

Provisional Organizing Resolutions of
The General Board
First Christian Church
(Disciples of Christ)
Arlington, Texas, Inc.

Effective January 2009-December 2010

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ORGANIZING RESOLUTIONS OF THE GENERAL BOARD

First Christian Church (Disciples of Christ)
Arlington, Texas, Inc.

The General Board shall administer the program of the Church through the Functional Departments and shall coordinate the program through the Church Cabinet.

ARTICLE I. FISCAL YEAR

The fiscal year shall begin on January 1

ARTICLE II. MEETINGS OF THE GENERAL BOARD

SECTION A. REGULAR MEETINGS OF THE GENERAL BOARD

The General Board shall convene at regular meetings during the months of ~~January, March, May, July, September and November~~ **January, April, July and October**.

SECTION B. SPECIAL MEETINGS OF THE GENERAL BOARD

Special meetings may be called for the consideration of a specifically stated purpose. These meetings may be called by either the Moderator, the Senior Minister, or any ten board members. The General Board shall be convened for the consideration of the stated purpose provided that written or telephonic notice has been made to all board members prior to the time of the meeting.

SECTION C. QUORUM

The quorum shall be fifty percent of the voting members of the General Board.

SECTION D. RULES OF ORDER

All business meetings of the General Board shall be governed by the following documents listed in order of precedence:

1. The Bylaws of this Church
2. Organizing Resolutions of the General Board
3. Robert's Rules of Order (Current Edition).

SECTION E. ORDER OF BUSINESS FOR THE GENERAL BOARD

The order of business for regular meetings shall be as follows:

1. Meeting called to order by Presiding Officer
2. Opening prayer
3. Minutes of previous meeting
4. Membership report

5. Report of the Church Treasurer
6. Items submitted in advance to the Church Cabinet and placed on the agenda by the Cabinet.
7. Items submitted by the Executive Committee.
8. Staff Reports
9. Benediction
10. Adjournment.

The Agenda for General Board meetings will be approved and established by the Cabinet at its last meeting preceding the General Board meeting. This agenda shall be mailed to members of the General Board in sufficient time that they have an opportunity to receive and review it prior to the General Board meeting. Subjects recommended for consideration as agenda items for General Board meetings may be submitted to the Church office before the Cabinet meeting by any member of the Congregation. Items may be added to the agenda during the General Board meetings by favorable simple majority vote of those board members present and voting.

For special meetings of the General Board, the order of business shall be proposed by those calling the meeting. No items other than those for which the special meeting was called may be added to agenda once the meeting has been called to order.

SECTION F—MINISTRY SECTIONS OF THE GENERAL BOARD

1. The entire general board will be divided into four sections.
 - a. Worship and Spirituality
 - b. Mission and Outreach
 - c. Program
 - d. Administration
2. The purpose of the sections is to define the congregation's shared values and cooperate in directing our programs, policies, and practices so that they manifest these shared values.
3. The sections will bring together department heads of similar departments for cooperative work and will involve deacons and elders not serving as department heads to provide a view of the whole church and reflect the whole church's voice in the formation and expression of shared values.
4. A member of the Executive Committee—Moderator, Vice-Moderator, Chair of Elders, and Sr. Minister—will serve on each of the sections.
5. At the first meeting of the section each year, the members of the section will select their moderator. The section moderator cannot be a member of the executive committee or a member of the church's ministerial staff. The section moderator will be responsible for overseeing the section meetings and representing the section at cabinet meetings.

6. The particular areas of responsibility for the sections are:

a. Worship

1. Responsible for the spiritual expression of the church in our corporate worship and different worship services and in resources for private spiritual practice.
2. Comprised of the department heads of worship, fine arts, and audio-visual ministries, chair of deacons, deacon captains, elder given responsibility for scheduling elder service, a portion of the deacons and elders from the general board asked to serve on the section and a member of the executive committee.
3. Staff responsibility: The principal staff resource will be the Music Minister.
4. Possible non-voting section members: music ensemble representatives (unless also on the board), library representative, banner-makers and visual artists.

b. Program

1. Responsible for the church's ministry to the membership.
2. Comprised of department heads of education, youth, CWF President, CMF President, a portion of the deacons and elders from the general board asked to serve on the section, and a member of the executive committee.
3. Staff Responsibility: The principal staff resource will be the Children's Minister and the Youth Minister.
4. Possible Non-voting section members: CAF and Serendipity Representatives, Chair of BibleLand Curriculum Team, Three-fold Wellness Ministry.

c. Mission and Outreach

1. Responsible for the church's ministry beyond our membership in the forms of meeting real human needs and providing evangelistic Christian witness.
2. Comprised of department heads of local mission, global mission, evangelism, a portion of the deacons and elders from the general board asked to serve on the section, and a member of the executive committee.
3. Staff Responsibility: The principal staff resource will be the Minister responsible for mission and outreach.
4. Additional potential members include members with outreach responsibilities; Representatives to boards—TBA board, CCSW relationship, CC(DOC) relationship, Representatives of any mission or outreach work we do (e.g., neighborhood meal, dolls for Cook's children and other sewing ministry projects, Three-fold Wellness, CWF and CMF service coordinators, etc.).

d. Administration

1. Responsible for the underpinning structural resources that enable the various ministries of the church accomplish their goals.
2. Comprised of trustees, treasurer, the department heads of personnel, property, and memorials, First Christian Church Foundation chair, Outreach Permanent Fund chair, a portion of the deacons and elders from the general board asked to serve on the section, and a member of the executive committee.
3. Staff Responsibility: The principal staff resource will be the Senior Minister or designee.

ARTICLE III. FUNCTIONAL DEPARTMENTS

The following Functional Departments shall be organized and operated in accordance with these Organizing Resolutions and in response to the direction of the General Board:

Worship

1. Worship
2. Music and Fine Arts
3. Audio Visual Ministry

Program Section

4. Christian Education
- ~~5. Print Communication~~
5. Membership Development and Sustenance
6. Disciples Women
7. Disciples Men
8. Disciples Youth
9. Fellowship

Mission

10. Evangelism
11. Church in Society/Local Outreach
12. World **Global** Outreach

Administration

13. ~~Finance and Stewardship~~
14. Personnel
15. Property ~~and Landscape~~

New Functional Departments may be created when the need arises. These new departments shall be created by amending these Organizing Resolutions as specified in ARTICLE V.

All **ministry teams**, organizations and auxiliary groups shall be coordinated through a ~~Functional Department~~ **Ministry Sections** except the following: Trustees, Elders, Diaconate, Youth Diaconate, Church Cabinet and Executive Committee.

SECTION A. SELECTION OF FUNCTIONAL DEPARTMENTS

The membership of each Functional Department shall be selected from the membership of Congregation in the following manner:

1. The Executive Committee shall select the respective Department Chairperson(s) from the Church membership.
2. Chairperson(s) of Functional Departments shall be selected on the basis of qualification for the task and agreement to serve. No one may serve as Chairperson of more than one Functional Department at the same time. Functional Department Chairperson(s) shall become voting members of the General Board and Church Cabinet. Concurrent Board membership shall not preclude an individual's assumption of the Chairperson leadership of a Functional Department.

Each Functional Department shall have one (1) vote on the General Board.

3. The Executive Committee may replace any Chairperson who fails properly to perform duties.
4. The Executive Committee shall then actively participate with the respective Department Chairperson(s) in the selection of each Department member.
5. Membership in each Functional Department shall be on the basis of an individual's qualifications for the task and the agreement to serve.

SECTION B. ORGANIZATION OF FUNCTIONAL DEPARTMENTS

1. Each Functional Department, resourced by staff, shall organize itself to conduct the business of which it is responsible, meet regularly to attend to its business, and plan the general program which shall be presented to the General Board. Upon approval by the General Board, the Department shall proceed to administer the program in cooperation with other Functional Departments as coordinated through the Church Cabinet.

2. The functional department chairs will also serve within sections of the

SECTION C. PURPOSE AND DUTIES OF FUNCTIONAL DEPARTMENTS

1. Worship

This department shall:

- a. provide the atmosphere and structure to promote a genuine worship experience in the corporate services and seek to enrich personal and family devotional life; and
- b. be responsible for:
 - (i) the corporate worship of the Church;
 - (ii) facilitating baptism and the Lord's supper;
 - (iii) other special services;
 - (iv) encouraging of the devotional life of members in their family life; and
 - (v) coordinating of music selections with the Music and Fine Arts Department.

2. Fine Arts

This department shall:

- a. promote creative expressions of vocal and instrumental music and fine arts;
- b. develop and implement a planned and balanced music program that integrates all music groups into purposeful ministry. The primary function of the music program is to provide and promote vocal and instrumental music in worship and other areas of congregational life;
- c. develop and implement a Fine Arts Program to provide significant Congregational experiences for enjoying and appreciating artistic expressions;
- d. interpret the purposes of Christian music and fine arts to the congregation;
- e. be responsible for congregational education and expansion of hymns used in worship;
- f. encourage and enlist members of the church to employ their talents for the benefit of the Church through participation in Music and Fine Arts programs; and
- g. coordinate music selections with the Worship Department and ministerial staff.

3. Audio-Visual Ministry

This department shall:

- a. Oversee the maintenance and operation of the audio-visual equipment of the church particularly in the Sanctuary, Blackwood Hall and Digby Center.
- b. be cognizant of opportunities and recommend to the Church Cabinet avenues for the broadcasting of the gospel of Christ through any and all public media; and

c. be responsible for the television ministry.

4. Christian Education

(Hereinafter called Education)

This department shall:

- a. develop an effective program of religious education for the entirety of the Church in keeping with the general objectives of Christian education;
- b. plan and administer the total educational program of the Church, including Church School, weekday educational projects, leadership education, distribution of Christian literature, and fostering Christian home life. It shall also cooperate with other organizations within the structure of the Church in planning a comprehensive educational program;
- c. select all persons serving in appointed positions in the Educational program other than paid personnel. Appointees shall be members of this Church and shall be active participants in the worship and work of the Church;
- ~~d. sponsor the self-supporting Mother's Day Out program. The Mother's Day Out program shall be responsible to the Congregation and the General Board through the Education Department. A representative of the Mother's Day Out program shall attend the regular meetings of the Education Department; and~~
- ~~e. sponsor scouting programs. The Scout Institutional Representative shall be a member of this department.~~

5. Membership

This department shall:

- a. maintain contact with the entire Church membership. It shall work with the membership of this Church so that each member may function effectively in the life of the Church, developing a spirit of fellowship and love within this Congregation based on the shared love of Jesus Christ;
- b. be responsible for:
 - (i) assisting in the pastoral ministry to the membership;
 - (ii) assisting the office secretary in keeping current records;
 - (iii) visitation to new members and to inactive members; and
- c. work cooperatively with the Evangelism Department, integrating and sustaining new members in the life and fellowship of the Church; and

6. Disciples Women

This Department shall under gird the total program of the Church. All adult women who are members of this Congregation are members of the Disciples Women. The Executive Board of the Disciples Women, as elected by the Disciples Women, shall constitute the

Disciples Women Department. The President of the Disciples Women shall be a member of the Church Cabinet.

7. Disciples Men

This Department shall provide a basis for fellowship and service among the adult men of this Congregation. Membership consists of all men who are members of this Church. The Executive Committee of the Disciples Men shall constitute this Department. The President of the Disciples Men shall be a member of the Church Cabinet.

8. Disciples Youth

This department shall:

a. provide program, leadership, resources, and guidance for a graded ministry to youth to include:

(i) Christian Youth Fellowship, grades 9-12

(ii) Chi Rho Fellowship, grades 7-8

(iii) Junior Fellowship, grades 4-6; and

(iv) other groups as deemed necessary; and

b. be responsible for:

(i) fostering activities of learning, worship, fellowship, and service;

(ii) coordinating, scheduling, and publicizing activities for the benefit of all youth;

(iii) encouraging participation in the total life of the church;

(iv) encouraging participation in youth activities beyond the local congregation to include area rallies and camps and conference, and regional churchmanship seminar, assembling of youth and other activities such as International Affairs Seminar;

(v) training, leading, and supporting youth leaders;

(vi) recruiting, training, and supporting adult leaders and sponsors;

(vii) scheduling an annual planning event to adopt a mission statement for youth ministry; and

(viii) scheduling periodic planning events to revise, update, amend, and expand and implement plans for youth programming.

9. Fellowship

a. providing an adequate program of social activities for the Church membership;

b. supervise the program of the Serendipity groups. The Chairperson(s) of the Serendipity Board shall be a member of this Department.

10. Evangelism

This department shall:

- a. cultivate an evangelistic spirit within the Church and plan and administer the evangelism program;
- b. develop an evangelistic Church, sponsoring a year-round program of visitation which reaches into every age level and every phase of the Church life, compiling a list of prospective members, and planning and directing special evangelistic projects; and
- c. supply greeters to welcome those attending regular services.

11. Local Outreach

This department shall:

- a. keep informed of the social issues within the community and world;
- b. bring information to the entire Congregation regarding social issues and community problems;
- c. seek ways and means by which Christian witness may be made in the areas of social issues and community problems;
- d. develop and guide task groups to deal with social problems and social service as these needs may arise; and
- e. encourage the entire Congregation to be informed about and involved in areas of life which affect the social, economic, moral, and religious welfare of persons. The Department may plan and develop programs and projects within the Congregation to meet identifiable human needs, thus making witness to individual and corporate Christian commitment.

12. Global Outreach

This department shall:

- a. create and foster a world vision within the Church and its auxiliary organizations and lead in planning and administering the global programs of the Church; and
- b. be responsible for:
 - (i) planning and promoting an identifiable program of missionary education in cooperation with the other Departments of the Church;
 - (ii) recommending the Church's annual missionary and benevolent budget;
 - (iii) enlisting support for missions and brotherhood causes;
 - (iv) caring for local and general benevolent needs not otherwise provided for; and
 - (v) keeping records of all missionary giving and action in the Church.

13. Stewardship

This department shall:

- a. develop within the membership an understanding of the full meaning of Christian Stewardship:
- b. direct the financial program of the Church;
- c. be responsible for:
 - (i) keeping alive in the Congregation the realization of its stewardship obligations;
 - (ii) promoting stewardship education;
 - (iii) supervising the preparation and subscribing of the Church budget;
 - (iv) keeping accurate records;
 - (v) providing for an annual audit of the Church records;
 - (vi) encouraging Endowments, Wills, and Bequests for the future development of the Church and its work in the world;
 - (vii) scheduling and correlating of all solicitations of the Congregation; and (viii) overseeing financial policies and records of the Mother's Day Out program.

14 Personnel

This department shall:

- a. consist of the Moderator, Vice Moderator, and four other members nominated by the Executive Committee and elected by the Board. A minimum of four (4) members of this Department shall be Elders. or Reserve Elders. The Chairperson of this Department shall be chosen by the Executive Committee from among the elected members of this Department
- b. formulate and present personnel policies to the General Board for approval;
- c. in cooperation with the Senior Minister, employ, supervise, and terminate personnel to provide a harmonious and efficient relationship between the Church and its personnel at all times. The responsibilities of this Department shall not conflict with Article VII, Section B of the By-Laws of this Church concerning selection and release of the Senior and Associate Ministers;
- d. fill all vacancies on the Staff except for those in the position of Senior and Associate Ministers. For the position of Assistant Minister, this Department shall recommend candidates to the General Board;
- e. be responsible for the general supervision of personnel. All paid personnel, except for the Senior and Associate Ministers. shall be responsible to this Department through the Senior Minister for supervision of their various responsibilities;

f. be responsible for discharging any employees, other than the Senior and Associate Minister when in the Department's opinion, it is to the best interest of the Church program to do so; and

g. determine the personnel policies of the Mother's Day Out program.

It shall be in the province of the Personnel Department to delegate execution of certain of its activities to other Departments if such delegation will expedite these activities without serving to prevent proper general overseeing by the Personnel Department.

15 Property

This department shall:

a. care for all properties of the Church:

b. be responsible for

(i) keeping all property and equipment in proper condition;

(ii) studying needs and making recommendations for improvements;

(iii) caring for the physical plant and for the grounds; and

(iv) developing and planning for the beautification of Church grounds and gardens; and

c. select required equipment, materials, and services and shall supervise all work performed in discharging its responsibilities.

ARTICLE IV. CABINET

As indicated in the By-Laws, the Cabinet is composed of ministerial staff, church officers, moderators of each section, chair of elders, chairperson of deacons, youth representatives and board representatives.

The cabinet shall meet prior to each regular board meeting for the purpose of defining the board meeting's agenda. Sufficient time will be given between cabinet meetings and board meetings so as to notify the board of the voting items in advance of the board meeting.

ARTICLE V. AMENDMENTS

These Organizing Resolutions may be amended by a majority vote of the members of the General Board present and voting in regular or special meetings provided that the proposed amendment(s) have been submitted in writing to the membership of the General Board at least ten (10) days prior to the vote thereon.

Revised 5/5/98

Path: ServerData/policies/organizing resolutions