

FIRST CHRISTIAN CHURCH OF MOREHEAD, INC.
MOREHEAD, KENTUCKY 40351

BYLAWS

ADOPTED JULY 27, 1992

ARTICLE I

CONGREGATION

A. CHURCH YEAR AND FISCAL YEAR – The church year shall begin July 1, and the fiscal year shall begin on January 1.

B. MEMBERSHIP – First Christian Church (Disciples of Christ), Morehead, Kentucky recognizes itself as an “open membership” congregation.

1. The membership of this church shall consist of those who are now identified as members of the congregation and those who shall unite with it by baptism or by transfer of membership. Transfer of membership may be from a sister Christian Church (Disciples of Christ) or from a Christian denomination in good standing, recognized by the Board of Directors of First Christian Church of Morehead, Kentucky.
2. Persons located in this community who desire to maintain membership elsewhere may unite with this congregation as “affiliate” members with all rights and privileges.

C. CONGREGATIONAL MEETINGS

1. ANNUAL – Unless otherwise scheduled by Board of Directors or congregation the annual meeting of the congregation shall be held

during the first week of May and shall be for the purpose of electing officers and board members, receiving reports of officers and committees, and for any other business that may arise.

- a. NOTICE – The notice of the annual meeting shall be published in the church bulletin and announced at the regular Sunday service at least one week prior to the established meeting time.
 - b. PLACE – The meeting shall be held on church premises unless otherwise scheduled by the Board of Directors or congregation.
 - c. QUORUM – Forty (40) members of the congregation shall constitute a quorum.
2. SPECIAL – Special meetings may be called by the president, the Board of Directors, or forty (40) members of the congregation. Unless otherwise ordered, the notice shall be given in the same manner as for the annual meeting. The purpose of the meetings shall be stated. Forty (40) members of the congregation shall constitute a quorum. The meeting shall be on church premises unless otherwise scheduled by the Board of Directors or the congregation.

ARTICLE II

BOARD OF DIRECTORS

- A. The Board of Directors, and the Executive Committee shall manage the affairs of First Christian Church, Morehead, Kentucky. (See Article 5, Section C, Number 1 for authority and responsibility of the Executive Committee.
- B. Composition of the Board of Directors – The Board of Directors shall be composed of those persons who are members of the congregation

and who have been elected by the congregation, as officers, elders, deacons, honorary elders, and honorary deacons. Presiding officers of organizations within the church and committee chairpersons who are not elders and deacons should attend Board Meetings in an advisory capacity and to obtain information concerning church policy and events.

C. METHODS OF SELECTION OF BOARD MEMBERS

1. The standing Nominating Committee to select elder, deacons and officers of the corporation shall be composed of one elder, two deacons, and three members of the congregation. The Board of Directors must approve the members of the Nominating Committee. The President shall then name the chairperson of the Nominating Committee in his/her recommendation to the Board.
2. The Nominating Committee, through the Echo, shall give each member of the congregation the opportunity to submit names of individuals who should be considered for membership on the Board of Directors.
3. The Nominating Committee shall present its proposed list of nominees to the Board of Directors at least two weeks prior to the annual congregational meeting, so that the Board may recommend approval of these individuals to the congregation at its annual meeting.
4. Members of the congregation may make nominations from the floor.
5. All nominees must give their consent to be nominated.
6. Nominees are to be elected by a simple majority of those present at the annual congregational meeting by voice vote unless a secret ballot is requested.

7. The President of the Board is responsible for the publication of the election results in the Echo.
8. Newly elected members of the Board of Directors will assume the duties of their office at the first meeting of the Board of Directors after their election.

D. QUALIFICATIONS AND NUMBERS OF ELDERS AND DEACONS

1. Qualifications of Elders and Deacons – The Nominating Committee shall consider for the officers of elders and deacons those members of the congregation who have shown evidence of their desire to further the cause of Christ by regular church attendance and financial support of the church, who have shown concern for fellow human beings, and who have been striving to live a life which follows the teachings of Christ. The members of the Nominating Committee should read – I Timothy 3: 1 – 13.
2. Number of Elders and Deacons – The Nominating Committee should attempt to keep the number of board members to a minimum. The number of elders and deacons may be determined as follows: one elder per thirty (30) members and one (1) deacon per ten (10) members. Honorary elders and honorary deacons shall be in addition to the number of board members recommended in the preceding statement.

E. TERMS OF OFFICE FOR ELDERS AND DEACONS

1. Elders – Elders shall be ordained in this congregation for life. Elders may resign their position by notifying the Board of Directors in writing or by transferring membership.
2. Deacons – Shall be elected to serve three years and shall be permitted to serve two consecutive three-year terms. A Deacon who is asked to fill an unexpired term for another Deacon shall be eligible for election to his or her own three-year term.
3. Honorary Elders and Honorary Deacons – Honorary elders shall be ordained for life. Honorary Deacons shall be installed for life.

F. ELDER ORDINATION AND DEACON INSTALLATION – Elders and deacons shall be ordained or installed respectively within two months after they are elected to office. Ordination and installation shall be the responsibility of the minister and the chairpersons of the elders and deacons.

G. DUTIES OF ELDERS AND DEACONS

1. Duties of Elders – The Elders, in cooperation with the functional committees of the church, shall promote the growth and welfare of the church; shall provide spiritual guidance to the members of the congregation; shall encourage by example and word the missionary, evangelistic, educational, and stewardship responsibilities of the church; shall be a teacher concerning the message of Christ; shall serve at the Lord's Table; shall assist the minister in the visitation of the sick, elderly, and troubled; shall upon request take communion to those who are unable to attend church; shall serve in an advisory capacity to both the minister and members of the congregation; and shall perform other duties as assigned by the Board of Directors and/or the congregation.

The Board of Directors recognizes that elder may not feel comfortable performing some of the above duties (i.e. public speaking, hospital visitation, mission work, etc.) Therefore, an elder may state a preference to concentrate in certain areas where he/she would feel comfortable, recognizing that the spiritual nature of the position of elder is the most important quality of the office. Scripturally, the background for understanding this paragraph is Ephesians 4: 11 – 16.

In order to more effectively serve the members of the congregation and to provide for more effective communication among the members of the congregation, the congregation shall be divided into small groups (flocks) of 10 to 20 families. Each elder shall be assigned a flock and shall be responsible for serving the needs of those individuals in his/her flock and for communicating with his/her flock on matters of importance to the church and to the congregation.

2. DUTIES OF DEACONS – The deacons, in cooperation with the functional committees of the church and the elders, shall promote the growth and welfare of the church, assist in greeting and ushering; distribute the Lord’s Supper; receive the offering; assist in carrying out the missionary, evangelistic, educational, and stewardship responsibilities of the church; and perform any other duties as assigned by the Board of Directors or the congregation.
3. Honorary Elders and Honorary Deacons – Individuals elected as honorary elders and honorary deacons, should promote the cause of Christian religion and the growth and welfare of the church. Honorary elders and honorary deacons are encouraged to perform those duties performed by the elders and deacons although it is not mandatory.
4. Chairperson of the Elders and Deacons – It shall be the responsibility of the President of the Board of Directors to insure

that there is a meeting of officers, elders and deacons, as soon as possible after the annual congregational meeting, for the purpose of electing a chairperson of the elders and deacons. The chairperson of each group shall be elected for a term of one year and may be re-elected. The chairperson of the elders and deacons shall coordinate the activities of their respective groups. The chairperson of each group shall serve as a member of the Executive Committee.

H. VACANCIES OF THE BOARD OF DIRECTORS - Vacancies on the Board of Directors

Should not be filled until the annual meeting of the congregation. If it is necessary to fill a vacancy during the year, a special meeting of the congregation shall be called. The president, at his/her discretion, may shorten the two-month period for the report of the Nominating Committee.

I. MEETINGS OF THE BOARD OF DIRECTORS

1. REGULAR MEETINGS OF THE BOARD OF DIRECTORS –

The regular meeting of the Board of Directors shall be the 4th Monday of each month unless otherwise scheduled by the Executive Committee.

a. QUORUM – One-third (1/3) of the total membership of the Board of Directors shall constitute a quorum.

b. PLACE – The Board of Directors shall hold its meetings on church premises unless otherwise ordered by the Board or the Executive Committee.

2. SPECIAL MEETINGS OF THE BOARD OF DIRECTORS – A

special meeting may be called by the President, Executive Committee, or upon request of fifteen (15) board members. The purpose of the meeting must be stated, and length of time notice

must be reasonable for board members to attend. Quorum and place of meeting shall be the same as outlined in I. 1 above.

ARTICLE III

OFFICERS OF THE BOARD OF DIRECTORS

A. OFFICERS AND TIME OF ELECTION – The officers of this Board shall be president, vice president, secretary and treasurer. They shall be elected from the membership of the congregation. Election of Board Officers shall take place at the annual congregational meeting, which shall be held the first week in May.

B. TERM OF OFFICE FOR BOARD OFFICERS – Officers shall hold office for one year or until their successors are elected. All officers may be re-elected.

C. DUTIES OF OFFICERS

1. PRESIDENT – The president shall fulfill the usual duties of such an office, such as, call and preside at all regular meetings of the Board of Directors and congregation and/or other duties as described in these by-laws and assigned by the Board. The President shall be an ex-officio of all committees. The President's signature shall be on all contracts and obligations.

2. VICE PRESIDENT – The vice president shall fulfill the usual duties of such an office and in the absence of the president shall assume all duties and responsibilities of the president.

In the event that the president and vice president can not perform their duties, the past presidents, beginning with the most recent and following reverse chronological order shall be asked to assume the duties of the president. This person shall serve as president until

the duly elected president and/or the vice president can assume his/her duties, or until the next regular election of Board Officers, whichever occurs first.

3. SECRETARY – The secretary shall keep minutes of all regular and special meetings of the Board of Directors and the congregation; shall inform members of meetings and committee assignments; and shall perform other duties as may be assigned. The secretary's signature shall be on all contracts and obligations.
4. TREASURER – The treasurer shall receive and disburse all funds of the church according to the authority designated by the Board of Directors. All payments shall be by check; the only exception shall be that the church secretary shall be custodian of a petty cash fund not to exceed \$25. The treasurer shall serve as a member of the Stewardship Committee and the Living Memorial Committee and shall be the custodian of the financial records and lock box keys. The treasurer shall make a brief report to the executive committee on a monthly basis, a detailed report to the board on a quarterly basis, and an annual report to the congregation.
5. ASSISTANT TREASURER – The assistant treasurer will be recommended by the treasurer for board approval. The assistant treasurer's duties shall be prescribed by the treasurer.

ARTICLE IV

THE MINISTER

- A. DUTIES – The minister of the church shall perform the duties, which usually pertain to that office. As spiritual administrator of the church, the minister shall be an ex-officio member of all organized groups, auxiliaries, and committees. The minister shall serve as chief

administrative officer of the church staff as directed by the Board of Directors.

B. SELECTION – The minister shall be chosen by the church in the following manner:

1. A representative committee (usually five to seven members) nominated by the president and approved by the Board of Directors shall serve as the Pulpit Committee and shall be responsible for recommending a prospective minister to the Board of Directors. The President with Board approval shall appoint the committee chairperson.
2. The Board of Directors shall consider the recommendation of the Pulpit Committee, and if approved, shall recommend the prospective minister to the congregation.
3. Before a call may be extended, the recommendation of the Board of Directors must be accepted by at least two-thirds (2/3) majority of members present and voting in a regular, annual, or special meeting of the congregation.
4. The term of his/her ministry shall be an indefinite period, and may be terminated by either party on a ninety (90) days written notice. A written statement setting forth salary to be paid and other conditions of the call shall be made in duplicate, one copy for the minister and one for the church. Terms and conditions of the call must be set forth in writing and approved by the Board of Directors. The only binding commitments shall be those made in writing and approved by the Board of Directors. The minister's contract shall be reviewed annually by the Personnel Committee and recommendation made to the board for any changes.

ARTICLE V

STANDING COMMITTEES

A. ORGANIZATION – All persons listed in Article I are eligible for committee membership. Each committee should have from three (3) to seven (7) persons. Committee members shall be selected by the Executive Committee and/or committee chairpersons.

B. DUTIES – All committees shall perform such duties as may be assigned by the Board of Directors. No committee shall be authorized to create indebtedness without proper budgetary authorization, which includes a recommendation from the Stewardship Committee, to the Board of Directors and approved, by the Board of Directors. Each committee shall meet monthly.

C. FUNCTIONAL COMMITTEES

1. EXECUTIVE COMMITTEE

a. MEMBERSHIP – This committee shall be composed of the Board Officers, the minister, and the chairpersons of the elders and deacons. The President of the Board shall be the presiding officer.

b. PURPOSE – This committee shall be responsible for the preparation of the administrative section of the budget and shall be responsible for making decisions (other than fiscal) when it would not be feasible to call a meeting of the entire Board. This committee selects committee chairpersons and recommends these persons to the Board for approval. The Executive Committee selects those persons to serve on the various committees of the church. This committee shall also act as the personnel committee and approve all compensation for church

employees. The minister shall be an ex-officio member of the personnel committee.

2. NOMINATING COMMITTEE – The Nominating Committee shall serve as a standing committee and shall be comprised of six members; one elder, two deacons, and three members at large. Each year two members will rotate off the committee and be replaced by those representing the same constituency. The committee will be responsible for nomination of Elders, Deacons, and Officers of the congregation and shall recommend those nominations to the Board of Directors at the April meeting.
3. WORLD OUTREACH COMMITTEE
 - a. It shall be the purpose of this committee to create and foster a world vision within the church and its auxiliary organizations and to lead in planning and administering the world-work-program of the church.
 - b. It shall be responsible for planning and promoting a definitive program of missionary education in every department of the church; for recommending the church's annual missionary and benevolent budget; for enlisting support for missions and brotherhood causes; for sponsoring interdenominational activities and projects of special action: for promoting conventions, conferences, and retreats; for recruiting and supporting life-work recruits, and for keeping records of all missionary giving and action of the church.
4. STEWARDSHIP COMMITTEE
 - a. It shall be the purpose of this committee to develop within the membership an understanding of the full meaning of Christian stewardship and to direct the financial program of the church so that it will supply the financial needs and also serve as a means

of spiritual enrichment and character building for each one participating.

- b. It shall be responsible for informing the congregation of its stewardship education; for supervising the preparation and underwriting of the church budget; and for keeping accurate records. The records, which pertain to the giving of church members, shall be available only to members of the stewardship committee and shall be of a confidential manner.
- c. It shall be the responsibility of the Stewardship Committee to supervise an annual audit of all church financial records.

5. SOCIAL ACTION COMMITTEE

- a. It shall be the function of the social action committee to be responsible for the community outreach program of the church.

6. PROPERTY COMMITTEE

- a. It shall be the purpose of this committee to care for all properties of the church except communion service, offering plates, communion furniture, musical instruments, pew candles, and other special items of property found in the sanctuary. The excluded property will be responsibility of the Worship Committee. It will be the responsibility of the Property Committee to keep all properties insured.
- b. It shall be responsible for keeping all property and equipment (except that noted above) in proper condition, for studying needs and making recommendations for improvements, for supervising the work of the custodian, for caring of the grounds, for keeping properties adequately insured against possible loss or damage, and for recommending to the Board a policy which

can be followed as to the use of the buildings and other property for which this committee is responsible.

- c. All property acquisitions (gift or purchase) shall be coordinated through this committee.

7. WORSHIP COMMITTEE

- a. It shall be the purpose of this committee to lead the membership in a genuine worship experience in public services and to enrich the personal and family devotion life of the congregation.
- b. It shall be responsible for the administration of baptism and the Lord's Supper, music, ushering, special worship services during the year, care and maintenance of property listed in 6. a. above, and encouragement of family devotional services in the home.
- c. It shall be responsible for the congregational observance of special seasons of the church year in cooperation with the Education Committee.

8. EDUCATION COMMITTEE

- a. It shall be the purpose of this committee to develop and carry out an effective program of religious education for the entire constituency of the church.
- b. It shall be responsible for planning and administering the total education program of the church, including the church school, mid-week educational activities, leadership, education, Vacation Bible School, recreation, youth programs, and subscription to the Kentucky Christian and other religious periodicals.
- c. It shall be responsible for observance of special seasons of the church year in cooperation with the Worship Committee.

9. EVANGELISM AND MEMBERSHIP DEVELOPMENT COMMITTEE

- a. It shall be the purpose of this committee to cultivate an evangelistic spirit within the congregation. It shall sponsor a year round program to reach every age level and every phase of church life. It shall contact prospective members.
- b. It shall attempt to maintain the closest possible contact with the entire church membership to the end that each church member may function effectively in the work of the church and in a spirit of love and comradeship.
- c. It shall be responsible for keeping membership records up to date; for promoting visitation; for calling on sick, bereaved, indifferent, and unfortunate; for providing an adequate social life for members of the congregation; for assisting the Executive Committee in staffing functions of the committees; and for orienting new members into the life of the church.

10. LIVING MEMORIAL COMMITTEE

- a. It shall be the responsibility of this committee to oversee the assets, and distributions of this fund.
- b. It shall be responsible for promoting the Living Memorial Fund. (See Living Memorial printed policy.)

11. AD HOC COMMITTEE

An all out effort shall be exerted to perform the work of the church through the standing committee system. However, if a task is to be performed which is beyond the scope of all the standing

committees, the president of the board, with Board approval, shall appoint an Ad Hoc Committee to perform the task.

July 24, 2000