

ECC CONSTITUTION AND BY-LAWS

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CONSTITUTION OF EASTWOOD CHRISTIAN CHURCH

PREAMBLE

We, the members of the Eastwood Christian Church (Disciples of Christ) in Nashville, Tennessee, a congregationally-governed body, do hereby adopt this Constitution in order to promote the work of the church.

ARTICLE I. NAME, MISSION, AND PURPOSE

A. Name

1. The name of this organization will be the Eastwood Christian Church (Disciples of Christ) the same organization described in the amended charter certified by Ernest N. Haston, Secretary of State, State of Tennessee, the 12th day of November, 1930.
2. The congregation will be affiliated with and be an integral part of the denomination known as the Christian Church (Disciples of Christ) in the United States and Canada, and the Christian Church (Disciples of Christ) in Tennessee.

B. Mission and Purpose

1. The mission of the church will be reflected in all areas of church life: “Serving God and neighbor, shining God’s light by welcoming all people, building community, as followers of Jesus whom we confess to be the Christ.”
2. The purpose of this congregation will be the proclamation of the gospel through its life and work, testifying to the grace of God found in Jesus the Christ. This congregation will work cooperatively with Christian Churches (Disciples of Christ), ecumenical, and interfaith partners in carrying out the mission of the church of service to God and neighbor.
3. It will be distinctive of Eastwood’s practice that we welcome all of God’s children in Christian love, celebrate open communion by invitation from Jesus Christ, embrace the idea of an open and affirming congregation, work to be a pro-reconciling/antiracist congregation, celebrate vital and creative ministries, take up meaningful social justice reforms, and at all times encourage spiritual growth of adults and children.

ARTICLE II. MEMBERSHIP

- A. Active membership in the congregation is reflected by regular participation in worship and other church activities, when physically possible, as well as using spiritual gifts for the common good. As a member of this church, each person faithfully serves Jesus Christ by offering time, talents, and financial resources to further God’s kingdom on earth.

- B. Membership of this congregation will consist of:

1. Those who are current members

and/or

2. Those who unite by confession of faith in God and commitment to follow Jesus Christ, giving expression to their faith through baptism by immersion in accordance with the Disciples tradition

and/or

3. Those who reaffirm their faith and commitment to Christ and transfer membership from another congregation. Anyone who has received Christian baptism in any form will not be required to repeat his or her baptism, as the historic church has always taught that Christian baptism should be administered only once.

- C. Membership at Eastwood Christian Church (Disciples of Christ) affords voting rights in all congregational meetings. An up-to-date roster of active and inactive members will be maintained by the Office Manager and the Member Care/Fellowship committee.

ARTICLE III. AMENDING PROCESS FOR THE CONSTITUTION

A. Amendment Proposal

Before being submitted for ratification, amendments to the Constitution will be proposed and approved by a three-fourths (3/4) vote of the General Board. The General Board may receive suggestions for revisions to the Constitution from any member.

B. Amendment Ratification

Following the vote by the General Board (Article III, A), Constitutional amendment(s) may be ratified at any business meeting of the congregation by a three-fourths (3/4) vote of the members present. Notice of the proposed amendment(s) will be made available to members through announcements in worship, postings through newsletter, Internet, or electronic mail to members of the congregation at least fourteen (14) days prior to the time of the vote. The proposed amendment(s) will be read or posted at two regular Sunday morning worship services before the vote is taken. The text of the amendment will be available via hard copy when the vote is taken.

BYLAWS OF EASTWOOD CHRISTIAN CHURCH

ARTICLE I: FISCAL AND LEADERSHIP YEAR

The fiscal and leadership year of the General Board will begin on January 1 and end on December 31.

ARTICLE II: THE GENERAL BOARD

A. Purpose

The General Board is responsible for articulating the church's core mission and developing a strategy and plan to achieve it, monitoring the progress of leadership goals, ensuring responsible stewardship of the church's resources while maintaining its financial accountability and solvency, and assuring compliance with governing laws.

B. Composition/Terms of Office

1. The composition of the General Board will consist of the four officers (Chairperson, Vice-Chairperson, Secretary, Treasurer), the Chairperson of the Elders, the Chairperson of the Deacons, three (3) Additional Elders, three (3) Additional Deacons, one (1) Trustee, and two (2) at-large representatives for a total General Board membership of fifteen (15). No person will serve in two (2) positions on the General Board.
2. At-large is defined as a church member not currently serving as an Elder, Deacon, or Trustee.
3. The length of term will be for one (1) year, however members of the General Board may serve up to three (3) consecutive years pursuant to their leadership role and the guidelines as set forth in this document. In that case, one (1) year must elapse before being nominated again.
4. If a member's leadership role changes, their tenure on the General Board begins anew.

C. Duties of the General Board

1. The General Board will:
 - a. Support Eastwood's mission and vision statement.
 - b. Be cognizant at all times of a far-reaching vision for the church.
 - c. Conduct the operational and business affairs of the church.
 - d. Function by such policies as have been adopted by the congregation as set forth in the Constitution and Bylaws.
 - e. Be responsible to the congregation and will issue a report each year at the annual meeting.
 - f. Create a climate where spiritual life can flourish.
 - g. Formulate, implement, and review necessary church policies.
2. Specific functions of the General Board include:
 - a. Receive, consider, and act on reports from the standing committees. (Article VII)
 - b. Approve or disapprove the annual budget and refer the budget to the congregation for consideration and approval
 - c. Approve or disapprove the hiring or termination of all professional staff as recommended by the Personnel committee. With regard to the General Board's role in the calling of a Senior Minister or other ministers, Article X will take precedence.
 - d. Approve or disapprove the appointment of all standing and special committee chairs.
 - e. Review for approval or disapproval of any unbudgeted expenditure in excess of twenty-five hundred dollars (\$2,500).
3. The General Board will work with the Pastor's cabinet and receive regular reports from such. The vice-chairperson of the General Board will serve on the cabinet as the liaison between the cabinet and the General Board. (Article III, B 2 d)
4. The General Board will confine its concern to broad matters of policy and administration, assigning details to committees who will execute them through the Pastor's cabinet, yet under supervision of the General Board.
5. It is expected that ideas for programs may develop within the General Board as well as in the committees. The General Board will use its own discretion as to whether these ideas will be developed within the General Board or through the committees.
6. Members of the General Board will be expected to serve on at least one standing committee.
7. The Senior Minister and the church staff will attend General Board meetings, but will have no voting privileges.
8. The General Board will engage in a complete review of the Constitution and Bylaws in all years ending in "0" and "5," and recommend amendments and revisions if necessary at that time.

D. Order of Business and Procedure

1. The General Board will perform its duties according to the authority granted in the Bylaws.
2. All business meetings of the General Board will be governed by Robert's Rules of Order (Revised). Meetings may be held in person, electronically, or hybrid.
3. The General Board will meet at least six (6) times a year beginning in January. The chairperson of the General Board will present a calendar of scheduled meetings for the year.
4. The General Board will hold special meetings as needed on call of the chairperson or on request of six (6) or more members of the General Board. There will be a fourteen (14) day notice of any special meeting called unless deemed urgent or an emergency by the chairperson of the General Board and at least one (1) other officer including consultation with the Senior Minister.
5. A quorum is necessary to conduct business. A quorum will be considered to be one-half (1/2) of the members of the General Board.
6. The agenda will be prepared by the chairperson of the General Board and the Senior Minister, and shared with the General Board within a reasonable amount of time prior to all General Board meetings.

ARTICLE III: OFFICERS OF THE GENERAL BOARD

A. Qualifications

All elected officers must be members of Eastwood Christian Church (Disciples of Christ), active participants in the life of the congregation, and give evidence of seeking to grow in their own understanding and practice of Christian life. Such evidence would include the following duties: (1) conduct of one's life in light of the teachings of Jesus Christ, (2) actively support the mission and ministries of Eastwood Christian Church (Disciples of Christ), (3) regular attendance in worship and activities of the church, and at stated meetings of the General Board and congregation, (4) consistent financial contributions to the best of one's ability in order to support the various ministries of the church, and (5) demonstrate skill and ability to carry out the responsibilities for the office as outlined in this document.

B. Responsibilities of Board Officers

1. The General Board Chairperson will:

- a. Preside at all scheduled and called meetings of the General Board and congregation.
- b. Adhere to the Constitution and Bylaws of the church.
- c. Serve as an ex-officio member of all standing and special committees.
- d. Call special General Board and/or congregational meetings as deemed necessary and appropriate.
- e. As incoming chairperson, collaborate with the Senior Minister and the Nominating committee in order select persons to serve as chairpersons of the standing committees for the next calendar year. (Article VII, C 1)
- f. Appoint delegates to conferences, workshops, training sessions, and Regional and General Assemblies of the Christian Church (Disciples of Christ).
- g. Perform all duties as assigned by the General Board.

2. The General Board Vice-Chairperson will:

- a. Perform the duties and assume the powers of the chairperson of the General Board in their absence.
- b. Perform all duties as may be assigned by the General Board or the chairperson of the General Board.
- c. Serve as the parliamentarian of the General Board or appoint a member of the General Board to fill that responsibility.
- d. Serve as the General Board liaison to the Pastor's cabinet and keep appropriate minutes. In the absence of the Senior Minister, the vice-chairperson will assume the role of the chairperson of the Cabinet. (Article VI, C 3)

3. The General Board Secretary will:

- a. Record and submit to the General Board the minutes of all meetings, including scheduled meetings, congregational meetings, and special called meetings.
- b. Maintain a record of attendance at each General Board meeting.
- c. Maintain a current list and have available a roster of all General Board members, and in the event of a roll call vote, be prepared to call the roll.
- d. Serve as a recording secretary as well as a corresponding secretary.
- e. Maintain as permanent records the minutes from all General Board and congregational meetings, as well as committee and ministry reports. As permanent records, they will be maintained on church property reflecting a historical narrative for Eastwood Christian Church (Disciples of Christ).
- f. Perform all duties as may be assigned by the General Board or the chairperson of the General Board.

4. The Treasurer of the Church will:
 - a. Maintain and be responsible for all operating funds.
 - b. Work with the Office Manager regarding the deposits and disbursements of all funds.
 - c. Provide a means for the safe keeping of offerings at the close of a worship service following the guidelines as set forth in the policy manual.
 - d. Serve as a voting member of the Finance/Stewardship committee.
 - e. Work with the Office Manager with filing all pertinent financial forms in a timely manner including the reconciling of bank statements.
 - f. Present financial reports at the scheduled General Board meetings as well as the annual congregational business meeting.
 - g. Work in consultation with the Finance committee chairperson and the Board of Trustees.
 - h. Perform all duties as may be assigned by the General Board or the chairperson of the General Board.
 - i. Consult with the Finance committee to appoint an assistant to the Treasurer as needed.

C. Election And Terms Of Office

1. Nomination of officers will be recommended by the Nominating committee, approved by the General Board, and subsequently by the congregation.
2. Terms of Office will be for the length of the fiscal/leadership year. Upon the recommendation of the Nominating committee, officers may be re-elected to serve a second consecutive year. A third consecutive year may be served with support of a two-thirds (2/3) vote of the General Board. In that case, one (1) year must elapse before being nominated again.

ARTICLE IV: ELDERS AND DEACONS

A. Purpose of Elders

The office of elder is stated in scripture as one which provides spiritual nurture to the congregation and protection of the church from false prophets and negative influences. Elders are to lead through teaching, preaching, prayer, visiting the sick and homebound, active stewardship, participation in the activities of the church, and godly example.

B. Purpose of Deacons

Deacons are to function as servants to the church ministering in practical ways such as preparing the sanctuary for services, preparing and serving the communion elements, serving as ushers and greeters, maintenance of property, and meeting the tangible needs of the congregation and its members.

C. Qualifications for Elders and Deacons

To be eligible for the position of Elder or Deacon, an individual must be a faithful follower of and a believer in Jesus Christ, active in the life of the church, and give evidence of seeking to grow in their own understanding and practice of a Christian life. Such evidence would include the following:

1. Current member of Eastwood Christian Church (Disciples of Christ).
2. Regular attendance at worship services of the church.
3. Active participant in at least one of the functional committees and/or other ministries of the church.
4. Consistent financial contributions to the best of one's ability to the support the various ministries of the church.
5. Promote good will and Christian unity within the church family.
6. Growth in Christian discipleship.
7. Demonstrate willingness and commitment to carry out responsibilities of the role of Elder or Deacon.

8. Embrace the mission and practice commitments of the church as an open and affirming, anti-racist/pro-reconciling church welcoming all.

D. Responsibilities of Elders

1. Elders will engage in prayer, serve as spiritual leaders of the congregation, take responsibility for the spiritual growth and care of the members, support the work of the minister, and encourage the other members of the church to do the same.
2. Elders will be recognized in the community as people of high moral standards. They should be honest and trustworthy in their daily lives. They will seek to demonstrate what it means to be a growing Christian through the giving of their time, talents, and financial resources.
3. Elders elected to serve on the General Board will faithfully participate in the regular and called meetings. They will adhere to the church Constitution and Bylaws as well as church policies and procedures, thus giving support and encouragement to the ordered life of the church.
4. The chairperson of the Elders and the Senior Minister will consult periodically and announce potential candidates for Elders Emeriti status. Candidates for such honor will be those Elders who have demonstrated long, faithful, and meritorious service to the church.

E. Responsibilities of Deacons

1. Deacons will have a deep sense of commitment and dedication to the work of the church, and have a strong witnessing faith. They will seek the opportunity to witness and lead people spiritually, and pray for and assist those who are in need.
2. Deacons will engage in prayer and spiritual growth both personally and within the ministry of the church, and encourage and assist others to do the same.
3. Deacons that are elected to serve on the General Board will participate in the regular and called meetings of such Board. They will adhere to the church Constitution and Bylaws as well as church policies and procedures, thus giving support and encouragement to the ordered life of the church.

F. Selection and Terms of Office for Elders and Deacons

1. Elders

- a. The Elders, Nominating committee, and the minister will consult on the nomination of new Elders. These nominations will be slated when deemed necessary.
- b. A chairperson of the Elders will be chosen by the current Eldership. If needed, a vice-chairperson may also be chosen. The term will be for one (1) year, but may serve up to three (3) consecutive years. In that case, one (1) year must elapse before being nominated again.
- c. All persons elected to serve as Elders of the congregation are encouraged to serve as long as they are able, willing, and members of Eastwood Christian Church (Disciples of Christ). At all times, Elders will be encouraged to continue to participate in the varied ministries of the church.

2. Deacons

- a. The Nominating committee and the Senior Minister will consult on the nomination of new Deacons. These nominations will be slated when deemed necessary.
- b. A total of twelve (12) Serving Deacons will be selected by the Nominating committee (Article V, B 5) for the special purpose of assisting in Worship. Deacons may be chosen from those who have previously been installed and/or new persons who embody the qualifications of a Deacon. (Article IV, C)
- c. The term of service will be for one (1) year, with the option of being asked by the Nominating committee to serve up to three (3) consecutive years. After serving three consecutive years, there will be one (1) year between service terms.
- d. The Nominating Committee will select a Chairperson of the Deacons from the Serving Deacons. The term will be for one (1) year, but may serve up to (3) consecutive years. In

that case, one (1) year must elapse before being nominated again. The chairperson of the Deacons will be a member of the Worship committee.

e. In years when a Deacon is not acting as a Serving Deacon, they will be encouraged to continue to participate in the varied ministries of the church. All persons elected to be Deacons of the congregation are encouraged to serve as long as they are able, willing, and members of Eastwood Christian Church (Disciples of Christ).

ARTICLE V: NOMINATING COMMITTEE AND RESPONSIBILITIES

A. Composition, Selection, Approval, Announcement

1. The Elders will appoint a seven (7) member Nominating committee composed of the following seven (7) members: four (4) Elders, two (2) Deacons, and one (1) at-large member. The Senior Minister will serve as a non-voting member. The Elders will select a chairperson from the committee members. In each succeeding year, two (2) new Nominating committee members will be elected for a three (3) year term to replace the member whose terms expire.
2. At-large is defined as a church member not currently serving as an Elder, Deacon, or Trustee. Elders and Deacons serving on the Nominating committee will be selected from the membership of the Elders and Deacons.
4. During the first full year under which these bylaws are in effect, two (2) Nominating committee members will be chosen to serve terms of one (1) year, two (2) Nominating committee members for a term of two (2) years, and two (2) Nominating committee members to serve for a term of three (3) years respectively for a total of seven (7) persons including the chairperson.
5. The Nominating committee chairperson will serve a term of one year. No Nominating committee member or chairperson may be chosen to serve longer than three (3) consecutive years.
6. The Elders will select the Nominating committee for the next year in the third quarter of the current year. The members and chairperson of the Nominating committee will be made known to the chairperson of the General Board by October 1st.
7. The members of the Nominating committee will be included in the annual congregational meeting information that is announced and distributed.

B. Nominating Committee Responsibilities

1. The Nominating committee will meet in the second quarter of the year to begin the following process: review leadership position service descriptions; develop a plan to reach out to the church members to identify those willing to serve; allow church members the privilege to recommend potential nominees. The plan will be presented to the General Board by the end of the second quarter.
2. The Nominating committee will seek input from the Elders regarding nominee recommendations for members of the General Board, Serving Deacons, and Trustees.
3. The Nominating committee will strive to select a single slate of nominees who will represent the diversity of the church membership considering age, race, gender identity, sexual orientation and length of church membership.
4. General Board: Each year the Nominating committee will be responsible for selecting the single slate of nominations for the members of the General Board to a one (1) year term (Article I, A): General Board officers, chairperson of the Deacons, three additional Deacons, one (1) Trustee and two (2) at-large representatives. The chairperson of the Elders (Article IV, F 1 b) and the Elder members of the General Board will be selected by the Elders with notification to the Nominating committee.
5. Deacons: Each year the Nominating committee will be responsible for nominating a single slate of twelve (12) Serving Deacons to a one-year term. The role of a Serving Deacon will be for the special purpose of assisting in worship. The Nominating Committee will select a Chairperson of the Deacons from the Serving Deacons. (Article IV, F 2).

6. Trustees: During the first full year under which these Bylaws are in effect, the Nominating committee will nominate a single slate of three (3) trustees to serve terms as follows: one for a term of one (1) year; one for a term of two (2) years; and one for a term of three (3) years. All subsequent terms of trustees will be for a three (3) year term. (Article VIII, B). One (1) of the nominated trustees will be named by the Nominating committee to serve as a member of the General Board for a one (1) year term. The Nominating Committee will also name a chairperson of the Trustees to serve a one (1) year term but may serve up to three (3) consecutive years.
7. Elders: The Elders, Nominating committee and the minister will consult on the nomination of new Elders. These nominations will be slated when deemed necessary. (Article IV, F 1 a)
8. The incoming chairperson of the General Board and the Senior Pastor in consultation with the Nominating committee will collaborate and invite persons to serve as chairpersons of the standing committees. The chairperson of the General Board will issue the final invitation. (Article III, B 1 e)
9. Leadership Responsibilities: The Nominating committee will review leadership responsibilities with the potential nominee.
10. General Board Approval of Nominees: The Nominating committee will submit the following slate of nominations for the upcoming year to the current General Board no later than October 1.

All members of the General Board
12 Serving Deacons
Any new members of the Board of Trustees

11. Annual Meeting: The Nominating committee will submit the following slate of nominations for the upcoming year that have been approved by the current General Board.

All members of the General Board
12 Serving Deacons
Any new members of the Board of Trustees

ARTICLE VI: THE PASTOR'S CABINET

A. Purpose

The cabinet will develop programs to complement one another including the creation of interdisciplinary activities. The cabinet will interpret and coordinate the entire church program/ministry as planned by the various committees and to serve in an advisory capacity to the minister, the General Board and the various organizations of the congregation. The cabinet will not become a governing body to make final decisions on policy or actions as that responsibility lies with the General Board.

B. Responsibilities of the Cabinet

1. The cabinet will study the needs of the congregation, evaluate its present activities, discuss proposed programs and refer specific items to the appropriate committee or to the General Board for study and implementation.
2. The cabinet will correlate plans and activities of the committees for the purpose of achieving an effective program for the entire congregation and the community.
3. The cabinet will coordinate a calendar of activities as presented by the various committees.
4. The cabinet will encourage the fulfillment of objectives set by the various committees.
5. Each committee chairperson will submit and present a written report at each cabinet meeting.

C. Membership of the Cabinet

The membership of the cabinet will include the following:

1. The Senior Minister, other ministers, and key staff members.
2. The vice-chairperson of the General Board who will serve as the liaison between the Cabinet and the General Board. (Article III, B 2 d)
3. The chairperson of each standing committee. Representatives from other ministry areas may also attend.

D. General

1. The chairperson of the cabinet will be the Senior Minister. In the absence of the Senior Minister, the vice-chairperson will assume the role of the chairperson of the cabinet.
2. The cabinet will meet at least six (6) times a year beginning in February. The Senior Minister and/or the vice-chairperson of the General Board will present a calendar of scheduled meetings.

ARTICLE VII: STANDING COMMITTEES OF THE CHURCH

A. Purpose

The purpose of committees at Eastwood Christian Church (Disciples of Christ) will be to plan, organize, and implement the various ministries of the church. Church membership is strongly encouraged for all prospective committee members. Detailed description of committee responsibilities will be found in the Eastwood Policy Manual.

B. List of Standing Committees

1. Christian Education—will coordinate (along with appropriate staff) a program of Christian Education for children, youth, and adults of the church.
2. EC3—will support the director in decisions regarding policy, tuition, scholarships, as well as salary and benefits of staff, and will ensure EC3 is a well-run parents' day out program that strives for excellence, inclusivity, and service. In addition to church members, there will be at least one (1) current EC3 parent on the committee. The committee chairperson will be a member of Eastwood Christian.
3. Finance/Stewardship—(1) will organize, educate, and implement an annual Stewardship campaign including special giving, (2) prepare timely financial reports and prepare the annual church budget, (3) appoint an assistant to the Treasurer as needed, and (4) conduct an internal financial review in years ending in "0" and "5."
4. Member Care/Fellowship—(1) will strive to create a warm and friendly spirit within the church, (2) promote the spirit of fellowship through church social functions, (3) maintain contact with both active and inactive members fostering care and concern for those in need, and (4) work with the church staff maintaining an accurate roster of active and inactive members.
5. Outreach/Evangelism—(1) will share the good news of Jesus Christ within our community, and (2) create an awareness of Christian mission and concern for others by reaching out to address local, state, and national needs.
6. Pastoral Relations—will function as a support group for the minister(s) of the church following the guidelines as set forth by the General Church.
7. Personnel—(1) will act for the congregation and General Board in the selection of prospective candidates for all ministers and other professional staff, (2) handle all personnel issues in consultation with the Senior Minister, and (3) establish and implement a yearly evaluation plan for all church staff.
8. Property—will supervise and facilitate the maintenance of all church-owned buildings, grounds, and all general equipment including care, repair, and security.
9. Worship—will assist in coordinating the public and online worship of the church, the pulpit supply, the administration of baptism and the Lord's Supper, music, Deacon assignment, general decorum, physical aids to worship, and special services as needed.

C. General Provisions

1. The incoming chairperson of the General Board will choose the committee chairpersons by October 15th (Article III, B 1 e).
2. A committee vice-chairperson may be selected as necessary. However, for voting purposes on the cabinet, there will be only one vote per committee.
3. Committee chairperson terms will be for one calendar year. A committee chairperson may be nominated for an additional consecutive one-year term and/or a third consecutive year if needed. No person will serve as a committee chairperson longer than three (3) consecutive years. In that case, one (1) year must elapse before being nominated again.
4. Each committee will organize themselves in the following manner: studying responsibilities, planning their program, meeting as necessary to attend to business, discussing fulfillment of the year's objectives, evaluating programs, budgeting, and planning summary reports to the Cabinet.
5. Each committee will proceed to administer their program in cooperation with other committees. This will enhance the role of an interdisciplinary approach for all facets of the church to work together on programs and projects.
6. The appropriate standing committee(s) will be part of the recommendation and search process for all staff.
7. Other standing committees and/or ad hoc committees may be established as necessary pending General Board approval.

ARTICLE VIII: BOARD OF TRUSTEES

- A. Each year, the Nominating committee will nominate three at-large participating members from the congregation to serve on a Board of Trustees. The Nominating committee may seek recommendations from the congregation and will consult with the Senior Minister during the nominating process.
- B. During the first full year under which these bylaws are in effect, three (3) trustees will be nominated, and subsequently elected, to serve terms of one (1), two (2), and three (3) years respectively. In each succeeding year, a new trustee will be elected, for a three-year term, to replace the trustee whose term expires. (Article V, B 6)
- C. Members of the Board of Trustees may succeed themselves and be re-nominated when appropriate.

D. Responsibilities

1. The Board of Trustees will develop policies regarding gifts from memorials, wills, estates, and trusts.
2. The Board of Trustees will maintain all contracts, invested funds, permanent funds, endowments and real property of the church.
3. Should any property or gift be given, bequeathed, conveyed, or otherwise transferred to the congregation, including stocks and bonds, the Board of Trustees will direct the Treasurer to invest said gift in accordance with current policy.
4. The Board of Trustees will work with the Christian Church (Disciples of Christ) Foundation or appropriate firm to invest and monitor trusts and funds, and subsequently report to the Finance/Stewardship committee and the General Board at their scheduled meetings.
5. The Board of Trustees will advise the Finance committee and the General Board of any proposed expenditures from the investment/endowment fund to be used as part of the annual budget.
6. The Board of Trustees will review all legal documents, contracts, and financial agreements that come before the General Board. Any unbudgeted expenditure in excess of twenty-five hundred dollars (\$2,500) must be approved by the General Board.
7. One (1) of the nominated trustees will be named by the Nominating committee to serve as a member of the General Board for a one (1) year term. (Article V, B 6).

8. The Nominating Committee will name a chairperson of the Trustees to serve a one (1) year term but may serve up to three (3) consecutive years. (Article V, B 6)

ARTICLE IX: NEGLECT OF DUTY, RESIGNATIONS, REMOVALS, AND VACANCIES

- A. Whenever anyone in a leadership position neglects to show evidence of an interest in the responsibilities and privileges of that office, said member will be contacted by the chairperson of the General Board and/or the Senior Minister.
- B. Any resignation of a leadership position must include notification to the chairperson of the General Board and/or Senior Minister.
- C. Officers, Elders, Deacons, Trustees, chairpersons of committees, Nominating committee members, members of the General Board, or other leadership positions may be removed by a three-fourths (3/4) vote of the General Board.
- D. All General Board vacancies will be filled by the Nominating committee and approved by the General Board. Committee chairperson vacancies will be filled by the recommendation of the chairperson of the General Board and/or the Senior Minister and approved by the General Board.

ARTICLE X: SENIOR MINISTER/ASSOCIATE MINISTER(S)/INTERIM MINISTER

A. Senior Minister

- 1. The Senior Minister will function as the preacher and be ordained with full standing, rights and privileges in the Christian Church (Disciples of Christ). Should a candidate be in good standing of a reciprocal denomination, they will be expected to seek standing in the Disciples of Christ.
- 2. In cooperation with the leadership, the Senior Minister will discern and articulate the direction in the fulfillment of the local ministry and broader vision within the Christian Church (Disciples of Christ) and in the body of Christ.
- 3. The Senior Minister will be the chief administrator of the congregation and will have responsibility for the day-to-day operations of the church and management of the staff and other ministers, under the direction of and with the oversight of the Personnel committee and the General Board.
- 4. The Senior Minister will be an ex-officio (non-voting) member of all leadership groups. The Senior Minister will, in cooperation with the chairperson of the General Board, encourage orderly procedures in the life and work of the congregation through effective use and support of the Constitution and Bylaws.

B. Pulpit/Search Committee

- 1. The Pulpit/Search committee will be chosen by the Nominating committee and approved by the General Board. The composition will be made up of Elders, Deacons, and at-large members of the congregation and consist of seven (7) persons. The Personnel chairperson will serve as a member of the committee, and will be one of the seven (7) members. The Pulpit/Search committee will represent the diversity of the congregation including a mixture of men, women, and youth. The committee will choose its own chair.
- 2. If applicable, the Pulpit/Search committee will utilize the services of the Regional Minister of the Christian Church in Tennessee for information on prospective candidates.

3. A Letter of Call will set forth a formal invitation to the prospective minister to serve the congregation. The pulpit/search committee will subsequently recommend one prospective minister to the General Board. This recommendation must be accepted by at least a two-thirds (2/3) majority of members present and voting in a regular or special called meeting.

- a. The General Board will recommend the prospective minister to the congregation.
- b. The recommendation of the General Board must be accepted by at least two-thirds (2/3) majority of active members present and voting in a regular or special meeting of the congregation before a final call may be extended.
- c. A proposal setting forth the salary to be paid and other conditions of the call will be provided to the Senior Minister.
- d. The term of the Senior Minister will be for an indefinite period.

C. Associate Minister(s)

1 The Personnel committee, in consultation with the Senior Minister, will be responsible for calling of any associate minister(s). A two-thirds (2/3) vote of the General Board is required to approve the calling of any associate minister(s).

2. The recommendation of the General Board must be accepted by at least two-thirds (2/3) majority of active members present and voting in a regular or special meeting of the congregation before a final call may be extended.

3. A proposal setting forth the salary to be paid and other conditions of the call will be provided to the associate minister.

4. The term of the associate minister will be for an indefinite period.

5. The associate minister(s) will seek the counsel of the Senior Minister regarding resignation of their position.

D. Interim Minister

1. The Pulpit/Search committee will be responsible for the calling of an interim minister. A two-thirds (2/3) vote of the General Board is required to approve the calling of an interim minister.

2. The term of the interim minister will be set in the letter of call.

3. A proposal setting forth the salary to be paid and other conditions of the call will be provided to the interim minister.

E. Resignation/Termination/Elimination of Position/Severance

1. Resignation

a. The Senior Minister or other ministers must provide at least a 60-day notice of a voluntary resignation and submit such notice in writing to the General Board and the Personnel committee chairperson. A consultation of the minister(s) and the Elders is encouraged prior to bringing this matter to the General Board.

b. The General Board will receive resignations, and the chairperson of the General Board will announce the action to the congregation.

c. The General Board, the congregation, and the minister(s) will remember that their relationship is more than a mere contract and conduct themselves accordingly in the spirit of Christ.

2. Termination

a. The termination of the Senior Minister or other ministers can only be enacted by a three-fourths (3/4) vote of the General Board followed by a three-fourths (3/4) vote of those present at a duly called congregational meeting.

b. Prior to a vote, recommendation of termination may be discussed confidentially among the minister(s), the chairperson of the General Board, the Personnel committee, the Pastoral Relations committee, and the Tennessee Regional Minister.

- c. In cases of illegal behavior, disruptive behavior, or behavior that violates a pastor's Code of Ethics and/or the church's policies, a minister or ministers will be placed on leave while the chairperson of the General Board and the chairperson of the Personnel committee investigate the situation. Legal counsel will be consulted and termination recommended if illegal or criminal behavior is determined.
3. Elimination of Position
 - a. Elimination of positions must be approved by a majority vote of those present at a congregational meeting or as part of a general staff restructuring plan carried out by the General Board.
 - b. Any minister(s) employment may be terminated upon the elimination of their staff position.
4. Severance
 - a. The General Board will be authorized to approve a closing severance package for any resigned or terminated minister(s) after consultation with the Finance Committee of the General Board.
 - b. A severance package must be approved by a majority of the General Board.

ARTICLE XI: MEETINGS OF THE CONGREGATION

A. Annual Meetings

1. A meeting of the congregation will be called at least annually, by the General Board or its chairperson. The chairperson will preside at all congregational meetings. The vice-chairperson will preside if the chairperson is unable to fulfill the duty.
2. During each calendar year, one of the meetings of the congregation will be designated by the General Board as the annual meeting of the congregation. The annual meeting will occur no later than the last Sunday of November each year.
3. The following business items will take place at the annual meeting and require approval of a majority of members of the church attending: acceptance of last annual meeting minutes, annual budget, slate of officers and members of the General Board, Board of Trustees, slate of new Elders (if applicable), slate of Serving Deacons, and any other business deemed necessary and approved by the General Board.
4. The following business items regarding the upcoming calendar year will be presented to the church members attending: annual report from the General Board chairperson, annual report concerning the finances of the church presented by Treasurer and the Finance/Stewardship committee, the committee chairpersons and the members of the Nominating committee will be announced, however no vote will be necessary. Any Constitutional and bylaw amendments to be presented will fall under the guidelines of Article III in the Constitution and Article XIII in the bylaws.
5. Paper copies of all slates, budgets, announcements and meeting agenda will be available at the annual meeting. This information will be provided electronically to all church members and paper copies may be requested from the church office. All nominating slates, budgets, reports and announcements will be provided at least 72 hours before the annual meeting.
6. The notice of the place, date and time of the annual meeting will be provided to church members by two electronic and worship service announcements at least fourteen (14) days in advance.
7. All business meetings of the congregation will be governed by Robert's Rules of Order (Revised).
8. Minutes of the annual meeting will be distributed electronically and paper copies made available upon request to the church office within fourteen (14) days after the annual meeting.

B. Special Meetings

1. Special meetings of the congregation may be called at the request of: two-thirds (2/3) of the General Board, the Senior Minister, or the chairperson of the General Board.
2. The notice of the date, place, and time of the special meeting will be provided to church members by two electronic and worship service announcements within fourteen (14) days.
3. A special meeting will only deal with the subject matter for which it is called.
4. Minutes of the special meeting will be distributed electronically and paper copies made available upon request to the church office within fourteen (14) days after the special meeting.

ARTICLE XII: CONFLICT OF INTEREST

A. Definitions

1. A conflict of interest would include a General Board member, officer, employee, or congregant that has a substantive interest, whether direct or indirect, in the matter at hand.
2. A conflict of interest would include a General Board member, officer, employee, or congregant that is either a director, officer, or employee of the party involved.
3. A conflict of interest would include a General Board member, officer, employee, or congregant's spouse, children, parent or siblings that are in substantive relationships with the party involved.

B. Disclosure

1. Disclosure will mean providing properly, to the Trustees, a written description of the facts comprising the real or apparent conflicts of interest.
2. Disclosure is appropriate and required whenever conflicts of interest may occur. These disclosures will be made available to the Trustees and the chairperson of the General Board, and where appropriate, to the entire General Board.

C. General

1. Any General Board member, officer, employee, or congregant will abstain from involvement, whether by voting or otherwise participating in the decision-making process, in those situations where they have a conflict of interest. A person with a real or apparent conflict of interest will be excused from all discussions or deliberations with respect to the subject of the conflict.
2. A waiver of a conflict of interest situation may be approved by a two-thirds (2/3) majority of members of the General Board.

ARTICLE XIII: AMENDING PROCESS FOR THE BYLAWS

A. Amendment Proposal

A Bylaw amendment may be proposed by a two-thirds (2/3) vote of the General Board. The General Board may receive suggestions for revisions to the bylaws from any member.

B. Amendment Ratification

Following the vote by the General Board (Article XIII, A), Bylaw amendment(s) may be ratified at any business meeting of the congregation by a two-thirds (2/3) vote of the members present. Notice of the proposed amendment(s) will be made available to members through announcements in worship, newsletter postings, Internet postings and/or electronic mail at least fourteen (14) calendar days prior to the time of the vote. The proposed amendment(s) will be read or posted at two regular Sunday morning worship services before the vote is taken. The text of the amendment will be available via hard copy when the vote is taken.

ARTICLE XIV: DISSOLUTION AND REVERSION OF PROPERTY

- A. In order for a vote of dissolution to take place, the matter must first be approved by three-fourths (3/4) vote of the Elders. If approved by the Elders, a vote will be taken by the General Board and must be approved by three-fourths (3/4) votes of the General Board. If both the Elders and the General Board vote in the affirmative by the necessary three-fourths (3/4) margins, then a congregational vote will be held in which a three-fourths (3/4) vote would be necessary for the process of dissolution to begin. There must be at least 60 days' notice for a congregational vote of dissolution to take place.
- B. After satisfying all church debts, the church's assets and properties will be conveyed to the Christian Church (Disciples of Christ) in Tennessee or its successor organization affiliated with the Christian Church (Disciples of Christ) in the United States and Canada.

ARTICLE XV: RATIFICATION OF THE CONSTITUTION AND BY-LAWS

This Constitution and bylaws, as amended and restated, were approved by the participating members of the General Board on the 19th day of February, 2023, and by the congregation at a meeting of the congregation on the 19th day of March, 2023. This document will take effect within sixty (60) days after approval by the congregation.

SIGNATURES (on original)

Chairperson of the Board
Secretary to the Board
Pastor

Amended:

August 3, 1964
November 21, 1965
February 10, 1992
June 12, 1994
June 18, 1995
June 3, 1996
December 28, 2014
June 6, 2021
March 19, 2023
November 19, 2023