIVE OFFICERS

Four Executive Officers are elected by the Congregation: Two Co-Chairs of the Congregation, a Secretary, and a Treasurer.

ARTICLE IV

BOARD, PROGRAM CABINET, AND COMMITTEES

- A. Board
1. The Board shall be responsible to the Congregation for developing and implementing the policies and procedures that insure the ongoing health of the Congregation.
 2. The Board is responsible for the Congregation's personnel, property, and finances.
 3. The Board helps keep the Congregation focused on the purpose of the organization.
- B. Executive Committee
- The Pastor(s) and the two Co-Chairs of the Congregation shall comprise the Executive Committee.
- C. Program Cabinet
- The Program Cabinet shall be responsible for assuring programming that builds, supports, and sustains the vision and missions of the Congregation.

- D. Congregational Committees
Committees are elected or appointed and function as stated in the Congregation's most current Bylaws.

ARTICLE V

CONGREGATIONAL MEETINGS

The Congregation shall meet at least four times a year. During the fourth quarter meeting of the year the Congregation meets for the purpose of electing officers and adopting the budget.

The entire church community is encouraged to attend Congregational Meetings. Only members of the Congregation may vote.

ARTICLE VI

OPEN MEETINGS

Congregational, Board and Program Cabinet, and planning meetings of the Congregation shall be open to anyone in the church community who wishes to observe, and all members of the Congregation are encouraged to attend. The only meetings that may be held in closed session are the Executive Committee, Pastoral Relations Committee, Personnel Committee, and portions of Board meetings involving personnel decisions.

ARTICLE VII

MINISTERIAL LEADERS

- A. Pastors of the Congregation are ordained or commissioned ministers who have standing in the Christian Church (Disciples of Christ). They are spiritual leaders and members of the congregation who are employed to provide services spelled out in their job description. The Pastors are responsible to the Board and Personnel Committee of the Congregation which oversee and evaluate their performance.
- B. The Pastors are non-voting ex-officio members of the Church Board, the Program Cabinet, and all other committees of the Congregation. The Pastors are voting members of the Congregation at Congregational Meetings.
- C. Pastors are hired by the Congregation on the recommendation of the Board which receives input from an appointed Search Committee. The Search Committee works closely with the Regional Ministers of the Christian Church in Oregon and SW Idaho to complete the search process.

- D. Employment termination of a minister will follow the practice outlined by the most recently adopted Bylaws.

ARTICLE VIII

RULES OF ORDER

All business meetings of the church shall be governed by Robert's Rules of Order.

ARTICLE IX

INDEMNIFICATION

A. Indemnification

The Church will indemnify to the fullest extent allowed by law, and to the extent not otherwise covered by insurance, any Board member or Officer who was or is a party, or is threatened to be made a party to any threatened, pending, or completed action, suit or proceeding, whether brought in the right of the Church or otherwise and whether of a civil, criminal, administrative or investigative nature (a "Proceeding"), in which the Board member or Officer may be or may have been involved as a party or otherwise by reason of the fact that the person is a Board member or Officer, against all expenses including attorney's fees, judgments, fines and amounts paid in settlement actually, and reasonably incurred by the person in connection with the Proceeding.

B. Advancement of Expenses

1. The Board may choose to have the Church pay the reasonable expenses incurred by a Board member or Officer in defending a Proceeding if the person seeking reimbursement furnishes the Board with the following:
 - a. A written affirmation of the person's good faith belief that he or she is entitled to be indemnified by the Church under this Article or under any other indemnification rights granted by the Church to him or her; and
 - b. A written undertaking by or on behalf of the person to repay the advance to the extent it is ultimately determined by a court that he or she is not entitled to be indemnified by the Church under this Article or under any other Indemnification rights granted by the Church to him or her.

2. In considering whether to approve an advance, the Board shall consider the matter without regard to the person's ability to repay the advances and without regard to the person's ultimate entitlement to indemnification under this Article or otherwise.

C. Non-Exclusivity and Continuity of Rights

The indemnification and entitlement to advancement of expenses provided by this Article are not exclusive of any other rights to which a Board member or Officer may be entitled under the Articles of Incorporation or any statute, agreement, general or specific action of the Board, or otherwise. Indemnification and entitlement to advancement of expenses provided by this Article will continue as to a person who has ceased to be a Board member or Officer, will inure to the benefit of the heirs, executors and administrators of an Indemnified person, and will extend to all claims for the indemnification of advancement of expenses made after the adoption of this Article. The Church may enter into agreements to indemnify any Board member or Officer.

D. Amendments

Any repeal of this Article will be only prospective, and no repeal, amendment or modification hereof will adversely affect the rights under this Article in effect at the time of the alleged occurrence of any act or omission to act that is the cause of any Proceeding.

E. Limitation of Liability

The civil liability of Board members will be limited to the fullest extent permitted under the Oregon Nonprofit Corporation Act.

F. Insurance

The Church is authorized to purchase and maintain in effect a policy or policies of insurance covering any liability of Board members, Officers, and agents of the Church, regardless of whether the Church would have the power to indemnify such persons against the liability so insured.

ARTICLE X

DISSOLUTION OF CONGREGATION

If it becomes necessary to dissolve this Congregation:

- A. The Board will announce that it will consider dissolution at the next Board meeting and all members will be notified of the date, time, and topic to be discussed at least two weeks in advance.
- B. Referral of a recommendation for dissolution of the Congregation will be made by a vote of the Board with three-fourths (75%) approval by all Board members at a regular or a special meeting of the Board, called in accordance with the most recently adopted Bylaws of the Congregation.

- C. Notice of the pending dissolution will be announced at regular worship services and sent through all available communication instruments of the congregation, no later than three weeks prior to the meeting date. The topic of the meeting will be included in the meeting announcement.
- D. The Congregation shall vote at a Congregational Meeting on the recommendation of the Board for dissolution of the Congregation. Adoption of the recommendation of dissolution requires three-quarters (75%) of members present and voting.
- E. Assets on Dissolution
After satisfying all liabilities, any assets remaining become the property of The Christian Church (Disciples of Christ) in Oregon and Southwest Idaho, or its successor organization.

ARTICLE XI

AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended at any business meeting of the Congregation by a two-thirds (67%) vote of the members present and voting, provided that written notice of the proposed amendments has been conveyed to the members a month before the meeting by means of all communication platforms used by the Congregation. There are two exceptions. No changes are permitted which would cause the Congregation to cease to be affiliated with the Christian Church (Disciples of Christ) as specified in Article I, Name and Purpose. Also, no changes may be made to Article X, Dissolution of Congregation.

ARTICLE XII

EFFECTIVE DATE OF THIS DOCUMENT

This Constitution supersedes all previous governing documents approved by the Congregation of First Christian Church (Disciples of Christ) of Albany, Oregon. Copies will be provided to the Christian Church (Disciples of Christ) in Oregon and Southwest Idaho or its successor organization.

Richard M. Buser, Co-Chair of the Congregation
George A. Dee, Co-Chair of the Congregation
September 24, 2023, Date of Approval by Congregation

Adopted: September 24, 2023

FIRST CHRISTIAN CHURCH OF ALBANY, OREGON

BYLAWS

- I. CHURCH YEAR
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- III. EXECUTIVE OFFICERS OF THE CONGREGATION
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- VI. ELDERS
- VII. TRUSTEES
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- X. PASTORAL RELATIONS COMMITTEE
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- XII. OTHER POSITIONS OF LEADERSHIP
- XIII. COMMITTEES
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FIRST CHRISTIAN CHURCH OF ALBANY, OREGON

BYLAWS

I. CHURCH YEAR

The fiscal and program year of the First Christian Church (Disciples of Christ) of Albany, Oregon shall begin on January 1. The new officers shall be installed in January.

II. CONGREGATIONAL MEETINGS

- A. The Congregation shall hold at least one Congregational Meeting each quarter. Thirty (30) members will constitute a quorum at the Congregational Meetings.
- B. Special meetings may be called by the Co-Chairs, the Board, the Program Cabinet, or by written petition of 10 percent or more of the members of the Congregation. The meeting will be set within two weeks of the request.
- C. Notice of all Congregational or special meetings and the business for consideration shall be given at least two weeks before the meeting, by all communication platforms currently in use.
- D. All Congregational, Board, Program Cabinet, and committee meetings are open meetings.

III. EXECUTIVE OFFICERS OF THE CONGREGATION

- A. Election and Term of Office
 - 1. The Executive Officers shall be elected by the members attending a fourth quarter Congregational Meeting. Officers shall serve commencing on January 1 of the year following their election.
 - 2. The two Co-Chairs serve two-year terms with a new Co-Chair elected each year.
 - 3. The Secretary serves a one-year term and may be reelected.
 - 4. The Treasurer serves a one-year term and may be reelected.
- B. Qualifications
 - The officers shall be members of the Congregation.

C. Responsibilities of Office

1. Co-Chairs

The Co-Chairs meet regularly with the Pastors to provide leadership required to carry out the agenda of the Board and Program Cabinet. The Co-Chairs are also responsible for convening and facilitating regular meetings of the Board and Program Cabinet and working with Board appointed committees, as necessary. They plan, convene, and lead Congregational Meetings.

2. Secretary

The Secretary keeps minutes of all regular or special business meetings of the Board and the Congregational Meetings. The Secretary provides the minutes to the Board members prior to the next meeting.

3. Treasurer

The Treasurer of the Congregation shall pay all expenses of the church, subject to the budget approved by the Congregation and the payment plan of the Board; attend Board meetings; and provide a financial report at each meeting of the Board. Additional financial reports at Congregational Meetings may be requested by the Executive Team.

D. Vacancy

In the event that an officer of the Board cannot continue in their office, the Board Chair in consultation with the pastoral staff shall appoint a replacement to fill the vacancy for the remainder of the year. The appointment shall be presented to the Board for approval.

IV. BOARD

A. Membership

1. All Board members shall be members of the Congregation.

2. Board will consist of:

- a. Pastor(s), ex officio, non-voting
- b. Chair of the Board, who is Co-Chair of the Congregation
- c. Chair of Program Cabinet, who is Co-Chair of the Congregation
- d. Secretary
- e. Treasurer
- f. Five Members at Large
- g. Two Youth Group members
- h. One representative selected by their respective committees:
 - 1) Elders
 - 2) Trustees
 - 3) Living Memorial Committee
 - 4) Financial Secretaries
 - 5) Personnel
 - 6) Property

B. Authority

1. A simple majority of voting Board members will constitute a quorum.
2. Voting by proxy is not allowed but voting by phone or online in real time is permissible.
3. The Secretary and the Treasurer of the Congregation shall be Secretary and Treasurer, respectively, of the Board.
4. All officers, Members at Large, and representatives of church groups are voting members. Any member of a group attending as its representative is a voting member for that meeting.

C. Responsibilities

1. The Board shall conduct business according to the Constitution and Bylaws of the Congregation.
2. The Board shall receive the proposed annual budget of the Congregation from the Finance Committee and recommend its approval, or approval with amendment, to the Congregation at the fourth quarter meeting. Copies of the proposed budget shall be submitted to the Congregation two weeks prior to the fourth quarter Congregational Meeting.
3. The Board shall review the Bylaws annually.
4. The five Members at Large shall serve as a communication liaison between the Congregation and the Board. They will be elected by the Congregation during the fourth quarter Congregational Meeting. They serve two years each and will begin on January 1 of the year following their election. No Members at Large may serve more than two consecutive terms.
5. The Board shall meet at regular meeting times as established by the Board. Special meetings may be called by the Chairs, the Executive Committee, or by petition of 10% of the Congregation.
6. Notice of all regularly scheduled Board meetings shall be given by using all communication platforms currently used by the Congregation, at least one week before the meetings. An attempt shall be made to notify each member of the Board at least one week before any special meetings.

V. PROGRAM CABINET

A. Membership

1. One of the Co-Chairs of the Congregation shall be the Chair of the Program Cabinet.

2. The remainder of the Program Cabinet shall consist of the Pastor(s) (nonvoting, ex officio) and five members of the Congregation. The incoming Chair of the Program Cabinet shall work in collaboration with the Nominating Committee to select nominees to the Program Cabinet.
3. The terms of office of the five Congregational members of the Program Cabinet shall be two years each and shall begin on January 1 of the year following their election at the fourth quarter Congregational Meeting. Three members shall be elected one year, and two members the next year, to maintain continuity of experience on the Program Cabinet.

B. Responsibilities & Meetings

1. The Program Cabinet shall provide oversight, direction, and accountability to all programs and special events, except those that are administrative, financial, pastoral care, or worship programs and events. They will generate and provide assistance and direction for church members to bring their program ideas to fruition and to ensure that varied events are spread through the year.
2. The Program Cabinet shall meet monthly and additional meetings may be called as needed. Meeting times will be established by the Program Cabinet. Notice of all regularly scheduled meetings shall be given by using all communication platforms currently used by the Congregation at least one week before the meetings. Additional meetings may be called by the Chairs, the Executive Committee, or by written petition of 10 percent or more of the members of the Congregation. An attempt shall be made to notify each member of the Program Cabinet and the congregation at large, at least one week in advance of meetings.
3. The Chair of the Program Cabinet shall attend Board meetings and submit written or oral reports to the Board on Program Cabinet business.
4. One member of the Program Cabinet shall be chosen to act as secretary.
5. Committee and program heads shall provide written and/or oral reports to the Program Cabinet at least quarterly, and more often if needed.
6. Program Cabinet is responsible for oversight of programs in the areas of:
 - a. Social Justice
 - b. Congregational Life
 - c. Community Outreach

C. Vacancy

In the event that a Program Cabinet member cannot continue in their office, the Board Chair in consultation with the pastoral staff shall appoint a replacement to fill the vacancy for the remainder of the year. The appointment shall be presented to the Board for approval.

VI. ELDERS

A. Membership

Twelve Elders shall be elected in the same manner as the Officers of the Congregation. Their terms of office shall be three years. They may serve no more than two consecutive terms with at least one year off before serving again.

B. Qualifications

The Elders shall be members of the Congregation.

C. Responsibilities

Elders shall provide spiritual direction and leadership within the Congregation. The Elders shall be responsible for promoting unity within the Congregation, providing worship leadership including meditations and prayers at the communion table, serving communion to those who are unable to attend services, and visiting shut ins.

D. Vacancy

Vacancies in the Elders shall be filled for the unexpired term by the Chair of the Board, in consultation with the Chair of the Elders and the Pastor(s), appointing a replacement and then submitting the appointment to the Board for approval.

VII. TRUSTEES

A. Membership

Three Trustees shall be elected by the Congregation for three-year terms at the fourth quarter Congregational Meeting and may not serve more than two consecutive terms.

B. Qualifications

The Trustees shall be members of the Congregation.

C. Responsibilities

The Trustees shall act as the legal agents of the Congregation in all business matters, under the direction of the Board and subject to the approval of the Congregation. They shall hold legal title to all church property and handle all related business transactions. The Trustees shall oversee all endowment and trust funds. They shall perform other duties as are required by the laws of the State of Oregon.

D. Vacancy

Vacancies in the Trustees shall be filled for the unexpired term by the Chair of the Board, in consultation with the Chair of the Trustees and the Pastor(s), appointing a replacement and then submitting the appointment to the Board for approval.

VIII. EXECUTIVE COMMITTEE

A. Membership

The Executive Committee consists of the two Co-Chairs and the Pastor(s).

B. Responsibilities

1. The Executive Committee meets regularly to provide leadership required to carry out the agenda of the Board and Program Cabinet.
2. The Executive Committee is authorized to conduct the business of the Congregation when the Board and Program Cabinet are not in session. The decisions of the Executive Committee are subject to review by the Board or Program Cabinet. The Co-Chairs shall be the chief executive officers of the Congregation and shall be responsible to the Congregation for implementing the Constitution and Bylaws in all activities of the Congregation.
3. The Co-Chairs are responsible for convening and facilitating regular meetings of the Board and Program Cabinet and working with Board appointed committees as necessary. They plan, convene, and lead Congregational Meetings.

IX. PASTORS

A. Responsibilities

1. The Pastors provide spiritual leadership and are members of the Congregation. The Pastors perform all the duties of Pastors, with particular emphasis on teaching, preaching, pastoral care, administration, and leadership training.
2. The Pastors are directed in their spiritual and congregational activity duties by the Program Cabinet and in their financial and legal representative activities by the Board.

B. Qualifications

Pastors of the church hold standing in the Christian Church (Disciples of Christ).

C. Selection & Terms of Employment

1. When a vacancy occurs for the position of Pastor, a Search committee is appointed by the Chair of the Board and presented to the Board for their approval.
2. The Search Committee works closely with the Regional Minister(s) of the Christian Church in Oregon and Southwest Idaho to identify and recommends a candidate(s) for the open position(s).
3. The candidate(s) is then presented to the Board for its approval. If the Board approves the candidate, that candidate is presented to the Congregation for a vote at a regular

or specially called meeting. At least two weeks' notice of the meeting shall be given using all communication platforms currently used by the Congregation.

4. Approval by the Congregation requires an affirmative vote by at least three-quarters (75%) of the members present and voting.
5. Terms of Employment are defined in the Letter of Call which is signed after the selection is complete. The terms are further specified in the job description for the Pastor.

D. Resignation

1. A Pastor may resign by giving written notice to the Board according to terms of their contract.
2. Written notice of the resignation will be given to the Congregation.
3. The Chair of the Board will seek the counsel of the Regional Minister(s) of the Christian Church (Disciples of Christ) in Oregon and Southwest Idaho to secure interim leadership while a search process for a new pastor begins.

E. Dismissal

1. A Pastor's employment may be terminated after due process in accordance with the current Personnel Handbook of the Congregation.
2. Involuntary termination of the Pastor shall be dealt with confidentially between the Pastor and the Board, and in consultation with the Regional Minister(s) of the Christian Church (Disciples of Christ) in Oregon and Southwest Idaho.
3. An 80% vote of the Board is required to terminate the Pastor's employment.
4. The Pastor may appeal the termination decision of the Board to the Congregation at a specially called meeting.
5. In the event of an appeal by the Pastor, an 80% vote of the members attending the Congregational Meeting will be required to terminate the Pastor's employment.
6. Immediate termination may provide compensation for the agreed notice period in the current Letter of Call. No payments are authorized for education, sabbatical, car allowance or any other benefits in the employment documents.

X. PASTORAL RELATIONS COMMITTEE

A. Membership

1. The Pastoral Search Committee may function as a temporary Pastoral Relations Committee at the beginning of a pastorate, for a period not to exceed 6 months. When a pastor is ready to select Pastoral Relations Committee members, the actual Pastoral Relations Committee is formed.
2. Each Pastor has his or her own Pastoral Relations Committee, consisting of three Congregation members chosen by the Pastor and three chosen by the Co-Chairs. The Committee will select a chair in collaboration with the Pastor.
3. The term of service is three years with at least one year off before serving again.

B. Qualifications

PRC members should be people the Pastor trusts to provide honest feedback, emotional support, and spiritual support.

C. Responsibilities

1. Members provide focused, consistent, and confidential support to the Pastor.
2. The PRC assists the Pastor in reflecting and problem solving.

XI. NOMINATING COMMITTEE

A. Membership

1. The Nominating Committee is comprised of at least three and not more than seven members of the Congregation who serve for three years each.
2. Appointments to the committee shall be made by the Co-Chairs of the Congregation with the approval of the Board.
3. The members of the committee shall be announced at a meeting of the Congregation.

B. Responsibilities

1. The Nominating Committee shall be responsible for drafting a slate of officers for the elected positions listed in this Constitution.
2. By mid-August, the Nominating Committee shall use all communication platforms currently used by the Congregation to publish a list of the elected positions open and the availability of job descriptions for the positions.

3. Suggestions from the Congregation for nominees shall be in the hands of the Nominating Committee by September 1.
 4. The Nominating Committee shall prepare and publish a list of nominations for all vacant positions to be voted on at the last quarterly Congregational Meeting of the year.
- C. Vacancy
- Vacancies in the Nominating Committee shall be filled for the unexpired term through appointment by Chair of the Board in consultation with the pastoral staff, with approval by the Board.

XII. OTHER ELECTED POSTIONS OF LEADERSHIP

The following positions of leadership shall be held by members and elected by the Congregation at the fourth quarterly Congregational Meeting.

- A. Members at Large
- Members at Large are members of the Board who serve as a communication link between members of the Congregation and the Board. Five Members at Large are elected for two-year terms and may not serve for more than two consecutive terms.
- B. Assistant Treasurer
- The Assistant Treasurer is familiar with all aspects of the Treasurer's work, assists the Treasurer, and serves on the Finance Committee, and is ready to fill the Treasurer's position if the need arises. The Assistant Treasurer serves a one-year term and may be reelected.
- C. Financial Secretary and Assistants
- The Financial Secretary and Assistants shall be elected by the Congregation for one-year terms and may serve for more than two consecutive terms. The Financial Secretary, or Assistants, enters contributions into the financial records of the church. They work in conjunction with the Treasurer and provide the Treasurer written reports of allocation of funds. Financial Secretaries also keep individual account records for each contributor and send out Contribution Reports as directed by the Board.

XIII. COMMITTEES

All committees report to either the Board or Program Cabinet according to their function. Committees are responsible for regular oral or written reports to their oversight group.

A. Living Memorial Committee

1. Membership

The Living Memorial Committee shall consist of a minister of The First Christian Church of Albany, the Chair of the Board, and three other members of the Congregation to be elected by the Congregation. Members serve three-year terms on a rotating basis and may not serve more than two consecutive terms.

2. Responsibilities

a. The Living Memorial Committee shall administer the Living Memorial Funds according to the policies and practices described in the Charitable Gift Policy of The First Christian Church of Albany, Oregon. They are to make careful, prudent decisions about the uses and investment of the Living Memorial Funds entrusted to their administration. Their recommendations for use of funds require approval by the Board.

b. All gifts shall be acknowledged with a personal letter to the donor.

c. The members of the Living Memorial Committee shall inform immediate family members of the names of donors who have given to a Living Memorial Fund to honor their loved one. They will record all donors in the memorial book and ensure that designated gifts or designated endowment funds for specific purposes are disbursed according to donor's request.

B. Diaconate

1. Membership

a. All participants of First Christian Church are Deacons and can serve in a variety of ways.

b. Deacons are not elected, but they play an essential part in the Congregation.

2. Ideally, each participant will find a deacon role to fill. Responsibilities available to participants:

a. Serve as stewards of the building and grounds of the church.

b. Provide physical support for the conduct of worship services such as receiving offering; preparing communion; distributing communion; setting up, cleaning up, and locking up of the worship space.

c. Provide hospitality for worship guests. Assist with transportation of members to worship and other tasks or opportunities for service as needed.

C. Personnel Committee

1. The Personnel Committee shall function at the direction of the Board, and with the Pastor(s), in the hiring, evaluation, and termination of employees other than the ministerial staff. The committee conducts annual reviews of all salary schedules, benefits, working conditions, and vacation periods for all staff. Recommendations for changes shall be presented to the Board for approval. The Personnel Committee evaluates the Pastor(s) annually.
2. Appointments to the committee shall be made by the Co-Chairs of the Congregation with the approval of the Board. There shall be seven members of the Congregation who each serve for three-year terms on a rotating basis and may not serve more than two consecutive terms. Two will be appointed in year 1, two in year 2, and three appointed in year 3.

D. Finance Committee

The Finance Committee prepares the church budget annually and presents it to the Board for approval. It consists of the newer Co-Chair, Treasurer, Assistant Treasurer, Financial Secretary, Stewardship Committee representative, and Pastor(s).

E. Property Committee

The Property Committee is a group of volunteers with a background and interest in property matters. It reports to the Board about property issues and troubleshoots problems as they arise. They arrange maintenance and repair for facilities and grounds.

F. Mission Grant Committee

The Mission Grant Committee has three members of the Congregation, each serving three years on a rotating basis, with one new person each year. Members may not serve more than two consecutive terms. Committee members are appointed by the Co-Chairs of the Congregation with pastoral consultation and approval by the Board. It allocates mission funds from Foundation investments to organizations or individuals whose grant applications are approved in whole or part following Board approved guidelines. The Committee meets at least twice a year.

G. Historian

The Historian shall be appointed by Chair of the Board for an undetermined term. The Historian shall gather and preserve data pertaining to the history, life, and work of the Congregation, making available for publication any historical materials authorized by the Board.

H. Other Committees

Special committees may be appointed by the Board and the Program Cabinet as the need arises. They include, but are not limited to, Construction committees, Christian Education committees and special-event committees.

XIV. AMENDMENTS

The Board will review the Bylaws annually. Proposals for amendments to the Bylaws must be presented to the Board for consideration one month before the Board votes on them. If approved by three-quarters (3/4) of the Board, proposed amendments will be referred to the Congregation for a final vote. The proposed amendments shall be given to the Congregation by all communication platforms available one month prior to proposed vote. Amendments must be approved by two-thirds of the members present and voting.

Last Updated

September 24, 2023