

**Provisional By-Laws of  
The General Board  
FIRST CHRISTIAN CHURCH  
(Disciples of Christ)  
Arlington, Texas, Inc.**

**Effective January 2009-December 2010**

Suggested Changes: Wednesday, June 23, 2010

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## BY-LAWS

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

### PREAMBLE

We, the members of ~~this church~~ **the First Christian Church (Disciples of Christ) in Arlington, Texas**, a congregationally governed body which is eager to respond more effectively to the power of the love of God in Jesus Christ our Lord, do hereby adopt these By-Laws.

Further, as members of the Christian Church (Disciples of Christ), we subscribe to the Affirmation of Faith as written in the Design for the Christian Church (Disciples of Christ):

### THE AFFIRMATION OF FAITH

As members of the Christian Church,  
We confess that Jesus is the Christ, the son of the Living God, and proclaim him Lord and Savior of the World. In Christ's name and by his grace we accept our mission of witness and service to all people. We rejoice in God, maker of heaven and earth, and in the covenant of love, which binds us to God and one another. Through baptism into Christ we enter into newness of life and are made one with the whole people of God. In the Communion of the Holy Spirit we are joined together in discipleship and in obedience to Christ. At the table of the Lord we celebrate with thanksgiving the saving acts and presence of Christ. Within the universal church we receive the gift of ministry and the light of scripture. In bonds of Christian faith we yield ourselves to God that we may serve the One whose kingdom has no end. Blessing, glory and honor be to God forever. Amen.

## ARTICLE I. NAME AND AFFILIATIONS

### **SECTION A. NAME OF THIS CHURCH**

The name of this organization is First Christian Church (Disciples of Christ) of Arlington, Texas, Inc. (hereinafter referred to as the Church).

### **SECTION B. AFFILIATIONS**

This Congregation is affiliated with The Christian Church (Disciples of Christ) and participates in the cooperative life of the denomination through support of and participation in the life and work of local, area, regional, and general organizations reporting to the General Assembly of the Christian Church (Disciples of Christ) or its legal successors.

## ARTICLE II. THE CONGREGATION

### **SECTION A. MEMBERSHIP OF THIS CONGREGATION**

#### **1. General**

This Congregation welcomes all persons to membership who wish to come by confession of faith in Jesus Christ and baptism or by transfer of membership from another communion within the larger body of Christ's Church. The Congregation honors the right of any member to withdraw or transfer membership.

#### **2. Total Membership of the Congregation**

The membership of this Congregation, as a part of the Church Universal, shall consist of:

- a. Those who are now members of this Congregation;
- b. Those who unite with this Congregation by confession of faith in Jesus Christ and are baptized in the name of the Father, Son, and Holy Spirit; and

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- c. Those who unite by transfer of membership from other congregations within the larger body of Christ's Church.

### 3. Membership Roll and Categories of Membership

The Congregations staff secretary shall be responsible, through the Senior Minister, to the General Board for maintaining all membership rolls, past and present, for processing all changes and letters of transfer, and for reporting all changes to the General Board.

It is the policy of this Congregation to cherish its Members. To implement the program of the Church, the membership of the total Congregation shall be divided into participating members, non-resident members, and non-participating members.

Names of members may be removed from the membership roll of the total Congregation only for the following reasons: transfer of membership to another congregation, request in writing, verbalized decision given to a member of the church staff or authorized member of the Program Section (such a decision would be followed up with a written response from the First Christian Church) or death.

- a. Participating Members

Members of this Congregation, who have shown an active interest through a recent continuity of attendance, involvement, service, and/or giving regardless of place of residence, shall be on the Participating Membership Roll. Voting privileges shall be accorded only to Participating Members.

- b. Non-Resident Members

Members of this Congregation who move away and cease to participate shall be placed on the Non-Resident Membership Roll until such time that they request transfer of membership to another congregation or resume active participation in this Congregation. After one (1) year as Non-Resident Members they shall be classified as Non-Participating Members.

Those Members who are classified as Non-Resident by virtue of their being students or in military service out of town shall be granted temporary exclusion from the time limit on reclassification to NonParticipating status.

- c. Non-Participating Members

Members of this Congregation may be deemed Non-Participating if they cease to show interest by attendance, involvement, service, and/or giving for a period exceeding one (1) year. Non-Participating Members shall not have voting privileges. A reasonable effort shall be made to contact and restore participation, but if additional follow-up fails, the member shall be placed on the Non-Participating Membership Roll. The member, upon resumption of any of the above activities, will be returned to the Participating Membership Roll and voting privileges will be restored.

## **SECTION B. MEETINGS OF THE CONGREGATION**

### **1. Business Meetings to be Held**

The Congregation shall hold the following business meetings:

- a. An Annual Business Meeting for the purpose of electing officers shall be held at least three (3) months prior to the end of the fiscal year. Officers elected at this meeting shall take office on the first day of the fiscal year. The fiscal year shall be defined in the Organizing Resolutions of the General Board.
- b. A meeting to approve the Program (line items) and Budget for the fiscal year shall be held at least three (3) weeks prior to the beginning of that year. A published copy of the Program and Budget shall be made available for individual inspection one (1) week prior to the meeting for the discussion of the program and budget.
- c. Special meetings as required may be called by the Moderator or Vice-Moderator of the General Board. Special meetings shall be called by the General Board upon written petition to the Board. Said petition shall be signed by Members in a number representing 10% (ten percent) or more of the Participating Membership of this Congregation.

### **2. Notices**

Notices of all regular or special business meetings of the Congregation shall be given at all regular Sunday worship services of the Church at least one (1) week in advance of the meeting and in the weekly Church publication mailed prior to the meeting.

### **3. Rules of Order**

The order of business at all regular business meetings of the Congregation shall be previously arranged by an agenda as prepared by the Executive Committee. At the meeting, the agenda may be altered by a simple majority of those present and voting. Voting decisions shall require motions, which shall be processed in accordance with Robert's Rules of Order (Current Edition).

### **4. Quorum**

The quorum for Congregational business meetings shall consist of those on the Participating Membership Roll who are present.

## **ARTICLE III. CHURCH OFFICERS**

## **SECTION A. SELECTION PROCEDURES**

### **1. General Procedure for Selection of Church Officers**

The congregation shall elect the following Church officers: Moderator, Vice-Moderator, Secretary, Treasurer, Historian, Trustees, Elders, Deacons, Youth Deacons, and Delegates.

All Church Officers except Delegates and Alternate Delegates shall be selected as follows:

- a. For the annual election a Nominating Committee composed of three (3) members of the General Board and four (4) of the Congregation who are not members of the Board shall be appointed by the Executive Committee. One (1) of the members appointed shall have served on the previous Nominating Committee. The Executive Committee shall appoint the Chairperson of the Nominating Committee from among the seven (7) members. The Nominating Committee shall be approved by the General Board and announced to the Congregation at least six (6) weeks prior to the annual business meeting of the Congregation to elect the candidates.
- b. Suggestions for church officers shall be encouraged from the Congregation, and the Nominating Committee shall consider all suggestions. The committee shall then consider qualifications, secure consent from nominees, prepare a slate consisting of one (1) nominee for each vacancy, and post the slate of candidates one (1) week prior to the annual business meeting.
- c. The Nominating Committee shall report its nominations at the Annual Business meeting of the Congregation. Opportunities shall be made available for nominations from the floor provided that prior written consent from the candidate(s) has been obtained. When nominations are submitted from the floor, the election for the contested offices shall be by written ballot, such balloting to follow the procedure as described in Robert's Rules of Order (Current Edition). All nominees who receive a plurality of the votes cast by those present and voting shall be declared elected.
- d. The Congregation reserves the right to end the term of any officer by Congregational action.

### **2. Selection of Delegates and Alternate Delegates to Conventions and Assemblies**

Delegates and Alternate Delegates shall be nominated by the Executive Committee, but elected by and be responsible to the Congregation. Names of proposed Delegates and Alternate Delegates shall be submitted to the Congregation for election at an appropriate time, which permits meeting any deadline for proper certification of Delegates to the Convention or Assembly. The Executive Committee shall verify that these nominees meet the qualifications imposed by the convening body and by these By-Laws.

**3. General Procedure for the Selection of Church Representatives**

Representatives to the Ecumenical, Denominational, and Church Related or Sponsored Board shall be nominated by the Executive Committee to be elected by the General Board.

**4. Selection and Qualifications of Ex Officio Elders**

Ex Officio Elders may be nominated by the Executive Committee and elected by the General Board. They shall be ordained ministers with standing in the Christian Church (Disciples of Christ). Elders Ex Officio will be a member of the General Board without vote.

**5. Reserve Elders**

All Elders shall become Reserve Elders when they are not serving terms as Active Elders, so long as they remain Participating Members of this Congregation.

**6. Selection and Qualifications of Reserve Deacons**

Reserve Deacons shall be nominated by the Executive Committee and approved by the General Board for a term of one (1) year corresponding to the fiscal year of the Congregation. They shall be nominated in numbers sufficient to meet the needs of the Congregation and of the Diaconate. They shall be Participating Members of the Congregation who have served a previous term on the Diaconate.

**7. Selection and Qualifications of Elders and Deacons Emeritus**

Nominations for the office of Elder Emeritus or Deacon Emeritus may be made by the Nominating Committee. Nominees for either office shall be those Elders or Deacons who through their continued activities within the Congregation have shown a strong commitment to the nurturing and growth of this Church and to the fulfilling of Christ's ministry. The number of persons holding this position shall be indeterminate and bear no relationship to Congregational or Board membership. Elders Emeritus and Deacons Emeritus shall be Ex Officio members of the General Board without vote.

**8. Vacancies**

The Executive Committee may nominate candidates to fill unexpired terms. The General Board shall act on those nominations to elect officers to fill the unexpired term.

## **9. Eligibility and Terms of Office**

All nominees and officers shall be expected to participate actively in the work of the Church and shall strive to lead exemplary Christian lives. Nominees shall be selected as those best qualified and without respect to gender. The total number for each office, the term of office, and prior service requirements shall be as delineated in Article III, Section C of these By-Laws. Terms of office shall end at the close of the fiscal year. No one shall serve two consecutive three-year terms in the same office.

## **SECTION B. DUTIES OF CHURCH OFFICERS**

### **1. Moderator of the General Board and Congregation**

(Hereinafter called Moderator.)

- a. preside at regular or special business meetings of the Congregation and of the General Board;
- b. serve as a member of the Church Cabinet and the Executive Committee;
- c. serve as a voting member of the General Board for one year following the expiration of a term of office.

### **2. Vice-Moderator of the General Board and Congregation**

(Hereinafter called the Vice-Moderator)

During absence of the Moderator, the Vice-Moderator shall act as Moderator of the General Board and Congregation. The Vice-Moderator shall serve as a member of the Church Cabinet and the Executive Committee.

### **3. Secretary of the General Board and Congregation**

(Hereinafter called Secretary)

The Secretary shall:

- a. be responsible for keeping the minutes of all Congregational, General Board, and Church Cabinet meetings;
- b. give due notice of meetings and provide agenda to the members of the body which is to convene; and
- c. serve as a member of the Church Cabinet.

### **4. Church Treasurer**

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(Hereinafter called the Treasurer)

The Church Treasurer shall be responsible for:

- a. the recording of all received funds and deposit them in the proper accounts;
- b. keeping an individual account of each contributor;
- c. sending out reports as directed by the General Board;
- d. serving as a member of the Stewardship Department; and
- e. presenting regular reports to the Congregation, General Board, and Cabinet.

According to the authority vested in the General Board to transact the business of this Church, the Treasurer shall be delegated the responsibility for all disbursements of funds of this Church.

## **5. Church Historian**

The Church Historian will gather and preserve data pertaining to the history, life, and work of the Church, making available for publication any historical materials authorized by the Church.

## **6. Trustees**

The Trustees shall:

- a. act as the legal agents of the Church in all business matters under the direction of the General Board and subject to the approval of the Church;
- b. hold legal title to all Church property and handle business transactions related thereto;
- c. have supervision over all endowment and trust funds;
- d. make a study of all Church property and provide for adequate insurance;
- e. perform such duties as required by the laws of the State of Texas.

## **7. Delegates and Alternate Delegates to Conventions and Assemblies**

Delegates and Alternate Delegates to Conventions and Assemblies shall receive, study, and disseminate information to the Congregation regarding resolutions and business to be submitted to or which have been approved by these bodies. They will be free to organize their work and substitute Alternate Delegates to take the place of Delegates when Delegates are unable to function. These Delegates shall represent and be responsible to the Congregation, functioning without official instruction from the Congregation. However, they may request or be given recommendations. Any Delegate may, on behalf of the Congregation, submit resolutions when such are seen to be appropriate by the Congregation.

## **8. Elders**

The Elders, in cooperation with the Ministerial Staff and the Functional Departments, shall:

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- a. promote the growth and welfare of the Church;
- b. give spiritual leadership to the Members with respect to regular attendance at the Lord's Supper;
- c. assist in visitation of the sick and in shepherding and encouragement of Non-Participating Members;
- d. give thoughtful consideration to the policies of the Church that will enable it to fulfill its complete mission;
- e. encourage by example and word the missionary, evangelistic, educational, pastoral, and stewardship responsibilities of the church;
- f. participate in regular and special meetings of the General Board;
- g. serve at the Lord's table; and
- h. perform such other pastoral duties as may be assigned by the Chairperson of the Elders.

The Elders as a group are specifically responsible for the spiritual climate and atmosphere of the Congregation for purposes of pastoral and spiritual guidance.

## **9. Ex Officio Elders**

Ex Officio Elders will be members of the General Board without vote. They may be called on the serve in roles of worship leadership, provide effective pastoral care, serve in the various areas of professional specialization and in other ways mutually agreed on by the professional staff of the Congregation.

## **10. Reserve Elders**

Reserve Elders shall serve in such capacity as deemed appropriate and necessary by the Chairperson of the Elders and may be called upon to assume any role of Active Elders.

Reserve Elders are not members of the General Board.

## **11. Deacons**

Deacons, in cooperation with Functional Departments, shall:

- a. cooperate with the Elders and the Church Cabinet in promoting the growth and welfare of the Church;
- b. assist in pastoral care;
- c. assist in the greeting and ushering of worshipers;
- d. take responsibility for the preparation and serving of Communion at worship services and to those unable to attend;
- e. receive the offerings;
- f. assist in financial canvasses, visitation projects, and preparation of candidates for baptism;
- g. cooperate in ministering to the needy;
- h. participate in regular and special meetings of the General Board;

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- I. minister to families in times of sickness or bereavement;
- j. counsel and serve in the business affairs and program activities of the Church; and
- k. perform such other duties as may be assigned by the Chairperson of the Deacons.

**12. Reserve Deacons**

Reserve Deacons shall serve in such capacity as deemed appropriate and necessary by the Chairperson of the Deacons and may be called upon to assume any role of the active Deacons. Reserve Deacons are not members of the General Board.

**13. Youth Deacons**

Youth Deacons shall assist the Deacon in the worship services, communion to shut-ins, visitation, and shall perform such other duties as may be assigned by the Chairperson of the Deacons. The work and training of the Youth Deacons shall be performed as directed by the General Board.

**14. Elders and Deacons Emeritus**

Elders Emeritus and Deacons Emeritus shall perform such duties as outlined by the Chairpersons of the Elders or Deacons, respectively. Elders Emeritus and Deacons Emeritus are non-voting members of the General Board.

**15. Representatives to Ecumenical, Denominational, and Church Related or Sponsored Boards**

Representatives of this Congregation to church related and sponsored boards and organizations shall serve terms as designated by the needs and purposes of the respective boards or organizations on which they serve. The terms of office shall correspond to the terms of office of the boards or organizations to which these officers are appointed.

They may be Ex Officio members of the Cabinet and the General Board without vote.

***SECTION C. ELIGIBILITY AND TERMS OF OFFICE***

<b>Position</b>	<b>Number Serving</b>	<b>Term of Office</b>	<b>Member of this Congregation at Least</b>
Elder	12	3 years	2 years
Deacon	48	3 years	1 year (or prior similar service in another Congregation)

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Youth Deacon	Up to 24 as determined appropriate by the nominating committee	1 year	6 months
Secretary	1	1 year	1 year
Treasurer	1	1 year	1 year
Historian	1	1 year	1 year
Delegate	As required	Specific meetings	1 year
			Prior Service Requirement:
Ex Officio Elder	As qualified	1 year	Holding ministerial standing in Christian Church (Disciples of Christ)
Moderator	1	1 year	Elder of this congregation at least 1 year
Vice-Moderator	1	1 year	Elder of this congregation at least 1 year
Trustee	3	3 years	Elder of this congregation at least 1 year
Elder Emeritus	*	Life	Meritorious service (see Article III, Section A, Part 7)
Deacon Emeritus	*	Life	Meritorious service (see Article III, Section A, Part 7)

\* There shall be no set number for this office. Election is dependent only on the Nominating Committee's desire to recognize individuals for their service to the Church.

## ARTICLE IV. GENERAL BOARD

### **SECTION A. GENERAL BOARD MEMBERSHIP**

The membership of the General Board shall consist of the following:

- 1. Church Officers**
  - a. Moderator

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- b. Vice-Moderator
- c. Secretary
- d. Treasurer
- e. Elders
- f. Deacons
- g. Historian
- h. Trustees

**2. Chairperson of Each Functional Department (Designated in the Organizing Resolutions of the General Board)**

**3. Ministerial Staff (Non-voting)**

**4. Church Staff (as designated in their job descriptions) (Non-voting)**

**5. Youth Representatives (Elected by their Respective Groups from the Membership of this Church)**

**6. Ex Officio Elders (Non-voting)**

**7. Representatives to Ecumenical, Denominational, and Church Related or Sponsored Boards (Non-voting).**

**8. Chairpersons of the Deacons and Elders, if they are not themselves acting Deacons or Elders.**

(General Board approved this at 5/22/97 meeting.)

***SECTION B. DUTIES OF THE BOARD***

The General Board shall perform its duties according to the authority granted in these By-Laws, in its Organizing Resolutions, or designated to it by the Congregation. Reports shall be made to the Congregation as are necessary or requested by the Congregation.

It shall be the duty of the General Board to consider and adopt general policies and to transact the business of this Church and Congregation in accordance with these By-Laws and the Organizing Resolutions of the General Board.

It shall administer the program of the Church through the Executive Committee, the Cabinet, and the Functional Departments in accordance with the Organizing Resolutions of the General

Board.

## **SECTION C. EXTENT OF BOARD AUTHORITY**

### **1. Transaction of Business**

The General Board shall have authority to transact all business pertaining to the Church, except the following:

- a. Purchase and sale of real property
- b. Calling or discharging of the Senior and Associate Ministers
- c. Adoption of the annual Church budget
- d. Annual election of officers
- e. Election of voting Delegates to Regional and General Conventions and Assemblies.

### **2. Trustees of First Christian Church Foundation**

The General Board shall give its consent to the Executive Committee to appoint Trustees of the First Christian Church, Arlington, Foundation, Incorporated, in accordance with the By-Laws of the Foundation.

### **3. Reallocation of Funds Within the Budget**

The General Board shall have the authority to reallocate budgeted funds between Functional Departments during the fiscal year in a cumulative amount of up to the lesser amount of \$20,000.00 or 5% of the total budget that is approved by the Congregation. Larger reallocations and increases in the total budget shall require Congregational approval.

### **4. Non-Budgeted Items**

The General Board shall have authority to make expenditures, make purchases, and assume obligations for any one transaction to an amount not to exceed 1% of the total approved budget. Larger amounts must be presented to the Congregation for action.

## **5. Policy Decisions**

The General Board shall, in accordance with these By-Laws, make final decisions of policy for the total program of the Church and for the usage of Church facilities, personnel, or funds by any group. Statements of Church policy shall be prepared where appropriate for permanent use, and a complete list of the current policy statements shall be distributed to Cabinet members by the beginning of their terms of office. The policy statements shall be available for any Church member to inspect or copy.

## **6. Organizing Resolutions of the General Board**

The General Board shall develop and approve Organizing Resolutions by which it will govern its business and establish the procedure for administering the Church program.

### ***SECTION D. MEETING OF THE GENERAL BOARD***

The General Board shall meet as outlined in ARTICLE II of the Organizing Resolutions.

## **ARTICLE V. CHURCH CABINET**

### ***SECTION A. CABINET MEMBERSHIP***

Membership of the Church Cabinet shall consist of the following:

1. Ministers and designated staff
2. Moderator
3. Vice-Moderator
4. Secretary
5. Church Treasurer
6. Church Historian
7. ~~Chairperson of each Functional Department~~ Moderators of each Section
8. Chairperson of Elders

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9. Chairperson of Deacons
10. Youth Representatives
11. Representatives to Ecumenical, Denominational, and Church Related or Sponsored Boards

The President of the Church Cabinet shall be the Senior Minister. The Senior Minister or a designated representative shall call and preside at meetings.

In the absence of the Presiding Officer, the meeting shall be rescheduled.

### **SECTION B. DUTIES OF THE CABINET**

The duties of the Cabinet shall be to study the needs of the Church, evaluate its present activities, generate program ideas, and refer specific items to the appropriate Functional Department or to the General Board for study and implementation. The Cabinet shall perform its duties in accordance with these By-Laws and the Organizing Resolutions of the General Board.

The Cabinet shall coordinate and correlate the programs and functions of the various Church departments and organizations, supervising the establishment and the maintenance of the Church calendar to provide an integrated and coordinated Church program.

The Cabinet shall establish and approve the agenda for the General Board meeting at the last Cabinet meeting prior to the upcoming meeting of the General Board.

### **SECTION C. AUTHORITY OF THE CABINET**

The Cabinet may be empowered by the General Board to set policies for items which are budgeted. Between General Board meetings, the Cabinet may implement programs in keeping with the policies for the General Board and Congregation. The Cabinet is not a legislative body and is not empowered to make final decisions on policy.

### **SECTION D. MEETINGS OF THE CABINET**

~~The Cabinet shall meet monthly.~~ The cabinet shall meet as specified in the organizing resolutions.

## **ARTICLE VI. EXECUTIVE COMMITTEE**

### **SECTION A. EXECUTIVE COMMITTEE MEMBERSHIP**

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The membership of the Executive Committee shall consist of the following or their respective designated representative:

1. Moderator
2. Vice-Moderator
3. Chairperson of Elders
4. Senior Minister

## **SECTION B. DUTIES OF THE EXECUTIVE COMMITTEE**

### **1. The Executive Committee shall select:**

- a. The Chairperson(s) of each Functional Department, then act with the respective Department Chairperson(s) in selecting Department personnel, and select any needed replacements in accordance with the Organizing Resolutions of the General Board;
- b. Representatives to Ecumenical, Denominational, and Church Related or Sponsored Board with which this Congregation is now and in the future may be affiliated, and;
- c. Chairperson and Vice-Chairperson of the Elders, Chairperson of the Deacons.

### **2. The Executive Committee shall, with approval as specified:**

- a. Appoint the Nominating Committee (Ref. ARTICLE III, Section A, part 1a);
  - b. Nominate Trustees of the First Christian Church, Arlington, Foundation Incorporated in accordance with the By-Law of the Foundation. Consent of the appointments shall be made by the General Board;
  - c. Nominate Delegates to Assemblies who will then be elected by the Congregation as prescribed in these By-Laws. (ARTICLE III, Section A, part 3);
  - d. Nominate replacements to fill vacancies in unexpired terms in all Church office for election by the General Board. (ARTICLE III, Section A, part 7);
  - e. Appoint members of the Personnel Department to be approved by the General Board;
  - f. Nominate Ex Officio Elders from non-staff ordained ministers with standing in the Christian Church (Disciples of Christ) who are members of the Congregation, as the Committee deems appropriate (ARTICLE II, Section A, part 4); and
  - g. Nominate Reserve Deacons to fill the positions and responsibilities as prescribed in these By-Laws. (ARTICLE III, Section A, part 5).
3. The Executive Committee may conduct studies and may appoint members to special study and advisory committees as the need arises.

### **SECTION C. AUTHORITY OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall have authority to gather and disseminate information, make appropriate recommendations and appointments in accordance with these By-Laws and the Organizing Resolutions of the General Board, and function as an advisory body to facilitate the integrated operation of the various departments, the Cabinet, the General Board, and the staff regarding program and policy.

### **SECTION D. MEETINGS OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall meet when needed. At least three members must be present to transact business.

## **ARTICLE VII. MINISTERIAL STAFF**

The Ministerial Staff shall consist of one Senior Minister and one or more Associate Ministers and Assistant Ministers as needed.

### **SECTION A. DUTIES OF THE MINISTERIAL STAFF**

#### **1. Senior Minister:**

- a. Performs such duties as are specified in the individual call by the Congregation and stated in the job descriptions prepared by the Personnel Department;
- b. Is the spiritual leader and chief administrative officer for the Congregation; and
- c. Oversees and coordinates the work of the paid Church staff.

#### **2. Associate Minister(s):**

Performs such duties as are specified in the individual call by the Congregation and stated in the job description prepared by the Personnel Department;

#### **3. Assistant Minister(s):**

Performs such duties as are specified in the individual call by the General Board and stated in the job description prepared by the Personnel Department.

## **SECTION B. SELECTION OF MINISTERIAL STAFF**

Senior and Associate Ministers shall be called by the Congregation, and Assistant Ministers shall be called by the General Board.

### **1. Selection of Senior and Associate Ministers**

Senior and Associate Ministers shall be selected by the following procedure:

- a. The Moderator, after consultation with members of the Congregation shall nominate, and the General Board shall elect, a committee of twelve (12) to serve as a Ministerial Search Committee. This committee shall be representative of the membership of this Congregation and include a broad spectrum of experience in the work and worship of this Congregation. No one from the paid ministerial staff shall be a member of this committee, but the committee shall not be precluded from seeking the advice and counsel of the ministerial staff. The Chairperson of the Search Committee shall be appointed from among its members by the Moderator.
- b. The Ministerial Search Committee shall:
  - (i) Consult with the regional and area office(s) of the Christian Church (Disciples of Christ);
  - (ii) Select a prospective candidate from the ordained clergy; and
  - (iii) Recommended to the General Board a candidate and the terms of the call.
- c. The General Board shall consider the recommendation of the Ministerial Search Committee and, if approved, shall recommend the prospective Senior or Associate Minister to the Congregation. It shall be the policy of the congregation to consider only one prospective Minister at a time for any given vacancy.
- d. The Congregation shall consider the recommendation of the General Board. The recommendation of the General Board must be accepted by at least two-thirds majority of Members present and voting in a regular or special business meeting of the Congregation before a call may be extended.
- e. The term of ministry shall be for an indefinite period. The term of ministry may be terminated by the Congregation or the minister upon sixty (60) days notice. A written statement setting forth the salary to be paid and other conditions of the call shall be made in duplicate, one for the minister and one for the Church.
- f. In the event that vacancy should arise in the Senior Minister's position, the Ministerial Search Committee shall be formed and empowered to obtain an interim Senior

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Minister. The resources of any or all of the Associate and Assistant Ministers on staff may be called upon during this period of vacancy or during the interim ministry.

## **2. Selection of Assistant Ministers**

Assistant Ministers shall be selected by the Personnel Department and recommended to the General Board with all terms and conditions to be negotiated by the Personnel Department and approved by the General Board. The Executive Committee, at its discretion, may appoint a selection committee to report its recommendations to the Personnel Department to aid that department in its selection process.

## **ARTICLE VIII. AMENDMENTS**

These By-Laws may be amended, after approval of said amendment(s) by the General Board, at any business meeting of the congregation by a two-thirds vote of the members present and voting on the amendment(s), provided that written notice of said meeting and copy of proposed amendment(s) has been given to the membership in accordance with ARTICLE II, Section B, part 2 of these By-Laws.

Revised 4/30/98