

The By-Laws of
FIRST CHRISTIAN CHURCH
LAWRENCE, KANSAS

I. Church Governance

The government of First Christian Church is vested in the body of believers who compose it. Persons duly received by the members will constitute membership. This church is not subject to the control of any other ecclesiastical body, but it acknowledges it is a member congregation of the Christian Church in Kansas (Disciples of Christ).

II. Church Year

The church year begins on January 1 of each year to coincide with the fiscal year.

III. Membership

A. Establishment of Membership

Anyone who wishes to become a member of First Christian Church may request membership at any regular church service or by inquiring of the pastor or one of the elders. Membership requires that the individual make a personal profession of faith. Such profession may be signified by a public statement at a regular church service, a private profession made to the pastor or one or more of the elders, or by signing the First Christian Church Statement of Faith. Membership also requires that the individual be baptized in water or certify that he or she was previously water baptized. Restoration of membership may be granted through the same process in cases where it has lapsed or has been terminated, or records were lost.

B. Membership Status

Active members shall have full rights as noted below. Inactive members may regain full rights as active members by resuming their participation and/or support prior to any actions in which they wish to vote or have input. Inactive members may have their membership terminated after three years of continued non-participation. Former members must petition for restoration of their membership in accordance with these bylaws.

- Active members: those who have attended church services or participated in a church ministry, if physically able, and/or have supported the church financially within the past year; those who are unable to attend due to health issues, but who have indicated their desire to remain as active members and/or continued to support the church financially during the past year.
- Inactive members: those who were formerly active, but who have neither attended church services or participated in a church ministry, nor supported the church financially within the past year.
- Former members: those whose membership has been terminated.

C. Rights of Members

Every active member of the church is entitled to vote at elections and on questions submitted to the church at a regular or special business meeting, provided the member is present or in accordance with the remote/virtual/electronic procedures or participates via approved electronic means for holding virtual meetings.

Active members of the church may preside over communion and administer water baptism.

D. Termination of Membership

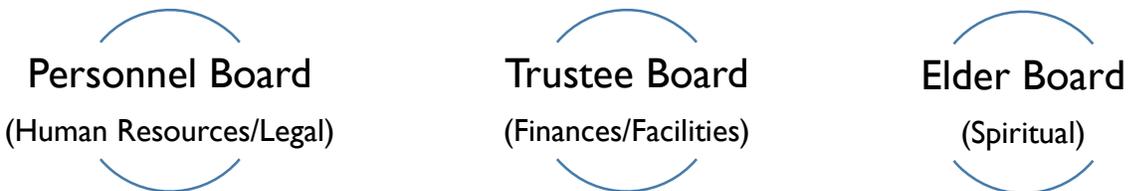
Membership may be terminated for the following reasons:

- Death
- Transfer of membership to another church: The member may request a formal letter of transfer or may simply indicate to the church leadership his or her intention to leave First Christian to transfer to a different church.
- Exclusion by action of First Christian Church: Such action will only be taken after attempts to reconcile the offending member and restore him or her to repentance have failed.
- Erasure: After three years of non-participation, inactive members may be purged from the membership rolls. Prior to erasure, church leaders or staff members will make reasonable attempts to contact and communicate with inactive members in the hope of persuading them to resume participation and attendance.

IV. Organizational Structure, Church Officers, and Staff

Three Boards govern First Christian: Elder Board (spiritual), Trustee Board (finance/facilities), and the Personnel Board (human resources/legal). The Staff are to implement the strategy under the leadership of the Elder Board.

The Three Bodies of Governance of FCC



SELECTION OF BOARD MEMBERS

Elected and appointed leaders are required to be active members of the Church as defined by the current By-Laws and Constitution. Specific requirements for the leaders can be found in each section below.

Candidates are suggested by anyone in the congregation to the Board of choice. Each Board winnows the possible suggestions and gives its final list to the Personnel Board, which presents the lists to the church body at least two weeks prior to the annual church meeting in the Fall for congregational vote.

Immediate family members may not serve on the same board at the same time. Individuals may not serve on the Elder Board and Trustee Board at the same time.

Each Elder and Trustee Board member is asked to serve a three-year term and may continue to serve an additional one to three years with approval of the congregation. Any Board member can be re-elected after one year of not serving on the same Board. A member can be removed from a Board at any time by majority vote of the Board. Each Board is responsible for electing its own Chair and Vice-Chair. In the case that a member of a Board leaves, the respective Board can choose a replacement until the annual church meeting where all nominees will be voted upon by the congregation.

The following explains the primary function of each organization:

A. PERSONNEL BOARD (Human Resources/Legal Leadership)

The Personnel Board provides the Human Resources and Legal representation for the Church. This Board consists of the Chair and Vice-Chair of the Elder Board, the Chair and Vice-Chair of the Trustee Board, and a member at large who is chosen by the Personnel Board. Paid staff may not serve on the Personnel Board. The Personnel Board will meet on an ad hoc basis. The Personnel Board hires or dismisses staff by a majority vote of members present. The Personnel Board will recommend the hiring or dismissal of the Senior/Lead Pastor to the congregation for a majority vote of the members present. When the Senior/Lead Pastor position is available, they will select a Senior/Lead Pastor Search Team of five people which presents its final candidate for consideration to the church for a vote. The Chair of the Personnel Board will act as Moderator at Church meetings.

Responsibilities include, but are not limited to, the following:

- reviews and approves job descriptions
- recommends compensation and wage adjustments
- handles lawsuits or other legal actions
- develops and maintains personnel and administrative policies and procedures
- mediates disputes that may occur within the staff
- addresses any personnel issues that are not addressed by the person's immediate supervisor
- performs the annual Senior/Lead Pastor review
- approves change to the by-laws
- proposes changes to the constitution

B. TRUSTEE BOARD (Financial/Facilities Leadership)

The Trustees are the stewards of the finances and facilities of the Church. The Trustee Board is responsible for making sure the various ministries and church entities are remaining fiscally responsible to the annual budget, and to the maintenance, betterment, and security of the facilities of the church. Concerning the facilities, the Trustee Board has full discretion to spend monies necessary and available for the maintenance and betterment of the facilities. This Board should consist of four to six people and the Church Administrator as a non-voting member. At the beginning of each year the board may decide to choose a Trustee Emeritus or a leader-in-training to serve for one year without voting rights.

Trustees will recommend incurrence of long term debt, or the sale or purchase of property, to the congregation for a majority vote of active members present at a meeting only after written notice of the proposed action has been distributed at a regular worship service at least two weeks before the vote is taken.

Certain Trustees will have a specific role as determined by the Trustee Board, such as:

- The Chair of the Trustee Board, as corporate chair, signs legal documents and represents the Trustee Board in financial and legal matters.
- The Church Administrator signs checks, maintains corporate records, provides financial reports as needed, and drafts the unified budget for approval by the Trustee Board.
- The Facilities Coordinator or his/her designee oversees the use, maintenance and repairs of the building and equipment.
- The Security Coordinator or his/her designee oversees the maintenance and operation of the facility security and fire protection systems.
- The Treasurer signs the checks, reviews, and signs the Pastor's expense report and works closely with the Church Administrator and the Bookkeeper.

Duties would include, but are not limited to, the following:

- Develop a workable annual budget for the approved ministries after the Staff have made proposals.
- Develop the annual church budget and conduct the annual stewardship campaign to support the budget.
- Improve or repair facilities.
- Maintain proper insurance coverage.
- Manage endowment and trust funds.

C. ELDER BOARD (Spiritual Leadership)

Elders are the spiritual shepherds of the church. The Elder Board is responsible for making certain the Mission and Strategy of First Christian is being accomplished in the various ministries. This Board will consist of five to eight members, and the Senior Pastor. All members have voting rights. At the beginning of each year the board may decide to choose an Elder Emeritus and/or a leader-in- training to serve for one year without voting rights.

Elder qualifications include, but are not limited to, the following:

- be a baptized disciple of Jesus Christ
- meet the qualifications (both skills and character traits) outlined in the New Testament (e.g., see Acts 20:17; 28-31; 1 Timothy 3:2-7; 5:17; Titus 1:6-9; 1 Peter 5:1-2; James 5:14).
- be fully committed to and actively participating in the Mission and Strategy of First Christian Church.
- have been a member of First Christian Church for at least one year.
- have volunteered in a significant capacity in a ministry, preferably in a leadership or mentoring role.
- have the flexibility and availability to serve in the Elder role.

- be able to keep confidential information.

The time commitment required can be delineated as a monthly meeting; occasional weekend retreats; approximately four to six hours per month for review of Elder board materials, policies, correspondence, and meeting preparation, and other time or service requirements when needs arise

Elder responsibilities include, but are not limited to, the following:

- praying and planning for the needs and people of the church
- setting an example to others in the Church in making disciples
- leading or participating in Discipleship Groups and other ministries
- receiving reports from the various ministries to see how they might support/encourage/challenge them
- mediating disputes within the congregation (according to Matt. 18:15-22)
- deciding which theological stances the Church adopts
- visiting or calling church members, especially home care members and hospitalized
- overseeing the church's internal ministries and external outreach efforts
- overseeing the church's involvement in support of local and global mission efforts

If the Senior/Lead Pastor resigns or is dismissed, the Elders are responsible for supplying an Interim Pastor until the Pastor Search Team finds another Senior/Lead Pastor.

D. STAFF

The pastoral staff serves the church by providing spiritual leadership. The additional staff support the mission of the Church in their respective ministry areas.

V. Administration of Sacraments

A. Communion

Communion is served at weekly services and is open to all believers in Jesus Christ. Any active Church member in good standing may serve as Communion Presider.

B. Marriage

Policies concerning marriages that take place on the grounds of First Christian Church are provided in the Marriage Packet, which is distributed to all those who are interested. Our facilities will not be used for same-sex marriages based on our understanding of the biblical definition of marriage as being between one man and one woman.

C. Baptism

Baptism for the forgiveness of sins will be administered to those who confess and repent of their sins, and place their complete trust in Jesus Christ (Acts 2:38). First Christian Church practices baptism by immersion. Any disciple of Jesus can perform a baptism.

VI. Revisions

Bylaws will be reviewed every three years. A majority of votes cast by the representative Board may revise these By-Laws in their particular area, pending approval by the Personnel Board. Any changes to

the By-Laws will be communicated to the congregation at least four weeks prior to the annual meeting.