

**FIRST CHRISTIAN CHURCH  
FIRST CHRISTIAN CHURCH  
OF  
BRYAN/COLLEGE STATION, TEXAS  
900 S. ENNIS  
BRYAN, TEXAS 77802**



**CONSTITUTION**

**BY-LAWS**

**APPENDIX**

FIRST CHRISTIAN CHURCH  
OF  
BRYAN/COLLEGE STATION, TEXAS  
900 S. ENNIS  
BRYAN, TEXAS

CONSTITUTION

**FIRST CHRISTIAN CHURCH  
OF  
BRYAN/COLLEGE STATION, TEXAS**

**CONSTITUTION**

**TABLE OF CONTENTS**

	Page #
PREAMBLE	2
ARTICLE I. Name and Mission	2
Section A. Name	2
Section B. Mission	2
ARTICLE II. Membership	2
Section A. General	2
Section B. Status	2
1. Participating	2
2. Non-participating	3
3. Non-resident	3
ARTICLE III. Incorporation	3
ARTICLE IV. Congregational Meetings	3
ARTICLE V. General Board	3
Section A. Authority	3
Section B. Membership	3
Section C. Officers	4
Section D. Duties	4
ARTICLE VI. Board of Trustees	4
ARTICLE VII. Executive Committee	4
Section A. Authority	4
Section B. Membership	5
Section C. Duties	5
ARTICLE VIII. Ministers	5
Section A. Duties	5
Section B. Selection	6
Section C. Resignation	6
Section D. Termination	6

ARTICLE IX. By-Laws	7
ARTICLE X. Property and Conveyances	7
Section A. Title	7
Section B. Execution of Conveyances and Other Official Documents	7
ARTICLE XI. Amendments	7

FIRST CHRISTIAN CHURCH  
of  
BRYAN/COLLEGE STATION, TEXAS  
900 S. ENNIS  
BRYAN, TEXAS  
BY-LAWS

TABLE OF CONTENTS

	Page #
ARTICLE I. Purpose	8
ARTICLE II. Church Year	8
Section A. Administrative Year	8
Section B. Fiscal Year	8
ARTICLE III. Congregational Meetings	8
Section A. Meetings to be Held	8
Section B. Electorate	9
Section C. Quorum	9
Section D. Notice of Meetings	9
Section E. Rules of Order	9
ARTICLE IV. General Board Meetings	9
Section A. Meetings to be Held	9
Section B. Quorum	10
Section C. Order of Business	10
Section D. Rules of Order	10
ARTICLE V. General Board Membership	10
Section A. Elders	10
1. Qualifications	10
2. Responsibilities and Duties	11
Section B. Deacons	11
1. Qualifications	11
2. Responsibilities and Duties	12
3. Junior Deacons	12
Section C. Honorary Members	12
Section D. Selection of Elders, Deacons, Junior Deacons And Honorary Members	12

Section E.	Selection of Committee Chair	13
Section F.	Vacancies in Offices	13
iv		
ARTICLE VI.	General Board Officers	14
Section A.	Election	14
Section B.	Duties	14
1.	Chair of the General Board	14
2.	Vice-Chair of the General Board	14
3.	Secretary of the General Board	14
4.	Treasurer of the General Board	14
ARTICLE VII.	Board of Trustees Membership	15
Section A.	Qualifications	15
Section B.	Responsibilities and Duties	15
ARTICLE VIII.	Executive Committee	15
Section A.	Meetings	15
Section B.	Administrative Duties	15
Section C.	Personnel Duties	15
ARTICLE IX.	Delegates to Assemblies	16
Section A.	Selection	16
Section B.	Duties	16
ARTICLE X	Committee Organizations	16
Section A.	Types of Committee	16
1.	Functional	16
2.	Special	17
3.	Other	17
Section B.	Committee Membership	17
1.	Functional Committees	17
2.	Special Committees	17
a.	Long Range Planning	17
b.	Memorial	17
c.	Nominating	17
d.	Pastoral Search	17
Section C.	Committee Duties	18
1.	General	18
2.	Functional Committee Duties	18
a.	Property	18
b.	Stewardship	18
c.	Outreach	19
d.	Worship Planning	19
e.	Spiritual Growth Ministry Team	20

f. Faith Sharing Ministry Team	20
g. Community Building Ministry Team	20

v

3. Special Committee Duties	21
a. Long Range Planning	21
b. Memorial	21
c. Nominating	22
d. Pastoral Search	22
ARTICLE XI. Fellowship Organizations	23
Section A. Names	23
Section B. Organization	23
ARTICLE XII. Retention of Records	23
ARTICLE XIII. Amendments	23
APPENDIX A Memorials	
BUILDING USE POLICIES - Available in Church Office	

**CONSTITUTION**  
**OF**  
**BRYAN/COLLEGE STATION, TEXAS**  
**900 S. ENNIS**  
**BRYAN, TEXAS**



**FIRST CHRISTIAN CHURCH  
OF  
BRYAN/COLLEGE STATION, TEXAS  
TEXAS 900 S. ENNIS  
BRYAN, TEXAS**

**CONSTITUTION**

**PREAMBLE**

We, the members of The First Christian Church of Bryan/College Station, Texas, a congregationally governed body, to promote the work of the church in the spirit of Christ and thus advance His Kingdom, do hereby adopt this constitution.

**ARTICLE I. NAME AND  
MISSION**

**SECTION A. NAME**

The name of this organization shall be The First Christian Church of Bryan/College Station, Texas. It is affiliated with the Denomination known as The Christian Church (Disciples of Christ).

**SECTION B. MISSION**

It is the mission of First Christian Church to be a Christ centered Community in Bryan/College Station that seeks others to become followers of Christ and lovingly nurtures all in this body through prayer, worship, education and the encouragement to service.

**ARTICLE II. MEMBERSHIP**

**SECTION A. GENERAL**

Membership of this congregation shall consist of those who are now members of the congregation, those who shall unite with it by confession of faith in Jesus Christ as Lord and Savior, giving expression to their faith through baptism by immersion and personal commitment to Him, and those who unite by transfer of membership by making a reaffirmation of their faith and commitment to Christ.

**SECTION B. STATUS**

- a. Participating Member—A member who supports the church by attendance at worship, by service to the church or by other evidence of faith and interest, shall be listed on the church roll as a participating member. This may include persons who meet these criteria for participating membership, but desire to maintain membership in their hometown church outside the Bryan/College Station area.

- b. Non-participating Member A member who meets none of the criteria for participating membership for a period of one year shall be considered for listing as a non-participating member. A non-participating member who subsequently meets any criterion for participating membership shall be restored to participating status.
- c. Non-resident Member—A member who lives outside the Brazos County area and can be classified as either participating or non-participating.

### **ARTICLE III. INCORPORATION**

The congregation is and shall remain an incorporated body pursuant to the laws of the State of Texas. The corporate status is evidenced by Charter No. 051060-1 issued by the Secretary of State of the State of Texas which provides for non-profit corporate status and perpetual duration. Authority to revise, amend or restate the Articles of Incorporation (Charter) is vested in the congregation.

### **ARTICLE IV. CONGREGATIONAL MEETINGS**

There shall be at least two scheduled congregational meetings each year and as many special meetings as are needed. The regularly scheduled meetings are for considering the annual budget and for election of church officers (elders, deacons, etc.). Special Meetings may be called by the chair or vice-chair of the general board, by action of the general board or by a written petition recorded with the board secretary by at least 10 percent of the participating members of the congregation.

### **ARTICLE V. GENERAL BOARD**

#### **SECTION A. AUTHORITY**

The church shall have a general board which is responsible to the congregation and which will have authority to act on behalf of the congregation in all matters except as limited by the Constitution and/or By-Laws.

#### **SECTION B. MEMBERSHIP**

1. The general board shall be comprised of the following:
  - a. Chair
  - b. Vice Chair
  - c. Secretary
  - d. Treasurer
  - e. Minister
  - f. Chair of Elders and 2 elected elder representatives
  - g. Deacons – 2 representatives
  - h. Chair of Trustees
  - i. Presidents of Disciples Men and Disciples Women
  - j. 2 Congregational Representatives chosen by the nominating committee
  - k. Leaders of Ministry Teams
  - l. Chairs of Property, Stewardship, Outreach, and Worship Planning

2. Elders, deacons, junior deacons and honorary members shall be elected by the congregation as prescribed in the By-Laws. Approximately one-half of these elders, deacons and junior deacons shall be elected each year for a term of 2 years.
3. There shall be not fewer than nine elders and not fewer than 18 deacons.
4. The elders and deacons will choose their board representatives as specified in Article V above.

## **SECTION C. OFFICERS**

The general board shall elect a chair, a vice-chair, a secretary and a treasurer, as prescribed in the By-Laws. These officers of the general board shall serve as the corresponding officers of the congregation.

## **SECTION D. DUTIES**

The duties of the general board shall be as follows:

1. To transact business as a representative of the congregation, with the congregation having final authority.
2. To receive reports from the minister(s), the officers and various organizations within the congregation.
3. To direct the affairs and programs of the church through the various committees as prescribed in the By-Laws.
4. To create, appoint, or approve whatever committees, boards or organizations necessary to carry out the business or religious affairs of the church.
5. To approve an annual budget for presentation to the congregation for final action.
6. To oversee the expenditures under the budget approved by the congregation.
7. To employ all church staff members, except the minister(s) which is accomplished by the means of a pulpit committee which will make a recommendation to the board for consideration.

## **ARTICLE VI. BOARD OF TRUSTEES**

The church shall have a Board of Trustees with four members to serve as legal agents for the Congregation. The members of this board will have the duties and will be elected as provided in the By-Laws. One half of the trustees will be elected each year for a term of two years.

## **ARTICLE VII. EXECUTIVE COMMITTEE**

### **SECTION A. AUTHORITY**

The executive committee may act for the general board in situations as described in Section C following. All decisions and actions of the executive committee must be reported to the general board at its next meeting and are subject to review and approval of the general board.

## **SECTION B. MEMBERSHIP**

The executive committee shall be comprised of the following:

1. Chair of general board (chair of executive committee)
2. Vice-Chair of general board
3. Secretary of general board
4. Treasurer
5. Chair of Elders
6. Chair of Deacons
7. Chair of Trustees
8. Minister (non-voting)

## **SECTION C. DUTIES**

The executive committee shall have the following duties:

1. To transact the necessary business of the church which cannot be delayed for either a regular or called board meeting.
2. To serve as a personnel committee for the church staff as provided in the By- Laws.
3. To review the membership status of the congregation as provided in the By- Laws.

## **ARTICLE VIII. MINISTERS**

### **SECTION A. DUTIES**

1. The minister (senior) shall perform the duties which usually pertain to this office, including, but not limited to preaching, teaching, performing weddings and funerals, ministering to those with either physical or spiritual needs and planning and conducting the regular worship service. Together with the elders, the minister shall be a spiritual leader of the church.
2. The minister (senior) of the congregation in cooperation with the chair of the congregation and the general board, shall encourage orderly procedures in the life and work of the congregation in compliance with the congregation's Constitution and By-Laws and appendices (building use, etc.) of the congregation and the general board.
3. The minister (senior) shall supervise the work of all other staff members, within policy and program guidelines set by the general board and the appropriate committees. The minister shall not have authority to employ or terminate employment of other staff members but shall participate in such actions as a member of the executive committee which is assigned that function by the By- Laws.
4. The minister (senior) shall give special attention to the selection and training of the congregation's leaders.
5. The minister (senior) shall be an ex officio member (non-voting) of all boards, committees, ministry teams, departments, special committees, task groups and fellowship groups of the congregation.

6. The minister(s) shall report on their activities at each meeting of the general board.
7. Associate ministers shall perform those duties set forth in their job descriptions which would be determined by the senior minister.

## **SECTION B. SELECTION**

Selection of ministers shall be accomplished as follows:

1. Recommendations shall be made to the general board by a pastoral search committee constituted and functioning as prescribed in the By-Laws.
2. The recommendation of the pastoral search committee may only be submitted to the congregation if approved by a two-thirds vote of the general board members present and voting at a regular or special board meeting.
3. The recommendation of the general board must then be approved by at least two-thirds majority of participating members of the congregation present and voting before a call can be extended.
4. It shall be the policy of the church to consider only one prospective minister at a time.
5. The general board is empowered to enter an agreement with a minister, either permanent or interim, associate minister, or similar professional accepting a call from the congregation. The chair of the general board and the minister, associate minister, or similar professional accepting such a call shall sign an agreement which contains language setting forth the terms of employment including resignation and termination provisions.
6. An interim minister will serve only one year with the possible extension of one more year with unanimous approval of the congregation. The person who serves as interim minister would not be eligible for the permanent position.
7. The regular minister, as well as interim ministers, should be an ordained Christian Church Disciples of Christ Minister in good standing. Student ministers are in a different category.

## **SELECTION C. RESIGNATION**

1. The minister shall give 60 days' written notice of his/her intended resignation to the general board.
2. Following action on the resignation, the chair of the general board shall report the action to the congregation.

## **SECTION D. TERMINATION**

Termination of a minister's employment shall be accomplished as follows:

1. The general board may recommend to the congregation when a minister's employment should be terminated.
3. Such action by the general board shall require at least a two-thirds majority vote of members present at a regular or special

- meeting.
4. The recommendations of the general board must be accepted by at least two-thirds majority of members of the congregation present and voting to terminate a minister's employment.
  5. The minister shall be given not fewer than 60 days' notice of the effective date of his termination. The general board shall determine appropriate severance arrangements, if any.

## **ARTICLE IX. BY-LAWS**

There shall be By-Laws to cover details not otherwise provided for in this Constitution. No provision of the By-Laws shall conflict with the Constitution.

## **ARTICLE X. PROPERTY AND CONVEYANCES**

### **SECTION A. TITLE**

Title to all church property, real and personal, shall be taken and recorded in the name of The First Christian Church of Bryan/College Station, Texas.

### **SECTION B: EXECUTION OF CONVEYANCES AND OTHER OFFICIAL DOCUMENTS**

The chair or vice-chair of the trustees shall have the authority, when given a properly recorded resolution of the general board, to execute in the name of The First Christian Church of Bryan/College Station, Texas all instruments pertaining to church property, including, but not limited to, purchases, sales, notes, deeds of trust, and instruments of pledge or lien. In like manner, the secretary of the board shall attest properly drawn instruments when required to do so.

## **ARTICLE XI. AMENDMENTS**

This Constitution may be amended at any meeting of the congregation called for such purpose. A vote of at least two-thirds of the members of the congregation present and voting is required to approve the amendment. Written notice of the proposed amendment and its effect must have been given to the congregation by mail postmarked or posted at 30 days prior to the congregational meeting and read and explained at worship services on the two Sundays immediately preceding the congregational meeting.

We, the congregation of the First Christian Church of Bryan/College Station, Texas, hereby adopt and promulgate this the Constitution of such body, to become effective on June 11, 2017 and until it may be amended in whole or in part as herein provided.

---

Chair of the General Board and Congregation

**FIRST CHRISTIAN CHURCH  
OF  
BRYAN/COLLEGE STATION, TEXAS  
900 S. ENNIS  
BRYAN, TEXAS**

**BY-LAWS**

**ARTICLE 1. PURPOSE**

These By-laws are promulgated by authority of the Constitution of The First Christian Church of Bryan/College Station, Texas. Their purpose is to govern the work of the general board and congregation consistent with the constitution.

**ARTICLE II.  
CHURCH YEAR**

**SECTION A. ADMINISTRATIVE YEAR**

The administrative (official) church year shall begin July 1, at which time all newly elected officers, elders, deacons, junior deacons and trustees shall assume their duties. The administrative year shall end June 30.

**SECTION B. FISCAL YEAR**

The fiscal year of the church shall begin in January 1 and end December 31.

**ARTICLE III. CONGREGATIONAL  
MEETINGS**

**SECTION A. MEETINGS TO BE HELD**

1. There shall be a meeting of the congregation during May or June for electing elders, deacons, junior deacons, trustees and honorary members of the board for the coming administrative year, July 1 through June 30. Any other item of business may be discussed at the request of a member present.
2. There shall be a meeting of the congregation near the end of the calendar year of the purpose of approving a budget for the next fiscal year, January 1 through December 31. Any other item of business may be discussed at the request of a member present.

3. Special meetings of the congregation may be called as prescribed in Article IV of the Constitution.
4. The chair of the general board shall preside at all meetings unless absent. In such cases the vice-chair will preside.
5. The secretary of the general board shall take and preserve minutes of all meetings of the congregation.

#### **SECTION B: ELECTORATE**

The privilege of voting shall be limited to participating members of the church who must be present at the meeting to vote.

#### **SECTION C. QUORUM**

Those present shall constitute a quorum.

#### **SECTION D. NOTICE OF MEETINGS**

Notice of meetings of the congregation shall be given at Sunday worship services at least two weeks in advance and by mail postmarked or posted not later than 10 days in advance of the meeting date except that meetings to amend the Constitution requires 30 days' notice in advance as prescribed in Article IV of the Constitution. Each notice shall indicate the purpose of the meeting.

#### **SECTION E. RULES OF ORDER**

All meetings of the congregation shall be governed by Robert's Rules of Order, Revised.

### **ARTICLE IV. GENERAL BOARD MEETINGS**

#### **SECTION A. MEETINGS TO BE HELD**

1. The general board shall conduct regular meetings at least once every other calendar month of the church administrative year, commencing in July, on a day to be determined by the general board chair.
2. Special meetings may be called at the discretion of the general board chair or at the request of 5 members of the general board, on reasonable notice to the board membership.
3. Any member of the church may attend and address any meeting of the general board.



## **SECTION B. QUORUM**

1. A quorum shall consist of attendance more than 50 percent plus one of the voting members of the general board. A quorum is required to conduct official business.
2. Where committees have co-chairs, only one will be counted in determining the number of voting members of the board and only one will be counted in determining attendance.
3. Any member of the church may attend and address any meeting of the general board.

## **SECTION C. ORDER OF BUSINESS**

1. The following order of business shall be the guide for all regular board meeting:
  - a. Call to order
  - b. Prayer or devotional service
  - c. Consideration of minutes of previous meeting(s)
  - d. Reports and recommendations from the following:
    - (1) Treasurer
    - (2) Minister
    - (3) Committees
    - (4) Fellowship organizations
    - (5) Elders
    - (6) Deacons
    - (7) Trustees
    - (8) Ministry team leaders
  - e. New business
  - f. Adjournment
2. The general board chair may alter the order of business as required.

## **SECTION D. RULES OF ORDER**

All meetings shall be governed by Robert's Rules of Order, Revised.

## **ARTICLE V. GENERAL BOARD MEMBERSHIP**

### **SECTION A. ELDERS**

1. Qualifications
  - a. An elder must have been a member of the congregation of The First Christian Church of Bryan/College Station, Texas for at least 6 months prior to being nominated and must have been a professing Christian for at least one year prior to taking office.
  - b. An elder shall be a person who has demonstrated leadership skills by having served on committees, boards or with groups in this church or, in some cases, in a previous congregation.

- c. An elder shall be a person who has demonstrated commitment to Jesus Christ and His Church, through regular attendance at Sunday worship
  - d. and systematic giving to the financial support of the church.
  - e. An elder shall be a person who is willing to accept the responsibilities and duties of the position.
2. Responsibilities and duties
- a. Elders shall serve as spiritual leaders of the congregation and as such be willing and available to counsel with church members on spiritual matters, call on the sick and bereaved, and pray for members and friends in time of need.
  - b. Elders shall be responsible for reviewing the conduct and performance of individual elders, deacons and junior deacons should their conduct be called into question and deciding what action, if any, the general board should take.
  - c. Elders shall be responsible for serving communion to shut-ins and serving at the Lord's Table except for specially designated occasions at which time those serving will be supervised and approved by the elders.
  - d. Elders shall serve as spiritual advisors and give support to the minister, thus performing the services of a pastoral relations committee.
  - e. Elders shall attend worship services on a regular basis. In addition, elders should attend meetings of the general board and elders' group regularly.
  - f. Elders shall meet regularly as a group to share concerns, evaluate the general status of the congregation and to assess their own performance and involvement in assisting the congregation to fulfill its ministry.
  - g. After the annual election, continuing elders and newly elected elders shall meet for the purposes of electing a chair and a vice-chair for the new year and, in conjunction with the outgoing chair, making arrangements to conduct a training session for new elders and deacons.
  - h. Elders shall be willing to serve in a leadership role in the church as chairs or members in other important positions within the church structure.

## **SECTION B. DEACONS**

1. Qualifications
- a. A deacon must have been a member of the congregation of The First Christian Church of Bryan/College Station, Texas for at least 6 months prior to being nominated, and must have been a professing Christian for at least one year prior to taking office.
  - b. A deacon shall be a person who has demonstrated commitment to Jesus Christ and the Church through attendance at Sunday worship, performance of duties when asked, and systematic giving to the financial support of the church.

- c. A deacon shall be a person who is willing to accept the responsibilities and duties of the position.
- 2. Responsibilities and duties
  - a. Deacons shall attend worship services on a regular basis. In addition, deacons should attend meetings of the general board and deacons' group regularly.
  - b. Deacons shall support and participate actively in the work of the church.
  - c. Deacons shall meet regularly as determined by the chair.
  - d. After the annual election, continuing deacons and newly elected deacons shall meet for the purposes of electing a chair and a vice-chair for the new year and, in conjunction with the outgoing chair, deciding to conduct a training session for new deacons in consultation with the elders.
  - e. Deacons shall be responsible for assisting the elders in serving the sacraments of communion during the worship service and to shut-ins.
  - f. Deacons shall pray for and administer to the physical and spiritual needs of the congregation.
  - g. Deacons shall assist candidates for baptism upon request.
  - h. Deacons shall assist in receiving offerings from the congregation.
- 3. Junior deacons—Young people may serve as junior deacons to assist the deacons in serving communion and receiving the offering. The junior deacons shall be church members who have shown an interest in the church through Sunday school and church attendance and/or participation in youth activities. Junior deacons will be nominated and elected in the same manner as the deacons. The number of junior deacons can vary based on need and participation.

### **SECTION C. HONORARY MEMBERS**

The congregation may from time to time honor members for outstanding service and dedication by election to the honorary office of Elder Emeritus/Emerita or Deacon Emeritus/Emerita. Members elected to these offices shall be non-voting members of the general board but will remain eligible for election to any other office and thereby become a voting member of the general board.

### **SECTION D. SELECTION OF ELDERS, DEACONS, JUNIOR DEACONS, TRUSTEES AND HONORARY MEMBERS**

Nominations for election of elders, deacons, junior deacons, trustees and honorary members, if any, shall be made by a nominating committee constituted as prescribed in Article V. of these By-Laws.

1. Prior to the May meeting of the general board, the nominating committee shall meet to prepare a slate of nominees for elders, deacons, junior deacons, and trustees whose terms expire on June 30 and honorary members, if any. Not later than one week prior to the first meeting of the nominating committee, the congregation shall be advised by mail and at Sunday worship services that the nominating committee requests that suggested nominees be made known to a nominating committee member. The slate prepared by the nominating committee shall recommend one nominee for each office to be filled, and nominees for honorary positions, if any.
2. The nominating committee chair shall report the committee's slate of nominees at the general board meeting in May. Additional nominees may be proposed by any member of the general board provided the consent of the proposed nominee has been obtained.
3. The names of the selected nominees shall be made known to the congregation by mail at least one week prior to a congregation meeting to be held in May. The congregation shall also be advised that additional nominations may be made from the floor. At the meeting, all nominees shall be voted on in a manner determined by the chair of the general board. After any necessary run-off ballots, those nominees receiving most of the votes from the congregation present and voting at the meeting, shall be declared elected.
4. No nomination shall be received unless the committee or person offering the nomination certifies that the nominee has agreed to the conditions of the office if elected.

## **SECTION E. SELECTION OF COMMITTEE CHAIRS**

All committee chairs and ministry team leaders shall be appointed by the chair of the general board in consultation with the vice-chair and minister except where the chair is specified by the Constitution or By-Laws to be a board member holding a certain elected position. All appointed chairs shall be presented to the general board for approval. Committee chairs and ministry team leaders will choose their group's membership. Members of the various groups should be chosen from all the participating members of the church.

## **SECTION F. VACANCIES IN OFFICES**

An office that becomes vacant for any reason may be filled for the remainder of the unexpired term by majority vote of the general board. The nominating committee shall present a nominee for consideration.

## **ARTICLE VI. GENERAL BOARD OFFICERS**

### **SECTION A. ELECTION**

1. Nominations for election to chair, vice-chair, treasurer and secretary shall be
2. made by the nominating committee constituted as prescribed in Article VI. of these By-Laws. Additional nominations may be made by other members of the board.
3. No nomination shall be received unless the committee or person offering it certifies that the nominee has agreed to the conditions of the office if elected.
4. The slate of nominees shall be voted on by the new general board comprised of continuing members and newly elected officers for the new year.
5. After any necessary run-off ballots, those nominees receiving most of the votes from the general board members present and voting at the meeting, shall be declared elected.
6. Nominees for chair and vice-chair shall have served on the general board for at least one year prior to nomination (not required to be the immediately preceding year).
7. The treasurer may be nominated from the congregation or the board as shall the secretary; however, they may be an elder or a deacon, but this is not a requirement. All other officers must be nominated from the elected board members.

### **SECTION B. DUTIES**

1. Chair of the general board shall
  - a. Preside over all meetings of the general board and of the congregation.
  - b. Appoint chairs of committees and delegates to assemblies.
  - c. Represent the church at board meetings of the Coastal Plains Area of The Christian Church (Disciples of Christ) in the Southwest and at regional and general assemblies of The Christian Church (Disciples of Christ) when possible.
2. Vice-chair of the general board shall
  - a. Perform all duties of the chair in the event of the chair's absence or inability to perform duties.
  - b. Attend meetings of the general board, congregation and have other duties as the chair shall assign.
  - c. Serve as chair of the Memorial Committee.
3. Secretary of the general board—The secretary shall keep minutes of all meetings of the general board, congregation and perform other assigned duties.
4. The Treasurer of the general board shall receive and disburse church funds as directed by the general board. Shall also:
  - a. Serve on the stewardship committee.
  - b. Attend general board and congregational meetings and give financial reports.

- c. Perform other assigned duties.

## **ARTICLE VII. BOARD OF TRUSTEES MEMBERSHIP**

### **SECTION A. QUALIFICATIONS**

Shall be the same as those for a deacon.

### **SECTION B. RESPONSIBILITIES AND DUTIES**

1. The trustees shall serve as the legal agents for the congregation in business matters involving purchases, sales or encumbrance of church property, consistent with Article VI of the Constitution.
2. After the annual election, continuing trustees and newly elected trustees shall meet to elect a chair and vice-chair. The chair will be a member of the General Board as prescribed in Article V, of the Constitution.
3. Other duties assigned by the general board or board chair.

## **ARTICLE VIII. THE EXECUTIVE COMMITTEE**

### **SECTION A. MEETINGS**

The executive committee (EC), as constituted under Article VII, Section B, of the Constitution, shall meet at the call of the general board chair with 4 members required for a quorum.

### **SECTION B. ADMINISTRATIVE DUTIES**

1. The EC shall function for the general board as prescribed in Article VII, Section A of the Constitution.
2. The EC shall keep Constitution, By-Laws and policy statements up-to-date.
3. The EC shall submit a proposed administrative budget for the coming year to the chair of the stewardship committee. This budget will include the salaries of the ministers and all other staff and employees of the church, all office expenses and all miscellaneous expenses not included in the functional committee and ministry team budgets.
4. The EC shall, in conjunction with the minister and the Community Building Ministry Team annually determine the status of the church membership as defined in Article II, Section B of the Constitution.

### **SECTION C. PERSONNEL DUTIES**

1. The EC shall provide job descriptions for all salaried staff members and conduct job performance evaluations annually.

2. The EC shall, with the recommendations of the appropriate functional committee, recommend to the general board employment or termination of all salaried staff members, other than minister(s), who shall be called as prescribed in Article VIII of the Constitution.
3. Review salaries and make salary recommendations to the general board through the stewardship committee after consultation with the appropriate functional committees.
4. The EC shall work with other committees as needed including the pastoral search committee.
5. The EC shall review grievances and problems of salaried staff.

## **ARTICLE IX. DELEGATES TO ASSEMBLIES**

### **SECTION A. SELECTION**

The delegates to all assemblies shall be appointed by the chair of the general board in consultation with the senior minister and subject to approval by the general board.

### **SECTION B. DUTIES**

Delegates shall inform the general board and the congregation of the matters to be considered at the assemblies, attend the assemblies and report to the general board and congregation following attendance at the assemblies.

## **ARTICLE X. COMMITTEES, MINISTRY TEAMS AND ORGANIZATIONS**

### **SECTION A. TYPES OF COMMITTEES**

1. Functional—The programs of the church shall be carried out by the following functional committees:
  - a. Faith Sharing Ministry Team
  - b. Community Building Ministry Team
  - c. Spiritual Growth Ministry Team
  - d. Property
  - e. Stewardship
  - f. Outreach
  - g. Worship Planning
2. Special—Certain committees have specific responsibilities that are intermittent in nature. These special committees shall meet and function as their assignments require and are as follows:
  - a. Long Range Planning
  - b. Memorial
  - c. Nominating
  - d. Pastoral Search

3. Other committees may be created by the general board chair, subject to the approval of the general board as provided in Article V, of the Constitution.

## **SECTION B. COMMITTEE MEMBERSHIP**

### 1. Functional committees

- a. Chairs of the functional committees and Ministry Teams shall be chosen as prescribed in Article V, Section F of these By-Laws.
- b. Any member of the congregation is eligible for committee membership.

### 2. Special committees

The newly elected chair of the general board shall appoint, subject to the approval of the general board, the chairs and members of the special committees not determined by the organizational positions they hold.

- a. The long-range planning committee, when activated, shall consist of the following members:
  - (1) Chair of the general board
  - (2) Vice-chair of the general board
  - (3) Chair of the property committee
  - (4) Team Leader of Faith Sharing Ministry Team
  - (5) Two members of the general board not serving as functional committee chairs
  - (6) Two members of the congregation not serving on the general board
- b. The memorial committee shall consist of the following members: (if still needed)
  - (1) Vice-chair of the general board (chair)
  - (2) Chair of the worship committee
  - (3) Chair of the property committee
  - (4) President of Disciples Men
  - (5) President of Disciples Women
  - (6) One member of the congregation not serving on the general board
- c. The nominating committee shall consist of the following members:
  - (1) Chair of the elders (chair)
  - (2) Chair of the deacons
  - (3) Chair of the trustees
  - (4) Presidents of Disciples Men and Disciples Women
  - (5) Youth Representative when appropriate
  - (6) wo members of the congregation not serving on the general board
- d. The pastoral search committee, when activated, shall consist of the general board officers and the members of the nominating committee serving at the time the general board directs the commencement of duties. The chair of the general board at the



- e. time the general board directs commencement of duties shall serve as the chair of the committee.

## **SECTION C. COMMITTEE DUTIES**

### **1. General**

1. Each committee shall meet as soon as possible after members have been assigned to organize and plan its work for the coming year.
2. Each committee shall meet as often as its duties require or when directed to meet by the chair of the general board.
3. Committee chairs shall report committee activity at each regular meeting of the General board
4. Each committee shall submit a proposed budget for the coming year to the chair of the stewardship committee in time for preparation of the church budget.
5. Each committee is responsible for its expenditures and for assuring these expenditures are within the approved church budget. Any expenditures above the budgeted amounts must first be approved by the general board.

### **2. Functional committee duties**

1. Property—An attractive, well-maintained church property is vital to the wellbeing and spiritual growth of every church member and the community. All church members are responsible for the success of this committee, but the committee chair directs and schedules all activities and projects. Among these activities and projects are the following:
  - (1) Planning the purchase of equipment as necessary (examples: heating and air conditioning, lawn equipment, vacuum cleaners, water heaters, tables, chairs, etc.)
  - (2) Assuring that property (building, grounds, etc.) is systematically maintained.
  - (3) Approving use of property by members and non-members and establishing fees for such usage.
  - (4) Estimating short and long-range expenditures for upkeep.
  - (5) Preparing a budget for the fiscal year (utility costs, insurance costs, property maintenance, etc.)
  - (6) Updating the inventory of all church property.
  - (7) Recommending candidates for custodial and grounds maintenance personnel to the Executive Committee.
2. Stewardship—the stewardship committee has the responsibility of planning and implementing an all-church campaign to underwrite a church budget which promotes God's kingdom. Among committee duties are the following:
  - (1) Reviewing and evaluating proposed budgets for each functional committee, in cooperation with committee chairs, prior to submitting a proposed budget to the general board.
  - (2) Participating in all financial aspects of church operations with

- the church treasurer and committee chairs, acting as internal auditor for the church.
- (3) Planning and handling of church offerings. This includes the recording of funds and appointing an individual to pick up, secure and deposit offerings.
  - (4) Implementing a program of stewardship education for church members to encourage sharing attitudes.
  - (5) Maintaining liaison with the memorial committee.
3. Outreach—the outreach committee is responsible for extending the church mission and compassion to a wider community. It plans the budget and decides the amount of allocation to various groups and projects. Among committee duties are the following:
- (1) Recommending to the general board a program of outreach support for various denominational and non-denominational institutions.
  - (2) Promoting the 6 special outreach offerings through publicity and mailings and “Minute for Missions” prior to Sunday offering.
  - (3) Educating the congregation concerning outreach programs.
4. Worship Planning--Worship is the solid rock foundation of our church; it is the heart of our spiritual development and fulfillment. A well planned, spirit-filled worship service keeps members and prospects returning each week for regular and special services. Although all church members are responsible for strong meaningful worship activities, the worship committee assists the senior minister in coordinating and planning the worship experience. Among the duties of the committee are the following:
- (1) Seeing that the worship of God is conducted with reverence and dignity.
  - (2) Reviewing the order and conduct of the worship service in coordination with the Senior Minister.
  - (3) Planning and coordinating special programs such as Advent and Lent, cantatas, youth Sundays, etc.
  - (4) Acquiring, supervising and training worship leaders, ushers when needed and greeters.
  - (5) Assisting the elders and deacons in learning their roles in the worship service.
  - (6) Obtaining communion preparers.
  - (7) Working with the chair of the property committee in proper maintenance of carillons, public address system, piano, organ, bells and furnishings.
  - (8) Maintaining liaison with memorial committee and all memorial related transactions.
  - (9) Arranging for guest speakers, guest soloists, organists, and pianists.
  - (10) Recommending candidates for choir director, organist, and pianist to the executive committee.

## **Spiritual Growth Ministry Team**

**Responsibility:** promote spiritual growth of church members, participants and those served by the congregation's various spiritual growth ministries.

### **In the discharge of this responsibility the team will:**

1. Meet regularly to share information about spiritual growth opportunities, activities and plans.
2. Provide support and feedback for the various ministries and constituency groups providing spiritual development/enrichment opportunities,
3. Support the Intercessory Prayer Ministry.
4. Assist in the management of the church's published prayer list.
5. Develop/support spiritual growth opportunities.
6. Identify volunteer service opportunities within and beyond the church.

## **Faith Sharing/Service Ministry Team**

**Responsibility:** share the congregation's faith in word and deed; help congregation members and participants learn to verbalize their faith and develop opportunities to share faith through service.

The Faith Sharing/Service Ministry Team will:

1. Meet regularly to evaluate on-going projects and faith sharing/service opportunities.
2. Provide opportunities for members and participants to learn to share their faith with others.
3. Develop service opportunities for the congregation's members, participants, and others who might be interested.
4. Promote hands on service in Christ's name by everyone and help individuals discover their personal calling and find appropriate opportunities.
5. Provide regular reports to the board.

## **ONGOING PROJECTS**

1. Habitat for Humanity
2. Young Life
3. Outreach Giving – include World Outreach duties
4. Dishman Park
5. Outreach to Stephen F. Austin School
6. Other types of community outreach

## **Community Building Ministry Team**

**Responsibility:** promote a sense of community within the congregation through mutual support, care, fellowship and participation; integrate new comers into the life of the congregation; and nurture a sense of connectedness to the neighborhood in which we are located and the larger Bryan/College Station area.

### **The Community Building Ministry Team will:**

1. Meet regularly to evaluate on-going projects and community building ministries.
2. Encourage and provide support for those called to provide care for congregation members and participants in need.
3. Reach out to those new to the congregation with the goal of fostering relationships and building a sense of connectedness with the congregation.
4. Encourage and sponsor fellowship activities.
5. Encourage participation of members, participants and new comers in the congregation's ministries and programs.
6. Look for opportunities to build connections to the wider community.
7. Acknowledge memorial gifts as received.
8. Provide regular reports to the Church Board.

### **SPECIAL COMMITTEE DUTIES**

5. Long Range Planning—This committee shall commence its duties by direction of the general board when the board considers the long-range plans for the church need to be reviewed, revised or supplemented. Committee duties will be those set forth by the board at the time the committee is activated.
6. Memorial—The Memorial Committee should meet as soon as possible after committee chairs are known to familiarize committee members with their duties and put procedures in place to carry out the duties of the committee. Among the duties of the Committee are the following:
  - (1) Implementing policies as specified in the document entitled "Memorial Contributions and Bequests" in Appendix A of the By-Laws as approved by the general board.
  - (2) Making recommendations to the general board on investment and management of memorial fund money and property, purchases and expenditures to be made from the memorial fund, and determining the acceptability of restricted gifts.
  - (3) Performing liaison services with donors, potential donors and their personal representatives.
  - (4) Acknowledging receipt of memorial contributions.
  - (5) Keeping a permanent record book of all memorial contributions and bequests as provided in Section F (Expenditures of Unrestricted Gift Funds) of the policy document entitled "Memorial Contributions and Bequests" in Appendix A of these By-Laws.
  - (6) Preparing an annual report to the congregation, as provided in Appendix A (Reports) of the governing document entitled "Memorial Contributions and Bequests" in Appendix A of these By-Laws.

7. Nominating Committee

1. The duties of the committee are:  
Preparing the slate of nominees and making all notifications required to elect elders, deacons, junior deacons, congregational representatives, trustees, and honorary members, if any, as prescribed in Article V, section A of these by-laws.
2. Preparing a slate of general board officers and making all notifications required to elect a chair, vice-chair, secretary, and treasurer as prescribed in Article VI, section A of these by-laws.
3. Nominating candidates to fill vacancies that may occur throughout the administrative year.
4. Serving as a part of the pastoral search committee, when needed, as prescribed in Article X, Section B of these by-laws.
8. Pastoral search committee—This committee shall commence its duties by direction of the general board when deemed appropriate to select a successor for the minister, either permanent or interim, or to fill additional ministerial positions that are created. Committee duties are as follows:
  - (1) Seeking desired capabilities and traits of candidate and suggestions of possible candidates from members of the congregation.
  - (2) Seeking suggestions and guidance from area and regional sources.
  - (3) After initial screening of prospective candidates, undertaking all reasonable and feasible steps to reduce the number of prospective candidates to a final list of manageable size. From the final list, determining a priority and recommending to the general board one prospective minister at a time.
  - (4) When seeking to call an interim minister, the committee may, but will not be required to develop a list of candidates as it does for a permanent minister. When a candidate considered suitable is found by the committee, the committee will recommend that person to the general board for presentation to the congregation for its consideration.

## **ARTICLE XI. FELLOWSHIP ORGANIZATIONS**

### **SECTION A. NAMES**

The following fellowship organizations are authorized:

1. Disciples Women
2. Disciples Men
3. Christian Youth Fellowship (CYF)

### **SECTION B. ORGANIZATION**

Each fellowship organization shall select its own leaders and be self-governing consistent with the general programs and purpose of the congregation except that the CYF shall receive program guidance and supervision from the Youth sponsors and the Spiritual Growth Ministry Team.

## **ARTICLE XII. RETENTION OF RECORDS**

The church office will retain all financial records and business receipts for a period of 7 years and marriage and baptism records permanently.

## **ARTICLE XIII. AMENDMENTS**

These By-Laws may be amended by a two-thirds vote of the members of the general board present in a regular or special meeting provided notice has been made to all general board members by mail, postmarked or posted at least 10 days prior to the meeting.

**NOTE: BUILDING AND FACILITIES USE POLICIES ALONG WITH THE FEE SCHEDULE AND APPLICATION ARE LOCATED IN THE CHURCH OFFICE.**

We the general Board of The First Christian Church of Bryan/College Station, Texas hereby adopt and promulgate these By-Laws to the Constitution of such body, to be effective from and after their adoption on June 11, 2017 until they may be amended in whole or in part.

---

Chair of the General Board and  
Congregation

## **MEMORIAL CONTRIBUTIONS AND BEQUESTS**

### **Section A. Purpose and Scope**

This appendix establishes procedures and policies for the receipt, management, disposition, recording and reporting of memorial contributions and bequests to the Church.

### **Section B. Definitions**

1. **Memorial Contribution** means a gift of cash or other property made in the memory of a deceased person or persons or any contribution designated as a memorial.
2. **Bequest** means a gift of cash or other property made by terms of a will.
3. **Restricted Contribution** means a memorial or bequest to which the donor attaches restrictions for its use.
4. **Unrestricted Contribution** means a memorial or bequest to which the donor attaches no restrictions.

### **Section C. Deposits and Expenditures of Unrestricted Memorials or Bequests.**

Unrestricted memorials or bequests will be deposited in the General Fund or an income producing fund of the Church. The needs of the Church will determine how the contributions will be expended.

### **Section D. Record Keeping.**

Memorial contributions will be acknowledged and recorded including the name of the donor (unless donor specifies otherwise), date, description, (amounts omitted), and person or persons memorialized.

Approved by General Board  
January 2018