

First Christian Church of Independence



Basic governance documents

FIRST CHRISTIAN CHURCH (DISCIPLES OF CHRIST)
OF INDEPENDENCE, MISSOURI
BYLAWS

ARTICLE I.
Membership

Section 1. Qualification. Confessed believers in Christ shall be received into membership of this Church through Baptism by immersion. People who have been members of other churches may be received into the fellowship of this Church by letter or by statement.

Sec. 2. Vote. The right to vote at any meeting of the Church shall be reserved for those persons who are Participating or Associate members of the Congregation. (See ROP #141, Congregational Membership.)

Sec. 3. Eligibility. Eligibility to serve as an Officer, Trustee or Director shall be reserved for voting members of the Church who are eighteen (18) years of age or older.

Sec. 4. Review. The membership roll shall be reviewed annually by the Board of Directors, or a designated committee, to determine Participating and Associate members of the Congregation.

ARTICLE II.
Congregational Meetings

Sec. I. Annual Meetings. In addition to the regular meetings of the Congregation for worship, instruction and fellowship, there shall be an Annual Meeting. (See ROP #160, Annual Congregational Meeting.)

- The date of the Annual Meeting shall be in November or as designated by action of the Board of Directors.
- The purpose of the Annual Meeting shall be:
 - For the election of Elders, Deacons, Officers, Trustees, members to the Administrative Cabinet, Representatives to the Regional Board, Junior Deacons, and Chair of the Nominating Committee, for terms as provided elsewhere in the Bylaws;
 - To adopt a budget for the next fiscal year;
 - To receive the annual report of the Board of Directors; and
 - To conduct such other business as may properly come before the Congregation. (See ROP #160, Annual Congregational Meeting, and ROP #161, Elections.)

Sec. 2. Special Meetings. Special meetings may be called by the Moderator, and shall be called at the written request of ten members of the Board of Directors, or one hundred (100) Participating or Associate members of the Church. (See ROP #141, Congregational Membership.) No matter shall be considered except those set forth in the notice of such a meeting.

Sec. 3. Notice. Notice shall be given by announcement or by publication in the weekly newsletter, or both, on the two Sundays preceding the meeting and shall state what business is to be considered.

Sec 4. Quorum. For transaction of business as a Congregation, ten percent (10%) of the participating membership as listed in the last published Disciples of Christ Year Book shall constitute a quorum.

Sec. 5. Voting Method. At all meetings of the Congregation the method of voting shall be by voice. In elections when there is more than one candidate for any one office, then voting shall be by ballot. The presiding officer shall, at the request of a voting member, call for a *show of hands* or a *division of the house*.

Sec. 6. Annual Reports. The Annual Report of the Board, including reports from the Financial, Property, Personnel and Long Range Planning Committees, shall be available for distribution at the Annual Meeting.

Sec. 7. Fiscal Year. The Fiscal year shall be a calendar year from January 1 to December 31.

ARTICLE III Board of Directors

Sec. 1. Composition. The Board of Directors shall consist of:

- Elders, Deacons, and Trustees. They shall serve a term of three years or until their successors are elected. Members may serve two consecutive terms in their respective offices. One year must elapse before they are eligible for re-election to the Board of Directors.
- Junior Deacons. Two Junior Deacons shall be chosen by majority vote from their members to serve a term of one year as a representative to the Board.

Sec 2. Duties. The Board of Directors shall:

- Approve the report of the Nominating Committee;
- Approve the proposed Operating Budget;
- Establish policies and procedures for the business of the Church;
- Establish the Rules of Procedure for the conduct of business; and
- Act on such other business as is appropriate to the Board of Directors. (See ROP #201, Duties and ROP #202, Authority.)

Sec. 3. Regular Meetings. The Board of Directors shall meet quarterly. The meetings shall be called by the Moderator on a day and time established in the calendar adopted by the Administrative Cabinet. (See ROP #203, Agenda.)

Sec. 4. Special Meetings. Special Meetings may be held at such times as the Board may determine necessary. The Board of Directors shall meet at the call of the Moderator or at the request made to the Moderator of at least ten percent (10%) of the members of the Board.

Sec. 5. Notice. Except in the case of emergency, all meetings shall be announced in the regular newsletter, worship bulletin, and/or from the pulpit. Notice of special meetings of the board shall be made by mail or telephone at least 3 days prior to the meeting.

Sec. 6. Quorum. At all meetings of the Board of Directors thirty percent (30%) of the members excluding members emeritus shall be required to constitute a quorum.

Sec. 7. Vacancies. Vacancies occurring in the Board of Directors shall be filled by the Moderator.

ARTICLE IV Administrative Cabinet

Sec. 1. Composition. The Administrative Cabinet shall consist of the Officers (see Article V) and nine (9) voting members elected from the Board of Directors.

- The non-officer members shall serve for a term of three years, or until their successors are elected. Three members will be elected each year at the Annual Meeting.
- They may serve two (2) consecutive terms after which one year must elapse before they are eligible for re-election to the Administrative Cabinet.
- The Minister shall be an ex-officio member without vote.

Sec. 2. Regular Meetings. Regular meetings shall be held each month, unless cancelled by the Moderator.

Sec. 3. Special Meetings. Special meetings may be held at the call of the Moderator or at the request of at least three members of the Administrative Cabinet, made to the Moderator.

Sec. 4. Notice. Except in the case of emergency, all meetings shall be announced in the newsletter and/or from the pulpit. Notice of emergency meetings may be made by telecommunication to members provided no less than twenty-four hours notice is given.

Sec. 5. Quorum. Two-thirds (2/3) of the members shall be required to constitute a quorum.

Sec. 6. Voting Method. The Cabinet may vote by telecommunication on items considered to be emergency, provided the vote is ratified and entered into the minutes of the next meeting. (See ROP #305, Voting Method.)

Sec. 7. Duties. The duties of the Administrative Cabinet include:

- Conducting the business of the Church;
- Managing and safekeeping of the assets of the Church;
- Providing leadership in authorizing and directing activities which will require operating funds;
- Selecting an auditor, if deemed appropriate, for a review of the financial records of the Church for the Annual Meeting, and
- Creating and establishing Standing Committees and Ministry Teams as required or determined necessary or desirable. (See ROP #301, Duties, ROP #302, Authority, and ROP #304, Agenda.)

Sec. 8. Activity Report. The Administrative Cabinet shall make a summary report of the activities of the Cabinet, all Standing Committees, Ministry Teams, organizations and such other committees requested, to the Board of Directors at each quarterly meeting and to the Congregation at the Annual Meeting.

Sec. 9. Financial Report. The Administrative Cabinet shall, following approval by the Board of Directors, make available to the members of the Church at least one week before the Annual Meeting, a written report which shall include a financial statement for the current year and a proposed budget for the coming year.

Sec. 10. Building Use. The Cabinet may permit the use of the Church property by such persons or organizations and upon such terms as it deems advisable, in accordance with the established policy of the Board of Directors.

ARTICLE V Officers

Sec. 1. Officers. The Officers elected by the Congregation shall be a Moderator, Vice-Moderator, Secretary and Treasurer. They shall serve for a term of one year or until their successors are elected. They may serve two consecutive terms in the same office. The Officers of the Congregation shall also serve as the Officers for and be members of the Board of Directors and the Administrative Cabinet. (See ROP #405, Qualifications.)

Sec. 2. Moderator. The Moderator shall:

- Preside at all meetings of the Congregation, Board of Directors, and Administrative Cabinet;
- Make such appointments as directed, authorized or required, including appointing Administrative Cabinet members to serve as liaison representatives to Standing Committees;
- Execute all documents necessary to carry out the purpose and functions of the Church;
- Be responsible for carrying out the directives and requirements of applicable law, the Articles of Incorporation, the Bylaws and the Administrative Cabinet; and
- Serve without a vote as an ex-officio member of all Committees and Ministry Teams, except the Nominating Committee.

Sec. 3. Vice-Moderator. The Vice-Moderator shall:

- Assist the Moderator in the exercise of the duties of that office;
- Execute the duties of the Moderator in the Moderator's absence or inability to do so;
- Serve as ex-officio (non-voting) member of each Standing Committee and Ministry Team.

Sec. 4. Treasurer. The Treasurer shall:

- Be responsible for the safekeeping of the funds and assets of the Church;
- Keep a full and accurate record of all receipts and disbursements;

- Prepare written monthly and annual reports on the financial condition of the Church and make them available to the Congregation, Board of Directors, and Administrative Cabinet;
- File any and all tax and other financial reports as required by applicable law;
- Deposit all monies, drafts and checks in the name or to the credit of the Church at such banks and or depositories as the Administrative Cabinet shall designate;
- Serve as a member of the Finance Committee;
- Disburse funds of the Church for all expenses as authorized by the Administrative Cabinet;
- Withdraw from investment funds and securities held by the church *only* with the approval of the Administrative Cabinet, in writing, signed by any two, Treasurer, Moderator, Chair of Trustees, or Secretary, upon recommendation of the Trustees; and
- Serve as liaison to the church bookkeeping service.

Sec. 5. Secretary. The Secretary shall:

- Prepare detailed and accurate minutes of all business meetings of the Congregation, Board of Directors and Administrative Cabinet;
- Preserve all records, reports and official documents of the Church such as Deeds of Trust, property deeds, etc., which shall be kept in a safe deposit box in a local bank designated by the Administrative Cabinet;
- Prepare and file reports, other than financial, as required by applicable law;
- Conduct official correspondence in the name of and for the Church at the direction of the Moderator, the Board of Directors or Administrative Cabinet;
- Communicate to the members via official newsletter or such other publications actions or concerns of the Board of Directors or Administrative Cabinet; and
- Be custodian of the corporate seal.

ARTICLE VI
Trustees

Sec. 1. Composition. The Trustees shall consist of six (6) participating members of the Church. They shall serve for a term of three (3) years, on a staggered basis, with two Trustees being elected each year at the Annual Meeting. Trustees may serve two consecutive terms. The Moderator, Treasurer and Minister shall be ex-officio members. (See ROP #507, Qualifications.)

Sec. 2. Duties. The Trustees shall:

- Act as the legal agents of the Congregation in all business matters under the direction of the Administrative Cabinet and/or the Board of Directors, (See ROP #502, Limits of Authority.);
- Perform other duties as required by law, the Bylaws, or the will of the Congregation;
- Manage the investment of the principal of the Endowment Fund of the Church according to terms established in the Endowment Fund Policy, (See ROP #503, Investment Authority and #504, Counsel.);

- Make provision for the accurate accounting of earnings from the Endowment Fund to the Administrative Cabinet and the Board of Directors at their regular meetings, including the distribution of earnings according to the Endowment Fund policy;
- Make provision for adequate insurance of property and equipment against possible loss or damage, and liability for Church staff.

Sec. 3. Officers. The Trustees shall elect from their number at the beginning of the year, a Chair, a Vice-Chair, and a Recording Secretary, to serve for one year. In the absence or inability of the Treasurer of the Congregation to execute stated duties, the Chair of the Trustees shall execute the duties of the Treasurer. These shall include but not be limited to receiving and disbursing monies on behalf of the Church and access to the safe deposit box.

Sec. 4. Regular Meetings. Regular Meetings of the Trustees shall be held quarterly with the date to be established in the adopted church calendar. The meetings shall be called by the Chair of the Trustees and may be changed or cancelled in case of emergency.

Sec. 5. Special Meetings. Special meetings may be held at the request of the Administrative Cabinet or the Trustees and must be called at the request of three (3) Trustees. Notice of all special meetings shall be extended to the Moderator, Treasurer and Minister. Such notice may be made by telecommunications provided that no less than twenty-four hours notice is given, followed by a written report to the next meeting of the Administrative Cabinet.

Sec. 6. Quorum. At all meetings of the Trustees, a majority of the members shall constitute a Quorum. The consent of four members shall be necessary to take or authorize action.

Sec. 7. Financial Report. The Trustees shall make an annual report of its activities and the financial status of the Endowment Fund to the Administrative Cabinet, Board of Directors, and the Congregation at least one-week prior to the Congregation's Annual Meeting.

ARTICLE VII Elders and Deacons

Sec.1. Composition.

- Serving Elders and Deacons: The Congregation at its Annual Meeting shall elect Elders and Deacons to serve a three (3) year term beginning on the first day of January following the date of election to office. The number of serving Elders shall be no less than fifteen (15) and the number of serving Deacons shall be no less than forty-eight (48). The terms of the Elders and Deacons shall be staggered so that one-third (1/3) of the total is elected each year. Elders and Deacons may serve two (2) consecutive terms after which they cannot be elected to office until one (1) year has elapsed. (See ROP #602, Eldership; ROP #603, Diaconate; and ROP #604, Qualifications.)
- Junior Deacons: The Congregation at its Annual Meeting shall also elect Junior Deacons to serve a one (1) year term beginning on the first day of January following the date of election to office. The number of Junior Deacons selected shall be at the discretion of the Nominating Committee. Junior Deacons shall be participating members of the Congregation age sixth (6th) grade through high school.

- Emeritus: For distinguished service to the Congregation, persons may be nominated and elected to the office of Elder Emeritus or Deacon Emeritus. Such persons shall hold life-membership in these respective offices with vote. They may be invited to share in any of the capacities or duties of a serving Elder or Deacon. Such membership shall not, however, count toward the total number of serving Elders or Deacons specified in the Bylaws. (See first paragraph above.)

Sec. 2. Duties. The Elders, Deacons, and Junior Deacons shall promote the growth and welfare of the Congregation; provide leadership and insight to the Church's various programs; give counsel and service to the spiritual health of the Congregation; and other such duties as outlined in the Rules of Procedure and Mission Description established for each office by the Board of Directors. (See ROP #602, Eldership and ROP #603, Diaconate.)

ARTICLE VIII Church Staff

Sec. 1. Ordained Staff. The Church may choose to call Ordained Ministers to serve the Congregation as its spiritual, administrative, and program leaders. Candidates shall be a graduate of an accredited seminary with at least a Master of Divinity degree or its equivalent. Specific duties and responsibilities and terms of employment are to be specified in a Job Description and Contract developed by the Search Committee and approved by the Administrative Cabinet and the Board of Directors of the Congregation. In general, ordained staff shall include the Senior Minister and Associate Minister(s). (See ROP #701, Senior Minister; ROP #702, Associate Minister(s); and ROP #703 through #708, all pertaining to Ordained Staff.)

Sec. 2. Non-Ordained Staff. The Church may choose to employ full or part-time staff, lay or licensed Ministers, to fulfill specialized duties defined and described in a Job Description developed by the Personnel Committee, approved by the Administrative Cabinet and the Board of Directors, and in compliance with the Personnel Policies of the Church. All such staff will serve under the direct supervision of the Senior Minister. (See ROP #701, Senior Minister and ROP #709, Non-Ordained Staff.)

ARTICLE IX Standing Committees, Ministry Teams, and Auxiliary Groups

Sec. 1. Standing Committees. The Administrative Cabinet may authorize Standing Committees for purposes such as it may deem necessary. In general, Standing Committees are concerned with business, administrative, property, and financial issues of the church. (See ROP #801 through #809, all related to Standing Committees.)

Sec. 2. Ministry Teams. The Administrative Cabinet may authorize Ministry Teams for such purposes as it may deem necessary. In general, Ministry Teams are concerned with program, fellowship, and spiritual matters. (See ROP #901 through 908, all related to Ministry Teams.)

Sec. 3. Organization and Structure. Standing Committees and Ministry Teams shall be organized and administered according to provisions set forth in the Rules of Procedure of the

Administrative Cabinet and the Board of Directors. (See ROP #801, General Considerations and ROP #901, General Considerations.)

Sec. 4. Auxiliary Groups. Groups may form other than those commissioned by the Administrative Cabinet that perform ministry and fellowship functions that significantly contribute to the ministry and life of the Congregation or represent various interests and constituencies in the Church. Such Auxiliary groups shall elect their own officers and shall function under their own Bylaws and/or guidelines except where such is judged inconsistent with the goals, needs, purposes and mission priorities of the Congregation.

ARTICLE X Parliamentary Authority

The current edition of *Roberts Rules of Order Newly Revised* shall govern the Church in all cases to which they are applicable and in which they are not inconsistent with the Articles of Incorporation and Bylaws. Matters not covered will be governed by the will of the majority in the meeting.

ARTICLE XI Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the Board of Directors by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting or fifteen (15) days written notice to each Board Member.

ARTICLE XII Dissolution

In the case of dissolution of the Church, the Board of Directors or Advisory Board shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations established and operated exclusively for religious or like purposes charitable, educational or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code as it exists at the time of dissolution.

RULES OF PROCEDURE

SECTION 000 – GENERAL

001 – Definition: All churches set process and procedural guidelines to coordinate action and achieve goals. At First Christian Church of Independence, Missouri, such guidelines are set forth in the Rules of Procedure.

002 – Foundation: The Board of Directors establishes the Bylaws and Policies of the Congregation. Such Bylaws and Policies are the foundation upon which the Rules of Procedure are established.

003 – Review: The Rules of Procedure are reviewed annually by the Administrative Cabinet of the Congregation. Any revisions shall be submitted to the Board of Directors for action.

004 – Categories: The Rules of Procedure are categorized into eleven (11) sections, each pertaining to a specific area of the Congregation's ministry and governance. These include:

- Section 000 – General Characteristics of the Rules of Procedure
- Section 100 – Congregational Mission, Membership, and Meetings
- Section 200 – Board of Directors
- Section 300 – Administrative Cabinet
- Section 400 – Officers
- Section 500 – Trustees
- Section 600 – Elders and Deacons
- Section 700 – Staff
- Section 800 – Standing Committees
- Section 900 – Ministry Teams
- Section 1000 – Program Council.

SECTION 100 – CONGREGATIONAL MISSION, MEMBERSHIP, and MEETINGS

101 – Visioning Process: The Long-Range Planning Committee shall recommend a process by which the Congregation engages in an evaluation of its ministry for the purpose of establishing its vision and mission. The recommendation shall include:

1. A strategy for enlisting a large number of the Congregation in the evaluation process;
2. Procedures for processing the information gleaned from the Congregation's self-evaluation that produce the following as deemed appropriate:
 - Vision Statement – identifies who we are as a Congregation and where we are headed to accomplish our call from God.
 - Mission Statement – identifies in a paragraph the collective mission of the Congregation's members over the next five years to accomplish our vision.

- Mission Priorities – specific areas of emphasis for the growth of effective ministries, the repair of dysfunctional ministries, and the development of new ministries within the Congregation which serve the needs of the community.
- Mission Covenant – a faith statement that calls for the commitment of the Congregation’s members in responding to the Mission Priorities.
- Mission Goals – one or two specific goals (and accompanying objectives) each for the growth of effective ministries, the repair of dysfunctional ministries, and the development of new ministries within the Congregation which serve the needs of the community.
- Mission Time Line – a projected five-year strategy for accomplishing the Mission Goals.

102 – Time-Frame: The visioning process should be completed in such time that the Vision Statement, Mission Statement, et. al., shall be presented to the Administrative Cabinet and the Board of Directors for action, then to the Congregation at the Annual Meeting for final ratification.

103 – Enactment: Upon the ratification of the Vision Plan, the Administrative Cabinet is responsible for taking such action necessary in its monthly deliberations to enact the Mission Goals of the Congregation.

140 – Rights, Privileges, and Responsibilities of the Congregation:

1. The Congregation shall strive to do its best to:
 - manage its affairs under the Lordship of Jesus Christ;
 - determine its faithfulness to the Gospel with respect to the basis of membership;
 - own, control and encumber its property; organize and carry out the mission and witness of the Church;
 - establish its budget and financial policies;
 - call its Ministers and other staff; and
 - participate, through voting representatives, in Regional and General Assemblies of the Christian Church (Disciples of Christ) in forming the corporate judgment of the Christian Church (Disciples of Christ).
2. The Congregation shall demonstrate voluntarily its mutual concern for the nurture, mission and witness of the whole Church; and, among other responsibilities, it shall:
 - proclaim the Gospel;
 - administer baptism and the Lord’s Supper;
 - provide for the spiritual nurture of its members;
 - grow in understanding that the church is a universal fellowship;
 - transcend all barriers within the human family such as race and culture;
 - be faithful in Christian stewardship, striving to share proportionately in providing resources for the total life, work and witness of the Christian Church (Disciples of Christ); and

- seek to realize the oneness of the Church of Jesus Christ through cooperation with other churches of the community and with present and emerging ecumenical structures.
- 3. The Congregation shall sustain its Ministers in faithfulness and, where appropriate, in matters pertaining to relationships with the Ministers, seek counsel from the Executive Regional and/or Area Minister. The Congregation shall exercise and enjoy all other rights, privileges and responsibilities requisite or appropriate to carrying out its purpose.

141 – Congregational Membership: The membership shall consist of Participating and Associate members: (See Bylaws / Article 1 – Membership.)

- **Participating Members** are those who have joined the Church by confession of faith or transfer of membership and who meet the following qualifications in the last calendar year:
 1. have attended worship or one of the Church’s fellowship or auxiliary groups; or
 2. have provided leadership in the Church’s programs and ministries; or
 3. have contributed financially to the Church.
- **Associate Members** are those who want to retain their membership in another Congregation, but desire to participate also as members of First Christian Church of Independence without transferring their membership.

160 – Annual Congregational Meeting: (See Bylaws / Article II – Congregational Meetings / Sec. 1. Annual Meetings.) The Administrative Cabinet is responsible for planning the Annual Congregational Meeting, which may:

- Celebrate the accomplishments and ministries of the Church in the last calendar year;
- Recognize individuals who have made special and/or unique contributions to the church’s ministry;
- Preview ministry priorities and direction for the coming year;
- And shall Conduct the business of the Church as described and provided for in Article II of the Bylaws.

161 – Elections: (See Bylaws / Article II – Congregational Meetings / Sec. 1. Annual Meetings.)

1. At the Annual Congregational Meeting, the Nominating Committee shall present a slate of nominees for each of the following:
 - Not less than five (5) Elders (3 year term)
 - Not less than sixteen (16) Deacons (3 year term)
 - Junior Deacons (1 year term)
 - Three (3) Administrative Cabinet members (3 year term) – must be a member of the Board of Directors
 - Two (2) Trustees (3 year term)
 - Moderator (1 year term)
 - Vice-Moderator (1 year term)
 - Treasurer (1 year term)

- Secretary (1 year term)
 - Chair of the Nominating Committee (1 year term)
 - Two (2) Representatives from the Congregation to the Regional Board of the Christian Church (Disciples of Christ) in Greater Kansas City (1 year term)
 - Emeritus Officials as provided in the Bylaws (life term)
 - Such other elected officials and representatives as necessary to fill unexpired terms
2. Any member attending the Congregational Meeting may supplement the slate of nominees offered by the Nominating Committee with nominations from the floor, provided the person nominated has consented to serve.
 3. The slate of nominees to be offered by the Nominating Committee will be included in the notice to the Congregation of the Annual Meeting as per the Bylaws.

SECTION 200 – BOARD OF DIRECTORS

201 – Duties and Responsibilities: The Board of Directors is the primary policy making group of the Congregation. In addition to specific duties and obligations described in the Bylaws (see Bylaws / Article III – Board of Directors / Sec. 2. Duties.), the Board of Directors is responsible for the Mission Priorities of the Congregation being carried out through the programs and ministries of the church.

202 – Authority: The Board of Directors shall perform its duties according to the authority granted in the Bylaws and delegated to it by the Congregation with the following provisos:

1. The Board of Directors shall have all powers, rights, and privileges, authorized by law, and granted to religious corporations organized under the laws of the State of Missouri.
2. Since all authority vested in the Board of Directors is delegated by the Congregation, any action the Board of Directors takes may be overturned or recalled in a Special Congregational Meeting called for that purpose as per the Bylaws.

203 – Agenda: At its regular meetings, the agenda of the Board of Directors may include as necessary:

1. Approval of the minutes of the previous Board of Directors meeting;
2. Review of the financial status of the Congregation, including a statement of assets and liabilities, and income and expenses for the year as compared with budgeted expectations;
3. Reports from the Minister(s) of the Congregation;
4. Report from the Administrative Cabinet including progress on Mission Goals of the Congregation and summary reports from the Standing Committees and Ministry Teams;
5. Consideration of business items; or
6. Review of upcoming events on the Church's calendar.

205 – Voting Method: All business items will be acted upon by voice vote except in those cases where another form of vote is either requested by a majority of the Board of Directors members present or it is deemed advisable at the discretion of the Moderator.

SECTION 300 – ADMINISTRATIVE CABINET

301 – Duties: The Administrative Cabinet is charged with conducting the business of the church consistent with policies established by the Board of Directors. In addition to duties described in the Bylaws (see Bylaws / Article IV – Administrative Cabinet / Sec. 7. Duties.), the Administrative Cabinet is responsible for initiating action necessary to accomplish the Mission Priorities and Goals of the Congregation.

302 – Authority: The Administrative Cabinet shall perform its duties according to the authority granted in the Bylaws and delegated to it by the Congregation with the following provisos:

1. The Administrative Cabinet shall have all powers, rights, and privileges, authorized by law, and granted to religious corporations organized under the laws of the State of Missouri. (See *Missouri Revised Statutes / Chapter 355 Not-For-Profit Corporation Law.*)
2. The Administrative Cabinet is empowered to act only on issues where policy or precedence has already been established by the Board of Directors. Any action which requires a change of policy or a change in precedence must be presented to the Board of Directors for approval.

303 – Replacement: Vacancies within the Administrative Cabinet shall be filled as quickly as practical through appointment by the Moderator until such time as the appointment may be ratified or an alternative candidate elected by the Board of Directors at its next regularly scheduled meeting.

304 – Agenda: At its regular meetings, the agenda of the Administrative Cabinet may include as necessary:

- Approval of the minutes of the previous Administrative Cabinet meeting;
- Review of the financial status of the Congregation, including a statement of assets and liabilities, and income and expenses for the year as compared with budgeted expectations;
- Review of the activities of the Standing Committees and Ministry Teams including receipt of reports or proposals from these groups;
- Reports from the Minister(s) of the Congregation;
- Review of progress toward accomplishment of the Mission Priorities and Goals;
- Consideration of business items; or
- Review of upcoming events on the Church's calendar.

305 – Voting Method: All business items will be acted upon by voice vote except in those cases where another form of vote is either requested by a majority of the Administrative Cabinet members present or it is deemed advisable at the discretion of

the Moderator. (See Bylaws / Article IV – Administrative Cabinet / Sec. 6. Voting Method.)

SECTION 400 – OFFICERS OF THE CONGREGATION

401 – Scope of Office: The Officers of the Congregation shall also serve as the Officers for and be members of the Board of Directors and the Administrative Cabinet. (See Bylaws / Article V – Officers / Sec. 1. Officers.)

402 – Office Limits: Two elective Offices may not be held by the same person.

403 – Resignation: Officers may resign at any time with written notice presented to the Moderator. All resignations will take effect immediately upon receipt of the written notice by the Moderator unless otherwise noted and accepted by the Board of Directors.

404 – Replacement: Vacancies within the Officers shall be filled as quickly as practical through appointment by the Moderator until such time as the appointment may be ratified or an alternative candidate elected by the Board of Directors at its next regularly scheduled meeting. All replacement Officers must meet the criteria and qualifications provided in the Bylaws and the Rules of Procedure. (See ROP #405, Qualifications.)

405 – Qualifications: All candidates for Officers must be Participating Members of the Congregation (see ROP #141, Congregational Membership), and give evidence of seeking to grow in their own understanding and practice of the Christian life. Officers are expected to conduct their lives in light of the teaching of Jesus Christ which would, among other items, be evidenced by:

- Regular attendance at worship services and Church meetings;
- Promotion of good will and Christian fellowship in the Congregation and community;
- Regular financial contributions to the support of the Congregation’s operations and outreach;
- A willingness to fulfill assignments on behalf of the Congregation; and
- The skills and qualifications necessary to carry out the responsibilities of the office as identified in the Mission Description for that office.

SECTION 500 – TRUSTEES OF THE CONGREGATION

501 – Office Limits: Trustees may not also serve as Officers of the Congregation.

502 – Limits of Authority: The Trustees shall not enter into agreement or contract with any company, contractor, individual or vendor on behalf of the Congregation without approval of the Administrative Cabinet. (See Bylaws / Article VI – Trustees / Sec. 2. Duties.)

503 – Investment Authority: The Trustees are empowered to make decisions regarding the investment of the Congregation’s Endowment Fund(s) without consultation with the

Administrative Cabinet or the Board of Directors as long as such investment decisions are:

1. Prudent and in the best interests of the Congregation and the maintenance and growth of the Endowment Fund as advised by counsel; and
2. Consistent with the policies governing the Endowment Fund established by the Board of Directors.

504 – Counsel: The Trustees may procure the services of a Financial Advisor for the purpose of giving counsel to investment decisions.

505- Resignation: A Trustee may resign at any time with written notice presented to the Moderator. All resignations will take effect immediately upon receipt of the written notice by the Moderator unless otherwise noted and accepted by the Board of Directors.

506 – Replacement: Vacancies within the Trustees shall be filled as quickly as practical through appointment by the Moderator until such time as the appointment may be ratified or an alternative candidate elected by the Board of Directors at its next regularly scheduled meeting. All replacement Trustees must meet the criteria and qualifications provided in the Bylaws and the Rules of Procedure. (See ROP #507. Qualifications.)

507 – Qualifications: All candidates for Trustees must be Participating Members of the Congregation (see ROP #141, Congregational Membership.), and give evidence of seeking to grow in their own understanding and practice of the Christian life. Trustees are expected to conduct their lives in light of the teaching of Jesus Christ which would, among other items, be evidenced by:

- Regular attendance at worship services and Church meetings;
- Promotion of good will and Christian fellowship in the Congregation and community;
- Regular financial contributions to the support of the Congregation's operations and outreach;
- A willingness to fulfill assignments on behalf of the Congregation; and
- The skills and qualifications necessary to carry out the responsibilities of the Trustees as identified in the Mission Description.

SECTION 600 – ELDERS AND DEACONS

601 – Officers: The Elders and the Deacons shall elect from their number at the beginning of the year a Chair and other officers as necessary.

602 – Eldership: In the Design of the Christian Church (Disciples of Christ) the Eldership is designated as being a special ministry. Its three main purposes are to:

1. Support and assist the pastoral ministry;
2. To serve at the Lord's Table in the administration of the Lord's Supper; and
3. To provide a shepherding ministry to the congregation.

At First Christian Church of Independence, Missouri, these purposes shall be fulfilled in at least the following ways:

- Serving at the Lord's Table;

- Shepherd the Congregation by serving the Lord's Supper to the homebound, the hospitalized, and those making request for such service. In addition, the Elders shall assist the Minister(s) in visiting members of the Congregation to nurture participation and growth in discipleship and offer support in times of stress resulting from illness, death in the family, or other emergencies;
- Support the teaching ministry of the Congregation by serving as a teacher or participant in Church School classes, Bible study classes, special interest courses, retreats or other programs designed to foster growth in understanding of faith and discipleship among the Congregation's members;
- Demonstrate by example the discipline of Christian stewardship in the sharing of resources, time, and talent with the Congregation;
- Provide counsel and wisdom to the Minister(s) of the Congregation regarding the conduct of activities and spiritual development of the Church;
- Perform other such duties as may be required in the promotion of the spiritual nurture of the Congregation; and
- Counsel, guide and arrange training for new Elders.

603 – Diaconate: Deacons are called to a ministry of service. The early church gave this office particular responsibilities concerning the physical properties of the church and general oversight in the meeting of the material needs of needy members. At First Christian Church of Independence, Missouri, these duties shall be fulfilled in at least the following ways:

- To promote the growth and welfare of the Congregation through service on one or more of the Ministry Teams of the Congregation;
- To prepare communion elements and assist the Elders in serving of the elements of the Lord's Supper at regular and special worship services; and to the hospitalized and the homebound;
- To assist in the greeting and ushering of worshippers;
- To assist in visitation projects and financial canvasses;
- To assist in ministering to families of the Congregation who may be in need or are experiencing sickness or other emergencies;
- To perform such other duties as may be required in the promotion of the general welfare of the Congregation; and
- Counsel, guide and arrange training for Junior and new Deacons.

604 – Qualifications: All candidates for Elder or Deacon must be participating members of the Congregation eighteen (18) years of age or older, attend worship regularly, support the church financially through identifiable giving, participate in the programs of the Church, and display a willingness to fulfill the duties as described in the Mission Descriptions established for each office by the Board of Directors.

605 – Nominations: The names of the candidates for Elders, Deacons, and Junior Deacons shall be presented by the Nominating Committee to the Administrative Cabinet, the Board of Directors, and the Congregation for approval.

606 – Resignations: Elders and Deacons may resign from office by giving written notice to the Moderator of the Congregation. The resignation should note both a reason for such action and an effective date. Receipt of the written resignation by the Moderator signifies its immediate acceptance.

607 – Recall: Any member of the Elders or Deacons may be removed from office for cause, by a two-thirds (2/3) vote of members of the Board of Directors present at a meeting called for that purpose. For such action to be taken, however, it must be shown that the member in question has demonstrated behavior contrary to the expectation of office as described in the Bylaws or has shown gross neglect of duty as described in the Mission Description of their respective office.

SECTION 700 – STAFF

701 – Senior Minister: The Senior Minister shall:

1. Serve as the *Primary Spiritual Leader* of the Congregation. He or she shall be responsible for planning and leading the Church's worship services, lead spiritual disciplines workshops, participate in prayer services and programs of the congregation, and practice personal spiritual disciplines.
2. Serve as the *Chief of Staff*. In this capacity, he or she shall have supervisory authority over all of the Church's paid staff and will be responsible for establishing day-to-day staff procedures in compliance with Policies and Rules of Procedure set by the Administrative Cabinet and the Board of Directors.
3. Serve as the *Chief Administrative Officer* of the Congregation. In this capacity, he or she shall, in cooperation with the Moderator, encourage orderly procedures in the life and work of the church in compliance with the Bylaws and the Policies and Procedures established by the Board of Directors.
4. Serve ex-officio on all Boards, Standing Committees, Ministry Teams, and other groups of the Congregation. He or she shall have no vote in any body except as specified in the Rules of Procedures.
5. Give oversight to the various Standing Committees and Ministry Teams that are assigned to him or her in the Senior Minister's Job Description and give special attention to the training and spiritual enrichment of all the Congregation's leaders.
6. Foster and maintain a cooperative relationship between the Congregation and all Commissions and Agencies which report to the General Assembly of the Christian Church (Disciples of Christ).

702 – Associate Minister(s): The Congregation may choose to call Ordained, Licensed, and/or Lay Ministers to serve the Church in various specialized ministries defined and described in a Job Description developed by the Personnel Committee and approved by the Administrative Cabinet and the Board of Directors. Associate Ministers shall have responsibility within the specific area(s) of ministry designated in that Minister's Job Description and terms of employment. However, Associate Ministers are accountable to the Senior Minister for performance of duties and subject to direction and assignment of tasks that are reasonable within the scope of the Church's ministry and priorities.

703 – Selection of Ordained Ministers: All ordained staff shall be chosen by the congregation as follows:

1. A Search Committee and its Chair shall be appointed by the Moderator of the Congregation subject to the approval by the Board of Directors. The Search Committee shall consist of seven (7) participating members of the Congregation and shall include at least one serving Elder and one serving Deacon, a member of the Personnel Committee, and one youth (age 12-18). The remainder of the Committee shall be chosen to represent the diversity of the Congregation.
2. The Search Committee shall utilize the services of the Regional Minister of the Christian Church (Disciples of Christ) in the Greater Kansas City for information and counsel concerning prospective candidates.
3. The Search Committee shall recommend a prospective Minister to the Board of Directors, including employment terms, job description and annual compensation.
4. The Board of Directors may approve, modify, or reject the recommendation of the Search Committee. A two-thirds (2/3) vote of the Board of Directors present is required for approval or modification of the recommendation.
5. Upon approval, the Board of Directors shall recommend the call of the prospective Minister to the Congregation, including employment, terms, job description, and annual compensation.
6. The Congregation may approve, modify, or reject the recommendation of the Board of Directors. A two-thirds (2/3) vote of the Congregation's participating members present is required for approval or modification of the recommendation.
7. Upon approval of the Congregation, a contract shall be extended to the prospective Minister by the Chair of the Search Committee on behalf of the Congregation.

704 – Terms of Employment: An agreement of employment setting forth the salary to be paid and other conditions of the call shall be provided to the Minister with copies filed in the Church Office and the Regional Office of the Christian Church (Disciples of Christ). The terms of ministry shall be for an indefinite period and may be terminated upon sixty (60) days notice (unless otherwise stipulated) by either party.

705 – Sabbatical: After a Minister has fulfilled five consecutive years of ministry to the Congregation, the Minister is eligible for a maximum of three months sabbatical leave pursuant to term and conditions established by the Congregation's Sabbatical Policy.

706 – Resignation: Voluntary resignation of a Minister shall be submitted to the Board of Directors in writing, after consultation with the Moderator and the Pastoral Relations Committee.

708 – Suspension: Upon request of the Personnel Committee and recommendation by the Administrative Cabinet, the Board of Directors at a regular or special meeting may, with two-thirds (2/3) of the members present voting in favor, remove the Minister immediately from all active duties and responsibilities. Said Minister shall be suspended with full pay and benefits until such time as the Minister voluntarily or

involuntarily resigns, or is reinstated to active duty upon two-thirds (2/3) vote of the members present of the Board of Directors in a regular or special meeting.

709 – Non-Ordained Staff: Shall be employed, disciplined or dismissed for just cause according to provisions and terms established in the Church's Personnel Policy.

SECTION 800 – STANDING COMMITTEES

801 – General Considerations:

1. Standing Committees: The Administrative Cabinet shall establish and oversee at least the following Standing Committees:
 - Finance
 - Long-Range Planning
 - Memorials
 - Nominating
 - Pastoral Relations (one for each ordained staff member)
 - Personnel
 - Property
 - Scholarship
2. Composition: Unless otherwise stated in the Rules of Procedure, the Chair of each Standing Committee shall be appointed by the Moderator of the Congregation and the committee composed of such members as deemed necessary to accomplish the duties of the Committee and called to service by that Committee's Chair.
3. Meetings: Meetings shall be at the call of the Committee's Chair or by request of the Moderator or Senior Minister.
4. Reports: The Committee Chair shall provide a written report summarizing the activities and accomplishments of each Committee meeting to the Vice-Moderator, the Church office, the Moderator, the Secretary of the Congregation and the appropriate staff.

802 – Finance Committee:

1. Finance Committee members shall include: the Treasurer, at least one each from the Elders, Deacons, and Trustees; and other such members as the Chair deems necessary to fulfill the duties and responsibilities of the Committee.
2. The Finance Committee shall solicit and review budgetary requests from the Church's Committees and Ministry Teams each August for the purpose of preparing a proposed budget for the next fiscal year to be presented to the Administrative Cabinet at its October meeting.
3. Following the Congregation's annual operations fund-drive, the Finance Committee will prepare a final budget recommendation to the Administrative Cabinet for action at its November meeting. The final budget must be approved by a majority of the Congregation's members present at the Annual Congregational Meeting.
4. The Finance Committee shall keep the Congregation informed of its income and expenses throughout the year and any special needs as they arise.

5. The Finance Committee shall review the Church's expenses and income during the year; and, if advisable, make recommendations to the Administrative Cabinet and Board of Directors for adjustments.
6. Expenditures of all non-budgeted items over \$50 must first be presented to the Finance Committee for consideration. If the Finance Committee receives the request favorably, it will be recommended to the Administrative Cabinet, along with the source of funding identified, for final action.

803 – Long-Range Planning Committee (LRPC):

1. The LRPC shall consist of six (6) appointed participating members (including the Chair), and the Moderator of the Congregation, the Past Moderator of the Congregation, and the Senior Minister, all with vote.
2. The appointed members shall each serve three year terms staggered so that two (2) members are appointed each year by the Moderator. Appointed members may serve two (2) successive terms.
3. The LRPC shall meet at the call of the Chair or at the request of the Moderator or Senior Minister.
4. The LRPC is responsible for developing a plan for discerning the Congregation's Mission Goals and Priorities as outlined in Sec. 100 of the Rules of Procedure.
5. Each year the LRPC shall evaluate the Congregation's progress toward fulfilling its Mission Goals and Priorities and report progress and/or any recommended adjustments to the Administrative Cabinet at its January meeting.
6. The LRPC shall consult with Committees, Ministry Teams, Officers, Minister(s), and members of the Congregation as necessary to assess the impact and effectiveness of the Church's Mission Goals and Priorities.

804 – Memorials Committee:

1. The Memorials Committee shall consist of six (6) appointed participating members (including the Chair), and the Vice-Moderator, all with vote.
2. The appointed members shall each serve three year terms staggered so that two (2) members are appointed each year by the Moderator.
3. Appointed members may serve two (2) successive terms.
4. The Memorials Committee shall meet at least semi-annually at the call of the Chair or at the request of the Vice-Moderator or Senior Minister.
5. The Memorials Committee shall establish goals and priorities for projects, acquisitions, and/or other expenditures of Memorial funds.
6. Recommendations will be made to the Finance Committee for approval after which said proposals will be presented to the Administrative Cabinet for acceptance.

805 – Nominating Committee:

1. The Chair of the Nominating Committee shall be elected by the Congregation at the Annual Meeting. (See Bylaws / Article II – Congregational Meeting / Sec. 1. Annual Meeting.)
2. The Nominating Committee shall consist of an additional four (4) Participating Members of the Congregation. (See ROP #141, Congregational Membership.)

These members shall include at least one Elder and one Deacon, each selected by their respective groups to serve on the Nominating Committee. The additional members shall be appointed by the Chair of the Committee in consultation with the Moderator and the Senior Minister.

3. The Nominating Committee shall inform each potential nominee of the duties and responsibilities of the office for which the individual is being considered.
4. The Nominating Committee shall make nominations for all positions to be elected by the Congregation. (See ROP #161, Elections.)
5. All candidates must be Participating Members of the Congregation (see ROP #141, Congregational Membership.) and display a willingness to perform the duties of the office as described in the Mission Description.
6. A slate of nominees shall be presented to the Administrative Cabinet prior to the Congregation's Annual Meeting.

806 – Pastoral Relations Committee:

1. A Pastoral Relations Committee consisting of five (5) participating members of the church shall be appointed for each Minister, and if deemed advisable by the Moderator and the Senior Minister, for each employee having program responsibility for the church.
2. The Purpose of the Pastoral Relations Committee shall be to provide support for the Minister/Staff person, his/her family, and to provide a regular channel of communication for cultivating and maintaining a creative and positive relationship between the Minister/Staff person and the Congregation. The Committee shall be guided in its work by resources provided by the Regional Minister of the Christian Church (Disciples of Christ) in Greater Kansas City.
3. To initiate the Committee, each Minister or Staff member for which such a Committee is to be appointed shall submit a list of 15 names of Participating members that would be acceptable. From this list the Moderator shall make appointments such that one (1) member will serve a one-year term, two (2) members will serve two-year terms, and two (2) members will serve three-year terms.
4. The Chair of the Committee shall be chosen from among its members and shall be one of those initially serving a three-year term.
5. After the initial year of the Committee, expired terms will be replaced in the same manner with three (3) names submitted for every term to be filled. All succeeding terms shall be for three (3) years. Members of the Committee may serve two (2) successive terms.
6. Vacancies on a Pastoral Relations Committee shall be filled by appointment of the Moderator from names submitted by the Minister/Staff person in a like manner as described above.
7. Each Pastoral Relations Committee shall meet no less than two (2) times a year on a schedule established by the members of the Committee.
8. Upon a Minister/Staff person terminating his or her ministry with the Church, the Pastoral Relations Committee for such Minister/Staff person shall thereupon terminate.

807 – Personnel Committee:

1. The Moderator of the Congregation shall serve as the Chair of the Personnel Committee.
2. In addition, the Personnel Committee shall be made up by the immediate Past Moderator, the Vice-Moderator of the Congregation, and the Chairs of Trustees, Worship, Christian Education, Finance, Deacons, and Elders.
3. The Personnel Committee shall be responsible for administering the Personnel Policy of the Church, and to recommend to the Administrative Cabinet the hiring, wages, and terms of employment of all staff of the congregation. If just cause should occur, the Personnel Committee is also empowered to discharge non-ministerial employees of the church according to procedures and terms established in the Personnel Policy.
4. The Personnel Committee will conduct an annual evaluation of the Church's employees.
5. The Personnel Committee shall recommend wages for the entire Church staff (including ministerial) to the Finance Committee as part of the budget building process each year.

808 – Property Committee: The purpose of this Committee is to administer and maintain all real and personal property of the Church. In fulfilling this purpose the Property Committee shall:

1. Keep all property and equipment in proper and maintained condition
2. Provide adequate and attractive facilities for pursuit of all church related activities;
3. Develop and implement a plan of preventive maintenance for the Church's facilities;
4. Maintain an inventory of equipment;
5. Practice energy conservation where possible; and
6. Evaluate annually the accessibility of the building and make any recommendations to the Board of Directors on how to upgrade such.

809 – Scholarship Committee:

1. The Scholarship Committee shall consist of six (6) appointed participating members (including the Chair), and the Vice-Moderator and the Senior Minister, all with vote.
2. The appointed members shall each serve three year terms staggered so that two (2) members are appointed each year by the Moderator.
3. Appointed members may serve two (2) successive terms.
4. The Scholarship Committee shall meet at the call of the Chair or at the request of the Vice-Moderator or Senior Minister to review applicants.
5. The Scholarship Committee shall make recommendations for distribution of Scholarship funds to the Administrative Cabinet based on criterion established in the Scholarship Policy of the Church.

SECTION 900 – MINISTRY TEAMS

901 – General Considerations:

1. The Administrative Cabinet shall establish and oversee at least the following Ministry teams:

- Christian Education
 - Hospitality
 - Membership
 - Missions
 - Public Relations
 - Stewardship
 - Worship
2. Composition: Unless otherwise stated in the Rules of Procedure, the Chair of each Ministry Team shall be appointed by the Moderator of the Congregation and the team composed of such members as deemed necessary to accomplish the duties of the Ministry Team and called to service by that team's Chair.
 3. Meetings: Meetings shall be at the call of the team's Chair or by request of the Moderator or Senior Minister.
 4. Reports: The Ministry Team Chair shall provide a written report summarizing the activities and accomplishments of each Ministry Team meeting to the Vice-Moderator, the Church office, the Moderator, the Secretary of the Congregation and the appropriate staff.

902 – Christian Education: It shall be the purpose of the Christian Education Ministry Team to develop an effective program of religious education and nurture for the whole Congregation. In fulfilling this purpose the Christian Education Ministry Team shall:

1. Plan and administer the total educational program of the church, including Church School, youth activities and fellowship groups, youth worship activities, family enrichment, adult Bible study classes and special interest classes;
2. Develop Educational Goals and Objectives for the Congregation;
3. Call and train teachers for all the educational programs of the Church;
4. Set criteria for and choose curriculum for the Church's various educational programs in consultation with the church's Minister(s);
5. Cooperate with other Ministry Teams of the Church in planning and providing Leadership Training;
6. Organize itself as necessary to carry out its duties and
7. Appoint the Church Librarian and assist in the supervision of the Church Library.

903 – Hospitality: It shall be the purpose of the Hospitality Ministry Team to provide receptions, dinners and other events at special times of celebration or transition in the life of the Congregation and its members.

904 – Membership: It shall be the purpose of the Membership Ministry Team to promote the growth and development of the Church's membership into discipleship. In fulfilling this purpose the Membership Ministry Team shall:

1. Cultivate an evangelistic spirit within the Church;
2. Administer a system for attracting and cultivating new members;
3. Sponsor special evangelistic programs at appropriate times throughout the year;
4. Maintain an adequate and accurate roll of prospective members;
5. Enlist and train members of the Church to be involved in nurturing new members;
6. Promote fellowship and pastoral care within the congregation through dinners, activities, and special interest groups;

7. Cooperate with the Minister(s) and the Elders in maintaining contact with the sick, shut-in, and bereaved members of the congregation;
8. Maintain an up-to-date roll of the Church's members and constituents which identifies participation level, family relationships, Church offices held, and the talents and interests of each member;
9. Implement a system for restoring inactive Church members to full participation in the life of the Congregation; and
10. Maintain and encourage contact with young people in college and persons serving in the Armed Forces, and others who are temporarily out of direct contact with the church.

905 – Missions: It shall be the purpose of the Missions Ministry Team to:

1. Stimulate a sense of Christian mission and concern for others on the part of the entire membership of the Church;
2. Create in the Church membership the widest possible interest in and support for the greater work of the Christian Church (Disciples of Christ) worldwide, with particular emphasis on its programs of mission, benevolence, higher education, and ecumenical concerns;
3. Develop a program of Mission education within the congregation;
4. Promote special day offerings;
5. Alert the congregation to pertinent social and legislative issues before the State Legislature or the United States Congress, city ordinances, etc.;
6. Encourage participation in ecumenical projects and programs within the Independence and greater Kansas City area; and
7. Identify needs of the community that First Christian Church of Independence is uniquely gifted and qualified to address.

906 – Public Relations: It shall be the purpose of the Public Relations Ministry Team to promote the activities, events, programs and vision of ministry of First Christian Church of Independence within the Congregation and to the people of Independence and the greater Kansas City area. In fulfilling this purpose the Public Relations Ministry Team shall develop and implement a plan of communications which:

1. Keeps the Church's members informed of important decisions, policies, and mission priorities of the Congregation;
2. Recognizes milestones, achievements, and transitions of the Church and its members;
3. Promotes attendance and participation of the Church's members in various activities, events and programs;
4. Promotes attendance and participation of the community at special events hosted by First Christian Church of Independence; and
5. Develops and implements a strategy for using available media to create within the community an awareness of the presence, achievements and ministry of First Christian Church of Independence.

907 – Stewardship: It shall be the purpose of the Stewardship Ministry Team to plan and promote a program of stewardship education in the church. In fulfilling this purpose the Stewardship Ministry Team shall:

1. Conduct the annual funding campaign for operational expenses of the congregation and encourage the support of every member in giving and tithing to the Church;
2. Promote Stewardship as a matter of giving Time and Talents as well as Treasure;
3. Develop a strategy for promoting healthy Stewardship practices all year long within the Church and among the Church's members; and
4. Promote conservation and responsible use of our resources and environment as it seems advisable and prudent.

908 – Worship: It shall be the purpose of the Worship Ministry Team to plan and facilitate the worship services of the Congregation, Order of Worship, Ushering, general decorum and physical aids to worship; and to enrich personal and family devotional life. In fulfilling this purpose the Worship Ministry Team shall:

1. Counsel with the Minister(s) about the worship services;
2. Give counsel and guidance for the planning of all special and seasonal services;
3. Provide oversight for the care and preparation of communion emblems.
4. Purchase communion supplies;
5. Arrange for and assist the Minister(s) in baptismal services;
6. In consultation with the Minister(s), develop a program of personal devotions for home use;
7. Guide the work of the Flower Committee;
8. Assist the minister in providing for pulpit and lectern supply during the Minister's vacations or other necessary absences;
9. Assist the Minister(s) in securing and training lay leaders for worship services;
10. Guide and assist the ministry of the Chancel, Youth and Children's choirs and other musical groups within the Church;
11. Provide and train ushers.; and
12. Do other such duties as related to the worship functions of the congregation.

SECTION 1000 – PROGRAM COUNCIL

1001 – Definition: The Administrative Cabinet may establish a Program Council that shall be responsible for coordinating and evaluating the programs and ministry of the Congregation and generally assisting the Administrative Cabinet and the Ministers in accomplishing the goals of the Congregation.

1002 – Composition: The Program Council shall consist of the chairs of the various Standing Committees and Ministry Teams; the Chair of the Elders; the Chair of the Deacons; the Presidents of the CWF, CMF, and youth groups; the chair of the Choir, and other auxiliary groups of the Church.

1003 – Leadership: The Senior Minister shall act as Chair of the Program Council. In the absence of the Senior Minister, the Moderator or Vice-Moderator shall act as Chair.

1004 – Meetings: The Program Council shall meet as necessary, to consider the work and ministry of the Church, coordinate events, and formulate such recommendations to the Administrative Cabinet as it deems appropriate.

1005 – Authority: The primary purpose of the Program Council is for communication, planning, and evaluation of the Church’s ministry. Therefore, it is vested with no legislative authority in the Church’s affairs. However, it may develop recommendations (when appropriate) in the form of business motions that would go before the Administrative Cabinet and/or the Board of Directors for due consideration.