

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 2024  
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 Christ.  
18

19 **ARTICLE III. MEMBERSHIP**

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

26 **ARTICLE IV. GOVERNANCE**

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

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

33 *Section A – General Board*

- 34 1. The Church Board shall consist of the Officers, Elders, Deacons, Trustees, the President of the  
35 Disciples Women's Ministries, the President of the Christian Men's Fellowship, the President of  
36 the Christian Youth Fellowship and the Chairpersons of the Ministry Teams.  
37 2. The Chairperson of the Church Board shall appoint a nominating committee to be composed of  
38 no fewer than three persons, one of whom shall be an Elder, at least two months prior to the  
39 annual business meeting of the congregation.  
40 3. The nominating committee shall nominate from the eligible membership of the Church,  
41 candidates for Board Officers, Elders, Deacons and Trustees to be filled and shall make a  
42 report of their nominations to the Church Board at least two weeks prior to the date of the  
43 annual business meeting of the Church.  
44

45 **SECTION B. Duties**

- 46 1. It shall be the duty of the Church Board to consider and establish the general policies for the  
47 Church and to administer programs of the Church.  
48 2. The Church Board shall meet as deemed necessary to perform its duties. Special meetings of  
49 the Church Board may be called by the Chairperson or Vice-Chairperson. Any five members of  
50 the Board, with one week's written notice to all members, may call a special meeting. Any

- Church member is welcome to attend and address any meeting of the Church Board. All meetings of the Church Board shall be governed by *Robert's Rules of Order* (revised).
3. A quorum shall consist of those attending who are voting members of the Board.
  4. The Chair of the Church Board and Chair of the Trustees shall oversee the employment of a Church Administrator, in collaboration with the Minister, according to the terms set forth in current employment agreements.
  5. The Church Board will approve all unbudgeted requests of \$500.00 or more to be referred to the Trustees for approval and payment.

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

### **SECTION A. Officers**

1. Officers to consist of Chairperson, Vice Chairperson, Secretary, Treasurer and Assistant Treasurer to be voted on at the congregational meeting. All officers shall continue until their successors are elected.
2. The Chairperson and Vice-Chairperson shall not be elected for more than three consecutive one-year terms.
3. Trustees are excluded from holding another office.

### **SECTION B - ELDERS AND DEACONS**

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

1. No fewer than four Elders shall be elected to serve three-year terms. Elders shall be eligible to succeed themselves.
2. No fewer than six Deacons shall be elected for a term of three years. Deacons shall be eligible to succeed themselves.
3. Interim vacancies may be filled by the Church Board, upon recommendation of the Nominating Committee, for the remainder of the unexpired term.
4. Offices are effective on January 1<sup>st</sup> following their election at the annual congregational meeting.

### **Section C - Duties of the Elders and Deacons**

1. Elders: The Elders shall promote the growth and welfare of the Church; give spiritual oversight to the members with respect to regular attendance at Church; visitation of the sick; give thoughtful consideration to the policies of the Church that will enable it to fulfill its complete mission. Once an Elder, always an Elder when needed.
2. Deacons: The Deacons shall cooperate with the Elders in promoting the growth and welfare of the Church; assist in the greeting and ushering of the worshippers; Prepare for the Lord's Supper at the Communion Service and receive the offering. Once a Deacon, always a Deacon when needed.

## **ARTICLE VII. ORGANIZATION AND MEMBERSHIP OF THE MINISTRY TEAMS/STANDING COMMITTEES**

SECTION A. Regular board meetings shall be held as necessary as deemed by the Board Chair. Ministry Team meetings to be held as deemed necessary by Ministry Chairs. The Pastoral Relations Committee shall meet at least quarterly.

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

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

2 SECTION D. Suggestions of ministry teams are listed below but are not limited to or required. Teams  
3 may be added, combined or eliminated as required by membership and participation.  
4

5 **ARTICLE VIII. PURPOSES AND DUTIES OF MINISTRY TEAMS**  
6

7 SECTION A. Worship Ministry Team

8 The Worship Ministry Team shall encourage a genuine experience of worship through public  
9 services to enrich the spiritual devotion of our congregation. The Worship Ministry Team,  
10 comprised of Minister, music staff, one Elder and one deacon, coordinates its efforts to facilitate  
11 all required needs of worship services, sharing the Lord's Supper, Baptism, Music Programs,  
12 Pulpit Supply to cover the minister's vacation and other staffing needs as required.  
13

14 SECTION B. Christian Education Ministry Team

15 The Christian Education Ministry Team develops and administers the total education programing  
16 of the church by developing and promoting Sunday school and Nursery programming, Youth and  
17 Children's ministries, VBS, small group bible study, etc. which may involve the resources of other  
18 ministry teams/committees as needed.  
19

20 SECTION C. Membership and Evangelism Ministry Team

21 The Membership and Evangelism Ministry Team encourages and develops the sense of Christian  
22 family within our congregation which may include planning and coordinating special events.  
23 With assistance from Church Administrator, the Membership and Evangelism Ministry Team  
24 ensures accurate and up-to-date membership rosters and assisting with publicizing efforts of  
25 events and activities.  
26

27 SECTION D. Outreach Ministry Team

28 The Outreach Ministry Team creates and fosters a communal vision within our church, its  
29 auxiliary organizations and the communities we serve through general benevolent mission work  
30 and ecumenical community involvement.  
31

32 SECTION F. Property and Grounds Ministry Team

33 The Property and Grounds Committee is responsible for the general maintenance and operation  
34 of church facilities, grounds, and equipment. This includes scheduling the use of the facility for  
35 private use to either church member or the public, coordination of repair work, physical  
36 improvements and equipment purchases in coordination with other ministry teams/committees  
37 and groups within the church, as well as other duties.  
38

39 SECTION H. Pastoral Relations Committee

- 40 1. A special committee consisting of seven members: the Chairperson of the Board, the Vice-  
41 Chairperson of the Board, a member of the Board of Trustees, a representative of the Elders, a  
42 representative of the Deacons, a young adult or youth representative, and a seventh member  
43 selected by the minister.
- 44 2. This committee shall meet at least quarterly.
- 45 3. The purpose of this committee shall be to ensure communications between the governing body  
46 of the church, the church as a whole, and the minister.
- 47 4. This committee shall also meet during the month of September each year for the following  
48 purposes:
- 49 a. To make a written annual performance evaluation of the Minister in accordance with a  
50 format to be agreed upon by the committee and the Minister.

- b. To discuss with and agree to, if possible, salary, allowances and benefits of the Minister for the next Church year to be recommended to the Board of Trustees for inclusion in the budget making process.
  - c. To make a report of the performance evaluation to the October meeting of the Church Board, noting any factors of evaluation not agreed to by the Minister.
5. The Minister may, if he chooses, submit a written response to the items under #4 above.
  6. The Vice-Chairperson of the Church Board shall serve as Chairperson of this committee.
  7. This committee shall review and revise as necessary the written agreement of employment for the Minister.
  8. This committee shall function as necessary in a manner to build and encourage a true sense of Christian unity between the pastor and the church.

## **ARTICLE IX. BOARD OF TRUSTEES**

### **SECTION A. Composition**

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

### **SECTION B. Qualifications**

Trustees shall be active members of this Church, shall be knowledgeable of and participate in the programs of the Church, and meet the minimum age requirements of the State of North Carolina to conduct and act on business matters of the Church.

### **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. Terms are effective on January 1<sup>st</sup> following their election.
3. Trustees shall be elected for a three-year term and shall be eligible to succeed themselves.  
**Trustee may not hold the office of Chairperson, Vice Chair, Treasurer, Assistant Treasurer of the General Board.**
4. 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, at a time and place to be established by the Board of Trustees. Special meetings may be called by the Chairperson 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 ministry teams/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, 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.

- 1           5 . Trustees shall administer all bequest/memorials made to the Church and initiate any request of  
2           the benefactor within reason in compliance with expenditure procedures.  
3           6 . Trustees are charged with fostering stewardship commitments of Church membership to  
4           ensure the continued strength required of the Church to continue its mission.  
5           7 . A Long Range Planning Group may be suggested by the Trustees as deemed necessary.  
6           8 . The trustees shall make, at minimum, quarterly reports to the Church Board and annual reports  
7           to the congregation.  
8           9 . The trustees shall make an annual audit of the church financial records and submit a report to  
9           the Church Board no later than the March meeting after the close of the previous year. This  
10          audit will not be conducted by professional organizations doing bookkeeping and/or tax records  
11          for the church.  
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13

#### 14   **ARTICLE X. CONGREGATIONAL MEETINGS**

##### 15       SECTION A. Annual Congregation Meeting

16           The Church shall hold an annual business meeting no later than the last Sunday of November, at  
17           which time the Nominating Committee will present nominations for Officers, Trustees, Elders  
18           and Deacons. Additional nominations may be accepted from the floor. The Trustees will present  
19           budget requirements for the coming year for congregational approval.  
20

##### 21       SECTION B. Special Congregational Meetings

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

##### 26       SECTION C. Required Notice of Congregational Meeting

27           Notice of all regular or special meetings of the congregation shall be given at a regular Sunday  
28           Service of the Church at least two weeks in advance of the meeting.  
29

##### 30       SECTION D. Governance of Congregational Meetings

31           All business meetings of the Church shall be governed by *Robert's Rules of Order* (revised).  
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#### 33   **ARTICLE XI. THE CHURCH YEAR**

34           The fiscal year for the Church shall begin on January 1 and end on the following December 31.  
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#### 37   **ARTICLE XII. THE MINISTER**

##### 38       SECTION A. Duties

39           The Minister of the Church shall perform the duties which are set forth in the job description as defined  
40           by the Pastoral Relations Committee, and as spiritual administrator of the Church shall be an ex-officio  
41           member of the Church Board and all organized groups, auxiliaries and ministry teams/committees  
42           except the Nominating Committee, the Pastoral Relations Committee, and the Board of Trustees.  
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44

##### 45       SECTION B. Tenure

46           The term of ministry shall be for an indefinite period upon such terms and conditions as shall be  
47           agreed upon by the Church Board and the Minister.  
48

1 SECTION C. Resignation

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

20 **ARTICLE XIII. PROCEDURE FOR THE EMPLOYMENT OF OTHER PERSONNEL**

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22 SECTION A. Recommendation for Employment of Other Personnel

23 Personnel, other than the Minister, shall be employed upon recommendation by the respective  
24 ministry teams/committees concerned. The proper ministry team/committee will recommend  
25 to the Church Board the employment or release of such employees as shall be deemed  
26 necessary from time to time. Final authority in such matters except calling the Minister shall  
27 reside with the Church Board.  
28

29 SECTION B. Offers of Employment

30 Upon selecting the desired candidate, a standard employment agreement of ancillary personnel  
31 must be approved by the Trustees before a formal offer can be extended to any candidate.  
32

33 SECTION C. Supervision of Other Personnel

34 Each employee shall be responsible to the Church Board with day-to-day supervision carried out  
35 by the responsible ministry team/committee.  
36

37 SECTION D. Annual Performance Evaluation

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

- 41 1. A Review performance during the preceding year.  
42 2. A Review the expectations of the employee and the Church  
43 3. Submit written results of each annual employee performance review to the Board of  
44 Trustees with recommendation of salary adjustments for the next budget year.  
45  
46

47 **ARTICLE XIV. Church Administrator**

- 48 1. A committee to consist of the General Board Chairperson, the Minister, Chairperson of the Trustees  
49 and Treasurer along with Church Administrator shall prepare and maintain a job description.

- 2 . The Chair of the General Board, a representative of the Trustees, Treasurer and the Minister shall conduct an annual job evaluation of the Church Administrator.
3. The Minister shall be responsible for the day-to-day supervision of the Church Administrator.

#### **ARTICLE XV. AUXILIARY ORGANIZATIONS**

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

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

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

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

#### **ARTICLE XVII. AMENDMENTS**

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