

**BYLAWS
CENTRAL CHRISTIAN CHURCH
PUEBLO, COLORADO**

Article I. NAME

The name of this organization shall be Central Christian Church of Pueblo, Colorado, affiliated with the Disciples of Christ.

Article II. PURPOSE

The purpose of this church shall be to win people to faith in Jesus Christ, to encourage their active participation in the church, and to help them grow in the grace and knowledge of Christ that they may increasingly know and do His will.

Article III. CHURCH MEMBERSHIP

A. MEMBERSHIP

Members of this Congregation shall be those who are currently members, those who unite with the Congregation by confession of faith and those who unite by transfer of membership.

B. MEMBERSHIP STATUS

1. Any person placing membership with this Congregation shall be considered a participating member of the Congregation.
2. In special circumstances, a person may hold dual membership with another Congregation; such person shall be considered a full member of this Congregation with all membership privileges.
3. A person shall be removed from the membership roll upon transfer of membership to another church, upon a written request for removal or in accordance with policies established for non-participating members.
4. A member who ceases to be active in the Congregation shall be transferred to a non-participating status when either of the following conditions occur. The member:
 - a. cannot be located by the minister or the minister's representative for one year,
 - b. indicates a desire not to be a member any longer.

Or if all the following conditions occur:

- a. has not participated in any regular church service for one year.
 - b. has not participated in any special service or social function for one year.
 - c. has not supported the church with a financial contribution of goods or services for one year.
5. Upon return to the church for any reason that negates any of the conditions listed above, the member shall be returned to participating status.

Article IV. THE OFFICERS

- A. The Congregation shall elect from its members a Chairperson, a First Vice Chairperson, a Second Vice Chairperson, a Secretary, a Clerk, a Historian, and the Church School Superintendent. Their term of office shall begin at the close of the annual meeting at which they are elected.

- B. The Chairperson and First Vice Chairperson, and Second Vice Chairperson shall be

elected at the annual meeting for a one-year term and after serving one term in the office shall be ineligible to serve again in that office until one year has elapsed.

- C. The Secretary, Clerk, Historian, and Church School Superintendent shall be elected at the annual meeting for a one year term and after serving two consecutive terms in the same office shall have the option to be re-elected to serve subsequent one-year terms.

D. QUALIFICATIONS

1. Evidence of spiritual maturity and consecration shall be considered a basic requirement for nomination to any office of the church. Persons nominated shall be faithful and active participants.
2. Persons nominated to any office shall have given financial support to the church.
3. Persons nominated to any office shall have evidenced a willingness to fulfill assignments on behalf of the Congregation and to have demonstrated skills or evident potential in carrying out responsibilities of the particular office.

E. RESPONSIBILITIES

1. The Chairperson shall fulfill the usual duties of such an officer, call and preside at all regular or special meetings of the Congregation and the General Board. The chairperson shall be ex officio a member of all teams and task forces except the Nominating Ministry Team
2. The First Vice Chairperson shall fulfill the duties of the Chairperson during the absence of the Chairperson and perform such other duties as may be assigned by the Chairperson. He/She shall be expected to assume the office of Chairperson after one year as First Vice Chairperson. He/She shall be ex officio a member of the Christian Education, Memorials, Pastoral Relations, Stewardship and Worship Teams.
3. The Second Vice Chairperson shall fulfill the duties of the Chairperson during the absence of the Chairperson and First Vice Chairperson. He/She shall be ex officio a member of the Communications, Evangelism, Membership, and Outreach Teams.
4. The Secretary shall keep minutes of all regular and special meetings of the Congregation and the General Board and perform such other duties as may be assigned by the Chairperson.
5. The Clerk shall keep an accurate record of baptisms, members received into the Congregation, and deaths. The clerk shall notify other churches of members transferring to this Congregation, issue letters of transfer to persons transferring to other churches and maintain a list of current mailing addresses for all members
6. The Historian shall gather and preserve information pertaining to the history, life and work of the church.
7. The Church School Superintendent shall plan and administer the program of the Church School.

F. SUCCESSION

1. Upon the resignation, death, or inability of the Chairperson to carry out the normal

duties of the office, the General Board shall certify that a vacancy has occurred. The First Vice Chairperson shall assume the office of Chairperson for the remainder of the current term. Upon the resignation, death, or inability of the First Vice Chairperson to carry out the normal duties of the office, the General Board shall certify that a vacancy has occurred. The Second Vice Chairperson shall assume the office of Chairperson for the remainder of the current term. The time so served shall not be taken into account when calculating the maximum length of service for the Chairperson.

2. If a vacancy occurs in any office except Chairperson, the Nominating Team shall submit the name of a candidate to the General Board for approval.

Article V. TREASURER/FINANCIAL SECRETARY

- A. Each year, within one week after the annual meeting, the Chairperson shall appoint from among the congregation a Treasurer/Financial Secretary. This appointment shall be subject to approval by the Board.
- B. The Treasurer/Financial Secretary shall be responsible for depositing funds weekly in the financial institution chosen by the Board of Directors and shall report the amount of said deposits to the Finance and Stewardship Team on a monthly basis.
- C. The Treasurer/Financial Secretary shall keep a record of the personal giving of each church member and shall distribute said records to the individual members of the congregation by February 1 of each year.
- D. The Treasurer/Financial Secretary shall be ex officio a member of the Finance and Stewardship Team.

Article VI. THE CONGREGATION

A. RIGHTS, PRIVILEGES AND RESPONSIBILITIES OF THE CONGREGATION

The Congregation shall exercise all rights, privileges and responsibilities requisite or appropriate to carrying out its purpose. The Congregation reserves to itself those rights and privileges not specifically delegated to the General Board.

B. CONGREGATIONAL MEETINGS

1. An annual meeting shall be held during December of each year. The church and fiscal year shall coincide with the calendar year.
2. Special meetings may be called by the Chairperson, by the First Vice Chairperson, upon request of the General Board or upon a written petition of at least thirty voting members of the Congregation. Only those items publicized in the written notice of the meeting may be considered during the meeting.
3. Notice of all regular or special meetings of the Congregation shall be given at all worship services at least one week in advance of the meeting; in addition at least one written notice shall be included in the church bulletin or newsletter. The written notice of any special meeting shall include the purpose for which it is called.

C. VOTING PRIVILEGES

Any person, sixteen years or older, who is a member shall be considered a voting member.

Article VII. THE GENERAL BOARD

A. MEMBERSHIP

1. The General Board shall include the Minister(s), the Officers, five members to be elected at large by and from the Congregation, the chair of each Ministry Team, one person to be elected by and from the Trustees, all the Elders, three persons to be elected by and from the Deacons and one representative from the Christian Women's Fellowship, one representative from the Men's Christian Fellowship, and the Director of the Preschool (without vote if not a member of the congregation)..
2. No member of the General Board may represent more than one group.

B. TERM AND TENURE OF OFFICE

1. Members of the General Board shall serve terms of one year and shall have the right to be reelected.
2. After serving four consecutive terms on the General Board, persons, if requested, may continue to serve on the Board for additional one-year terms. When a person is elected to serve as Chairperson or First or Second Vice Chairperson, such person may serve such terms as Chairperson or Vice Chairperson in addition to the terms previously served.

C. AUTHORITY

1. The General Board shall perform its duties according to the authority delegated to it by the Congregation or granted in these Bylaws.
2. In keeping with the traditions of the Disciples of Christ, the ultimate authority shall rest with the Congregation. All entities within the Congregation shall be responsible to and report regularly to the General Board and through it to the Congregation

D. MEETINGS

1. The General Board shall meet a minimum of six times during the calendar year. Meetings shall be held the second Wednesday of the month following a schedule to be determined by the board at its first meeting after the annual meeting.
2. A quorum shall be fifteen (15) members of the General Board.
3. Special meetings of the General Board may be called by the Chairperson or in the absence of the Chairperson by the First Vice Chairperson, upon seven (7) days' notice to all members of the board.
4. Action of Board without a Meeting – Voting of Board Members can occur by email or in some other appropriate written response. If voting by email or other written form, the response must be received within five (5) calendar days and sent to the Board Chair. In the event a vote is cast by email or other written form, a copy of such correspondence must be stored with the appropriate meeting minutes by the Secretary.

E. RESPONSIBILITIES

1. The General Board shall establish ministry teams and task forces necessary for the functioning of the Congregation.
2. The General Board shall receive regular reports from its teams, task forces and other entities within the Congregation.

3. The General Board shall receive the proposed annual budget from the Stewardship and Finance Team and recommend its approval or approval with amendment to the Congregation at the annual meeting.
 - a. Requests for additional funds from teams or other entities shall be submitted to the General Board for approval
4. The General Board shall be responsible for insuring that the teams and other entities within the Congregation adhere to the annual budget as approved at the annual meeting and subsequently amended by the General Board.
5. The General Board shall establish, when necessary, a Pastoral Search Ministry Team for the purpose of securing a minister for the Congregation. Membership and responsibilities of this team shall be as specified in these Bylaws.

Article VIII. THE CHURCH COUNCIL

1. The mission of the Church Council is to focus on God's plan for Central Christian Church to evangelize – bringing people to a transformative relationship with God through Jesus Christ – and edify – building the church spiritually by instruction or example – by putting into the action the gifts and talents God has given each Team and Group Leader.
2. The Church Council shall consist of the following:
 - a. The Chair, the First Vice Chair, the Second Vice Chair, the Secretary, the Treasurer, and the Clerk.
 - b. The Minister and Program Staff
 - c. The leaders and co-leaders of all Ministry Teams
 - d. The Chairs of the Elders and Deacons
 - e. The Small Group leaders
 - f. The Presidents of CWF and Men's Fellowship
3. The Church Council shall meet at least six times a year. The schedule for meetings shall be determined by the membership of the Church Council.

Article IX. TRUSTEES

- A. The Congregation shall elect three Trustees, one of whom shall be elected each year for a term of three years. After serving three consecutive three year terms, a Trustee shall be ineligible to serve in that capacity again until one year has elapsed.
- B. It shall be the duty of the Trustees to sign all legal documents or contracts which shall be authorized by the Congregation or the General Board and to perform such other duties as may be required of Trustees by the laws of the State of Colorado.

Article X. ELDERS AND DEACONS

A. NUMBER

Elders shall not exceed thirty (30) in number; deacons shall not exceed sixty (60) in number.

B. ELDER EMERITUS AND DEACON EMERITUS

Election as Elder Emeritus or Deacon Emeritus is the highest honor that the Congregation can bestow upon any member and shall require a two-thirds majority of the members present and voting at a Congregational meeting. Emeriti shall not be required to perform any duties, but their voluntary offer of service shall always be welcomed by the Congregation.

C. QUALIFICATIONS

The qualifications for elders and deacons shall be the same as those described for officers of the Congregation in these Bylaws.

D. ELECTION AND TERM OF OFFICE.

1. Elders and deacons shall be elected at the annual meeting. Their term of office shall begin January 1 following the annual meeting at which they are elected.
2. Persons who have not previously served as an elder or deacon shall be eligible for election for one year. Upon completion of a one year term, they may be nominated to serve a normal three year term or the remaining portion of a normal three year term.
3. With the exception noted above, elders and deacons shall serve terms of three years.
4. Elders or deacons whose membership status is changed to non-participating shall be considered to have resigned.
5. The Board of Elders shall have the right to recommend to the General Board the removal of an elder, and the Diaconate shall have the right to recommend to the General Board the removal of a deacon. The recommendation shall be based upon non-performance of assigned duties or conduct unbecoming a person in that position. The General Board shall have the right to make the decision to remove.

Article XI. MINISTER

A. DUTIES

1. The minister shall perform the duties which usually pertain to that office. As spiritual administrator of the Congregation, he shall be ex officio a member of all organized groups within the Congregation.
2. It shall be the duty of the Minister to notify the Chairperson or the First Vice Chairperson when he will be absent from his regular duties.
3. The Minister shall be responsible for hiring, annual evaluation, supervision and dismissal of persons serving in authorized staff positions.

B. SELECTION

1. A representative team of a minimum of seven members, appointed by the Chairperson and approved by the General Board, shall serve as the Pastoral Search Team and be responsible for recommending a prospective minister to the General Board.
2. The General Board shall consider the recommendation of the Pastoral Search Team and, if approved, recommend the prospective minister to the membership. It shall be the policy of the membership to consider only one prospective minister at a time.
3. The recommendation of the General Board must be approved by at least a two-thirds majority of members present and voting at a Congregational meeting before a call may be extended.
4. A written statement 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 Congregation.
5. The term of the ministry shall be set by written contract and may be terminated only

by the Congregation or the Minister upon sixty (60) day's written notice.

Article XII. MINISTRY TEAMS

- A. The General Board shall provide for the establishment and operation of the following Ministry Teams:
1. Christian Education Team
Arranges to provide learning experiences for persons of all ages so that they may grow in understanding the gospel and become better equipped for daily living as faithful Christians.
 2. Communications and Public Relations Team
Develops and implements a communications plan so that members and others in the community will understand and become interested in participating in the ministry of the church.
 3. Evangelism Team
Ensures that the Congregation reaches out to people with the good news of Jesus Christ and receives them into its care so that these persons may develop a relationship with God and live as Christians.
 4. Membership Development Team
Plans and carries out varied and wide-ranging programs to provide fellowship opportunities for the Congregation and the community.
 5. Memorials Team
Evaluates requests for the use of money left to the church in memorials and bequests and recommends to the General Board how such money will be spent.
 6. Pastoral Relations Team
Serves as supporter, advisor, and sounding board to the Senior Pastor in matters relating to the total ministry of the church in order that the mission of the church through the pastor may be carried out with maximum effectiveness.
 7. Personnel Team
Develops comprehensive personnel policies, periodically reviews the employees' job descriptions for timeliness and appropriateness, and supports and advises the Senior Pastor in personnel matters.
 8. Stewardship and Finance Team
Educates the Congregation on the meaning and importance of stewardship, proposes the budget, raises, manages and distributes the resources of the Congregation to support and strengthen the mission and ministry of the Congregation.
 9. World and Community Outreach Team
Addresses the concerns and conditions of persons in this community and across the world so that the quality of life may be improved for all.
 10. Worship and Devotional Life Team
Works with the Minister and the Music Minister to provide opportunities for worship that will help the members develop and strengthen their relationship with God.
- B. The Chairperson shall appoint the chairs of the Ministry Teams. These appointments shall be subject to approval by the General Board.
- C. The General Board shall provide for an Operations Manual which shall detail

responsibilities for the officers and responsibilities of each Ministry Team. The Operations Manual shall have the force and effect of Standing Rules.

Article XIII. NOMINATING TEAM

A. The Chairperson shall appoint a Nominating Team of not more than five (5) members, at least three of whom shall not have served the previous year, and at least two of whom shall have served the previous year. No person shall serve on the Nominating Team more than three consecutive years. These appointments shall be subject to approval by the General Board.

B. RESPONSIBILITIES

1. The Nominating Ministry Team shall nominate all those persons to be elected by the Congregation at the annual Congregational meeting, including Elders and Deacons Emeritus. However, nomination to any office may be made from the floor with the prior consent of the nominee.
2. The proposed slate of nominees shall be available to all members of the Congregation at least seven (7) days prior to the Annual Meeting.
3. The Nominating Team, upon request of the General Board, shall make nominations to fill vacancies; such nominees shall be elected by the General Board to serve until the end of the current church year.

Article-XIV. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern all meetings of the General Board and the Congregation in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Congregation may adopt.

Article XV. AMENDMENTS

- A. These bylaws may be amended at any regular meeting of the General Board by a two-thirds majority vote of the members present and voting on the proposed amendment, provided that a written copy of the proposed amendment has been available to the General Board at least one month prior to the vote thereon and a written notice of the proposed amendment has been published in the church bulletin or newsletter at least two weeks prior to the vote thereon.
- B. These Bylaws may be amended at any regular or special meeting of the Congregation by a majority vote of the members present and voting on the proposed amendment, provided that a written notice of the proposed amendment has been published in the church bulletin or the newsletter at least two weeks prior to the vote thereon.

ADDENDUM:

The Board of Directors of Central Christian Church shall be comprised of:

Chairperson
First Vice Chairperson
Second Vice Chairperson
Secretary
Treasurer/financial Secretary
Clerk
Historian

Church School Superintendent
Minister(s)
One Trustee
Twenty-six Elders (Subject to change)
Three Deacons
Five members elected at large
CMF representative (usually the President of CMF)
CWF representative (usually the President of CWF)
Christian Education Team Leader
Communications and Public Relations Team Leader
Director of the Preschool
Evangelism Team Leader
Membership Development Team Leader
Memorials Team Leader
Pastoral Relations Team Leader
Personnel Team Leader
Nominating Team Leader
Outreach Team Leader
Stewardship and Finance Team Leader
Worship and Devotional Life Team Leader
Youth Director

The total number of members of the board is sixty (60). This number is subject to change with changing circumstances in the church.

ADOPTED JANUARY 14, 1996; AMENDED February 21, 1996; May 14, 1997; November 11, 1998, July 14, 1999, June 14, 2000, August 8 2000, September 2009, and December 15, 2013.