

**FCC Board Meeting Agenda**  
**August 12, 2024, 6:30 pm, Cornerstone Room**

*We, the congregation of First Christian Church (Disciples of Christ), find purpose in our life together as we worship, love, and serve God. Our mission is to be a faithful, growing church that demonstrates true community, deep Christian spirituality, and a passion for justice. We are an Open and Affirming congregation, rooted in Jesus' great commandment to love our neighbors as we do ourselves. We welcome all into the full life and ministry of our church, regardless of sexual orientation, gender identity, race, marital status, physical ability, mental ability, economic status, or faith background.*

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Receiving Minutes**
  - a. July 8 Board meeting
- 4. Pastor's Report**
- 5. Finance Report**
- 6. Old Business**
  - a. Nominations update
  - b. Stewardship update
  - c. Choir/music director hiring
- 7. New Business**
  - a. Review of bylaws changes
  - b. A process of discernment on whether to endorse GA 2339 (2023), a Christian Church (Disciples of Christ) resolution concerning Israel and Palestine, and the March 20, 2024, pastoral letter on Gaza. (Documents are attached).
- 8. Board Report Highlights (~2 minutes)**
- 9. Action Items from tonight's meeting**
- 10. Tending to Community Needs** (concerns & celebrations in the Congregation)
- 11. Closing Prayer**
- 12. Adjournment**

**Next Meeting:** Monday, September 9, 2024, 6:30 p.m. in the Cornerstone Room

## **2024 FCC Albany Board Intentions**

*We treat each other as children of God. Therefore...*

*We each engage in group conversation from a place of good intention and transparency. We assume the same on the part of others as we do this work together.*

*We practice active and generous listening. We listen first and honor everyone's ideas and beliefs as valid. We accept that everyone here can teach us.*

*When speaking, we use "I" statements and speak from our own experience. We speak concisely while consciously holding space for the speaking of others. We acknowledge the gifts and needs of all in the Group.*

*We keep showing up by attending and participating with hope and faith that we will come to the best results possible.*

*We rely on our constitution and bylaws to guide us in doing the business of our church. We grant that these are living, changing documents and commit to keep them current.*

*We remember that our work is for the glory of God and the furthering of the mission of our church. We trust and know that there will be a blessing in the end.*

## FCC Albany Board Meeting Minutes

August 12, 2024

In attendance: Dick Busic, Graham Kislingbury, Gayle Dee, Ellen Carlson, DeeDee Blais, Edie Koenig, Charlotte Houser, Cam Schuck, Paula Moore, Bert Guptill, Kris McLaughlin, Jared Ruari, Judy Ross, Bert Guptill

### 1. **Call to Order**

Gayle called the meeting to order at 6:30

### 2. **Opening Prayer**

DeeDee offered prayer asking for meaningful discussion.

### 3. **Receiving Minutes**

#### **July 8 Board meeting**

The minutes were approved as corrected.

### 4. **Pastor's Report – Pastor Jared**

Jared reported that August is the disciple identity focus. The September series will pay close attention to current events, particularly the upcoming election and how we live out our values.

October will be focused on our annual stewardship campaign and an opportunity to showcase what the church does well.

September 15<sup>th</sup> is Rally Day.

Allison, Elysse, the financial secretaries, and Cam continue to work on getting the Shelby system up to speed. It is very helpful for keeping track of Pastoral Care as well as church finances.

The job description for choir director should be on the website soon. We will be putting out feelers to other clergy and schools. The hope is that we will be able to move ahead quickly.

There is a bylaw change proposal that the Stewardship Committee oversee fundraising. Currently it is under the umbrella of Program Cabinet.

Our Christian education programs are on summer hiatus but hope to be starting up our 9:00 sessions around Rally Day.

Pastors are in conversation with lay leaders especially Les Peterson, Sara Staton

and Jeff Taylor about 9:00 Faith Formation opportunities and new pilot project that seeks to revamp Sunday evening programming for children, youth, and families.

A ministry yet to be named is that of responding to people who come to the church looking for resources to fit their needs such as sisters who came looking for LGBTQ resources.

Jared has had some interesting conversations around our identity as an open and affirming congregation both online and in person. He attended his first city council working group. He is hoping to be involved consistently with a group where he can meet people who are also involved in community service.

## **5. Finance Report**

The total income YTD is significantly the highest for the last five year. YTD giving is over \$201,000 compared to just under \$170,000 in 2023. \$38,000 came in for July.

Charlotte reported that Shelby sent out emails on July 18<sup>th</sup> to all members who have been giving in 2024. Individual financial statements informed givers if that were not keeping up with the amount they pledged.

We took advantage of the state program giving more efficient lighting for no cost. Cox Electric did the work.

## **6. Old Business**

### **Nominations update**

Jared reported that the leadership for the nominating committee is in place but has yet to meet officially.

Board members were reminded to look for people in the church who had special abilities/gifts and would be good matches for different committees.

Gayle reminded the group that we will be looking for a new co-chair for the Executive Team.

### **Stewardship update**

We are close to having a place on our website for giving.

It would be good to have an option for giving to people watching online.

Jared reported that we are very close to online giving using credit or debit cards, including giving online worshippers an opportunity to give during the service.

### **Choir/music director hiring**

It remains to be seen if we can hire someone three Sundays a month. Given the amount offered; we may have to change the amount of work required. Jared reported his opinion that a choir director needs extra time to prepare the choir for presentations. We are just at the beginning of the hiring process.

## 7. **New Business**

### **Review of bylaws changes**

The congregation will vote on accepting the proposed bylaw changes in our September congregational meeting. Gayle requested that the Board members become familiar with these proposed changes in order to be able to answer questions that may arise from congregational members.

Paula had a suggestion for wordsmithing the section on personnel. She will contact Allison with these suggested changes.

Stewardship committee will meet quarterly. They will be taking on additional duties. We are trying to institutionalize things that previously have been done by Graham. Stewardship would take over raising money for specific programs/organizations. Examples are FISH food drive, Valentine's Fair, Jackson Street, CHANCE, raising money for a big project like reroofing, Community Meal, and Care Cupboard.

Program Committee will continue to oversee the calendar.

It was suggested that the Bylaws be reviewed/edited every two years.

### **A process of discernment on whether to endorse GA 2339 (2023), a Christian Church (Disciples of Christ) resolution concerning Israel and Palestine, and the March 20, 2024, pastoral letter on Gaza.**

Graham reported that the speakers/discussions we have had on this topic have been thoughtful.

He suggested that we approach this topic with a process of discernment.

The three documents will be available on Rally Day.

We will have a presentation at the Congregational Meeting on September 22nd.

Jared gave clarification of the discernment/consensus model. It's a way of temperature taking. The idea is that you are looking for group agreement up

to 80% for 80% of the proposal rather than a straight 51% acceptance/non-acceptance.

It's a midpoint between straight up and down processes.

The documents presented to the Board will be disseminated in hard copy and online. The Executive Team as well as the Program Cabinet will discuss this topic.

#### **8. Board Report Highlights (~2 minutes)**

The Program Cabinet has discussed forming a group of Seniors. Dick reported there are some older people in our church community who would make use of a group that will make them feel more involved with the church. This group would be in addition to the many wonderful groups/activities going on already.

August 29<sup>th</sup> there will be an initial gathering in the Cornerstone Room at 2:00pm.

Paula reported for Personnel that there were 20 evaluation submissions for Jared and 24 for Allison. Responses were overwhelmingly positive.

Allison and Jared's self-assessments resulted in many of the same comments made by members who filled out their evaluations.

Paula was given kudos on how well the evaluation was put together.

A longer report on the evaluations will be shared at the September Board meeting.

Edie is a member of HEART. This group will be talking about the closure of Marvin Gardens. Edie hopes to be able to talk on this topic next month.

Helping Hands has opened a new low barrier section but does not accept pets, Couples or children.

Chance may be able to take in some of the people displaced from Marvin Gardens.

#### **9. Action Items from tonight's meeting**

Bylaws should be familiarized with all the changes and take that vote to the congregational meeting. Paula will email Allison to make wordsmithing changes to the bylaw wording for Personnel.

#### **10. Tending to Community Needs (concerns & celebrations in the congregation)**

Hub City is one inspection away from being ready to open.

There is still a need for people who want to do a final clean up before opening.

#### **11. Closing Prayer**

Dick Busic closed the meeting in prayer, thanking God for the blessings this church brings to us.

**12. Adjournment**

Gayle adjourned the meeting.

**Next Meeting:**

**Monday, September 9, 2024, 6:30 p.m. in the Cornerstone Room**

Ellen Carlson, Secretary

## Minister's Board Report August 2024:

- **Worship:** Allison and Jared continue to work together to prepare summer sermon series. August will continue with the series “Disciples Identity: The Slogans that Shaped Us.” September will pay close attention to current events—particularly the upcoming election and how we live out our values. October will be focused on our annual stewardship campaign. One Taize planning meeting was held and we are hoping to pick that back up this month.
- **Pastoral Care:** We continue to work together to try and make sure we’re aware of both crises (hospitalizations, deaths, job losses, etc.) and find opportunities to strengthen relationships by showing up to events like games, recitals, and “just because” visits. Shelby has helped us keep better track of visitations and ways to care to make sure that no one is falling off our radar who needs regular visits. The easiest way to make sure we know what’s going on is to tell us. If folks wait for us to intuit a need, they will be waiting for...awhile.
- **Administration:** Elysse and Allison continue to work together to put all of the capabilities of Shelby to good use and are working to polish a communications style so that there is a uniform voice and look to our communications. This will include softening some language and new formatting. Allison is also working with the personnel committee on hiring a choir director (the job description is on the website and we are putting out feelers to folks with connections) and annual reviews for other staff. Makenna Hay joined the staff as a nursery attendant in July and has already shown to be a great fit. Allison took a first pass at bylaws revisions and both are in the process of planning the fall stewardship campaign.
- **Education:** Allison and Jared are in conversation with lay leaders (especially Les Peterson and Sara Staton) about 9:00 am Faith Formation opportunities and a new pilot project that seeks to revamp Sunday evening programming for children, youth, and families. They are both exceptionally grateful for Sara, Graham, and Laura Isaac for serving as Children’s worship leaders and are actively recruiting more adults for that team, either as leaders or greeters. Beginning in September, they will move back to Children’s Worship and Wonder as the primary model.
- **Ministries:** Allison continues to serve on the board of Disciples Church Extension Fund, the Regional Assembly Planning team, and on the Implementation team for GA-2343—a resolution that was adopted at General Assembly that has changes in the Design (our denomination’s Constitution and bylaws). Jared has had some interesting conversations around our identity as an open and affirming congregation with community members both online and in-person and attended his first city council working group. Jared and Allison both had significant conversations with Disciples and Ecumenical colleagues in Corvallis and are interested to discern what possibilities for partnerships might emerge.

Respectfully submitted,

Allison (and Jared)



## Financial highlights for August 2024

- Pg. 1 Giving for month almost the same as last year. YTD still high.
- Pg. 2 Elevator Maintenance expense for 2 months.  
Utilities high due to electric bill. Hot weather drives up AC expenses.  
For month Total Expenses are under Budget & Last Year.  
Lower giving created monthly deficit of \$4,351.50, and YTD deficit of \$1,347.39.
- Pg. 5 Reserved Funds for Staff Gifts getting very low.
- Pg. 7 Once again total Income YTD is highest for 5 year period by a lot!  
Every month in August shows a deficit, so this year is not unusual.  
YTD financial position best except for 2020.  
2020 was a year of reduced staffing.

**First Christian Church**  
**Profit & Loss Budget Performance**  
 August 2024

	<u>Aug 24</u>	<u>Budget</u>	<u>Aug 23</u>	<u>YTD Aug 24</u>	<u>YTD Budget</u>	<u>YTD Aug 23</u>
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Regular Giving	21,877.51		21,897.11	217,852.44		184,556.69
Building Use	135.00		150.00	5,995.00		7,145.00
From Contingency Fund			0.00			0.00
Needed Income	0.00	27,453.72	0.00	0.00	237,442.26	0.00
<b>Total Budget Income</b>	<u>22,012.51</u>	<u>27,453.72</u>	<u>22,047.11</u>	<u>223,847.44</u>	<u>237,442.26</u>	<u>191,701.69</u>
<b>Expense</b>						
<b>Administration</b>						
<b>Personnel</b>						
<b>Co-Pastors</b>						
Salary - A	3,033.33	3,033.33	4,106.25	24,266.64	24,266.64	16,706.25
Salary - J	3,033.33	3,033.33	4,106.25	24,266.64	24,266.64	16,706.25
Housing - A	1,666.67	1,666.67	1,875.00	13,333.36	13,333.36	7,500.00
Housing - J	1,666.67	1,666.67	1,875.00	13,333.36	13,333.36	7,500.00
Pension - A	700.00	700.00	837.38	5,600.00	5,600.00	3,388.89
Pension - J	700.00	700.00	837.38	5,600.00	5,600.00	3,388.89
Soc. Sec. Offset - A	375.00	375.00	0.00	3,000.00	3,000.00	0.00
Soc. Sec. Offset - J	375.00	375.00	0.00	3,000.00	3,000.00	0.00
TDRA - A	300.00	300.00	0.00	2,400.00	2,400.00	0.00
TDRA - J	300.00	300.00	0.00	2,400.00	2,400.00	0.00
Health Ins - A	283.33	283.33	0.00	2,266.64	2,266.64	0.00
Health Ins - J	283.33	283.33	0.00	2,266.64	2,266.64	0.00
Books & Jrnl's - A	0.00	25.00	0.00	0.00	200.00	0.00
Books & Jrnl's - J	0.00	25.00	0.00	0.00	200.00	0.00
Cont. Educ. - A	0.00	25.00	0.00	0.00	200.00	0.00
Cont. Educ. - J	0.00	25.00	0.00	37.98	200.00	14.99
Assemblies - A	0.00	41.67	0.00	0.00	333.36	0.00
Assemblies - J	0.00	41.67	0.00	0.00	333.36	0.00
Prof Expense - A	0.00	62.50	0.00	88.17	500.00	0.00
Prof Expense - J	0.00	62.50	0.00	953.20	500.00	0.00
Search/Moving Exp	0.00	0.00	0.00	0.00	0.00	1,402.06
<b>Total Co-Pastors</b>	<u>12,716.66</u>	<u>13,025.00</u>	<u>13,637.26</u>	<u>102,812.63</u>	<u>104,200.00</u>	<u>56,607.33</u>
<b>Interim Pastor</b>						
Salary	0.00	0.00	0.00	0.00	0.00	15,006.24
Housing	0.00	0.00	0.00	0.00	0.00	3,000.00
TDRA	0.00	0.00	0.00	0.00	0.00	2,250.00
<b>Total Interim Pastor</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20,256.24</u>
<b>Office Administrator</b>						
Salary	4,429.83	4,429.83	4,155.68	35,170.69	35,438.64	34,324.64
Health Insurance	400.00	400.00	415.00	3,215.00	3,200.00	3,320.00
Pension	100.00	100.00	100.00	800.00	800.00	800.00
<b>Total Office Administrator</b>	<u>4,929.83</u>	<u>4,929.83</u>	<u>4,670.68</u>	<u>39,185.69</u>	<u>39,438.64</u>	<u>38,444.64</u>
<b>Other Personnel</b>						
Music Director	0.00	500.00	0.00	500.00	4,000.00	0.00
Musician	1,158.84	1,058.83	1,028.04	8,539.92	8,470.64	8,224.32
Custodian	810.06	960.92	681.32	7,934.82	7,687.36	7,880.63
Sound System Operator	124.24	291.67	213.54	1,222.99	2,333.36	1,417.13
Youth Coordinator	0.00	333.33	1,200.00	187.50	2,866.64	8,400.00
Nursery Care	266.25	333.33	288.75	2,422.50	2,666.64	1,661.25
Substitute Musician	0.00	62.50	0.00	300.00	500.00	300.00
Accident Insurance	83.08	66.67	0.00	1,235.68	533.36	45.82
Unemployment Expense	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Tax Expense	612.22	550.00	568.67	4,236.45	4,400.00	4,725.44
<b>Total Personnel</b>	<u>20,701.18</u>	<u>22,112.08</u>	<u>22,288.26</u>	<u>168,578.18</u>	<u>176,896.64</u>	<u>147,962.80</u>

**First Christian Church**  
**Profit & Loss Budget Performance**  
**August 2024**

	<u>Aug 24</u>	<u>Budget</u>	<u>Aug 23</u>	<u>YTD Aug 24</u>	<u>YTD Budget</u>	<u>YTD Aug 23</u>
<b>Travel</b>						
Auto Allowance Staff	0.00	62.50	0.00	91.77	500.00	0.00
General Assembly	0.00	0.00	220.00	0.00	0.00	220.00
<b>Total Travel</b>	<u>0.00</u>	<u>62.50</u>	<u>220.00</u>	<u>91.77</u>	<u>500.00</u>	<u>220.00</u>
<b>Office Expenses</b>						
Copier Lease & Equipment	274.71	291.67	258.08	2,495.17	2,333.36	2,250.57
Miscellaneous Administrative	0.00	41.67	50.00	50.00	333.36	920.12
Office Supplies	85.95	208.33	138.76	1,616.70	1,666.64	1,654.36
Online Giving Fee	0.57	0.00	0.00	0.57	0.00	0.00
Postage	0.00	62.50	0.00	203.63	500.00	191.20
Technology Equip. & Supplies	0.00	20.83	0.00	0.00	166.64	0.00
Technology Fees & Software	401.12	208.33	69.78	5,048.10	1,666.64	1,834.93
Telephone	368.01	312.50	545.70	2,920.07	2,500.00	3,228.30
<b>Total Office Expenses</b>	<u>1,130.36</u>	<u>1,145.83</u>	<u>1,062.32</u>	<u>12,334.24</u>	<u>9,166.64</u>	<u>10,079.48</u>
<b>Property</b>						
Building Maintenance	231.16	666.67	1,830.14	6,502.63	5,333.36	6,583.14
Elevator Maintenance	529.72	270.83	252.37	2,118.88	2,166.64	2,018.96
Garbage	168.44	166.67	166.79	1,375.37	1,333.36	1,321.84
Insurance	1,344.25	0.00	0.00	11,721.50	17,812.50	16,196.25
Janitorial Supplies	17.99	83.33	0.00	760.88	666.64	878.82
Utilities	1,505.13	1,583.33	1,086.34	14,487.52	12,666.64	14,515.91
<b>Total Property</b>	<u>3,796.69</u>	<u>2,770.83</u>	<u>3,335.64</u>	<u>36,966.78</u>	<u>39,979.14</u>	<u>41,514.92</u>
<b>Total Administration</b>	<u>25,628.23</u>	<u>26,091.24</u>	<u>26,906.22</u>	<u>217,970.97</u>	<u>226,542.42</u>	<u>199,777.20</u>
<b>Education (Funded by Reserved Accounts)</b>						
Children's Resources	0.00	0.00	0.00	0.00	0.00	0.00
Nursery Resources	37.00	25.00	0.00	57.98	200.00	30.65
Youth Resources	0.00	37.50	0.00	105.84	300.00	0.00
Adult Education Resources	0.00	20.83	0.00	0.00	166.64	0.00
Camp/Conf. Scholarships	0.00	208.33	0.00	1,510.00	1,666.64	0.00
<b>Total Education</b>	<u>37.00</u>	<u>291.66</u>	<u>0.00</u>	<u>1,673.82</u>	<u>2,333.28</u>	<u>30.65</u>
<b>Worship</b>						
Music & Musicians	0.00	33.33	0.00	5.99	266.64	350.66
Worship Resrc(Includes Greens)	99.27	83.33	62.67	541.85	666.64	857.78
<b>Total Worship</b>	<u>99.27</u>	<u>116.66</u>	<u>62.67</u>	<u>547.84</u>	<u>933.28</u>	<u>1,208.44</u>
<b>Congregational Life</b>						
Congregational Activities	-15.99	250.00	187.98	693.70	2,000.00	1,154.36
Public Relations	40.50	83.33	72.90	283.50	666.64	283.50
Pastor's Ministry Fund	0.00	33.33	51.39	0.00	266.64	526.35
Reiki Ministry	0.00	4.17	0.00	0.00	33.36	0.00
Stewardship Campaign	0.00	8.33	0.00	0.00	66.64	0.00
<b>Total Congregational Life</b>	<u>24.51</u>	<u>379.16</u>	<u>312.27</u>	<u>977.20</u>	<u>3,033.28</u>	<u>1,964.21</u>
<b>Budgetted Outreach</b>						
Disciples Mission Fund(DMF)	525.00	525.00	525.00	3,675.00	4,200.00	4,200.00
Ecumenical Ministries of Oregon	50.00	50.00	100.00	350.00	400.00	400.00
<b>Total Budgetted Outreach</b>	<u>575.00</u>	<u>575.00</u>	<u>625.00</u>	<u>4,025.00</u>	<u>4,600.00</u>	<u>4,600.00</u>
<b>Total Expense</b>	<u>26,364.01</u>	<u>27,453.72</u>	<u>27,906.16</u>	<u>225,194.83</u>	<u>237,442.26</u>	<u>207,580.50</u>
<b>Net Ordinary Income</b>	<u>-4,351.50</u>	<u>0.00</u>	<u>-5,859.05</u>	<u>-1,347.39</u>	<u>0.00</u>	<u>-15,878.81</u>

**First Christian Church**  
**Profit & Loss Budget Performance**  
 August 2024

	<u>Aug 24</u>	<u>Budget</u>	<u>Aug 23</u>	<u>YTD Aug 24</u>	<u>YTD Budget</u>	<u>YTD Aug 23</u>
<b>Outreach/Missions</b>						
<b>Offerings</b>						
Designated Mission Offerings						
Christmas	0.00		0.00	0.00		0.00
Easter	0.00		0.00	245.00		58.00
Pentecost	0.00		0.00	140.00		300.00
Reconciliation	0.00		0.00	20.00		0.00
Thanksgiving	0.00		0.00	0.00		0.00
Week of Compassion	104.75		1,130.30	1,462.68		5,543.36
Total Designated Mission Offerings	<u>104.75</u>		<u>1,130.30</u>	<u>1,867.68</u>		<u>5,901.36</u>
Non-Budget Mission Income						
Disciples Mission Fund	0.00		0.00	0.00		0.00
Jackson St. Youth Shelter	0.00		0.00	0.00		0.00
Total Non-Budget Mission Income	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>		<u>0.00</u>
Total Offerings	<u>104.75</u>		<u>1,130.30</u>	<u>1,867.68</u>		<u>5,901.36</u>
<b>Expenses</b>						
Mission Special Goals						
Christmas (DMF)	0.00		0.00	0.00		0.00
Easter	0.00		0.00	245.00		58.00
Pentecost	0.00		0.00	140.00		300.00
Reconciliation	0.00		0.00	20.00		0.00
Thanksgiving	0.00		0.00	0.00		0.00
Week of Compassion	204.85		1,130.29	1,360.68		5,543.36
Total Mission Special Goals	<u>204.85</u>		<u>1,130.29</u>	<u>1,765.68</u>		<u>5,901.36</u>
Mission Expense						
Disciples Mission Fund	0.00		0.00	0.00		0.00
Jackson St. Youth Shelter	0.00		0.00	0.00		0.00
Total Mission Expense	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>		<u>0.00</u>
Total Expenses	<u>204.85</u>		<u>1,130.29</u>	<u>1,765.68</u>		<u>5,901.36</u>
Total Outreach Missions	<u>-100.10</u>		<u>0.01</u>	<u>102.00</u>		<u>0.00</u>
<b>Checking Account Balance</b>						
Undesignated Funds				-19,098.59		-35,961.78
Reserved Funds				145,232.77		138,721.62
Balance				<u>126,134.18</u>		<u>102,759.84</u>

**First Christian Church**  
**Outreach/Missions Activity**  
 August 2024

	Aug 2024		Year To Date 2024		Yr. Rec.
	Receipts	Expenses	Receipts	Expenses	2023
<b>Outreach/Missions</b>					
Designated Mission Offerings					
Christmas	0.00	0.00	0.00	0.00	520.00
Easter	0.00	0.00	245.00	-245.00	610.00
Pentecost	0.00	0.00	140.00	-140.00	0.00
Reconciliation	0.00	0.00	20.00	-20.00	2,010.00
Thanksgiving	0.00	0.00	0.00	0.00	341.60
Week of Compassion	104.75	-204.85	1,462.68	-1,360.68	3,831.72
<b>Total Designated Mission Offerings</b>	<u>104.75</u>	<u>-204.85</u>	<u>1,867.68</u>	<u>-1,765.68</u>	<u>7,313.32</u>
<b>Non-Budget Mission Income</b>					
Disciples Mission Fund	0.00	0.00	0.00	0.00	120.00
<b>Total Non-Budget Mission Income</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>120.00</u>
<b>Missions in Reserved Funds</b>					
Anti-Racism	0.00	0.00	0.00	0.00	75.00
Care Cupboard (Ooddles of Comfort)	60.00	-109.44	970.00	-1,656.12	5,195.00
Children & Youth	0.00	0.00	449.66	-64.16	747.13
Christian Education	0.00	0.00	1,008.14	-262.57	1,506.81
Community Meal	665.00	-488.77	8,780.77	-6,347.60	7,417.47
Emergency Fund (Starfish)	135.00	-24.00	3,920.00	-2,398.26	5,727.00
Emergency Fund (Starfish II)	0.00	0.00	0.00	0.00	2,000.00
Health Care Oregon	0.00	0.00	0.00	0.00	270.00
Helping Children & Families Aid Fund	0.00	0.00	0.00	0.00	0.00
Jackson St. Youth Shelter	0.00	0.00	340.00	-340.00	102.00
In & Out - Creating Housing Coalition	0.00	0.00	210.00	-210.00	1,125.00
In & Out - FISH Youth	0.00	0.00	0.00	0.00	0.00
In & Out - Refugee and Immigration Minist	0.00	0.00	0.00	0.00	0.00
Laundry Love	155.00	-75.00	1,355.00	-753.94	2,755.00
LBGTQ Ministries	0.00	0.00	1,030.00	-424.13	0.00
Pre-Primary	20.00	0.00	140.00	-200.00	3,875.00
Tents and Tarps	0.00	0.00	0.00	0.00	1,000.00
World & Local Missions	0.00	0.00	3,780.51	-5,000.00	3,898.80
<b>Total Missions in Reserved Funds</b>	<u>1,035.00</u>	<u>-697.21</u>	<u>21,984.08</u>	<u>-17,656.78</u>	<u>35,694.21</u>
<b>Total Outreach/Missions</b>	<u>1,139.75</u>	<u>-902.06</u>	<u>23,851.76</u>	<u>-19,422.46</u>	<u>43,127.53</u>

**First Christian Church**  
**Other Funds Activity & Balances**  
 August 2024

	Aug 2024		Year To Date		Balance
	Receipts	Expenses	Receipts	Expenses	
<b>Special Funds</b>					
<b>Activity &amp; Balances</b>					
Designated Funds in Foundation					
Desig - Children's Library Fund	0.00	0.00	801.24	0.00	6,018.35
Desig - Children & Youth Fund	0.00	0.00	1,768.69	-449.66	13,259.03
Desig - Living Memorial Fund	0.00	0.00	39,657.38	-10,081.35	297,293.49
Desig - Pastor's Prof. Fund	0.00	0.00	4,290.32	0.00	32,218.47
Desig - Property Endow. Fund	0.00	0.00	1,812.26	0.00	13,612.27
<b>Total Designated Funds in Foundation</b>	<b>0.00</b>	<b>0.00</b>	<b>48,329.89</b>	<b>-10,531.01</b>	<b>362,401.61</b>
<b>Reserved Funds Balance on Hand</b>					
Anti-Racism	0.00	0.00	0.00	0.00	1,933.97
Audit Fund	0.00	0.00	0.00	0.00	3,527.05
Bequest	0.00	0.00	0.00	0.00	11,558.69
Books	0.00	0.00	0.00	0.00	-636.53
Building Maintenance Fund	0.00	0.00	0.00	0.00	8,601.62
Building Repair Fund	0.00	0.00	3,780.51	-2,500.00	19,928.09
Camp Registratons	0.00	0.00	0.00	0.00	0.00
Care Cupboard (Oodles)	60.00	-109.44	970.00	-1,656.12	3,807.15
Children & Youth	0.00	0.00	449.66	-64.16	665.50
Children's Library	0.00	0.00	0.00	-65.49	-202.88
Christian Education Program	0.00	0.00	1,008.14	-262.57	745.57
Community Meal Fund	665.00	-488.77	8,780.77	-6,347.60	5,750.06
Contingency Fund	0.00	0.00	0.00	0.00	22,950.83
Day Camp (Adventure Week)	0.00	0.00	0.00	0.00	255.40
Disciples on Wheels	0.00	0.00	0.00	0.00	169.47
Emergency Fund (Starfish)	135.00	-24.00	3,920.00	-2,398.26	8,428.46
Enlighthn FCC	0.00	0.00	0.00	0.00	2,305.00
Family Camp	0.00	0.00	0.00	0.00	270.37
Health Care Oregon	0.00	0.00	0.00	0.00	1,155.00
Helping Children & Families Aid Fund	0.00	0.00	0.00	0.00	1,256.74
Jackson St. Youth Shelter	0.00	0.00	340.00	-340.00	0.00
Kingdom Fund	0.00	0.00	0.00	0.00	47.39
Laundry Love	155.00	-75.00	1,355.00	-753.94	4,350.08
LGBTQ Ministries	0.00	0.00	1,030.00	-424.13	605.87
Living Memorial	0.00	0.00	10,081.35	-10,081.35	0.00
Nursery Project	0.00	0.00	0.00	0.00	47.10
Parish Nurse	0.00	0.00	0.00	0.00	50.80
Prayer Shawl Ministry	0.00	0.00	0.00	0.00	96.02
Pre-Primary	20.00	0.00	140.00	-200.00	40.00
Reiki Sponsorship	0.00	0.00	60.00	-227.94	247.05
Sanctuary Improvement	0.00	0.00	0.00	0.00	390.74
Staff Glfts	0.00	-25.00	0.00	-771.60	104.21
Starfish II	0.00	0.00	0.00	0.00	972.90
Tents and Tarps	0.00	0.00	0.00	0.00	0.00
Transportation Fund	0.00	0.00	0.00	0.00	2,146.62
Unbudgeted Items	0.00	0.00	1,008.14	0.00	3,086.80
Verne Catt McDowell	0.00	0.00	504.05	-504.05	0.00
World & Local Missions	0.00	0.00	3,780.51	-5,000.00	4,297.19
Youth Mission Trip	0.00	0.00	0.00	0.00	1,304.23
<b>Total Reserved Funds Balance on Hand</b>	<b>1,035.00</b>	<b>-722.21</b>	<b>37,208.13</b>	<b>-31,597.21</b>	<b>110,256.56</b>

**First Christian Church**  
**Other Funds Activity & Balances**  
**August 2024**

	Aug 2024		Year To Date		Balance
	Receipts	Expenses	Receipts	Expenses	
<b>In and Out</b>					
Creating Housing Coalition	0.00	0.00	210.00	-210.00	0.00
Refugee Kits	0.00	0.00	0.00	0.00	300.00
<b>Total In &amp; Out</b>	<u>0.00</u>	<u>0.00</u>	<u>210.00</u>	<u>-210.00</u>	<u>300.00</u>
<b>Memorial Funds</b>					
Alexander, Capi & Leigh	0.00	0.00	0.00	0.00	100.00
Don Albright	0.00	0.00	0.00	0.00	145.00
Marge Brash Scholarship	0.00	0.00	0.00	0.00	534.75
Frank Bricker	0.00	0.00	240.00	0.00	240.00
Mike Busic	0.00	0.00	0.00	0.00	100.00
Mike Busic Youth & Music)	0.00	0.00	0.00	0.00	5,386.90
Sharon Gisler	0.00	0.00	0.00	0.00	350.00
Jan Goby	0.00	0.00	0.00	0.00	2,395.00
Ben Green	0.00	0.00	0.00	-354.31	207.93
Elizabeth Haddan	0.00	0.00	0.00	0.00	387.61
Ray Lindley-Choir	0.00	0.00	0.00	0.00	25.00
Ray Lindley-Youth	0.00	0.00	0.00	0.00	3,637.06
Loy Marshall	0.00	0.00	0.00	-19.92	9,348.36
MaryLou McCorkle	0.00	0.00	0.00	0.00	184.01
Georgia Parker	0.00	0.00	0.00	0.00	75.00
Deanna Peterson	0.00	0.00	630.00	0.00	630.00
Stephen Selvage	0.00	0.00	0.00	0.00	50.00
JoAn & LeonWidmer	0.00	0.00	0.00	-155.84	7,169.16
Memorial Funds - Undesignated	0.00	0.00	0.00	-1,839.03	3,710.43
<b>Total Memorial Funds</b>	<u>0.00</u>	<u>0.00</u>	<u>870.00</u>	<u>-2,369.10</u>	<u>34,676.21</u>
<b>Grand Total Reserved Funds</b>	<u>1,035.00</u>	<u>-722.21</u>	<u>38,288.13</u>	<u>-34,176.31</u>	<u>145,232.77</u>
<b>Total Other Income</b>	<u>5,259.26</u>	<u>-722.21</u>	<u>86,618.02</u>	<u>-44,707.32</u>	<u>507,634.38</u>

**5 Year Comparative  
August 2024**

<u>Month</u>	<u>2022</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
Total Income	22,013	22,047	17,077	21,422	21,715
Expenses:					
Personnel	20,701	22,288	20,011	20,251	19,520
Travel	0	220	0	0	0
Office	1,130	1,062	859	924	1,309
Property	3,797	2,339	1,615	1,435	1,416
Education	37	0	307	0	0
Worship	99	63	22	664	87
Congregational Life	25	312	341	754	64
Outreach	<u>575</u>	<u>575</u>	<u>575</u>	<u>815</u>	<u>712</u>
Total Expenses	26,364	26,859	23,730	24,843	23,109
Budget Income/Loss	-4,352	-4,812	-6,653	-3,421	-1,394
Bldg Loan Offering	0	0	0	2,710	2,795
Bldg Loan Payment	0	0	0	-1,561	-2,359
Net Financial Change	-4,352	-4,812	-6,653	-2,272	-958

**Year To Date**

Total Income	223,847	191,702	200,629	194,837	196,220
Expenses:					
Personnel	168,578	147,963	178,041	166,882	140,619
Travel	92	220	55	50	0
Office	12,334	10,079	10,752	10,812	10,053
Property	36,967	40,518	33,890	28,943	26,264
Education	1,674	31	307	0	0
Worship	548	1,208	901	1,556	1,506
Congregational Life	977	1,964	2,580	3,240	2,787
Outreach	<u>4,025</u>	<u>4,600</u>	<u>4,600</u>	<u>6,697</u>	<u>5,735</u>
Total Expenses	225,195	206,584	231,126	218,180	186,963
Budget Income/Loss	-1,347	-14,882	-30,497	-23,343	9,257
Bldg Loan Offering	0	0	0	27,116	29,969
Bldg Loan Payment	0	0	0	-12,843	-26,307
Net Financial Change	-1,347	-14,882	-30,497	-9,070	12,919



# Board Report August 2024

## Executive Team

Since the July board meeting, the Executive Team has focused on:

- Setting agenda for the August 12 board meeting
- Proposed updates to bylaws for this year; then biennial review
- Nominations and Stewardship membership and process
- Co-chair position for 2025-26
- Personnel committee vacancy
- August, September, and October sermon series
- Upcoming Regional Assembly and FCC delegates
- Pastors and staff summer vacation dates
- Program Cabinet current focus

-Gayle Dee

## Program Cabinet

Here's a rundown of events and activities related to the Program Cabinet over the past month:

- A special offering and presentation by Rick Staggenborg on July 21 raised \$355 for Health Care for All Oregon.
- Stacey Bartholomew, Creating Housing Coalition president and FCC Program Cabinet member, informed the congregation through emails about final volunteer opportunities, such as cleaning houses, to get Hub City Village ready for occupancy.
- Forty-five First Christian members and friends attended the "Night at the Knights" game on July 24 at OSU's Goss Stadium. The Knights won 8-6.
- Fourteen attended the final Summer Sounds concert on July 29, featuring singer/violinist Michelle Lambert, and the first evening downpour of the summer.
- Marin Ferrell spoke to more than 20 people on Aug. 4 in the Fellowship Hall. A Muslim convert, with a Jewish mother and Catholic father, she talked about the Israel-Palestine conflict from her unique perspective.
- The third annual FCC Ice Cream Social was to take place the evening of Aug. 7 (soon after this report was submitted) in Takena Park. Nearly 60 people had signed up to attend.

-Graham Kislingbury

## Young Adult Group

The Young Adult Group is taking the Summer off. We are trying to plan a family camp out in September. The monthly group gatherings will resume in September/October.

-Elysse Delgado

## Covenant Group

Nothing new to report.

-Chet Houser

## **Care Support Group**

Will give a verbal report.

-Dick Busic

## **Community Meal**

The 4th of July was a very small crowd and several mentioned there was no transportation. Using the Food Bank for part of the food is working out well. A big thanks to Ethel Ellingson for her efforts to organize with the cooks and then put it all away. Also to Elysse Delgado for her help when the truck arrives at the church.

Big Town Hero sandwich shop on 2nd Street and at the Heritage Mall continue to supply us with their bread, which is greatly appreciated.

-Dulca Bailey

## **Care Cupboard**

Nothing new to report.

-Alice Newbould

## **Health Care Justice**

- Discussion group will resume on September 12th. It will now be on the second Thursday of the month at 1 PM
- We will help staff the HCAO table at the annual Sweet Home Health Fair
- HCAO special collection raised \$355.

-Rick Staggenborg

## **Israel-Palestine Advocacy Team**

- Last month's speaker drew a modest but interested audience to hear Marin Ferrell, a Muslim daughter of a Jewish mother and Catholic father, talk about her faith journey and how it influenced the evolution of her views on the Israel-Palestine conflict.
- No talk scheduled for September
- We are beginning a process of discernment to decide whether to affirm the positions outlined in the following documents. We will begin with 1:1 conversation to get a sense of what questions people have, followed by discussions on those issues (eg, apartheid, ethnic cleansing). Here are the documents (also see your packets for printed versions).

-Rick Staggenborg

## **Elders**

Nothing new to report.

-DeeDee Blais

## **Personnel**

The committee has completed the Pastoral Assessment Surveys, with 20 out of 32 submissions. During August, we will be working on summarizing the surveys, as well as Allison and Jared's Self-Assessments for the Board. We will meet with Allison and Jared in late August to go over the results with them. We plan to have our summary ready for September's Board meeting. We also are preparing to assist Allison with staff job evaluations during August.

-Paula Moore

## **Financial Secretaries**

Our first attempt at emailing the Quarterly Financial Reports to donors seemed to go smoothly. By emailing the reports, we save the church approximately 120 sheets of paper, 60 envelopes, \$20 in stamps, and the time of the Financial Secretaries and staff.

We are in the process of setting up On-Line Giving. Watch for it, coming soon!

-Charlotte Houser

## **Trustees**

Nothing new to report.

-Kris McLaughlin

## **Prayer Shawl**

The group of ladies dedicated to knitting and crocheting prayer shawls continues to meet on the first and third Mondays of each month in the Cornerstone Room from 10 AM until noon to share stories and friendship with each other. Our group is very small, and we welcome anyone who does knitting or crocheting (or who would like to learn these skills). Supplies and help are available. Also, if you have health issues or a death in your family, please contact Pastor Jared or Pastor Allison to receive a shawl.

-Jan Hagemeister

## **Technology Team**

Nothing new to report.

-Gayle Dee

**FIRST CHRISTIAN CHURCH OF ALBANY, OREGON**

**CONSTITUTION**

PREAMBLE

ARTICLE I NAME AND PURPOSE

ARTICLE II CONGREGATION

ARTICLE III EXECUTIVE OFFICERS

ARTICLE IV BOARD, PROGRAM CABINET, AND COMMITTEES

ARTICLE V CONGREGATIONAL MEETINGS

ARTICLE VI OPEN MEETINGS

ARTICLE VII MINISTERIAL LEADERS

ARTICLE VIII RULES OF ORDER

ARTICLE IX INDEMNIFICATION

ARTICLE X DISSOLUTION OF CHURCH

ARTICLE XI AMENDMENTS TO THE CONSTITUTION

ARTICLE XII EFFECTIVE DATE OF THIS DOCUMENT

## 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.

**Adopted:**

- 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



**Adopted:**

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

**Adopted:**

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.

**Adopted:**

Co-Chair of the Congregation

Co-Chair of the Congregation

\_\_\_\_\_, Date of Approval by Congregation

# **FIRST CHRISTIAN CHURCH OF ALBANY, OREGON**

## **BYLAWS**

- I. CHURCH YEAR
- II. CONGREGATIONAL MEETINGS
- III. EXECUTIVE OFFICERS OF THE CONGREGATION
- IV. BOARD
- V. PROGRAM CABINET
- VI. ELDERS
- VII. TRUSTEES
- VIII. EXECUTIVE COMMITTEE
- IX. PASTORS
- X. PASTORAL RELATIONS COMMITTEE
- XI. NOMINATING COMMITTEE
- XII. OTHER POSITIONS OF LEADERSHIP
- XIII. COMMITTEES
- XIV. AMENDMENTS

## **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, **in coordination with office staff, assures** all expenses of the church **are paid**, subject to the budget approved by the Congregation and the payment plan of the Board; **attends** Board meetings; and **provides** 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 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~~ biennially. The board will appoint a Taskforce consisting of 3-5 members before June 1 to receive and review potential changes, create a draft for review and adoption by the Board and congregation.
4. The five Members at Large and two youth representatives (under the age of 25) 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.

**D. Vacancy**

In the event that a member of the Board cannot continue in their role, 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.

**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

**Adopted:**

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.

**Adopted:**

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

**Adopted:**

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 POSITIONS 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.

**Adopted:**

- 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 **no fewer than six and no more than eight** 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, **Personnel 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. **In coordination with the office manager**, 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. **Stewardship Committee**

**Adopted:**

The Stewardship Committee promotes an understanding of the full meaning of Christian stewardship and fosters Congregational participation in resource commitment to God's work through contributions in time, talent and treasure. It oversees all church fundraising activities authorized by the Board and directs the annual financial program of the Church that supplies the financial needs of the Congregation and spiritually enrich the Congregation. All fundraising activities of individual groups within the Church shall be reported to the Committee in advance. The committee, consisting of at least 3 members and the pastor(s), meets at least once a quarter to do its work of advising and approving fundraising activities outside of the annual general fund campaign.

**I. 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**



## Bylaws Revisions Overview:

- Page 11:
  - The Treasurer of the Congregation, **in coordination with office staff, assures** all expenses of the church **are paid**, subject to the budget approved by the Congregation and the payment plan of the Board; **attends** Board meetings; and **provides** a financial report at each meeting of the Board. Additional financial reports at Congregational Meetings may be requested by the Executive Team.
  - Delete “Group” from Youth Group members
- Page 12:
  - Bylaw review change: The Board shall review the Bylaws annually **biennially**. **The board will appoint a Taskforce consisting of 3-5 members before June 1 to receive and review potential changes, create a draft for review and adoption by the Board and congregation.**
- Page 13:
  - Add Vacancy Language: **In the event that a member of the Board cannot continue in their role, 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.**
- Page 20:
  - Personnel: Appointments to the committee shall be made by the Co-Chairs of the Congregation with the approval of the Board. There shall be no fewer than **six and no more than eight 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.
  - Finance: 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, Personnel Committee representative, and Pastor(s).
  - 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. **In coordination with the office manager**, they arrange maintenance and repair for facilities and grounds.
- Page 21
- Stewardship Committee: **The Stewardship Committee promotes an understanding of the full meaning of Christian stewardship and fosters Congregational participation in resource commitment to God’s work through contributions in time, talent and treasure. It oversees all church fundraising activities authorized by the Board and directs the annual financial program of the Church that supplies the financial needs of the Congregation and spiritually enrich the Congregation. All fundraising activities of individual groups within the Church shall be reported to the Committee in advance. The committee, consisting of at least 3 members and the pastor(s), meets at least once a quarter to do its work of advising and approving fundraising activities outside of the annual general fund campaign.**
  -