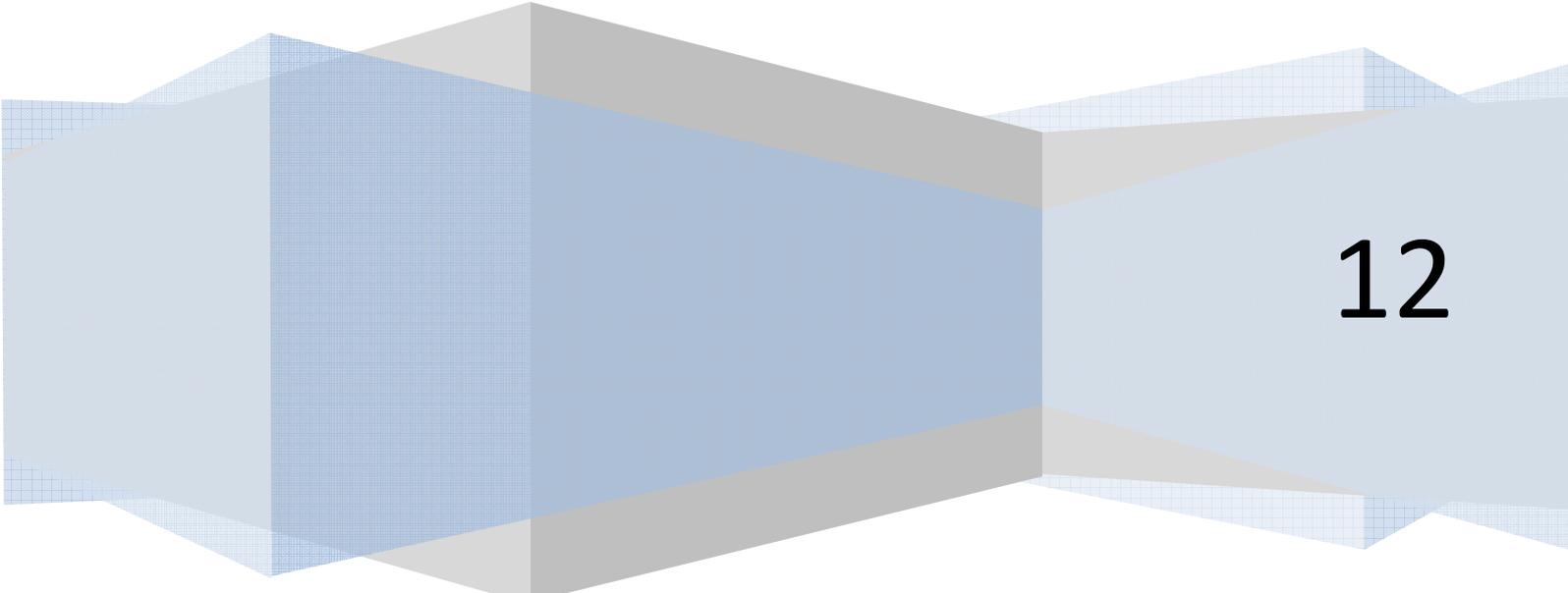


Hazelwood Christian Church

# Governance Guidelines

Updated Constitution and By Laws

Approved November 2012



12

## Table of Contents

<b>Section One</b> .....	5
Name and Affiliation.....	5
Vision.....	5
Mission.....	5
 <b>Section Two</b> .....	5
Members.....	5
 <b>Section Three</b> .....	6
Annual Congregational Meeting.....	6
Special Meetings.....	7
Procedures for Elections.....	7
Open Nominations.....	7
Nominating Team.....	7
Slated Nominations.....	8
Slating Nominations.....	8
Election at the Annual Congregational Meeting.....	8
Election of General Church Board Representatives.....	9
Officers.....	9
 <b>Section Four</b> .....	9
General Church Board .....	9
Representatives.....	9
Procedures.....	10
Responsibilities of Officers.....	11

Functions of the General Church Board.....	12
Ministry Teams.....	12
Trustees.....	13
Elders.....	14
Deacons.....	15
Mission and Benevolence Team.....	15
Ministerial Relations Team.....	16
Personnel Team.....	16
Worship Team.....	17
Christian Life Team.....	17
Stewardship Team.....	18
Preschool Team.....	18
Ad Hoc Teams.....	18
Senior Minister’s Cabinet.....	18
Auxiliary Organizations.....	19
<b>Section Five.....</b>	<b>19</b>
Senior Minister.....	19
Calling.....	19
Term.....	20
Responsibilities.....	20
Other Staff.....	20
Calling.....	20
Term.....	20
Responsibilities.....	21

Representation at Area, Regional, and General Assemblies of the Christian Church (Disciples of Christ)	21
Representative.....	21
Term.....	21
Responsibilities.....	21
<b>Section Six</b> .....	21
Definitions.....	21
Congregational Year.....	21
Means of Communication.....	21
Valid Nominees for All Positions of the Congregational Leadership.....	21
Rules of Order for Meetings.....	22
<b>Section Seven</b> .....	22
Amendments.....	22
<b>Section Eight</b> .....	22
Original Resolution of the Congregational Meeting, December 2, 1969.....	22

## **SECTION ONE**

### *NAME and AFFILIATION*

The name of this organization shall be the Hazelwood Christian Church (Disciples of Christ) of Muncie, Indiana, affiliated with the Christian Church (Disciples of Christ) and committed to the historic principles of this body whose local congregations are variously known as Christian churches, Churches of Christ or Brotherhood Relationship adopted by the Congregation, December 2, 1969, a copy of which is attached hereto and made a part of this governance document.

### *VISION*

To be a faithful, growing congregation that demonstrates true community, deep Christian spirituality, and shares the Good News of Jesus Christ, from our doorsteps to the ends of the earth.

### *MISSION*

The mission of this congregation is to encourage people in the faith revealed to us in the teachings of Jesus, the Christ, to help all people grow in the grace and knowledge of Christ, so that all may know and strive to follow God's will, and to work towards the unity of all Christians, engaging in the ever present need of building God's kingdom.

## **SECTION TWO**

### *MEMBERS*

Congregational participants are understood to be people who profess their faith in Jesus Christ and are actively involved in the ministry of Hazelwood Christian Church (Disciples of Christ). Those participants who have an ongoing relationship with the congregation through attendance, service, and/or financial support of the ministries of this congregation within the past 12 months of the Annual Congregational Meeting shall be considered members in Hazelwood Christian Church's call to be part of the body of Christ.

Members shall:

- Hold office and serve on boards and ministry teams.
- Be the final authority in all matters as they pertain to Hazelwood Christian Church (Disciples of Christ).
- Receive and act on reports and proposals from the General Church Board.
- Approve the annual budget.
- Elect General Church Board members as identified in this governance document.
- Call the Senior Minister as provided for in this governance document.

- Retain the right of a referendum vote upon any action or decision of the General Church Board in a duly petitioned and called special meeting of the members of the congregation.
- Ratify the chairpersons of the standing organizations as members of the General Church Board.
- Willingly practice stewardship of personal resources for the work of Christ's church.
- Regularly participate in worship.
- Willingly strive to conduct one's total life to be a Christian witness.
- Willingly accept and fulfill roles of leadership in the congregation as asked.

### SECTION THREE

#### *ANNUAL CONGREGATIONAL MEETING*

The Annual Congregational Meeting shall be held during the month of November with written notice of the meeting given at least two (2) weeks prior to the meeting.

- This meeting shall be conducted according to *Roberts Rules of Order, Newly Revised*.
- A written copy of all reports will be submitted to the Secretary at the annual membership meeting by the following:
  - Secretary
  - Treasurer
  - Trustees
  - Elders
  - Deacons
  - Hazelwood Christian Preschool
  - Other groups as requested by the Moderator
- Agenda of this meeting will include:
  - Receiving of the minutes of the previous Annual Congregational Meeting.
  - Submission, discussion and vote of proposed annual budget for the next congregational year.
  - Report from the Nominating team.
  - Election of the General Church Board, including at large members, elders, deacons, and trustees.
  - Ratification of any General Church Board leader, including at large members, elders, deacons, and trustees, where un-opposed.
  - Minister's report.
  - New business.
  - Adjournment.

### *SPECIAL MEETINGS*

- Special Meetings shall be called upon request of the Moderator, or in their absence the Vice-Moderator or on written petition of ten (10) active congregational participants of Hazelwood Christian Church (Disciples of Christ).
- Written notice of all meetings should be given at least one week in advance of the meeting.
- A quorum at all meetings of the participants shall consist of those members in attendance.

### *PROCEDURES FOR ELECTIONS*

#### OPEN NOMINATIONS

The nominating team shall conduct open nominations for all elected church offices beginning eight weeks before the Annual Congregational Meeting. The nominating team shall use the means of communication to notify the members of the congregation as outlined in the section MEANS of COMMUNICATION of this document. The nominating team shall accept valid nominations from the members of the congregation for not less than 14 calendar days. The open nomination period shall end six weeks prior to the Annual Congregational Meeting.

To be a valid nominee the member must meet the guidelines outlined in **SECTION TWO**, the MEMBERS. Nominations must be submitted either in writing or electronically, and verbal confirmation of acceptance of nomination by the nominee is required.

#### NOMINATING TEAM

The nominating team shall be at least five (5) members, of whom at least one (1) is currently a General Board member (who shall serve as chair). The nominating team shall be appointed by the moderator, approved by the General Church Board, and announced to the members of the congregation on or before August 1 prior to the Annual Congregational Meeting. The team shall be a working group for as long as necessary, with their work not to exceed one (1) year. A new team shall be appointed on or before August 1 of each year.

The nominating team shall meet prior to the Annual Congregational Meeting of the congregation and may meet at other times as necessary. A quorum shall consist of three members.

The nominating team shall:

- Present at the Annual Congregational Meeting, a slate of officers and candidates for the boards of Trustees, Deacons, and Elders.
- Present at the Annual Congregational Meeting at-large candidates for the election to the General Church Board.
- Submit to the General Church board nominees for any vacancies in any office as required.
- Compile an annual report to be submitted to the Church Board Secretary by January 31 of the following year.

#### SLATED NOMINATIONS

The nominating team shall begin slating candidates, following the close of the open nomination period. The nominating team may slate one or more candidates for each elected congregational leadership position. If, due to special circumstances such as the death of a nominee(s) or the nominee's request to withdraw his or her name from the ballot, the following timeline will be followed.

If a name(s) is removed from the slate more than two (2) weeks prior to the Annual Congregational Meeting, the nominating team will fill the slate with a qualified candidate. If a name(s) is removed from the slate within two (2) weeks of the annual congregational meeting the general church board may ratify the nomination of the candidate at the next general church board meeting.

#### SLATING NOMINATIONS

The nominating team shall post and publish the list of candidates for election two weeks prior to the annual congregational meeting.

#### ELECTION at the ANNUAL CONGREGATIONAL MEETING

The nominating team chair, or their appointed person, is responsible for conducting the election during the annual congregational meeting. Only contested positions shall have written ballots for the election. All non-contested positions will be approved by a verbal affirmation. The nominee receiving the highest number of votes for a contested position is elected. Only members in the congregation present at the annual congregational meeting may vote and no absentee ballots will be distributed or counted.

Members listed on the election ballot shall not participate in the ballot counting process. The chairperson of the nominating team may select any number of members from the congregation to ensure a minimum of five (5) member witness the ballot counting process.

The result of the election will be reported prior to the end of the annual congregational meeting.

## *ELECTION of GENERAL CHURCH BOARD REPRESENTATIVES*

### OFFICERS

Each of the following officers shall be elected by the members of the congregation at its annual congregational meeting. Upon election or ratification at the annual congregational meeting, each elected officer shall serve as a voting representative of the general church board.

- MODERATOR: The moderator shall be elected for a term of one year and shall be eligible to be nominated again following a one year's absence from office.
- VICE MODERATOR: The vice moderator shall be elected for a term of one year and is expected to be nominated as moderator immediately following the one year term as vice moderator.
- SECRETARY: The secretary shall be elected for a term of one year and shall be eligible for re-election each subsequent year.
- TREASURER: The treasurer shall be elected for a term of one year and shall be eligible for re-election each subsequent year.
- AT-LARGE REPRESENTATIVES: Three (3) at-large representatives shall be elected to serve as General Church Board representatives. At-large members will serve one year terms and may be re-elected for two additional consecutive one year terms. After three (3) consecutive years of serving, at-large members may be eligible to be nominated again following a one year absence from office.

## SECTION FOUR

### *GENERAL CHURCH BOARD*

#### REPRESENTATIVES

The following positions will serve as voting representatives to the general church board:

- Moderator
- Vice Moderator
- Secretary
- Treasurer
- Three (3) At-Large Representatives
- Designee of the Trustees
- Designee of the Elders
- Designee of the Personnel Team

- Designee of the Stewardship Team

The following positions will serve as ex-officio representatives to the general church board:

- Senior Minister
- Administrative Assistant
- Immediate Past Moderator
- Other staff as determined by the Senior Minister and Moderator

## PROCEDURES

The general church board will:

- Hold its regular meetings during the months of January, March, May, July, September, and November. The January meeting will include training and orientation for the board representatives. The annual schedule of meeting dates will be determined at the January meeting.
- Hold special meetings as required as called by the moderator or upon request of five (5) or more representatives of the general church board.
- Consider at least half plus one members of the general church board as constituting a quorum at regular meetings and at least 66 2/3 % of the members a quorum at special meetings.
- Will generally observe the following order of business:
  - Meeting called to order by presiding officer
  - Prayer
  - Receive minutes of previous meeting
  - Receive reports of the treasurer and other representatives as requested by the moderator
  - Receive ministry teams team and ad-hoc needs team reports as necessary
  - Action on recommendations from reports
  - Consideration of unfinished business from previous meetings
  - New business and program suggestions for future ministry in the life of the church
  - Staff reports, including Senior Minister's report
  - Prayer
  - Adjournment
- In the event a general church board representative does not fulfill his/her responsibilities to the general church board, the moderator in consultation with the senior minister and church board representatives, may ask such person to resign from that position.

## RESPONSIBILITIES of OFFICERS

Duties for the following offices include but are not limited to:

### Moderator:

- Call and preside at all regular and/or special meetings of the members of the congregation.
- Serve as convener and business leader of the general church board.
- Assume responsibility for the ongoing work of the general church board.
- Serve as an ex-officio, non-voting representative of ministry teams and ad-hoc needs teams.
- Sign the approved minutes of the meetings of the annual congregational meeting and the general church board meetings.
- Appoint the nominating team members.
- Voting member of Personnel Ministry Team

### Vice Moderator:

- Serve as moderator in the absence of the moderator.
- Serve as an ex-officio, non-voting representative of ministry teams and ad-hoc needs teams.
- Prepare to assume the duties of moderator in a subsequent election.
- Voting member of Personnel Ministry Team

### Secretary:

- Keep the minutes of all regular and/or special meetings of the members of the congregation and general church board.
- File all minutes of meetings and official documents in the church office as a permanent record.
- Obtain from the office staff a complete annual statistical report to be presented at the annual congregational meeting.

### Treasurer:

- Work with the staff bookkeeper in receiving and making a record of all funds of the church and depositing them into proper church accounts.
- Serve as a member of the stewardship team.

- Work with the staff bookkeeper in disbursing funds from special accounts as authorized by teams responsible for those accounts, and from other accounts when presented with the approved, appropriate claims or invoices in accordance with budgetary limitations.
- Report at general church board and congregational meetings.
- Prepare and submit a report to the members of the congregation at the annual congregational meeting.
- Compile an annual report to be submitted to the general church board secretary and made available to the congregation by January 31 of the following year.

At-Large Representatives:

- Act as the pulse of the congregation through seeking input around current needs of the congregation.
- Represent the interest of the congregation at all church functions.
- Keep channels of communication between congregation, board, and staff open and positive.

FUNCTIONS of the GENERAL CHURCH BOARD

- Determine and work toward the mission and vision of Hazelwood Christian Church (Disciples of Christ).
- Consider and recommend general policies and guidelines to the members of the congregation.
- Safeguard the assets and future viability of the organization and to ensure the availability of resources needed to implement the approved plans.
- Provide fiscal responsibility for the members through review of the proposed annual budget.
- Recommend the proposed budget to the members at the annual congregational meeting.
- Encourage, support and evaluate programs and services through the work of the teams.
- Continually evaluate board performance, effectiveness and continuity.
- Ensure effective leadership development through appropriate training of general church board representatives.
- Ensure adequate staffing to accomplish the mission and purpose of the congregation.
- Act on behalf of the members of the congregation between meetings of the members – including electing persons to complete un-expired terms on all teams.
- Approve the nominating teams as appointed by the moderator.
- Provide accountability to the members of the congregation through communication, not limited to reports and the annual budget.

*MINISTRY TEAMS*

Unless specifically stated, each team will meet a minimum of once a year. The chair of each team will determine the appropriate number of meeting times for its own team. Unless otherwise noted in the following sections, the moderator, vice moderator and senior minister will constitute a team to select the respective team chairperson from the members of the congregation. The team chairperson will be responsible for selecting the team members for their respective teams. Team members will be selected from the active participates of the congregation on the basis of qualifications that best fit the given needs.

- Each team is responsible for organizing itself to conduct the business for which it is responsible.
- Set goals which work toward the stated mission and vision of Hazelwood Christian Church (Disciples of Christ) and plan its general programs to accomplish these objectives.
- Administer its programs in cooperation with the other teams.
- Provide a written report for each general church board meeting.
- Provide a written report for the annual congregational meeting.
- Work with the stewardship team in determining an annual budget for the team.
- Responsible for administering the teams' budgeted funds toward accomplishing its goals and responsibilities.
- Evaluate the work and effectiveness of the team on a regular basis.

The following teams are considered ministry teams:

- Trustees
- Elders
- Deacons
- Mission and Benevolence
- Ministerial Relations
- Personnel
- Stewardship
- Preschool
- Worship
- Christian Life

## TRUSTEES

The Trustees shall be six (6) in number, one-third of whom shall be elected each year for a term of three years. The Trustees shall elect a chairperson and vice-chairperson who will be responsible for enabling the Trustees to accomplish its responsibilities. The chair, or designee, shall serve as a voting representative to the general church board. The vice-chairperson shall work toward becoming chairperson following the term of the present chairperson.

Trustees are elected to serve three year terms and shall not be eligible for re-election for at least one (1) year following their term.

The Trustees shall appoint one (1) representative to serve on each of the following teams: the Jones Scholarship Fund team and the stewardship team.

The Trustees shall:

- Act as legal agents of the church in all business matters under the direction of the General Church Board and subject to the approval of the church membership.
- Hold legal title to all church property.
- Keep such property adequately insured, and handle all business transactions related thereto.
- Supervise all endowment and trust funds.
- Obtain proper bonds for persons handling church funds.
- Make arrangements for an audit of the financial books no less often than every three (3) years.
- Report to the membership at the Annual Membership Meeting.
- Perform such duties as required by the laws of the state of Indiana.
- Call together teams from the members, in cooperation with the property manager, as needed to address property needs.

## ELDERS

The Elders shall be at least twelve in number, striving for equal representation of male/female, one-third of whom shall be elected each year for a term of three years. The Elders shall elect a chairperson and a vice-chairperson who will be responsible for enabling the board to accomplish its responsibilities. The chair, or designee, will serve as a voting representative to the general church board. One of the elders shall serve on the Worship team. The vice-chairperson shall work toward becoming chairperson following the term of the present chairperson.

Elders are elected to serve three year terms and shall be eligible for re-election.

The Elders, in cooperation with other teams, shall:

- Promote the growth and welfare of the church.
- Give spiritual oversight to the members with respect to regular attendance and service at the Lord's Supper.
- Give oversight to the visitation of the sick.
- Give thoughtful consideration to policies of the church that will enable it to fulfill its complete mission.
- Encourage by example.
- Support all understandings of ministry at Hazelwood Christian Church (Disciples of Christ).

- Encourage fellowship and spiritual growth through the Shepherding Program.
- Perform other such duties as may be assigned.

## DEACONS

The deacons shall be composed of an adequate number as may be needed to serve the purposes of the congregation, striving for equal representation of male/female, one-third of whom shall be elected each year for a term of three years. The deacons shall elect a chairperson and vice-chairperson who will be responsible for coordinating and organizing the responsibilities of the Deacons. One of the deacons shall serve on the worship team. The vice-chairperson shall work toward becoming the chairperson following the term of the present chairperson. Deacons are elected to serve three year terms and shall be eligible for re-election at any time.

The Deacons, working with the other teams, shall:

- Cooperate with the Elders in promoting the growth and welfare of the church.
- Assist in encouraging volunteers to greet and usher worshipers at all services.
- Prepare and distribute the Lord's Supper.
- Care for the communion ware.
- Receive the offering with the help of youth or others so assigned.
- Assist in financial canvasses.
- Cooperate in preparation of candidates for baptism.
- Assist with baptismal services.
- Help in care and visitation of the sick, shut-ins, and those with special needs.
- Give counsel and service in the business affairs and program activities of the church.
- Perform other duties as may be assigned.

## MISSION and BENEVOLENCE TEAM

The purpose of this team is to create and foster a world vision of mission within the congregation, and to lead in planning and administering the mission work of the church.

It will be the responsibility of this team to:

- Plan and promote missionary education programs which are appropriate for the entire church.
- Recommend the church's annual missionary and benevolent budget.
- Enlist support for world missions and the mission of the Christian Church (Disciples of Christ).
- Care for local and general benevolent needs.
- Sponsor interdenominational activities and projects of social action.
- Promote "hands-on" mission experiences within the life of the church and community.

- Keep an account of all missionary giving and action within the church.

#### MINISTERIAL RELATIONS TEAM

Ministerial Relations team will consist of six (6) representatives of the members selected by the Moderator, Vice Moderator, and Minister(s). The team appointments will be announced by the Moderator to the membership at the annual congregational meeting.

The team will elect its own chairperson. The team will make every effort to make decisions by consensus. Team representatives will serve three-year terms with two (2) representatives being replaced each year.

It will be the responsibility of this team to:

- Provide a support group for the minister(s), and their family members.
- Provide a regular channel of communication for cultivating an open, affirmative and creative relationship between the minister(s) and the congregation.
- Conduct an annual written performance evaluation of the minister(s) and submit a summary of the evaluation to the general church board.
- Make recommendations to the Stewardship team concerning the minister(s) compensation package.

#### PERSONNEL TEAM

This team will be composed of the Senior Minister, Moderator, Vice Moderator and six (6) additional members from the congregation selected by the Moderator, Vice Moderator, and Senior Minister. All nine (9) representatives will have voting privileges.

This team will elect its own chairperson. Team representatives will serve three-year terms, with two (2) representatives being replaced each year.

It will be the responsibility of this team to:

- Act on behalf of the members and general church board in the hiring of non-ministerial employees.
- Provide a written statement of the terms of employment for non-ministerial employees.
- Consult with the senior minister and others as appropriate on the release of non-ministerial employees.
- Establish personnel policy with input from the senior minister and general church board.
- Support the senior minister in administering personnel policies.
- Assist in the evaluation process of all non-ministerial employees as needed.

- Make recommendations to the stewardship team concerning compensation packages of non-ministerial staff.

## WORSHIP TEAM

The worship team will be made up of at least six (6) people, including one (1) deacon, one (1) elder, two (2) Celebrate! worshipers, and two (2) musicians (one from each service), to work in tandem with the appropriate staff to develop, implement and lead genuine, meaningful worship experience in all worship services held at Hazelwood Christian Church. This team will seek out volunteers for the responsibilities assigned to this team based on skills of the volunteer and time they are willing to commit to various tasks. This team serves the over-arching need of the congregation to develop worship services that acknowledge and support the needs of those seeking both traditional and contemporary forms of worship.

This team will:

- Plan public worship services, including special service such as Maunday Thursday, Christmas Eve, Ash Wednesday, and any joint services, with guidance from the appropriate staff representatives.
- Plan elements of worship such as the Lord's Supper, baptisms, music, art, and drama as needed.
- Encourage exploration of new and non-traditional forms of worship when possible.
- Assist in securing guest pulpit speakers as needed.
- Encourage the devotional life among individuals and in homes of members of the congregation.

## CHRISTIAN LIFE TEAM

The Christian Life team will be made up of three (3) to five (5) people to work in tandem with the Senior Minister and Director of Youth and Education to develop, implement and lead an effective program of Christian life education for the entire church in keeping with the vision and mission of the congregation. This team will seek out volunteers for the responsibilities assigned to this team based on skills of the volunteer and time they are willing to commit to various tasks. This team serves the large, over-arching need of the congregation to develop a complete understanding of 21<sup>st</sup> century Christian life. Key aspects of the Christian Life team are:

Education:

- Christian activities for all ages, including, but not limited to children, youth, young adult, activities, study groups, vacation bible school, and leadership development opportunities.

- Foster Christian living in members' homes.

#### Discipleship:

- Equip members with the proper tools to disciple effectively.

#### Membership:

- Plan for special occasions within the life of the church.
- Promote activities within the life of the congregation to promote fellowship, community, and spiritual development.

### STEWARDSHIP TEAM

The Stewardship team will be made up of five (5) or more people to work with the minister, treasurer, and moderator to develop an understanding of the full meaning of Christian stewardship within the life of the church, and direct a stewardship program that will supply the financial needs of the church as well as provide spiritual enrichment and character building of members.

Responsibilities of the Stewardship Team include, but are not limited to:

- Keep alive the realization of its stewardship obligation within the life of the church.
- Educate members in the full meaning of Christian stewardship of resources, including such resources as money, volunteerism, and natural resources, as well as provide stewardship programming that will support the financial aspect of ministry centered at Hazelwood Christian Church (Disciples of Christ).
- Supervise the preparation and subscribing of the annual budget of the church.
- Responsible for the evaluation of the compensation packages of the minister(s) and staff.

### PRESCHOOL TEAM

The preschool team will oversee the operations of Hazelwood Christian Preschool. The minister, or designee, will serve as a representative to that team.

### *AD HOC NEEDS TEAMS*

The moderator will appoint, with the approval of the general church board, special teams as needed to administer the work of the church. These teams will perform duties as assigned and will continue for such time as needed. The nominating team is considered an ad hoc team.

### *SENIOR MINISTER'S CABINET*

The senior minister's cabinet will serve as a direct link between the senior minister and church leaders to facilitate the ongoing programs and activities of the church.

The team will consist of the senior minister, other staff as designated by the senior minister, the moderator, vice moderator, and chairperson of the trustees, elders and deacons. Ministry teams will also be represented on this cabinet. The senior minister will serve as chairperson of this team.

The cabinet team will meet in non-board meeting months and the dates will be set as called by the senior minister. The cabinet may make recommendations but is not an official decision-making body.

The cabinet shall coordinate the plans and activities of all teams and organizations, coordinate the church's calendar of activities, serve as a "sounding board" for ideas and plans for future programs and activities, and make recommendations to the appropriate teams for review and implementation, work with the general church board with needs assessment studies and long-range planning, and work with the general church board in the evaluation processes of programs and activities.

### *AUXILIARY ORGANIZATIONS*

The purpose and responsibility of each auxiliary organization will be determined in their own constitution, by-laws, plan or procedure. These organizations, as recognized by the congregation will cooperate with the congregation in working towards the stated mission and vision of the congregation and in planning and administering the total program of the congregation, as well as developing their individual activities and programs. To be recognized, an auxiliary organization must be approved by the general church board.

Current approved auxiliary organizations are:

- Christian Women's Fellowship Circles
- Women's Organization

## **SECTION FIVE**

### *SENIOR MINISTER*

#### CALLING

A representative team of seven, appointed by the Moderator and approved by the General Church Board, shall serve as the Search team and be responsible for recommending a prospective Senior Minister to the General Board. The General Church Board shall consider the recommendation of the

Search team and, if approved, recommend the prospective Senior Minister to the membership. Only one candidate shall be presented to the church membership at a time.

The recommended candidate must be accepted by at least a two-thirds majority of the members present, by written ballot, in a regular or special business meeting of the membership before a call may be extended.

A written statement setting forth the salary to be paid and other conditions of the call shall be made in duplicate, one copy for the Senior Minister and one for the Office of Secretary.

#### TERM

The term of ministry shall be for an indefinite period and may be terminated by either the Senior Minister or the General Church Board upon ninety days written notice. At least two thirds of all General Church Board members must vote in favor of the dismissal of the Senior Minister at a special or regular General Church Board meeting.

#### RESPONSIBILITIES

The Senior Minister of the church shall fulfill the responsibilities usually pertaining to that office which include but are not limited to:

- Serve as spiritual leader of the church.
- Serve as a voting member of the Personnel team.
- Serve as an ex-officio member (without vote) of all other organized groups, auxiliaries, and teams.
- Be responsible for all church staff, including the decision to terminate when necessary. As head of the church staff he/she shall work in cooperation with the Personnel team, Administrative Assistant, Ministerial Relations team and any other appropriate group assuring that each staff member is adequately trained and supervised.
- Be responsible to the church membership and report regularly to the General Church Board and at meetings of the membership as appropriate.
- Comply with the results of the annual evaluation by the Minister Relations Team.

#### *OTHER STAFF*

#### CALLING

The General Church Board is responsible for the calling of all staff. They may choose to use a Search team, the Personnel team, or a special Staff Selection team as appropriate, utilizing policies and procedures appropriate to the position. In the selection process, the Senior Minister shall be consulted on all hiring recommendations.

#### TERM

The term of ministry/employment shall be for an indefinite period unless otherwise specified, and may be terminated by either party in accordance with individual letters of employment.

#### RESPONSIBILITIES

Other staff shall fulfill the responsibilities agreed upon by the General Church Board and Senior Minister as outlined in their respective job descriptions. In cooperation with the Senior Minister, Ministerial Relations, Personnel and other appropriate ministry teams, other staff shall endeavor to fulfill the spiritual needs of the church and carry out the responsibilities required of such positions.

#### *REPRESENTATION AT AREA, REGIONAL AND GENERAL ASSEMBLIES OF THE CHRISTIAN CHURCH (DISCIPLES OF CHRIST)*

#### REPRESENTATIVE

The Moderator shall appoint the representative(s) for each meeting, in consultation with the Senior Minister and with approval of the General Church Board.

#### TERM

The term of each appointee shall be for the specific meeting in question.

#### RESPONSIBILITIES

It is the responsibility of representatives to vote on issues coming to the assembly for a decision, and to report to the General Church Board concerning any action taken on its behalf.

### **SECTION SIX**

#### *DEFINITIONS*

#### CONGREGATION YEAR

The congregation year and fiscal year will begin January 1. All elected General Church Board representatives shall assume their responsibilities on January 1, and continue till December 31 of the same calendar year.

#### MEANS of COMMUNICATION

The means of communication referred to in this document, with the general body of the congregation includes but is not limited to: lay witnesses at all services, newsletters, posts on the church website, twitter, facebook, and postings on all church bulletin boards. The purpose of all communications should be indicated in the notice.

#### VALID NOMINEES for ALL POSITIONS of CONGREGATIONAL LEADERSHIP

To be a valid nominee the member must meet the guidelines outlined in **SECTION TWO, MEMBERS.**

#### RULES OF ORDER for MEETINGS

All business meetings of Hazelwood Christian Church (Disciples of Christ), including the General Church Board, shall be governed by Robert's Rules of Order, Newly Revised, except where noted to the contrary. The moderator shall have the privilege of appointing a member of the congregation as parliamentarian.

#### **SECTION SEVEN**

##### *AMMENDMENTS*

These governance procedures may be amended at any business meeting of the members of the congregation by a two thirds vote of the members present, provided that the proposed amendment has been submitted in writing to the congregation at least twenty-one (21) days prior to the vote taken.

#### **SECTION EIGHT**

##### *ORIGINAL RESOLUTION OF THE CONGREGATIONAL MEETING, DECEMBER 2, 1969*

Whereas, the Hazelwood Christian Church desires to be in fellowship and continue as a cooperative church in the Brotherhood, now called the Christian Church (Disciples of Christ); and Whereas, the Hazelwood Christian Church desires to retain all the rights, responsibilities, privileges, and authorities we now or ever have possessed as a congregation;

Be it resolved that we express to the General Office of the Christian Church (Disciples of Christ) our desire and willingness to cooperate with the Christian Church (Disciples of Christ) on the clear understanding of the congregation's rights as officially stated in the Provisional Design, Kansas City Convention 1968:

Paragraph 88 - "Among the rights recognized and safeguarded to congregations are the right:

- To manage their affairs under the Lordship of Jesus Christ.
- To adopt or retain their names and charters or constitutions and bylaws.
- To determine in faithfulness to the Gospel their practice with respect to the basis of membership.
- To own, control and encumber their property.
- To organize for carrying out the mission and witness of the church.
- To establish their budgets and financial policies.
- To call their ministers.

- To participate through voting representatives in forming the corporate judgment of the Christian Church."

Paragraph 90 - "All financial support of the general and regional programs of the Christian church by congregations and individuals is voluntary."

Further, the sending of voting representatives to assemblies, the making of reports to the yearbook, and the contributing of money to cooperative work of the Christian Church (Disciples of Christ) in no way limits the rights of the congregation; and if the congregation ever desires to withdraw from the cooperative pattern, it is free to do so.