

**Organizing  
Resolutions**

**Of**

**The General Board**

**Of**

**First Christian Church  
(Disciples of Christ)**

**Arlington, Texas, Inc.**

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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.

### ***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.

## **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:

1. Worship
2. Christian Education
3. Communications
4. Evangelism
5. Membership Development and Sustenance
6. Church in Society/Local Outreach
7. World Outreach
8. Finance and Stewardship

9. Personnel
10. Property and Landscape
11. Music and Fine Arts
12. Disciples Women
13. Disciples Men
14. Disciples Youth

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 IV.

All organizations and auxiliary groups shall be coordinated through a Functional Department 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***

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.

## **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. 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.

### **3. Communications This department shall:**

- a. distribute information about the ministry and programs of this Church both within and beyond the Congregation;
- b. coordinate publication and distribution of information from the other departments and organizations of this Congregation;

- c. 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
- d. be responsible for the television ministry.

#### 4. 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.

#### 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
  - (iv) providing an adequate program of social activities for the Church membership;
- c. work cooperatively with the Evangelism Department, integrating and sustaining new members in the life and fellowship of the Church; and
- d. supervise the program of the Serendipity groups. The Chairperson(s) of the Serendipity Board shall be a member of this Department.

#### 6. Church in Society

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.

### 7. World 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.

### 8. Finance and 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.

## 9. 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.

## 10. Property and Landscape

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.

## 11. Music and 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.

## 12. 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.

## 13. 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.

## 14. 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.

## **ARTICLE IV. 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