

**BY-LAWS TO THE CONSTITUTION OF
THE PARK HILL CHRISTIAN CHURCH**
(Adopted July 11, 1956, Last Revised April 9, 2008)

I. PURPOSE

The purpose of our congregation is as follows:

- A. The proclamation of the Gospel of Jesus Christ through all areas of its life and work witnessing in all situations to the Grace of God in Jesus Christ, thereby seeking in all persons a response in faith and commitment to Him.
- B. To work cooperatively with Christians in other Communion through such agencies as Council of the Churches and in all other ways possible in order to testify to the Unity of Christ's Church.
- C. To work cooperatively with other Christians in Christian Churches (Disciples of Christ) in carrying out the mission of the Church and in making a united witness for Jesus Christ.

II. The Church Year shall begin July 1, and the Financial Year on January 1.

III. EXECUTIVE COMMITTEE

The Executive Committee of the Church shall:

- A. Consist of the following Members:
 - 1. Chairperson of the Board, who is also Chairperson of the Committee
 - 2. First Vice-Chairperson of the Board
 - 3. Second Vice-Chairperson of the Board
 - 4. Secretary of the Board
 - 5. Treasurer
 - 6. Financial Secretary
- B. Act for the Congregation and the General Board as the Personnel Committee in the selection of prospective candidates for professional and non-professional Staff Personnel. In the selection of these Personnel, the final action will be taken by the General Board.
- C. The Personnel Committee shall be authorized to make policies concerning, but not limited to, ordinary administrative matters and sick leave policy.
 - 1. The Personnel Committee shall conduct an Annual Review of the Staff, and make a report to the Stewardship/Finance Committee concerning

salary adjustments. This report shall be completed on or before July 1 of each year.

2. The Personnel Committee shall be expanded in the following instances:
 - a. The Property Chairperson will become a member of the Personnel Committee for the selection of a Custodian
 - b. The Worship Chairperson will become a member of the Personnel Committee for the selection of an Organist, Pianist, or Choir Director
 - c. If a need arises in any Ministry for Staff, it can make suggestions to the Personnel Committee. In all cases, however, final action on hiring of Staff, except the Minister, will be by the General Board on recommendation from the Personnel Committee

IV. GENERAL BOARD

The General Board shall:

- A. Hold Regular Meetings at least Six (6) times each year. The first Regular Meeting shall be held within the first Thirty (30) Days of the Church Year. The Regular Meetings may be held jointly with the monthly Cabinet meetings.
- B. Hold Special Meetings as needed on call of the Chairperson or on request of Seven (7) or more Members of the General Board.
- C. An excused absence will be given to *any* Board Member who is either working, out of town, or ill and, prior to the meeting, has called one of the following:
 1. Board Chairperson
 2. Board Secretary
 3. Minister
 4. Church Office

All those with excused absences will be subtracted from the total number of Board' Members, and a quorum shall be FIFTY (50%) Per Cent , plus One (1) of the remaining number of Board Members.

- D. It shall be the duty of the General Board to:
 1. Consider and recommend to the Congregation general policies

2. Transact the business of the Church
3. Consider the program of the Church through the Cabinet and Functional Ministries

F. The General Board of the Church shall consist of the following:

1. Elected Officers of the Church as listed in Article IV of the Constitution
2. Minister and Associate Ministers as Ex-Officio Members
3. The President or Representative of each of the following organizations: Christian Men's Fellowship, Christian Women's Fellowship, Christian Youth Fellowship, Youth Deacons
4. The Institutional Representatives for Scouting, to be selected by the Board
5. The Chairpersons of all Functional Ministries

G. The Board shall observe the following Order of Business:

1. Meeting called to order by Presiding Officer
2. Prayer, and/or Devotional Service
3. Approval of Minutes of previous meeting
4. Consideration of unfinished business carried over from previous meeting
5. Written Reports and recommendations of the following:
 - a. Church Clerk
 - b. Financial Secretary
 - c. Church Treasurer
 - d. Ministers and other Professional Staff Members
 - e. Chairpersons of the Functional Ministries
6. Special Committee reports
7. Any necessary action on reports of Ministries and Special Committees
8. Items from Members of Congregation
9. Expressions of concern and closing prayer
10. Adjournment

H. Meetings shall be governed by Roberts' Rules of Order (Revised)

- I. No person shall have more than One (1) vote regardless of the number of offices held
- J. Cabinet and Board shall aspire to make decisions by consensus
- K. Cabinet and Board shall conduct the work of the Church in accord with God's will that we are joyful always, pray continuously and give thanks in all circumstances

V. CABINET

- A. The purpose of the Cabinet shall be to interpret and coordinate the entire Church Program as planned by the various Functional Ministries and shall serve in an advisory capacity to the Ministers.
- B. The Cabinet shall not be a legislative body to make final decisions on policies nor actions of any phase of the Church life. This function belongs to the General Board and the Congregation.
- C. The Cabinet shall meet once each month, and the meetings shall be prior to or jointly with the meeting of the General Board.
- D. The Cabinet shall consist of the following members:
 - 1. Chairperson of the Board, who is also Chairperson of the Cabinet, and the other members of the Executive Committee
 - 2. Minister and Associate Ministers as Ex-Officio Members
 - 3. Presidents or Representative of Christian Men's Fellowship, Christian Women's Fellowship, and Christian Youth Fellowship
 - 4. Chairpersons of Functional Ministries
 - 5. Such others as designated by the Chairperson of the Board

VI. ADMINISTRATION OF CHURCH PROGRAMS

Procedure for administering the Church Program shall be as follows:

A. FUNCTIONAL MINISTRIES

To provide a structure for consideration of suggestions and plans to fulfill the purpose of the congregation, the following Functional Ministries will be organized:

- 1. Worship Ministry

2. Membership Ministry
3. Evangelism Ministry
4. Education Ministry
5. World Outreach Ministry
6. Stewardship/Finance Ministry
7. Christian Action and Community Service Ministry
8. Property Ministry
9. Youth Ministry
10. Long Range Planning Ministry

Upon the recommendation of any Ministry chair, the Executive Committee may agree to form Sub-Ministries with Sub-Ministry chairs that will have the same responsibilities as Ministry chairs including planning its programs and attending and reporting to Cabinet and Board. The formation of Sub-Ministries shall be reconsidered by the Ministry chair and Executive Committee each Church Year.

B. SPECIAL COMMITTEES OR STANDING COMMITTEES

Special Committees or Standing Committees may be appointed when needed by the Executive Committee and shall be re-appointed each Church Year.

C. MINISTRY MEMBERSHIP

1. Thirty days (30) prior to the beginning of the church year, each Ministry may choose one of its members to succeed the outgoing chair. In the event a chair is not chosen by the Ministry, the Executive Committee shall select the Ministry chair within the first 30 days (30) of the beginning of the new church year.
2. Thirty days (30) prior to the beginning of a new church year, members of the congregation may volunteer to serve as committee members of a Ministry, and the Executive Committee may recruit additional members to serve within the first 60 days (60) of the beginning of the new church year.
3. Preferably, no Chairperson shall serve more than Three (3) consecutive years as Chair of any one Ministry or Standing Committee;
4. Chairpersons and Members of all Functional Ministries shall be selected on the basis of potential abilities for the task
5. All Chairpersons of Functional Ministries shall be required to hold, at a minimum, a Quarterly Meeting. Failure to do so shall be grounds for replacement of any Chairperson at the discretion of the Executive Committee. It is preferable for the Ministries to meet on a Monthly basis.

D. PURPOSE AND DUTIES OF FUNCTIONAL MINISTRIES

1. The purpose and duties of the Functional Ministries shall be in general accord with those set forth in the Guidance Manuals of the Christian Churches (Disciples of Christ) as reflected in Exhibit A attached.
2. Each Ministry shall organize itself to study its responsibilities, plan its programs, meet regularly to attend to its business, discuss fulfillment of the year's objectives, and evaluate its programs. Ministry Chairs will request and individuals can make suggestions to the different Ministry Chairs at any time. Ministry Chairs will take the ideas to the committee to be considered along with suggestions of the committee members. Each Ministry will develop a recommendation for consideration and discussion by Cabinet and Board. For any recommendation agreed upon by Cabinet and Board that requires assistance and/or attendance, members of Cabinet and Board will be asked to volunteer to assist and/or attend by a show of hands. If there are insufficient volunteers and prospective attendees, the plans will either be reopened for discussion or tabled. The Ministry primarily responsible for the plan agreed upon will oversee the plan.
3. Each Ministry chair will make a monthly verbal report of the status of ongoing projects and new business (suggestions or ideas developed in committee) which are open for discussion and a written report of old business for the purposes of Board.
4. Each Ministry on the basis of its needs shall submit a Proposed Budget of its needs to the Stewardship/Finance Ministry when the Annual All-Church Budget is being created. Each Ministry will be responsible for supervising and spending the raised budget under Board supervision, and with the approval of the Stewardship/Finance Ministry.

E. PRESENTATION OF ANNUAL BUDGET

The Stewardship/Finance Ministry shall present a Proposed Annual All-Church Budget to the General Board for consideration and approval. Upon acceptance of this Proposed All-Church Budget, the General Board shall present to the Congregation for acceptance and approval the Proposed All-Church Budget at the Annual or a specially called Congregational Meeting. The Proposed Annual All-Church Budget shall be presented to the Congregation at least Two (2) weeks prior to the Proposed Congregational Meeting.

F. DEVELOPMENT OF ANNUAL PLAN

At the last meeting of the church year the Board and Cabinet will meet jointly to evaluate the year's activities and events and consider goals and plans for the coming year. Ministries are encouraged to evaluate the year's activities and goals for the coming year in advance. At the first meeting of the beginning of the church year, the Board and Cabinet will meet jointly to develop and schedule an annual plan to the extent events are foreseeable to fulfill the goals of the new

church year. Plans are subject to modification on a month to month basis, and elaboration and modification will be open for discussion at the regular monthly meetings of Board and Cabinet. Plans are subject to being preempted in the event of an unforeseeable event.

VII. AUXILIARY ORGANIZATIONS

The purpose and responsibility of any Auxiliary Church Organization shall be outlined in their respective Constitutions, By-Laws, or Plans of Procedure, harmonizing with the stated purposes and policies of the Church, as put forth in its Constitution and By-Laws and with the approval of the General Board of the Church.

VIII. MINISTERIAL RESPONSIBILITIES TO FUNCTIONAL MINISTRIES

The members of the Ministerial Staff of the Congregation as spiritual leaders of the Congregation, shall spiritually guide and equip the Functional Ministries to fulfill their responsibilities by encouraging them to focus on the purpose of the congregation and God's will that we are joyful always, pray continuously and give thanks in all circumstances, by offering prayer and by suggesting resources.

IX. FUND RAISING

Fund raising by the Congregation and its organizations enhances the fellowship and strengthens the stewardship of the Congregation. These fund raising projects should be coordinated through the Stewardship/Finance Ministry,

X. AMENDMENTS

These By-Laws may be amended by a Two-Thirds (2/3) vote of the Members of the General Board, present and voting in a Regular or Special Meeting; provided that, the Proposed Amendment has been submitted, in writing, to the Congregation and the Membership of the General Board at least Seven (7) Days prior to the vote thereon.

(Revised the following dates: February 16, 1958; May 7, 1958; December 1958; April 14, 1971; June 13, 1973; July 12, 1978; July 29, 1979; April 11, 1984; December 14, 1988; May 6, 1990; May 23, 1993; April 9, 2008)