

1 The BYLAWS of
2 FIRST CHRISTIAN CHURCH, (DISCIPLES OF CHRIST) OF
3 FARMVILLE, NORTH CAROLINA

4
5 A non-profit corporation

6
7 As restated November 2018
8
9

10 *ARTICLE I. NAME*

11 The name of this organization shall be the First Christian Church (Disciples of Christ) of Farmville, North
12 Carolina. It is a part of the brotherhood known as the Christian Church (Disciples of Christ) and is
13 committed to the historic principles of this body.
14

15 *ARTICLE II. PURPOSE*

16 The purposes for which this corporation is organized are: To win people to faith in Jesus the Christ, to
17 commit them actively to the Church, to help them grow in grace and knowledge of the Christ that
18 increasingly they may know and do His will, to work for the unity of all Christians, and with them engage
19 in the common task of building the Kingdom of God and ministering to the needs of the local community
20 through Christian action and to the larger community through World Outreach, all as revealed in the
21 New Testament.
22

23 *ARTICLE III. MEMBERSHIP*

24 The membership of this Congregation shall consist of both active members and inactive members.
25 Active members are defined individuals that have (1) joined this Congregation by baptism or through a
26 transfer of membership and (2) have participated within the previous two years. Inactive members are
27 defined as individuals that have joined this congregation by baptism or through transfer of membership
28 but no longer participate and wish to remain affiliated with this Congregation.
29

30 *ARTICLE IV. ELDERS AND DEACONS*

31
32 SECTION A. Composition

33 The elders and deacons Church shall be elected by the congregation according to the following:

- 34 1. Eight elders, in groups of 3/2/3 shall be elected to serve three year terms. Elders shall
35 be eligible to succeed themselves.
- 36 2. Eighteen deacons, one third (6) of whom shall be elected annually for a term of three
37 years. Deacons shall be eligible to succeed themselves.
- 38 3. Any active member of the Church shall be eligible for the office of elder or deacon.
- 39 4. Interim vacancies in the office of Elder or Deacon may be filled as necessary by the
40 Church Board, upon recommendation of the committee, for the remainder of the
41 unexpired.
42

43 SECTION B. Election of Elders and Deacons.

- 44 1. Elders and Deacons shall be elected at the annual business meeting of the congregation.
- 45 2. The Chairman of the Church Board shall appoint a nominating committee to be composed of
46 seven persons, four of whom shall be Elders, at least two months prior to the annual
47 business meeting of the congregation.
- 48 3. The nominating committee shall nominate from the active membership of the Church
49 candidates for Elder and Deacon to be filled and shall make a report of their nominations to

1 the Church Board at least two weeks prior to the date of the annual business meeting of the
2 Church to be accepted, amended, or rejected.

- 3 4. The Church Board shall submit the nominations to the congregation at its annual business
4 meeting for final vote.
- 5 5. Additional nominations may be made by any member of the congregation. If there is more
6 than one candidate for any office, then the candidate receiving the greatest number of
7 votes shall be declared elected.
- 8 6. All elections shall be administered by the Chairman of the Church Board or, in absence
9 thereof, by the Vice-chairman.
- 10 7. Offices are effective on January 1st following their election.

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13 SECTION C. Duties of the Elders and Deacons

- 14
15 1. Elders: The Elders shall promote the growth and welfare of the Church, giving spiritual
16 oversight to the members with respect to regular attendance at Church, visitation of the sick
17 and concern for the morally delinquent and spiritually indifferent; give thoughtful
18 consideration to the policies of the Church that will enable it to fulfill its complete mission;
19 encourage by example and word the missionary, evangelistic, educational, and stewardship
20 responsibilities of the Church; serve the Lord's table in the Communion service; shall be
21 members of the Church Board and perform such other duties as they may be assigned.
- 22 2. Deacons: The Deacons shall cooperate with the Elders in promoting the growth and welfare
23 of the Church; assist in the greeting and ushering of the worshippers; distribute the Lord's
24 Supper at the Communion Service and receive the offering; give counsel and service in the
25 business affairs and program activities of the Church; cooperate in ministering to the needy;
26 serve as member of the Church Board and perform such other duties as may be assigned.

27
28 *ARTICLE V. GOVERNANCE*

29 The Church shall be governed by two boards, a Board of Trustees and a General Board. The General
30 Board shall conduct the overall programming of the church. The Trustees shall conduct all formal business
31 transactions of the church, incorporated as First Christian Church, (Disciples of Christ) of Farmville, North
32 Carolina.

33
34 *ARTICLE VI. BOARD OF TRUSTEES*

35
36 SECTION A. Composition

- 37 1. Five trustees of the church form the Board of Trustees. The trustees shall elect from their
38 number a chairman, who shall preside at all meetings and perform such other duties as may be
39 directed by the trustees. They shall also elect a vice-chairman and a secretary.
- 40 2. A majority of the trustees shall constitute a quorum.

41
42 SECTION B. Qualifications

43 Trustees shall be active members of this Church for at least three years (consecutive years not
44 required), shall be knowledgeable of and participate in the programs of the Church, and shall be
45 aware of denominational concerns and programs, and meet the minimum age requirements of
46 the State of North Carolina to conduct and act on business matters of the Church.

47
48 SECTION C. Election of Trustees, Term of Service, Removal and Replacement

1. Trustees shall be elected at the annual business meeting of the congregation.
2. The Chairman of the Church Board shall appoint a nominating committee to be composed of seven persons, four of whom shall be Elders, at least two months prior to the annual business meeting of the congregation.
3. The nominating committee shall nominate from the active membership of the Church candidates for Trustee to be filled and shall make a report of their nominations to the Church Board at least two weeks prior to the date of the annual business meeting of the Church to be accepted, amended, or rejected.
4. The Church Board shall submit the nominations to the congregation at its annual business meeting for final vote.
5. Additional nominations may be made by any member of the congregation. If there is more than one candidate for any office, then the candidate receiving the greatest number of votes shall be declared elected.
6. All elections shall be administered by the Chairman of the Church Board or, in absence thereof, by the Vice-chairman.
7. Terms are effective on January 1st following their election.
8. Beginning with current appointments expiring on or after December 31, 2017, trustees shall be elected in groups of 1/2/2 for a three-year term. Trustees shall be eligible to succeed themselves. Trustees may not hold the office of Chairman, Vice Chairman, Treasurer, Assistant Treasurer on the General Board.
9. Any trustee may be removed, for cause, by vote of the congregation. Upon removal, resignation, death, or incapacity to serve, the trustees shall submit the name of a replacement to fill the remainder of the term, to be voted on by the congregation.

SECTION D. Duties

1. The Board of Trustees shall hold regular meetings monthly, at a time and place to be established by the Board of Trustees. Special meetings may be called by the Chairman or by any two trustees. Any Church member is welcome to attend and address any meeting of the Trustees. Except in emergency situations, at least two days notice of any special meeting shall be given. The secretary of the trustees will prepare minutes of all meetings.
2. The trustees, in consultation with the officers of the Church Board and the various committees, shall prepare and submit to the congregation for approval an inclusive budget, indicating by line item the amount needed for all expenses. The trustees shall administer and supervise the budget and make monthly checks on income and expenditures.
3. The trustees shall be the representative of the Church in all legal transactions, subject to the approval of the congregation; have supervision over all endowment and trust funds; and perform such other duties as may be required by the Church or the laws of the state of North Carolina.
4. The trustees shall keep the properties adequately insured against possible loss or damage.
5. The trustees shall make, at minimum, quarterly reports to the Church Board and annual reports to the congregation.
6. The trustees shall make an annual audit of the church financial records and submit a report to the Church Board no later than the March meeting after the close of the previous year. This audit will not be conducted by professional organizations doing bookkeeping and/or tax records for the church.

ARTICLE VII THE GENERAL BOARD

SECTION A. Composition

- 1 1. The Church Board shall consist of the Elders, Deacons, Trustees, the President of the Disciples
2 Women’s Ministries, the President of the Christian Men’s Fellowship, the President of the
3 Christian Youth Fellowship, the Chairmen of the standing committees, and the Superintendent
4 of the Sunday School. Should the President of the Christian Youth Fellowship not be a member
5 of the First Christian Church, the CYF shall elect a Board representative who is a member.
- 6 2. The Chairman of the Church Board shall appoint a nominating committee to be composed of
7 seven persons, four of whom shall be Elders, at least two months prior to the annual business
8 meeting of the congregation.
- 9 3. The nominating committee shall nominate from the eligible membership of the Church Board,
10 candidates for Board Officer to be filled and shall make a report of their nominations to the
11 Church Board at least two weeks prior to the date of the annual business meeting of the Church
12 to be accepted, amended, or rejected.
- 13 4. Board Officers shall be nominated from its membership, but expressly excluding those members
14 who are also Trustees, the Board shall nominate a group of Church Officers to include a
15 Chairman, Vice-Chairman, Secretary, Treasurer and Assistant Treasurer to be voted into office at
16 the congregation meeting. All officers shall continue until their successor is elected.
- 17 5. The Chairman and Vice-Chairman shall not be elected for more than three consecutive one-year
18 terms.
- 19 6. A quorum shall consist of more than one-half the total voting membership of the Board.

20
21 SECTION B. Duties

- 22 1. It shall be the duty of the Church Board to consider and establish the general policies for the
23 Church and to administer the program of the Church,
- 24 2. The Church Board and its officers are vested with the power to perform all acts reasonably
25 necessary for the performance of the duties therein above set forth.
- 26 3. The Church Board shall meet monthly. Special meetings of the Church Board may be called by
27 the Chairman or Vice-Chairman. Any five members of the Board, with one week’s written notice
28 to all members, may call a special meeting. Any Church member is welcome to attend and
29 address any meeting of the Church Board. All meetings of the Church Board shall be governed
30 by *Robert’s Rules of Order* (revised).
- 31 4. The Officers of the Church Board shall oversee the employment of a Church Administrator, in
32 collaboration with the Minister, according to the terms set forth in current employment
33 agreements.

34
35 ARTICLE VIII. CONGREGATIONAL MEETINGS

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37 SECTION A. Annual Congregation Meeting

38 The Church shall hold an annual business meeting no later than the last Sunday of November.

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40 SECTION B. Special Congregational Meetings

41 Special meetings may be held as required, which may be called by the Chairman of the Church
42 Board, by the Vice-chairman in the absence of the Chairman, or upon written petition of 25 or
43 more members of the Church.

44
45 SECTION C. Required Notice of Congregational Meeting

46 Notice of all regular or special meetings of the congregation shall be given at a regular Sunday
47 Service of the Church at least two weeks in advance of the meeting.

48
49 SECTION D. Governance of Congregational Meetings

50 All business meetings of the Church shall be governed by *Robert’s Rules of Order* (revised).

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2 *ARTICLE IX. THE CHURCH YEAR*

3 The fiscal year for the Church shall begin on January 1 and end on the following December 31.
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6 *ARTICLE X. THE MINISTER*

7
8 SECTION A. Duties

9 The Minister of the Church shall perform the duties which are set forth in the job description as defined
10 by the Pastoral Relations Committee, and as spiritual administrator of the Church shall be an ex-officio
11 member of the Church Board and all organized groups, auxiliaries and committees except the
12 Nominating Committee, the Pastoral Relations Committee, and the Board of Trustees.
13

14 SECTION B. Tenure

15 The term of ministry shall be for an indefinite period upon such terms and conditions as shall be
16 agreed upon by the Church Board and the Minister.
17

18 SECTION C. Resignation

- 19 1. Voluntary resignation of the Minister shall be submitted to the Church Board in writing, after
20 consultation with the Chairman and Elders. The Minister shall give at least sixty (60) days
21 advance notice to the congregation before voluntary termination of his employment. However,
22 the Church Board and the Minister may agree to terminate his services after thirty (30) days.
23 2. Involuntary termination of the Minister's employment shall be recommended of the Pastoral
24 Relations Committee or upon submission of a petition with the signatures of at least twenty-five
25 (25) active members, no more than one signature from any family.
26 3. Upon approval of involuntary termination by the Church Board and congregation, the Minister's
27 services will be discontinued immediately following the vote of the congregation. Contingencies
28 regarding salary continuation, etc. shall be administered in accordance with any current
29 employment agreements.
30 4. If the conduct of the Minister is of an egregious nature, a suspension of the Minister's services
31 can be effective immediately following a majority vote of both the Church Board and the
32 Trustees pending formal termination by the congregation. During the suspension period, the
33 minister is prohibited from unsupervised access to all church facilities. In addition, the ministers
34 salary must continue during the suspension period in accordance with the laws of exempt
35 personnel of the U.S. Fair Labor Standards Act.
36

37 *ARTICLE XI. PROCEDURE FOR THE EMPLOYMENT OF OTHER PERSONNEL*

38
39 SECTION A. Recommendation for Employment of Other Personnel

40 Personnel, other than the Minister, shall be employed upon recommendation by the respective
41 committees concerned. The proper committee will recommend to the Church Board the
42 employment or release of such employees as shall be deemed necessary from time to time.
43 Final authority in such matters except calling the Minister shall reside with the Church Board.
44

45 SECTION B. Offers of Employment

46 Upon selecting the desired candidate, a standard employment agreement of ancillary personnel
47 must be approved by the Trustees before a formal offer can be extended to any candidate.
48

49 SECTION C. Supervision of Other Personnel

1 Each employee shall be responsible to the Church Board through with day-to-day supervision
2 carried out by the responsible standing committee.
3

4 SECTION D. Annual Performance Evaluation

5 During September of each year, the appropriate committee shall meet with each employee to
6 convey an official review of their employment using the standard evaluation template as approved
7 by the Trustees. This process will cover:

- 8 1. A Review performance during the preceding year.
- 9 2. A Review the expectations of the employee and the Church
- 10 3. Submit written results of each annual employee performance review to the Board of
11 Trustees with recommendation of salary adjustments for the next budget year.

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14 *ARTICLE XII. ORGANIZATION AND MEMBERSHIP OF THE STANDING COMMITTEES*

15
16 SECTION A. Regular meetings shall be held monthly, with the exception of the Memorials Committee,
17 the Stewardship Committee and the Long-Range Planning Committee, which shall meet as determined
18 by the committees, or by the Chairman of the General Board. The Pastoral Relations Committee shall
19 meet at least quarterly.
20

21 SECTION B. The Chairman of the Church Board shall appoint, for one-year terms, a chairman and
22 membership for each standing committee.
23

24 SECTION C. All Elders and Deacons shall be assigned to a committee.
25

26 *ARTICLE XIII. PURPOSES AND DUTIES OF STANDING COMMITTEES*

27
28 SECTION A. Worship Committee

29 The Worship Committee shall encourage a genuine experience of worship through public
30 services to enrich the spiritual devotion of our congregation and others within our community of faith.
31 With oversight from Ministerial staff and music staff, the Worship Committee coordinates its efforts to
32 facilitate all required needs of worship services, sharing the Lord's Supper, Baptism, Music Programs,
33 Pulpit Supply to cover the ministers vacation and other staffing needs as required.
34

35 SECTION B. Christian Education Committee

36 The Christian Education Committee develops and administers the total education programing of
37 the church by developing and promoting Sunday school and Nursery programming, Youth and Children's
38 ministries, VBS, small group bible study, etc. which may involve the resources of other committees as
39 needed.
40

41 SECTION C. Membership Committee

42 The Membership Committee encourages and develops the sense of Christian family within our
43 congregation which may include planning and coordinating Wednesday night suppers, special events,
44 outings, retreats, and other activities promoting participation by the membership as well as those
45 seeking a church family. With assistance from Church Administrator, the membership committee
46 ensures accurate and up-to-date membership rosters and assisting with publicizing efforts of events and
47 activities.
48

49 SECTION D. Outreach & Evangelism

1 The Outreach and Evangelism Committee creates and fosters a communal vision within our
2 church, its auxiliary organizations and the communities we serve through general benevolent mission
3 work and ecumenical community involvement. By sharing the message of Christ in word and deed with
4 those outside of the church and those in need both physically and spiritually, our community of faith will
5 promote the true message of Christ's love for our neighbor both in our own community and abroad.
6

7 SECTION E. Stewardship Committee

8 The stewardship committee is charged with fostering the commitments of church membership
9 to ensure the continued strength required of our community of faith to serve all those that we may
10 come in contact with. By promoting the true meaning of stewardship and encouraging bequests of
11 time, talents and financial resources, our membership will fully acknowledge its role in the development
12 of our Church and its mission to serve others.
13

14 SECTION F. Property and Grounds Committee

15 The Property and Grounds Committee is responsible for the general maintenance and operation
16 of church facilities, grounds, and equipment. This includes scheduling the use of the facility for private
17 use to either church member or the public, coordination of repair work, physical improvements and
18 equipment purchases in coordination with other committees and groups within the church, as well as
19 other duties.
20

21 SECTION G. Memorials Committee

22 The Memorials Committee shall administer all bequests made in honor or memory of individuals
23 to the Church and to appropriately acknowledge and/or initiate any requests of the benefactor, within
24 reasonable consideration and in compliance with any current church expenditure procedures.
25

26 SECTION H. Pastoral Relations Committee

- 27 1. A special committee consisting of seven members: the Chairman of the Board, the Vice-
28 Chairman of the Board, a member of the Board of Trustees, a representative of the Elders, a
29 representative of the Deacons, a young adult or youth representative, and a seventh member to
30 be appointed by the Chairman of the Church Board from a list of three members of the
31 congregation, names to furnished by the Minister, shall be known as the Pastoral Relations
32 Committee.
- 33 2. This committee shall meet at least quarterly.
- 34 3. The purpose of this committee shall be to ensure communications between the governing body
35 of the church, the church as a whole, and the minister.
- 36 4. This committee shall also meet during the month of September each year for the following
37 purposes:
 - 38 a. To make a written annual performance evaluation of the Minister in accordance with a
39 format to be agreed upon by the committee and the Minister.
 - 40 b. To discuss with and agree to, if possible, salary, allowances and benefits of the Minister
41 for the next Church year to be recommended to the Board of Trustees for inclusion in
42 the budget making process.
 - 43 c. To make a report of the performance evaluation to the October meeting of the Church
44 Board, noting any factors of evaluation not agreed to by the Minister.
- 45 5. The Minister may, if he chooses, submit a written response to the items under #4 above.
- 46 6. The Vice-Chairman of the Church Board shall serve as Chairman of this committee.
- 47 7. This committee shall review and revise as necessary the written agreement of employment for
48 the Minister.
- 49 8. This committee shall function as necessary in a manner to build and encourage a true sense of
50 Christian unity between the pastor and the church.

1
2 SECTION I. Long Range Planning Committee

- 3 1. The membership of this committee will be at least one (1) Trustee and at least four (4) members
4 of the congregation as chosen by the Chairman of the Church Board.
5 2. Responsibilities of this committee shall be
6 a. Explore and recommend two to thirty year goals and objectives of the Church.
7 b. Direct attention towards but is not limited to topics concerning the appropriateness of
8 facility for programs, property acquisition or disposal, and the ongoing purpose of the
9 institution.

10
11 *ARTICLE XIV. CABINET*

12
13 SECTION A. Membership and Meetings

- 14 1. The Cabinet shall consist of the Chairman, Vice-Chairman, Treasurer and Secretary of the Church
15 Board (who, in like manner, shall serve the Cabinet), the Minister, the Chairpersons of the Standing
16 Committees, the chief elected officer of each major constituency group of men, women and youth,
17 and such other persons as may be appointed by the Chairman of the Board. The Chairman of the
18 Board shall serve as chair of this committee.
19 2. Frequency of meetings of the Cabinet shall be established by the Church Board or by the Chairman
20 of the Cabinet, but shall be no less than quarterly.

21
22 SECTION B. Responsibilities

- 23 1. The Cabinet shall consider, initiate and coordinate the activities and programs of the standing
24 committees and review the procedures of implementing such activities and programs as may be
25 determined by the Church Board to ensure efficient and coordinated operating of the church.
26

27 *ARTICLE XV. Church Administrator*

- 28 1. A committee to consist of the Officers of the General Board, the Minister and the Church Administrator
29 shall prepare and maintain a job description for the Church Administrator.
30 2. The Officers of the General Board, a representative of the Trustees and the Minister shall conduct an
31 annual job evaluation of the Church Administrator.
32 3. The Minister shall be responsible for the day-to-day supervision of the Church Administrator.
33

34 *ARTICLE XVI. AUXILIARY ORGANIZATIONS*

35
36 SECTION A. Each auxiliary fellowship group in the church shall determine its own operating procedures.

37
38 SECTION B. These groups shall cooperate with the functional committees of the church not only in
39 planning and administering the total program, but shall also develop their individual program in the best
40 interest of the total program of the church.
41

42 *ARTICLE XIX. DISSOLUTION OF THE CHURCH*

- 43 1. In the event that the church dissolves its ministry, either voluntarily or involuntarily, dissolution shall be
44 conducted according to the laws of the State of North Carolina by the filing of Articles of Dissolution and
45 the settling of remaining church affairs.
46 2. After all assets have been collected and all obligations to creditors have been discharged, the remainder
47 of the assets of the church shall be distributed to an organization dedicated to the witness and mission
48 of Jesus Christ to be selected by the Board of Trustees.
49

50 *ARTICLE XX. AMENDMENTS*

1 The Bylaws may be amended at any business meeting of the congregation by a two-thirds vote of the
2 members present and voting on the amendment, provided that the proposed amendment has been provided to
3 the Congregation in either print or electronic form at least two-weeks prior to voting.