

BY-LAWS
FIRST CHRISTIAN CHURCH (DISCIPLES OF CHRIST)
STILLWATER, OKLAHOMA, INC.

- I. The church year begins on January 1.
- II. The Official Board (See Attachment A.)
 - A. Holds meetings as needed to conduct the business of the Board.
 - B. Requires that a husband and wife may not serve simultaneously on the Board of Trustees, but may serve simultaneously on the Official Board.
 - C. Observes the following normal order of business:
 1. Call to order by presiding officer
 2. Devotional / Prayer
 3. Reading and approval of minutes from previous meeting
 4. Report of the Treasurer
 5. Reports of the Functional Departments / Boards
 6. Old Business
 7. New Business
 8. Announcements
 9. Adjournment
 10. Benediction
- III. Pastoral Relations Committee
 - A. Purpose – The purpose of the Pastoral Relations Committee is to promote a climate of openness, caring and honesty in matters pertaining to the whole ministry of the church, both professional and lay. The committee is to encourage communication between laity and clergy as a means of enriching the understanding and fulfillment of the church's common goals.
 - B. Definition of Structure and Responsibilities
 1. There will be a Pastoral Relations Committee for each minister.

2. Each committee is composed of four church members.
 - a. The Chair of the Official Board in consultation with each minister makes recommendations for committee appointments which are then approved by the Official Board Executive Committee.
 - b. No household shall be represented on the committee by more than one member.
 - c. Each committee member serves a two-year term with two (2) members appointed each year.
3. Each committee selects its own chair.
4. The committee meets quarterly or at the request of any member of the committee or at the request of the minister.
5. The committee hears any special circumstances related to the working relationship of the minister, staff and congregation.
6. It is the responsibility of a Pastoral Relations Committee to seek help when any situation exceeds its skills, i.e., call the Regional Office for resources.

IV. Endowment Fund Management Committee

- A. Purpose – The purpose of the Endowment Fund Management Committee is to formulate policies for the disposition of funds given to the church through memorials, wills and bequests and to encourage endowments for the future development of the church and its mission. It is not intended to compete with the regular annual giving of members or to diminish the opportunities for responsible stewardship by present or future members.
- B. Definition of Structure and Responsibilities
 1. The Endowment Fund shall be managed by a committee of five (5) Fund Managers, who shall be nominated by the Trustees, elected by the congregation, and serve without compensation (salary, commission, etc.). Endowment Fund Managers may serve on the Official Board in any capacity while serving as Fund Managers, except as a Trustee.

2. Terms of office shall be for three years. Fund Managers may be re-elected, but cannot serve more than three consecutive terms (including partial terms). The senior minister and the Chair of the Trustees shall be ex-officio members without vote. Investment decisions require three affirmative votes.
3. The committee shall
 - a. meet quarterly. At the first meeting each year, they shall elect officers (President, Vice-President, Secretary/Treasurer) for the coming year.
 - b. publicize the Fund to the congregation, sponsor “planned giving seminars,” contact prospective donors, provide ways to recognize and celebrate gifts to the Fund, and promote other activities which will bring growth in the Endowment Fund.
 - c. provide a written annual report to the Trustees, the Official Board and the Congregation which shall include a list of new gifts received, the changes in various Fund value other than gifts received and the total value of the Endowment Fund. Annual reports to the Trustees shall provide a “breakdown” of gifts received by the Endowment Fund, which shall include:
 - i. Project gifts.
 - ii. Endowment gifts – restricted.
 - iii. Endowment gifts – unrestricted.
4. The committee does not have the responsibility for the expenditure of monies from the Endowment Fund. It is their responsibility to determine annually the amount available for distribution and to provide this amount to the Trustees for expenditure according to the Guidelines for Fund Distribution in the Endowment Fund Policy document.
5. The committee does have the responsibility of investing the Endowment Fund assets, subject to the confirmation of the Trustees.

6. The Endowment Fund Policy document may be amended by a 3/4 majority vote of the Official Board in attendance at two successive meetings, upon published written notice of proposed changes to the Board Members two weeks prior to the first meeting.
7. In the event the First Christian Church, Stillwater, Oklahoma, should terminate its ministry, the assets of the Endowment Fund shall be transferred to The Oklahoma Christian Foundation, a not for profit financial corporation associated with the Christian Church (Disciples of Christ) in Oklahoma, with instructions concerning distribution of future income. If the Oklahoma Christian Foundation is not in legal existence at the time of termination, then the assets of the Fund shall be transferred to the Christian Church Foundation, Inc. with instructions concerning distribution of future income.

V. Functional Departments and Ministries

- A. The following functional departments administer the programs and ministries of the church:

1. Worship and Welcome Department
 - a. Deacon Ministries – Traditional and Contemporary
 - b. Worship Support Ministries
 - c. Music, Drama, and Technical Ministries
 - d. Evangelism Ministries
 - e. Leisure Ministries
 - f. Kitchen Ministries
2. Disciple Development Department
 - a. Adult (Christian Education) Ministries
 - b. Youth Ministries
 - c. Children's Ministries
 - d. Shepherding Ministries
 - e. Outreach Ministries
 - f. Wednesday Night Fellowship Ministries
 - g. Disciple Women (CWF) Ministries
 - h. Disciple Men (CMF) Ministries

3. Administration Department

- a. Data & History Processing Ministries
- b. Property Ministries
- c. Public Relations & Communications Ministries
- d. Stewardship Ministries
- e. Treasurer
- f. Assistant Treasurer

B. An elected coordinator (laity) or a designated director (staff) shall oversee each ministry in the departments listed above in Article V, Section A. These ministry coordinators and directors, along with the Board of Elders, the Board of Trustees and the Department Chairs and Vice-chairs, shall comprise the voting membership of the Official Board.

The success of the ministries of the church is dependent upon the dedicated service of congregational volunteers. The allocation of volunteer service in each department shall be determined as follows:

1. In conjunction with the stewardship campaign each year, information about opportunities for service in the church shall be circulated to the congregation. After reviewing this information, individuals and groups within the church shall be encouraged to pledge one year of service in the ministries of their choice. Under the direction of the Data and History Processing Coordinator, the service pledge data shall be compiled and distributed to the ministry coordinators and directors in each department.
2. The coordinators and directors in each department shall oversee additional recruiting (if needed for the function of the church), training, scheduling and mentoring of the volunteers in their respective ministries.

As non-voting members of the church departments and the Official Board, congregational volunteers are welcome, but not required, to attend department or Official Board meetings.

C. Each department meets regularly to conduct the business and formulate the church policies for which it is responsible. It plans its general program and presents it to the Official Board Executive Committee for approval.

1. The chairs of each department and the Board of Elders present to the Board of Trustees, no later than September 15 of each year, an itemized budget to cover the anticipated needs for the year beginning on January 1.
 2. Chairs must oversee expenditures for their respective departments. Coordinators and directors must authorize all expenditures for their respective ministries.
 3. All chairs are responsible to the Board of Trustees, to the Official Board, and to the congregation to keep expenditures within the approved budget.
 4. In the absence of the chair of a department, the vice-chair or designated department representative assumes responsibility.
 5. A department, by majority vote, may move funds from one line item to another provided such changes do not affect the total amount of the departmental budget.
 6. The Board of Trustees with departmental approval may transfer funds from one department to another without referring the change to the congregation, unless such change increases the total amount of the church budget.
- D. The purpose and responsibilities of the functional departments shall be as follows:

Worship and Welcome Department

1. Deacon Ministries (Traditional and Contemporary Services)
 - a. Purpose – The purpose of Deacon Ministries is to coordinate, schedule, train and mentor volunteers to facilitate a meaningful worship experience for the congregation.
 - b. Responsibilities
 - i. Serve the Lord’s Supper and receive offerings; take responsibility for the preparation and care of the communion service.
 - ii. Recruit ushers and acolytes (as needed) for each Sunday service.

- iii. Prepare front stage area of the sanctuary for contemporary worship and clear off front stage area after the service.
 - iv. Care for any other matters that involve the Deacon Ministries of the church.
2. Worship Support Ministries
- a. Purpose – The purpose of Worship Support Ministries is to lead the membership in public services, and to enrich the worship experience for the congregation.
 - b. Responsibilities
 - i. Arrange for the pulpit to be filled at each Sunday service.
 - ii. Provide worship leaders as needed.
 - iii. Review and make recommendations about the order of worship.
 - iv. Oversee the placement of church decorations (e.g. narthex, chancel).
 - v. Arrange for worship supplies (e.g. communion, candles, bulletins).
 - vi. Make recommendations for and sponsor special services (e.g. Laity Sunday, Lenten Meditation, Maundy Thursday, Easter Sunday, Youth Sunday, Hanging of the Greens, Live Nativity).
 - vii. Care for any other matters that involve the Worship Support Ministries of the church.
3. Music, Drama, and Technical Ministries
- a. Purpose – The purpose of Music, Drama, and Technical Ministries is to provide opportunities for the congregation to share and enrich their faith through music, drama and technical support.
 - b. Responsibilities
 - i. Supervise the music and drama programs of the church and encourage fine arts.

- ii. Provide for the operation of the sound and lighting system at all church services.
 - iii. Provide a power point presentation for each contemporary worship service.
 - iv. Care for any other matters that involve the Music, Drama, and Technical Ministries of the church.
4. Evangelism Ministries
- a. Purpose – The purpose of Evangelism Ministries is to cultivate an evangelistic spirit within the church and to plan and administer the evangelistic programs. It also sponsors a year-round program of evangelism for every age level and every phase of the life of the church.
 - b. Responsibilities
 - i. Recruit and train Sunday morning Greeters.
 - ii. Recruit and train Sunday morning Welcome Center hosts/hostesses.
 - iii. Discover and employ all possible ways for securing prospective members' names and addresses.
 - iv. Review attendance pads and provide follow-up calls to visitors.
 - v. Encourage prospective members to become involved in the life of the church.
 - vi. See that evangelistic calls are made on prospective members.
 - vii. Offer a prospective members class on a regular basis to provide information about the history and beliefs of the Christian Church (Disciples of Christ).
 - viii. Promote the integration of college students into the activities of the church.
 - ix. Care for any other matters that involve the evangelistic activities of the church.

5. Leisure Ministries
 - a. Purpose – The purpose of Leisure Ministries is to provide opportunities for the congregation to interact socially through organized group activities.
 - b. Responsibilities
 - i. Promote and schedule group leisure activities (bowling, softball, golf, etc.) for the church.
 - ii. Care for any other matters that involve the Leisure Ministries of the church.
6. Kitchen Ministries
 - a. Purpose – The purpose of Kitchen Ministries is to guide the members of the congregation into a richer fellowship within the family of God.
 - b. Responsibilities
 - i. Recruit and schedule cooking, prep and clean-up crews for Wednesday Night Fellowship.
 - ii. Plan, publicize and coordinate all regularly scheduled church fellowship events.
 - iii. Inventory and order all required hospitality supplies (e.g. cups, plates, plastic ware, napkins, table covering) and coordinate use of all kitchen/pantry food, supplies, and equipment.
 - iv. Care for all other matters relating to the Kitchen Ministries of the church.

Disciple Development Department

7. Adult (Christian Education) Ministries
 - a. Purpose – The purpose of Adult Christian Education Ministries is to develop an effective program of Christian education for the entire adult (collegiate and older) congregation of the church within the general objectives and traditions of the Christian Church (Disciples of Christ).

- b. Responsibilities
 - i. Select and train all teachers for adult church school.
 - ii. Evaluate, authorize, order, and distribute all curriculum material and supplies for adult church school.
 - iii. Oversee the use and care of educational resource equipment and supplies.
 - iv. Provide for the training of adult leaders through leadership education and training schools.
 - v. Promote special school and study courses.
 - vi. Provide educational programs for all adult groups.
 - vii. Maintain and encourage the use of the church library.
 - viii. Encourage Bible reading and the use of devotional aids in the home.
 - ix. Help integrate the collegiate group into the life of the church and organize collegiate outreach activities.
 - x. Coordinate nursery activities for all church functions (e.g. paid attendants, supplies).
 - xi. Care for any other matters that involve the Christian education of the adult membership of the church.

8. Youth Ministries

- a. Purpose – The purpose of Youth Ministries is to provide an atmosphere in which young people (Grades 6 – 12) may formulate a personal faith in Jesus Christ and live out that faith in a community of their peers.
- b. Responsibilities
 - i. Plan and implement Sunday evening activities for CYF, Chi-Rho, etc., coordinating these activities with other programs and departments of the church. Representatives of the youth will participate in the planning of all activities.

- ii. Develop and maintain standards and policies to assure the safety of all youth and sponsors participating in church youth activities. These standards and policies will include, but are not limited to, guidelines relating to background checks, transportation, water safety, group dynamics, and discipline.
- iii. Identify, select and train all adult sponsors for the youth groups.
- iv. Plan and implement Service/Mission trips and recreational trips outside Stillwater.
- v. Plan and implement Fall and Spring Youth Retreats.
- vi. Select youth group curriculum that is theologically in keeping with the beliefs of the Christian Church (Disciples of Christ), and appropriate for the age of each group.
- vii. The financial responsibilities for this ministry include discretion and accountability for both budget and non-budget funds.
- viii. Encourage youth participation in activities sponsored by the District, Regional and General Assemblies of the Christian Church (Disciples of Christ). Encourage participation in ecumenical activities in the community when feasible and theologically appropriate.
- ix. Seek avenues for parental involvement, such as semi-annual parents' meetings.
- x. Select and train all teachers for youth church school.
- xi. Evaluate, authorize, order, and distribute all curriculum material and supplies for youth church school.
- xii. Plan and implement Wednesday Night Fellowship activities for all youth groups.
- xiii. Care for all other matters relating to the Youth Ministries of the church.

9. Children's Ministries

- a. Purpose – The purpose of Children's Ministries is to provide an atmosphere in which children (pre-K – Grade 5) may formulate a personal faith in Jesus Christ.
- b. Responsibilities
 - i. Select and train all teachers for elementary and preschool church school and children's worship.
 - ii. Evaluate, authorize, order, and distribute all curriculum material and supplies for elementary and preschool church school.
 - iii. Plan and implement Wednesday Night Fellowship activities for the elementary and preschool groups.
 - iv. Promote summer conferences, camp participation, and retreats.
 - v. Plan and implement Sunday evening activities for JYF, coordinating these activities with other programs and departments of the church.
 - vi. Develop and maintain standards and policies to assure the safety of all children and sponsors participating in church activities. These standards and policies will include, but are not limited to, guidelines relating to background checks, transportation, water safety, group dynamics, and discipline.
 - vii. Identify, select and train adult sponsors for all children's groups.
 - viii. Coordinate Vacation Church School.
 - ix. Care for any other matters that involve the Children's Ministries of the church.

10. Shepherding Ministries

- a. Purpose – The purpose of Shepherding Ministries is to maintain close contact with the entire church community, so that each member may function effectively in the life of the church. This ministry is to develop a spirit of community within the congregation founded on common love from Christ.
- b. Responsibilities
 - i. Welcome new members and provide them with information on programs of the church.
 - ii. Organize the assimilation of new members.
 - iii. Organize and develop programs that encourage the entire church community to participate in small group fellowship, which will facilitate relationships and stronger commitment to the church.
 - iv. Coordinate prayers for those in the church community who are in crisis or who have particular needs.
 - v. Organize visits of those in the hospital and keep the church community and ministers informed of their needs and progress.
 - vi. Organize and maintain contact between those currently active in the church community and those who are not longer able to fully participate such as the homebound and those in nursing homes and assisted living facilities.
 - vii. Help organize collegiate outreach activities.
 - viii. Care for any other matters that involve the purpose and duties of the Shepherding Ministries of the church.

11. Outreach Ministries

- a. Purpose – The purpose of Outreach Ministries is to create and foster a world vision within the church and to plan and administer outreach programs. It is to nurture within the church an awareness of the local needs in the area served by the congregation.
- b. Responsibilities
 - i. Be apprised of outreach organizations and their functions, and educate the congregation in the methods used to carry out the outreach purpose of the church.
 - ii. Encourage the congregation's participation in community ministries.
 - iii. Familiarize the congregation with the needs of the regional and general church as expressed through Disciples Mission Fund.
 - iv. Communicate to the congregation the allocation of funds to Overseas and Homeland ministries.
 - v. Be responsible for promoting and collecting special outreach offerings (e.g. Week of Compassion, Easter, Pentecost, Reconciliation, Thanksgiving, and Christmas).
 - vi. Supervise the disbursement of outreach allocations and scholarship funds.
 - vii. Care for any other matters that involve the outreach and benevolent work of the church.

12. Wednesday Night Fellowship (WNF) Ministries

- a. Purpose – The purpose of Wednesday Night Fellowship Ministries is to provide a forum for the sharing and exploring of the spiritual, educational and social gifts and talents of the congregation.
- b. Responsibilities

- i. Plan and recruit WNF group leaders for adult age programs.
 - ii. Oversee the coordination, scheduling and assignment of space for all (adult, youth, children) WNF activities.
 - iii. Care for any other matters that involve WNF Ministries of the church.
13. Disciple Women (CWF) Ministries (See Article III, Section D, Number 8, Item a, v of the Constitution.)
14. Disciple Men (CMF) Ministries (See Article III, Section D, Number 8, Item a, vi of the Constitution.)

Administration Department

15. Data and History Processing Ministries
 - a. Purpose – The purpose of Data and History Processing Ministries is to maintain and update attendance, membership and service records of the church as well as historical church information.
 - b. Responsibilities
 - i. Maintain current membership records and compile a yearly report of the number of participating and non-participating members.
 - ii. Maintain accurate records of church school enrollment and attendance (e.g. children, youth, and adult) and worship attendance.
 - iii. Annually update the Opportunities for Service booklet and Service Pledge Cards.
 - iv. Generate service and volunteer data for all department leaders.
 - v. Collect written and visual information about the church and its members.
 - vi. Write a yearly historical summary of the life of the church and forward it to the Disciples of Christ Historical Society.

- vii. Care for any other matters that involve the Data and History Processing Ministries of the church.

16. Property Ministries

- a. Purpose – The purpose of Property Ministries is to care for all property of the church. It is responsible for keeping all the property and equipment in proper condition, studying needs and making recommendations for improvement, caring for the grounds and keeping the property adequately insured against possible loss or damage.
- b. Responsibilities
 - i. Maintain the physical property of the church, including the building and grounds.
 - ii. Provide security of the facilities and equipment.
 - iii. Develop long-range plans for maintenance, repair and improvements to the physical facilities.
 - iv. Formulate and oversee policies on the use of all church facilities.
 - v. Monitor and maintain the use of all church vehicles.
 - vi. Provide adequate insurance coverage for all church facilities, equipment and vehicles.
 - vii. Care for all other matters relating to the use or care of the church property.

17. Public Relations and Communications Ministries

- a. Purpose – The purpose of Public Relations and Communications Ministries is to maintain an extensive communication network within the congregation and the community.
- b. Responsibilities
 - i. Publicize the life of the church (e.g. web page, radio program, newsletter, newspaper, bulletin boards).
 - ii. Provide official welcome and farewell receptions for all staff.

- iii. Provide hosts and hostesses for outside groups using the church.
 - iv. Coordinate special fellowship events (e.g. speakers, visiting clergy).
 - v. Coordinate publication and distribution of a church directory.
 - vi. Care for all other matters relating to the Public Relations and Communications Ministries of the church.
18. Stewardship Ministries
- a. Purpose – The purpose of Stewardship Ministries is to develop within the membership an understanding of the full meaning of Christian Stewardship.
 - b. Responsibilities
 - i. Keep before the congregation the concept of God’s ownership of all things and the responsibility of God’s people to care for God’s world.
 - ii. Promote stewardship education, making the congregation aware of the biblical mandate and Christian responsibility to give of time, talents and money.
 - iii. Organize and implement the annual stewardship campaign (both financial and service).
 - iv. Keep accurate and systematic records of individual giving and provide timely notification to each person concerning his/her financial contributions.
 - v. Care for any other matters that involve the stewardship of the church.
19. Treasurer
(See Article III, Section D, Number 4 of the Constitution)
20. Assistant Treasurer
(See Article III, Section D, Number 9 of the Constitution)

- VI. Special Committees – The Chair of the Official Board appoints, with the approval of the Official Board Executive Committee, special committees as may be necessary to administer the work of the church. These committees perform the duties assigned, provide regular reports to the Official Board Executive Committee and/or the Official Board (as appropriate) and continue for such time as designated.
- VII. Employment and Evaluation of Ministerial and Non-Ministerial Staff
- A. The call (employment) and termination of the Ministerial staff shall be done according to ARTICLE V of the Constitution of the First Christian Church (Disciples of Christ) Stillwater, Oklahoma, Inc.
- B. The policies and procedures for the evaluation and salary recommendation to the Trustees for Ministerial staff are the responsibility of the Personnel Committee. (See ARTICLE III, Section D, Number 6, Item i of the Constitution.)
- C. The following procedures govern the employment and termination of Non-Ministerial staff, including professional staff, support staff and hourly wage employees:
1. Professional staff are employed or released by the Official Board upon the recommendation of the Board of Trustees in consultation with the ministers, the Personnel Committee, and the appropriate functional department chair.
 2. Support staff are employed or released by the Board of Trustees in consultation with the ministers, the Personnel committee, and the appropriate functional department chair.
 3. Hourly wage employees are employed or released by the Board of Trustees in consultation with the ministers, the Personnel Committee, and the appropriate functional department chair.
- D. The policies and procedures for the evaluation and salary recommendation to the Trustees of Non-Ministerial staff, including professional staff, support staff and hourly wage employees are the responsibility of the Personnel Committee in consultation with the Senior Minister.
- VIII. Budget
- A. Responsibilities – No later than September 15 of each year, the chair of each functional department and the Board of Elders present to the Board

of Trustees an itemized budget covering the anticipated needs for the year beginning on January 1. The Board of Trustees, in addition, is responsible for the preparation of the salary and office administration portion of the church budget. The Board of Trustees considers the budgets and presents a total church budget to the Official Board no later than the December Official Board meeting.

- B. Adoption of the Budget – The Official Board approves the budget or refers it back to the Board of Trustees for adjustment and further recommendation. After the Official Board approves the budget, the Chair of the Official Board presents it to the congregation for final action no later than the end of December. Copies of the budget are made available to the congregation at least two weeks prior to its being presented to the congregation for approval.
 - C. Underwriting the Budget – Stewardship Ministries, in cooperation with the Board of Trustees, organizes and implements an annual program to finance the operating budget.
- IX. Financial Records Review – Within 180 days after the close of each church fiscal year, the Chair of the Official Board, with the assistance of the Treasurer, submits the financial records of the church to an internal review committee. The members of the internal review committee are appointed by the Chair of the Official Board from the church membership. Membership on the committee includes members from both the Board of Trustees and Stewardship Ministries. The results of the annual internal review of financial records are presented to the Official Board Executive Committee and the Board of Trustees.
- X. Amendments – These By-Laws may be amended by a two-thirds (2/3) vote of the members of the Official Board present and voting in a regular or special meeting, provided the proposed amendment has been submitted to the membership of the Official Board at least two weeks before the vote is taken.