

**DISCIPLES CHRISTIAN CHURCH**  
**BY-LAWS**

2001 Independence Parkway  
Plano, Texas

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DISCIPLES CHRISTIAN CHURCH  
(DISCIPLES OF CHRIST)

BY-LAWS

**ARTICLE I  
MEMBERSHIP**

SECTION A. STATEMENT OF MEMBERSHIP

The membership of this Church shall consist of those who are identified now as members of the Congregation, those who shall unite with the Church by profession of faith that Jesus Christ is their Lord and Savior and by baptism, and/or those who transfer their membership from another Christian fellowship.

SECTION B. TOTAL MEMBERSHIP

All members listed on the Church membership rolls are considered to be part of the total membership, regardless of residence or degree of participation.

SECTION C. PARTICIPATING MEMBERSHIP

Participating membership is comprised of those members or associate members who during the year attended, contributed, or otherwise showed continuing interest in the Church, regardless of residence (including students at school). Participation in the business affairs of the Church shall be limited to participating members. The Board shall have the final decision regarding the determination of a participating member.

SECTION D. ASSOCIATE MEMBERSHIP

Any person who has been baptized may unite with this Church as an associate member with full congregational voting rights. Associate members are those who wish to keep his or her membership in another church for personal or other reasons.

SECTION E. REMOVAL FROM MEMBERSHIP ROLLS

In accordance with the guidelines listed in this article, the Board shall be responsible for removing persons from the membership rolls. Before taking such action the Board shall make all reasonable, diligent, and prayerful efforts to ensure its wisdom. Persons who may be removed from the membership roll are those who have:

1. Transferred their membership elsewhere;
2. Asked in writing to be removed from the roll;
3. Moved from the area, been inactive, and have not expressed an interest in remaining a congregation member;
4. Not participated in the church through attendance, service or giving for one year despite contacts or diligent attempted contacts by representatives of the Church.

SECTION F. REINSTATEMENT

Any person who has been removed from the membership roll may be reinstated at any time upon request or renewed participation.

## **ARTICLE II OFFICERS OF THE CHURCH**

### **SECTION A.    QUALIFICATIONS OF THE ELECTED OFFICERS**

The church officers shall be qualified for service if they are members of Disciples Christian Church (Disciples of Christ) Plano, Texas, and have the desire to offer their time and expertise to further the administration and ministries of the Church.

### **SECTION B.    DUTIES OF THE ELECTED OFFICERS**

The duties of the elected officers (Chairperson, Vice-Chairperson, Secretary, Treasurer, and Trustee) are specified in the Constitution, Article V, Section E. Specific duties may be designated by the Church.

### **SECTION C.    TERMS OF OFFICE**

1.     Each Officer of the Board shall be elected for a term of one (1) year. No Officer of the Board may serve in the same position for more than three (3) consecutive successive terms. A person may serve a different office in successive terms.
2.     Trustees shall be no more than three (3) in number, one (1) of whom shall be elected each year for a term of three years.

### **SECTION D.    UNEXPIRED TERMS for TRUSTEES**

1.     If a vacancy occurs in the Trustees, the remaining Trustees shall, in cooperation with the Board and the Senior Minister, determine if a replacement is required before the next election cycle.
2.     If a replacement is required before the next election cycle, the remaining Trustees shall, in cooperation with the Senior Minister, select a replacement who is willing to serve until the next election cycle. The actual confirmation of the person as a replacement will require approval by the Board.
3.     The person nominated as a replacement during the following election cycle, shall be nominated for the balance of the unexpired term.

### **SECTION E.    BOARD REPRESENTATION FOR TRUSTEES**

1.     The Trustees for the following year, after election, shall select representatives to serve on the Board.
2.     The maximum number of Board representatives for the Trustees shall be two (2).
3.     If a Trustee who is a representative to the Board should be unable to continue to serve, the Trustees shall select a new representative.

## **ARTICLE III CHURCH MEETINGS**

### **SECTION A.    BUSINESS MEETINGS OF THE CHURCH**

1.    Special business meetings of the congregation as required shall be called by the Chairperson of the Board upon the request of the Board or upon the written petition of fifteen (15) or more members of the Church. A written petition may be presented to any member of the Board.
2.    Notice of all regular or special business meetings of the congregation shall be announced at a regular Sunday morning worship service of the Church at least one week in advance of such meeting and by written notice dated not later than the fourth day prior to such meeting. The notice of the meeting shall include the meeting agenda.

### **SECTION B.    BOARD MEETINGS**

1.    There shall be four (4) regular quarterly meetings of the Board. These meetings shall occur in January, April, July, and October.
2.    Special business meetings of the Board as required shall be called by the Chairperson of the Board upon the request of the Board or upon the written petition of fifteen (15) or more members of the Church. A written petition may be presented to any member of the Board.
3.    Notice of all regular or special meetings of the Board shall be announced at a regular Sunday morning worship service of the Church. The announcement shall be included as part of the Church bulletin. The Chairperson shall insure that all Board members are notified of the meeting. The notice of all regular or special Board meetings shall include the meeting agenda.

## **ARTICLE IV ELDERS AND DIACONATE**

### **SECTION A.    QUALIFICATIONS**

1.    Deacons and Elders shall be participating members of the Church.
2.    They shall have shown regular attendance at services of the Church and participation in Church activities.
3.    They shall be regular contributors to the financial support of the Church within their ability.
4.    They must be willing to attend Elder or Diaconate meetings.
5.    If selected as a representative to the Board, they must be willing to attend Board meetings.
6.    They must be physically able to serve as required.
7.    They must be willing to fulfill their term of service.

### **SECTION B.    DUTIES**

The duties of the Elders, Diaconate, and Junior Diaconate are specified in the Constitution, Article VI, Sections B., C., and D. Details of duties shall be listed in the Operations and Procedures Manual.

SECTION C. TERMS OF OFFICE

1. Elders shall be no more than ten percent (10%) of the participating membership, at least one-third (1/3) of whom shall be elected each year for a term of three (3) years.
2. The Diaconate shall be no more than twenty percent (20%) of the participating membership, at least one-third (1/3) of whom shall be elected each year for a term of three years.
3. Junior Deacons shall be elected each year for a term of one (1) year. They may serve consecutive terms. They must be fifteen (15) but no older than eighteen (18) when they take office in January. The Senior Minister and the Chairperson of the Board shall determine the number of Junior Deacons to be elected each year.

SECTION D. CHAIRPERSONS OF THE ELDERS AND DIACONATE

1. After the annual Church meeting and before January 1 of the next year, the Elders who will be in office on January 1 of the next year shall elect from among themselves a chairperson who shall be responsible for the performance of the duties of the Elders insofar as the Elders are concerned, shall have the usual powers and authority of a chairperson.
2. After the annual Church meeting and before January 1 of the next year, the Deacons who will be in office on January 1 of the next year shall elect from among themselves a chairperson who shall be responsible for the performance of the duties of the Diaconate and insofar as the Diaconate are concerned, shall have the usual powers and authority of a chairperson.
3. After the annual Church meeting and before January 1 of the next year, the Junior Deacons who will be in office on January 1 of the next year shall elect from among themselves a chairperson who shall be their official representative to the Board.

SECTION E. BOARD REPRESENTATION

1. The Diaconate and Elders for the following year, after election shall select representatives to serve on the Board.
2. The number of Board representatives for the Diaconate shall be two (2), with one of the representatives being the chairperson of the Diaconate.
3. The number of Board representatives for the Elders shall be two (2), with one of the representatives being the chairperson of the Elders.
4. The Board representative for the Junior Diaconate shall be the chairperson of the Junior Diaconate.
5. If a Deacon who is a representative to the Board should be unable to continue to serve, the Diaconate shall select a new representative.
6. If an Elder who is a representative to the Board should be unable to continue to serve, the Elders shall select a new representative.
7. If the chairperson of the Junior Diaconate is unable to serve as representative to the Board, the Junior Diaconate shall select a new chairperson.

SECTION F. UNEXPIRED TERMS

1. If a vacancy occurs in the Diaconate, Elders, or Junior Diaconate, that body shall, in cooperation with the Board and the Senior Minister, determine if a replacement is required before the next election cycle.
2. If a replacement is required before the next election cycle, the affected body shall, in cooperation with the Senior Minister, select a replacement who is willing to serve until the next election cycle. The actual confirmation of the person as a replacement will require approval by the Board.
3. A person nominated as a replacement during the following election cycle shall be nominated for the balance of the unexpired term.

**ARTICLE V  
ELECTIONS**

SECTION A. PROCEDURE FOR ELECTIONS

1. At the first quarterly meeting of the calendar year, the Board shall select a Nominating Team. This nominating Team shall consist of a minimum of two (2) members of the Board and one (1) member at large from the participating members. Selection as an at large member of the Nominating Team is open to all participating members. Anyone wishing to be considered should communicate such interest to the Board prior to the first quarterly Board meeting of the calendar year. The purpose of the Nominating Team is to nominate for election Officers of the Church and Trustees, Elders, Deacons, and optionally Junior Deacons, from among the participating membership of the Church as needed to fill open positions for the following year.
2. Before the Nominating Team begins its deliberations, the Board shall prepare a detailed slate of positions to be filled. This detailed slate shall include the list of open positions of Officers of the Board as defined in the Disciples Christian Church (Disciples of Christ) Plano, Texas, Constitution and the number of positions for Trustees, Elders, Deacons, and Junior Deacons as needed.
3. Suggested nominations from Church members must be presented to one of the Nominating Team members by no later than the close of the second quarterly Board meeting.
4. Any Church member may make additional nominations in written form until September 1st. Each written nomination must include the signature of the Church member presenting the nomination and approval in writing of the nominee.
5. If there is no nomination from Church members for an open position, candidates shall be recommended by the Nominating Team.
6. The Nominating Team will confirm the eligibility and interest of all nominees.
7. A report of the Nominating Team, including a recommended slate of candidates shall be submitted to the Board by October 1st for approval. Once approved, the recommended slate of candidates shall be distributed to all Church members at least twenty (20) days prior to the annual business meeting of the Church.
8. At the annual business meeting the following election process shall be used:

- a. The Nominating Team shall prepare a list of all open positions with the candidate name for each position. A copy of this slate shall be given to all attendees. There will be no nominations from the floor during the annual business meeting.
- b. Each participating member present shall be entitled to vote for approval of the slate in its entirety as presented.
- c. Upon approval of the slate as presented, all individuals listed shall be declared elected and shall take office on the first day of January of the following year.
- d. If the slate does not pass in its entirety, each open position will be brought forward for individual approval. The Nominating Team and the Board will address any unapproved positions at a special congregational meeting in December.

## **ARTICLE VI MINISTERS**

### **SECTION A. DUTIES OF THE SENIOR MINISTER**

1. The Senior Minister of the Church shall perform the duties which usually pertain to that office, and as spiritual administrator of the Church he/she shall be an ex-officio member, without vote, of all organized groups, auxiliaries, boards, cabinets, teams, departments and ministries of the Church.
2. The Senior Minister shall coordinate the work of all employees of the Church staff in consultation with the Personnel Team.
3. When and if the need for other Ministerial staff may arise, the Senior Minister, with Board approval, shall create a job description.

### **SECTION B. SELECTION**

1. In the event of a vacancy in the Senior Minister position, the Board shall select a Pulpit Team. The Pulpit Team shall be representative of the congregation in regards to age, gender, etc. The Pulpit Team shall remain intact until completion of its task.
2. The Board, at a duly convened regular or special meeting, shall consider the recommendation of the Pulpit Team and if approved by a two-thirds (2/3) majority attending and voting at such meeting, shall recommend the prospective minister to the Church. It shall be the policy of the Church to consider only one prospective minister at a time and to avail itself of the services of the Christian Church (Disciples of Christ) which are provided to assist in such matters.
3. The recommendation of the Board must be accepted by at least a two-thirds (2/3) majority of members present and voting in a regular or special business meeting of the Church before a call may be extended. Such recommendation shall include those items hereinafter required to be included in a written agreement.
4. For other Ministerial staff, the Senior Minister shall initiate and coordinate the selection process. Before a call is extended, the selection shall be approved by a two-thirds (2/3) majority of the Board members present at a duly convened regular or special meeting of the Board.

#### SECTION C. WRITTEN AGREEMENTS

A written agreement, covering items such as salary, parsonage, car allowance, convention arrangements, vacation, moving expenses, pension, preferred start date, term of service, method of termination and any other factors which may enter into the relationship of the Minister and the congregation, shall be accomplished by and between the Board and each employed Minister. Each party shall retain a copy of said agreement.

#### SECTION D. TERM OF MINISTRY

1. The term of service for the Senior Minister shall be for an indefinite period of time. Either party may terminate the agreement on serving sixty (60) days written notice. Such notice and act of termination on the part of the Church may be accomplished by:
  - a. The Pastoral Support Team shall first interview the Senior Minister and make its recommendation to the Board.
  - b. The Board shall review and vote on the recommendation. A two-thirds (2/3) vote is required to approve a recommendation of termination.
  - c. Approved recommendations for termination shall be presented to the congregation in a regular or duly called special business meeting. Termination shall require a two-thirds (2/3) vote of the members present.
2. The term of service and process for termination for other employed Ministers shall be defined in his/her written agreement.

#### SECTION E. PASTORAL SUPPORT TEAM

1. Until a Pastoral Support Team is formed, the Pulpit Team shall serve in this capacity.
2. Within six months of the start date for a new Senior Minister, the Board Chairperson and the new Minister shall establish a Pastoral Support Team.
3. As a minimum, the Pastoral Support Team shall consist of the Board Chairperson, one Elder, and one Deacon. Other Team members may be added from the Board, Elders, Diaconate or the congregation at large. All Team members shall be considered without regard to race, age or gender.
  - a. Either the Board Chairperson, or the Senior Minister shall have veto authority over any candidate for service, as well as authority to replace or discharge any member of the Pastoral Support Team.
  - b. The number of Team members may be changed with mutual consent from the Board Chairperson and the Senior Minister.
  - c. Team members may serve for as long as the Minister serves, except that only the current Board Chairperson is eligible.
  - d. Vacancies on the Team may be filled within three months by the same process used for initial appointment of members.
  - e. The minimum Team membership shall be maintained at all times.

4. The functions of this Team shall be to:
  - a. Respond to personal issues and needs of the Senior Minister, and provide nurture, support and guidance in accomplishing his/her mission at Disciples Christian Church (Disciples of Christ) Plano, Texas.
  - b. Hear and discuss issues - accolades, grievances, personal or family matters, etc. - which may arise from time-to-time during the Minister's service, between Board members, congregation members, or staff and the Minister. All staff and members of the congregation shall be encouraged to bring such issues to the Team whenever possible.
  - c. Serve as liaison for transfer of information, resolution of conflicts, and solving problems which may arise, concerning these matters.
5. The Team shall meet with the Senior Minister no less than once each quarter and shall submit a report to the Board. Additional meetings may be called upon request of any Team member or the Senior Minister.
6. If desired by other employed Ministers, the provisions of this section may also be applied in the formation and operation of a Support Team with agreement from the Board Chairperson.

## **ARTICLE VII THE PERSONNEL TEAM**

### **SECTION A. OFFICERS OF PERSONNEL TEAM**

1. The Personnel Team shall be composed of the following persons: The Chairperson of the Board, one Deacon, and one Elder, serving active terms during the current year.
2. The Personnel Team shall select a Chairperson from its members.

### **SECTION B. DUTIES OF THE PERSONNEL TEAM**

1. The Personnel Team shall act for the congregation and Board in the selection or dismissal of all staff personnel, with the exception of:
  - The Senior Minister and other Ministerial staff, who shall be selected as described in Article VI.
  - Pre-school staff other than the pre-school director.
2. Formal grounds for, and procedures for, dismissal shall be addressed in the Operations and Procedures manual. The Personnel Team shall be responsible for creating and maintaining the corresponding section of the manual.
3. The Personnel Team shall execute a written agreement for each staff person covering all terms of employment. A copy shall be presented to the staff person and a copy shall be made a part of the permanent records of the Church.
4. The Personnel Team shall, when deemed necessary, listen to, and counsel with members of the staff.
5. The Personnel Team may make recommendations in writing to the Stewardship Ministry and the Board concerning changes in compensation for all staff.

## **ARTICLE VIII THE OPERATIONS AND PROCEDURES MANUAL**

The Operations and Procedures Manual will include, as a minimum, job descriptions and procedures for all functional and support Ministries, as well as for other organizations, as needed for the effective operation of the Church. Each section of the manual shall be controlled, reviewed and revised as necessary by personnel currently serving in the affected Ministry or organization. A copy of this manual will be maintained in the Church office.

## **ARTICLE IX THE MINISTRIES OF THE CHURCH**

### **SECTION A. FUNCTIONAL MINISTRIES**

1. The task of administering the programs of the church shall be delegated to the following five (5) functional ministries, which shall in turn be administered to and supported by the Property and Stewardship Ministries:
  - a. Discipleship
  - b. Evangelism
  - c. Community
  - d. Outreach
  - e. Worship
2. The duties of the Functional Ministries shall be defined in the Operations and Procedures Manual. Each Functional Ministry shall be under the guidance of a Coordinator.
3. The Board shall call an individual(s) with the heart, passion and appropriate gifts for a particular Ministry to serve as Coordinator of that Ministry.
4. Individual members of the Church may volunteer or may be called upon by a Coordinator as needed to participate in specific aspects of the functions of the Functional Ministry for which they have a talent, passion, or particular gift.

### **SECTION B. SUPPORTING MINISTRIES**

1. The following ministries shall support the Functional Ministries:
  - a. Property
  - b. Stewardship
2. The duties of the Supporting Ministries shall be defined in the Operations and Procedures Manual. Each Supporting Ministry shall be under the guidance of a Coordinator appointed by the Officers of the Board.
3. Individual members of the Church may volunteer or may be called upon by a Coordinator as needed to participate in specific aspects of the functions of the Supporting Ministry for which they have a talent, passion, or particular gift.

SECTION C. SPECIAL MINISTRIES

1. Special Ministries (e.g., pre-school, youth camps, etc.) may be established exclusively by the Board. Any such Ministries will operate entirely under the direction of the Board.

SECTION D. MEETINGS

Each Ministry shall meet at the discretion of the Coordinator. The Coordinator of each Ministry shall provide a report to the Board at each quarterly meeting.

**ARTICLE X  
THE CHURCH VISION TEAM**

SECTION A. DUTIES OF THE CHURCH VISION TEAM

It shall be the duty of the Church Vision Team to assist in the planning and administering of the Church program in keeping with the mission, vision and values of the church and in cooperation with the Ministries of the church. The team annually reviews and evaluates the programs, activities, and budgets to make sure they are consistent with the mission, vision and values of the Church. The team also develops and communicates long-range requirements for programs, staff, facilities, and budget to the Board.

**ARTICLE XI  
AMENDMENTS**

All proposed revisions to these By-Laws must be presented in writing to the Board. The proposed revisions may be voted on at any meeting of the Board. It requires a two-thirds (2/3) vote of the Board members present to approve By-Law revisions. The proposed revisions must be made known in writing, to all members of the Board at least one week prior to the meeting at which the vote is taken. It is the responsibility of the Board to update these By-Laws to reflect the revisions as approved.

**ARTICLE XII  
EFFECTIVE DATE**

The original By-Laws were adopted on December 31, 1972 and were amended on:

October 12, 1975  
November 12, 1978  
November 11, 1979  
November 20, 1983  
September , 1987

These By-Laws, and a Constitution, were adopted on:

February 26, 2006