

BY-LAWS OF FIRST CHRISTIAN CHURCH of MEDFORD, OREGON

Adopted, as amended, at a Congregational Meeting January 10, 1965, November 13, 2011 and November 11, 2018, revised by General Board, August 10, 1977, May 6, 1980, May 9, 2000, September 28, 2003, February 27, 2005, March 8, 2011, November 11, 2018 and November 22, 2020.

These By-Laws will supersede and render void all other documents by which this church has been governed, except the Articles of Incorporation.

PREAMBLE

We affirm the priesthood of all who accept Jesus Christ as their Lord and Savior and that all are ministers.

We assert that it is essential for the maximum recognition and expression of the spirit of Christ that the Body of Christ work towards a unity that responds to the needs of the world. We, therefore, acknowledge the oneness of the whole family of God and propose to follow this principle in all our relations, not at the Lord's table alone, but in all the work and fellowship in the Lord's church.

As members of the First Christian Church (Disciples of Christ) we observe The Lord's supper on the "first day of the week, as was their custom," and we receive members on confession of faith, or by transfer from another church. As individual members, we are not required, nor do we require others, to make a statement of belief in any creed, ritual, or article of faith other than the acceptance of Jesus Christ as Lord and Savior.

The ordinance of baptism, on confession of faith, will be by immersion, unless physically impractical.

ARTICLE I. NAME AND PURPOSE

Section 1

The name of this organization shall be First Christian Church of Medford, Oregon, affiliated with the denomination known as the Christian Church (Disciples of Christ) in the United States and Canada.

Section 2

The purpose of this church shall be as revealed in the New Testament, to bring people to faith in Jesus Christ and commit them actively to Him, to help them grow in grace and the knowledge of Christ that increasingly they may know and do his will, and to work for the unity of all Christians and with them engage in the common task of building a world of peace and cooperation for the mutual benefit of all, and cooperating with the agencies reporting to the Christian Church (Disciples of Christ) in the United States and Canada.

Section 3

If, at any time a three-fourth majority of the congregation, present and voting at any properly called meeting of this congregation, votes to separate from the denomination known as the Christian Church (Disciples of Christ) in the United States of America and Canada and committed to the historic principles of this body, all properties and assets shall immediately become property of the Christian Church of Oregon and Southwest Idaho, as long as said Christian Church of Oregon and Southwest Idaho cooperates with the Christian Church (Disciples of Christ) of the United States and Canada. In the event the Christian Church of Oregon and Southwest Idaho ceases to cooperate, then these properties shall become the property of the Christian Church (Disciples of Christ) of the United States and Canada with the understanding that these properties and assets be used to reestablish the First Christian Church in

Medford as soon as possible; the said church to be affiliated with the Christian Church (Disciples of Christ) of the United States and Canada and those agencies reporting to it. This section shall not be eliminated or its meaning changed by amendment, except with the consent of at least ninety (90) percent of the active members of this congregation present and voting at any properly called meeting of the congregation.

ARTICLE II. MEMBERS

A member is any person who has been welcomed in worship by confession of faith and has accepted the sacrament of baptism whether in this or any other Christian communion. Dual membership is an option for persons with continuing active participation in another congregation. Persons with conditions that prevent them from attending worship or receiving water baptism may be received by other means at the discretion of the pastor or elders.

Members will be moved to the Inactive Member List following three years of inactivity.

Inactive and past members may be restored to active status after six weeks or more of regular participation by worship attendance, acts of service or financial support.

The list of active and inactive members shall be reviewed by the Elders of the church annually and reported to the Christian Church (Disciples of Christ) as part of the annual Yearbook Report.

ARTICLE III. CONGREGATIONAL MEETINGS

Section 1 : Annual Meeting

The annual meeting of the members of the corporation shall be held in November for the purpose of election of officers, adoption of the budget and any other business pertinent to the membership of the corporation. Notice of the annual meeting shall be given in all appropriate publications at least two weeks preceding the date of such meeting.

Section 2 : Special Meetings

Special meetings shall be called by the Chairperson of the General Board, or upon written request by thirty (30) percent of the average worship hour membership attendance for the preceding six weeks. Notice of special meetings shall be given in at least one issue of the regular church bulletin and the church newsletter preceding the date fixed for such a special meeting. Such notice shall contain the time, place and purpose of the meeting. No other business shall be transacted except that specified. The meeting shall not be fixed for the same day that notice is given. In lieu of notice given through the church bulletin and church newsletter, a notice of special meeting may be mailed to the membership at their last known address at least ten (10) days prior to such meeting.

Section 3 : Quorum Requirements

Quorum for all Congregational meetings shall be sixty (60) percent of the average worship hour attendance by congregation members for the previous six weeks. Lacking a quorum, all business shall be postponed until a newly called meeting at which time a quorum is present.

ARTICLE IV. ELDERS, DIACONATE, AND TRUSTEES

Section 1

The Elders and Diaconate shall be elected at the annual meeting of the members of the congregation. Terms shall begin January 1 of the year following election. There may be as many as twelve (12) elders and as many as thirty-six (36) members of the Diaconate. Their term shall be for three years with

one-third elected each year. When a person has served a three-year term, that person shall not be eligible for reelection to the same office until one year has elapsed. The nominating committee shall present names to the General Board to fill vacancies in these positions as they arise. Such replacements shall be for the unexpired term.

Section 2

It shall be the duty of the Elders to foster and promote the spiritual life of the church and its members. Specific responsibilities can be found in the Procedures Manual.

Section 3

The Elders shall elect their own chairperson.. The Elders shall send recommendations to the Nominating Committee to assist in the selection of nominees for the position of Elder.

Section 4

It shall be the duty of the Diaconate to support the ministry of the church by providing those essential services needed to maintain and support the functions of the members (specific responsibilities are listed in the Procedures Manual).

Section 5

A Chairperson or co-chairpersons of the Diaconate shall be nominated by the nominating committee. They shall be chosen from Diaconate members already serving or from the current list of nominees. They shall serve for a one-year term and may be re-elected for not more than three consecutive terms.

Section 6

Trustees shall be responsible for overseeing the investment of all Permanent Funds. The Trustees are nominated by the Nominating Committee for election by the Congregation. The term of office shall be three years renewable for one additional term. Details of their responsibilities and activities shall be found in the Procedures Manual.

Section 7

Shepherding Stewards are appointed by the Elders in coordination with the Pastor and the Chair of the Board and shall work in partnership with the Elders. Their duties shall include calling on members who are homebound, ill, or grieving.

Section 8

Recommendations for the position of Elder Emeritus shall be made to the Nominating Committee by the Board of Elders. Candidates shall have served as Elder in a Disciples church for at least nine (9) years, at least 6 of which having been at First Christian Church of Medford, Oregon.

ARTICLE V. OFFICERS OF THE CHURCH

Section 1

Any person in good standing as an adult member of this congregation shall qualify to serve as an officer of the church, except as otherwise provided in these by-laws.

Section 2

Officers shall be elected by a majority of those present and voting at the annual membership meeting. All officers shall be accountable to the General Board for the execution of their duties and responsibilities. All officers shall attend the meetings which their office requires as determined by the General Board (see Procedures Manual).

Section 3

Officers' terms shall be for a period of one year beginning January 1 and ending December 31, or until successors are elected. Officers of the church include the following:

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary
- d. Financial Secretary

The officers shall have the following functions and duties:

- a. The Chairperson shall preside at Congregational meetings and meetings of the General Board, and shall be the executive officer of the church, and an ex officio member of all committees. The Chairperson shall have the authority to legally bind the church in all matters affecting his/her duties, obligations, and responsibilities, as directed by the General Board and the congregation. The Chairperson's name shall be posted with the appropriate authorities as the "Agent of Record."
- b. The Vice-Chairperson of the church shall, in the absence of the Chairperson, or in the event of the Chairperson's inability to act, exercise all the powers vested in the Chairperson.
- c. The Secretary shall keep minutes of all regular and special meetings of the congregation, including meetings of the General Board, the Pastoral Relations Committee and any and all other such meetings. The Secretary shall perform all other duties as may be duly and properly assigned.
- d. The Financial Secretary shall receive all monies donated to the church and deposit them to the appropriate account. He/she shall record all receipts and make an itemized report to the Bookkeeper. The Financial Secretary shall keep an individual record of all contributions, and make a semi-annual report to each contributor and provide year-end statements. The Financial Secretary shall review all invoices and requests for reimbursement, designating appropriate expense account, prior to submitting to bookkeeper for payment. The Financial Secretary shall be a member of the Stewardship Committee and shall report the general status of church financial giving as well as a summary of the report given by the Bookkeeper to the General Board at its regular meetings.

Section 4 : Term of Office

The above officers may be re-elected for a total of three (3) consecutive one year terms. He/she shall not be eligible for re-election to that same office until one year has elapsed from the time of completion of his/her final term in office.

Section 5 : Amendment of Officer Responsibilities and Guidelines

Specific responsibilities and guidelines for all officers may be found in the Procedures Manual, which may be amended by a majority vote of the General Board. All such amendments shall be presented to the General Board one month before being voted upon. They shall be published in the newsletter during that intervening month.

ARTICLE VI. GENERAL BOARD

Section 1 : Membership

Voting membership of the General Board shall consist of the officers named in Article IV, plus a representative of the Elders as named by the Chairperson of Elders, the Property Chairperson, the Stewardship Chairperson plus up to two (2) Members-at-Large elected by the Congregation.

Board member terms shall be for a period of one year beginning January 1 and ending December 31. Members-at-Large may be re-elected for a total of three (3) consecutive one-year terms, and shall not be eligible for re-election to that same office until one year has elapsed from the time of completion of his/her/their final term.

No person shall be elected by the congregation to more than one position on the General Board.

The pastor(s) of the congregation shall serve as a member(s) ex officio (without vote) on the General Board.

Section 2 : Responsibilities

The General Board shall have administrative oversight concerning the temporal affairs of the church, except for those reserved for the membership. The General Board shall evaluate and promote the program, goals and objectives of the church.

It shall also exercise general supervision of the work of all officers, committees and employees. In matters related to the spiritual growth and health of the congregation, the General Board will look to the Elders.

In the matters of oversight of pastoral staff, the board shall follow all current Personnel policies. In matters of non-pastoral staff, the board shall rely on the Senior Pastor to supervise staff, being responsible for the hiring and termination of staff, in consultation with the Personnel Committee.

Section 3 : Meetings

Unless otherwise ordered, the General Board shall hold regular meetings no less than quarterly. Special meetings may be called by the chairperson of the General Board, or by the initiative of five members of the General Board.

Such special meetings may be held at any time, provided due notice has been published in the church newsletter two weeks prior to the date of the meeting, or by mail or email to each member of the General Board at least seven days prior to such a meeting. Such notice shall state the time, place, and purpose of such meeting. No other business shall be transacted at a special meeting than that contained in the statement of the purpose for which it is called. A quorum shall be a majority of the total General Board members. Minutes of all meetings shall be kept and filed in the church office.

Section 4 : Appointment of Committees

The Chairperson of the General Board may appoint such standing or temporary committees as the General Board may deem necessary.

ARTICLE VII. COMMITTEES

Section 1 - Standing Committees

a. Memorial Committee

This committee shall administer and direct the use of all memorial funds. All expenditures exceeding \$100.00 shall be recommended by the committee to the General Board for approval.

Gifts in memory of an individual may be designated by that individual's family for a specific purpose, with the approval of the committee.

Memorial Funds shall be used for the furtherance of the work of the church. The committee shall keep a record of all memorials obtained from funds, including listing in the Memorial Book.

b. Memorial Garden Committee

The Memorial Garden Committee is responsible for development and maintenance of the Memorial garden facility. This committee shall be appointed by the General Board and is to include one member at large. Regulations regarding use of the garden, fees, etc. will be included in the Procedures Manual.

c. Nominating Committee

The Nominating Committee shall be composed of a pastor, one elder, two members of the diaconate, and one person from the membership at large not currently members of the General Board. No member of the Nominating Committee, except the pastor, shall serve more than two consecutive years. These appointees shall organize and elect a chairperson and such other officers as may be required. It shall be the duty of this committee to file with the General Board, one month prior to the annual membership meeting, a list of candidates for all elective offices and chairpersons of Elected Committees. They shall also present candidates to the General Board for any elective offices and chairpersons of Elected Committees that become vacant during the course of the year.

d. Pastoral Relations Committee

The Pastoral Relations Committee (PRC) is a small group of persons who provide support for the pastor and provide a regular channel of communication between the pastor and the congregation. The PRC functions to augment and enhance the variety of informal and formal means of support and communication in the congregation.

The members of the PRC shall be agreed upon and appointed by the General Board in consultation with the Pastor. The term shall be for three years with $\frac{1}{3}$ of the members rotating off each year.

During the first year of a Pastor's tenure, the Pastoral Search Committee shall serve in this capacity. Following that time the committee shall be chosen according to the Procedures Manual.

e. Personnel Committee

The Personnel Committee shall consist of five congregational members, the Vice Chair of the Board, a representative of the Elders and of the Diaconate, and two representatives from the Program Council, who have the opportunity to regularly observe current staff. This committee shall review all Personnel policies and job descriptions on an annual basis and make recommendations for changes to these policies to the General Board. They shall be responsible for ensuring the evaluation of all pastoral and non-pastoral employees.

Section 2 : Elected Committee Chairpersons

a. Worship Chair

The Worship Chair is charged with overseeing the worship experience in consultation with the Pastor. The Diaconate and Elders shall report to the Worship Chair in matters concerning their roles in worship. The Worship Chair shall be consulted by the Personnel Committee during the hiring process of any musician and be encouraged to offer their advice and counsel.

b. Membership Chair

The Membership Chair shall promote attendance, assimilate new members, promote fellowship, and establish a systematic follow-up of all new members to insure that they become actively integrated into the congregational community.

c. Christian Education Chair

The Christian Education Chair shall furnish creative guidance in the building and maintenance of a comprehensive, unified program of Christian Education for the entire church. This ministry shall oversee Christian Education for children, youth and adults.

d. Evangelism Chair

The Evangelism Chair shall coordinate efforts to lead people into membership in this congregation by providing clear invitation and information of the meaning of living a Christian life in community. The goal is to offer people an invitation to faith and to teach congregational members how to share their own faith with others.

e. Local and Global Ministries Chair

The Local and Global Ministries Chair shall foster and promote the mission outreach of our church. It shall recommend the objectives deserving of the congregation's support and the measure of that support. It shall be its further responsibility to determine, on the basis of need and effective use, the eligibility of any objective to continue to receive support. It shall promote missionary education; shall present the appeal of "special days" for membership interest, channeling the results of such interest through the unified budget.

f. Property Chair

The Property Chair supervises the maintenance and repair of the church structure and the upkeep of the church site. The supplies and materials used or acquired for such repair and maintenance shall come under their supervision. They shall maintain and repair the building structure and shall supervise and coordinate all new purchases for use in and on the buildings structures. The Property Chair shall be consulted by the Personnel Committee during the hiring process of custodial staff and be encouraged to offer their advice and counsel.

g. Stewardship Chair

The Stewardship Chair and their committee shall have responsibility for the fiscal affairs of the church, including receipts and disbursement of all funds collected through the facilities of the church, supervision of the office of the Financial Secretary, the approval of the accounting procedures and depositories; the raising and spending of funds as provided in the annual budget; and the bonding and insurance of the Financial Secretary and such other officers as the General Board shall deem necessary. This ministry shall recommend to the General Board such programs for enlarging total stewardship of the church as may seem necessary and desirable. Funds outside the annual budget shall not be disbursed without the recommendation of the Stewardship Ministries and approval by a majority of the General Board.

The Stewardship Committee shall be responsible for formulating a budget to present to the General Board with recommendations from elected committee chairs. When a budget has been formulated by this group, the Chairperson of the Stewardship Committee will present this budget to the General Board of the congregation for their action at a fall meeting of the Board. If the General Board approves the budget, it shall submit the budget to the membership at their annual meeting for a vote. If the budget is not approved, it is referred back to the Stewardship Committee and brought back to the General Board at its next meeting. If the membership does not give the budget an affirmative vote, the matter will be referred back to the General Board for their action which could include referral back to the Stewardship Committee or the appointment of an ad hoc Budget Resolution Committee to report back to the General Board at its next meeting.

Section 3 : Terms of Chairpersons on Program Council

The Worship, Membership, Christian Education, Evangelism, and Local and Global Ministries Chairs shall serve on the Program Council during their term for the purposes of coordination. Chairpersons may designate a committee in their area as need and interest arise.

Terms of Elected Chairpersons shall be for a period of one year beginning January 1 and ending December 31. They may be re-elected for a total of three (3) consecutive one-year terms. He/she shall not be eligible for re-election to that same office until one year has elapsed from the time of completion of his/her final term.

Section 4 - Ad Hoc Committees

Additional special committees may be appointed at the direction of the General Board. The representative of such a committee shall make a report to each General Board meeting while the committee is in existence.

a. Pastoral Search Committee

This committee shall be responsible for the recommendation of a prospective pastor to the congregation. It shall be composed of five people appointed by the Chairperson of the General Board in consultation with the General Board and the Regional Minister of the Christian Church (Disciples of Christ) in Oregon and Southwest Idaho. Members of the Committee shall include a diverse group that represents the current membership, as well as at least one Elder, one parent of minor children, and at least two women and two men. This committee shall elect its own chairperson and shall report its progress at each General Board meeting during its existence.

For a pastor to be considered, he/she shall carry current Christian Church (Disciples of Christ) credentials and must have a favorable recommendation from the regional pastor/minister of the state he/she last served. A prospective pastor shall first be presented to the General Board for its recommendation and presentation to the congregation. No more than one pastor shall be presented to the congregation at one time.

A standard Letter of Call form available from the Christian Church in Oregon shall be signed by the Chairperson of the General Board, the new pastor, and filed with the Christian Church in Oregon and Southwest Idaho and the denominational Search and Call Office to formalize the contractual agreement of the congregation and the pastor. This document shall outline the terms of employment.

If the General Board votes to call additional pastoral staff to the congregation, the Chairperson will appoint a pastoral search committee as above with the addition of the Senior Pastor being included on the committee. If the pastoral search is for a senior pastor, any other pastoral staff, or their family members, shall not serve on the pastoral search committee.

