

Board approved on 12/01/2013

Congregation approved on 01/05/2014

Updated 01/05/2014

MIDWAY CHRISTIAN CHURCH
CONSTITUTION
PREAMBLE

We, the members of the Midway Christian Church (Disciples of Christ) of Midway, Kentucky, a body governed by the congregation, in faithful response to the will and purposes of God as revealed through Jesus Christ and God's continuing revelation in the world, do hereby ordain, establish, and adopt this constitution.

ARTICLE I
NAME AND PURPOSE

Section A. Name

The name of this congregation shall be Midway Christian Church (Disciples of Christ), affiliated with and an integral part of the Christian Church (Disciples of Christ) in the United States and Canada.

Whenever the term "this church" is used herein, it shall mean the Midway Christian Church (Disciples of Christ).

Section B. Purpose

The purpose of this church shall be to proclaim the Gospel of Jesus Christ in faithful response to God's will and purposes as revealed through Jesus Christ; to win people to faith in Jesus Christ and commit them actively to the church; to help them grow in the grace and knowledge of Christ that increasingly they may know and do His will; to gather together as a community to worship and to proclaim the glory of God; to bring the Gospel to bear upon society; to sustain and be sustained by the general and regional manifestations of the Christian Church (Disciples of Christ); and to work for the unity of all Christians and with them engage in the common task of building the Kingdom of God.

ARTICLE II
MEMBERSHIP

Membership in this congregation shall consist of people whose names are recorded in the church membership records or whose memberships have been transferred to this church.

Membership is obtained by (1) confessing Christ as Savior followed by baptism, or (2) by transfer of membership from another congregation, either by statement or records.

ARTICLE III
ELECTED OFFICERS

Section A. Term, Qualifications and Duties

The following officers shall be active members of this church, elected by this church at its annual business meeting or by appointment with Board approval. Each is to serve for a designated term, or until such time as an officer's resignation is accepted.

1. The Chair:

- Is elected for a one-year term and may succeed in office for one additional term.
- Must be at least twenty-one (21) years of age and have given active service for a minimum of one year to this congregation.
- Shall serve the Board by calling, presiding, and conducting business meetings of the Board and the congregation.
- Shall appoint team leaders and advise the Board of said appointment.
- Shall instruct teams to conduct the work of this church and shall be ex-officio of all teams.
- Shall keep informed and be knowledgeable of the total church program and render assistance and advice when and if needed.
- Shall work closely and cooperate with the minister in conducting the total church program.
- Shall be a member of the cabinet.

2. The Secretary to the Board:

- Is elected for a one-year term and may succeed in office as many times as elected.
- Must be at least twenty-one (21) years of age and have given active service to this congregation.
- Shall keep accurate and complete minutes of all actions of business conducted or announced at all regularly called and special business meetings of the Board and congregation. The minutes shall include any motions made, who made the motion and who seconded the motion and whether the motion passed.
- Shall be a member of the cabinet and shall assist the Chair in planning the church business meetings of the Board and congregation.
- Shall assure that a permanent record of the official minutes is kept.
- Shall perform other duties as assigned.

3. The Treasurer:

- Is elected for a one-year term and may succeed in office as many times as elected.

- Must be at least twenty-one (21) years of age and have given active service to this congregation for a minimum of one year.
- Shall disburse all funds of this church as authorized by the Board.
- Shall sign all checks of disbursement to vendors and employees.
- Shall assign expenditures to designated accounts and keep accurate records of all funds.
- Shall serve as a member of the Admin Team and assist in the preparation of the annual church budget.
- Shall be a member of the cabinet.
- Shall make a financial report of receipts and expenditures at each regular Board meeting.
- Shall give an annual financial report to the Board and congregation at the annual congregational meeting.
- Any and all duties of the Treasurer may be assigned or delegated after approval of the Board.

4. There shall be three Trustees. Trustees:

- Shall be elected as perpetuating officers until succeeded in office.
- Must be at least twenty-one (21) years of age and have given active service to this congregation for a minimum of one year.
- Shall be the legal agents for this church in all business matters.
- Shall control legal title to all church property and handle all business transactions related thereto.
- Shall have supervision over all endowments and trust funds.
- Shall administer, purchase, and control the total insurance program for the church property in order to keep the property adequately insured.
- Shall have access to the bank lock box of this church.
- Shall perform other duties as required by the laws of the State of Kentucky and local authorities.

5. Two to twelve Elders, as determined by the Board, shall be elected for two (2) year terms. Terms shall be staggered with the intent that approximately one-half of these Elders be elected annually, subject to the needs of this church, and the availability of qualified candidates. Elders:

- Must be at least twenty-one years of age.
- Must have been an active member of this church for at least one (1) year.
- Duties shall be defined by the Elders with the approval of the Board of this church and the congregation.

6. Four to twenty-four Deacons, as determined by the Board, shall be elected for two (2) year terms. Terms shall be staggered with the intent that approximately one-half these Deacons be elected annually, subject to the needs of this church, and the availability of qualified candidates. Deacons:
 - Must be at least twenty-one years of age.
 - Must have been an active member of this church for at least six (6) months.
 - Duties shall be determined by the Deacons in consultation with, and with the approval of, the Board and the congregation.
7. Any person who has previously been duly elected by the Board of this church to serve as a Deacon or Elder may serve in that position as needed, without re-election.
8. Junior Deacons shall be elected annually for a term of one year. Junior Deacons:
 - Shall be nominated by the nominating team and approved by the Board.
 - Shall be up to 21 years of age.
 - Shall have been active in the church for six (6) months or longer, prior to nomination.
 - Are not required to be members of this church.
 - Duties will be determined by the Deacons with the approval of the Board and the congregation.
9. The title Officer Emeritus, Deacon Emeritus, or Elder Emeritus may be awarded to church officers who have given long and faithful service to the congregation. The award is given by the Board.
10. The Convention Delegates:
 - Shall be elected annually at the January Board meeting to attend the Regional (State) Assembly and the General (National) Assembly.
 - Shall serve a one-year term.
 - May succeed as often as elected.
 - Shall represent this congregation in all business sessions of the conventions they attend, and shall report in a timely manner to the Board and/or congregation the summary of those session activities.
11. The Historian:
 - Is elected for a one-year term and may succeed in office as often as elected.
 - Duties may be performed by the Minister if elected.
 - Shall gather and preserve data pertaining to the history, life, and work of this church.
 - Shall present to the Board historical data as desired.

Section B. Nomination of Church Officers, Elders, Deacons and Emeritus positions.

1. The Board Chair shall appoint the Nominating Team Leader who shall enlist Team volunteers, as below listed:
2. A Nominating Team will be enlisted by January 1 and be composed of a minimum of five people consisting of the following:
 - a. Three members of the Board whose terms do not expire at the end of the current year, including at least one Elder and one Deacon.
 - b. Two members of the congregation who are not members of the Board.
3. The Nominating Team shall select candidates to be elected to the church offices as needed.
4. All candidates suggested by the congregation for nomination shall be submitted to the Nominating Team at least one month prior to the annual business meeting of the congregation. The Team shall consider qualifications, secure consent from the nominees, and prepare a slate of candidates with a minimum of one nominee to be elected to each office of the Board and, if appropriate candidates are available, members to fill vacancies for Elder and Deacon positions. The slate of candidates shall be submitted to the Board for approval prior to the annual business meeting of the congregation.

Section C. Election of Officers, Deacons, and Elders.

1. The Nominating Team, after having their respective candidates approved by the Board, shall create a ballot to be used by the congregation at the annual business meeting.
2. Members of the congregation at the annual business meeting may nominate additional names from the floor for all church offices except those of Deacon and Elder. All nominees from the floor must grant their consent and must meet all qualifications for the office.
3. Each member of this church present at the annual business meeting may vote one vote. No absentee voting is permitted.

4. All nominees who otherwise qualify and who receive a majority of the votes cast of those present, shall be declared elected. In the case of a tie vote, a runoff vote may be necessary.
5. Elder, Deacon, and Officer vacancies shall be filled through the nominating team with the approval of the Board.
6. Newly-elected Officers shall begin their term of service at the beginning of each church year – July 1. Officers filling vacancies begin their service at the time of appointment and approval, and serve out the designated term.

Section D. Removal of Elected Officers, Deacons and Elders.

1. Upon action of the Board and with the approval of the congregation, any elected officer may be replaced at any time for inappropriate or undesirable behavior. A simple majority vote at any duly-called or regular meeting of either the Board or the congregation is required.

ARTICLE IV THE BOARD

The congregation shall have a Board which shall be responsible to the congregation and have authority to act on behalf of the congregation when not in a congregational meeting. The Board is the primary governing body of this church and concerns of church members shall be directed to the Board.

The Board shall consist of the following voting members:

The Chair

The Secretary

The Treasurer

Elders

Deacons

Trustees

Emeritus Officers, Deacons, and Elders

Leaders of the Standing Teams

A Junior Deacon who is a member of this church and is designated by the Junior Deacons to be their representative to the Board.

The Board shall be responsible for issuing and receiving reports; establishing and administering the church budget and funds; conducting all legal and business matters; and administering and providing, through standing and ad hoc teams, the total program of the church.

The Board shall establish official bylaws to guide efforts to meet the responsibilities as outlined in the paragraph above.

ARTICLE V THE MINISTER

Section A. Duties of the Minister. The Minister:

- Is the chief administrator and spiritual leader of the congregation in its effort to achieve the goal of becoming a strong body of Christ.
- Shall lead the cabinet to present an annual plan of action for this church to the Board.
- Shall cooperate with the elected officers and the Board in administering the church program.
- Shall give special attention to congregational leadership training.
- Shall be an ex-officio member of all teams of the congregation.
- Is an Elder, and thus an ex officio member (without vote) of the Board.
- Shall oversee Christian Education for all age levels, particularly for church leaders, children, youth, and senior members.
- Shall work with the designated teams to supervise all church staff in order to provide a focused, collaborative ministry.
- Shall work with the designated teams to make recommendations for the hiring of staff (i.e. church secretary, choir director, organist/accompanist, and custodian) to the Board.
- Shall evaluate staff on an annual basis.

Section B. Selection of the Minister.

1. A Ministerial Selection Team shall be appointed by the Chair and approved by the Board. It shall be composed of a minimum of five persons, two or more of whom will be from the Board, and the remaining members will be from the women, men, and youth of this church.
2. The Ministerial Selection Team:
 - Shall utilize the services of the Regional Minister for information and counsel concerning procedure in candidate selection.

- Shall thoroughly examine and evaluate all candidate applications submitted by the Regional Office and others.
- Shall select and consult only one prospective minister at a time; however, others may be under consideration.
- Shall, after the selection is made by the Team, recommend the prospective minister to the Board for approval.

3. The Board:

- Shall, at a regular or called meeting, vote on the recommendation of the Ministerial Selection Team.
- Shall be required to produce a two-thirds majority vote of all members present for approval of the recommendation of the Ministerial Selection Team.
- Shall, upon approval of the candidate presented by the Ministerial Selection Team, recommend the candidate for consideration by the congregation.
- Shall, upon failure to approve a candidate recommended by the Ministerial Selection Team, direct the same team to notify the candidate, resume their search, and present another candidate for consideration.

4. The Congregation:

- Shall, in a regular or called meeting, vote on the candidate recommended by the Board.
- Shall be required to produce a two-thirds majority vote of all church members present to approve the recommended candidate presented by the Board.
- Shall, upon approval of the candidate, extend a call to the prospective minister.
- Shall, upon failure to approve a candidate, direct the Ministerial Selection Team to notify the candidate, resume their search and present another candidate to the Board for consideration.

Section C. Terms of Employment for the Minister.

1. An agreement of employment setting forth the salary schedule, housing arrangements, vacations, and other provisions of the call shall be provided to the Minister with a copy filed in the church office.
2. The term of employment shall be for an indefinite period and may be terminated on thirty (30) days notice by either party.

Section D. Resignation or Termination of the Minister.

1. The resignation of the Minister shall be submitted to the Board after consultation with the Chair. The Board shall approve the resignation by simple majority vote and inform the congregation.
2. Involuntary termination of the Minister shall be dealt with confidentially between the Minister, the Chair, and the Elders, with recommendation of such action being made to the Board.
3. The recommendation for termination of the Minister by the Board shall require a two-thirds (2/3) majority of the members present. If approved, a recommendation shall be made to the congregation.
4. The congregation, in a regular or a called meeting, shall take final action in approving or disapproving the termination of the Minister by a two-thirds (2/3) majority of the members present.

ARTICLE VI BUSINESS ACTIONS

Section A. Calendar and Meetings.

1. The fiscal church year begins on July 1 of each year.
2. The Board shall hold regular meetings as required, but at least quarterly.
3. Special meetings of the Board or congregation may be called by the Chair (or the Team Leader of the Admin Team in the absence of the Chair) or by a written request signed by five or more church members.
4. Meetings of the Board are open to all members of this church except when the Board votes to go to Executive Session to discuss personnel matters, acquisition or sale of property, or matters related to litigation or possible litigation. A simple majority of Board members present is needed to go to Executive Session.
5. All business matters of the Board and the congregation shall be covered by the procedures as set forth in Roberts' Rules of Order or other such forms of meetings governance as approved and agreed to by the Board.

6. The Board is required to conduct official business of this church with a quorum needed only upon the request of any Board member. A quorum shall be defined as a number of Board members present equal to or greater than fifty percent (50%) of the number of Elder and Deacon positions currently filled at the time of the meeting.
7. An annual business meeting of the congregation shall be held within a thirty-day period before July 1. The purpose of the annual business meeting shall be to:
 - Elect all church officers that are to be elected for the new church year.
 - Approve the financial budget for the new year.
 - Review the estimated financial report for the year past.
 - Review end-of-year reports from the various teams and the minister and evaluate the progress of the congregation.
8. A simple majority vote of those present at congregational meetings is required for approval of motions, unless otherwise noted in the Constitution.
9. Notice of all regular, special or annual business meetings of the congregation shall be given at least two weeks in advance at Sunday services, through the church bulletin, and/or any other special church communications.

Section B. Limits to Business Action.

1. All purchases for this church that are not in accordance with the budget must be authorized by the Board.
2. The Board shall be limited to authorize expenditures for emergencies and construction only up to twenty-five percent (25%) of the total current budget amount. All expenditures above this amount shall be approved by the congregation.

ARTICLE VII AMENDMENTS

This Constitution may be amended at any business meeting of the congregation by a two-thirds (2/3) vote of the members present, provided that a written notice of the proposed amendment has been read and published at the two consecutive Sunday morning services preceding the vote.

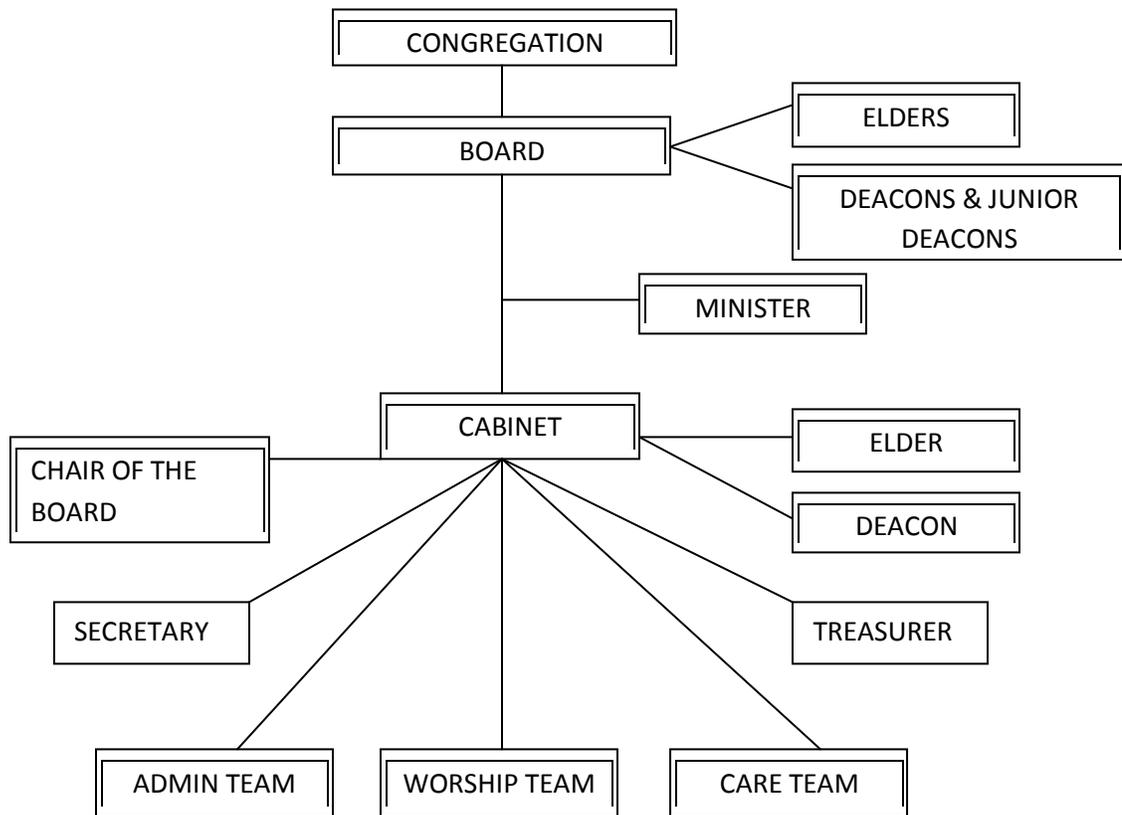
MIDWAY CHRISTIAN CHURCH
BYLAWS

ORGANIZATIONAL STRUCTURE OF THE CHURCH

The Congregation of the church is the final authority on all major decisions faced by this church. The Board has final authority on all matters recommended by the congregation. The Minister reports to the Board, leads the Cabinet in the development and implementation of an annual plan, and supervises the church staff on a daily basis.

The Chair of the Board, the Secretary of the Board, the Treasurer of the Board, an Elder designated by the Elders, a Deacon designated by the Deacons, and the Team Leaders of the standing teams serve on the Cabinet. The Minister is an ex officio member of all teams of the church and works closely with the teams to accomplish the goals of the church.

The organizational chart for the church appears as follows:



BOARD

1. The Board shall hold its regular meetings at a frequency and time as determined by the Board.
2. In business sessions, the Board shall recognize only one vote from each voting member present. No proxy, absentee, or representative vote shall be honored.
3. On all matters requiring a majority vote by the Board, the definition of a majority vote shall mean that an affirmative vote by a majority of the eligible voting members present is required to pass a motion.
- 4 A. Copies of the Board minutes shall be made available to the congregation within one week of approval. When an action by the Board requires a vote, the votes for or against each action shall be noted in the minutes.

B. The official minutes are those minutes which are signed by the chairman and secretary of the Board and are complete with appendices, reports, charts, etc., which have been presented to the Board and are considered a part of the minutes and the work of the Board. These minutes have been approved by majority vote in the Board meeting and are to be kept by the secretary until the end of his/her term. When the secretary's term is completed and the minutes and accompanying papers are in good order and are ready to be given to the incoming secretary, the outgoing secretary will provide a copy of everything to the Minister's office to be kept for availability to anyone wishing to research information. When this has been done and the incoming secretary decides the time has come that the past dated official records are ready to be permanently stored, the minutes will be given to the church secretary who will take the minutes to the bank vault.

CABINET

1. The Chair of the Board, the Secretary of the Board, the Treasurer of the Board, team leaders of standing teams of the church, an Elder designated by the Elders and a Deacon designated by the Deacons will serve as the Cabinet. The Minister is an ex officio member of the Cabinet.
2. The Cabinet will meet during the first two weeks of the fiscal year to plan the church year. Regular meetings of the Cabinet will be held, as determined by the Cabinet.
3. The annual plan for the church year will be presented to the Board for approval.

4. Additional meetings of the Cabinet will be called as needed by the Minister or the Chair of the Board.
5. Each team leader will be responsible for the completion of duties assigned for the year by the Cabinet.
6. Each team leader will work in a cooperative spirit with other team leaders and their teams to accomplish the work of this church.

TEAMS OF THE CHURCH

1. The administration of the church program shall be delegated to the following standing teams:

- Admin Team
- Worship Team
- Care Team

Ad hoc teams may be created by the Chair of the Board. The team leaders of ad hoc teams shall be appointed by the Chair of the Board.

2. The membership of the teams shall be chosen by the team chairs in consultation with the Chair of the Board and the Minister. Every attempt should be made to have all standing team leader appointments made by the annual meeting of the congregation. All standing teams should hold their first meeting within the first month of the beginning of the new church year.

3. The following teams shall have the purpose and duties as described below:

- a. The Admin Team:

- Shall consist of a minimum of five members to include the Treasurer and at least one member of the Board.
- Shall be responsible for directing the financial program of this church.
- Shall supervise the preparation and subscribing of the church budget.
- Shall encourage future development of this church.
- Shall promote the stewardship obligations of this church.
- Shall develop recommendations for appropriate gifts and the uses for these gifts. These recommendations must be submitted to the Board for approval.
- Shall work with members or their families to establish appropriate memorial gifts to this church.

- Shall be responsible for keeping all buildings and their appurtenances in proper condition.
- Shall study the needs of the church buildings and recommend improvements in the church plant.
- Shall be responsible for the proper care of the grounds to include such activities as mowing the grass, leaf removal, maintenance of landscape plants and clearing sidewalks of snow and ice.

b. Worship Team:

- Shall consist of the Minister, the choir director, and two members of the Board.
- Shall be responsible for the public worship of this church.
- Shall be responsible for the administration of baptism and the Lord's Supper.
- Shall be responsible for coordinating organist a music program for the church with the choir director and organist.
- Shall be responsible for the implementation of special worship programs.
- Shall be responsible for the program of religious education in all of the organizations of the church.
- Shall advise and make recommendations to proper authorities for the improvement and coordination of religious education.
- With the approval of the Board, shall be responsible for the conduct and operation of the Sunday School Department.

c. Care Team:

- Shall be responsible for the pastoral oversight of the membership.
- Shall work with the minister to provide support to members in time of need due to death in the family, illness, or other crisis situations.
- Shall coordinate church-wide efforts to assist members or others in times of need.
- Shall provide an annual plan of social activities for this church.
- Shall provide adequate programs of social life for this church.
- Shall provide publicity to church life and activities.
- Shall work to aid in orienting new members into the life and fellowship of this church.
- Shall endeavor to inspire a deeper Christian community experience through this church for both prospective members and members of this church.

- Shall sponsor a year-round program of evangelism which reaches every age level and every phase of church life.
- Shall plan and direct special evangelistic services and projects.
- Shall promote visitation projects to prospective members.
- Shall ensure that visitors to this church are welcomed and that anyone completing a visitor's card receives follow-up correspondence, a telephone call, or a visit.
- Shall be responsible for planning and promoting a definite program of missionary education in this church.
- Shall recommend this church's annual missions budget.
- Shall enlist support of mission and brotherhood causes.
- Shall keep a record of all missions giving and activities in this church.

AMENDMENTS TO THE BYLAWS:

These bylaws may be amended by a majority vote of the members of the Board present in a regular or special meeting. The proposed amendment must be submitted in writing to the membership of the Board at least two weeks prior to the vote on it.

Church Policies and Job Descriptions:

Copies of church policies and job descriptions for church staff can be found in the church office.