



***CONSTITUTION  
of the  
First Christian Church***

*(Disciples of Christ)*

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*11950 E. Reno*

*Midwest City, Oklahoma 73130-4805*

*(Revised 2 November 2014)*

***PREAMBLE***

*We, the members of the First Christian Church of Midwest City, Oklahoma, 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, MISSION, AND PURPOSE***

***Section A - Name***

*The name of this organization shall be the First Christian Church of Midwest City, Oklahoma, affiliated with The Christian Church (Disciples of Christ) in the United States and Canada, and the Christian Church (Disciples of Christ) in Oklahoma.*

***Section B – Mission***

*The mission of the First Christian Church of Midwest City shall be to glorify God through the love of Jesus Christ by living faithfully as His disciples seeking, teaching, and sharing God's word.*

***Section C - Purpose***

*The purpose of this church shall be as revealed in the New Testament to guide people to faith in Jesus Christ, commit them actively to that faith, and help them grow in the grace and knowledge of Christ that increasingly they may know and do God's will. Furthermore, this church shall work for the inclusion of all God's children, the unity of Christians, and engage them in the common task of building the Kingdom of God.*

## ARTICLE II - MEMBERSHIP

*The membership of this church shall consist of those now identified as members of the Congregation and those who shall unite with it by Baptism or by transfer of membership.*

### *Section A - Officers*

- 1. The officers of the congregation and terms of service shall be as follows:*
  - a. Chairperson - term of one (1) year.*
  - b. Chairperson-Elect - term of one (1) year.*
  - c. Secretary - term of one (1) year.*
  - d. Treasurer - term of one (1) year.*
  - e. Treasurer Elect - term of one (1) year.*
  - f. Trustees - term of (3) years. One Trustee shall be elected each year using the same nominating and election procedures as are prescribed for officers of the congregation. The longest-tenured Trustee shall serve as the Chairperson of the Board of Trustees, unless the Trustees, as a group, determine otherwise.*
  - g. Elder - term of three (3) years. The total number of the Elders shall be determined upon the basis of one (1) Elder for each fifteen to twenty (15-20) member families of the church, provided the minimum number of the Elders shall be twelve (12). One third of the Elders shall be elected each year.*
  - h. The Diaconate - term of three (3) years. The total number of the Deacons (servers/preparers) shall be sufficient to provide a minimum of four (4) serving teams per month to distribute the communion sacraments at Sunday Services and a minimum of one individual per month to prepare the sacraments for the services. One-third of the Diaconate shall be elected each year. When necessary, any congregational member may be asked to assist.*
  - i. Junior Diaconate - term of one (1) year. Junior Deacons shall be elected from members of the church who are in the sixth through*

*twelfth grade in school. The total number of Junior Deacons in any one year shall not exceed one (1) for each elected Elder. When possible, they shall serve one week a month as a youth serving team, or be assigned to serve on other teams.*

2. *Duties of Officers (All elected officers are voting members of the General Board and are expected to attend such meetings.)*
  - a. *The Chairperson shall serve as the Chief Officer of the congregation and (1) shall preside at all congregational meetings; (2) serve as Chairperson of the General Board; (3) shall have check-signing privileges; and (4 )perform such other duties as may be prescribed in the Constitution/ By-Laws, or as directed by the congregation or General Board.*
  - b. *The Chairperson-Elect shall perform the duties of the Chairperson in the Chairperson's absence and shall perform such other duties as may be prescribed in the Constitution/ By-Laws or as directed by the congregation or General Board. The incumbent is expected to be nominated to serve as the next Chairperson.*
  - c. *The Secretary shall keep minutes of all congregational and General Board meetings and as secretary of the General Board: maintains an electronic filing system, posts documents electronically, and performs such other duties as may be prescribed in the Constitution/By-Laws or as directed by the congregation or General Board.*
  - d. *The Treasurer shall serve as the single financial focal point in order to properly advise the ministerial and non-ministerial staffs, Department Directors, Committee Chairpersons, the Cabinet, the Board, the Trustees and the collective needs of the congregation.*
    - i. *The Treasurer is charged with the responsibility of overseeing both budgeted and non-budgeted expenditures, tracking them against receipts and reporting any irregularities and/or shortfalls to the General Board and others who are charged with managing funds.*
    - ii. *The Treasurer shall have the authority to assign tasks and suspend the Bookkeeper and the Contributions/Financial Coordinator to execute the decisions of the General Board.*

*The Bookkeeper and the Contributions/Financial Coordinator shall support the Treasurer as requested to implement effective financial procedures, monitor and report on the financial health of the church, produce requested financial reports and accounting, and perform or comply with audits.*

- iii. The Treasurer shall have check-signing privileges. The Treasurer shall also perform such duties as may be prescribed in the Constitution/By-Laws or as directed by the congregation or General Board.*
- e. The Treasurer-elect shall perform the duties of the Treasurer, including check-signing privileges, in the Treasurer's absence and shall perform such duties as may be prescribed in the Constitution/By-Laws or as directed by the congregation or the General Board. The incumbent is expected to be nominated to serve as the next Treasurer.*
- f. The Trustees shall 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 including: to hold legal title to all church property, handle business transactions relating thereto, oversee the management of all endowments and trust funds, have check-signing privileges, and perform such duties as may be prescribed in the Constitution/By-laws or as directed by the congregation or General Board.*
- g. The Elders, as the spiritual overseers of the Congregation, shall promote the mission, growth and welfare of the church. The Elders shall provide spiritual guidance and shepherding to the congregation, shall regularly participate in the services of the church, shall visit the sick and extend care to the spiritually distressed, shall encourage others by example in discipleship and stewardship, and shall seek to maintain unity in the Body of Christ. Elders shall preside at the Lord's Table, shall attend Board Meetings, and shall bear public witness to their faith through service and spiritual commitment. The Elders shall maintain close communication and relations with the Ministers by setting shared goals for ministry, by supporting the spiritual, personal and professional growth of the Ministers, by conducting performance review and evaluation, and by recommending compensations and benefits for the ministerial staff.*

- h. The Diaconate, in cooperation with functional departments, shall cooperate with the Elders in promoting the growth and welfare of the church, assist in the greeting and ushering of the worshipers, prepare and distribute the Lord's Supper and receive the offerings, assist in stewardship canvassing, visitation projects and preparation of candidates for baptism, give council and service in the business affairs and program activities of the church, cooperate in ministering to the needy, attend Board meetings, and perform such other duties as may be assigned by the congregation or General Board.*
- i. The Junior Diaconate, in cooperation with the functional departments, shall work with the Elders and Diaconate in promoting the growth and welfare of the Church with particular attention to the youth, assist in the greeting and ushering of the worshipers, distribute the Lord's Supper and receive the offerings, assist in visitation projects, cooperate in ministering to the needy, attend Board meetings, provide special counsel to the board on matters pertaining to youth, and perform such other duties as may be assigned by the congregation or General Board.*

### *3. Election of Officers*

- a. The Elders of the church shall act as the nominating committee to select candidates for officers of the congregation.*
- b. At least 120 days prior to the end of the church year, the Elders shall announce that recommendations from the membership for officers of the congregation will be received by the Elders. The Elders in cooperation with the minister shall consider all suggested candidates, as well as others considered qualified, and shall nominate at least one qualified candidate for each office in which there will be a vacancy. The considerations of the Elders shall in all respects be guided by the principles of the New Testament, and prior permission will be secured from the persons being nominated.*
- c. Election of the officers shall be at the annual business meeting of the congregation. Nominations made by the Elders shall be published and distributed to the congregation at least two weeks prior to this meeting. After the Elders' list of nominees has been presented at the meeting, nominations from the floor will be received, subject to the provision that no nomination shall be made without the prior approval of the person to be nominated.*

*Balloting shall be by secret ballot, and those receiving a majority of the votes cast at the meeting shall be declared elected.*

- d. An Elder shall be ineligible to serve either as an Elder or member of the Diaconate until one year has elapsed since in the expiration of his or her tenure of office. A member of the Diaconate may be elected as an Elder immediately following the term of office, but may not be elected to another term as a member of the Diaconate for at least one year after expiration of the term.*
- e. Vacancies in any office before the expiration of a normal term shall be filled for the remainder of the term by appointment of the Chairperson and vote of the General Board.*

#### *Section B - The General Board*

- 1. The General Board of the church shall consist of the elected officers of the congregation. The Chairperson of the congregation shall be the Chairperson of the Board.*
- 2. The President/Director, or a designated representative, of each of the Functional Departments and the auxiliary organizations of the church shall be **ex-officio** voting members of the Board, if they are not elected officers of the congregation.*
- 3. It shall be the duty of the Board: a. to consider and recommend to the congregation all matters of general policy, b. to transact business of the church, c. to administer the programs of the church through its functional departments.*
- 4. The Board shall make semi-annual reports to the congregation.*

#### *Section C - Honorary Elder Emeritus and Deacon Emeritus*

*Persons demonstrating long service and extraordinary consecration to the church may be elected to the lifetime office of Elder Emeritus or Deacon Emeritus.*

### *ARTICLE III – MINISTERS*

#### *Section A - Duties*

*The ministers of the church shall perform the duties as prescribed in the job description as prepared and approved by the Elders. The senior minister shall be a voting member of all organized groups, auxiliaries, departments, and committees.*

*Other ministers shall be a voting member of any organized group in which they are serving. All ministers are voting members of the General Board.*

#### *Section B - Selection*

- 1. The senior minister shall be chosen by the church as hereinafter provided:*
  - a. A representative committee nominated by the chairperson and elected by the General Board, shall serve as the search committee and be responsible for recommending a prospective minister to the General Board.*
  - b. The General Board shall consider the recommendations of the search committee, and if approved, recommend the prospective minister to the congregation. It shall be the policy of the church to consider only one prospective minister at a time.*
  - c. The recommendation of the General Board must be accepted by at least four fifths (80%) of members present and voting in a regular or special business meeting of the congregation before a call may be extended.*
  - d. The term of ministry shall be for an indefinite period and may be terminated by either party upon 60 days written notice. A written statement setting forth the salary to be paid and other conditions of the call shall be made in quadruplicate, one copy for the minister, one for the church office, one for the Treasurer, and one for the Stewardship Department Director.*
- 2. The other minister(s) shall be chosen in the same manner as the senior minister except that the selecting committee will include the senior minister. The other ministers' services may be terminated by either party upon 60 days written notice. A written statement setting forth the salary to be paid and other conditions of the call shall be made in quadruplicate, one copy for the minister, one for the church office, one for the Treasurer, and one for the Stewardship Department Director.*

#### *ARTICLE IV - Other Persons*

*All duties of non-ministerial staff and contract employees will be kept on file in the church office.*

#### *ARTICLE V - MEETINGS*

### *Section A - Meetings to be held*

*The church shall hold:*

- 1. The annual business meeting at least forty-five (45) days prior to the beginning of the church year.*
- 2. The annual planning meeting shall be after the annual business meeting and prior to the beginning of the church year.*
- 3. Special meetings, as required; such meetings to be called by the chairperson or chairperson-elect or upon request of the General Board or written petition of three (3) or more members of the congregation.*

### *Section B - Voting*

*Congregational members may vote either by physical presence or proxy. A preprinted, personalized proxy form shall be provided with the meeting announcement, and that signed form, or a signed member-generated form containing the same information, must be presented to the General Board Secretary by either the grantor or holder of the proxy prior to the meeting in order for the proxy to count for voting purposes.*

### *Section C - Notice of Business Meetings*

*Notice of all business meetings of the congregation shall be given at a regular Sunday service of the church at least one week in advance of the meeting. All business meetings of the congregation and the General Board shall be governed by Robert's Rules of Order.*

## *ARTICLE VI - AMENDMENTS*

*This constitution may be amended at any business meeting of the congregation by a two thirds vote of the members present and voting on the amendment, provided that written notice of the meeting to vote on the proposed amendment has been announced at a regular Sunday service at least two weeks before the vote is taken. A copy of the proposed amendments will be made available at least two weeks prior to the congregational meeting.*