

# FIRST CHRISTIAN CHURCH

## EUGENE, OREGON

Revised - January 25, 2009

Revised - January 24, 1999

Revised - January 22, 1995

Revised - January 15, 1989

Proposed - September, 1982

### **BYLAWS**

1. (a) The Church fiscal year shall begin January 1 and end December 31.
- (b) The Church program year shall begin September 1 and end August 31.
2. (a) Fifty percent (50%), plus one member shall constitute a quorum of the Board of Directors, of the Auxiliary Boards, and of any official committee created by the Board of Directors, the Constitution or these Bylaws.
- (b) A quorum may conduct the business of any Board or committee. Except as otherwise provided in the Constitution or these Bylaws, the affirmative vote of a simple majority of those members present and constituting a quorum shall be sufficient to approve any motion or resolution.
- (c) Fewer than a quorum may act to adjourn a meeting if a quorum has not been obtained.

3. Two of the three Trustees shall constitute a quorum of the Board of Trustees. All action taken by the Board of Trustees, either to transact official church business or to formulate recommendations to the Board of Directors, President, and/or the Congregation, shall require the affirmative vote of two trustees.
4. Those members present at any scheduled meeting shall constitute a quorum of the Congregation. Except as otherwise provided in the Constitution or in these Bylaws, the affirmative vote of a simple majority of those voting shall be necessary to approve any motion or resolution.
5. The representatives proposed by the Boards of Elders and Deacons to serve on the Nominating Committee shall be chosen and their names given to the President of the Congregation by the first (1st) day of the sixth (6th) month of each church program year. The President shall appoint these candidates to the Nominating Committee in accordance with the requirements of the Constitution.
6. The Nominating Committee shall be chosen as follows:
  - (a) The names of those individuals appointed as Nominating Committee members from the Board of Elders and Deacons and the names of persons ineligible for appointment for the ensuing year shall be made known to those present at the Annual Meeting of the congregation.
  - (b) Those present at the Annual Meeting of the congregation shall each nominate two (2) persons from each worship service to serve as representatives of the Congregation at large.
  - (c) The four (4) eligible persons (two from each worship service) receiving the highest number of nominating votes shall be appointed by the President of the Congregation. In the event of a tie the President shall select the candidate. After the committee is established, the names shall be published in the church newsletter and the church bulletin.

7. No person shall serve on the Nominating Committee in any capacity or combination of capacities more than two (2) years in succession.
  
8. Congregational elections shall be conducted in accordance with the following procedures.
  - (a) Appropriate advanced notice shall be given all members of the Congregation when a regular or special meeting of the Congregation is to be held for purposes of considering and/or acting upon any matter of Congregational business.
    - (1) For Congregational meetings called for purposes of acting upon matters of ordinary business and for purposes of nominating as provided and required by Article V of the Church Constitution, announcement in the church bulletin and/or the church newspaper seven (7) or more days prior to the date of the meeting; and announcement from the chancel each Sunday thereafter shall be required.
    - (2) For the annual meeting or for Congregational meetings called for the purpose of electing officers, calling a minister, or amending the Church Constitution, announcement in the church newspaper fourteen (14) or more days prior to the date of the meeting; and announcement from the chancel each Sunday thereafter until the date of the meeting shall be required.
  - (b) Elections of officers, votes on the calling of a minister, votes on the amendment of the Church Constitution, and other elections or votes when deemed appropriate by the President shall be conducted by secret, written ballot. The President will depend upon the good conscience of persons attending the Congregational meeting to accept and cast ballots only if they are members of the Church. All ballots marked and submitted will be counted.

Other elections and votes may be conducted by such methods as voice vote, show of hands, or by rising.

- (c) In instances of balloting for the calling of the minister or for the amendment of the Church Constitution, the announcements of the Congregational meeting to be held for those purposes shall also indicate the availability of absentee ballots, and shall instruct members of the need to contact the Church office to request an absentee ballot. Absentee ballots properly marked and received at the time of the Congregational meeting in each instance shall be counted and tallied. Absentee ballots received late shall be void.
  - (d) The President shall appoint, prior to each written ballot or election, a committee of two (2) tellers. The committee shall, in each instance immediately at the close of balloting, tally the result, certify the result in writing, sign the certificate, and convey to the President the certificate as well as the ballots cast and tallied.
9. In order to provide for continuity and an orderly rotation among members of the Board of Directors, Board of Trustees, and the Auxiliary boards, the following terms of office and nominating procedures shall be implemented:
- (a) The term of office of persons elected to the Board of Directors as representatives-at-large of the Congregation shall be three (3) years.
  - (b) The term of office of the remaining members of the Board of Directors shall be one (1) years. The Nominating Committee shall present annually the names of persons as nominees for the positions of President of the Congregation, Vice President of the Congregation, Treasurer of the Congregation, **Secretary of the Congregation**, and representatives of the Boards of Trustees, Elders and Deacons.
  - (c) The individuals appointed by the President-Designate of the Congregation to serve as Chairpersons of the Personnel Committee and the Division of Administration shall, by virtue of those appointments, become members of the Board of Directors for a one (1) year term. The President-Designate appointees shall be subject to confirmation by the Board of Directors.
  - (d) The term of office of persons elected to the Boards of Trustees, Elders and Deacons shall be three (3) years.

The Nominating Committee shall present annually the name of one (1) person as the nominee to the Board of Trustees.

The Nominating Committee shall present annually the names of persons sufficient in number as nominees to the Boards of Elders and Deacons to equal or exceed one-third (1/3) of the total number currently constituting the respective Boards.

10. In the event of a vacancy or vacancies in any elected office, the Nominating Committee shall make recommendations to the Board of Directors for persons to fill such unexpired term. The Board of Directors shall have authority to appoint such successors.
11. Succession in office to the Board of Directors and Auxiliary Boards shall be in accordance with the following provisions:
  - (a) No member of the Board of Directors who is elected as a representative-at-large of the Congregation shall serve two (2) successive terms in the same capacity. Such individuals may be re-elected as representative-at-large only after the elapse of the period of one (1) year during which the individuals do not serve on the Board of Directors.

No member of the Board of Directors who is elected or appointed in any other capacity except that of Treasurer may serve in any capacity or combination of capacities for more than three (3) successive years. Such individuals may be re-elected to the Board of Directors in any capacity only after the elapse of a period of one (1) year during which the individuals does not serve.

- (b) No member of the Auxiliary Boards shall serve two (2) successive terms. Such individuals shall be eligible for re-election only after the elapse of a period of one (1) year during which the individual does not serve.

12. The Board of Directors shall adopt a regular order of business which shall guide the development of meeting agendas. Under ordinary circumstances the Board of Directors will adhere to the adopted order of business in all regular meetings.

The Board of Directors at its first meeting of each Church year shall either reconfirm or modify the order of business to be followed for the year.

13. Each of the Auxiliary Boards (the Board of Elders and the Board of Deacons) shall develop its own rules for scheduling and conducting its meetings. Such rules and procedures shall be confirmed by the Board of Directors.
14. No organization of this Church--Auxiliary board, standing or special committee, fellowship group, department, Sunday school class, or other body--may adopt bylaws or procedural rules which conflict substantively with the Church Constitution or with these Bylaws.
15. When a vacancy occurs in the position of Senior Minister, the Senior Minister shall be called by the Congregation through the following procedures:
  - (a) The Board of Directors will initiate selection by coordinating a process for the review, identification and establishment of Church program goals and ministerial position goals. The goal-setting process may involve the Auxiliary boards, the Personnel Committee, other members and groups of members of the Congregation, appropriate staff members, and the Regional Minister of the Christian Church (Disciples of Christ) in Oregon.

The goals established shall be subject to confirmation by the Congregation.

- (b) The President of the Congregation shall appoint a Ministerial Search Committee consisting of not less than seven (7) members nor more than nine (9) members. The committee shall include one male and one female representative from the Board of Deacons; one representative each from the following: The Board of Elders, Personnel Committee, and the youth (college age and younger) of the Church. The President shall endeavor to choose appointees who make the Committee broadly representative of the entire Congregation.

The Committee shall be ad hoc in nature; individual appointees shall serve throughout the Committee's existence unless forced to resign by unforeseen circumstances. In the event a Committee member finds it necessary to resign, the President of the Congregation may appoint a replacement to fulfill the same representative role.

The Committee shall commence its functions upon appointment. It shall be dissolved when its responsibilities have been fulfilled through the successful calling of the Senior Minister.

The appointment of the President to the Ministerial Search Committee shall be subject to confirmation by the Board of Directors.

- (c) It shall be the responsibility of the Ministerial Search Committee to:
- (1) Develop a position description based upon the Church program and ministerial position goals established;
  - (2) Seek candidates for the position using the usual, appropriate channels available;
  - (3) Review the credentials of all candidates fairly and objectively, and in relationship to the goals and position description established;
  - (4) Screen candidates to a workable number for final consideration;
  - (5) Review carefully the qualifications of such finalists, using appropriate methods;
  - (6) Hold in strict and total confidence the names and other information concerning the candidates;
  - (7) Recommend to the Board of Directors its final choice by unanimous decision; and
  - (8) Continue to re-initiate the search process, advancing an alternate candidate, if necessary.
- (d) It shall be the responsibility of the Board of Directors to:
- (1) Consider the recommended candidate advanced by the Ministerial Search Committee;
  - (2) Arrange for an interview with the candidate;
  - (3) Negotiate the specific terms under which the candidate would be employed as Senior Minister;
  - (4) Approve the candidate and recommend the candidate to the

## Congregation.

The approval of the candidate by the Board of Directors shall be unanimous. If the candidate is not so approved, the search process shall be referred back to the Ministerial Search Committee.

- (e) The Congregation shall act upon the recommendation of the Board of Directors and the Ministerial Search Committee at a Congregational meeting called for that purpose. The Congregation's action shall be by written ballot and in accordance with procedures set forth elsewhere in these Bylaws. Confirmation of the candidate shall require the affirmative vote of ninety percent (90%) of those voting at the meeting including absentee ballots. If the Board's recommendation is thus affirmed, a call shall henceforth be extended to the candidate. If the Congregation fails to approve the candidate, the search process shall be referred back to the Ministerial Search Committee.

16. Associate Ministers) shall be called through the following procedures:

- (a) The Board of Directors will initiate selection by coordinating a process for the review, identification and establishment of Church program goals and ministerial position goals for the position in question.

The goal-setting process will include the participation of the Senior Minister. The goal-setting process may include the Auxiliary boards, the Personnel Committee, other members and groups of the Congregation and appropriate staff members.

The goal established will be subject to confirmation by the Board of Directors.

- (b) The Personnel Committee will function as the ministerial search committee.

The Senior Minister will assist the Committee, functioning as a full participating member.

The Committee will function ad hoc in this task; individual members shall continue to serve throughout the search process for a given position unless forced by unforeseen circumstances to resign. In the event that a member finds

it necessary to resign, the President of the Congregation may appoint a replacement.

The Committee shall commence a ministerial search upon the establishment of Church program and ministerial position goals; it shall continue these responsibilities in addition to the usual Personnel Committee responsibilities until the ministerial search process is completed.

- (c) Approval procedures to be followed in an Associate Minister search shall be the same as those set forth for the Senior Minister search, except that approval of the committee's recommendation by the Board shall be by an affirmative vote of eighty percent (80%), and approval of the board's recommendation by the Congregation shall be by an affirmative vote of seventy-five percent (75%) of those voting, including absentee ballots.
17. The standing committees of the Church shall include the Nominating Committee, the Personnel Committee, and such others as may be established by the determination of the Board of Directors and subsequent amendment of these Bylaws.
- (a) The Nominating Committee will be selected according to procedures set forth elsewhere in the Church Constitution and in these Bylaws. The responsibilities of the Committee are as defined therein.
  - (b) The Personnel Committee shall be appointed by the President of the Congregation and confirmed by the Board of Directors. The responsibilities of the Committee shall be, in addition to those set forth in the Church Constitution and in these Bylaws, to recommend to the Board of Directors the establishment of staff positions and the appointment of staff members; to advise and assist the Senior Minister in personnel procedures such as recruitment, oversight, and evaluation; and to develop and recommend for establishment personnel policies for the Church. Further specific Committee responsibilities and procedures may be set forth elsewhere.
18. Special committees ad hoc in nature may be appointed by the President of the Congregation as needed. The charge to each such committee will be clearly developed and stated; and the committee will function until the charge has been fulfilled. At that time the committee shall be dissolved.

19. The President of the Congregation shall call a special meeting of the Congregation upon the petition of members of the Congregation, as required by Article VII, Section 2, of the Church Constitution. The signatures of twenty-five (25) members shall be deemed sufficient cause for calling such a meeting.
  
20. The program functions of the Church shall be developed and implemented by and through two (2) functional divisions: The Division of Program and the Division of Administration.

- (a) The Division of Program shall be responsible for the development and implementation of the overall program of the church; it shall include such functions as worship, Christian Education, youth programs, music, membership and other similar programs. It shall also include such functions as community ministries, world outreach, evangelism, regional and national ministries, and other similar programs.

The Division may be organized into such functional committees as may be deemed appropriate. The Chairperson, the chairperson of such committees and the staff members whose major responsibilities lie within the appropriate program areas shall constitute a Division executive committee.

- (b) The Division of Administration shall be responsible for the development and implementation of the overall administrative and operational functions of the Church; it shall include such functions as finance, personnel, property and other similar areas.

The Division shall include the Board of Trustees, the Treasurer, the Nominating Committee, the Personnel Committee and other functional committees as may be appropriate. The Chairperson, the chairperson of division committees, the Treasurer, and the Senior Minister shall constitute the Division executive committee.

21. The two (2) Division Chairpersons, the President of the congregation, the Vice President of the Congregation, the Senior Minister and Associate Minister's shall constitute a long-range planning committee. The Committee shall be charged with the development and recommendation to the Board of Directors and to the Congregation of program directions for the Church.

22. The functions of the Divisions shall be program development and implementation, as opposed to policy-governance functions. The Divisions shall regularly report to the Board of Directors and, (through the Church [communications](#)) to the Congregation regarding the Church's various programs; they shall recommend and request needed policy decision and governance actions of the Board of Directors.
  
23. These Bylaws may be amended by a simple majority vote of those voting at a Congregational meeting called for that purpose. Written notice of any proposed Bylaws amendment shall be given in accordance with procedures set forth elsewhere in these Bylaws. The written notice shall be give at least one (1) week in advance of the meeting, and shall include the wording of the proposed amendment(s).