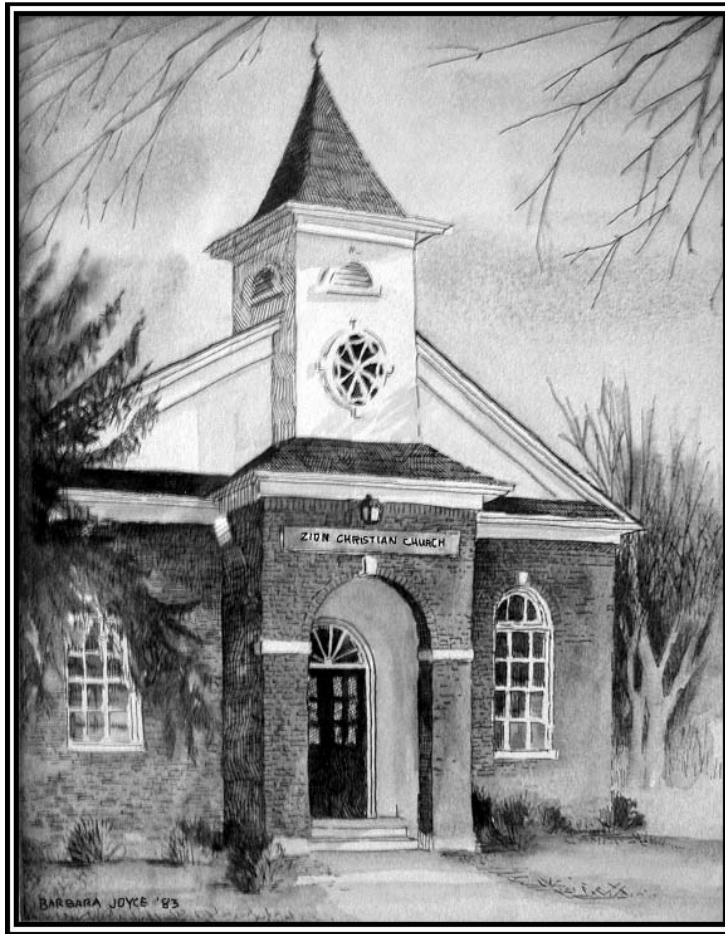


Zion Christian Church

Disciples of Christ

Constitution and By-Laws

Revised July 1, 2006



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ZION CHRISTIAN CHURCH

Constitution

Preamble

We the members of Zion Christian Church, a congregationally governed body, in order to promote the work of the church in the Spirit of Christ and thus advance His Kingdom, do hereby adopt this constitution.

Article I Name and Purpose

- I. Name
 - A. The name of this organization shall be Zion Christian Church of Beaverdam, Virginia, affiliated with the brotherhood known as the Christian Church (Disciples of Christ).
- II. Purpose. The purpose of this church shall be as revealed in the New Testament:
 - A. To win people to faith in Jesus Christ and commit them actively in the church,
 - B. To help them grow in the grace and knowledge of Christ that increasingly they may know and do His will, and
 - C. To work for the unity of all Christians and with them engage in the common task of building the Kingdom of God.

Article II Membership

- I. The membership of this church shall consist of:
 - A. Those who are now identified as members of this congregation,
 - B. Those who shall unite with it by confession of faith and baptism,
 - C. Those who have been baptized and profess Christ as Lord upon joining Zion, and
 - D. Those who transfer membership from another church.
- II. Voting
 - A. Voting privileges shall be accorded all members.

Article III Officers

The church shall elect officers and leaders as is necessary for the guidance of its ministries and organizations.

- I. Officers:
 - A. The following officers shall be elected by the church at its annual business meeting until such time as a successor is elected and assumes office:
 - 1. Moderator
 - 2. Vice-Moderator
 - 3. Elders, (6) in number
 - 4. Deacons, (12) in number
 - 5. Trustees, (3) in number
 - 6. Treasurer

7. Secretary
8. Clerk
9. Financial Secretary

B. Honored Members/Honored Friends

These positions of honor shall be bestowed persons whose service to the church has been outstanding. Suggestions for persons to receive this honor shall be submitted to the nominating committee for consideration along with the officers of the church. These names shall be recorded in the permanent church record book.

Article IV The Minister

A minister shall be called and installed by the General Board and congregation and shall function as minister of the church, as provided by Article V of the Bylaws.

Article V The General Board

- I. The General Board shall consist of:
 - A. Elders and Deacons,
 - B. Moderator, Vice-Moderator, and Clerk of the Congregation,
 - C. Treasurer, Financial Secretary, and Secretary,
 - D. The following ex-officio members who shall be entitled to the same rights and privileges as elected members including the right to the floor and to vote:
 1. Superintendent of the Church School,
 2. President of the CWF,

3. President of the Disciples Men,
4. Chairpersons of standing committees,
5. Chairperson of the Trustees, and
6. Representative of the Youth,

- II. All members of the Board listed above are voting members except for the Moderator who votes only in case of a tie vote.

Article VI The Cabinet

Purpose -It shall be the purpose of the Cabinet to plan the church program in keeping with the policies of the General Board and shall perform its duties under the direction of the General Board.

Article VII Amendments

This Constitution may be amended at any business meeting of the church by a two-thirds vote of the members present and voting on the amendment, provided that written notice of the proposed amendment has been given to the members of the congregation, or the proposed amendment has been read at a regular Sunday Service at least two (2) weeks before the vote is taken.

Notes

ZION CHRISTIAN CHURCH

By-Laws

I. The church year shall begin on July 1

II. The general board

- A Shall hold its regular meeting on the second Tuesday of every other month.
- B Shall hold special meetings as required on call by the moderator or upon request of one third (1/3) or more members of the general board.
- C Shall consider 1/3 of the people of the general board as constituting a quorum.
- D Board members are expected to attend all meetings unless reasonable explanation for the absence is provided before the meeting. After two consecutive meetings of unexplained absence, the moderator shall contact board members to determine whether they wish to continue to serve.
- E Shall observe the following order of business:
 - 1. Meeting called to order by presiding officer.
 - 2. Opening meditation.
 - 3. Reading and approval of minutes of previous meeting.
 - 4. Minister's report.
 - 5. Youth Director's report.
 - 6. Report of the church clerk.
 - 7. Report of financial secretary.
 - 8. Report of treasurer.
 - 9. Regular and special committee reports.

10. Consideration of unfinished business carried over from previous meeting.
11. New business and program suggestions for future activities.
12. Adjournment.
13. Minister's inspirational moment and benediction.

III. Nominations and Elections

- A A nominating committee composed of three (3), one of whom shall be a member of the Board, shall be appointed by the Moderator of the Board, approved by the Board at the March meeting, and announced to the congregation the following Sunday.
- B All suggestions from the congregation for candidates for officers of the church shall be received by the committee no later than two weeks after the announcement of the committee. The committee shall consider qualifications, secure consent, and prepare a slate consisting of one nominee for each office.
- C Consideration will be given to candidates for office in light of the Spirit and teaching of Jesus. In addition to following principles of stewardship:
1. Regular attendance of worship services of the Church.
 2. Willingness to fulfill one's assignment as a member of a standing committee.
 3. Conducting one's total life in such a manner as to be deserving of the office.

4. Promote good will and Christian fellowship within the church family, strengthening the varied programs of the Church, and aiding the minister and membership in making the total life and work of the Church related to the purposes of God as revealed in Jesus Christ.
- D The Nominating committee shall report its progress to the Moderator, and present the slate of nominees to the Board at the May meeting. The slate will be presented to the congregation at the annual business meeting for election by majority vote.
- E The following officers shall be elected by the church at its annual business meeting for a term as designated for each, or until such time as a successor is elected and assumes office:
1. Elders, six (6) in number, one third of whom should be elected each year for a term of three years.
 2. Deacons, twelve (12) in number, one third of whom should be elected each year for a term of three years.
 3. Trustees, three (3) in number; they shall be elected by the board with the congregation's approval to a continuous calling unless terminated by resignation or board action with the congregation's approval.
 4. Treasurer shall be elected annually on a continuing basis unless terminated by resignation or board action with congregation's approval.
 5. Secretary shall be elected annually and shall serve no more than two consecutive terms until one year has elapsed.
 6. Clerk, shall be elected annually on a continuing basis unless terminated by resignation or board action with the congregation's approval.

7. Financial Secretary shall be elected annually on a continuing basis unless terminated by resignation or board action with the congregation's approval.
8. Moderator and Vice-Moderator shall be elected annually and shall serve no more than two consecutive terms until one year has elapsed.

IV. Terms and Duties of Officers

- A After serving one complete term (3 years) as an Elder or Deacon, one shall be ineligible for re-election to the same office until one year has elapsed. Any person appointed to fill an unexpired term is eligible to complete a full 3-year term at the next election.
- B A vacancy occurring in any office, other than Elder or Deacon, shall be filled by the General Board for the un-expired term.
- C The duties of the Moderator shall be:
1. To preside at all Board and Congregational Meetings.
 2. To assist the Vice-Moderator and the Minister in the selection of committee chairs.
 3. To serve as ex-officio member of all committees.
 4. To serve as chair of the minister's contract renewal committee.
 5. To keep the congregation informed of the health and welfare of the church.
 6. To cancel Sunday school and/or Worship Services due to inclement weather or emergency.
 7. To perform such duties as may be specified or indicated by the General Board.

- D The duties of the Vice-Moderator shall be:
1. To preside at all Board and Congregational Meetings in the absence of the Moderator.
 2. To serve as Chair of the Cabinet.
 3. To assist the Moderator and the Minister in the selection of committee chairs.
 4. To serve as ex-officio member of all committees.
 5. To serve on the minister's contract renewal committee.
 6. To perform such duties as may be specified or indicated by the General Board or Moderator.
- E The duties of the Elders shall be:
1. To elect a Head Elder who will also serve on the contract renewal committee. The Head Elder will appoint someone to fill any unexpired Elder's position.
 2. To meet a minimum of twice a year (or as called by the chair) to organize and conduct its activities, reporting to the Board if deemed necessary.
 3. To meet at the request of any elder to address specific ministerial issues/problems brought to their attention.
 4. To confer regularly with the minister regarding growth and welfare of the church, ministry, and needs of the congregation.
 5. To visit the sick and bereaved.
 6. To have concern for the morally delinquent and spiritually indifferent.
 7. To give thoughtful consideration to policies of the church that will enable it to fulfill its complete mission.
 8. To encourage by example and word the missionary, evangelistic, educational, and stewardship responsibilities of the church.

9. To serve at the Lord's Table.
10. To serve on a committee of the church.
11. To perform other such duties as assigned.

F The duties of the Deacons shall be:

1. To elect a Head Deacon. The Head Deacon will appoint someone to fill any unexpired Deacon's position.
2. To meet a minimum of twice a year, or as called by the chair, to address appropriate business brought to its attention, reporting to the General Board.
3. To cooperate with the Elders in promoting the growth and welfare of the church.
4. To assist in the greeting and ushering of worshippers.
5. To serve the Lord's Supper and receive the offering.
6. To assist in visitation (outreach) projects.
7. To visit the sick and bereaved.
8. To serve on a committee of the church.
9. To perform other such duties as assigned.

G The duties of the Trustees shall be:

1. To elect a chairperson.
2. To meet as needed to conduct appropriate business matters under its jurisdiction.
3. To act as the legal agents of the church in all business matters, under the direction of the General Board and subject to the approval of the congregation.
4. To hold legal title to all church property.
5. To have custody of all insurance policies and handle all business transactions related thereto.
6. To have supervision over all endowments and trust funds.

7. To perform such duties as specified by the General Board, congregation, or required by the laws of the Commonwealth of Virginia.

H The duties of the Treasurer shall be:

1. To disburse all funds of the church including transfer of general funds as needed, according to the authority designated by the General Board.
2. To submit complete reports to each regular board meeting and to report to the congregation as directed.
3. To prepare the church's annual budget.
4. To serve on the Minister's Contract Renewal committee.
5. To serve on the Stewardship and Finance committee.
6. To monitor investment accounts and periodically report results.

I The duties of the Financial Secretary shall be:

1. To collect and account for all offerings (regular, special and designated).
2. To expeditiously deposit all monies (offerings, donations, memorials, etc.) with breakdown by account.
3. To inform the Treasurer of weekly transactions including amounts and dates, to report all transactions to the General Board at each regular meeting.
4. To acknowledge special donations and memorials by letter.
5. To provide financial statements each January for tax purposes.
6. To confer with the Finance Committee as requested.
7. To prepare the annual report and send a copy to the Regional Office.

- J The duties of the Secretary shall be:
1. To keep the minutes of all regular or special business meetings of the congregation.
 2. To serve as Secretary of the General Board, and the Cabinet.
 3. To keep a record of all the Board's regular or called meetings.
 4. To file the previous year's minutes in the church office.
 5. To carry on correspondence at the direction of the Board.
 6. To perform such other duties as may be assigned.
- K The duties of the Clerk of the Congregation shall be:
1. To keep a complete record of the church membership and such vital statistics as births, deaths, baptisms, and weddings.
 2. To receive all applications for church letters and issue them under authority delegated by the General Board and report such transfers to the Board.

V. The duties of the Minister of the church

- A Provide vision, encouragement, active leadership, and professional guidance in church endeavors.
- B Nurture leadership development, including training and actively engaging elders, deacons, and others in providing care and guidance to the congregation, community and beyond.
- C Be available as counsel to committees, fellowships, and other organized groups in the church.

- D Provide liaison and working relationships between the local church and the district and region.
- E Meet a minimum of twice a year (or as called) with the Elders to formally discuss the ministry, growth and welfare of the church, needs of members, and of the congregation as a whole, meet with the Elders on other occasions as the need arises, and attend general board meetings.
- F Lead all regular and special worship services, including preaching and administration of the sacraments.
- G Provide pastoral care to the sick, bereaved, and shut-ins, and provide communion when requested.
- H Officiate at weddings and funerals, as requested.
- I Selection -The Minister shall be chosen by the church as herein after stated:
1. A representative committee of five (5), one of which shall be the Head Elder, shall be nominated by the Moderator and elected by the General Board to serve as a pulpit committee and be responsible for recommending a prospective minister to the General Board.
 2. The General Board shall consider the recommendation of the pulpit committee and if approved, recommend the prospective minister to the church.
 3. It shall be the policy of the church to only consider one prospective minister at the time.
 4. The recommendation of the General Board must be accepted by at least a two-thirds majority of the members present and voting in a regular meeting of the church before a call may be extended.

5. The term of the minister shall be for an indefinite period and may be terminated by either party upon sixty (60) days written notice.
6. A written contract setting forth the salary to be paid and other conditions of the call shall be made in duplicate, one copy for the minister and one for the church.
7. The Minister's contract shall be reviewed with the Minister in April each year by the Moderator, Vice-Moderator, Treasurer, and Head Elder.
 - a. Available input shall be reviewed with the Minister in April each year by the Moderator, Vice-Moderator, Treasurer and Head Elder.
 - b. The terms, compensation and benefits shall be reviewed by the Stewardship and Finance Committee.
 - c. The reviewed contract shall be presented to the Board for approval at the May meeting.

VI. The duties of the Youth Director of the church

- A. Oversee and direct the youth group (Kindergarten - 12th grade) programs of Zion Christian Church.
- B. Meet a minimum of twice a year (or as needed) with the Elders to formally discuss the ministry, growth, and welfare of the youth.
- C. Design and institute programs for all youth groups (Kindergarten - 12th grade) with emphasis on Christian study, mission, fellowship, recreation and instilling Christian principles.

- D. Work closely with, and guide, the volunteers of the various youth groups (Kindergarten - 12th grade), giving equal time to all ages.
- E. Attend the Christian Education Committee meetings to share ideas and gain support for youth programs.
- F. In March of each year, seek written input from youth participants and general congregation.
- G. The Youth Director shall meet in April of each year for a review and contract renewal with the Moderator, Vice Moderator, Minister, Education committee chairperson, and Head Elder. The Vice-Moderator, at the May meeting, will present the reviewed contract to the Board for approval.

VII. General Board

- A. The duties of the General Board are:
 1. To conduct and transact the business affairs of the church,
 2. To administer the program of the church through designated standing committees.
 3. To consider and make recommendations to the congregation on any matter(s) upon which the General Board may deem it necessary or advisable to obtain congregational action or approval.
 4. To exercise all the power of the congregation not reserved to it by law, scriptural precedent, or this constitution and by-laws.

VIII. The Cabinet

- A The responsibilities of the cabinet are:
1. To study the needs of the church, evaluating its present activities and planning future programs.
 2. To Coordinate plans and activities of committees and groups for the most efficient program.
 3. To arrange the calendar of activities.
 4. To provide guidance and decision with use of church facilities.
 5. Special committees shall be appointed when needed and shall be released upon completion of assigned tasks.
 6. To perform other duties as assigned.
- B Membership - The cabinet shall be composed of:
1. Minister.
 2. Moderator of the Congregation.
 3. Vice-Moderator of the Congregation.
 4. Secretary of the Congregation.
 5. Chairperson of each Standing Committee.
 6. Chairperson of the Trustees.
 7. President of the Disciples Men.
 8. President of the CWF.
 9. Such others as may be needed and/or assigned by the General Board.
- C Officiates:
1. The Vice-Moderator of the Congregation shall be the Moderator of the Cabinet.
 2. The Secretary of the Congregation shall be the Secretary of the Cabinet.
- D Meetings:
1. The Cabinet shall meet as required by the Moderator or Vice-Moderator, or as directed by the General Board.

IX. Congregational Meetings

- A Annual meetings shall be held on the third Sunday in May:
1. The annual meeting shall be called by the Moderator.
 2. The agenda for the meeting shall be:
 - a. Election of officers.
 - b. Approval of budget.
- B Special Meetings -special meetings of the congregation shall be called as required by the Moderator or Vice-Moderator or upon request of the General Board or written petition of ten percent or more of the members of the church.
- C Notice -Notice of all regular or special business meetings of the congregation shall be given at a regular Sunday service of the church at least one (1) week in advance of the meeting and preferably two successive weeks if possible.
- D Rule of Order- All business meetings of the church and General Board shall be governed by Robert's Rules of Order, revised.

X. Worship and Devotional Life Committee

- A It shall be the purpose of this committee to:
1. Provide the membership a genuine experience of worship.
 2. Enrich personal and family devotional life.

- B It shall be responsible for:
1. The public worship of the church which includes providing special music and children's sermons for each Sunday.
 2. Obtaining supply ministers.
 3. Purchasing and maintaining worship supplies, music, and flowers for Christmas and Easter.
 4. Special worship and prayer services which include, but are not limited to Christmas, Easter, and minister's appreciation.
 5. The encouragement of the devotional life among individual members of the church.

XI. Christian Education Committee

- A It shall be the purpose of this committee to develop an effective program of Christian education for the entire constituency of the church in keeping with the general objectives of Christian education.
- B It shall be responsible for:
1. Planning and administering the total educational program of the church, including:
 - a. Church school.
 - b. Mid-week educational projects.
 - c. Leadership education.
 - d. Distribution of Christian literature.
 2. Securing and supporting teachers and officers of the Sunday School, which include:
 - a. Sunday School superintendent.
 - b. Assistant Sunday School superintendent.
 - c. Sunday School secretary.
 - d. Maintaining and supervising church library.
 - e. Fostering of Christian home life.
 - f. Purchasing and maintaining equipment, supplies, and curriculum for the educational program of the church.

XII. Outreach Committee

- A It shall be the purpose of this committee to:
1. Cultivate an evangelistic spirit within the congregation.
 2. Plan and administer the evangelistic program.
- B It shall be responsible for:
1. Developing an evangelistic congregation.
 2. Sponsoring a year-round program of evangelism.
 3. Compiling a list of prospective members.
 4. Planning and directing revivals and other evangelistic projects.
 5. Updating and maintaining church web site.

XIII. Membership Committee

- A It shall be the purpose of this committee to:
1. Maintain the closest possible contact with the entire church membership so that each member may function effectively in the life of the congregation.
 2. Develop a spirit of comradeship and love within the congregation founded on a common love of Christ.
- B It shall be responsible for:
1. Promoting visitation projects of the membership in concert with the minister, elders and deacons.
 2. Calling on the indifferent, the sick, and the unfortunate, and organizing others to do likewise.
 3. Identifying and referring specific pastoral needs of the membership to the minister.

4. Assisting the Clerk in keeping accurate, up-to-date records.
5. Providing for appropriate memorials, i.e., flowers, donations, etc.
6. Providing social life activities for the congregation.
7. Providing for the inclusion of new members into the life and work of the church.
8. Developing and maintaining a new member packet.
9. Giving publicity to congregational life and activities.

XIV. Missions and Community Service Committee

- A It shall be the purpose of this committee to:
1. Create and foster a world vision within the church and its auxiliary organizations.
 2. Lead in the planning and administering of the mission program of the church.
- B It shall be responsible for:
1. Planning and promoting a definite program of missionary education in every department of the church.
 2. Recommending the church's annual missionary and benevolent program.
 3. Enlisting support for missions and brotherhood causes.
 4. Caring for local and other benevolent needs not otherwise provided for.
 5. Sponsoring interdenominational and community service projects.

XV. Stewardship and Finance Committee

- A It shall be the purpose of this committee to:
1. Develop within the membership an understanding of the full meaning of Christian stewardship (time, talents, money, property, opportunity, bequests, etc.).
 2. Direct the financial program of the church, including, but not limited to, financial accounting of funds, such as endowments, memorials and special funds of the church.
- B It shall be responsible for:
1. Keeping alive in the congregation the realization of its stewardship obligations.
 2. Developing and promoting continuing stewardship education.
 3. Encouraging gifts for future development in the church and world.
 4. Insuring complete and accurate financial records are maintained, including regular offerings, special offerings, memorial funds, etc.
 5. Keeping abreast of possible investment opportunities.
 6. Recommending to trustees and the board the best possible use of capital assets.
 7. Conferring periodically with the Financial Secretary regarding record keeping procedures.
 8. Coordinating with Treasurer to prepare an annual budget.

XVI. Property Committee

- A It shall be the purpose of this committee to care for all properties of the church.

- B It shall be responsible for:
1. Keeping all property and equipment in proper condition.
 2. Studying the needs and making recommendations for improvements in the properties of the church.
 3. Employing and supervising custodial and/or contract help on terms approved by the church board.
 4. Scheduling all requests from outside persons or agencies for the temporary use of the buildings and equipment.

XVII. Auxiliary Organization

- A The purpose and responsibility of each of these groups shall be outlined in their own constitution, bylaws, or plan of procedure.
- B These organizations shall cooperate with the regular committees of the church through the Cabinet, not only in planning and administering the total program of the church, but in developing their individual programs in the best interest of the total program mission of the church.

XVIII. Amending By-laws

- A These bylaws may be amended by a two-thirds (2/3) majority vote of the members of the general board present and voting in a regular or special meeting, provided that the proposed amendment has been submitted in writing to the membership of the general board at least thirty (30) days prior to the vote thereon.