

First Christian Church  
(Disciples of Christ)  
Plano, Texas

Board of Directors  
Administrative Procedures

Date Adopted January 12, 2003  
Reorganized January 20, 2004

First Christian Church of Plano  
Disciples of Christ

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## PREAMBLE

As members of the Christian Church,  
We confess that Jesus is the Christ,  
the Son of the living God,  
and proclaim Him Lord and Savior of the world.

In Christ's name and by His grace  
we accept our mission of witness  
and service to all people.

We rejoice in God,  
Maker of heaven and earth,  
and in the covenant of love  
which binds us to God and one another.  
Through baptism into Christ  
we enter into newness of life  
and are made one with the whole people of God.

In the communion of the Holy Spirit  
we are joined together in the discipleship  
and in obedience to Christ.

At the table of the Lord  
we celebrate with thanksgiving  
the saving acts and presence of Christ.

Within the universal church,  
we receive the gift of ministry  
and the light of scripture.

In bonds of Christian faith  
we Yield ourselves to God  
that we may serve the One  
whose kingdom has no end.

Blessing, glory and honor  
are to God forever! Amen.

## STATEMENT ON THE CHURCH

Within the whole family of God on earth, the church appears wherever believers in Jesus Christ are gathered in His name. Transcending all barriers within the human family such as race and culture, the church manifests itself in ordered communities of disciples bound together for worship, for fellowship and for service, and in varied structures for mission, witness and mutual discipline, and for the nurture and renewal of its members. The nature of the church, given by Christ, remains constant throughout the generations: yet in faithfulness to its mission it continues to adapt its structures to the needs and patterns of a changing world. All dominion in the church belongs to Jesus Christ, its Lord and Head and any exercise of authority in the church on earth stands under His judgment.

Within the universal body of Christ, the Christian Church (Disciples of Christ) in the United States and in Canada is identifiable by its traditions, name, institutions and relationships. Across national boundaries this church expresses itself in free and voluntary relationships in congregational, regional, and general manifestations. Each manifestation, with reference to the function for which it is uniquely responsible, is characterized by its integrity, self-government, authority, rights and responsibilities. The Christian Church (Disciples of Christ) confesses Jesus Christ as Lord and constantly seeks in all its actions to be obedient to His authority.

## A. Church Organization Items

### 1. Administrative Procedures Amendment History

#### **Precedence:**

The First Christian Church. By-Laws take precedence over the Board of Directors Administrative Procedures.

#### **Amendment Requirements**

1. These Administrative Procedures may be amended by having a quorum of the Board of Director members of the church present and voting in either a regular or special Board of Director meeting. The amended procedures are approved when 2/3 of the quorum approve the amended procedures.
2. Fourteen (14) days prior to the approval meeting, the amended Administrative Procedures must have been submitted in writing to the membership of the Board of Directors.

#### **History**

October 2, 1995

Revised by Keith Nootbaar, Board Parliamentarian  
FCC\_AP v.1.1  
General updates. Specifics are unknown.

July 7, 1997

Revised by Keith Nootbaar, Board Parliamentarian  
FCCAP v.1.2  
General updates. Specifics are unknown.

August 31, 1998

Revised by Shirley Eller, Board Parliamentarian  
FCQAP v.1.3  
General updates. Specifics are unknown.

February 7, 2000

Revised by Ed Wales, Board Parliamentarian  
FCCAP v.1, 4  
General updates. Specifics are unknown.

December 2, 2002

Revised by Governance Task Force:  
Danny Amos, Karla Biel, Dennis Cassatt, Chris Hatcher, Judy Klote, Mike McConachie  
FCC\_AP v.2.0  
Major re-write of document

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1. Add section on Church organization and general planning calendar.
2. Add section for Motions (presenting and voting)
3. Updated sections on how Ministry Team members are selected and setting the voting members for the year.
4. Add section on the Roles and Responsibilities of the Board Officers. Included the process and team (BoD Officers Nominating Team) responsible for selecting the officers for each year.
5. Add Roles and responsibilities sections for the Parliamentarian and Treasurer(s).
6. Add member description and Roles and Responsibilities for the Executive Team
7. Break out description (Members, Member Selection, and Roles and Responsibilities) of the Ministry Teams.
8. Board of Director Meetings streamlining (Ministry Team Newsletter, etc.)
9. Add Pastoral Team to procedures.
10. Include Pastoral Team as team members with the rest of the Board of Director members.
11. Add Safety and Emergency Readiness Team.

## 2. Church Organization and Calendar

### 2.1. Church Organization

- 2.1.1. The overall administration and direction of the church's activities/programs is the responsibility of the Board of Directors, the Executive Team, and the Pastoral Team.
- 2.1.2. Administration of the church's program is delegated to the following teams.
  - A. Standing Ministry Teams
    1. Church Life Team
    2. Education Team
    3. Evangelism and Church Growth Team
    4. Outreach Team
    5. Property Team
    6. Stewardship Team
    7. Worship Team
    8. Safety and Emergency Readiness Team
  - B. Special Purpose/Task Force Ministry Teams
    1. Pastoral Team
    2. Personnel Special Team
    3. Pastoral Relations Team
    4. Sponsor Selection Team
    5. Stephen Ministry Team
    6. Board of Directors Nominating Team
    7. Board of Directors Officer Nominating Team

### 2.2. Overall Church Calendar

- 2.2.1. FCC church year (Calendar and Fiscal) January 1 December 31.
- 2.2.2. Suggested Planning Calendar:

#### January:

- Education: Report to the Board of Directors Sunday School Superintendent selection for the coming year'.
- Last opportunity to install new BoD members during worship service.
- Board of Directors retreat.

#### February:

#### March:

- Education: Select and report on the Coordinator and Coordinator-in-Training for Vacation Bible School as well as all teachers and helpers.
- The Chairman of the Board, Associate or Director of Youth Activities, Senior Minister, and Chairman of the Education Ministry Team selects a Sponsor Selection Task Force for the coming year.

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- Elders: Selects members for a Board of Directors Nominating Team. This team will select next years Deacons, Elders, and Trustees.

April

- Education Sponsor Selection Task Force for the next year announced at Board Meeting.
- Education Hold a Sponsor Orientation Session for all interested people who might be thinking about being a children's or youth sponsor. The selection procedure and application packets will be distributed for interested persons to apply to be a sponsor.
- Applications for youth sponsorships must be returned by April 30.

May:

- The Sponsor Selection Task Force will meet in May and conduct individual interviews with each applicant. They will then submit a recommended list of sponsors for each group CCF, JYF, Chi-Rho and CYF by or no later than the July Board meeting for approval
- Elders Selected members for a Board of Directors Nominating Team presented to BoDs.

June:

- Vacation Bible School

July

- The Sponsor Selection Task Force will provide a list of sponsors for each group (CCF, JYF, Chi-Rho and CYF).

August

- Members of the Board of Directors Nominating Team selected. Team initiated to select the new Board of Director members (Deacons, Elders, Trustees, etc.) for the coming year.

September

- Ministry and Special Teams: Next year budget requests due to Stewardship Ministry Team.
- Chairman of Board: Selects members for a Board of Directors Officers Nominating Team. This team will select the Board of Director offices for the ensuing year.

October

- Board of Directors Nominating Team reports on new Board of Director members (Deacons, Elders, Trustees, etc.) for the coming year. New BoD members voted in for next year by the BoDs.
- Board of Director Officers Nominating Team: Team reports on next years Board of Director officers. Requests approval of Board of Directors.

November:

- Stewardship: Proposed next year budget presentation to Board of Directors for discussion.
- New Board of Director members are encouraged to attend the Board meetings.

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- New Board of Director officers and Senior Minister select Chair(s) of each Ministry Team.
- New Chairman of Board selects the at large members of the Safety and Emergency Readiness team.

December

- Stewardship: Proposed next year budget approval.
- Stewardship: Budget presentation to congregation for approval
- New Board of Director members are encouraged to attend the Board meetings.
- New BoD members installed during worship services.
- Chairperson(s) for each of the Ministry Teams announced at the Board of Directors meeting.

## B. Board of Directors Items

### 3. Board of Directors Member Requirements

#### 3.1. Membership

- 3.1.1. The church Board of Directors shall be made up of the following:
  - a. Senior and Associate Minister(s) (pastoral Team)
  - b. Junior Deacons, to support and represent the Youth Program
  - c. Deacons
  - d. Elders
  - e. Trustees
  - f. Emeritus Deacons and Elders
  - g. Treasurer(s)
  - h. Parliamentarian
- 3.1.2. All Board of Director members shall be members of this church.
- 3.1.3. Senior and Associate Ministers: as non-voting members of the Board of Directors will provide spiritual guidance and leadership to the BoDs. They will provide pastoral representation as active participants on each of the Ministry Teams (see Section C), Elders, Deacons, and Special Teams.
- 3.1.4. Elders: as members of the Board of Directors, and in cooperation with the functional Ministry Teams (see Section C); the elders shall promote the growth and welfare of the church.
- 3.1.5. Deacons: as members of the Board of Directors, and in cooperation with the functional Ministry Teams (see Section C), shall cooperate with the elders in promoting the growth and welfare of the church.
- 3.1.6. Junior Deacons: as non-voting members of the Board of Directors and in cooperation with the youth programs shall cooperate with the Deacons and Youth Minister to promote the growth and welfare of the church and its youth programs.
- 3.1.7. Trustees: members of the Board of Directors, shall act as the legal signatories for the Board of Directors.
- 3.1.8. Board Members Emeritus: (Non-voting) those who because of infirmities or advanced age, and whose serve and consecration to the church merits this honor, may be retired from active responsibility, and given the honorary title of elder emeritus, or deacon emeritus.
- 3.1.9. Parliamentarian: as a member of the Board of Directors shall ensure the BoD meetings conform to Robert's Rules of Order. This individual will be the expert in Robert's Rules of Order and be able to answer questions regarding the proper procedures required for the BoD meetings.
- 3.1.10. Treasurer(s): members of the Board of Directors shall report to the Stewardship Ministry Team. They are responsible for the day to day monitoring and management of the churches approved operational budget.

### 3.2. Member Selection

- 3.2.1. The new BoD members for the coming year are selected by the BoD Nominating Team.
- 3.2.2. See Section 22.0 for more details on the BoD Nominating Team.

### 3.3. Officers

- 3.3.1. The church board will have the following officers.
  - a. Chairman
  - b. Vice-Chairman
  - c. Secretary
- 3.3.2. The officers are selected by the BoD Officers Nominating team.
- 3.3.3. The officers serve a one-year term.
- 3.3.4. The officers are selected from the BoD members for the coming year.
- 3.3.5. See Section 3.0 for details on the board officer's selection team and process.
- 3.3.6. Chairman: a member of the Board of Directors will participate in one or more functional Ministry Teams (see Section C) as required, the Chairman shall promote the growth and welfare of the church through leadership of the Board of Directors.
- 3.3.7. Vice-Chairman: a member of the Board of Directors will participate in one or more of the Functional Ministry Teams (see Section C) as required, shall support the BoD Chairman in promoting the growth and welfare of the church.
- 3.3.8. Secretary: a member of the Board of Directors, a member of one of the functional Ministry Teams (see Section C), shall document the activities of the church Board of Director meetings (regular and special) and congregation meetings.

### 3.4. Member Roles and Responsibilities

- 3.4.1. Senior and Associate Ministers (Pastoral Team): Their specific Board of Director responsibilities shall include those duties identified in Section 17.
- 3.4.2. Board of Director Chairman: Their specific responsibilities shall include:
  - a. Conduct and run all Board of Director meetings (both regular and special).
  - b. Provide leadership for board issues and activities.
  - c. Review and categorize motions going before the board.
  - d. Set the Board of Director meeting agendas.
  - e. Focal point for board of directors for internal and external issues.
  - f. Provide leadership to the board of director members through word and deed.
  - g. As a member of the Board of Directors, attend all regular and special BoD meetings.
  - h. Actively participate and vote on matters brought before the BoDs.

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- 3.4.3. Board of Director Vice-Chairman: Their specific responsibilities shall include:
- a. Conduct and run all Board of Director meetings (both regular and special) in the absence of the Chairman. .
  - b. Conduct and run the cabinet meetings
  - c. Chairperson of the Safety and Emergency Readiness Team.
  - d. Provide leadership to the board of director members through word and deed.
  - e. As a member of the Board of Directors, attend all regular and special BoD meetings.
  - f. Actively participate and vote on matters brought before the BoDs.
- 3.4.4. Board of Director Secretary: Their specific responsibilities shall include:
- a. Take minutes of each Board of Director meeting.
  - b. Generate and distribute the minutes of the board meeting to each Board of Director member.
  - c. Take minutes of each Congregational meeting.
  - d. Generate and distribute the minutes of the congregation meetings.
  - e. As a member of the Board of Directors, attend all regular and special BoD meetings.
  - f. Actively participate and vote on matters brought before the BoDs.
- 3.4.5. Treasurer(s): Their specific responsibilities shall include:
- a. Maintain and report on the financial accounts of the church (Books, checking, mutual funds, payroll checks, signing expense checks, etc.)
  - b. Maintain separate accounting and reporting for:
    - Ministries
    - Staff salaries/expenses
    - Property (Electrical, Heat, repairs, maintenance, etc.)
    - Mutual Funds detail
    - Shopping Center/Red Brick Building income
  - c. Financial Management:
    - Monitor Income/Expenses
    - Determine income shortfalls and expense overruns
    - Provide options I recommendations to resolve shortfalls and overruns.
    - Recommend options to improve our financial position (Restructure loans, change in investment strategy, etc.)
    - Report issues / recommendations at Board Meeting.
  - d. Board Meetings
    - Show separate account details (income/expenses) per Ministry Team, Special Organization, etc.
    - Show metrics of accounts against budget.
    - Show metrics of income against budget.
    - Provide spending/receiving trends.
    - Report on Financial Management issues I recommendations
  - e. Coordination with Church staff administrator
  - f. Member of the Stewardship Ministry Team

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- g. As a member of the Board of Directors, attend all regular and special BoD meetings.
- h. Actively participate and vote on matters brought before the BoDs.
- 3.4.6. Parliamentarian: Their specific responsibilities shall include:
  - a. Knowledgeable of Robert's Rules of Order,
  - b. Participate on any teams reviewing and modifying the church by-laws and administrative procedures.
  - c. Provide guidance on meeting procedures based on Robert's Rules of Order.
  - d. Member of the Executive Team
  - e. As a member of the Board of Directors, attend all regular and special BoD meetings.
  - f. Actively participate and vote on matters brought before the BoDs.
- 3.4.7. Elders: Their specific responsibilities shall include:
  - a. Membership on the Pastoral Relations Team (see Section 18)
  - b. Spiritual oversight of the members of the church with respect to regular attendance.
  - c. Visitation of the sick.
  - d. Concern for the morally delinquent and spiritually indifferent.
  - e. Review and interpret the policies of the church that will enable it to fulfill its complete mission.
  - f. Leadership through word and deed.
  - g. Serving at the Lord's Table.
  - h. Performance of such other duties as may be assigned.
  - i. As members of the Board of Directors, attend all regular and special BoD meetings.
  - j. Actively participate and vote on matters brought before the BoDs.
- 3.4.8. Deacons: Their specific responsibilities shall include:
  - a. Assistance at worship services, through greeting and ushering worshipers
  - b. Preparation and distribution of the Lord's Supper.
  - c. Reception of the offerings.
  - d. Assist in financial campaigns and visitation projects
  - e. Active participation and leadership to the various functional Ministry Teams.
  - f. Giving of counsel and service in the business affairs and program activities of the church
  - g. Preparation of candidates for baptism
  - h. Cooperation in ministering to the needy
  - i. Performance of such other duties as may be assigned.
  - j. As members of the Board of Directors, attend all regular and special BoD meetings.
  - k. Actively participate and vote on matters brought before the BoDs.
- 3.4.9. Junior Deacons: Their specific responsibilities shall include:
  - a. Assistance at worship services, through greeting and ushering worshipers
  - b. Preparation and distribution of the rd's Supper
  - c. Reception of the offerings

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- d. Provide leadership within the youth programs at this church.
  - e. Coordinate activities in the youth programs With the Youth Minister.
  - f. Performance of such other duties as may be assigned.
  - g. As Nonvoting members of the Board of Directors, attend all regular and special BoD meetings.
  - h. Actively participate on matters brought before the BoDs.
- 3.4.10. Trustees: Their specific responsibilities shall include:
- a. Under the direction of the Board of Directors, shall act as the legal signatories in contractual business matters
  - b. Shall maintain records of contractual and legal matters regarding the church
  - c. Shall perform such other duties as may be assigned by the Board of Directors.
  - d. As members of the Board of Directors, attend all regular and special BoD meetings.
  - e. Actively participate and vote on matters brought before the BoDs.
- 3.4.11. Board Members Emeritus: Due to their past service to the church, they do not have any specific responsibilities.

### 3.5. Meeting Schedule

- 3.5.1. Will hold regular Board of Director meetings once per month on a day and time to be chosen each year at the joint October meeting of the present and incoming Board of Directors.
- 3.5.2. Will hold special Board of Director meetings as required. Special Board of Director meeting can be called by the Chairman, Vice-Chairman, Senior Minister, or upon request of five or more members of the Board of Directors.
- 3.5.3. Each of the Board of Director meetings will cover the following, in no particular order:
  - a. Call to order by the presiding officer.
  - b. Opening Prayer.
  - c. Presentation and approval of the minutes of the previous meeting.
  - d. Discussion/questions of Ministry Team, Special Team, Task Force, and Auxiliary Organizations (Christian Women's Fellowship, Christmas Men's Fellowship, Happy Day) reports in the Ministry Newsletter.
  - e. Reports from Ministry Teams, Special Teams, Task Forces, and Auxiliary Organizations that weren't in the Ministry Team Newsletter,
  - f. Old Business: Consideration of unfinished business and motions carried over from the previous meetings.
  - g. New business: Motions / information that require the board's consideration and/or approval.
  - h. Discussion/questions of Minister's (Senior and Associates) reports in the Ministry Newsletter.
  - i. Reports from Minister's (Senior and Associates) that were not in the ministry Newsletter
  - j. Adjournment and benediction.

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- 3.5.4. The agenda for the upcoming Board of Directors meeting and minutes of the previous Board of Directors meeting will be available for all Board members on the Wednesday before the Board meeting.

### 3.6. Membership Attendance Requirements

#### 3.6.1. Policy

- a. Each member of the Board of Directors must participate in 2/3 of the business meetings.
- b. Members may not miss more than 3 consecutive business meeting or 2/3 of the business meeting overall.
- c. The chair(s) of the Deacons, Elders, Trustees, and BoD are responsible for monitoring the team member participation.

#### 3.6.2. Procedure

- a. The chair(s) of each group (Deacons, Elders, and Trustees) monitor the attendance at each business meeting.
- b. If a member is absent 3 consecutive or more than 2/3 of the business meetings, the chair(s) will speak with the member to determine the situation and start process to replace the member.
- c. Any member participation problems will be reported to the CoB for action.

### 3.7. Cabinet Member Roles and Responsibilities

- 3.7.1. There shall be a Cabinet consisting of the Ministry Team Co-Chairs, Chairs of the Elders, Deacons, Trustees and leaders of any constituency groups.
- 3.7.2. The Vice-Chair of the Board of Directors shall preside at Cabinet meetings.
- 3.7.3. The Cabinet shall meet on the same night as the Ministry Teams and shall meet prior to them.
- 3.7.4. The purpose of the Cabinet is for reporting, calendar coordination and to inform the Vice-Chair of any motions from the Ministry Teams or groups coming to the Board of Directors.

## 4. Board of Director Executive Team

### 4.1. Membership

- a. Senior Minister
- b. Associate Minister(s)
- c. Chairman of Board
- d. Vice-Chairman of Board
- e. Secretary
- f. Chairman of the Deacons
- g. Chairman of the Elders
- h. Trustee Representative
- i. Parliamentarian

### 4.2. Member Term

- a. The members of this team change each year when the new BoD officers, chairman of the Deacons and Elders are elected.
- b. The members serve a one-year term.

### 4.3. Meeting Schedule

- a. This team will meet as needed.
- b. Meetings can be called by the Senior Minister, the Chairman, or Vice Chairman of the Board.

### 4.4. Member Roles and Responsibilities

- a. Review the motions being presented to the board for approval.
- b. Review items/topics coming before the board at the next meeting.
- c. Discuss issues I motions coming before the board. Determine the general feeling of the board members to be prepared for the Board of Directors meeting.
- d. Review issues facing the church and determine a course of action for the church.

## 5. Motions

### 5.1. Presenting

- 5.1.1. Motions will be categorized as follows:
  - a. Discussion Items: These motions are presented to the members for discussion to make sure each member understands the motion and its implications.
  - b. Action Items: These motions are brought up for a vote. The motion can discuss again prior to the vote.
- 5.1.2. If a motion is categorized as a "Discussion Item", no vote will be taken on the motion during that meeting. A follow-up Board of Directors meeting (Next months or Special) will be required to get the motion approved.
- 5.1.3. For motions categorized as an "Action Item", a vote is requested but not required. The motion can be 'Tabled' and sent back to the Sponsoring Team for clarification or more information.
- 5.1.4. All motions to be made in a Board of Directors meeting must be submitted to the Chairman of the Board. The Chairman of the Board will assign a category to the motion and include it in the agenda. The category assigned to the motion will be done in cooperation with the Chair(s) of the Ministry/Special Team, Deacons, Elders, or Trustees sponsoring the motion.
- 5.1.5. All Teams must plan accordingly to get their motions approved through the Board of Directors using this new categorization.
- 5.1.6. Any motion submitted for inclusion in the agenda or comes before the Board of Directors during new business, which has not been through:
  - a. A functional Ministry Team
  - b. Special Ministry Team / Task Force appointed by the Chairman of the Board according to the by-laws
  - c. Elders, Deacons, or Trustees as a group will be assigned to an appropriate Ministry Team or group by the Chairman and reviewed by that Ministry Team prior to consideration of the motion by the Board of Directors.

### 5.2. Motions - Voting

- 5.2.1. Will consider 2/3 of the members of the church Board of Directors (not including members Emeritus, or Junior Deacons, or Honorary Deacons) as constituting a quorum.
- 5.2.2. To pass a motion, a quorum of the voting members of the group (Ministry Team, Special Team, Task Force, or Board of Directors) must be present.

## C. Standing Ministry Teams

### 6. Standing Ministry Team Member Requirements

#### 6.1. Membership

- 6.1.1. The above mentioned Ministry Teams shall be made up of the following:
  - a. Each Ministry Team will have one or more Chairperson(s) (Co-Chairs)
  - b. Members of the Board of Directors (Deacons, Elders, Trustees)
  - c. A representative of the Pastoral Team
  - d. Non-Board of Director Members from the general congregation.
  - e. Any member of the congregation can participate on one or more Ministry Teams.
- 6.1.2. All voting Ministry Team members shall be members of this church.
- 6.1.3. Ministry Teams will meet once per month on a day and time chosen each year at the joint October meeting of the present and incoming Board of Directors. The Cabinet shall meet prior to the Ministry Teams on the same day. A Ministry Team may choose to meet at another day or time than the chosen one; however, such Ministry Team will meet once per month and will have at least one Co-Chair at Cabinet meetings.
- 6.1.4. Ministry Team Voting Members.
  - a. Each Ministry Team will have the option to determine whether to be open or member voting.
  - b. Open or Voting Member decision made at the January Ministry Team meeting each year. Decision to be reported to the Board of Directors in the Ministry Team Newsletter for the February Board meeting.
  - c. If the team elects member voting, it is recommended that the voting members for a Ministry Team will be determined after the first quarter of each year.
  - d. The list of voting members will be set based upon team meeting participation after the first 3 months of the year.
  - e. Changes to voting member status are at the discretion of the Ministry Team Chair(s).
  - f. It is the responsibility of the Chair(s) for each Ministry Team to track member participation.

## 6.2. Member Selection

- 6.2.1. The newly elected Chairman, Vice-Chairman, and Secretary, together with the Senior Minister, will constitute a team to select the respective Ministry Team chairperson(s) for the coming church year.
- 6.2.2. Chairperson(s) of all functional Ministry Teams will be selected from the membership of the church. They can serve a maximum of two consecutive years.
- 6.2.3. The Chairperson(s) for each functional Ministry Team will be selected on the basis of qualification for that team.
- 6.2.4. The Chair(s) for the Ministry Teams do not have to be members of the Board of Directors.
- 6.2.5. Each Sunday School class at this church is requested to select at least one member from the class, to participate on each of the Ministry Teams.
- 6.2.6. During the January church services, each of the Ministry Teams will be given an opportunity to promote their particular team and request participation from the congregation.
- 6.2.7. New members of the church will be invited to consider membership on one of the functional Ministry Teams as soon as possible following their coming into the church. This is so their talents and energies may be properly utilized for the growth and strengthening of the church.

## 6.3. Member Roles and Responsibilities

- 6.3.1. Each of the Ministry Team is responsible for the following
  - a. Organize itself to conduct business for which it is responsible.
  - b. Meet regularly to attend to its business
  - c. Plan its general program and determine a requested budget for the following year.
  - d. Present the proposed budget to the Stewardship Ministry Team in time for inclusion in the following year's church budget.

## 7. Church Life Ministry Team

### 7.1. Roles and Responsibilities

- a. Foster a spirit of Christian community and fellowship within the congregation and help make the church a friendly place where people feel welcome and accepted.
- b. Lead the people of the church as a caring congregation that reaches out to the community with Christ's saving grace and love by means of group activities within, and outside, the church and through other Christian ecumenical Christian groups.
- c. Promote and encourage Christian fellowship through various social activities and events within the church.
- d. Work closely with the ministers and Elders in caring for the members of the congregation, giving attention and care to the sick, and assist in providing communion to the sick and the homebound.

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- e. Assist and work with the Evangelism and Church Growth Ministry Team in welcoming new members and assimilating them into church activities and groups.
- f. Encourage the membership to use nametags at all services of the church enabling newcomers to feel at home more quickly.
- g. Sponsor delegates to Area, Regional, and General Assemblies.
- h. Function together with all other Ministry Teams to achieve the greatest good for the church and the furtherance of our Lord's work.

## 8. Education Ministry Team

### 8.1. Roles and Responsibilities

- a. Take responsibility for all Christian education activities, ministries, and programs of the church.
- b. Responsible for all volunteers.
  - 1. Sunday School teachers
  - 2. Children's and youth group sponsors
  - 3. Vacation Bible School Coordinator
  - 4. Sunday School Superintendents
- c. Responsible for the relationship of the church to its associate minister(s) of education and/or children, youth, and young adults in cooperation with the Senior Minister.
- d. To select and report to the Board of Directors, in January of each year, who will serve as the Sunday School Superintendents and Adult Sunday School Superintendent.
- e. To select the Coordinator, Coordinator-in-Training, and Preschool director for Vacation Bible School as well as all teachers and helpers.
- f. To direct religious education among members of the church, including leadership and teacher training events.
- g. To encourage participation in Area camps and conferences and rallies; in the Regional Assembly of youth, and the International Affairs Seminar.
- h. To select and approve literature and material used in church educational programs in conjunction with the associate minister(s) of education.
- i. To encourage and foster programs, activities, and events focused on increasing attendance and participation in Sunday School and all educational activities and programs of the church.
- j. To select workers and sponsors for all children's and youth groups (CCF, JYF, Chi-Rho, and CYF). See Sponsor Selection Task Force in Section 10.

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- k. The Education Ministry Team shall consist of the following sub-Ministry Teams, The members of each sub-team will consist of those specifically mentioned plus any interested persons.
  - 1. Sunday School--consisting of all Sunday School teachers and chaired by the Sunday School Superintendents, this sub-Ministry Team will oversee the church's Sunday School program.
  - 2. Children's and Youth Ministries--consisting of all CCF, JYF, Chi-
  - 3. Rho, and CYF sponsors and other interested parties, this sub-Ministry Team will oversee the children's and youth ministry fellowship groups and their programs and activities.
  - 4. Children's Church--consisting of the Children's Church teachers and leaders and chaired by the Children's Church Coordinator, this sub-Ministry Team will be responsible for the staffing and operation of the children's church.
  - 5. Vacation Bible School—consisting of the VBS Coordinator and VBS Coordinator-in-Training (preschool Director) and teachers and helpers, this sub-Ministry Team's responsibility is to plan and carry out Vacation Bible School each year.
  - 6. Library-chaired by the Church Librarian and consisting of any interested persons, this sub-Ministry Team's responsibility is to oversee the operation of and promote the use of the church library.

## 9. Evangelism and Church Growth Ministry Team

### 9.1. Roles and Responsibilities

- a. Help people connect with God through accepting Jesus Christ as Lord and Savior of their life.
- b. Joyfully communicate the good news of God's saving action through Jesus Christ throughout the local community and to the ends of the earth.
- c. Promote the ministry of evangelism and provide regular learning and training opportunities in evangelism and church growth.
- d. Plan and recommend programs and events designed to attract and reach people of all ages for Jesus Christ. Coordinate and assist with the carrying out of such programs and events by the appropriate Ministry Teams and persons.
- e. Organize and encourage visitation teams that call upon every possible newcomer and guest in worship services and in other activities of the church. An accurate and complete list of prospective members will be maintained.
- f. Welcome guests and assist them in assimilating them into church activities and groups.
- g. Oversee a Publicity Team, which utilizes available media to communicate to the membership and newcomers to Plano and surrounding areas about the church and its ministries, programs, and activities. The Publicity Team will be responsible for all press releases and professional advertising for the church.

## 10. Outreach Ministry Team

### 10.1. Roles and Responsibilities

- a. Create and foster a world vision within the local church and its organizations. Lead in planning and administering this worldwide program of the church.
- b. Promote missionary education and enlist support for missions and brotherhood causes.
- c. Promote area, regional, and national assemblies, conferences, and retreats dealing with outreach causes.
- d. To promote and support Christian ministries within the Plano Community.
- e. To promote and support members of FCC pursuing entry into Christian ministry.

## 11. Property Ministry Team

### 11.1. Roles and Responsibilities

- a. Care for all properties of the church.
- b. Evaluate property and equipment needs, and make recommendations for acquisition, installation, and maintenance as required.
- c. Cooperate with the Senior Minister as he/she superintends the work of the custodian.
- d. Ensure that all properties of the church are appropriately insured against loss or damage.
- e. Establish and maintain church property use guidelines, to monitor use and create a schedule of fees to be used in conformity with the church property use policy as established by the church board.
- f. Make recommendations as to the recurring use of church property to the church board.
- g. Provide for the single use of church property through the approval by the majority of the property Ministry Team designee, Chairman of the Board, and Senior Minister. If the majority is unclear whether this use is within the church property use policy, then church board approval must be obtained.
- h. Supervise the purchase and oversee the use and maintenance of all video and audio equipment.
- i. Act as liaison for any group who has recurring use of the church building.
- j. Coordinate the activities of any Food or Kitchen Coordinator(s) which might be appointed by the church board.

## 12. Stewardship Ministry Team

### 12.1. Roles and Responsibilities

- a. Develop within the membership an understanding of the full meaning of Christian Stewardship.
- b. Keep alive in the congregation the realization of its stewardship obligations.
- c. Promote stewardship education through literature and other methods.
- d. Prepare and oversee the administration and execution of the church budget.
- e. Generate and maintain guidelines for Ministry Teams to execute the church budget.
- f. Ensure all FCC financial records are securely maintained, promote and encourage estate planning within the church.
- g. Create and maintain FCC endowments to support future development in the church.
- h. Present a financial report to the church board at regular meetings.
- i. Prepare and execute annual Stewardship campaigns.
- j. Sponsor special capital campaigns to support church needs.
- k. Coordinate with the FCC Treasurer(s) and the church financial administrator on church financial issues.

## 13. Worship Ministry Team

### 13.1. Roles and Responsibilities

- a. Lead the membership of the church in a genuine experience of worship in the public services, and to enrich the personal and family devotional life.
- b. Responsible for the public worship of the church.
  1. Scheduling greeters for each service on Sunday morning.
  2. Pulpit supply in the absence of the Senior Minister.
  3. Administering the Lord's Supper.
  4. Placing of flowers in the Sanctuary.
  5. Participate in special services including weddings, funerals, baby dedications, and others brought forward by other Ministry Teams and individuals.
- c. In cooperation with the Senior Minister and Personnel Team, responsible for the music program. This includes the relation of the church to its choir director(s), organist(s), and pianist(s).
- d. Recommend Junior Deacons, to be appointed by the church board. They will assist the Deacons in their duties. While invited to attend meetings of the church board, they will not be voting members of the church board.

## 14. Safety and Emergency Readiness Ministry Team

### 14.1. Roles and Responsibilities

- a. The team will be composed of
  1. Two (2) representatives from the Deacons.
  2. One (1) Pastoral Team Representative
  3. Four (4) individuals. The individuals may be members of the Board of Directors or selected from the church at large. It is recommended that some of these 4 individuals be from the Property and Education Ministry teams.
- b. The Vice-Chairman and the Chairs of the Deacons will serve for the length that they are in these board roles.
- c. The 4 at large members of the Safety and Emergency Readiness Team are selected by the Chairman of the Board.
- d. They will serve staggered two-year terms.
- e. Terms shall run from January 1<sup>st</sup> -December 31<sup>st</sup> .
- f. Two of the at large members shall initially be appointed for the remainder of the two-year term beginning January 1<sup>st</sup> , 2002 and thereafter for two-year terms. Terms shall run from January 1<sup>st</sup> - December 31<sup>st</sup> . The other two shall serve out the remainder of 2002 and then a new two shall be appointed.
- g. This team will be responsible for keeping the Safety Planning manual up to date and delegate appropriate processes to be written to the appropriate standing Ministries.
- h. Additional responsibilities for maintaining the safety and preparedness of the First Christian Church staff, board, and members are outlined in the Safety Planning manual
- i. Maintain the Emergency Readiness Policies and Procedures.
- j. Run internal safety audits.

## D. Special Purpose/Task Force Ministry Teams

### 15. Special Purpose / Task Force Ministry Team Member Requirements

#### 15.1. Membership

- 15.1.1. When needed to administer the work of the church, the Chairman of the Board will appoint such Special Purpose Teams as may be needed.
- 15.1.2. These teams will perform the duties assigned to them, and will continue for such time as designated.
- 15.1.3. Special Purpose Team members should represent a cross section of the congregation.

#### 15.2. Member Selection

- 15.2.1. The number of team members will be determined when the need for a special purpose team is defined.
- 15.2.2. Members of the team are selected by the Chairman of the Board.
- 15.2.3. Members will be selected who have experience/knowledge that would assist in the completion of the team's objectives.
- 15.2.4. Special Purpose / Task Force Teams can be requested by any Ministry Team, Deacons, Elders, Trustees, and/or the Board of Directors.

### 16. Auxiliary Organizations

#### 16.1. Purpose

- 16.1.1. The purpose and responsibility of each of these groups will be outlined in their own constitution and Bylaws or plan of practice.
- 16.1.2. Members of these auxiliary organizations come to these groups to further their Christian life and improve them selves.

#### 16.2. Cooperation

- 16.2.1. These organizations will cooperate with the functional Ministry Teams of the church to make sure they fit into the total program for the church
- 16.2.2. These teams are associated with a particular Ministry Team and will coordinate with that sponsoring team
- 16.2.3. These teams will provide their own planning and administration. Their individual programs must be developed with the best interest of the total program of the church.

## 17. Pastoral Ministry Team

### 17.1. Membership

- 17.1.1. The Pastoral Team will be composed of:
  - a. Senior Minister
  - b. Associate Minister(s)
  - c. Others as deemed necessary by the Senior Minister

### 17.2. Member Selection

- 17.2.1. The members of the Pastoral Team are under contract to the church.
- 17.2.2. They are employed using the church Personnel Procedures.
- 17.2.3. They are nominated / called to and approved by the Board of Directors and the congregation.

### 17.3. Member Roles and Responsibilities

- 17.3.1. Perform the duties defined in the Minister's specific contract and job description.
- 17.3.2. Determine a representative for each of the Standing Ministry Teams, Deacons, Elders, and Special teams.
- 17.3.3. Actively participate on each of the Ministry Teams, Deacons, Elders, and Special Teams.
- 17.3.4. Determine and provide the Pastoral perspective on issues facing the church. Represent that view on each of the Standing Ministry Teams, Deacons, Elders, and Special Teams.
- 17.3.5. Provide spiritual guidance and spiritual leadership to the Board of Directors on issues brought before and/or concerning the church.
- 17.3.6. Provide individual monthly Minister Reports to the Board of Directors. The reports will be included in the Ministry Team Newsletter.

## 18. Pastoral Relations Ministry Team

### 18.1. Membership

- a. All currently serving Elders of the church.

### 18.2. Member Selection

- 18.2.1. The team membership is determined when the Elders for the coming year are determined.
- 18.2.2. Their terms on this team will correspond with their terms as Elders.

### 18.3. Member Roles and Responsibilities

- 18.3.1. Ordained Minister(s) shall be responsible to the Board of Directors through a Pastoral Relations Ministry Team.
- 18.3.2. Meet periodically, as needed, with the Minister(s) in order to discuss job description and performance.
- 18.3.3. Responsible for defining and maintaining the job descriptions of each Minister.
- 18.3.4. An annual review of each Minister's salary shall be undertaken by this team. Changes to each ordained Minister's salary will be passed back through the Stewardship Ministry Team for inclusion into the budget cycle for the next year.

## 19. Personnel Team

### 19.1. Membership

- 19.1.1. The Personnel Team will be composed of
  - a. One (1) elder
  - b. One (1) deacon
  - c. Three (3) individuals. The individuals may be members of the Board of Directors or selected from the church at large
- 19.1.2. The Senior Minister shall serve as a participating member (no vote) of the Personnel Team.

### 19.2. Member Selection

- 19.2.1. The members of the Personnel Team are selected by the Chairman of the Board.
- 19.2.2. They will serve staggered two-year terms.
- 19.2.3. Terms shall run from July 1 - June 30.

### 19.3. Member Roles and Responsibilities

- 19.3.1. The Personnel Team shall be responsible for personnel decisions and policies affecting salaried and contracted employees, except that of the ordained Ministers, with the approval of the Board of Directors.
- 19.3.2. Employees (i.e.: non-ordained Associate Ministers, choir directors, organists, pianists, secretaries, etc.) other than the Ministers will be secured upon recommendation of the Personnel Team to the Board of Director.
- 19.3.3. Each employee other than ordained Ministers (Senior and Associate) is to be responsible to the Board of Director through the Personnel Team.
- 19.3.4. Recommend to the Board of Directors the employment or dismissal of church employees.
- 19.3.5. Final authority in the employment or dismissal of all employees will reside with the Board of Directors.
- 19.3.6. Semi-annual meetings, or meetings as needed, shall be held between the Personnel Team and the staff member supervisor (except Ordained Ministers Senior and Associate) employed by the church. Meetings are to discuss job descriptions, performance, and annually review salary arrangements.
- 19.3.7. Upon Board of Director employment approval, this team must:
  - a. Provide a written statement covering the terms of employment of all employees. This statement will be included in the minutes of the Board of Director meeting where their employment was approved.
  - b. Provide a copy of the terms of employment to each employee including salary arrangements and benefits.
  - c. Job descriptions shall be written by the Personnel Team.
  - d. Such job descriptions are subject to approval by the Board of Directors.
  - e. A record of all job descriptions, contractual arrangements, stated salaries and benefits shall be maintained and updated by the Personnel Team. This record will be available in the church office.
- 19.3.8. Each Associate Minister and all other personnel shall work under the supervision of the Senior Minister or his designee.

## 20. Sponsor Selection Task Force

### 20.1. Membership

- 20.1.1. This task force will consist of the following
  - a. One (1) Elder
  - b. Education Ministry Team member
  - c. Youth Minister or other Pastoral Team Representative
  - d. Two (2) at large members. One of the at large members must be a parent with a child-aged kindergarten through fifth grade. The other at large member must be a parent with a youth in grades 6-12.

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- 20.1.2. No member of the Sponsor Selection Task Force can be a present youth sponsor or related to a present youth sponsor.
- 20.1.3. The Sponsor Selection Task Force members serve no more than two (2) consecutive years.

## 20.2. Member Selection

- 20.2.1. At the April Education Ministry Team meeting each year, the Chair(s) of Education in conjunction with the Associate or Director of Youth Activities, Senior Minister, and voting members of the Education Ministry Team shall appoint a Sponsor Selection Task Force for the coming year.

## 20.3. Sponsor Selection process

- 20.3.1. Sponsor Selection Task Force selected in April.
- 20.3.2. In April, the Associate Minister or Director of Youth Activities shall hold a Sponsor Orientation Session for all interested people who might be thinking about being a children's or youth sponsor.
- 20.3.3. The selection procedure and application packets will be distributed for interested persons to apply to be a sponsor. Applications should be returned by April 30 of each year.
- 20.3.4. The Sponsor Selection Task Force will meet in May and conduct individual interviews with each applicant.
- 20.3.5. Once the interviews are complete and selections made, the team will submit a recommended list of sponsors for each group (CCF, JYF, ChiRho and CYF) no later than the July Board of Director meeting.

## 21. Stephen Ministry Leadership Team

### 21.1. Membership

- 21.1.1. The Stephen Ministry Leadership Team will consist of a member of the Pastoral staff and all trained and active Stephen Leaders of First Christian Church, Plano. Trained and active Stephen Leaders shall be defined as currently participating people who have completed the Stephen Series Leadership Training Course (LTC) and are currently actively participating in the administration of Stephen Ministry at FCC Plano.
- 21.1.2. The members of this team will serve for the length of time that they meet the requirement of being trained and active.

### 21.2. Member Roles and Responsibilities

- 21.2.1. Provides leadership for the Stephen Ministry Program at FCC Plano.
- 21.2.2. Connects Care Givers with Care Receivers. Also, seeks opportunities to refer hurting people to the Stephen Ministry Referrals Coordinator.
- 21.2.3. Provides training for the Stephen Ministers in the FCC Plano Stephen Ministry Program.
- 21.2.4. Provides Continuing Education for the FCC Plano Stephen Ministry Program.
- 21.2.5. Provides Small Group Peer Supervision for the FCC Plano Stephen Ministry Program

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- 21.2.6. Raises awareness of the FCC Plano Stephen Ministry Program in the following groups
  - a. FCC Congregation
  - b. FCC Elder Board
  - c. FCC Board of Directors
  - d. Plano Community
- 21.2.7. Plan its general program and determine a requested budget for the following year.
- 21.2.8. Present the proposed budget to the Stewardship Ministry Team in time for inclusion in the following year's church budget.

## 22. Board of Directors Officer Nominating Team

### 22.1. Purpose

- 22.1.1. This team will select the Chairman, Vice-Chairman, Secretary, and Treasurer(s) for the coming year.

### 22.2. Membership

- 22.2.1. This Team will consist of the following
  - a. One (1) Elder
  - b. Two (2) Deacons
  - c. One (1) at large members.
  - d. Senior Minister or their Pastoral Team designee.
- 22.2.2. Members will be selected by the CoB.
- 22.2.3. Members of the Officers Nominating Team will be selected and reported to the BoD at the September meeting.

### 22.3. Procedure

- 22.3.1. Candidates for Chairman, Vice-Chairman, and Secretary must be members of the BoD for the coming year.
- 22.3.2. The Treasurer(s) do not have to be but can be a member (Deacon, Elder, Trustee, etc.) of the BoDs.
- 22.3.3. This team will solicit and select members from the BoDs to fill the required positions.
- 22.3.4. Results of search are reported to the BoD no later than the October meeting.
- 22.3.5. New BoD Officers are voted in at the October BoD meeting.
- 22.3.6. New BoD Officers are installed at a church worship no later than January of each year.

## 23. Board of Directors Nominating Team

### 23.1. Purpose

- 23.1.1. This team will select the Deacons, Elders, and Trustees for the coming year.
- 23.1.2. Describe and get concurrence from each candidate on the BoD attendance requirements.

### 23.2. Membership

- 23.2.1. This Team will consist of the following:
  - a. One (1) Elder
  - b. One (1) Deacon
  - c. Three (3) at large members.
  - d. Senior Minister or their Pastoral Team designee.
- 23.2.2. Members will be selected by the Elders.
- 23.2.3. Candidates for Deacons, Elders, and Trustees should have served no more than two consecutive terms in any position without an interruption in service.
- 23.2.4. The team will be initiated in August of each year.
- 23.2.5. Members of the Nominating Team will be reported to the BoD at the August meeting.

### 23.3. Procedure

- 23.3.1. The CoB provides a list of vacancies that need to be filled in the coming year.
- 23.3.2. Generate / update a candidate letter discussing the following topics:
  - a. Board of Directors
  - b. Ministry Teams
  - c. Commitment
  - d. BoD attendance requirements
- 23.3.3. This team will solicit and select members from the congregation to fill the vacant Deacons, Elders, and Trustee positions.
- 23.3.4. Selection of new members should be done so that a cross section of the congregation is represented on the BoDs.
- 23.3.5. Send each candidate the BoD Participation Requirements letter requesting that they sign the letter and return it to the Nominating Team, within 2 weeks of letter receipt.
- 23.3.6. Team reports results of search to the BoD no later than the October meeting.
- 23.3.7. New BoD members voted upon at the October BoD meeting.
- 23.3.8. New BoD members voted upon by the congregation no later than the December congregation meeting.
- 23.3.9. New BoD members are installed at a church worship no later than January of each year.