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# **CONSTITUTION OF HAZELWOOD CHRISTIAN CHURCH**

## **ARTICLE I. NAME AND PURPOSE**

### **SECTION A. NAME AND AFFILIATION**

The name of this organization shall be the Hazelwood Christian Church of Muncie, Indiana, affiliated with the Christian Church (Disciples of Christ) and committed to the historic principles of this body whose local congregations are variously known as Christian churches, Churches of Christ or Brotherhood Relationship adopted by the Congregation, December 2, 1969, a copy of which is attached hereto and made a part of this constitution.

### **SECTION B. PURPOSE**

The purpose of this church shall be as revealed in the New Testament to win people to faith in Jesus Christ and commit them actively to the church, to help them grow in the grace and 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 the Kingdom of God.

## ARTICLE II. MEMBERSHIP

### SECTION A. MEMBERS

The membership of this church shall consist of those who are now identified as members and those who shall unite with it by baptism, transfer of membership, or statement of faith.

Voting privileges shall be accorded to all members who have shown an *active* interest through attendance, service, and/or giving within the past 12 months of the Annual Membership Meeting. Those who have not exhibited active status will be considered *inactive* members for 2 years and then will be removed from the records as members.

### SECTION B. STUDENT ASSOCIATE MEMBERS

A *student associate* membership shall be granted to anyone enrolled in a university degree program who is a member of any church and living temporarily in the local community, and who publicly expresses during any regular worship service, his or her desire to be a student associate member.

Full rights of membership shall be granted to any student associate member who demonstrates through attendance and/or service the desire to worship at Hazelwood Christian Church.

### SECTION C. EMERITUS MEMBERS

The status of *member emeritus* may be given, by the General Church Board, to any member who for reason of health or infirmity is unable to participate as an active member, and whose service and consecration to the church merit this honor.

### SECTION D. RESPONSIBILITIES OF ACTIVE MEMBERS

1. Shall be the final authority in all matters as they pertain to Hazelwood Christian Church.
2. Receive and act on reports and proposals from the General Church Board.
3. Approve the annual budget.
4. Elect those General Church Board members as identified in Article III, Section A. of this constitution.
5. Call the Senior Minister as provided for in Article V of this constitution.
6. Ratify the chairpersons of the permanent and functional committees as members of the General Church Board.
7. Retain the right of a referendum vote upon any action or decision of the General Church Board in a duly petitioned and called special meeting of the membership.

## ARTICLE II. MEMBERSHIP (CONT.)

### SECTION E. MEETINGS

1. The Annual Membership Meeting shall be held during the month of January.
  - a. Order of Business
    1. Meeting called to order by presiding officer
    2. Prayer
    3. Receiving of minutes of previous Annual Membership Meeting
    4. Consideration of unfinished business carried from previous meetings
    5. Receiving of reports from:
      - a. Officers  
Treasurer, Financial Secretary, Secretary/Clerk
      - b. Historian
      - c. Committees: Functional and Permanent
      - d. Boards of Trustees, Elders, and Deacons
      - e. Auxiliary Organizations
      - f. Hazelwood Christian Preschool
      - g. Special reports as requested by the ModeratorA written copy of all reports will be submitted to the Office of Secretary/Clerk.
    6. Submission and action on the budget
    7. Report from the nominating committee
    8. Call for nominations from the floor
    9. Election by written ballot (except in cases where only a sufficient number of names are offered for election)
    10. Ratification of functional and permanent committee chairpersons as members of the General Church Board
    11. Reports of staff
    12. Ministers' reports
    13. New business
    14. Adjournment
2. Special meetings shall be called upon request of the Moderator, or in his/her absence the Vice-Moderator or on written petition of ten (10) active members of Hazelwood Christian Church.
3. Written notice of all meetings should be given at least one week in advance of the meeting (Bulletin, Newsletter, etc.). The purpose should be indicated in the notice.
4. A quorum at all meetings of the membership shall consist of those active members in attendance.

## **ARTICLE III. GENERAL BOARD**

### **SECTION A. ELECTED BOARD MEMBERS**

#### **1. OFFICERS**

The following officers shall be elected by the membership at its Annual Membership Meeting for a term as designated for each, or until such time as a successor is elected and assumes office:

- a. **MODERATOR:** for a one-year term with expectation of re-election for one additional year.
- b. **IMMEDIATE PAST MODERATOR:** for a one-year term immediately following the term as Moderator.
- c. **VICE MODERATOR:** for a one-year term with the expectation of re-election for one additional year. The person holding this office is expected to be considered for election as Moderator following the term as Vice Moderator.
- d. **SECRETARY/CLERK:** for a one-year term with the expectation of re-election for two additional consecutive years.
- e. **TREASURER:** for a one-year term with the expectation of re-election for two additional consecutive years.
- f. **FINANCIAL SECRETARY:** for a one-year term with no limit on number of consecutive one-year terms.

#### **2. MEMBERS**

- a. The chairperson of each of the functional and permanent committees shall serve as a voting member of the General Church Board, as defined in the By Laws, upon ratification at the Annual Membership Meeting.
- b. The chairperson and vice-chairperson elected by the boards of Trustees, Elders and Deacons will serve as voting members of the General Church Board.
- c. The president or duly elected representative of each auxiliary organization, as defined in the By Laws shall serve as a voting member of the General Church Board.
- d. Two (2) at-large members (one of whom shall be 25 years of age or younger) will be elected at the Annual Membership Meeting to serve as General Church Board members. At-large members will serve one-year terms and may be re-elected for two additional consecutive one-year terms.

## SECTION B. NON-VOTING PARTICIPANTS

1. Senior Minister
2. Staff (as determined by the Senior Minister and Moderator)
3. Hazelwood Christian Preschool Board President
4. Other special groups as requested by the Senior Minister and Moderator

## SECTION C. QUALIFICATIONS AND ACCOUNTABILITY

### 1. QUALIFICATIONS

Consideration will be given to the qualification of General Church Board members in light of the spirit and teaching of the New Testament. They shall be servants of the membership and shall aid the membership in becoming servants of others.

A General Church Board member must be an active member of Hazelwood Christian Church and accept the following principles:

- Willingness to practice sacrificial stewardship of personal resources for the work of Christ's church.
- Regular and dedicated pattern of worship participation.
- Willingness to strive to conduct one's total life to be a Christian witness.
- Willingness to accept and fulfill roles on functional committees and/or auxiliary groups.
- Attendance at General Church Board meetings.

### 2. ACCOUNTABILITY

In the event that a General Church Board member does not fulfill his/her responsibilities to the General Church Board, such person may be asked by the Moderator to resign from that position.

#### SECTION D. RESPONSIBILITIES OF OFFICERS

1. The MODERATOR shall fulfill the usual duties of the office which include but are not limited to:
  - Calling and presiding at all regular and/or special meetings of the membership.
  - Serving as convenor and business leader of the General Church Board.
  - Assuming responsibility for the ongoing work of the General Church Board.
  - Serving as an ex-officio member of all functional and permanent committees.
  - Signing the approved minutes of the meetings of the membership and General Church Board.
2. The IMMEDIATE PAST MODERATOR shall:
  - Serve in a consulting role on the General Church Board. Experience as Moderator will be used to help keep continuity in the work of the General Church Board.
3. The VICE MODERATOR shall fulfill the usual duties of the office, which include but are not limited to:
  - Serving as Moderator in the absence of the Moderator.
  - Serving as an ex-officio member of all functional and permanent committees.
  - Preparing to assume the duties of Moderator in a subsequent election.
4. The SECRETARY/CLERK shall fulfill the usual duties of the office, which include but are not limited to:
  - Keeping the minutes of all regular and/or special meetings of the membership and General Church Board.
  - Filing all minutes of meetings and official documents in the church office as a permanent record.
  - Working with the office staff in keeping a complete record of the church membership and such vital statistics as births, deaths, baptisms, and weddings.
  - Working with the office staff with correspondence relevant to membership status.
  - Working with the office staff to complete the annual statistics report for the Annual Membership Meeting and for the Christian Church (Disciples of Christ) reports.
  - Working with the office staff in the record keeping of active and inactive membership status and records.

5. The TREASURER shall fulfill the usual duties of the office, which include but are not limited to:
  - Working with the bookkeeper in receiving and making a record of all funds of the church and depositing them into proper church accounts.
  - Serving as a member of the Stewardship committee.
  - Working with the bookkeeper in disbursing funds from special accounts as authorized by boards and/or committees responsible for those accounts and from other accounts when presented with the approved, appropriate claims or invoices in accordance with budgetary limitations.
  - Reporting at General Church Board and membership meetings.
  - Preparing and submitting an annual report to the membership at the Annual Membership Meeting.
  
6. The FINANCIAL SECRETARY shall:
  - Keep an individual account record of each contributor.
  - Send statements of account records to each contributor.
  - Send statements as directed by the Stewardship committee.
  - Serve as a member of the Stewardship committee.
  - Provide an annual report at the Annual Membership Meeting.

SECTION E. RESPONSIBILITIES OF GENERAL CHURCH BOARD

1. To determine and work toward the mission and purpose of Hazelwood Christian Church.
2. To consider and recommend general policies and guidelines to the membership.
3. To safeguard the assets and future viability of the organization and to ensure the availability of resources needed to implement the approved plan.
4. To determine, monitor, and strengthen programs and services through the work of the committees as designated in the By Laws.
5. To monitor and evaluate:
  - Programs and services to determine if the mission is being furthered as intended
  - Board performance, effectiveness and continuity
  - The Senior Minister's performance through the Ministerial Relations committee
6. To ensure effective organizational planning and progress through orientation and training of General Church Board members.
7. To ensure adequate staffing to accomplish the mission and purpose of the Church.
8. To act on behalf of the membership between meetings of the membership - including electing persons to complete un-expired terms on all boards.
9. To approve the Nominating committee as appointed by the Moderator.
10. To provide accountability to the membership through reports and the annual budget.

## ARTICLE IV      OTHER BOARDS

### SECTION A. TRUSTEES

1.      Election and Number

The Trustees shall not exceed six in number, one-third of whom shall be elected each year for a term of three years.

2.      Responsibilities

The Trustees shall:

- Act as legal agents of the church in all business matters under the direction of the General Church Board and subject to the approval of the church membership.
- Hold legal title to all church property.
- Keep such property adequately insured, and handle all business transactions related thereto.
- Supervise all endowment and trust funds.
- Obtain proper bonds for persons handling church funds.
- Make arrangements for an audit of the financial books no less often than every 3 years.
- Report to the membership at the Annual Membership Meeting.
- Perform such duties as required by the laws of the state of Indiana.

3.      Organization

The Trustees shall elect a chairperson and vice-chairperson who will be responsible for enabling the Trustees to accomplish its responsibilities. These persons will also serve as voting members of the General Church Board.

The vice-chairperson shall work toward becoming chairperson following the term of the present chairperson.

The Trustees shall appoint representatives to serve on the Property committee and the Stewardship committee.

## SECTION B. ELDERS

### 1. Election and Number

The Elders shall not exceed twelve in number, striving for equal representation of male/female, one-third of whom shall be elected each year for a term of three years.

### 2. Responsibilities

The Elders, in cooperation with functional committees, shall:

- Promote the growth and welfare of the church.
- Give spiritual oversight to the members with respect to regular attendance at the Lord's Supper.
- Give oversight to the visitation of the sick.
- Give thoughtful consideration to policies of the church that will enable it to fulfill its complete mission.
- Encourage by example.
- Support the missionary, evangelistic, educational, and stewardship responsibilities of the church.
- Serve at the Lord's Table.
- Perform other such duties as may be assigned.

### 3. Organization

The Elders shall elect a chairperson and a vice-chairperson who will be responsible for enabling the board to accomplish its responsibilities. These persons will also serve as voting members of the General Church Board. One of these persons shall serve on the Worship committee.

The vice-chairperson shall work toward becoming chairperson following the term of the present chairperson.

## SECTION C. DEACONS

### 1. Election and Number

The Deacons shall be not less than 36 in number, striving for equal representation of male/female, one-third of whom shall be elected each year for a term of three years.

### 2. Responsibilities

The Deacons, working with the functional committees, shall:

- Cooperate with the Elders in promoting the growth and welfare of the church.
- Assist in greeting and ushering worshipers.
- Prepare and distribute the Lord's Supper.
- Care for the communion ware.
- Receive the offering with the help of youth or others so assigned.
- Assist in financial canvasses.
- Cooperate in preparation of candidates for baptism.
- Assist with baptismal services.
- Help in care and visitation of the sick, shut-ins, and those with special needs.
- Give counsel and service in the business affairs and program activities of the church.
- Perform other duties as may be assigned.

### 3. Organization

The Deacons shall elect a chairperson and vice-chairperson who will be responsible for coordinating and organizing the responsibilities of the Deacons. These persons shall also serve as voting members of the General Church Board. One of these persons shall serve on the Worship committee.

The vice-chairperson shall work toward becoming the chairperson following the term of the present chairperson.

## SECTION D. LENGTH OF TERMS

Trustees, Elders, and Deacons are elected to serve 3-year terms and shall not be eligible for re-election for at least one year following the term.

## SECTION E. EMERITUS BOARD MEMBERS

Those who for reasons of health or infirmity, and whose service and consecration to the church merit this honor, may be retired from active responsibility by the General Church Board; and may be designated as Elder Emeritus, Deacon Emeritus, or Trustee Emeritus.

## **ARTICLE V: THE SENIOR MINISTER**

### SECTION A. CALLING

1. A representative committee of seven, appointed by the Moderator and approved by the General Church Board, shall serve as the Search committee and be responsible for recommending a prospective Senior Minister to the General Board.
2. The General Church Board shall consider the recommendation of the Search committee and, if approved, recommend the prospective Senior Minister to the membership. Only one candidate shall be presented to the church membership at a time.
3. The recommended candidate must be accepted by at least a two-thirds majority of the active members present, by written ballot, in a regular or special business meeting of the membership before a call may be extended.
4. A written statement setting forth the salary to be paid and other conditions of the call shall be made in duplicate, one copy for the Senior Minister and one for the Office of Secretary/Clerk.

### SECTION B. TERM

The term of ministry shall be for an indefinite period and may be terminated by either the Senior Minister or the General Church Board upon ninety days written notice. At least two thirds of all General Church Board members must vote in favor of the dismissal of the Senior Minister at a special or regular General Church Board meeting.

### SECTION C. RESPONSIBILITIES

The Senior Minister of the church shall fulfill the responsibilities usually pertaining to that office which include but are not limited to:

1. Serving as spiritual leader of the church.
2. Serving as a voting member of the Personnel committee.
3. Serving as an ex-officio member (without vote) of all other organized groups, auxiliaries, and committees.

4. Being responsible for all church staff. As head of the church staff he/she shall work in cooperation with the Personnel committee, Administrative Assistant, Ministerial Relations committee and any other appropriate group assuring that each staff member is adequately trained and supervised.
5. Being responsible to the church membership and reporting regularly to the General Church Board and at meetings of the membership as appropriate.
6. Being evaluated annually by the Ministerial Relations committee with a summary of that evaluation submitted to the General Church Board.

## **ARTICLE VI      OTHER STAFF**

### **SECTION A. CALLING**

1. The General Church Board is responsible for the calling of all staff. They may choose to use a Search committee, the Personnel committee, or a special Staff Selection committee as appropriate, utilizing policies and procedures appropriate to the position.
2. In the selection process, the Senior Minister shall be consulted on all hiring recommendations.

### **SECTION B. TERM**

The term of ministry/employment shall be for an indefinite period unless otherwise specified, and may be terminated by either party in accordance with individual contracts.

### **SECTION C. RESPONSIBILITIES**

Other staff shall fulfill the responsibilities agreed upon by the General Church Board and Senior Minister as outlined in their respective job descriptions. In cooperation with the Senior Minister, Ministerial Relations, Personnel and other appropriate committees, other staff shall endeavor to fulfill the spiritual needs of the church and carry out the responsibilities required of such positions.

## **ARTICLE VII**

## **NOMINATING COMMITTEE**

### **SECTION A. MEMBERSHIP**

1. A committee of five (5) members, of whom at least two (2) are current
2. General Church Board members (one of whom shall serve as chair), and at least one (1) who is not a current member of the General Church Board.
3. All members shall be appointed by the Moderator for a term of one year, approved by the General Church Board and announced to the membership at least ten (10) weeks prior to the Annual Membership Meeting.

### **SECTION B. MEETINGS**

The Nominating committee shall meet prior to the Annual Membership Meeting of the church and at other times as required. A quorum shall consist of three members, at least one of whom shall be a General Church Board member.

### **SECTION C. RESPONSIBILITIES**

1. Present at the Annual Membership Meeting, a slate of officers and candidates for the boards of Trustees, Deacons,-and Elders, in accordance with the By Laws.
2. Present at the Annual Membership Meeting, at-large candidates for election to the General Church Board.
3. Submit to the General Church Board nominees for any vacancies in any office as required.
4. Inform church membership at least eight (8) weeks prior to the Annual Membership Meeting of the opportunity to recommend candidates for election.

**ARTICLE VIII      REPRESENTATION AT AREA, REGIONAL  
AND GENERAL ASSEMBLIES OF THE CHRISTIAN CHURCH  
(DISCIPLES OF CHRIST)**

**SECTION A. REPRESENTATIVE**

The Moderator shall appoint the representative (s) for each meeting, in consultation with the Senior Minister and with approval of the General Church Board.

**SECTION B. TERM**

The term of each appointee shall be for the specific meeting in question.

**SECTION C. RESPONSIBILITIES**

It is the responsibility of representatives to vote on issues coming to the assembly for a decision, and to report to the General Church Board concerning any action taken on its behalf.

**ARTICLE IX      RULES OF ORDER**

All business meetings of the membership and the General Church Board shall be governed by Robert's Rules of Order, Newly Revised, except where noted to the contrary. The Moderator shall have the privilege of appointing an active church member as parliamentarian.

**ARTICLE X      AMENDMENTS**

This constitution may be amended at any business meeting of the membership by a two-thirds vote of the members present and voting on the amendment, provided that the proposed amendment has been submitted in writing to the membership at least thirty (30) days prior to the vote taken.

Posting a written copy of the proposed amendment in the Narthex/Rotunda of the church shall be deemed proper submission to the membership.

## **RESOLUTION OF THE CONGREGATIONAL MEETING, DECEMBER 2, 1969**

Whereas, the Hazelwood Christian Church desires to be in fellowship and continue as a cooperative church in the Brotherhood, now called the Christian Church (Disciples of Christ); and

Whereas, the Hazelwood Christian Church desires to retain all the rights, responsibilities, privileges, and authorities we now or ever have possessed as a congregation;

Be it resolved that we express to the General Office of the Christian Church (Disciples of Christ) our desire and willingness to cooperate with the Christian Church (Disciples of Christ) on the clear understanding of the congregation's rights as officially stated in the Provisional Design, Kansas City Convention. 1968:

Paragraph 88 - "Among the rights recognized and safeguarded to congregations are the right:

To manage their affairs under the Lordship of Jesus Christ.

To adopt or retain their names and charters or constitutions and bylaws.

To determine in faithfulness to the Gospel their practice with respect to the basis of membership.

To own, control and encumber their property.

To organize for carrying out the mission and witness of the church.

To establish their budgets and financial policies.

To call their ministers.

To participate through voting representatives in forming the corporate judgment of the Christian Church".

Paragraph 90 - "All financial support of the general and regional programs of the Christian church by congregations and individuals is voluntary."

Further, the sending of voting representatives to assemblies, the making of reports to the year book, and the contributing of money to cooperative work of the Christian Church (Disciples of Christ) in no way limits the rights of the congregation; and if the congregation ever desires to withdraw from the cooperative pattern, it is free to do so.

Constitution revised

January 16, 2000