

**Draft 2-8-18**  
**First Christian Church**  
**Constitution**  
Table of Contents

<b>Preamble</b> .....	1
<b>I Name</b> .....	1
<b>II Membership</b> .....	1
<b>III Authority of Congregation</b> .....	2
<b>IV Business Meetings of the Congregation</b> .....	2
A. Officers .....	2
B. Regular Meetings .....	2
C. Special Meetings.....	2
D. Conduct of Regular and Special Meetings.....	2
<b>V Leadership Development Team</b> .....	3
A. Members of the Leadership Development Team.....	3
B. Duties of the Leadership Development Team.....	3
C. Administrative Procedures of the Leadership Development Team.....	4
<b>VI Administrative Board and Ministry Team</b> .....	4
A. Members of the Administrative Board .....	4
B. Members of the Ministry Team.....	4
C. Terms of Office of the Administrative Board and Ministry Team.....	5
D. Organization and Conduct of Business by the Administrative Board .....	5
E. Organization and Conduct of Business by the Ministry Team.....	8
<b>VII Elders and Deacons</b> .....	10
A. Term.....	10
B. Duties of Elders.....	10
C. Duties of Deacons.....	10
D. Lifetime/Emeritus Elders and Deacons.....	11
<b>VIII Ministers of the Congregation</b> .....	11
<b>IX Church Property</b> .....	11
<b>X Official Publication</b> .....	12
<b>XI Approval of Expenditures</b> .....	12
<b>XII Miscellaneous</b> .....	12
<b>XIII Revision or Amendment of Constitution</b> .....	12
<b>Schedule</b> .....	12

**First Christian Church  
Jefferson City, Missouri**

**Constitution**

**PREAMBLE**

The First Christian Church (Disciples of Christ) of Jefferson City, Missouri, a congregation of the Christian Church (Disciples of Christ) in the U.S. and Canada, having no written creed, but recognizing the desirability of having a written constitution to guide it in the conduct of its mission and its business in an orderly manner, does adopt this Constitution.

**ARTICLE I  
NAME**

The name of this organization shall be the First Christian Church (Disciples of Christ) of Jefferson City, Missouri.

**ARTICLE II  
MEMBERSHIP**

The membership of the Congregation of the First Christian Church (Disciples of Christ) of Jefferson City, Missouri, shall be those persons who are now listed as members on the present records of the Congregation, and those who may hereafter become members by confession of faith and baptism, or by transfer of their membership from another church or congregation and reaffirmation of their faith in Jesus Christ, or by associate membership with another church or congregation outside the Jefferson City community.

Active Members are defined as members who, in the last calendar year, have met one of the following criteria: (1) have attended Worship at least once in the preceding twelve-month period, (2) have made a financial gift to the Church at least once in the preceding twelve-month period, (3) are on active military duty, or (4) are considered a homebound member. Each January, a list of Voting Members, hereinafter, "Roll of Active Members", will be presented to the Administrative Board by the Board of Elders and approved by vote of the Congregation at an Annual Meeting in January. The "Roll of Active Members" will only be updated throughout the year to reflect the addition of new members of the Congregation as well as the removal of those lost through death, change in residence, or transfer to another congregation. The Board will approve these changes, as necessary, throughout the year. The Roll of Active Members will determine the members eligible to vote in all congregational meetings, except as specifically noted for issues related to the severance of the relationship between this congregation and the Christian Church (Disciples of Christ) and the liquidation or designation of endowment funds or financial resources for use beyond this purpose; or the selling of church property in excess of \$100,000 (Article IX). Individual members unable to fulfill the expectations of active membership due to health or life circumstances, such as military deployment, may continue to be considered Active Members.

Associate Members are defined as those individuals who are Active Members of First Christian Church while maintaining membership in another church or congregation outside the community. Associate Members maintain all privileges of Active Membership.

Non-active Members are defined as members who, in the last calendar year or more, have shown no measurable support of the Congregation through attendance, activity, and/or financial contribution. Non-active Members may be reclassified as Active Members in January of each year and returned to the "Roll of Active Members" if the qualifications of Active Membership have been met at that time.

**ARTICLE III  
AUTHORITY OF CONGREGATION**

The members of the Congregation of First Christian Church (Disciples of Christ) of Jefferson City, Missouri, hold the final authority in the governing of this organization. To conduct the business and support the mission of First Christian Church (Disciples of Christ), the Congregation establishes an Administrative Board and a Ministry Team to which it elects members. The Administrative Board and the Ministry Team represent the Congregation and derive authority from the Congregation. The Administrative Board is tasked with fulfilling the corporate and business roles while the Ministry Team oversees the programs supporting the spiritual and missional life of the Congregation.

**ARTICLE IV  
BUSINESS MEETINGS OF THE CONGREGATION**

A. Officers

The Officers of the Congregation shall be the same as the Officers of the Administrative Board.

B. Regular Meetings

Meetings of the Congregation shall be held each year on dates to be fixed by the Chair of the Administrative Board for (1) the election of members to serve on the Administrative Board, the Ministry Team, to serve as Elders and Deacons, and to serve on the Personnel Committee for the subsequent year; (2) for the adoption of a budget for the succeeding church year; and (3) for the transaction of other business necessary at that time. The list of nominees for election shall be announced to the Congregation at least one week preceding the date of this regular meeting. The date of each meeting shall be stated in the official publication of the Congregation or given in written or electronic form to the Active Members at least seven days prior to that meeting, unless it is proposed to revise or amend this Constitution, in which event, the notice shall comply as well with Article XIII, hereof.

C. Special Meetings

A special meeting of the Congregation may be called for any designated date by the Chair of the Administrative Board; by vote of the Administrative Board; or by a petition, containing signatures of no less than 10% of the Roll of Active Members, presented in writing to the Chair of the Administrative Board. The purpose of any special congregational meeting must be stated in the official publication of the Congregation or given in written or electronic form to the Active Members, or by announcement at any regular congregational meeting at least seven days prior to the date of that special congregational meeting, except as provided in Article XIII, hereof.

D. Conduct of Regular and Special Meetings

1. Presiding Officer

The Chair of the Administrative Board shall preside at all congregational meetings. In the absence of the Chair of the Administrative Board, the succession of presiding officers shall be as follows: the Vice-Chair of the Administrative Board, the Ministry Team Chair, and then the Chair of Elders.

2. Voting at Congregational Meetings

Congregational meetings shall be set by the Administrative Board Chair at a time that reasonably allows all interested members the opportunity to assemble together as one body so that discussion and subsequent voting on an item of business shall occur in a single congregational meeting. Voting shall be by voice or standing vote, at the discretion of the presiding officer. Upon request of any member of the Congregation present, voting shall be by written ballot on any proposition. A majority affirmative vote of the Active Members of the Congregation present and voting shall be sufficient to carry any proposition, except as provided in Article IX and XIII, hereof.

The Administrative Board Chair may permit any or all members to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of

communication by which all members participating may simultaneously hear each other during the meeting. A member participating in a meeting by this means is deemed to be present in person at the meeting. In the event a written ballot is requested, a member participating remotely will need to provide a real-time electronic vote in the manner directed by the Administrative Board Chair, including but not limited to text or email. If a real-time electronic vote cannot be provided, the members vote will not count unless they choose to provide a voice vote.

3. Minutes

Minutes of congregational meetings shall be recorded by the Secretary of the Administrative Board or by the Secretary's proxy. Minutes of each congregational meeting shall be made available to members of the Congregation.

**ARTICLE V  
LEADERSHIP DEVELOPMENT TEAM**

A. Members of the Leadership Development Team

The Chair of the Administrative Board shall appoint two members on a nominating committee, hereinafter, "Leadership Development Team". The Leadership Development Team shall be composed of six members of the Congregation, who when appointed, are not then serving on the Administrative Board. The appointment will be for a three-year term. The terms will be staggered so that two members are selected each year.

B. Duties of the Leadership Development Team

1. Develop and maintain a leadership development system that will enable members of First Christian Church to be involved in meaningful ways, and maximize their leadership and vocational potential.
2. Guidelines to consider when nominating candidates:
  - a. Candidate demonstrates a commitment to Christian Faith, spiritual practice, and Biblical leadership.
  - b. Active Member who demonstrates commitment to the Congregation through regular participation in worship, ministries, and programs.
  - c. Board selections should be representative of the diversity within the Congregation.
  - d. Periodically remind the Congregation through the official publication of the Church and/or announcement during Sunday morning worship services of procedures for nominating members for consideration.
3. Restrictions on candidates for nomination:
  - a. No person may be elected to serve on both the Administrative Board and the Ministry Team simultaneously, with the exception of the Administrative Board Chair and the Ministry Team Chair who serve on both for coordination and communication purposes.
  - b. Members of the Leadership Development Team may not be nominated for election to the Administrative Board or the Ministry Team.
  - c. No person may serve on both the Administrative Board and the Personnel Committee other than the Chair of the Personnel Committee.
4. Contact candidates to determine their willingness to have their names submitted for consideration, after explaining to them the duties and responsibilities of the elected position.
5. Annually, recommend a list of nominees to the Administrative Board to fill the following positions for the subsequent year: Administrative Board, Ministry Team, Elders, Deacons, and six members of the Personnel Committee (in addition to the Chair). The list of nominees shall be submitted to the Congregation at a regular meeting as provided for in Article IV, hereof. When any vacancy occurs after the annual election, the

Leadership Development Team shall, as soon as practicable, recommend a nominee to the Administrative Board for election to fill the vacant position. If a vacancy occurs on the Leadership Development Team, the Administrative Board Chair will recommend a nominee to the Administrative Board for election to fill the vacant position.

- C. Administrative Procedures of the Leadership Development Committee:
1. Select a Chair from among their ranks who will serve on the Administrative Board.
  2. Meetings shall be called by the Chair of the Leadership Development Committee as needed to conduct the business of the committee.
  3. At least four affirmative votes (two-thirds majority) is needed for all nominations.
  4. Minutes must be maintained and submitted to the Administrative Board for approval following all meetings.

## **ARTICLE VI ADMINISTRATIVE BOARD AND MINISTRY TEAM**

- A. Members of the Administrative Board
1. Members Elected by the Congregation
    - a. Ex Officio Members, voting
      - 1) Chair of the Administrative Board
      - 2) Vice Chair of the Administrative Board
      - 3) Treasurer
      - 4) Secretary
      - 5) Ministry Team Chair
    - b. Six At-Large Members. At Large Members are Active Members not currently serving as a member of the Administrative Board when elected. The term of office for At-Large members is outlined in Article VI.C.
    - c. Personnel Chair
    - d. Property Chair
    - e. Stewardship Chair
  2. Other Members
    - a. Chair of Leadership Development Team selected by the Leadership Development Team.
    - b. Chair of Elders selected by the Elders
    - c. Chair of Deacons selected by the Deacons
    - d. Past Chair serving Ex Officio and voting
    - e. Senior Minister serving Ex Officio and non-voting
- B. Members of the Ministry Team
1. Members Elected by the Congregation
    - a. Ministry Team Chair
    - b. Missions Team Leader
    - c. Worship Team Leader
    - d. Evangelism Team Leader
    - e. Christian Formation Team Leader
    - f. Congregational Care Team Leader
    - g. Fellowship Team Leader
    - h. Communications Team Leader
    - i. Events Team Leader
  2. Ex Officio Members
    - a. Administrative Board Chair, non-voting
    - b. All ministerial and programmatic staff members, non-voting

C. Terms of Office of the Administrative Board and Ministry Team

All positions on the Administrative Board and Ministry Team are one-year terms, with the exception of the At-Large Members of the Administrative Board. The At-Large members will serve three-year staggered terms so that two members are elected each year. The Administrative Board may, through a majority vote, declare a vacancy when any member of the Administrative Board or Ministry Team fails to perform specified duties or becomes a non-active member of the Congregation. A vacancy shall be filled for the duration of the unexpired term. Members of the Administrative Board shall not serve more than three consecutive years as a voting member of the Administrative Board, with the exception of the Vice Chair who may move up and fulfill the role of Chair in a fourth consecutive year. Members of the Ministry Team shall not serve more than five consecutive years as a voting member of the Ministry Team.

D. Organization and Conduct of Business by the Administrative Board

1. Duties of the Administrative Board

- a. Manage the business of the Congregation.
- b. Develop and submit for congregational action a budget for the ensuing year.
- c. Authorize, in the event of an unforeseen expense, unbudgeted expenditures in any calendar year not to exceed 2.5% of the value of the total expenditures in the previous year, without the approval of the Congregation.
- d. Act as Board of Directors for the Corporation in transactions of congregational business regarding church property, in accordance with the rules and restrictions outlined in this Constitution.
- e. Recommend employment or termination of employment of any minister to the Congregation in accordance with Article VIII hereof.
- f. Approve by a majority vote all recommendations made by the Personnel Committee for hiring and firing of non-ministerial staff.
- g. Adopt or establish bylaws or procedures for the orderly conduct of business of the Administrative Board in accordance with this Constitution.

2. Election of Administrative Board Officers

The Administrative Board will approve and present the slate of Officers of the Administrative Board for the subsequent year to the Congregation for election.

3. Duties of the Administrative Board Officers

a. Chair

- 1) Call and preside at all regular and special meetings of the Administrative Board and the Congregation.
- 2) Exercise general supervision over the activities of the Administrative Board.
- 3) Appoint a parliamentarian to serve at meetings of the Administrative Board and Congregation.
- 4) Appoint ad hoc committees, as deemed necessary by the Administrative Board, to function for as long as it takes to fulfill its purpose.
- 5) Appoint Ministerial Search Committees, with approval of the Administrative Board, as vacancies arise.
- 6) Perform all other duties specified in the Constitution.

b. Vice-Chair

- 1) Call and preside at all regular and special meetings of the Administrative Board and the Congregation in the absence of the Chair.
- 2) Serve as Chair-elect.
- 3) Assume the duties of the Administrative Board Chair in the event of a vacancy during the year.
- 4) Serve as Events Team Chair
- 5) Perform other duties as may be delegated by the Chair

- c. Treasurer
  - 1) Assume responsibility for the disbursement of the budgeted operational funds and/or other authorized expenditures of the Congregation.
  - 2) Present a report at each meeting of the Administrative Board.
  - 3) Ensure periodic auditing of financial transactions of the Congregation.
  - 4) Perform other duties as may be assigned by the Administrative Board or the Chair.
- d. Secretary
  - 1) Keep minutes of all regular and special meetings of the Administrative Board and the Congregation.
  - 2) Work with the administrative and financial staff to prepare and verify the Roll of Active Members for the Board of Elders.
  - 3) Perform other duties as may be assigned by the Administrative Board or the Chair.
- e. Ministry Team Chair
  - 1) Call and preside at all regular and special meetings of the Ministry Team.
  - 2) Designate a person to keep minutes at all regular and special meetings of the Ministry Team.
  - 3) Present a report of the Ministry Team activities and actions at each regular meeting of the Administrative Board
  - 4) Perform all other duties as may be assigned by the Administrative Board or the Administrative Board Chair.
- f. Personnel Chair
  - 1) Chair and oversee the functions of the Personnel Committee which include:
    - a) Develop and maintain job descriptions, personnel records, and personnel policies.
    - b) Provide annual performance review of Senior Minister.
    - c) Evaluate job performance of all other staff, annually, in collaboration with the Senior Minister.
    - d) Mediate conflict between employees and Senior Minister
    - e) Mediate conflict among staff at request of Senior Minister.
    - f) Make recommendations relating to hiring and firing of all non-ministerial staff (including the First Steps Director, if any) to the Administrative Board.
    - g) Make recommendations relating to staff structure and compensation within budget guidelines provided by the Administrative Board.
    - h) Represent the Personnel Committee on any Search Committee for ministerial staff.
  - 2) Perform other duties as may be assigned by the Administrative Board or the Chair.
- g. Property Chair
  - 1) Recruit members for the Property Committee.
  - 2) Chair and oversee the functions of the Property Committee:
    - a) Supervise and maintain the real and personal properties of the Congregation.
    - b) Plan and recommend expansion and improvements to real and personal properties of the Congregation.
    - c) Maintain a responsible insurance program.

- d) Oversee the rental and use of the facilities of the Congregation by church members as well as third parties.
- e) Develop and staff a transportation ministry so that all persons may participate in the worship and fellowship of the congregation. This includes making recommendations for use, purchase, maintenance and rental of vehicles to facilitate the ministry as well as recommending policies to facilitate and provide safe transportation for activities and programs of the church.
- 3) Perform other duties as may be assigned by the Administrative Board or the Chair.
- h. Stewardship Chair
  - 1) Recruit members for the Stewardship Committee.
  - 2) Chair and oversee the functions of the Stewardship Committee:
    - a) Promote and provide education on faithful stewardship throughout the congregation.
    - b) Supervise the committee's preparation and the Administrative Board's presentation of the annual church budget.
    - c) Regularly review financial reports.
    - d) Encourage planned giving within the congregation and oversee disbursement of memorial gifts left to the Church.
    - e) Monitor the performance of the endowment funds and determine the annual endowment draw in line with established church policy.
    - f) Review financial audits.
  - 3) Perform other duties as may be assigned by the Administrative Board or the Chair.
- 4. Frequency, Notice, and Quorum of Meetings

The Administrative Board shall meet regularly, but at least quarterly. Any member of the Congregation may attend any meeting of the Administrative Board, except when the Administrative Board enters Executive Session. Any meeting not called for a special purpose must include an open session when any Active Member may address the Administrative Board on any matter related to church business, for up to three minutes per Active Member. Minutes of Administrative Board meetings shall be recorded by the Secretary of the Administrative Board or the Secretary's proxy and made available to all members of the Congregation.

Notice of all Administrative Board meetings shall be given to each Administrative Board member and announced in the official publication of the Congregation. For meetings of the Administrative Board called for a special purpose, notice shall be given in written or electronic form or by telephone to each Administrative Board member at least seven days in advance. Notice of such meeting shall include the purpose for that meeting. The Congregation shall be informed of all Administrative Board meetings by announcement in the official publication of the Congregation.

A quorum for the transaction of business at any Administrative Board meeting shall be not less than 51% of the total Administrative Board voting membership. Approval of any business requires a majority vote of the whole Board. The most recent edition of *Robert's Rules of Order* shall be followed in Administrative Board meetings, except if in conflict with the Constitution or congregationally approved policies. The Administrative Board may permit any or all members to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all members participating may simultaneously hear each other during the meeting. A member participating in a meeting by this means is deemed to be present in person at



the meeting.

E. Organization and Conduct of Business by the Ministry Team

1. Election of Ministry Team

The Administrative Board will receive, amend as necessary, approve and present the slate of Ministry Team Leaders for the subsequent year to the Congregation for election.

2. Duties of the Ministry Team Leaders:

Ministry Team Leaders are responsible for assisting in the recruitment of members to serve on their respective team, as well as oversee the general functions and purpose of their team as noted below.

a. Missions Team

- 1) Develop, implement and coordinate a mission program with both a global and local focus. The local program must include, but is not limited to guidelines in the congregationally approved Community Ministry Policy.
- 2) Make recommendations for use of funds dedicated for the purpose of the community ministry as needed; in accordance with congregationally approved guidelines.
- 3) Promote and support special offerings of the Christian Church (Disciples of Christ).

b. Worship Team

- 1) Work with church staff in creating and offering worship experiences for Sunday mornings as well as special worship services throughout the year.
- 2) Provide adornments to the sanctuary to enhance worship such as vestments, banners, and flowers.
- 3) Work with Chair of Deacons and Head of Ushers to ensure appropriate supplies are available for worship services, such as communion and candles.
- 4) Oversee recruitment of liturgists, ushers, and greeters.
- 5) Develop and staff an audio visual ministry to enhance the worship, fellowship, and activities of the Congregation. The includes making recommendations for the use, purchase, maintenance and rental of equipment and software to facilitate the ministry as well as making recommendations for policies to facilitate the audio visual needs for activities and programs of the Church.

c. Evangelism Team

- 1) Promote the sharing of Good News leading members to a deeper relationship with Jesus Christ.
- 2) Cultivate a list of prospective members and coordinate outreach efforts for follow-up.
- 3) Train members to call on prospective members.

d. Christian Formation Team

- 1) Develop and implement a variety of programs to promote Christian Discipleship for all ages so all may grow in faith.
- 2) Recruit leaders and provide training and resources to oversee the Christian formation programs.
- 3) Oversee the selection of scholarship recipients and disbursement of scholarship funds within congregationally approved policy.
- 4) Promote and oversee scholarships for Regional and Area summer camps and Christian education events for children and youth.

- e. Congregational Care Team
  - 1) Develop, coordinate, and promote programs which help keep members connected to church life.
  - 2) Work with the Chair of the Elders to recruit and train volunteers to help coordinate hospital and homebound visitations.
  - 3) Manage the church membership directory.
- f. Fellowship Team
  - 1) Coordinate and promote a variety of fellowship activities for the Congregation throughout the year, connecting members with one another.
  - 2) Coordinate all-church meals and bereavement dinners.
- g. Communications Team
  - 1) Serve as a central clearinghouse and source of information for all events and activities at First Christian Church, whether the events and activities are generated by church members or outside entities.
  - 2) Work with church staff in coordinating all communication and advertising within the Congregation and to the community to create excitement, interest and support for programs, events and activities of First Christian Church and the Christian Church (Disciples of Christ) at large.
  - 3) Oversee and coordinate maintenance of the church website and social media.
- h. Events Team
  - 1) Recommend and coordinate major all-church fundraising and community-oriented events.
  - 2) Recruit volunteer chair persons for all major events in the life of the church.
  - 3) Assist with promoting and staffing major events in the life of the church.
- 3. Frequency of Meetings

The Ministry Team shall meet regularly but at least quarterly. Any participating member of the Congregation may attend any meeting of the Ministry Team in accordance with this Constitution. Any meeting not called for a special purpose must include an open session when any Active Member may address the Ministry Team on any matter related to the ministries of the church, for up to three minutes per Active Member. Minutes of the Ministry Team meetings shall be recorded by the Ministry Team Chair or the Chair's proxy and made available to all members of the Congregation.
- 4. Duties of Ministry Team.
  - a. Manage the programs that support the spiritual and missional life of the Congregation, continually monitoring and updating long range goals of the Church.
  - b. Develop and submit to the Stewardship Chair a budget for the programming and missional functions of the Church for the ensuing year.
  - c. Establish procedures for the implementation of this Constitution.
  - d. Adopt or establish procedures for the orderly conduct of business of the Ministry Team. The Ministry Team is authorized to adopt procedures in order to hold meetings by telephone, electronic, or other remote means so long as members are able to hear each other simultaneously. A member so participating by authorized means is deemed to be present at the meeting.

**ARTICLE VII  
DUTIES OF ELDERS AND DEACONS**

A. Terms

The number of Elders and Deacons will be determined by the Leadership Development Team and should reflect the needs of the Congregation. There should always be an even number of Elders and Deacons with one-half rotating off each year.

All Elders and Deacons are elected to two-year terms but may be re-elected to serve two subsequent terms as an Elder and/or Deacon (six years total). Upon completion of three consecutive two-year terms as an Elder and/or Deacon or any amount of consecutive full or partial terms that would make re-election exceed six consecutive years as an Elder and/or Deacon, the individual shall not be eligible for re-election or appointment as an Elder or Deacon for a one-year period.

B. Chair of Elders

1. Chair and oversee the Elders in fulfilling their duties. These duties include:
  - a. Preside at the service of Communion in worship.
  - b. Assist Ministers and Congregational Care Team in providing visitation and communion to homebound and hospitalized members.
  - c. Provide spiritual leadership that promotes the spiritual growth and welfare of the Congregation.
  - d. Give counsel to the Ministers of the Congregation, acting as the Pastoral Relations Committee.
  - e. Give counsel and offer service in the business program and ministry activities of the Congregation.
  - f. Actively encourage and support the programs of the Christian Church (Disciples of Christ) at large.
  - g. Select a Chair of Elders, from among their ranks, to serve on the Administrative Board. Lifetime/Emeritus Elders will not have voting rights in selecting the Chair of Elders.
  - h. Recommend to the Leadership Development Committee the number of Elders needed for the subsequent year.
  - i. Recommend to the Leadership Development Committee nominees for recognition by the Congregation as Elder Emeritus.
  - j. Present, annually, to the Administrative Board the Roll of Voting Members for approval and mediate any questions regarding inclusion/exclusion of members on the list.
2. Work with Senior Minister and Administrative Board Chair in providing pulpit supply, as needed.

C. Chair of Deacons

1. Chair and oversee the Deacons in fulfilling their duties. These duties include:
  - a. Prepare and/or distribute the elements of Communion in worship.
  - b. Promote the spiritual growth and welfare of the Congregation.
  - c. Give counsel and offer service in the business program and ministry activities of the Congregation.
  - d. Actively encourage and support the programs of the Christian Church (Disciples of Christ) at large.
  - e. Select a Chair of Deacons, from among their ranks, to serve on the Administrative Board. Lifetime/Emeritus Deacons will not have voting rights in selecting the Chair of Deacons.
  - f. Recommend to the Leadership Development Committee the number of Deacons needed for the subsequent year.

- g. Recommend to the Leadership Development Committee nominees for recognition by the Congregation as Deacon Emeritus
  - 2. Serve as Ex-Officio member of the Worship Committee.
- D. Lifetime/Emeritus Elders and Deacons
- 1. An honorary title recommended by the Leadership Development Team and approved by the Congregation in recognition and appreciation for service to the Church.
  - 2. Entitled to participate in any meeting of Elders or Deacons, respectively.
  - 3. Retain right to function in the role of an Elder or Deacon, respectively, when needed.

**ARTICLE VIII  
MINISTERS OF THE CONGREGATION**

Any minister shall be chosen and called by the Congregation after an affirmative vote at a regular or special meeting. The Administrative Board shall recommend to the Congregation a person for such position who shall first have been recommended by a duly appointed Ad Hoc Search Committee. The Search Committee shall be selected to be representative of the Congregation and shall be approved by the Leadership Development Team and the Administrative Board.

To be eligible for consideration for the position of Senior Minister, a person must have received the degree of Master of Divinity, or its equivalent, from a seminary accredited by the Association of Theological Schools (ATS) or its successor and must be ordained within the Christian Church (Disciples of Christ). To be eligible for consideration for any other ministerial position, such as Associate Minister, a person must be commissioned or ordained within the Christian Church (Disciples of Christ) and must possess the skills and qualifications necessary for the position under consideration.

Ministers shall be called to fulfill the roles of leading the Congregation in worship, nurturing the members of the Congregation, enabling members of the Congregation to take leadership, and coordinating all facets of the program of the Congregation. The terms of employment of any minister shall be clearly expressed in writing and shall include the provision that employment may be terminated upon ninety days' written notice to either party. Upon mutual agreement, a termination date other than ninety days from notice of termination shall be acceptable.

**ARTICLE IX  
CHURCH PROPERTY**

Title to all real estate owned by the Congregation shall be vested in and held by the First Christian Church (Disciples of Christ) of Jefferson City, Missouri, a pro forma decree corporation, chartered by the Circuit Court of Cole County, Missouri, in November, 1914. The resources and property of First Christian Church (Disciples of Christ) of Jefferson City, MO exist to support a congregation in covenant with the Christian Church (Disciples of Christ) serving the community of Jefferson City, Missouri. Any proposed severance of the relationship between this congregation and the Christian Church (Disciples of Christ) and the liquidation or designation of endowment funds, or financial resources for use beyond this covenant and purpose; or selling of church land or property in excess of \$100,000, requires approval of two-thirds of the Administrative Board and a majority support from eligible church members at any regular or special congregational meeting. For decisions regarding these matters "eligible church members" are restricted to those members of First Christian Church who have been listed on the Roll of Active Members for the last five consecutive years. A quorum for transaction of such business at a regular or special congregational meeting shall not be less than 51% of the eligible church members who have been on the Roll of Voting Members for the last five consecutive years.

No real estate shall hereafter be acquired, transferred or otherwise disposed of or encumbered unless and until the Administrative Board of the corporation shall have voted to take action by a two-thirds affirmative vote and unless and until the Congregation shall have voted to take action by a majority vote of congregation members present and voting at any regular or special congregational meeting, except as noted above.

All personal property shall be held by the Congregation and may be acquired or disposed of as may be determined by the Administrative Board, except as noted above.

Gifts to the church, other than money for regular church activities, shall be accepted or rejected by the Administrative Board, or in accordance with guidelines established by the Administrative Board, in consultation with the Ministry Team, and, if accepted, acceptance shall be upon such terms and conditions as the Administrative Board may deem proper.

For financial purposes, authorized check signers for the congregation will include the Administrative Board Chair, the Ministry Team Chair, and the Treasurer. Additional check signers may be authorized by two-thirds approval of the Administrative Board.

#### **ARTICLE X OFFICIAL PUBLICATION**

The official publication of this Congregation shall be a newsletter or bulletin regularly distributed, in written or electronic form, to the members of the Congregation.

#### **ARTICLE XI APPROVAL OF EXPENDITURES**

Funds shall be expended in accordance with a budget approved by the Congregation or under the authority of the Administrative Board as set out in Article VI, D, 1, c of the Constitution. Changes in the budget greater than those authorized by Article VI of the Constitution shall be submitted to the Congregation for approval as amendments to the budget.

No expenditures of amounts approved in the budget of a Ministry Team or Committee shall be made without the approval of the Chair of such Ministry Team or Committee, except that a minister may authorize expenditures should the Chair of the Ministry Team or Committee not be reasonably available in the event of an urgent need of an expenditure.

#### **ARTICLE XII MISCELLANEOUS**

- A. No organization shall be affiliated with, purport to represent, or be sponsored by the First Christian Church (Disciples of Christ) of Jefferson City, Missouri, unless that organization shall have been approved by the Administrative Board.
- B. The affiliation with First Steps shall be approved annually by the Administrative Board
- C. The fiscal year of the Church shall be from January 1 through December 31.
- D. The Administrative Board Chair may appoint a Church Historian(s) to maintain historical artifacts for the congregation.
- E. The Administrative Board Chair may appoint a Church Librarian(s) to oversee the church library and promote its use.

#### **ARTICLE XIII REVISION OR AMENDMENT OF CONSTITUTION**

This Constitution may be amended only by a two-thirds affirmative vote of Voting Members of the Congregation present and voting at any regular or duly called special meeting of the Congregation. A quorum for amendment of the Constitution shall be one-third of the Voting Members of the Congregation. Fourteen days' notice stating the purpose of the meetings shall be given to all members listed on the Roll of Voting Members of the Congregation through the Congregation's official publication or by notice given in written or electronic form.

Amendment to the Constitution may be proposed to the Congregation only by the Administrative Board or by the action of 10% of the Roll of Voting Members of the Congregation. These persons must submit to the Chair of the Administrative Board a written proposal to revise this Constitution, including the revised Constitution proposed to be enacted or a written proposal to amend this Constitution in the particulars to be specified.

## **SCHEDULE**

- Section 1. Supersession of prior Constitution – The Constitution and all other prior constitutions, and all amendments thereto, shall be superseded by this Constitution except as hereinafter provided until January 1, 2021 at which time this Constitution shall expire and the Constitution as it exists as of January 1, 2016 shall be automatically reinstated unless the members of the Congregation by two-thirds vote of the Voting members present after fourteen days' notice as provided herein approve of the permanent retention and adoption of this Constitution. A quorum for retention of the Constitution shall be one-third of the Voting Members of the Congregation.
- Section 2. Effect on existing terms of office – The terms of all persons holding office to which they have been selected at the time this Constitution shall take effect shall be designated so that the Leadership Development Team and the At-Large Members of the Administrative Board will have staggered terms.
- Section 3. Effect on prior official acts – All actions heretofore taken by officials of this Congregation under the Constitution, or any other prior constitution, or under any prior Bylaws of the Administrative Board, shall continue to be as valid as if this Constitution had not been adopted.

Congregation approved 08-18-91  
Amended by congregational vote 06-06-93  
Amended by congregational vote 05-08-94  
Amended by congregational vote 07-21-96  
Amended by congregational vote 08-03-97  
Amended by congregational vote 10-04-1998  
Amended by congregational vote 10-22-2002  
Amended by congregational vote 01-7-2007  
Amended by congregational vote 11-2-08