

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 2022  
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. GOVERNANCE**

31 The Church shall be governed by two boards, General Board and a Board of Trustees. The General  
32 Board shall conduct the overall programming of the church. The Trustees shall conduct all formal  
33 business transactions of the church, incorporated as First Christian Church, (Disciples of Christ) of  
34 Farmville, North Carolina.  
35

36 **ARTICLE V. COMPOSITION OF THE GENERAL BOARD**

37 *Section A – General Board*

- 38 1. The Church Board shall consist of the Officers, Elders, Deacons, Trustees, the President of the  
39 Disciples Women’s Ministries, the President of the Christian Men’s Fellowship, the President of  
40 the Christian Youth Fellowship and the Chairpersons of the Ministry Teams. Should the  
41 President of the Christian Youth Fellowship not be a member of the First Christian Church, the  
42 CYF shall elect a Board representative who is a member.
- 43 2. The Chairperson of the Church Board shall appoint a nominating committee to be composed of  
44 five persons, three of whom shall be Elders, at least two months prior to the annual business  
45 meeting of the congregation.
- 46 3. **The nominating committee shall nominate from the eligible membership of the Church,**  
47 **candidates for Board Officers, Elders, Deacons and Trustees to be filled and shall make a**  
48 **report of their nominations to the Church Board at least two weeks prior to the date of the**  
49 **annual business meeting of the Church.**  
50

1 SECTION B. Duties

- 2 1. It shall be the duty of the Church Board to consider and establish the general policies for the  
3 Church and to administer programs of the Church.  
4 2. The Church Board and its officers are vested with the power to perform all acts reasonably  
5 necessary for the performance of the duties therein above set forth.  
6 3. The Church Board shall consider, initiate and coordinate the activities and programs of the  
7 ministry teams/committees to ensure efficient and coordinated operation of the church.  
8 4. The Church Board shall meet monthly. Special meetings of the Church Board may be called by  
9 the Chairperson or Vice-Chairperson. Any five members of the Board, with one week's written  
10 notice to all members, may call a special meeting. Any Church member is welcome to attend  
11 and address any meeting of the Church Board. All meetings of the Church Board shall be  
12 governed by *Robert's Rules of Order* (revised).  
13 5. A quorum shall consist of twelve of the total voting membership of the Board.  
14 6. The Chair of the Church Board and Chair of the Trustees shall oversee the employment of a  
15 Church Administrator, in collaboration with the Minister, according to the terms set forth in  
16 current employment agreements.  
17 7. The Church Board will approve all unbudgeted requests of \$500.00 or more to be referred to the  
18 Trustees for payment.  
19

20 **ARTICLE VI – COMPOSITION OF GENERAL BOARD**

21 SECTION A. Officers

- 22 1. The Nominating Committee shall nominate Board Officers from the Church membership,  
23 excluding those who are Trustees. Officers to consist of Chairperson, Vice Chairperson,  
24 Secretary, Treasurer and Assistant Treasurer to be voted on at the congregational meeting. All  
25 officers shall continue until their successors are elected.  
26 2. The Chairperson and Vice-Chairperson shall not be elected for more than three consecutive one-  
27 year terms.  
28

29 SECTION B - ELDERS AND DEACONS

30  
31 The Church Elders and Deacons shall be elected by the congregation according to the following:

- 32 1. No less than six elders shall be elected to serve three-year terms. Elders shall be eligible to  
33 succeed themselves.  
34 2. No less than twelve deacons, one third of whom shall be elected annually for a term of three  
35 years. Deacons shall be eligible to succeed themselves.  
36 3. Any active member of the Church shall be eligible for the office of elder or deacon.  
37 4. Interim vacancies in the office of Elder or Deacon may be filled as necessary by the Church  
38 Board, upon recommendation of the Nominating Committee, for the remainder of the  
39 unexpired term.  
40 5. Offices are effective on January 1<sup>st</sup> following their election at the annual congregational  
41 meeting.  
42

43 Section C - Duties of the Elders and Deacons

- 44 1. Elders: The Elders shall promote the growth and welfare of the Church; give spiritual oversight  
45 to the members with respect to regular attendance at Church; visitation of the sick; give  
46 thoughtful consideration to the policies of the Church that will enable it to fulfill its complete  
47 mission; encourage by example and word the missionary, evangelistic, educational, and  
48 stewardship responsibilities of the Church; serve the Lord's table in the Communion service;  
49 shall be members of the Church Board and perform such other duties as they may be assigned.

1           2 . Deacons: The Deacons shall cooperate with the Elders in promoting the growth and welfare of  
2           the Church; assist in the greeting and ushering of the worshippers; Prepare for the Lord’s Supper  
3           at the Communion Service and receive the offering; give counsel and service in the business  
4           affairs and program activities of the Church; cooperate in ministering to the needy; serve as  
5           member of the Church Board and perform such other duties as they may be assigned.  
6

7  
8           **ARTICLE VII. ORGANIZATION AND MEMBERSHIP OF THE MINISTRY TEAMS/STANDING COMMITTEES**  
9

10           SECTION A. Regular meetings shall be held monthly, with the exception of the Memorials Committee,  
11           the Stewardship Ministry Team and the Long-Range Planning Committee, which shall meet as  
12           determined by the ministry team/standing committee, or by the Chairperson of the General Board. The  
13           Pastoral Relations Committee shall meet at least quarterly.  
14

15           SECTION B. The Chairperson of the Church Board shall appoint, for one-year terms, a chairperson and  
16           membership for each ministry team/standing committee.  
17

18           SECTION C. All Elders and Deacons shall be assigned to a Standing Committee/Ministry Team.  
19

20           **ARTICLE VIII. PURPOSES AND DUTIES OF MINISTRY TEAMS**  
21

22           SECTION A. Worship Ministry Team

23                   The Worship Ministry Team shall encourage a genuine experience of worship through public  
24                   services to enrich the spiritual devotion of our congregation and others within our community of  
25                   faith. With oversight from Ministerial staff and music staff, the Worship Ministry Team  
26                   coordinates its efforts to facilitate all required needs of worship services, sharing the Lord’s  
27                   Supper, Baptism, Music Programs, Pulpit Supply to cover the minister’s vacation and other  
28                   staffing needs as required.  
29

30           SECTION B. Christian Education Ministry Team

31                   The Christian Education Ministry Team develops and administers the total education programing  
32                   of the church by developing and promoting Sunday school and Nursery programming, Youth and  
33                   Children’s ministries, VBS, small group bible study, etc. which may involve the resources of other  
34                   ministry teams/committees as needed.  
35

36           SECTION C. Membership and Evangelism Ministry Team

37                   The Membership and Evangelism Ministry Team encourages and develops the sense of Christian  
38                   family within our congregation which may include planning and coordinating Wednesday night  
39                   suppers, special events, outings, retreats, and other activities promoting participation by the  
40                   membership as well as those seeking a church family. With assistance from Church  
41                   Administrator, the Membership and Evangelism Ministry Team ensures accurate and up-to-date  
42                   membership rosters and assisting with publicizing efforts of events and activities.  
43

44           SECTION D. Outreach Ministry Team

45                   The Outreach Ministry Team creates and fosters a communal vision within our church, its  
46                   auxiliary organizations and the communities we serve through general benevolent mission work  
47                   and ecumenical community involvement. By sharing the message of Christ in word and deed  
48                   with those outside of the church and those in need both physically and spiritually, our  
49                   community of faith will promote the true message of Christ’s love for our neighbor both in our  
50                   own community and abroad.

1  
2 SECTION E. Stewardship Ministry Team

3 The Stewardship Ministry Team is charged with fostering the commitments of church  
4 membership to ensure the continued strength required of our community of faith to serve all  
5 those that we may come in contact with. By promoting the true meaning of stewardship and  
6 encouraging bequests of time, talents and financial resources, our membership will fully  
7 acknowledge its role in the development of our Church and its mission to serve others.  
8

9 SECTION F. Property and Grounds Ministry Team

10 The Property and Grounds Committee is responsible for the general maintenance and operation  
11 of church facilities, grounds, and equipment. This includes scheduling the use of the facility for  
12 private use to either church member or the public, coordination of repair work, physical  
13 improvements and equipment purchases in coordination with other ministry teams/committees  
14 and groups within the church, as well as other duties.  
15

16 SECTION G. Memorials Committee

17 The Memorials Committee shall administer all bequests made in honor or memory of individuals  
18 to the Church and to appropriately acknowledge and/or initiate any requests of the benefactor,  
19 within reasonable consideration and in compliance with any current church expenditure  
20 procedures.  
21

22 SECTION H. Pastoral Relations Committee

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

46 SECTION I. Long Range Planning Committee

- 47 1. The membership of this committee will be at least one (1) Trustee and at least four (4) members  
48 of the congregation as chosen by the Chairperson of the Church Board.  
49 2. Responsibilities of this committee shall be:  
50 a. Explore and recommend two to thirty year goals and objectives of the Church.

- 1                   b. Direct attention towards but is not limited to topics concerning the appropriateness of  
2                   facility for programs, property acquisition or disposal, and the ongoing purpose of the  
3                   institution.  
4

5 **ARTICLE IX. BOARD OF TRUSTEES**  
6

7 SECTION A. Composition

- 8           1. Five trustees of the church form the Board of Trustees. The trustees shall elect from their  
9           number a chairperson, who shall preside at all meetings and perform such other duties as may  
10           be directed by the trustees. They shall also elect a vice-chairperson and a secretary.  
11           2. A majority of the trustees shall constitute a quorum.  
12

13 SECTION B. Qualifications

14           Trustees shall be active members of this Church for at least three years (consecutive years not  
15           required), shall be knowledgeable of and participate in the programs of the Church, and shall be  
16           aware of denominational concerns and programs, and meet the minimum age requirements of  
17           the State of North Carolina to conduct and act on business matters of the Church.  
18

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

- 20           1 . Trustees shall be elected at the annual business meeting of the congregation.  
21           2 . Terms are effective on January 1<sup>st</sup> following their election.  
22           3. Trustees shall be elected for a three-year term and shall be eligible to succeed themselves.  
23           **Trustee may not hold the office of Chairperson, Vice Chair, Treasurer, Assistant Treasurer of**  
24           **the General Board.**  
25           4. Any trustee may be removed, for cause, by vote of the congregation. Upon removal, resignation,  
26           death, or incapacity to serve, the trustees shall submit the name of a replacement to fill the  
27           remainder of the term, to be voted on by the congregation.  
28

29 SECTION D. Duties

- 30           1 . The Board of Trustees shall hold regular meetings monthly, at a time and place to be established  
31           by the Board of Trustees. Special meetings may be called by the Chairperson or by any two  
32           trustees. Any Church member is welcome to attend and address any meeting of the Trustees.  
33           Except in emergency situations, at least two days' notice of any special meeting shall be given.  
34           The secretary of the trustees will prepare minutes of all meetings.  
35           2 . The trustees, in consultation with the officers of the Church Board and the various ministry  
36           teams/committees, shall prepare and submit to the congregation for approval an inclusive  
37           budget, indicating by line item the amount needed for all expenses. The trustees shall  
38           administer and supervise the budget and make monthly checks on income and expenditures.  
39           3 . The trustees shall be the representative of the Church in all legal transactions, have supervision  
40           over all endowment and trust funds; and perform such other duties as may be required by the  
41           Church or the laws of the state of North Carolina.  
42           4 . The trustees shall keep the properties adequately insured against possible loss or damage.  
43           5 . The trustees shall make, at minimum, quarterly reports to the Church Board and annual reports  
44           to the congregation.  
45           6 . The trustees shall make an annual audit of the church financial records and submit a report to  
46           the Church Board no later than the March meeting after the close of the previous year. This  
47           audit will not be conducted by professional organizations doing bookkeeping and/or tax records  
48           for the church.  
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1 **ARTICLE X. CONGREGATIONAL MEETINGS**

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3 SECTION A. Annual Congregation Meeting

4 The Church shall hold an annual business meeting no later than the last Sunday of November, at  
5 which time the Nominating Committee will present nominations for Officers, Trustees, Elders  
6 and Deacons. Additional nominations may be accepted from the floor. The Trustees will present  
7 budget requirements for the coming year for congregational approval.  
8

9 SECTION B. Special Congregational Meetings

10 Special meetings may be held as required, which may be called by the Chairperson of the Church  
11 Board, by the Vice-chairperson in the absence of the Chairperson, or upon written petition of 25  
12 or more members of the Church.  
13

14 SECTION C. Required Notice of Congregational Meeting

15 Notice of all regular or special meetings of the congregation shall be given at a regular Sunday  
16 Service of the Church at least two weeks in advance of the meeting.  
17

18 SECTION D. Governance of Congregational Meetings

19 All business meetings of the Church shall be governed by *Robert's Rules of Order* (revised).  
20

21 **ARTICLE XI. THE CHURCH YEAR**

22 The fiscal year for the Church shall begin on January 1 and end on the following December 31.  
23  
24

25 **ARTICLE XII. THE MINISTER**

26 SECTION A. Duties

27 The Minister of the Church shall perform the duties which are set forth in the job description as defined  
28 by the Pastoral Relations Committee, and as spiritual administrator of the Church shall be an ex-officio  
29 member of the Church Board and all organized groups, auxiliaries and ministry teams/committees  
30 except the Nominating Committee, the Pastoral Relations Committee, and the Board of Trustees.  
31  
32

33 SECTION B. Tenure

34 The term of ministry shall be for an indefinite period upon such terms and conditions as shall be  
35 agreed upon by the Church Board and the Minister.  
36

37 SECTION C. Resignation

- 38 1. Voluntary resignation of the Minister shall be submitted to the Church Board in writing, after  
39 consultation with the Chairperson and Elders. The Minister shall give at least sixty (60) days  
40 advance notice to the congregation before voluntary termination of his employment. However,  
41 the Church Board and the Minister may agree to terminate his services after thirty (30) days.
- 42 2. Involuntary termination of the Minister's employment shall be recommended by the Pastoral  
43 Relations Committee or upon submission of a petition with the signatures of at least twenty-five  
44 (25) active members, no more than one signature from any family.
- 45 3. Upon approval of involuntary termination by the Church Board and congregation, the Minister's  
46 services will be discontinued immediately following the vote of the congregation. Contingencies  
47 regarding salary continuation, etc. shall be administered in accordance with any current  
48 employment agreements.
- 49 4. If the conduct of the Minister is of an egregious nature, a suspension of the Minister's services  
50 can be effective immediately following a majority vote of both the Church Board and the

1 Trustees pending formal termination by the congregation. During the suspension period, the  
2 minister is prohibited from unsupervised access to all church facilities. In addition, the  
3 minister's salary must continue during the suspension period in accordance with the laws of  
4 exempt personnel of the U.S. Fair Labor Standards Act.  
5

6 **ARTICLE XIII. PROCEDURE FOR THE EMPLOYMENT OF OTHER PERSONNEL**  
7

8 SECTION A. Recommendation for Employment of Other Personnel

9 Personnel, other than the Minister, shall be employed upon recommendation by the respective  
10 ministry teams/committees concerned. The proper ministry team/committee will recommend  
11 to the Church Board the employment or release of such employees as shall be deemed  
12 necessary from time to time. Final authority in such matters except calling the Minister shall  
13 reside with the Church Board.  
14

15 SECTION B. Offers of Employment

16 Upon selecting the desired candidate, a standard employment agreement of ancillary personnel  
17 must be approved by the Trustees before a formal offer can be extended to any candidate.  
18

19 SECTION C. Supervision of Other Personnel

20 Each employee shall be responsible to the Church Board through with day-to-day supervision  
21 carried out by the responsible ministry team/committee.  
22

23 SECTION D. Annual Performance Evaluation

24 During September of each year, the appropriate ministry team/committee shall meet with each  
25 employee to convey an official review of their employment using the standard evaluation template  
26 as approved by the Trustees. This process will cover:

- 27 1 . A Review performance during the preceding year.
- 28 2 . A Review the expectations of the employee and the Church
- 29 3 . Submit written results of each annual employee performance review to the Board of  
30 Trustees with recommendation of salary adjustments for the next budget year.  
31  
32

33 **ARTICLE XIV. Church Administrator**

- 34 1 . A committee to consist of the General Board Chairperson, the Minister, Chairperson of the Trustees,  
35 Treasurer and the Church Administrator shall prepare and maintain a job description.
- 36 2 . The Chair of the General Board, a representative of the Trustees, Treasurer and the Minister shall  
37 conduct an annual job evaluation of the Church Administrator.
- 38 3. The Minister shall be responsible for the day-to-day supervision of the Church Administrator.  
39

40 **ARTICLE XV. AUXILIARY ORGANIZATIONS**  
41

42 SECTION A. Each auxiliary fellowship group in the church shall determine its own operating procedures.  
43

44 SECTION B. These groups shall cooperate with the functional ministry teams/committees of the church  
45 not only in planning and administering the total program, but shall also develop their individual program  
46 in the best interest of the total program of the church.  
47

1 **ARTICLE XVI. DISSOLUTION OF THE CHURCH**

- 2 1. In the event that the church dissolves its ministry, either voluntarily or involuntarily, dissolution shall  
3 be conducted according to the laws of the State of North Carolina by the filing of Articles of  
4 Dissolution and the settling of remaining church affairs.  
5 2. After all assets have been collected and all obligations to creditors have been discharged, the  
6 remainder of the assets of the church shall be distributed to an organization dedicated to the  
7 witness and mission of Jesus Christ to be selected by the Board of Trustees.  
8

9  
10 **ARTICLE XVII. AMENDMENTS**

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