

# **CONSTITUTION OF PARK HILL CHRISTIAN CHURCH**

**(Adopted January 12, 1955)**

## **PREAMBLE**

We, the members of Park Hill Christian Church, a congregationally governed body, in order to promote the work of the Church and the Spirit of Christ, and thus advance the Kingdom, do hereby adopt this Constitution.

## **ARTICLE I NAME AND PURPOSE**

### **A. NAME.**

The name of this organization shall be The Park Hill Christian Church of Kansas City, Missouri, affiliated with the Christian Church (Disciples of Christ) and participating in the cooperative life of its brotherhood through support of and participation in the life and work of Local, District, State and National Organizations, reporting to the International Convention of the Christian Churches (Disciples of Christ) or its legal successors.

### **B. PURPOSE.**

The purpose of our congregation is, as follows:

1. 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.

2. To work comparatively with Christians in other Communion through such agencies as Councils of the Churches and in all other ways possible in order to testify to the Unity of Christ's Church.

3. 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.

## **ARTICLE II      MEMBERSHIP**

A.      The membership of this Congregation shall consist of those who shall unite with it through confession of faith and baptism by immersion, or by transfer of membership from any other Congregation of Christ's Church. In the case of transfer, re-baptism is not required.

1.      Voting privileges shall be accorded all participating members of this Congregation.

2.      Participating members are those who exercise a continuing interest in one or more of the following ways:

- (a)      Attendance
- (b)      Giving
- (c)      Activity
- (d)      Spiritual concern for the fellowship of the Congregation (regardless of the place of residence)

3.      A non-participating member is one who exercises no interest in the fellowship of the Congregation, regardless of the place of residence.

## **ARTICLE III      INCORPORATION**

The Incorporation of the Congregation shall be in accordance with the Decree of Incorporation as recorded in Jefferson City, Missouri, and in accordance with the Laws of the State of Missouri. The Chairperson of the Board, First Vice-Chairperson, Secretary, and Treasurer shall act as legal officers of the Corporation under the direction of the Church Board.

## **ARTICLE IV      OFFICERS**

### **A.      ELECTED OFFICERS.**

The following officers shall be elected by the Congregation at its Annual Business Meeting for a term as designated for each, or until such time as a successor is elected and assumes office:

1.      Chairperson of the Board
2.      First Vice-Chairperson
3.      Second Vice-Chairperson
4.      Elders
5.      Deacons
6.      Clerk
7.      Secretary
8.      Treasurer
9.      Financial Secretary
10.    Church Historian
11.    Life Service Position

### **B.      TERMS OF OFFICE.**

#### **1.      EXECUTIVE OFFICERS.**

The Chairperson, Vice-Chairpersons, Secretary, Treasurer, and Financial Secretary shall be elected for a term of One (1) year, and are eligible to succeed themselves, but shall not exceed Three (3) successive years in the same office.

2. CLERK AND CHURCH HISTORIAN.

The Church Clerk and Church Historian shall be elected for a term of One (1) year, and are eligible to succeed themselves indefinitely.

3. ELDERS.

Elders shall be elected for a Three (3) year term in the proportion of One (1) Elder per unit of Thirty (30) Participating Members. As the number of Elders is increased, they shall be elected for terms of One (1), Two (2), or Three (3) years, as will best maintain the plan of One-Third (1/3) of the total number of Elders' terms expiring each year, and no Elder shall serve more than Three (3) successive years in that office; however, after a lapse of One (1) year, they shall be eligible for election to the same office.

4. DEACONS.

Deacons shall be elected for a Three (3) year term in proportion of One (1) Deacon per unit of Sixteen (16) Participating Members. As the number of Deacons is increased, they shall be elected for terms of One (1) , Two (2) , or Three (3) Years, as will best maintain the plan of One-Third (1/3) of the total number of Deacons' terms expiring each year. No Deacon shall serve more than Three (3) successive years in that office, however, after a lapse of One (1) year, they shall be eligible for election to that same office.

5. REQUIREMENT FOR OFFICE.

The Chairperson, Vice-Chairpersons, Clerk, Secretary, Treasurer, Financial Secretary, and Historian do not necessarily have to be Elders or Deacons.

6. TERM LIMIT.

Any person, except the Clerk, Historian, or Life Service Position, after having served on the Church Board for Six (6) consecutive years in various capacities, shall not serve on the

Church Board for a minimum of One (1) Full Year.

7. CHAIRPERSON OF THE ELDERS.

A Chairperson of the Elders shall be elected by the Elders for a One (1) year term.

8. CHAIRPERSON OF THE DEACONS.

A Chairperson of the Deacons shall be elected by the Deacons for a One (1) year term.

9. LIFE SERVICE POSITION.

An Emeritus Officer, or an Honorary Officer, shall be elected for life, the election to a Life Service Position is not to be related to election to the Church Board, however, a person may serve in both capacities simultaneously. If elected to the Church Board, the relationship shall be governed by all relating sections of this Constitution during their term on the Church Board. An Emeritus Officer, or an Honorary Officer, not simultaneously holding an elected office, or a position as an Elder or a Deacon, shall, nevertheless, be an Ex-Officio Member of the Church Board.

C. QUALIFICATIONS OF OFFICERS

1. PRINCIPLES OF STEWARDSHIP

All Officers of the Congregation shall be selected in keeping with the qualifications as set forth in the Scriptures. It is essential that all Officers and prospective candidates accept the following principles of Stewardship:

- (a) Regular attendance at the Church Board Meetings
- (b) Regular attendance at the Services of the Church and participation as the occasion requires
- (c) Willingness to fulfill one's assignment as a Member of a Functional Ministry Department
- (d) Regular contributions to the financial support of the Church to the best of one's ability

- (e) Conductability of one's total life in such a manner as to be deserving of the office
- (f) Promote good will and Christian Fellowship within the Church Family, strengthening the various programs of the Church and aiding the Minister and the Membership in making the total life and work of the Church relate to the purposes of God as revealed in Jesus Christ
- (g) Strive toward continual personal growth in Christian Stewardship

## 2. ELIGIBILITY FOR OFFICE.

A Church Member shall be considered eligible for office who has been a member of the Disciples of Christ Churches for One (1) Year, and a Participating Member of this Congregation for the Six (6) Months preceding his or her tenure of office.

## 3. ELIGIBILITY FOR LIFE SERVICE POSITIONS.

Life Service Positions are to recognize those Church members who have served a long number of years, exemplifying their faithfulness to the Church, and the Christian way of life, and to promote a continuing means for their continuing service. Those positions are, as follows:

- (a) Emeritus positions are to recognize persons who have served this Congregation for a long number of years
- (b) Honorary positions are to recognize persons who have served other Congregations for a long number of years with some service to this Congregation

## D. DUTIES OF OFFICERS.

### 1. THE CHAIRPERSON.

The Chairperson of this Congregation shall fulfill the usual duties of such an Officer, call and preside at all Regular or Special Business Meetings of the Congregation, and serve as Chairperson of the General Board and the Cabinet. The Chairperson shall also be Ex-Officio Member of all organized groups, auxiliaries, committees, or functional ministries or departments.

### 2. FIRST VICE-CHAIRPERSON.

The First Vice-Chairperson of this Congregation shall fulfill the usual duties of such an Officer; call and preside at all Regular Business Meetings of the Congregation or Board in the absence of the Chairperson of this Congregation; serve as Vice-Chairperson of the General Board; and perform any other duties that may be assigned.

3. SECOND VICE-CHAIRPERSON.

The Second Vice-Chairperson of this Congregation shall fulfill the usual duties of such an Officer and perform other duties that may be assigned.

4. ELDERS.

The Elders of this Congregation in cooperation with the Functional Ministries, Departments, Committees, or Other Organizations, shall promote the growth and welfare of the Church; give spiritual oversight to the Members with respect to regular attendance at the Lord's Supper; visitation of the sick; and concern for the morally delinquent and spiritually indifferent; give thoughtful consideration to the policies of the Church that will enable it to fulfill its complete mission; encourage by example and words the missionary, evangelistic, educational, and stewardship responsibilities of the Church; serve at the Lord's Table and perform such other duties as may be assigned.

5. DEACONS.

The Deacons of this Congregation shall cooperate with the Elders, Functional Ministries or Departments, Committees, and Other Organizations within the Church to promote the growth and welfare of the Church; promote the spiritual, theological, and Biblical growth of the Church; assist in the greeting and ushering of the worshipers; take responsibility for the preparation and care of the Communion Service, or appoint a Sacristy Committee, and assign the responsibility for preparation and care of the Communion Service to that Committee; distribute the Lord's

Supper and receive the Offerings; assist in Financial Campaigns; assist in evangelistic visitations; share in the teaching responsibilities of the Church; prepare candidates for baptism; give counsel and service in the business affairs and program activities of the Church; cooperate in the ministering to the Congregation and Community, as the need arises help maintain reverence during worship; support the program of the Church through regular attendance at Worship Services, Church School, and other Church Activities; help the Church become aware of how the Christian Faith deals with contemporary issues and problems; and such other duties as may be assigned.

6. CHURCH CLERK.

The Church Clerk shall keep a complete record of the Church Members and such vital statistics as births, deaths, baptisms, and weddings; receive all applications for Church Letters and issue them under the authority delegated by the General Board.

7. BOARD SECRETARY.

The Church Board Secretary shall keep minutes of all regular or special business meetings of the Congregation; and be Secretary of the General Board, keeping a record of its regular or called meetings, and be Attendance Chairperson of the General Board.

8. TREASURER.

The Church Treasurer shall disburse all funds of the Church according to the authority designated by the General Board; and shall make a written report to the General Board monthly and to the Congregation annually.

9. FINANCIAL SECRETARY.

The Financial Secretary shall receive and keep a written record of all funds; deposit them in the Church Account; keep an individual account record of each contributor; and send each

contributor a record of their financial giving yearly; and make a written report to the General Board monthly and to the Congregation annually.

10. HISTORIAN.

The Church Historian shall gather and preserve data pertaining to the history, life, and work of the Church, making available for publication such materials as may be authorized by the Church Board.

11. LIFE SERVICE POSITION.

When not serving on the Church Board in another capacity, a person elected to a Life Service Position shall fulfill all responsibilities and duties of their position, and shall be an Ex-Officio Member of the Church Board.

12. REGULAR ATTENDANCE.

The regular attendance of the Congregation's Officers at the meetings of the General Board is essential to the proper exercise of their duties. After Four (4) consecutive absences at Regular Board Meetings, the General Board will have the authority to declare a vacancy in the event an Officer fails to perform his or her duties.

E. ELECTION OF OFFICERS.

1. NOMINATING COMMITTEE.

The Members of the Nominating Committee for each Church Year shall be the Chairperson of the Elders, the Chairperson of the Deacons, and Three (3) Members of the Congregation selected by the Executive Committee and voted on and approved by the General Board. The Minister and Associate Minister shall also be Ex-Officio Members of the Nominating Committee. Members of the Executive Committee may not serve on the Nominating Committee. The Chairperson of the Nominating Committee shall be the

Chairperson of the Elders.

2. NUMBER OF NOMINATIONS.

The Nominating Committee shall determine the number of Elders and Deacons to be elected each Church Year, based upon the number of Participating Members on March 1, in accordance with Article IV, Section B, Paragraph 3. The Nominating Committee shall at their discretion be free to determine the number of Life Service positions to be nominated each year .

3. SUGGESTIONS FROM THE CONGREGATION.

Suggestions from the Congregation for nominees to the Church Board shall be received by the Nominating Committee no later than March 1.

4. LIST OF NOMINEES.

The Nominating Committee shall consider qualifications, inform prospective nominees of their specific duties of such officers, secure their consent, and prepare a list of nominees consisting of only One (1) for each vacancy.

5. PRESENTATION OF NOMINEES.

The Nominating Committee shall present such nominations to the General Board for approval at the March, April or May meetings. The names of the approved nominees shall be presented to the Congregation in writing immediately following the Board Meeting at which the Nominating Committee's recommendations have been considered or voted upon.

6. PRESENTATION AT ANNUAL MEETING.

At the Annual Congregational Meeting to be held on or before the 1st Sunday in June, the Nominating Committee will present the list of nominees approved by the General Board. After nominations from the floor, the nominees who receive a majority of the votes cast by secret

ballot of those present and voting shall be declared elected.

7. VACANCIES.

When a vacancy occurs in any office of the Church, the Nominating Committee shall recommend to the General Board for election a candidate to fill that position for the remainder of the term.

8. QUESTIONS CONCERNING QUALIFICATIONS.

Any questions at the Annual Congregational Business Meeting concerning the qualifications of respective Officers or of Participating Members shall be decided immediately by the Executive Committee.

9. GENERAL BOARD.

(a) The General Board of the Church shall consist of the following

- (1) Elected Officers of the Church as listed in Article IV, Section A.
- (2) Minister and Associate Ministers as Ex-Officio Members
- (3) The President or Representative of each of the following organizations:

- a) Christian Men's Fellowship
- b) Christian Women's Fellowship
- c) Christian Youth Fellowship
- d) Youth Deacons

- (4) The Institutional Representatives for Scouting, to be selected by the Board
- (5) The Chairpersons of all Functional Ministries or Departments

(b) No person shall have more than One (1) vote regardless of offices held

(c) 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 or Departments
- (d) The General Board shall perform its duties according to the authority granted in this Constitution, or otherwise delegated to it by the Congregation, and the General Board shall be governed by Roberts' Rules of Order (Revised).
- (e) In keeping with the traditions of the Christian Churches (Disciples of Christ), the ultimate authority of the Local Church shall rest with the Congregation. All Boards and Organizations, Fellowship Groups, Ministries or Departments shall be responsible to and shall report to the General Board, and through the General Board to the Congregation. The General Board shall be responsible to the Congregation and shall report to it each year at the Annual Congregational Meeting.

#### F. THE CABINET

- 1. The purpose of the Cabinet shall be to interpret and correlate the entire Church Program as planned by the various Functional Ministries or Departments; and shall serve in an advisory capacity to the Ministers.
- 2. 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.
- 3. The Cabinet shall meet once each month prior to the meeting of the General Board, if possible.
- 4. The Cabinet shall consist of the following members:
  - (a) Chairperson of the Board, who is also Chairperson of the Cabinet
  - (b) Vice-Chairpersons of the Board
  - (c) Secretary of the Board
  - (d) Chairpersons of Functional Ministries
  - (e) Presidents of Christian Men's Fellowship, Christian Women's Fellowship, and Christian Youth Fellowship
  - (f) Treasurer
  - (g) Financial Secretary
  - (h) Minister and Associate Ministers as Ex-Officio Members

- (i) Such others as designated by the Chairperson of the Board

## **ARTICLE V THE MINISTER**

### **A. DUTIES.**

The Minister and/or Associate Ministers of the Church shall perform the duties which usually pertain to that office and as spiritual leaders of the Congregation, they shall be Ex-Officio Members of all organized groups, auxiliaries, committees, Functional Ministries, or Departments.

### **B. ELECTION**

The Minister shall be chosen by the Congregation, as follows:

1. A Representative Committee of not less than Three (3) members nominated by the Chairperson of the Board, and elected by the General Board shall serve as a Search Committee and be responsible for recommending a prospective Minister to the General Board.

2. The General Board shall consider the recommendations of the Search Committee, and if approved, recommend the prospective Minister or Associate Minister to the Congregation.

3. It shall be the policy of the Congregation to consider only One (1) prospective candidate at a time.

4. The recommendation of the Church Board must be accepted by at least a three-fourths (3/4) majority of the members present and voting in a regular or special Business Meeting of the Congregation before a call to a Minister or Associate Minister may be extended.

5. The term of ministry shall be for an indefinite period and may be

terminated by either the Minister or Associate Minister, or the Congregation, in accordance with the terms of the negotiated Contract. A written statement setting forth the salary to be paid and other conditions of the call shall be incorporated into the Minutes of the General Board, and the Congregational Meeting, a copy of which shall be given to the Minister or Associate Minister.

## **ARTICLE VI      CONGREGATIONAL MEETINGS**

### **A.      WHEN HELD.**

There shall be an Annual Business Meeting of the Congregation which shall be held on or before the 1st Sunday in June of each year for the Election of Officers and other necessary Church business. There may be Special Meetings as required. Such meeting may be called by the Chairperson or Vice-Chairpersons of the Board upon the request of the General Board, or upon written petition of fifteen (15) or more Members of the Congregation.

### **B.      NOTICE.**

Notice of all Regular or Special Congregational Business Meetings shall be given at the Regular Sunday Morning Services for Two (2) consecutive Sundays prior to the Business Meeting, and also, if possible, in the Church News Letter.

### **C.      (*blank*)**

1.      All Business Meetings of the Congregation and the General Board shall be governed by Roberts' Rules of Order (Revised).

## **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 and voting on the Amendment, provided

notice of the Proposed Amendment has been given to members of the Congregation and the Proposed Changes have either been mailed or made available for pick up at the Church at least FOURTEEN (14) DAYS prior to the time the vote is to be taken, or the Proposed Amendment has been read at or following the Regular Sunday Morning Worship Services for TWO (2) CONSECUTIVE SUNDAYS prior to the Business Meeting at which the vote is taken.

\*\* (Revised on the following dates February 16, 1958; June 22, 1958; April, 1970; May 1, 1977; July 29, 1979; May 14, 1981; November 3, 1985; May 6, 1990; and May 23, 1993)