

BY LAWS OF HAZELWOOD CHRISTIAN CHURCH

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VI. AMENDMENTS

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- I. The church year will begin following the election of officers at the Annual Membership Meeting in January. Present-year leadership responsibilities will begin at the completion of that meeting, or upon the reorganization of the various boards and committees immediately following the meeting.
- II. The fiscal year will begin January 1.
- III. **The General Church Board:**
 - A. Will hold its regular meetings during the months of January, March, May, July, September, and November. (The January meeting will include training and orientation of the Board.) The annual schedule of meeting dates will be determined at the January meeting.
 - B. Will hold special meetings as required on call of the Moderator or upon request of five or more members of the General Church Board.
 - C. Will consider at least 13 members of the General Church Board as constituting a quorum at regular meetings and at least 66 2/3 % of the members a quorum at special meetings (exception – see Article V, Section B of the Constitution).

Proxy votes: Each member of the General Church Board may appoint, in writing, a Proxy, to attend meetings and vote proxy for that Board member. The Board member must notify either the Moderator or Church Board Secretary, prior to the meeting, of the intent to allow the proxy to vote for the member. In the case of Chairpersons of boards, functional, or permanent committees, or auxiliary organizations, the proxy must be a member of the respective board, committee, or organization.
 - D. Will generally observe the following order of business:
 1. Meeting called to order by presiding officer
 2. Prayer
 3. Receive minutes of previous meeting
 4. Receive reports of the Church Treasurer and other officers as requested by the Moderator
 5. Receive functional, permanent, and special committee reports
 6. Action on recommendations growing out of reports
 7. Consideration of unfinished business from previous meetings
 8. New business and program suggestions for future activities
 9. Staff reports
 10. Ministers' reports
 11. Prayer
 12. Adjournment

IV. **The Senior Minister's Cabinet**

A. Purpose

To serve as a direct link between the Senior Minister and church leaders to facilitate the ongoing programs and activities of the church

B. Membership

1. The Senior Minister who will serve as chairperson
2. Other staff as designated by the Senior Minister
3. The Moderator and Vice Moderator of the General Church Board
4. The chairperson of each of the following:
 - a. Boards of Trustees, Elders, and Deacons
 - b. Functional and permanent committees as defined in the By Laws
5. The Chairperson or duly elected representative of each Auxiliary Organization as defined in the By Laws

C. Meetings

1. The Cabinet meeting dates will be set by the Senior Minister and will be held no less frequently than quarterly.
2. The Cabinet may make recommendations but is not an official decision-making body.

D. Responsibilities

1. To correlate the plans and activities of all committees and organizations
2. To coordinate the church's calendar of activities
3. To serve as a "sounding board" for ideas and plans for future programs and activities, and to make recommendations to the appropriate committees for review and implementation
4. To work with the General Church Board with needs assessment studies and long range planning, as necessary
5. To work with the General Church Board in the evaluation processes of programs and activities

- V. Administration of Church Programs
 - A. Functional Committees
 - 1. Committees
 - a. *Celebrate!*
 - b. Christian Education
 - c. Evangelism
 - d. Membership
 - e. Missions and Benevolence
 - f. Property
 - g. Stewardship
 - h. Worship
 - i. Other committees as determined by the General Church Board whose purposes further the stated mission and goals of the church
 - 2. Membership
 - a. The Moderator, Vice Moderator, and Senior Minister will constitute a committee to select the respective committees' chairpersons from the active church membership.
 - b. The committee chairpersons will be responsible for selecting the members of their respective committees.
 - c. Members for each committee will be selected from the general congregation on the basis of qualification for the task regardless of church membership status.
 - 3. General Responsibilities of Each Committee
 - a. To organize itself to conduct the business for which it is responsible
 - b. To meet regularly to attend to its business
 - c. To set goals that work toward the stated mission and goals of Hazelwood Christian Church and plan its general programs to accomplish those goals
 - d. To administer its programs in cooperation with the other committees in accomplishing the mission and goals of Hazelwood Christian Church
 - e. To provide a written report for each General Church Board meeting
 - f. To provide an annual report for the Annual Membership Meeting
 - g. To work with the Stewardship Committee in determining an annual budget for the committee
 - h. To be responsible for administering the committee's budgeted funds toward accomplishing its goals and responsibilities
 - i. To evaluate the work and effectiveness of the committee on a regular basis

4. Specific Responsibilities

a. **Celebrate! Committee**

It will be the purpose of this committee:

- 1) To ensure meaningful, creative, relaxed and relevant worship experiences through the *Celebrate!* service
- 2) To bring new and infrequent attendees to the church by reaching out to those who desire a less formal or non-traditional style of worship experience
- 3) To promote spiritual growth of attendees

It will be the responsibility of this committee:

- 1) To support and assist in generating, planning and implementing ideas for the *Celebrate!* worship experience
- 2) To enhance public recognition of *Celebrate!*

b. **Christian Education Committee**

It will be the purpose of this committee to:

- 1) Develop an effective program of Christian education for the entire church in keeping with the general objectives of Christian Education

It will be the responsibility of this committee to:

- 1) Plan and administer the total education program of the church, including:
 - a) Sunday morning activities for all ages
 - b) Youth Activities
 - c) Study Groups
 - d) Vacation Bible School
 - e) Summer Camps
 - f) Library
 - g) Audio-Visual
 - h) Leadership Training
 - i) Distribution of Christian Literature
 - j) Fostering Christian Education within the homes of the congregation
 - k) Other educational programs as determined by the committee
- 2) Work with all other groups of the church in planning educational programs

c. **Evangelism Committee**

It will be the purpose of this committee:

- 1) To cultivate an evangelistic spirit within the church
- 2) To plan and administer an evangelistic program that invites the un-churched and irregularly attending persons into a relationship with Jesus Christ

It will be the responsibility of this committee:

- 1) To encourage the development of an evangelistic spirit by training and equipping the congregation to share their faith with others
- 2) In coordination with staff, to provide appropriate promotion of the programs and activities of the church through advertising, promotional materials, etc.
- 3) To work with the office staff in compiling a list of prospective members
- 4) To aid in the assimilation of new members into the life and fellowship of the congregation

d. **Membership Committee**

It will be the purpose of this committee:

- 1) To maintain contact with the entire church membership
- 2) To enable all members to function effectively in the life of the church
- 3) To ensure a spirit of comradeship and love within the membership founded on a common love for Christ

It will be the responsibility of this committee:

- 1) To plan and promote social activities within the congregation for the purpose of developing a sense of community
- 2) To plan for holidays and special occasions within the life of the church including:
 - a) Mother's Day
 - b) Father's Day
 - c) Graduations
 - d) Thanksgiving
 - e) Christmas
 - f) New Member Recognition
 - g) Coffee Fellowship
 - h) Others as determined by the committee
- 3) To work with the church staff in providing support, supplies and funds for baby dedications, baptismal certificates, Bibles, visitation programs for members, pictorial directories, etc.
- 4) To work in coordination with other groups/committees in planning activities for the purpose of incorporating new members into the life and fellowship of the congregation

e. **Missions and Benevolence Committee**

It will be the purpose of this committee:

- 1) To create and foster a world vision of mission within the church
- 2) To lead in planning and administering the mission work of the church

It will be the responsibility of the committee:

- 1) To plan and promote missionary education programs that are appropriate for the entire church
- 2) To recommend the church's annual missionary and benevolent budget
- 3) To enlist support for world missions and the mission of the Christian Church (Disciples of Christ)
- 4) To care for local and general benevolent needs
- 5) To sponsor interdenominational activities and projects of social action
- 6) To promote "hands-on" mission experiences within the life of the church
- 7) To keep an account of all missionary giving and action within the church

f. **Property Committee**

It will be the purpose of this committee:

- 1) To care for all properties of the church

It will be the responsibility of this committee:

- 1) To work in cooperation with the Trustees in keeping all property and equipment in proper condition
- 2) To study needs and make recommendations for improvements to the church properties
- 3) To work with church staff in coordinating all work being done on the church property

g. **Stewardship Committee**

It will be the purpose of this committee:

- 1) To develop an understanding of the full meaning of Christian stewardship within the church
- 2) To direct a stewardship program that will supply the financial needs of the church as well as provide spiritual enrichment and character building for participating individuals

It will be the responsibility of this committee:

- 1) To keep alive the realization of its stewardship obligation within the life of the church
- 2) To plan and promote stewardship education
- 3) To supervise the preparation and subscribing of the church budget
- 4) To keep accurate records of the financial giving

h. **Worship Committee**

It will be the purpose of this committee:

- 1) To plan for a genuine experience of worship in the traditional public services
- 2) To enrich personal and family devotional life

It will be the responsibility of this committee:

- 1) To plan the public worship of the church in the traditional setting
- 2) To plan the elements of worship for the traditional services, such as baptism and the Lord's Supper
- 3) To plan the music, art, and drama for the traditional services
- 4) To plan special worship services
- 5) To assist in securing guest pulpit speakers as needed
- 6) To encourage the devotional life among individuals and in homes of the individuals and their families

B. Permanent Committees

1. **Ministerial Relations Committee**

a. Membership

- 1) This committee will consist of six (6) members of the active membership selected by the Moderator, Vice Moderator, and Minister(s).
- 2) The committee appointments will be announced by the Moderator to the membership at the Annual Membership Meeting.
- 3) The committee will elect its own chairperson.
- 4) The committee will make every effort to make decisions by consensus.

b. Term

- 1) Committee members will serve three-year terms with two (2) members being replaced each year.

c. Responsibilities

- 1) To provide a support group for the minister(s), and their family members
- 2) To provide a regular channel of communication for cultivating an open, affirmative and creative relationship between the minister(s) and the congregation
- 3) To conduct an annual performance evaluation of the minister(s)
- 4) To make recommendations to the Salary Determination committee concerning the minister(s) compensation package

2. **Personnel Committee**

a. Membership

- 1) This committee will be composed of the Senior Minister, Moderator, Vice Moderator and six (6) additional members from the active membership selected by the Moderator, Vice Moderator, and Senior Minister. All 9 (nine) members will have voting privileges.
- 2) The committee appointments will be announced by the Moderator to the membership at the Annual Membership Meeting.
- 3) This committee will elect its own chairperson.

b. Term

- 1) Committee members will serve three-year terms, with two (2) members being replaced each year

c. Responsibilities

- 1) To act on behalf of the membership and General Church Board in the hiring of non-ministerial employees
- 2) To provide a written statement of the terms of employment for non-ministerial employees
- 3) To counsel with the Senior Minister and others as appropriate on the release of non-ministerial employees
- 4) To establish personnel policy with input from the Senior Minister and General Church Board
- 5) To support the Senior Minister in administering personnel policies
- 6) To assist in the evaluation process of all non-ministerial employees as needed
- 7) To assist in making recommendations to the Salary Determination Committee concerning compensation packages of non-ministerial staff

3. **Salary Determination Committee**

a. Membership

This committee will be composed of:

- 1) Chairperson of the Stewardship Committee as chair of the committee
- 2) Chairperson of the Ministerial Relations Committee
- 3) Chairperson of the Personnel Committee
- 4) Moderator of the General Church Board
- 5) Senior Minister

b. Responsibilities

- 1) The responsibility of this committee is to evaluate the compensation packages of the minister(s) and staff and make recommendations concerning these packages to the Stewardship Committee.

C. **Special Committees**

The Moderator will appoint, with the approval of the General Church Board, special committees as needed to administer the work of the church (for example, Special Staff Selection, Faithful Planning, Faithful Ministry). These committees will perform duties as assigned and will continue for such time as designated.

D. **Auxiliary Organizations**

1. Organizations
 - a. Christian Women's Fellowship
 - b. Women's Organization
2. The purpose and responsibility of each group will be determined in their own constitution, by-laws, plan, or procedure.
3. These organizations will cooperate with the functional committees of the church:
 - a. In working toward the stated mission and goals of the church
 - b. In planning and administering the total program of the church
 - c. In developing their individual activities and programs
4. In order to be recognized as an Auxiliary Organization, the organization must be approved by the General Church Board.
5. These organizations will participate in the organizational structure of the church by designating a leader in the organization to serve on the Senior Minister's Cabinet and the General Church Board.
6. These organizations will provide reports to the General Church Board and to the Annual Membership Meeting.

E. **Historian**

1. The church historian(s) will be appointed by the Moderator for a term of one year.
2. The historian(s) will gather and preserve data pertaining to the history, life and work of the church, making available for publication any historical materials and presenting to the membership the annual historical statements.

VI. **AMENDMENTS**

These by laws may be amended by a majority vote of the members of the General Church Board present in a regular or special General Church Board meeting, provided that the proposed amendment has been submitted in writing to the membership of the General Church Board at least thirty days prior to the vote.

Posting a written copy of the proposed amendment in the narthex or rotunda of the church, in conjunction with a written notification of the posting, will be deemed proper submission to the General Church Board membership.

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