

COMMUNITY CHRISTIAN CHURCH

253 NE 30 RD, GREAT BEND, KANSAS 67530

BY-LAWS

Revised 2009

The by-laws of Community Christian Church of Great Bend, Kansas are herewith totally amended and revised, thereby superseding the present by-laws and all amendments thereto. The amended and revised by-laws are as follows:

DEFINITIONS for this Document

- Quorum --** The minimum number of members needed to conduct the business of that group.
- Quorum of Elders --** Includes all of the duly appointed elders.
- Quorum of Members --** Includes those present or providing written absentee ballots on the date and time of a duly announced Congregational Meeting.

Simple-Majority (voting) -- Greater than one-half (1/2) of the quorum.

Super-Majority (voting) -- Greater than two-thirds (2/3's) of the quorum.

ARTICLE I -- NAME

- A. For business and legal purposes, the name of this congregation shall be Community Christian Church.
- B. This congregation shall be completely autonomous.

ARTICLE II -- PURPOSE

The purpose of Community Christian Church, a non-profit corporation created under the laws of the state of Kansas, is to provide Christian religious instruction and offer worship services, in accordance with the Holy Bible (Textus Receptus N.T.) in an organized and decent manner.

ARTICLE III -- MEMBERSHIP IN THE CONGREGATION

A. Privileges of Membership:

We understand that a Christian is a Christian regardless of where his or her membership lies. Still, membership in this local Congregation is required before any office, sponsorship, teaching position, voting privilege, or any other such position of responsibility is given.

B. A repentant believer may become eligible for membership in the congregation in one of the following ways:

1. Through the confession of faith in Jesus Christ and immersion for the remission of sins.
2. Through a statement that he or she is a believer who has been immersed as taught in the New Testament.

C. Eligible Voters:

Voting at any regular or special congregational meeting shall be the privilege of those members at least 16 years of age and older, who are mentally competent, and have demonstrated an active interest in the church program during the past twelve (12) months.

D. Removal from membership:

1. Requests for letters of transfer from this Church shall state the name and address of the Church where the letter is to go. The letters of transfer will be sent to the Church office of the new church.
2. The Church office will remove from the membership roll, members names that are deceased.
3. Removal for unrepentant sin will be done in accordance with the principles set forth in I Corinthians 5 and Matthew 18:15-17.

ARTICLE IV THE GOVERNING BODY OF THE CONGREGATION

A. **The eldership is the Governing Body of the Congregation.** It is empowered to transact business in the name of the congregation. The eldership shall consist of duly appointed elders. Members of the ministerial staff and deaconate may be invited to regularly attend the eldership meetings as resources and for consultation. Governance voting privileges remain only with the duly appointed elders.

1. Eldership voting -- Quorums can be reached by attendance at scheduled elders' Meetings, written absentee ballots, by telephone participation (serial quorum), or email participation (serial quorum). All serving but absent elders will be notified of decisions as soon as possible.

2. Decisions of the eldership are reached by a simple majority of the quorum, unless otherwise noted in these By-Laws.
3. Monetary decisions of the eldership under \$1000.00 require a simple-majority amounts over \$1000.00 require a super-majority, excepting regular budgeted expenses (eg: salaries, utilities, mortgage payments, etc.)

B. Qualification of Elders.

1. An elder must be a male member of the congregation with voting privileges.
2. The New Testament, including, but not limited to, 1Timothy 3 and Titus 1, will be used as a guide in consideration of additional qualifications of an elder.

C. Term of Office

1. Elders are appointed for three (3) year terms; the terms are to be established on a staggered rotational basis.
2. A newly appointed elder is appointed for a term of one (1) year; and if he has proven himself worthy, (during that first year) will be re-appointed for a term of two (2) years, by a simple majority vote of the rest of the eldership.
3. All officers will begin duties on January 1st.

D. Removal from the Eldership

1. By voluntary resignation of the elder.
2. By a super-majority vote of the eldership, that shall be based on New Testament principles that include doctrinal and personal conduct issues.

E. Duties of the Eldership

1. To conduct the business of the Congregation.
2. Special duties of the elders
 - a. The elders shall be responsible for the planning and implementation of the corporate worship.
 - b. The elders shall be responsible for the educational program of the congregation.
 - c. The elders shall be responsible for disciplinary action within the congregation.

F. Appointment of Elders

1. Nominations for the eldership – During the Month of October, members will be asked to submit names, in writing, to the Elders for consideration.
2. Consideration of Nominees – During the first week in November, the elders will consider the nominees who meet the qualifications given in Article IV, paragraph B. The qualified nominee will become a candidate upon approval of the eldership by a super-majority. The candidate will be announced to the congregation for three consecutive weeks during November and December. If a member of the congregation believes there is a reason why a candidate should not be appointed, that person should present objections to the elders during this three-week period. In turn, the elders will meet with the candidate in order to resolve the issue, if possible. If, at the end of the three-week period, no substantiated disqualifying reasons are found, the elders will appoint the candidate to a place of service. Appointments will be made the last Sunday in December. Terms of service will begin January 1st.

ARTICLE V OFFICERS

- A. The Church shall begin the selection process for elders in November. There shall be a sufficient number of elders, not to exceed twelve, to serve for a period of three years. Nominees for elder are required to have been an active member of this church at least one year immediately prior to the election. One-third of the elders shall be selected each year as nearly as is practical.
- B. The following officers shall be appointed by the Elders for a term of three years or until a successor is appointed and assumes office.
 1. **Trustees** – The serving elders shall serve as the legal Trustees of the church. The Trustees act as legal agents of the Church in all business matters; hold legal title to all church property (as legal agents of the Church); have supervision over all endowments and trust funds; perform such duties as are required by the laws of Kansas; and serve as members of the Financial Ministry Team.
 2. A **Chairman of the eldership** shall be appointed and serve for a period of three years. The Chairman will preside over the eldership meetings and presides over Congregational meetings.
 3. A **Vice-Chairman of the eldership** shall be appointed for a period of three years. The Vice-Chairman will preside over eldership meetings and Congregational meetings when the Chairman is absent. He will assist the Chairman in his duties.

4. A **Church Secretary** shall be appointed to serve for a period of three years. The Church Secretary shall have been an active member of this Church at least one year prior to appointment.
5. A **Financial Secretary** shall be appointed to serve for a period of three years. The Financial Secretary shall have been an active member of this Church at least one year.
6. A **Church Treasurer** shall be appointed to serve for a period of three years. The Church Treasurer shall have been an active member of this Church as least one year prior to appointment.
7. **Elder Emeritus** (Honorary) – The honorable title of Elder Emeritus may be given to those who have served faithfully as an elder of this congregation, but due to age or reasons of health can no longer serve as they once did. The elders will appoint them. It is suggested that our Elders Emeritus be held in high esteem as men of God, and that they be looked to for advice as necessary.

C. Duties of Officers

1. **Elders:** According to the New Testament Scriptures, shall:
 - Be devoted in prayer and to the ministry of the Word
 - Supervise the programs of the local Church
 - Promote the growth and welfare of the church
 - Give spiritual oversight to members with respect to regular attendance at the Lord's Supper
 - Visit the sick
 - Show personal concern and offer guidance to the morally and spiritually indifferent
 - Give thoughtful consideration to policies of the church that will enable it to fulfill its complete mission
 - Provide oversight for the various church ministries
 - Encourage by example
 - Oversee the missionary efforts of the church
 - Oversee the evangelical, educational and stewardship responsibilities of the church
 - Perform such other duties as may be assigned and necessary.
 - Elders are responsible for all teaching in the Church, pulpit, in Bible School Classes, and all other gatherings of the Church.
 - The Chairman of the eldership serves as Chairman of the Congregation.
 - The Vice Chairman of the eldership serves when the Chairman cannot be present.
 - All actions of the elders are, if request is made as per Article 6, paragraph C, subject to the approval of the congregation.
2. **Trustees** – Shall act as legal agents of the Church in all business matters; hold legal title to all church property (as legal agents of the Church); have supervision over all endowments and trust funds; perform such duties as are required by the laws of Kansas; and serve as members of the Financial Ministry Team. The Trustees are the elders

3. **Church Secretary** – The secretary of the congregation shall keep record of all regular or called business meetings of the Church. All records, including a complete record of membership and such vital statistics such as deaths, births, baptisms, and weddings shall be kept in the Church office and managed by the office secretarial staff.
4. **Financial Secretary** – Shall oversee the receiving and recording of church funds and shall deposit such funds in the proper church account; keep an individual account of each contributor; send out written statements as directed by the Trustees; present a regular written report of funds received for each calendar month with fund balances to the treasurer; shall notify the treasurer of all deposits and supply the treasurer with copies of all reports to ensure exactness of all records; and shall serve as a member of the Finance Team. The Financial Secretary may be bonded with the amount to be determined by the Trustees. A review of all the records of the Financial Secretary shall be made annually under the direction of the elders.
5. **Church Treasurer** – Shall disburse by check only, church funds in accordance with the duly adopted budget upon authority designated by the elders; maintain proper records to account for such disbursements; present a written report of funds disbursed for each calendar month with fund balances to the Finance Ministry Team; make an annual Finance Ministry report to the congregation; and serve as a member of the Finance Ministry Team. The Treasurer may be bonded with the amount to be determined by the Trustees. A review of records of the Treasurer shall be made annually under the direction of the elders.

ARTICLE VI CONGREGATIONAL MEETINGS

- A. The Annual Congregational Business Meeting shall be held the last Sunday in January or on an alternate date in January as selected by the eldership and announced at least two Sundays (14) days prior to the meeting date.
- B. The annual budget will be presented and voted on for approval at the Annual Business Meeting by a simple-majority.
- C. Special meetings, as required, may be called by the Chairman or Vice-Chairman of the eldership or by written petition of 25 or more voting members of the Church, such voting members being defined in Article III paragraph C.
- D. Notice of all regular or special Business Meetings of the congregation shall be given at regular Sunday service(s) of the church at least two Sundays (14) days in advance of the meeting.

- E. The Church office, upon request, shall furnish an absentee ballot to qualified voters unable to attend the meeting. Such ballots shall be available one week prior to the meeting and must be returned in time to be counted at the meeting.
- F. All business meetings of the Church shall be governed by Robert's rules of Order, except as otherwise prescribed in these by-laws.

ARTICLE VII THE SENIOR MINISTER

A. Duties of the Senior Minister

- 1. The Senior Minister shall be responsible to the elders for the performance of the duties of his office and the character of his doctrinal teaching.
- 2. The Senior Minister shall be the administrator of and direct supervisor to all other employees of the Church.
- 3. Other duties and relationships shall be specified in the written contract between said ministerial personnel and the Church and shall be included in the minutes of the elders. The contractual year runs from January 1st through December 31st. The next year's contract should be agreed upon and signed by both parties prior to January 1st.

B. Duties and relationships of other ministerial personnel shall be specified in the written contract between the ministerial personnel and the Church and shall be included in the minutes of the elders. The contractual year runs from January 1st through December 31st. The next year's contract should be agreed upon and signed by both parties prior to January 1st.

C. Selection of Ministers, excluding ministerial interns, shall be chosen by the Church as herein provided:

- 1. The elders shall select a screening committee to make a recommendation to the elders who in turn will be responsible for recommending, by a super-majority, a Senior Minister candidate to the Church Congregation.
- 2. The Senior Minister shall screen applicants for other ministerial positions and shall recommend candidates for such positions to the elders. The elders shall consider such candidates and shall recommend, by a super-majority, a candidate to the congregation.
- 3. The congregation will be presented with the recommendation of the elders. This recommendation must be accepted by at least a super-majority of the members' quorum voting at a regular or a called congregational meeting. If the candidate does not receive the necessary super-majority, he will not be offered the position and the search will continue. Voting is done by secret ballot.

4. It shall be the policy of the Church for the congregation to consider only one ministerial candidate at a time.
5. A written contract setting forth the salary to be paid and other conditions of the position shall be made in duplicate, one copy for the Minister and one copy for the Church. The initial contract will be adjusted to fit into the normal January 1st through December 31st contract year.
6. The Senior Minister shall receive a Performance Review of his duties, service, and obligations each calendar year. Due to the press and obligations of the last quarter of the year, the review process is to begin in December with the pre-review forms going out to the elders. In January, the review committee (appointed from among the elders) will meet and finalize the review. The Final Review will be delivered at the first elders' Meeting in February. Raises and other compensation changes will be addressed and become effective on February 1st. Any necessary contract amendments will be added at that time.

ARTICLE VIII OTHER EMPLOYEES

- A. The elders upon recommendation of the Senior Minister shall select all other employees, including ministerial interns.
- B. A written contract covering terms of employment shall be included in the minutes of the elders, and a copy given to the employee. The initial contract will be adjusted to fit into the normal January 1st through December 31st contract year.
- C. The Senior Minister shall present a Performance Review of the professional staff and employees to the elders at the first elders' Meeting in January. He is to consider their performance of duties, service, and obligations each calendar year. Raises and other compensation changes will be addressed by the elders and become effective on February 1st. Any necessary contract amendments will be added at that time. The Senior Minister will then present the performance review to the staff member/employee by February 1st.

ARTICLE IX MINISTRY SYSTEM

- A. Community Christian Church functions through a "Ministry System." The activities and procedures of each ministry area are the responsibility of the respective Ministry Team Leaders and are to be consistent with overall church policy and purpose. It is the purpose of the Ministry System to encourage every member of the body to be involved and grow in Christ through service.

- B. The number and type of ministries is determined by the Church's mission as approved by the elders, the needs of the congregation, and the availability of servant leaders.
- C. Deacons
1. Are appointed servants of the church and are given areas of specific leadership, service, budgets, and responsibilities as defined by the eldership.
 2. Deacons may be nominated by the membership of the church, but are appointed by the eldership to serve and lead over specific areas of service.
 3. Requests for nominations and the appointment of deacons are held as the eldership decides the need.
 4. Deacons serve for three (3) years before being considered for re-appointment.
 5. Deacons may resign voluntarily, at any time, and may be removed by a super-majority vote of the eldership based on New Testament principles that include doctrinal and personal conduct issues.
- D. The elders, Senior Minister, and others, whom the elders may choose to include, compose the Management Ministry Team. The Management Ministry Team appoints deacons, by preference, and others, as necessary, to serve as Ministry Team Leaders. Ministry Team Leaders are responsible for recruiting members for their Ministry teams.
- E. While each Ministry Team is free to function, within the doctrine, philosophy and budget as given by the Eldership, as it deems necessary to the fulfillment of its mission, the Management Ministry Team has final authority, provides guidance and advises in all ministry areas. While counsel of the elders and/or Ministers may be sought, their approval for each decision is neither necessary nor expected.
- F. The Management Ministry team will appoint Ministry Coordinators where necessary. A Ministry Coordinator coordinates activities of various Ministry Teams when they are engaged in a common project, chairs joint meetings of those Ministry Teams, and serves as a liaison between those Ministry Teams and the Management Ministry Team. The Ministry Coordinator may be one of the Ministry Team Leaders.

ARTICLE X CHURCH YEAR

The fiscal church year shall begin on January 1st and end December 31st.

ARTICLE XI FUND-RAISING

The Church shall not engage in commercial enterprises. The elders shall approve all fund raising, offerings, and special offerings.

ARTICLE XII AMENDMENTS

- A. These by-laws may be amended by a super-majority vote of the qualified members of the Church voting, provided that the proposed amendment has been submitted to the membership of the church at least two Sundays (14) days prior to the vote. Said qualified members of the Church being defined in Article III paragraph C.
- B. Every two years a By-Laws Review Committee will be appointed by the Chairman of the elders to review the By-Laws and present recommended changes to the elders and the congregation. Announcements of the committee will be made in the October elders Meeting and will be in the Church publications following the elders Meeting to allow all Congregation members to offer input into the revision process.

ARTICLE XIII ENACTMENT

These by-laws become effective immediately upon adoption of a super-majority vote of qualifying members voting at any congregation meeting, provided said By-Laws have been first approved by the elders. Said qualifying members of the Church being defined in Article III paragraph C.

APPROVAL DATE: _____ by Congregational Vote.

Current Chairman

Current Vice-Chairman