

Zion Christian Church

Disciples of Christ

Constitution and By-Laws

Revised June, 2014

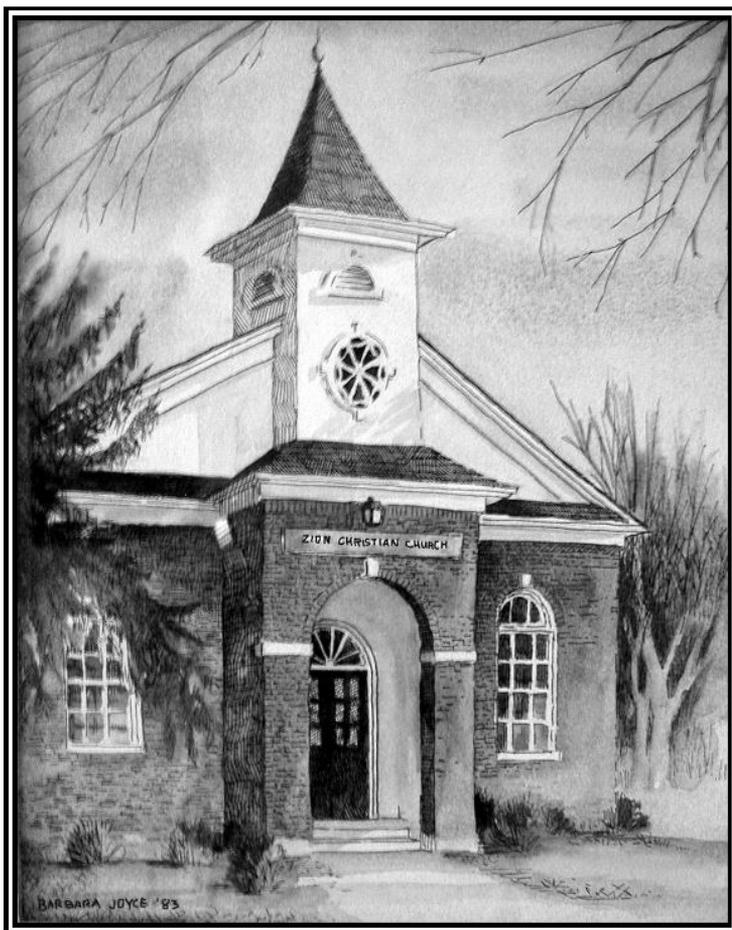


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ZION CHRISTIAN CHURCH

DISCIPLES OF CHRIST

Constitution

Preamble

We, the members of Zion Christian Church, a congregationally governed body, in order 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 Purpose

- I. Name
 - A. The name of this body of believers shall be Zion Christian Church (Disciples of Christ) of Beaverdam, Virginia, in covenant with the Christian Church (Disciples of Christ) national denomination.

- II. Purpose. The purpose of this church is revealed in the New Testament:
 - A. To win people to faith in Jesus Christ and commit them actively in the church,
 - B. To grow in the grace and knowledge of Christ that increasingly they may know and do His will, and

- C. 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

- I. The membership of this church shall consist of:
 - A. Those who joined Zion by profession of faith and baptism,
 - B. Those who were previously baptized and professed Christ as Lord and Savior upon joining Zion, and
 - C. Those who transferred membership from another church.
- II. Voting
 - A. Voting privileges shall be granted to all members.

Article III – Leadership

The church shall elect officers and leaders as is necessary for the guidance of its mission and ministries.

- I. Leadership Positions:
 - A. The following Officers shall be elected by the church at its annual business meeting and shall serve until such time as a successor is elected and assumes office:
 - 1. Moderator
 - 2. Elders, six (6) in number

3. Deacons, six (6) in number
 4. Trustees, (3) in number
 5. Treasurer
 6. Board Secretary
 7. Clerk
 8. Financial Secretary
- B. The Chairpersons of the following Committees shall be elected by the church at its annual business meeting and shall serve until such time as a successor is elected and assumes office:
1. Membership and Missions
 2. Outreach
 3. Property and Stewardship
 4. Worship & Education

Article IV – The Minister

A minister shall be called by the church, enter into covenant with the congregation, and carry out the duties as specified in Article V of the Bylaws.

Article V – The Board

- I. The Board shall consist of:
- A. Moderator
 - B. Board Secretary
 - C. Treasurer
 - D. Head Elder
 - E. Head Deacon,
 - F. Chairpersons of the following committees:
 1. Membership and Missions

2. Outreach
3. Property and Stewardship
4. Worship & Education

- II. All members of the Board listed above are voting members except for the Moderator who votes only in case of a tie vote.

Article VI – Amendments

This Constitution may be amended at any congregational meeting of the church by a two-thirds vote of the members present. Written notice of the proposed amendment shall be given to the members of the congregation, or the proposed amendment shall be read at a regular Sunday Service at least two (2) weeks before the vote is taken.

Notes

Zion Christian Church

Disciples of Christ

By-Laws

- I. **The church year:** Will begin on July 1 and conclude on June 30 of the following year.

II. The Board

- A. Shall hold its regular meeting on the second Tuesday of odd numbered months, with one exception - the Board will have an Annual Retreat at a time convenient to the Board members in place of a July meeting.
- B. Shall hold special meetings as called by the Moderator, or upon request of one third (1/3) or more members of the Board.
- C. Shall consider $\frac{1}{2}$ of the members of the Board as constituting a quorum.
- D. Board members are expected to attend all meetings.
- E. Recommended order of business:
 1. Opening prayer / meditation.
 2. Approval of agenda and minutes of previous meeting.
 3. Secretary's Report – Congregational Concerns, Communications and Clerk's update
 4. Minister's report.
 5. Report of Treasurer.
 6. Committee reports.
 7. Unfinished business carried over from previous meeting.
 8. New business

9. Adjournment with prayer.

III. Nominations and Elections

- A. A Nominating Committee composed of three (3) members: one of whom shall be a member of the Board, shall be appointed by the Moderator of the Board, approved by the Board at the March meeting, and announced to the congregation the following Sunday.
- B. The Committee shall consider qualifications, secure consent, and prepare a slate consisting of one nominee for each open leadership position.
- C. Consideration will be given to candidates for office in light of the Spirit and teaching of Jesus. In addition to following principles of stewardship:
 - 1. Regular attendance of church services.
 - 2. Conducting one's total life in a Christian manner.
 - 3. Promote good will and Christian fellowship within the church family, strengthening the varied programs of the Church and aid the minister and membership in making the total work of the Church related to the purposes of God as revealed in Jesus Christ.
- D. The Nominating Committee shall report its progress to the Moderator and present the slate of nominees to the Board at the May meeting. The slate will be presented to the congregation at the annual business meeting for election by majority vote.
- E. The following officers and leaders shall be elected by the church 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. Elders, six (6) in number, one third of whom should be elected each year for a term of three years.
2. Deacons, six (6) in number, one third of whom should be elected each year for a term of three years.
3. Trustees, three (3) in number; they shall be elected by the board with the congregation's approval to a continuous calling until they are later unwilling or unable to serve or relieved of their duties by board action with the congregation's approval.
4. Treasurer shall be elected annually on a continuing basis until they are unwilling or unable to serve or relieved of their duties by board action with the congregation's approval.
5. Secretary shall be elected annually and shall serve no more than two consecutive terms until one year has elapsed.
6. Clerk, shall be elected annually on a continuing basis until they are unwilling or unable to serve or relieved of their duties by board action with the congregation's approval.
7. Financial Secretary shall be elected annually on a continuing basis until they are unwilling or unable to serve or

relieved of their duties by board action with the congregation's approval.

8. Moderator shall be elected annually and shall serve no more than two consecutive terms until one year has elapsed.

IV. Terms and Duties of Leaders

- A. After serving one complete term (3 years) as an Elder or Deacon, one shall be ineligible for re-election to the same office until one year has elapsed. Any person appointed to fill an unexpired term is eligible to complete a full 3-year term at the next election.
- B. A vacancy occurring in any position, other than Elder or Deacon, shall be filled by the Board for the unexpired term.
- C. The duties of the Moderator shall be:
 1. To preside at all Board and Congregational Meetings.
 2. To serve as ex-officio member of all committees.
 3. To serve on the minister's Contract Renewal Committee.
 4. To keep the congregation informed of the health and welfare of the church.
 5. To cancel Sunday school and/or Worship Services due to inclement weather or emergency.
 6. To perform such duties as may be specified or indicated by the Board.

- D. The duties of the Elders shall be:
1. To elect a Head Elder whose duties will include:
 - a. Appoint someone to fill any unexpired Elder's position.
 - b. Serve as chair of the minister's Contract Renewal Committee.
 - c. Preside over Board or Congregational Meetings in the absence of the Moderator.
 2. To meet a minimum of twice a year (or as called by the Head Elder) to organize and conduct its activities, reporting to the Board if deemed necessary.
 3. To meet at the request of any elder to address specific ministerial issues/problems brought to their attention.
 4. To confer regularly with the minister regarding growth and welfare of the church, ministry, and needs of the congregation.
 5. To visit the sick and bereaved and provide communion when requested.
 6. To give thoughtful consideration to policies of the church that will enable it to fulfill its complete mission.
 7. To encourage by example and word the missionary, evangelistic, educational, and stewardship responsibilities of the church.
 8. To serve at the Lord's Table.
 9. To serve on a committee of the church.
 10. To perform other such duties as assigned.

11. Inactive Elders may perform ecclesiastical duties as requested by the Head Elder or their representative.

E. The duties of the Deacons shall be:

1. To elect a Head Deacon. The Head Deacon will appoint someone to fill any unexpired Deacon's position.
2. To meet a minimum of twice a year, or as called by the Head Deacon to address appropriate business brought to its attention, reporting to the Board.
3. To cooperate with the Elders in promoting the growth and welfare of the church.
4. To assist in the greeting and ushering of worshippers.
5. To serve the Lord's Supper and receive the offering.
6. To assist in visitation (outreach) projects.
7. To visit the sick and bereaved.
8. To serve on a committee of the church.
9. To perform other such duties as assigned.
10. Inactive Deacons may perform ecclesiastical duties as requested by the Head Deacon or their representative.

F. The duties of the Trustees shall be:

1. To elect a chairperson.
2. To meet as needed to conduct appropriate business matters under its jurisdiction.
3. To act as the legal agents of the church in all business matters, under the direction of the

Board and subject to the approval of the congregation.

4. To hold legal title to all church property.
5. To have custody of all insurance policies and handle all business transactions related thereto.
6. To have supervision over all endowments and trust funds.
7. To perform such duties as specified by the Board, congregation, or required by the laws of the Commonwealth of Virginia.
8. Maintain lines of communication with the Board.

G. The duties of the Treasurer shall be:

1. To disburse all funds of the church including transfer of general funds as needed, according to the authority designated by the General Board.
2. To submit complete reports to each regular board meeting and to report to the congregation as directed.
3. To prepare the church's annual budget.
4. To serve on the Minister's Contract Renewal Committee.
5. To serve on the Property and Stewardship Committee.
6. To monitor investment accounts and periodically report results.

H. The duties of the Financial Secretary shall be:

1. To collect and account for all offerings (regular, special and designated).

2. To expeditiously deposit all monies (offerings, donations, memorials, etc.) with breakdown by account.
 3. To inform the Treasurer of weekly transactions.
 4. To acknowledge special donations and memorials by letter.
 5. To provide financial statements to each known giver to Zion each January for tax purposes.
 6. To confer with the Property and Stewardship Committee as requested.
- I. The duties of the Board Secretary shall be:
1. To keep the minutes of all regular or special business meetings of the congregation.
 2. To serve as Secretary of the Board and keep a record of all the Board's regular or called meetings.
 3. To file the previous year's minutes in the church office.
 4. To carry on correspondence at the direction of the Board.
 5. To perform such other duties as may be assigned.
- J. The duties of the Clerk of the Congregation shall be:
1. To keep a complete record of the church membership and such vital statistics as births, deaths, baptisms, and weddings.
 2. To receive all applications for church letters and issue them under the authority of the Board and provide a report of such transfers to the Board.

3. Provide a report of transfers and vital statistics to the Board.
4. To prepare the annual report and send a copy to the Regional Office.

V. The Duties of the Minister

- A. Provide vision, encouragement, active leadership, and professional guidance in church endeavors.
- B. Nurture leadership development, including training and actively engaging elders, deacons, and others in providing care and guidance to the congregation, community and beyond.
- C. Be available as counsel to committees, fellowships, and other organized groups in the church.
- D. Provide liaison and working relationships between the church, district and region of Disciples of Christ (DOC).
- E. Meet a minimum of twice a year (or as called) with the Elders to formally discuss the ministry, growth and welfare of the church, needs of members, and of the congregation as a whole, meet with the Elders on other occasions as the need arises, and attend board meetings.

- F. Lead all regular and special worship services including preaching and administration of the sacraments.
- G. Provide pastoral care to the sick, bereaved, and shut-ins, and provide communion when requested.
- H. Officiate at weddings and funerals, as requested.
- I. Selection -The Minister shall be chosen by the church as follows:
 - 1. A representative committee of five (5), one of which shall be the Head Elder, shall be nominated by the Moderator and elected by the Board to serve as a Pastor Search Committee and be responsible for recommending a prospective minister to the Board.
 - 2. The Board shall consider the recommendation of the Pastor Search Committee and if approved, recommend the prospective minister to the church.
 - 3. It shall be the policy of the church to only consider one prospective minister at a time.
 - 4. The recommendation of the Board must be accepted by at least a two-thirds majority of the members present and voting in a regular meeting of the church before a call may be extended.
 - 5. The term of the Minister shall be for an indefinite period and may be terminated by either party upon sixty (60) days written notice.
 - 6. A written contract setting forth the salary to be paid and other conditions of the call shall be

made in duplicate, one copy for the minister and one for the church.

7. The Minister's contract shall be reviewed with the Minister in April each year by the Moderator, Treasurer, and Head Elder.
 - a. The terms, compensation and benefits shall be reviewed by the Property and Stewardship Committee.
 - b. The terms of the Minister's contract for the coming church year shall be reviewed with the Board at the May meeting, and the financial terms of the contract will be approved by the Board when the budget for the coming church year is approved.

VI. The Board

- A. The duties of the Board are:
 1. To conduct and transact the business affairs of the church,
 2. To administer the programs of the church through designated standing and special committees.
 3. To consider and make recommendations to the congregation on any matter(s) upon which the Board may deem it necessary or advisable to obtain congregational action or approval.
 4. To exercise all the power of the congregation not reserved by law, scriptural precedent, or this Constitution and By-laws.

VII. Congregational Meetings

- A. Annual meeting shall be held on the second Sunday in June :
 - 1. The annual meeting shall be called by the Moderator.
 - 2. The agenda for the meeting shall be:
 - a. Election of officers and leaders.
 - b. Approval of budget.
- B. Special Meetings shall be called as needed by the Moderator or upon request of the Board or written petition of ten percent or more of the members of the church.
- C. Notice of all regular or special business meetings of the congregation shall be given at a regular Sunday service of the church at least one week in advance of the meeting and preferably two successive weeks.
- D. All business meetings of the church and Board shall be governed by Robert's Rules of Order, revised.

VIII. Worship and Education Committee

- A. It shall be the purpose of this committee to:
 - 1. Provide the membership a genuine experience of worship.
 - 2. Enrich personal and family devotional life and develop an effective program of Christian education for the entire constituency of the church .
- B. With respect to Worship, this committee shall be responsible for:

1. The worship services of the church which include providing special music and children's sermons for each Sunday.
 2. Obtaining supply ministers.
 3. Purchasing and maintaining worship supplies, music, and flowers for Christmas and Easter, and other decorative wreaths as needed.
 4. Special worship and prayer services which include, but are not limited to Christmas, Easter, and minister's appreciation.
 5. The encouragement of the devotional life among individual members of the church.
- C. With respect to Education, this committee shall be responsible for:
1. Planning and administering the educational programs of the church, including:
 - a. Church school.
 - b. Leadership education.
 - c. Distribution of Christian literature.
 - d. Other educational programs as needed.
 2. Securing and supporting the teachers of Sunday School by:
 - a. Maintaining and supervising church library.
 - b. Fostering of Christian home life.
 - c. Purchasing and maintaining equipment, supplies, and curriculum for the educational programs of the church.
- D. The Worship and Education Committee may determine from time to time that it would be beneficial to engage a student intern from a local seminary or university to support and advance the church's mission and ministry, including but not

limited to the youth ministry. When such an opportunity is to be pursued, the Worship and Education Committee will define the scope and duties of the student intern to meet Zion's needs at that time, with input and assistance from the pastor and others in the congregation as needed. The Worship and Education Committee will present its recommendation to the Board, and the Board will have the authority to approve such an arrangement if the funds are available in the budget.

- E. Coordinate with and report to the Board for auxiliary organizations as needed.

IX. Outreach Committee

- A. It shall be the purpose of this committee to:
 - 1. Cultivate an evangelistic spirit within the congregation.
 - 2. Plan and administer the evangelistic program.
- B. This committee shall be responsible for:
 - 1. Developing a congregation that is warm and inviting and enthusiastically welcomes anyone who attends any event at the church and makes them feel at home.
 - 2. Developing and sponsoring a year-round program of events to attract non-members to events at Zion.
 - 3. Compiling a list of prospective members.
 - 4. Updating and maintaining church web site and social media channels.
- C. Coordinate with and report to the Board for auxiliary organizations as needed.

X. Membership and Missions Committee

- A. It shall be the purpose of this committee to:
 - 1. Maintain close contact with the entire church membership so that each member may find purpose in the life of the congregation.
 - 2. Develop a spirit of comradeship and love within the congregation founded on a common love of Christ.
 - 3. Foster a world vision within the church and its auxiliary organizations.
 - 4. Lead in the planning and administering of the mission program of the church.
- B. With respect to Membership, this committee shall be responsible for:
 - 1. Promoting visitation in collaboration with the minister, elders and deacons.
 - 2. Calling on the indifferent, the sick, and the unfortunate, and organizing others to participate.
 - 3. Identifying and referring specific pastoral needs of the membership to the minister.
 - 4. Assisting the Clerk of the Congregation in keeping accurate, up-to-date records.
 - 5. Appropriately coordinate memorial luncheons and receptions as needed.
 - 6. Providing social activities for the congregation.
 - 7. Incorporating new members into the life and work of the church.
 - 8. Developing and maintaining new member packets.
 - 9. Publicizing congregational life and activities.

- C. With respect to Missions, this committee shall be responsible for:
 - 1. Planning and promoting a program of missionary education in the church.
 - 2. Coordinating the church's annual missionary and benevolent program.
 - 3. Enlisting support for missions and brotherhood causes.
 - 4. Caring for local and other benevolent needs not otherwise provided.
 - 5. Sponsoring interdenominational and community service projects.
- D. Coordinate with and report to the Board for auxiliary organizations as needed.

XI. Property and Stewardship Committee

- A. It shall be the purpose of this committee to:
 - 1. Care for all assets of the church, including property and money.
 - 2. Develop within the membership an understanding of the full meaning of Christian stewardship (time, talents, money, property, opportunity, bequests, etc.).
 - 3. Direct the financial program of the church, including, but not limited to, financial accounting of funds, such as endowments, memorials and special funds of the church.
- B. With respect to Property, this committee shall be responsible for:
 - 1. Keeping all property and equipment in proper condition.

2. Determining need and making recommendations for improvements to properties of the church.
 3. Employing and supervising custodial and/or contract help on terms approved by the Board.
 4. Coordinating all requests from outside persons or agencies for the temporary use of buildings and equipment.
- C. With respect to Stewardship, this committee shall be responsible for:
1. Fostering congregational awareness of stewardship obligations and opportunities.
 2. Developing and promoting continuing stewardship education.
 3. Encouraging gifts for future development in the church and the world.
 4. Insuring complete and accurate financial records are maintained, including record of all offerings, memorial funds, etc.
 5. Keeping abreast of possible investment opportunities.
 6. Recommending to Trustees and the Board the best possible use of capital assets.
 7. Conferring periodically with the Financial Secretary regarding record keeping procedures.
 8. Coordinating with Treasurer to prepare an annual budget.
- D. Coordinate with and report to the Board for auxiliary organizations as needed.

XII. Auxiliary Organizations

- A. The purpose and responsibility of each of these groups shall be outlined in their own constitution, bylaws, or procedures.
- B. These organizations shall report to the Board through one of the standing committees and coordinate in planning, administering and developing their individual programs in the best interest of the church.
- C. Auxiliary organizations include but are not limited to Disciples Women and Disciples Men.

XIII. Amending By-Laws

- A. These bylaws may be amended by a two-thirds (2/3) majority vote of the members of the Board present and voting in a regular or special meeting, provided that the proposed amendment has been submitted in writing to the membership of the board at least thirty (30) days prior to the vote thereon.

Notes