

**BYLAWS  
FIRST CHRISTIAN CHURCH**

**I. OFFICERS OF THE CONGREGATION**

**A. Election and terms of office**

The congregation, at its annual meeting, shall elect the following officers for the specified terms of office:

1. Chairperson of the Congregation and Board for one (1) year, and, upon recommendation of nominating committee, may serve one additional year.
2. Vice-Chairperson of the Congregation and Board for one (1) year, and may, upon the recommendation of the nominating committee, serve one additional year.
3. Clerk of the Congregation and Board for three (3) years and may not succeed them.
4. Treasurer of the Congregation and Board for three (3) years and may not succeed themselves.
5. Financial Secretary of the Congregation and Board for three (3) years and may not succeed themselves.

**B. Qualifications**

1. Officers must be members of the congregation.
2. Officers must be active in the congregation's life and give evidence of seeking to grow in their own understanding and practice of the Christian life. Such evidence would include the following:
  - a. Conduct of one's life in the light of the teachings of Jesus.
  - b. Promotion of good will and Christian fellowship in the congregation and community.
  - c. Attendance at morning worship and involvement in some activities beyond worship.
  - d. Contributes financially to the support of the congregation and its outreach program.
  - e. Willingness to fulfill assignments on behalf of the congregation.
  - f. Demonstrated skills or evident potential skill in carrying out the responsibilities of a particular office.

**C. Responsibilities**

1. The chairperson of the congregation and board shall:
  - a. Preside at any and all stated or called meetings of the board and congregation,
  - b. Preside at morning worship in the absence of the pastor,
  - c. Serve as a voting member of the cabinet,
  - d. Upon election as chairperson at the annual meeting but prior to taking office on January 1, select the members of the standing committees consistent with the procedures named in these bylaws;
  - e. Co-operate with the minister and the Vice-chairperson and anyone so designated by the chairperson to promote and to interpret the Saunders Family Scholarship at Barton College in Wilson, North Carolina, seeking applicants annually from this congregation which is granted first priority on these funds if an applicant meets the qualifications for financial aid,
  - f. In consultation with the minister and vice-chairperson,
    1. appoint a finance committee and a nominating committee no later than September stated board meeting subject to board approval and assign the duties described in these bylaws,

2. appoint a person to fill any vacancy in any church-wide office selected by the nominating committee, subject to board approval,
3. appoint and instruct any and all ad hoc committees deemed appropriate for the ministry and well-being of this congregation subject to board approval,
- g. Assume other duties assigned by the board and/or deemed necessary for the well being of the congregation, consistent with the bylaws.
- h. Outgoing chairman will turn over safety deposit box keys to new chairman. One key to be stored in secretary's office in a locked box.
2. The vice-chairperson shall serve to support the chairperson, preside in his or her absence at meetings of the congregation and general board, shall serve as Chairman of the cabinet and perform such other duties assigned to and/or associated with the office of vice-chairperson. It shall be the vice-chairperson's responsibility to report in summary form to the general board the work and plans of the cabinet.
3. The clerk (secretary) shall keep accurate minutes of all meetings of the congregation and general board in stated or called meetings; these minutes are subject to approval by the board in accordance with Robert's Rules of Order. Minutes of the annual meeting or called congregations meetings shall be approved at the first general board meeting following any congregational meeting.
4. The financial secretary shall be responsible for receiving all income of the congregation, keeping accurate records of the source and amount of such income, depositing all income to its proper accounts and providing the treasurer with copies of all deposit receipts, and shall make regular, written reports of income received at all stated board meetings, provide to the congregation an annual summary of income received within 30 days following the conclusion of the church year on December 31, and provide any other reports deemed necessary for the congregation and yearbook.
5. The treasurer shall receive all records of the income of the congregation from the financial secretary, pay all accounts of the congregation as authorized by the budget or by the general board, provide adequate, monthly disbursement records by submitting written reports to the general board meeting, provide a detailed annual report to the congregation within 30 days following the conclusion of the church year on December 31, provide financial information to the Finance Committee, see that the church complies with all necessary reporting to the federal and state governments, and verify annual wages paid to all employees, including the minister.

NOTE: The board shall approve annually an assistant treasurer/financial secretary to perform the tasks of either office; this person shall not be a board member by virtue of this office.

D. Special Responsibilities and considerations

1. The presiding officer shall name the time and place of called meetings of the general board or the congregation. Voting by the presiding officer shall be in accordance with Robert's Rules of Order.
2. All officers of the congregation and general board shall be voting members of the board.
3. The five officers of the congregation and general board are not required, but by personal willingness and congregational election, may serve in the office of elder, deacon/deaconess, or trustee.
4. Committee membership is encouraged, if asked to serve, by all church officers and board members with the exception of the chairperson and vice-chairperson who shall not chair a committee in a year that they also serve as chairperson or vice-chairperson unless by board approval.

## II. GENERAL BOARD

### A. Membership

1. Membership of the general board shall be composed of the officers of the congregation hereinto named in Section I of the Bylaws, and the elders, deacons, deaconesses, and trustees.
2. Minister(s) of the congregation shall serve as a member ex-officio of the general board.

### B. Election and term of office

1. Officers of the congregation, namely the chairperson, vice-chairperson, clerk, treasurer, and financial secretary, shall serve the congregation and general board for the terms specified in Article 1, Section A, of these bylaws.
2. One-third of the 6 elders, of the combined group of 12 deacons and deaconesses, of the 3 trustees shall be elected by the congregation to membership on the general board each year for a term of three years; re-election eligibility shall be one year following the end of their term unless recommended by the nominating committee and approved by the general board for inclusion on the slate of officers at the annual meeting for approval.

### C. Authority

1. The general board shall perform its duties according to the authority granted in the constitution or otherwise delegated to it by the congregation.
2. In keeping with the tradition of the Christian Church (Disciples of Christ) the ultimate authority of the general board rests with the congregation. All fellowship organizations and standing committees shall be represented on the cabinet and is responsible to the general board.
3. The general board shall be mindful that it serves the congregation, both administratively and oversight of the development of policy and program developed through the cabinet, being mindful of the larger witness and mission of the Christian Church (Disciples of Christ) and the community needs in which the members live.
4. All business meetings of the general board are governed by Robert's Rules of Order, Revised 2000.
5. Fourteen shall constitute a quorum for the general board.

### D. Meetings

1. The general board shall meet on the second Monday of each month.
2. Meetings may be called by the presiding officer for a specific, stated purpose(s) only if such action to be taken is deemed necessary before the next scheduled meeting. Called board meetings can be held anytime following a Sunday morning announcement, and the quorum stands.

### E. Responsibilities

1. The general board shall conduct its affairs in harmony with constitution and bylaws and shall seek the overall well-being of the congregation.
2. The general board shall be responsible for conducting the business affairs of the congregation and shall receive written reports from the cabinet concerning the activities and programs of standing committees and fellowship groups.
3. The general board shall approve the standing committees chosen in the manner consistent with these bylaws.
4. The general board shall establish, when necessary, a pulpit committee for the purpose of securing a minister under the procedures described in Section III B.
5. The general board shall establish or approve ad hoc committees for short term, specific assignments as needed for the conducting of the congregation's work.

6. The general board shall approve the proposed annual budget from the finance committee and the report of the nominating committee and recommend them to the congregation for approval at the annual meeting of the congregation.
7. The general board shall recommend to the congregation the call of the ministers, and the full-time employment of other staff.
8. The general board shall approve the hiring of staff (custodial, secretarial, etc.) and recommend to the congregation any full-time position.
9. The general board shall approve the slate of church school leaders and teachers recommended by the Christian Education Committee.
10. The general board must approve requests for expenditures exceeding the budget or unexpected expenditures.

### III. MINISTER

#### A. Responsibilities

1. The minister (senior) of the congregation shall be the chief administrator of the congregation, and, in cooperation with the chairperson of the congregation and the general board, encourage orderly procedures in the life and work of the congregation in compliance with the congregation's constitution and bylaws and the policies and procedures of the congregation and the general board.
2. The minister (senior) shall give special attention to the selection and training of the congregation's leaders. Input into the selection process shall be by submitting names for various officers and committees to the nominating committee for consideration.
3. The minister (senior) shall be an ex-officio member, without vote, of all boards, committees, departments, commissions, task groups and constituency groups of the congregation.

#### B. Selection

1. The minister shall be chosen by the congregation through the following processes:
  - a. Immediately upon the resignation of the minister presently serving the congregation, the chairperson of the congregation and general board shall contact the Regional Minister of the Christian Church (Disciples of Christ) in North Carolina, requesting an initial meeting between the regional minister and the chairperson, vice-chairperson, and elders prior to the selection of a pulpit committee.
  - b. The pulpit committee will be selected by the general board in accordance with the recommendation of the Regional Minister.
  - c. Upon selection and approval of the board, the pulpit committee engages speakers or interim pastors with the assistance of the Regional Minister and general board approval. Until the pulpit committee is chosen and functioning, the chairperson of the board and congregation has the authority to obtain speakers on a per-Sunday basis if necessary.
  - d. The pulpit committee shall then meet with the Regional Minister of North Carolina for information and counsel concerning prospective candidates.
  - e. The pulpit committee shall negotiate with only one candidate at a time; however, information and initial conversations may be received on several candidates in accordance with any ethical norms and proper procedures suggested by the Regional Minister.
  - f. The pulpit committee, after deliberations, shall recommend a prospective minister to the general board for approval.
  - g. The general board at a regular or called meeting may approve of the recommendation of the pulpit committee by at least a two-thirds majority of those present and voting; upon such approval, the general board shall recommend the employment of the prospective minister to the congregation.

- h. The congregation, in a stated or called meeting, may approve the recommendation of the general board by at least a two-thirds majority of members present and voting.
  - i. Upon the approval of the congregation, a call shall be extended to the prospective minister by the pulpit committee, on behalf of the congregation.
2. The prospective minister confirms the call.

C. Terms of Employment

1. An agreement of employment setting forth the salary to be paid to the minister and other conditions of the call shall be provided the minister, with a copy filed in the church office and with the regional office.
2. The term of ministry shall be for an indefinite period and may be terminated upon forty-five (45) days' notice, or a shorter time by mutual agreement of both parties.
3. A vote of confidence shall be taken at the annual congregational meeting to give the minister, general board, and congregation an expression of approval and encouragement.

D. Resignation

1. Voluntary resignation of the minister shall be submitted to the general board in writing, after consultation with the chairperson of the congregation and the elders. Involuntary resignation of the minister shall be dealt with confidentially between the minister, the chairperson of the congregation and board, the elders and the regional executive minister.
2. The general board shall in a called or the following stated meeting, approve the resignation, voluntary or involuntary, of the minister.
3. The congregation, in a stated or called meeting, shall take final action in approving or disapproving the resignation of the minister.

## IV. COMMITTEES

A. CABINET

1. Membership, Meeting, Officers

- a. The cabinet shall consist of vice-chairperson of the congregation and board, who serves as the presiding officer, the chairperson of the congregation and board, the Chairpersons of all the standing committees, the chief elected officer of CWF, CMF, and CYF, the minister, and any other persons appointed by the chairperson of the congregation and board in consultation with the minister and approved by the board. Chairpersons of committees and leaders of the fellowship groups are encouraged to designate another member of the committee or fellowship group to attend in their absence and this person is entitled to function as a member with all privileges of a member.
- b. The cabinet should meet quarterly and more often, if necessary.
- c. The vice-chairperson of the board and congregation shall serve as chairperson of the cabinet and the vice-chairperson shall appoint a member to serve as chairperson in his/her absence.

2. Responsibilities

- a. The cabinet shall co-ordinate the activities and programs of the standing committees and fellowship groups in accordance with the tasks assigned or understood to be a function of a committee or fellowship group.
- b. The cabinet shall evaluate and update the job description of standing committees to insure the well-being of the church's program development.

- c. The cabinet shall be responsible for setting long-range and short-range goals for the church's ministry and program, subject to approval by the general board.
  - d. The cabinet shall keep the board informed of the plans and activities of the standing committees and fellowship groups.
3. Authority
- a. The cabinet shall not make any decisions rightly belonging to the board or congregation and this committee cannot authorize additional funding or create new committees or offices in the church, nor make decisions concerning church properties.
  - b. The cabinet is given the authority, in consultation with the minister, to keep the overall church ministry and program viable and responsive to the needs of the congregation, and this committee may present in writing to the board for approval any requests for additional funding and/or special considerations on behalf of a standing committee or fellowship group.
  - c. The cabinet shall consider and/or implement through the proper committee(s) or group(s) any assignment suggested or directed by the general board.
- B. NOMINATING COMMITTEE: By the September general board meeting, the chairperson of the board shall submit to the board for approval a nominating committee to select persons annually to hold church-wide offices.
1. The committee shall consist of at least two members of the general board and the remaining members chosen from the congregation at large, not to exceed a total of five members; the board chairperson shall designate the chairperson of the nominating committee.
  2. This committee shall first receive any training deemed helpful before assuming their responsibilities.
  3. Offices and positions filled by this committee consistent with these bylaws are the board and congregational officers, elders, deacon (esses), and trustees who are members of the general board; plus junior deacon (esses), historian, Musicians, choir leader(s).
  4. The committee shall seek approval of officers at the November board meeting or in a called meeting for this purpose, after which the committee seeks congregational approval at the annual meeting.
- C. STANDING COMMITTEES: The standing committees serve yearlong for the purpose of forwarding the church's program and ministries.
1. The standing committees are considered to be Finance, Worship, Christian Education, Evangelism or Church Growth, Outreach, Youth, Fellowship, and Property and the names and number of committees may be altered by the board for the well-being of the church's program.
  2. Standing committees are chosen in this manner: Upon election at the annual meeting but prior to taking office on January 1<sup>st</sup>, the chairperson elect, in conjunction with the vice-chairperson elect and the minister, shall choose the chairpersons of all standing committees. These chairpersons shall meet with the chairperson and vice-Chairperson elects to select the full committees; each committee shall have a minimum of five members. At the January meeting of the general board the full committees should be approved.
  3. Anyone active and attending our congregation shall be eligible to serve on standing committees with these exceptions:
    - a. Chairpersons must be members of this congregation, and
    - b. The chairperson and vice-chairperson of the board and congregation may be members of, but not chairpersons of, standing committees.

- D. AD HOC COMMITTEES: The congregation and/or the general board shall name and appoint any ad hoc or special committees deemed necessary to the well-being of the congregation's life and ministry in the manner described:
1. The chairperson solicits names and appoints ad hoc committees as a means to study proposals or to act upon specific tasks not already the responsibility of committees named in Section D on Committees.
  2. Ad hoc committees may be appointed upon reasonable requests by the board, the minister, and the cabinet, or by the chairperson's prerogative in order to facilitate the work of the church so long as the tasks assigned do not infringe upon the work of another active committee and so long as the board approves the purpose and members of such committee.
  3. Ad hoc committees are considered disbanded when they submit their work to the board unless the board assigns further tasks, or such committees may be disbanded when the need for the committee no longer seems pertinent.

## V. ELDERS, DEACONS(ESSES), TRUSTEES

### A. Election and term of office

1. The congregation, at its annual meeting, shall elect for terms of three (3) years, two (2) elders, four (4) deacons or deaconesses and one (1) trustee for a total of six (6) active elders, twelve (12) deacons or deaconesses, and three (3) trustees.

### B. Qualifications

1. The qualifications for elders, deacons, deaconesses, and trustees shall be the same as described for the officers of the congregation in BYLAW 1, Section B.

### C. Responsibilities

1. Elders primarily shall be responsible for the spiritual life and development of the congregation, preside at the Lord's Table, assist and share with the ministers in the conduct of his or her pastoral and priestly functions and provide supportive counsel for the ministers regarding the spiritual life and development of the congregation.
2. Deacons and deaconesses primarily shall be responsible for the maintenance and growth of the congregation through its individual members and corporate life in witness in the community and in the world.
3. Trustees shall hold title to the property of the congregation and act as legal agents for all related matters at the direction of the general board.
4. Elders, deacons, deaconesses, and trustees are encouraged to serve on any standing committee. Should an elder, deacon, deaconess, or trustee be elected by the congregation and designated to be chair of any given committee, they will also become cabinet members for the time served as commission chair.
5. Elders may not hold the office of deacon or trustee; deacons may not serve as trustees or elders nor a trustee as deacon or elder.

## VI. CHURCH EMPLOYEES

### A. Employment of staff

1. Full-time or Part-time Ministerial Staff: Once a need for an associate minister including Youth, Music, Education, etc., is determined, the general board will seek guidance from the Regional Minister of North Carolina before entering and establishing the process of

selection. Upon this advisement, a search committee shall be appointed and approved by the general board. Once a candidate is selected by a search committee both the board and the congregation in a stated or called meeting must approve the candidate and the terms of employment by a two-thirds majority.

2. Part-time administrative staff (yard care, custodial, secretarial, etc.): Such staff may be recommended by a search committee which includes the minister and confirmed by two-thirds majority of the general board which approves the terms of employment. These positions may become full-time by an approval of both the board and the congregation in a stated or called meeting.

B. Terms of Employment:

1. The terms of employment for any full or part-time employees shall include salaries, benefits, and job descriptions approved by the general board.
2. Salaries and benefits shall be reviewed annually by the finance committee or by an ad hoc committee appointed by the chairperson for this purpose.
3. Voluntary resignations require a 30-day notice unless shortened by mutual agreement. Involuntary resignation shall be handled discreetly by a review committee appointed by the chairperson of the board.

C. Supervision:

1. The minister as chief administrator of the congregation serves as an immediate supervisor with the authority to make short-time adjustments in the job description. Permanent adjustments shall be approved by the board or by a personnel committee appointed by the chairperson and accountable to the board for changes recommended.
2. Employees and the minister may petition the board chairperson for the appointment of a personnel committee for review and clarification of job descriptions, terms of employment, and expectations.

- D. No church employees shall be hired on a permanent basis when the church is without a senior minister.

#### VII. PROPERTY, MAINTENANCE, AND INSURANCE

Maintenance of all property and insurance of the congregation, including liability insurance, shall be the responsibility of the standing committee on property, subject to approval of the general board.

#### VIII. AMENDMENTS

- A. These bylaws may be amended, upon a majority vote of the general board recommending amendments) to the congregation and by a majority vote of the congregation in stated or special meeting, provided the proposed amendments) has been circulated to the congregation by mail or read before the congregation at a regular service of worship two weeks prior to the meeting of the congregation at which the amendments) is to be considered.
- B. These bylaws may be declared null and void upon the approval of a rewritten or new bylaws by a two-thirds vote of the congregation in an annual or called meeting provided all conditions for amending the bylaws are met.

## CHRISTIAN EDUCATION COMMITTEE

The duties are:

### A. IN REGARDS TO SUNDAY (CHURCH) SCHOOL

1. To assign, establish, or alter any duties of the Sunday School Superintendent and Teachers as needed to administrate an on-going program.
2. To recruit, train, and support Sunday School teachers on an annual basis, including identifying and securing persons available to be substitutes who may be contacted by the Sunday School Superintendent when needed.
3. To review curriculum needs and instruct the Church Secretary to adjust orders as needed.
4. To plan and carry out church school fellowships and special events (picnics, recognition of attendance, etc.).
5. To establish new classes or alter existing classes as need and decorum permits and instruct the Superintendent and Church Secretary to adjust literature accordingly.
6. To be sensitive to any major shifts/trends/needs affecting Sunday School and respond appropriately. (ex. promotions, small number in one given children's ages, etc.)
7. Encourage any classes to invite the minister to lead or teach a topic (one Sunday) or series of several Sundays on an interest to the class at a time convenient to the minister.
8. Promote Sunday School and Sunday School events through the newsletter, bulletins, posters, or by announcements at other church events or by articles in the local papers if desired, or any other appropriate media.

### B. IN REGARDS TO EDUCATIONAL EFFORTS BEYOND CHURCH SCHOOL, THIS COMMISSION SHALL:

1. In consultation with the minister, design and arrange time, place, and material for the training and spiritual growth of church officers, board members, or committee/cabinet membership.
2. Plan, in consultation with the minister, any educational series not directly the responsibility of any other committee.
3. To plan, obtain teachers, carry through, and evaluate a Vacation Bible School yearly or appoint a VBS Director.
4. To oversee the Worship and Wonder Children's Ministry.
5. Make necessary recommendations to the Finance Committee concerning budget needs for the upcoming year.

## CHURCH GROWTH COMMITTEE

The duties are as follows:

1. Explore probable issues and challenges related to church growth and develop intentional planning that fosters church growth.
2. Encourage the Congregation to embrace church growth through personal warmth and genuine concern for visitors.
3. Lead the church in assimilating new members into the life of the church, enabling new members to become introduced to and to become a part of church fellowship groups and activities.
4. Plan and develop services in consultation with the minister which are designed to strengthen the church numerically and spiritually.
  - Revivals – Procure the Guest Minister, Musicians, Special music, Nursery, Greeters and Projection/Sound operators.
5. Oversee church advertisements in Newspapers, Phone Directories, Athletic Departments or Schools, Web site/Internet or other promotional materials.
6. Make contact, send out mailings and provide recognition for visitors and potential new members.
7. Plan and organize “Get Acquainted Events” in conjunction with the Fellowship Committee to recognize new members.
8. Train Greeters/Ushers for all church services in the Greeter Guidelines. Provide a list to the Church Secretary for postings and newsletter.

### GREETER GUIDELINES

- PURPOSE: To seat persons in our congregation, namely, visitors, late comers, or a full congregation on special occasions.
  - Be sensitive to a person(s) fears and unease upon their visits.
  - If it appears that the church is about 2/3 full or more, greeters should identify open seats and request spaces if needed.
9. Organize Church participation in Parades, Festivals and Community events to promote the Church to the Community.
  10. Maintain and Collect attendance sheets, welcome cards, offering envelopes, pew pads, pen and pencils in the pews as needed and submit to the church office.
  11. Make necessary recommendations to the Finance Committee concerning budget needs for the upcoming year.

## CONDOLENCE COMMITTEE

The duties are:

**A. IN REGARDS TO FLOWERS FOR FUNERALS:**

Send flowers, a memorial of \$50.00 (if requested by family), or purchase a brick to go in the memorial garden for any of the below:

1. Any active church participant. This includes active members, active non-members, rest home members, nursing home members, and home bound members.
2. Any active church member's parents
3. Any active church member's children
4. Any active church member's spouse

**B. IN REGARDS TO FOOD:**

Provide and serve a meal for the family (if desired) on the day of the funeral, to the following:

1. Families of any active church participant. This includes active members, active non-members, rest home members, nursing home members, and home bound members.
2. Families of any active participant's spouse or child, when the funeral will be held in the area.
3. Feed families that have special circumstances at the discretion of the minister and condolence committee.

**C. Make necessary recommendations to the Finance Committee concerning budget needs for the upcoming year.**

## FELLOWSHIP COMMITTEE

The duties are as follows:

1. Keep kitchen furnished with paper products and supplies.
2. Promote church growth and fellowship by doing a function once a month. (Example: Breakfast, Potluck Supper, Bingo, etc.)
3. Make preparations for Homecoming Sunday Lunch by doing the following:
  - A. Set up tables and chairs
  - B. Prepare and serve tea, soft drinks, coffee, etc .
4. Promote and support our “STARS” (Seniors Citizens Program) with once a month activities.
5. Assist other committees with any food preparation as needed for other church related activities. (Example: Revival Socials; Get-Acquainted Suppers; Fall Festival, Community Thanksgiving Service, etc.)
6. Coordinate religious outings for the church.
7. Organize district quarterly meeting when it is time for our church to host it.

## FINANCE COMMITTEE

The duties are:

1. Submit to the board for approval budget proposals for the next church year beginning on January 1.
2. This committee shall receive any pertinent data from the treasurer, financial secretary, standing committee chairperson, Sunday School superintendent, church employees, and the minister.
3. The finance committee shall propose a budget or a series of appropriate budgets deemed necessary for the proper work of the church, and shall present its proposals to the general board in November or at a called meeting for approval after which the committee seeks congregational approval at its annual meeting.
4. Plan and carry out any needed program to raise funds not met by the treasury and not assigned to a committee or group responsible for the same.
5. Develop programs to increase the congregation's awareness of the need to conserve and wisely use all of the earth's bounty as an expression of faith (ex. environment, energy, etc.).
6. Promote systematic giving of tithes and offerings throughout the membership.
7. See the financial reports are publicized appropriately, and when necessary, inform the membership of outstanding debts that the general treasury may not yet meet fully.
8. Observe any apparent shifts in trends of financial support of the church and special offerings and how such developments can be met or reflected in future annual budget.
9. Establish goals for and actively promote Basic Mission Finance (BMF) offerings (Faster, Pentecost, Thanksgiving, and Christmas) and other designated offerings (Reconciliation, Week of Compassion) through the Christian Church (Disciples of Christ).
10. Oversee the annual audit of the treasurer and financial secretary and report to the board the auditors findings.

The committee shall consist of at least two members of the general board and the remaining members chosen from the congregation at large.

## OUTREACH COMMITTEE

**Purpose:** In His final moments with His disciples, the Good Shepherd asks Peter, “Do you love me?” “Yes,” replies Peter. Then “Feed my lambs,” Jesus tells him. “Tend my sheep.” (John 21:15-19) Three times Jesus repeats this instruction to Peter. It is clear that Jesus has passed the torch to the Disciples to Feed and Care for His people. This is the purpose of the Outreach Committee. Like the Shepherd, we must continue to feed and take care of the people for which Jesus sacrificed everything.

As the Outreach Committee, we pledge ourselves to assist the needy and to rally our church family around Outreach opportunities.

**Duties:** The chairperson and members will work closely with the Senior Minister to provide information about FCC Outreach opportunities on behalf of Disciples of Christ as well as outreach/charitable activities/ministries throughout our local community, country, and world. The Outreach Committee will meet periodically to discuss Outreach initiatives and how we can improve our efforts to work with designated outreach giving and ministries. The Outreach Committee is to meet the needs of, lead, and coordinate the efforts of the local community to help bring hope, happiness and spiritual enrichment to all people through Christ. The local, regional and global Outreach efforts are designed for people struggling with challenges related to homelessness, hunger, natural disasters, and salvation. Additionally, the committee will conduct various presentations throughout the year to increase awareness and raise funds to support the multiple beneficiaries depicted below. FCC designates a minimum of ten percent (10%) of all Non-Capital Income received by First Christian Church and then distributed to the below beneficiaries listed under paragraph A, Outreach Giving and the funded ministry listed in paragraph B, First Christian Church Ministries. Finally, the Outreach Committee will plan and present an annual budget request to the Finance and Budget Committee by September of each calendar year.

- A. **Outreach Giving**. Under the Disciples Mission Fund, the Outreach committee will make presentations regarding the six special offerings which will promote our church family to donate monetary gifts that are above the designated percentage of congregational giving.

### 1. Disciples of Christ (DOC)

- a. Disciples Mission Fund
  - i. Week of Compassion offering-Natural or manmade disasters
  - ii. Easter offering-DOC General Ministries
  - iii. Pentecost offering-New Churches
  - iv. Reconciliation Ministry-Dismantles racism
  - v. Thanksgiving offering-Scholarships to Disciple students
  - vi. Christmas offering-Stays within NC region
- b. NC DOC Regional Office-Operational budget
- c. Southeastern District DOC-Operational budget
- d. Camp Caroline exists to provide a setting for ministry to help form and develop young lives into greater Christ-likeness and

- to provide transforming, nurturing and challenging ministry for Christian leaders for the building-up of the Church and the Glory of God
- e. Christmount is a camp, conference, and retreat center for the Christian Church (Disciples of Christ), whose mission it is to serve God by providing opportunities for life-changing and enriching experiences in faith, knowledge, leadership and personal relationships.
  - f. CC Ware Disciplina Library (Barton College)-Historical record of the Christian Church (DOC) in North Carolina
  - g. Disciple Leadership Foundation (Barton College)-For DOC students who have demonstrated commitment to and leadership potential in the Christian Church
  - h. Saunders Scholarship Fund (Barton College)-Primarily for students from First Christian Church, Richlands, North Carolina
2. **Minister's discretionary fund**-Confidential assistance for the disadvantaged who are not eligible to receive support from Richlands' Community Outreach Ministry.
  3. **Fellowship of Christian Athletes**-Focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ. This organization has been challenging coaches and athletes on the professional, college, high school, middle school and youth levels to use the powerful medium of athletics to impact the world for Jesus Christ. The FCA Camp is a time of "inspiration and perspiration" for athletes and coaches to reach their potential by offering comprehensive athletic, spiritual and leadership training.
  4. **Scouting Foundation**-Covers the utilities and maintenance costs of the Scout Hut facility that allows the Scouts to educate young people, through a value system based on the Scout Promise and Law in order to help build a better world where people are self-fulfilled as individuals and play a constructive role in society.
  5. **Richlands Community Outreach Ministry (RCOM)** is an organization that is supported by the churches of Richlands. The organization assists those in need located within the Richlands school district by providing food or money for utilities or rent. FCC provides both monetary support and volunteers to support this ministry. Three FCC members serve on the RCOM board. Additionally, FCC members are asked to volunteer to assist in the thrift shop and/or monthly community food drop.

## **B. First Christian Church (FCC) Ministries.**

1. **Mission Team** Coordination and Support.
  - a. To select and coordinate all missions (youth and adult) sponsored by the church, and coordinate all mission education and work, between the church, the mission station or local activity, and the respective Mission Team.
  - b. Serve as liaison between the church, the missions/local activity, and the Mission Team.

- c. Coordinate with the Youth Committee and Youth Leader concerning the Youth Mission trips.
  - d. Plan and present an annual budget in consultation with past mission budgets and Mission Team members, and present to the Finance and Budget Planning by September of each calendar year.
  - e. Missionary Support. This is a FCC funded ministry.
2. **Samaritan's Purse-Operation Christmas Child**-Samaritan's Purse is a nondenominational evangelical Christian organization (Sponsored by the Franklin Graham Ministries) providing spiritual and physical aid to hurting people around the world. Operation Christmas Child is targeted toward disadvantaged children with the purpose of sharing God's love by filling shoe boxes with items donated by our church family and accompanied by a handwritten letter. The boxes are then sent to a child in a far off country. This ministry accepts both monetary donations and material donations of shoebox items. FCC Volunteers (youth and adult) assemble and drop off the shoeboxes to the regional collection point. Historically, this ministry has been organized and run by a FCC member.
  3. **FCC Angel Food Ministry** is dedicated to providing food relief to local area residents. FCC provides a distribution facility and volunteers to support this ministry. Orders and distribution are handled by FCC volunteers. Orders are collected during the first part of each month. There are no qualifications, memberships, minimums, income restrictions, or applications for participants. These orders are processed by Angel Food main office in Monroe, Georgia. A few days later, food is delivered to a local drop site where it is picked up by FCC volunteers and distributed to customers from FCC. Each box is accompanied by the Servant information sheet which includes inspiring articles and scriptures. The FCC AFM is led and managed by FCC volunteers. Angel Food Ministries (Monroe, GA) donates one dollar per box to FCC outreach funds. The FCC AFM management team is responsible for executing this ministry and determines where outreach funds will be donated and how operating funds will be expended. The management team submits a monthly report to the FCC Board which is a record of all monthly income and expenses. The remainder and majority of FCC volunteers donate three or four hours of their time on Distribution Saturdays where they are the face, hands and feet of Christ for this important ministry!
  4. **Relay for Life** is the signature fundraising event of the American Cancer Society. We have had many from our congregation who have been diagnosed with cancer and everyone has been touched by this disease. There are many ways in which the congregation can volunteer and participate in this special event. Typically, a FCC member volunteers to be a Team Captain and organizes the FCC involvement/team. The Team Captain will provide a presentation about Relay for Life to the congregation and organize any fundraisers on behalf of Relay for Life. Fundraising efforts shall be coordinated with FCC to prevent fundraising conflicts and/or saturation.

## PROPERTIES COMMITTEE

The duties are as follows:

1. To take care of all minor repairs deemed necessary, informing the board of such action without vote so long as needed repairs do not exceed budgeted amounts.
2. To recommend major repairs to the board for approval and financing.
3. To arrange the summer yard care and maintain a current job description for the work expected.
4. To plan and lead the church in clean-up/work days.
5. Should new or altered responsibilities be observed which need to be considered as a part of future custodial job descriptions, appropriate channels will be contacted for evaluation and approval.
6. Any church-owned properties to be sold can be sold by the properties committee, upon approval by the board, for items under \$100.00. All other sales are the responsibilities of the trustees.
7. Regulate the Heat and Air thermostats for all the facilities.
8. Perform Facility check list for facilities after use of Sanctuary, Fellowship hall, Christian Life Center and Picnic Shelter after weddings, special events, etc. to evaluate any damages to the facilities.
9. Maintain the Church vehicle(s) in maintenance, repairs and in case of accident or mechanic problems will be advised so that appropriate action maybe taken.
10. Make necessary recommendations to the Finance Committee concerning budget needs for the upcoming year.

## WORSHIP COMMITTEE

The duties are:

1. The worship committee will acknowledge the responsibility and privileges of the minister as worship leader and will assist the minister in implementing and evaluating proposed variations in planned or special occasions in the Sunday morning services and to assist the congregation in adjusting to and understanding the variations or preparing for the special occasion highlighted in morning worship.
2. Provide assistance and support to the minister in planning special Sunday morning services of worship and any other special services which the minister seeks advice and support in planning, implementing, and evaluating the same.
3. Assist in the administration of baptism; namely, to fill and drain the pool properly, and to assist candidates for baptism in or out of the pool in a manner consistent with the minister's procedures for conducting baptismal services.
4. Oversee the preparation of the Lord's Supper, namely, to see that bread and juice are available for each occasion of communion, and to devise and implement a system of preparing communion for each occasion in which communion is served and oversee periodically cleaning of communion offering plates.
5. To plan, implement, and evaluate any of the following programs the church may choose to observe:
  - Week of Ministry, Week of Prayer for Christian Unity, Lent, Advent, and special programs considered meaningful to church life, etc.
6. Provide pulpit supply in the absence of a minister.
7. Encourage congregation reading of religious literatures and promote materials in library.
8. To prepare a list and encourage people to share in nursery responsibilities during morning worship services.
9. To see that nursery needs and equipment/toys are usable and functional and discard any broken or inappropriate toys.
10. Provide the following list to the church secretary for publication in newsletter and postings in a timely manner:
  - a. Serving list of Elders and Deacon/esses
  - b. Nursery list for all Worship Services (excluding Revivals)
  - c. Communion Preparation for all Worship Services
  - d. Worship Leaders

## YOUTH COMMITTEE

The duties are:

1. To recruit and support leaders for any existing youth program from beginner through senior high ages on an annual basis.
2. To alter existing groups or to form new groups as needed consistent with the age and maturity of the children and youth.
3. To co-ordinate all youth group activities to foster adequate meetings, time and scheduling.
4. To co-operate with the Worship and Christian Education Committee in the planning and execution of an annual Christmas program.
5. To maintain a responsible involvement in the Southeastern District and North Carolina Regional Youth activities.
6. To actively promote summer camps, sponsored by the Christian Church in North Carolina, and, if necessary, seek means of additional funding through activities by the youth or request to the church.
7. To establish any guidelines or policies needed for the supervision and oversight of youth groups who plan activities/events out-of-town.
8. To oversee the storage and proper use of church recreational games and equipment (which can be used by any responsible group) and recommend the purchase and/or replacement of such non-permanent equipment/facilities.
9. Be responsible for keeping youth bulletin boards updated and attractive.
10. Work with the youth minister in planning programs and activities for the youth.
11. To seek, train, and involve our young children regularly as acolytes and provide a schedule to church secretary for postings and newsletter.
12. To be responsible for any church team involved in any league or league-type arrangement. This Committee shall.
  - a. Work with the coach and/or manager and pastor, if league rules so states, to insure that league qualifications are met.
  - b. Establish a cost-per-team member to cover cost of night lights, provide game balls or any other cost belonging to the whole team as a condition of participation set by the league.
  - c. Also, offer guidance in obtaining uniforms or equipment if the purchase of such is expected to be a church expenditure.
  - d. Actively encourage personal participation of lay church members on the team when roster is not filled and promote attendance for any games.

**YOUTH MINISTER**  
Job Description

**Purpose:**

The purpose of the Youth Minister position is to work together with the Senior Minister to oversee Youth Ministries and certain Christian Education activities of the church, ensuring that the needs of the congregation are met in the areas of Youth Groups, Youth Education, and Summer Activities for Youth.

**Qualifications:**

The Youth Minister should have a degree in Bible or an educational equivalent with a primary emphasis in Youth Ministry

The Youth Minister should have a lot of creativity, energy and spirituality. He/She must be able to inspire our youth and rally the support of parents, families and the congregation to support youth programming. Must be fun-loving, young at heart and have a good sense of humor. Strong background in the church is requested.

**Specific qualifications include:**

- Demonstrated leadership and organizational skills
- A desire to be a team player who works well with other staff.
- Display a personal aptitude for spiritual, emotional, social and physical wellness.
- An attitude of flexibility and adaptability in the face of changing moods, plans and directions common to working with youth and parents.
- A resilient and persevering spirit that is not easily discouraged or frustrated, contributes to stability and longevity in this position.

**Ministry Duties:**

1. Assure that our youth are taught the basic, sound, and fundamental principles of the Bible.
2. Maintain a youth program, which will reach other teens and their families in the community and work cooperatively with local churches and youth leaders to develop inter-church and interdenominational youth events.
3. Participate in regular visitation efforts of visitors to our congregation that have children.
4. Demonstrate leadership capabilities and interest by taking a regular leadership role in all areas of public worship: Preach (as needed) lead singing; preside at the Lord's Table; alternative services, and prayer.
5. Maintain specific office hours. Designated days off.(These will be designated after the hiring process)
6. Communicate effectively weekly, monthly, and annually with the congregation via: bulletin articles; newsletter, email and youth web page.
7. Be involved in local school activities. (when possible)
8. Involve parents and other members who are willing to help with overall youth program and assist parents in nurturing the faith of their children.
9. Maintain complete roll and status (Attendance, Baptism, etc.) Follow up on absences with calls, visits and cards.
10. Attend/Participate in annual events such as church camps, youth rallies, and church groups.
11. Schedule devotionals as appropriate for the entire youth group.
12. Involve the youth in Service Projects.
13. Be a mentor, resource, and role model for the congregation's youth and their families.

**Supervisory Control:**

1. The Elders will exercise final responsibility of hiring, retaining or dismissing the Youth Minister.
2. The Youth Minister will be under direct supervision of the Elders, but will work closely in a “team” effort with other Pastor, staff, Deacons, and Parents.
3. The Elders will conduct an Annual Evaluation with the Youth Minister. This review will cover all facets of the Youth Ministry and encourage improvements.

## CHURCH OFFICE SECRETARY

### Job Description

#### I. HOURS AND SPECIAL CONSIDERATIONS

- A. The secretary shall be in the office:
  - 1. The secretary shall be in the office Monday through Friday from 8:00 A.M to 12:00 noon, except for holidays, vacation, and illness unless other arrangements are made with the minister. The bulletin shall be printed no earlier than 10 AM on Thursday.
  - 2. The secretary shall perform assigned tasks and other duties as outlined in this description.
- B. The secretary shall insure privacy and confidentiality to any person who visits the pastor's study. Failure to maintain privacy and confidentiality will result in automatic dismissal.
- C. The minister and church board may add or alter any description, but the church board shall decide whether newly assigned task(s) are appropriate to be continued or added to this description. This job description shall be reviewed annually and kept current by the church board in consultation with the secretary.

#### II. TELEPHONE COMMUNICATIONS

- A. The secretary shall answer the phone when working and
  - 1. Convey appropriate messages to persons for whom the message was intended.
  - 2. Relay appropriate information requested to the person calling.
- B. The secretary shall make the following phone calls:
  - 1. Those assigned by the minister.
  - 2. Those requested by committee chairpersons and church officers in regards to fulfilling church needs and tasks.
  - 3. Those designed to obtain information for any person, group, or church officers in regards to any item or program that may be church-related.
  - 4. Receive prayer concerns and relay to designated callers who will in turn get the information to the members of FCC.

#### III. CORRESPONDENCE

- A. The secretary shall type, mail or deliver, and file copies of letters, notes, information sheets of the following description:
  - 1. Those written and assigned by the minister and chairman of the congregation and board.
  - 2. Those authorized by committees, fellowship groups and the church's governing bodies.
  - 3. Those intended to convey news to the congregation by newsletter or special mailings.
  - 4. Those validating 1) the transfer of membership of persons becoming a member of this congregation and 2) those joining another church body.
  - 5. Those reporting congregational information such as Annual Yearbook reports, retreats/conferences/camp registration forms, authorized surveys, and any other such information that is church-related and authorized by the minister or by the chairman of the congregation and board.
  - 6. Those articles intended for publication in local newspapers.
  - 7. Those needed to promote programs of the S. E. District or N.C. Region appropriate with the responsibility assigned or requested of this congregation.

- B. The secretary shall carry out the following tasks with incoming mail given to her:
  - 1. Get any bills to the treasurer in a prompt manner.
  - 2. Get any monies or checks received on behalf of the church to the financial secretary with any information declaring the source and the intent of monies given (Some checks and monies brought to the office shall be treated likewise as long as the intended recipient is the general treasury, memorial, or designated funds).
  - 3. Relay mail to proper committee or group.

#### IV. CLERICAL TYPING

- A. The secretary shall type the following:
  - 1. All correspondence described in III a requiring duplicating a sufficient number of copies.
  - 2. Weekly bulletins and inserts if necessary.
  - 3. Bulletins for special services, weddings, revivals, Christmas, dedications, funerals, etc.
  - 4. Information or materials appropriate for youth groups, Sunday School, committees, fellowship groups, etc.
  - 5. Annual business reports.
  - 6. Cards of invitation for bridal, baby showers, or other such occasions in which our church people may be indirectly or directly involved. (Cards and postage of invitations are provided by those sponsoring showers, etc.).
  - 7. Music and special study material
  - 8. Communion, nursery, serving, acolytes, greeter, worship leader, CWF duties list, etc. as authorized.
- B. The secretary shall do the following clerical tasks:
  - 1. Keep the membership book updated through recording of baptisms, letters, and transfers into our congregation and through the adjusting of membership records for those who transfer out by letter or statement.
  - 2. Fill out and mail baptismal certificate to newly baptized member.
  - 3. Keep the church calendar updated as programs/meetings, events are scheduled or cancelled.
  - 4. Prepare file folders and file materials deemed necessary.
  - 5. File a copy of outgoing correspondence.
  - 6. Keep music files in order and filed appropriately.
  - 7. Order office materials as needed.
  - 8. Maintain all office equipment in accordance with the specifications recommended by the manufacturer and in consultation with the minister and/or property committee chairperson authorize repairs for office equipment.
  - 9. Order Sunday School literature, Secret Place as well as North Carolina Christian and the Disciple.

## SUNDAY SCHOOL SUPERINTENDENT Job Description

NOTE: The Sunday School Superintendent is automatically the sixth (6th) member of the Christian Education Committee.

The Sunday School Superintendent shall:

1. Shall submit orders to the Church Secretary for ordering of Sunday School literature for teachers/students of appropriate quality and quantity, and submit order for supplies for teachers, events and activities sponsored by the Christian Education Committee.
2. See that substitutes are available when teachers are absent.
3. Keep the Christian Education Committee Chairperson informed of monthly statistics so that the Christian Education Committee Chairperson may inform the Cabinet and see that such statistics are reported to the board through the Cabinet Chairperson on a quarterly or monthly basis.
4. Contact Chairman of the Christian Education Committee when absent.
5. Keep attendance each Sunday morning, and provide any statistics as needed to the church secretary, Christian Education Chairman and to the Minister at the close of the year for yearbook records sent to the national office.
6. See that Sunday School offerings are given to the Church Financial Secretary for deposit and recorded weekly.
7. Prepare Prayer concerns from each Sunday School class and place on pulpit for Morning worship.
8. Ring bell to initiate and conclude Sunday School at the appointed time.
9. Find out annually from teachers who qualify for attendance pins and order the appropriate emblems matching those of the previous year(s) if attendance program is in use.
10. Unlock/secure doors, turn on/off lights to classrooms before and after Sunday School.

Note: This job description included duties from the Sunday School Secretary and that job description has been dissolved.



CHURCH CUSTODIAN

## Job Description

The church custodian is responsible to the church through the property committee. The property committee shall review annually and update if necessary this job description. New or altered tasks may be assigned by the minister or property chairperson but such tasks must be reviewed by the church board in consultation with the custodian before becoming permanent.

## I. WEEKLY DUTIES:

A. The custodian shall do the following work weekly:

1. Church, Sanctuary Social Hall, Sunday school classrooms, nursery, church office, restrooms, and pastor's study
  - a. Sweep (if tile floor) and/or vacuum.
  - b. Dust furniture.
  - c. Sweep walls and corners of rooms.
  - d. Gather and take out any trash.
  - e. Dispose of old bulletins EXCEPT OFFERING ENVELOPES for special offerings. These special offering envelopes left in unused bulletins should be placed on the back of the pews for use the following Sunday(s).
2. Tidy the sanctuary by replacing hymn books in proper place, etc.

## B. RESTROOMS

1. Clean and disinfect bathrooms as needed.
2. CHECK weekly the cups, paper towels, and toilet paper in each bathroom; keep an extra roll of toilet paper in a convenient location in each bathroom.

## C. OUTSIDE WALKS:

1. Sweep weekly.

## II. MONTHLY DUTIES:

A. The custodian shall perform the following tasks monthly:

1. Obtain needed supplies and see that cleansers, soaps, and dusting materials, etc. are readily available for use.
2. Clean window sills inside the building.
3. Dust mop ceilings and walls except during those seasons of the year which may require weekly sweeping.
4. CHECK pew seats monthly and clean if needed. Pew seats may not need vacuuming monthly but quarterly at times.
5. Mop tile floors in kitchen and fellowship hall.

## III. OCCASIONAL DUTIES:

A. The custodian shall perform the following duties as needed:

1. Wash up any glasses/dishes in the kitchen.
2. Clean after a funeral in our church families.
3. Clean as needed after each revival or teaching seminars, which are held on several consecutive nights.
4. Clean after weddings by our custodian only by agreement made in advance.
5. Replace paper cups, paper towels, and toilet paper as needed.
6. Wash windows in the Spring; (Women will help in fall cleaning).
7. See that equipment is maintained in operating condition and is repaired or replaced as quickly as possible. Such equipment includes vacuum cleaners, mops, brooms, dust mops, electrical extension cords used in vacuuming, buckets, etc.

## **PART-TIME MUSIC MINISTER**

### Job Description

#### **Purpose:**

The purpose of the Minister of Music is to work in partnership with the Senior Minister and Worship Committee to provide leadership in all aspects of music programs for First Christian Church, Richlands, NC. This leadership shall give guidance, to spiritual and numerical growth through a variety of musical programs for all ages. It shall be the purpose of the Music Minister to enhance the over all ministry of First Christian Church, Richlands.

#### **Ministry Duties:**

1. Work with Senior Minister to create an atmosphere for the Holy Spirit to lead the congregation in worship.
2. Provide musical leadership for all worship services.
3. Select and organize music for all music programs including Adult Choir, Youth Choir, Children's Music, Praise and Worship groups.
4. Coordinate Music with musicians for all worship services.
5. Seek to create and maintain Children and Youth Music programs.
6. Direct all choirs.
7. Help develop musical talents of church members.

#### **Supervisory Control:**

The Minister of Music shall be under the direct supervision of the Senior Minister and in partnership with the Worship Committee.

## **PART TIME - YOUTH MINISTER**

### Job Description

#### **Purpose:**

The purpose of the Youth Minister is to work in partnership with the Youth Ministry committee to provide leadership for the youth of First Christian Church, Richlands, NC. This leadership shall give guidance to spiritual and numerical growth through a variety activities, programs, lessons, devotions, and worship experiences.

#### **Ministry Duties:**

1. Be a mentor, resource, and role model for the congregation's youth and their families.
2. Assist in teaching the curriculum as requested by the Education Committee.
3. Demonstrate leadership capabilities and interest by taking a regular leadership role in worship services as may be requested by the Senior Minister.
4. Communicate effectively with the congregation via: newsletter, emails and youth web page.
5. Be involved in local school activities. (When possible)
6. Involve parents and other members who are willing to help with overall youth programs, events, and activities.
7. Attend/Participate in annual events such as church camps, youth rallies, and church groups. (When possible.)
8. Involve the youth in Mission oriented Projects.
9. Maintain a youth program, which will reach other teens and their families in the community and work cooperatively with local churches.

#### **Supervisory Control:**

The Youth Minister shall be under the direct supervision of the Senior Minister and in partnership with the Youth Committee.

## CHRISTIAN MEN'S FELLOWSHIP

### OBJECTIVES:

The Christian Men's Fellowship (CMF) includes and welcomes all men of the congregation. The objectives of the CMF are to help all the men become aware of the church's activities on local, community, regional, and national levels. Having been made aware of these activities, the men are invited to participate in the areas, which they desire.

### DUTIES AND FUNCTIONS:

1. Fellowship: Just as the name CMF implies, to enjoy the company of our Christian brothers.
2. Members of the CMF attend local meetings held on the first Monday night of each month, led by its officers: president, vice-president, and secretary/treasurer. (This is a somewhat flexible date).
3. Members of the CMF attend the quarterly Southeastern District CMF Meetings.
3. Provides manpower to prepare tables and chairs for the church's homecoming dinners, and provides and serves the beverages for the dinner.
4. At the request of the Property Committee, the CMF provides manpower for various maintenance jobs needed by the church property

### C.W.F. Mission and Duties

1. The purpose of the CWF is to provide opportunities for spiritual growth, enrichment, education, and creative ministries to enable women to develop a sense of personal responsibility for the whole mission of the Church of Jesus Christ.
2. The CWF consists of circles of Christian women of all ages. These circles are governed by the CWF Executive Committee. This committee consists of the CWF President, Vice-President, Secretary, Treasurer, Worship Leader and the Chair-Person from each circle.
3. The CWF President will preside over all CWF Executive and General (Joint) meetings.
4. The CWF President will represent the Committee on the Church Cabinet.
5. The CWF Executive Committee Officers are elected for a two-year term beginning July 1<sup>st</sup> of even years.
6. The CWF Executive Committee appoints a nominating committee to elect officers for the upcoming term.
7. The CWF in conjunction with the Worship Committee will take care of communion pickup and decorations of the sanctuary for the appropriate holidays.

## SCOUT LEADERSHIP—CHURCH LAISON

ONE CALENDAR has been established as the calendar on which all activities must be listed.

- a) All scouting organizations will list their regular meetings and special planned events if they are to be at the Scout Hut several weeks in advance, including the opening and closing time of event. To do so guarantees the priority of the building for scouting purposes.
- b) Names and phone numbers of all leaders have been listed as well as the church's office and personnel should there be any need to clarify dates, times, etc.
- c) If a date and time is free, the church or any approved group may claim it. (Remember: several events may be held on the same day PROVIDED THAT the time does not cut into the group who first signed up for that day).

DECORUM and care of building

- a) Trash will be collected by EACH organization or group using the building after each meeting. No trash may be left. Each group shall bring trash bags of some sort for this purpose.
- b) Some items can be refrigerated for a time, and these items need to be clearly marked as to what group such belongs. No easily-spoiled goods are to be left in the refrigerator, and anyone finding spoiled items is asked to please include that item in their trash to be taken out at the end of their event.
- c) The building shall be kept neat through sweeping and orderly placement of furniture; materials and supplies shall be properly stored when not in use.
- d) A list of items to check on before leaving the building will be posted so that each leader may double-check before locking up. This list includes checking lights in all rooms, etc.
- e) Should the fireplace be lit, NO live fire, or even warm coals shall be left. Fires are to be COMPLETELY OUT.
- f) Bulletins or corkboards should be used for all notices/posters in order to protect the paneling from undue wear and tear.

## **FIRST CHRISTIAN CHURCH (DISCIPLES OF CHRIST) CHURCH VAN POLICY**

1. The Church Van of the First Christian Church (Disciples of Christ), Richlands, shall be used for church sponsored functions by fellowship groups, Sunday School classes, and other groups of First Christian Church.
2. The Church Van shall not be leased, rented or loaned.
3. Reservations for the use of the van shall be made through the Church Office. Reservations shall be made on the basis of receipt of request.
4. The following rules shall be observed when the church van is used:
  - A. It is the responsibility of each group to obtain church approved drivers. The following criteria will be used for approving and selecting drivers.
    - 1) Drivers will be members of First Christian Church (Disciples of Christ)
    - 2) Drivers must be at least 25 years of age or older.
    - 3) Drivers must have a valid driver's license.
    - 4) Drivers will obey all traffic laws. Violations will be the sole responsibility of the driver.
    - 5) Driver must appear on the Church's insurance policy.
  - B. The following records will be entered into a log book which shall be kept in the van at all times:
    - 1) Name of group using the van, purpose of such use, and destination.
    - 2) Mileage at the beginning and at the end of the trip.
    - 3) Name (s) of driver (5).
    - 4) Amount of gas used, and any other service fees incurred on trip.
  - C. Person in charge of group must check to see that a first aid kit and fire extinguisher are on the van.
  - D. Instructions will be located in the van glove compartment for use in case of an accident or mechanical problems. The insurance company will be notified following any accident. The Chair of the Property Committee will be notified following any accident or mechanical problem.
  - E. The group using the van is responsible for cleaning the van of all debris and all articles of the passengers immediately following the return from a trip. The driver (or group leader) will be responsible for filling the van's fuel tank with gas upon completion of trip.

- F. Drivers will be responsible for checking tires and fluid levels before all trips.
- G. The person (5) in charge of a group is (are) responsible for the conduct of the group while in the van.
- H. Passengers shall observe the following rules:
  - 1) Passengers will not stand in the aisle while the van is in motion.
  - 2) Passengers will occupy approved seats and use seat belts.
  - 3) No part of the body will be extended beyond the windows of the van.
  - 4) Nothing will be thrown or poured outside of the van at any time.
  - 5) Passengers will follow the directions of the driver and/or person in charge.
  - 6) No smoking in van.
- I. Food and drink are permitted on the van (at the discretion of the driver or group leader; however, care should be exercised to avoid spillage and littering. A waste container must be provided (Trash bags acceptable).
- J. Van maintenance will be supervised by the Property Committee.
- K. Our church van is designed to carry up to 15 people. Maximum capacity is preferred and should be utilized if at all possible.