

**FIRST CHRISTIAN CHURCH OF EUGENE**

**BYLAWS**

**SECTION 1**

**CHURCH CALENDAR YEARS**

1. The Church fiscal year shall begin January 1 and end December 31.
2. The Church program year shall begin September 1 and end August 31.

**SECTION 2**

**CONGREGATIONAL BOARD AND OFFICERS**

**Authority of the Congregational Board**

All corporate powers shall be exercised by or under the authority of the Congregational Board subject to any limitation set forth in the Constitution. The Congregational Board shall manage the business and affairs of First Christian Church of Eugene, including recommending to the Congregation for approval an annual budget.

Membership of the Congregational Board shall be composed of the officers of the Congregation and five Representatives at Large nominated by the Nominating Committee and approved by the Congregation. The Pastor(s) of the Congregation shall serve as non-voting member(s) of the Congregational Board. A Co-Moderator shall serve as the Registered Agent.

The Congregational Board shall perform its duties according to the authority granted in the Constitution or otherwise delegated by the Congregation.

**Election of Officers**

The Congregation, at its annual meeting, shall elect the following officers:

- A. A Co-Moderator of the Congregation, who shall also serve as Moderator of the Congregational Board and shall preside at all meetings of the Board and Congregation.
- B. A Second Co-Moderator of the Congregation, who also shall serve as Moderator of

- the Congregational Board and shall preside at all meetings of the Board and Congregation.
- C. The Secretary of the Congregation, who also shall serve as Secretary of the Congregational Board and shall record and take minutes at all Congregational and Board meetings.
  - D. The Treasurer of the Congregation, who also shall serve as Treasurer of the Congregational Board and who shall maintain financial records, and be authorized to write checks and make disbursements out of the Congregation's financial accounts in accordance with the financial policies found in the most current Policies and Procedures Manual of the Congregation
  - E. Five (5) Representatives at Large of the Congregation.

### **Qualification for Office**

The Nominating Committee shall choose from active members of the Congregation, eligible candidates for the roles of two Co-Moderators, Treasurer and Secretary, as evidenced by the following criteria:

1. Candidates must be active in the Congregation's life, attending worship regularly;
2. Candidates give regular contributions of time, talent, and/or finances to the support of the Congregation and its ministries;
3. Candidates must have a willingness to fulfill assignments on behalf of the Congregation;
4. Candidates must have demonstrated skills or evident potential in carrying out responsibilities of the particular office.

### **Terms of Office**

In order to provide for continuity and an orderly rotation among members of the Congregational Board, Board of Trustees, and other committees and programs, the following terms of office and nominating procedures shall be implemented:

- A. The terms of office of the Co-Moderators, Treasurer and Secretary of the Congregational Board shall be two (2) years. An officer may be re-elected to this office one time for an additional year. The Co-Moderator's terms will overlap, with one elected in odd years and one in even years so that a continuity of leadership is maintained.
- B. No officer of the Congregational Board 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 Congregational Board in any capacity only after the elapse of a period of one (1) year during which the individual does not serve.
- C. The term of the Representatives-At-Large of the Congregation shall be three (3) years. 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 Congregational Board.

### **Resignation or Termination of Elected Officers**

Upon resignation, the elected officer shall submit a letter of resignation to the Co-Moderators. This letter will be taken to the Congregational Board.

Involuntary termination of an elected officer shall be dealt with confidentiality between the elected officer and the Congregational Board. A quorum must be present for this action. A three-quarter (3/4) vote of the Congregational Board will be needed to terminate the elected officer's term.

### **Board Meetings**

The Congregational Board shall meet as needed as called by the Co-Moderators, or by three Board members, but shall meet no less than once a quarter calendar year, or every three months, usually in January, April, July and October. The Congregational Board shall adopt a regular order of business which shall guide the development of meeting agendas in accordance with the most current practices outlined in the Policies and Procedures Manual. Under ordinary circumstances the Congregational Board will adhere to the adopted order of business in all regular meetings.

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

### **Conduct of Board Meetings**

Fifty percent (50%), plus one member shall constitute a quorum of the Congregational Board (five) and of any program or committee created by the Congregational Board, the Constitution or these Bylaws, unless otherwise noted in these documents.

A quorum may conduct the business of any board and or committees. 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.

Fewer than a quorum may act to adjourn a meeting if a quorum has not been obtained.

### **Executive Committee**

The Executive Committee is composed of the Officers of the Congregation and the Pastor(s). The Executive Committee shall meet no less than once a month to plan the work before them

and can invite program and committee heads as needed.

### **SECTION 3**

#### **CONGREGATIONAL MEETINGS**

##### **Purpose and Notice**

An annual meeting of the Congregation will be held for the purpose of affirming officers and representatives, providing a current financial report, and reviewing a Congregational budget for the following fiscal year.

The annual meeting shall be scheduled on a Sunday in mid-October prior to the Advent season. Notice of annual meeting shall consist of announcements at all worship services at least two weeks prior to the date of the annual meeting and publication in print and online newsletters at least two weeks prior to the date of the annual meeting.

A second meeting will be held on a Sunday in January following a board meeting, for the purpose of approving the budget.

Notice of special congregational meetings shall be given in the same manner as the annual meeting plus any additional reasonable means for at least two weeks prior to the meeting. The notice shall include the agenda for the meeting and any relevant documents needed to understand the issues before the congregation.

##### **Quorum of Congregational Meetings**

A quorum of a Congregational Meeting shall consist of all members present at the meeting.

##### **Elections**

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 Co-Moderators, shall be conducted according to procedures as outlined in the most currently adopted version of the Policies and Procedures Manual.

### **SECTION 4**

#### **PASTOR(S)**

The Pastor(s) of the Congregation shall lead by encouraging the Congregation in their responsibilities and spiritual growth, leading in worship, providing pastoral care to the membership, attending and aiding in the work of committees for program and administration, and by helping the Congregation to continue to reach beyond itself in mission to the community and as an active part of the ministry of the Christian Church (Disciples of Christ) in the United States and Canada.

### **Search Process**

When there is a vacancy in the office of Pastor, procedures as set in the Policies and Procedures Manual, will be followed. General guidance is given in these Bylaws:

A Search Committee shall be formed made up of seven (7) members of the Congregation. These members will be appointed by the Moderator and approved by the Congregational Board. The Search Committee shall have representation of the Congregation in age, gender, and duration of membership.

The Search Committee will work with the Regional Minister(s) of the Christian Church (Disciples of Christ) in Oregon and Southwest Idaho to conduct their search process as directed in the Policies and Procedures Manual.

The Search Committee will recommend a candidate for Pastor to the Congregational Board. An 80% vote of the Board is necessary to approve the calling of the Pastor.

The Congregational Board will recommend the calling of the candidate for Pastor to a meeting of the Congregation. This meeting will be called in accordance with the Bylaws as found in Section 3. An 80% vote of those present at the Congregational Meeting is necessary for the calling of a new Pastor.

### **Supervision/Annual Review**

Supervision of the Pastoral Staff will be the responsibility of the Personnel Committee. The Personnel Committee will conduct an annual performance review of the Pastoral Staff in accordance with the Personnel Policy section of the Policies and Procedures Manual, and will report the results of the review to the Congregational Board.

### **Resignation or Involuntary Release from Employment**

#### *Resignation*

Upon resignation the Pastor shall submit a letter of resignation to the Co-Moderators. This letter will be taken to the Congregational Board to be received and then notice of the resignation shall be given to the Congregation in writing.

The Co-Moderators will then 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 can begin.

*Involuntary Release from Employment*

Involuntary termination of the Pastor shall be dealt with confidentiality between the Pastor and Congregational Board, and in consultation with the Regional Minister(s) of the Christian Church (Disciples of Christ) in Oregon and Southwest Idaho.

An 80% vote of the Congregational Board is needed to terminate the Pastor's employment.

The Pastor may appeal the termination decision of the Congregational Board to the Congregation at a specially called meeting, to be called as outlined in these Bylaws in Section 3. In the event of an appeal, an 80% vote of the Congregation will be needed to terminate the Pastor's employment.

The Co-Moderators of the Congregation, upon termination of employment of the Pastor, 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 can begin.

An announcement of the completion of the Pastor's employment will be made in writing and distributed to the membership of the Congregation. This announcement letter will be written by the Co-Moderators and delivered to the Congregation in a timely manner.

## **SECTION 5**

### **TRUSTEES**

The Trustees shall serve at the direction of the Congregational Board and the Congregation as signatories to all legal and binding contracts which may be entered into between the Church and any other body corporate, agency of government, or individual, and shall advise the Officers of the Congregation, the Congregational Board, and the Congregation on matters of business and property.

The term of office of a Trustee is three years. No member of the Trustees shall serve more than 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.

All actions taken by the Board of Trustees, either to transact official church business or to formulate recommendations to the Congregational Board, Co-Moderators, and/or the Congregation, shall require the affirmative vote of two trustees.

## **SECTION 6**

### **ELDERS AND DEACONS**

#### **Elders**

Between nine and fifteen (9-15) persons shall be elected as Elders of the Congregation. One-third of the Elders shall be elected every year for a three-year term. The Elders shall be responsible for the spiritual life and development of the Congregation as well as the care of the membership in times of joy and sorrow. The Elders shall meet on a schedule of mutual agreement to do the work before them but they shall meet no less than once a quarter. The qualifications for Elder shall be the same as described for the Officers of the Congregation in Section 2 of these Bylaws.

The chair of the Elders shall be elected by the Elders and shall serve for a one-year term.

#### **Deacons**

Between fifteen to eighteen (15-18) persons shall be elected as Deacons of the Congregation. One third of the Deacons shall be elected every year for a three-year term. The primary role of a Deacon shall be to help in the preparation and service of Communion during worship services, and to assist in receiving the offering. In addition, Deacons shall support pastoral staff in worship and encourage and support the congregation on Sunday mornings.

Persons qualified to be deacons shall be members of the Congregation, faithful in worship attendance and able to perform the duties as assigned. The Deacons shall meet on a schedule of mutual agreement to plan the work before them.

The Chair of the Deacons shall be elected by the Deacons and serve for a one-year term.

## **SECTION 7**

### **NOMINATING COMMITTEE**

The Nominating Committee shall be called for service by the Co-Moderator with input from the Congregational Board and Pastor(s). The Committee shall consist of at least four members selected from the membership of the Congregation using the procedure outlined in the Policies and Procedures Manual. The Co-Moderators shall designate a member of the Committee as Chair. The Committee members shall be approved for service by the Congregational Board and shall serve for a one-year term.

In the event of a vacancy or vacancies in any elected office, the Nominating Committee shall make recommendations to the Congregational Board for persons to fill the remainder of the term. The Congregational Board shall have authority to appoint such successors.

The Nominating Committee shall nominate all those to be elected by the Congregation at its annual meeting; however, nominations to any office may be made from the floor, with the consent of the nominee. The specific positions to be nominated by the Nominating Committee are Officers, At-Large Representatives of the Congregational Board, Elders, Deacons, and Trustees. The ministries identified in Section 7, and recruit for vacant positions based on their knowledge of persons who might have expertise in that area of ministry. Procedures for voting for members of the nominating committee and for filling a slate of officers are included in the Policies and Procedures Manual.

No person shall serve on the Nominating Committee in any capacity or combination of capacities more than two (2) years in succession.

## **SECTION 8**

### **MINISTRIES**

The fulfillment of the mission of First Christian Church of Eugene shall be the responsibility of the following Ministries under the supervision of the Congregational Board and in cooperation with the Pastors. The Ministries shall regularly report to the Congregational Board and to the Congregation regarding the Church's various programs, and shall recommend and request needed policy decision and governance actions of the Congregational Board.

Chairs of the Ministries shall be nominated by the Nominating Committee and approved by the Congregation for a two-year term.

#### **Program Ministry**



The Program Ministry shall be responsible for developing programs that advance the spiritual, fellowship, missional and educational life of members of all ages, and constituents of the Church, through worship and programs of the congregation. The Chair of the Program Ministry shall report to the Congregational Board. The Program Ministry shall consist of no less than six members. A representative of the Congregational Board will serve on this Ministry whenever possible.

### **Outreach Ministry (Community Ministries Team)**

The Outreach Ministry shall be responsible for leading the Congregation in outreach ministries including evangelism, global missions and Christian action and community engagement. The Outreach Ministry shall consist of no less than six members and shall elect from among its body a Chair who will report to the Congregational Board.

### **Administrative Ministry**

The Administrative Ministry shall be responsible for overseeing the administrative life of the church, including personnel, property maintenance, fundraising, promotion of Christian stewardship and general administrative concerns. The Chair of the Administrative Ministry shall report to the Congregational Board. The Treasurer of the Congregation, a representative from the Property Committee, one Co-Moderator and other members as needed will serve on this Ministry.

The following subcommittees shall report to the Administrative Ministry and Congregational Board as needed.

#### *Personnel Committee*

The Personnel Committee shall oversee the work of all salaried staff including the Pastor(s), for whom they will perform an annual review. The chair shall be nominated by the Nominating Committee and approved by the congregation. The responsibilities of the Committee shall be to recommend to the Congregational Board the establishment of staff positions and the appointment of staff members; to advise and assist the Pastor(s) 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 included in the current Policies and Procedures Manual.

#### *Investment Committee*

The Investment Committee shall be responsible for encouraging the giving of assets and the management of those assets and making recommendations to the Congregational Board for any distributions of funds from the Permanent Fund.

*Property Committee*

The Property Committee shall oversee the upkeep and maintenance of the church property. The Committee shall consist of three property managers who shall be nominated by the Nominating Committee and approved by the Congregation to serve three-year terms, with one property manager rotating off each year.

**Committees**

Other permanent committees may be established by the Congregational Board and subsequent amendment of these Bylaws as outlined in the most currently adopted Policies and Procedures Manual.

Special ad-hoc committees may be created by the Co-Moderators 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 which time the committee shall be dissolved.

**SECTION 8**

**AMENDMENT OF BYLAWS**

These Bylaws may be amended by a three-fourths (¾) vote of the Congregational Board. 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 given at least two (2) weeks in advance of the meeting, and shall include the wording of the proposed amendment(s).

These revised Bylaws will be in full force and effect of the date approved by the Congregational Board and replace the previous Bylaws dated January 25, 2009. Copies will be provided to the Christian Church in Oregon and Southwest Idaho.

These Bylaws were adopted XXXX

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Date of Approval

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Effective Date

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Proposed – August 7, 2022

Lori Kievith  
Co-Moderator of the Congregation

Eliza Drummond  
Co-Moderator of the Congregation

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Sandra Cole  
Secretary of the Congregation

Proposed - July 10, 2022  
Revised - January 25, 2009  
Revised - January 24, 1999  
Revised - January 22, 1995  
Revised - January 15, 1989  
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