

FAIRVIEW CHRISTIAN CHURCH
(Disciples of Christ)

BY-LAWS

ARTICLE 1. OFFICERS of the CONGREGATION

SECTION A. ELECTION and TERM of OFFICE

1. The Nominating Committee shall nominate and after approval by the Fairview Board the Congregation shall elect the following officers at its annual meeting:
 - Board Moderator / President of the Congregation
 - Board Vice Moderator / Vice-President of the Congregation
 - Treasurer
 - Co-Treasurer
 - Three (3) Assistant Treasurers
 - Three (3) Auditors
2. These officers may serve in their respective positions for up to three (3) consecutive one (1) year terms as voted on at the annual meeting of the Congregation. The first year term shall be on a probationary basis.
3. Any cause to remove an individual(s) from an elected office must first be presented to the Nominating Committee by the person(s) bringing the allegation against them. The individual(s) in question shall have the opportunity to hear and respond to all accusations brought against them. The Nominating Committee may recommend a resolution of the issue to both parties involved. If not resolved to their mutual satisfaction, either party may further pursue the matter through the Conflict Resolution Process (CRP) Guidelines for a Spiritual and Healthy Congregation. [REF: Attachment THREE]
4. After serving three (3) consecutive yearly terms in an office, they shall not succeed themselves in that same position for at least one (1) year.

ARTICLE 1. OFFICERS of the CONGREGATION (cont.)

SECTION B. QUALIFICATIONS

1. Officers must be members of the Congregation of Fairview Christian Church (Disciples of Christ) Lynchburg, Virginia.
2. Officers must be active in the life of the Congregation and give evidence of seeking to grow in their own understanding and practice of the Christian Life as shown in their behavior and attitude, attendance and participation, willingness and abilities, in accordance with the Ethical Guidelines for Congregational Conduct [REF: Attachment TWO, primarily Section II].

SECTION C. RESPONSIBILITIES

1. The Board Moderator, as the President of the Congregation, shall preside at all stated and special meetings of the Congregation and perform such other duties associated with the office of President.
2. The Vice-Moderator, as the Vice-President of the Congregation, shall serve to support the Board Moderator. And in the absence of the Moderator, shall preside at meetings of the Congregation and perform such other duties associated with the office of President.
3. The Treasurer shall receive all income of the Congregation and keep accurate records of the source and amount of such income. Depositing such incomes to its proper accounts and pay all accounts of the Congregation as authorized by the Budget or special action of the Fairview Board when such items are not in the Budget. Provide accurate records of all income and expenditures with regular written reports to the Fairview Board.
4. The Co-Treasurer and Assistant Treasurers shall serve to support and assist the Treasurer. And the Co-Treasurer, in the absence of the Treasurer, shall perform the duties associated with the office of Treasurer.
5. The Auditors shall perform an annual audit of the financial records and report the findings of their audit to the March meeting of the Fairview Board.
6. The Stewardship Ministry, with the Trustees authorization or by their direction, shall arrange for an outside audit, as either may deem necessary, and submit a report of the findings of the audit to the Fairview Board.

ARTICLE 1. OFFICERS of the CONGREGATION

SECTION C. RESPONSIBILITIES (cont.)

7. The Treasurer, by virtue of the office held, is authorized to sign checks and conduct associated banking activities on behalf of the Congregation. The Co-Treasurer and a designated Trustee may also be so authorized by action of the Fairview Board.

ARTICLE 2. The FAIRVIEW BOARD

SECTION A. MEMBERSHIP and MEETINGS

1. The Full membership of the Fairview Board shall be composed of the Treasurer and Co-Treasurer as Officers of the Congregation; the Moderator and Vice-Moderator as Board Officers; all Elders, all Diaconate, and all Trustees; the Chairperson and Vice-Chairperson as Cabinet Officers; and the Chairpersons of the Functional Ministries (with a Youth Representative of the Youth Ministry) or their duly designated representatives. The Complete membership shall also include the Assistant Treasurers, Auditors, Board Secretary and Cabinet Secretary, elected as support staff members without voting privileges. [REF: Recommendations #2 Board Offices and Organization Chart]
2. The Voting membership of the Fairview Board shall consist of a representative body to include the Treasurer; the Board Moderator; a rotating one third (1/3rd) of the Elders, a rotating one third (1/3rd) of the Diaconate, and a rotating one third (1/3rd) of the Trustees; the Cabinet Chairperson; and the Chairpersons of the Functional Ministries (with a Youth Representative of the Youth Ministry) or their duly designated representatives. [REF: Recommendations #2 Board Offices and Organizational Chart]
3. The Minister(s) of the Congregation shall serve as members ex officio, without vote, on the Fairview Board.
4. Stated and called meetings of the Fairview Board shall be as set forth in the Constitution, Article 5., Section B.

ARTICLE 2. The FAIRVIEW BOARD (cont.)

SECTION B. ELECTION and TERM of OFFICE

1. The Moderator of the Fairview Board shall appoint a Nominating Committee composed of five (5) members of the Fairview Board, five (5) members of the Congregation at large who are not members of the Fairview Board, and select a Chairperson from this group. The Board Moderator shall present them for approval by the Fairview Board at its September meeting and notify the Congregation of the results by the month of October.
2. The Nominating Committee shall nominate the complete membership of the Fairview Board, including its elected support staff. [REF: By-Laws, Article 2. Section A. #1.]
3. Members of the Fairview Board shall serve as such by virtue of the elected office they otherwise hold in the Congregation for the terms of and under the conditions of those offices.
4. The Moderator of the Fairview Board shall recognize the duly designated representatives for absent and duplicate voting positions or otherwise make appointments to fill such vacancies, subject to the approval of the Full Board present, in order to fill the Voting Board or at least meet a quorum to conduct business.

SECTION C. QUALIFICATIONS

The qualifications for the Fairview Board shall be the same as for the Officers of the Congregation in the By-Laws, Article 1. Section B.

SECTION D. AUTHORITY

1. The Fairview Board shall perform its duties according to the authority granted in the Constitution or otherwise delegated to it by the Congregation.
2. In keeping with the traditions of the Christian Church (Disciples of Christ), the ultimate human authority of the Congregation shall rest with the Congregation.
3. All organizational teams within the Congregation shall be responsible to and report regularly to the Fairview Board, and through it, to the Congregation.

ARTICLE 2. The FAIRVIEW BOARD

SECTION D. AUTHORITY (cont.)

4. All business meetings of the Fairview Board shall be governed by Robert's Rules of Order to allow all of those in attendance to be heard and to participate to the fullest extent of their authority and responsibility as members of the Congregation of Fairview Christian Church (Disciples of Christ) in a fair, courteous, and orderly manner.
5. A quorum shall consist of two thirds ($2/3^{\text{rd}}$) of the full membership of the full Board and two thirds ($2/3^{\text{rd}}$) of the voting membership of the voting Board.

SECTION E. RESPONSIBILITIES

1. The Fairview Board shall conduct its affairs in harmony with the Constitution and By-Laws of Fairview Christian Church (Disciples of Christ).
2. The Fairview Board shall be responsible for conducting the business affairs of the Congregation and, working through the Cabinet, provide for the planning, coordinating, resourcing, and implementation of the work and activities of the Congregation.
3. The Moderator shall preside over all stated or called meetings of the Fairview Board, the Congregation as President and perform other such duties normally associated with the office of Moderator or President.
4. The Vice-Moderator shall serve to support and assist the Moderator. In the absence of the Moderator, the Vice-Moderator shall preside over all stated or called meetings of the Fairview Board, the Congregation as Vice-President and perform other such duties normally associated with the office of Moderator or President.
5. The Secretary shall keep accurate minutes of all meetings of the Fairview Board and provide for the minutes to be reviewed and approved by the Fairview Board at subsequent meetings and then make them available to the Congregation in a timely and convenient manner.

ARTICLE 2. The FAIRVIEW BOARD

SECTION E. RESPONSIBILITIES (cont.)

6. The Fairview Board shall establish, and maintain through their Cabinet positions, the Functional Ministries as follows: (#1) the Administrative Ministries - Personnel, Property, and Stewardship; (#2) the Nurturing Ministries - Christian Education, Membership, Worship and Youth; and (#3) the Service Ministries - Community Service, Evangelism, and World Outreach. [REF: Recommendation #1 Job Responsibilities and Limitations - the Functional Ministries]
7. The Board shall also establish any other Ministries, Committees, Funds, or organizational teams it deems necessary to carry out the business and operations of the Congregation and its mission. [REF: Recommendation #1 Job Responsibilities and Limitations - Committees and Funds]
8. The Nominating Committee, in consultation with the Board Moderator and the Minister(s), shall select the Chairpersons of the Functional Ministries to be approved by the Board for election by the Congregation at its annual meeting.
 - a. These officers may serve in their respective positions for up to three (3) consecutive one (1) year terms as voted on at the annual meeting of the Congregation. The first year term shall be on a probationary basis.
 - b. Any cause to remove an individual(s) from an elected office must first be presented to the Nominating Committee by the person(s) bringing the allegation against them. The individual(s) in question shall have the opportunity to hear and respond to all accusations brought against them. The Nominating Committee may recommend a resolution of the issue to both parties involved. If not resolved to their mutual satisfaction, either party may further pursue the matter through the Conflict Resolution Process (CRP) Guidelines for a Spiritual and Healthy Congregation Guidelines for a Spiritual and Healthy Congregation.. [REF: Attachment THREE]
 - c. After serving three (3) consecutive yearly terms in an office, they shall not succeed themselves in that same position for at least one (1) year.

ARTICLE 2. The FAIRVIEW BOARD

SECTION E. RESPONSIBILITIES (cont.)

9. The Board Moderator, in consultation with the Minister(s), shall appoint the Chairpersons and membership of the Committees, Funds, and any other such specific purpose teams of the Congregation, subject to approval of the Fairview Board, to serve for a period not to exceed one (1) year.
 - These officers may serve in their respective positions for up to three (3) consecutive one (1) year terms. The first year term shall be on a probationary basis.
 - Any cause to remove an individual(s) from an appointed office must be brought before the Fairview Board through the Conflict Resolution Process (CRP) Guidelines for a Spiritual and Healthy Congregation. [REF: Attachment THREE]
 - After serving three (3) consecutive yearly terms in an office, they shall not succeed themselves in that same position for at least one (1) year.
10. The Personnel Ministry membership shall consist of the Chairpersons of the Property, Stewardship, and Worship Ministries (or their representatives) and three (3) members of the Congregation at large, with the Moderator of the Fairview Board serving as ex officio member.
11. The Personnel Ministry is responsible for developing job descriptions, conducting salary surveys, developing personnel policies, and maintaining personnel records; and for preparing personnel budget recommendations to be submitted to the Stewardship Ministry in October.
12. If any personnel issue that may arise is not satisfactorily resolved after a scheduled conference with the ministerial staff or non-ministerial support staff member involved (Matthew 18), either party to the issue may submit their grievance to the Board Moderator or Personnel Chairperson for further consideration under the Conflict Resolution Process (CRP) Guidelines for a Spiritual and Healthy Congregation [REF: Attachment THREE].
13. The hiring and dismissal of non-ministerial support staff is the responsibility of the Personnel Ministry and their recommendations shall be presented to the Board Moderator for review by the Fairview Board.
14. The Personnel Ministry shall meet as needed, but at least twice per year to conduct performance evaluations and to prepare compensation recommendations.

ARTICLE 2. The FAIRVIEW BOARD

SECTION E. RESPONSIBILITIES (cont.)

15. The Fairview Board shall receive regular written reports, as it deems necessary for its job performance and communication, from its Cabinet, Committees, Funds, and all other organizational teams of the Congregation; and it may act upon such reports with acceptance, modification, disapproval, or referral back to the respective organization. (However, this requirement shall in no means compromise the Board authorized confidentiality needed for any organizational team to successfully conduct its assigned ministry).
16. The Fairview Board shall receive the proposed Annual Budget of the Congregation from the Stewardship Ministry in November and recommend its approval, or approval with amendment(s), to the Congregation for its approval or disapproval by secret ballot at its annual meeting in December. Subsequent over-expenditures or requests for additional funds from organizations within the Congregation must be approved by the Fairview Board.
17. The Fairview Board shall present the calling of all Ministerial Staff to the Congregation for its approval or disapproval.

ARTICLE 3. MINISTER(S)

SECTION A. RESPONSIBILITIES

1. The Senior Minister, in cooperation with the ministerial staff, shall serve as the spiritual director(s) of the Congregation and perform the duties which pertain to that office(s) and as further specified in their job description(s).
2. The Senior Minister as leader of the ministerial team, in cooperation with the Moderator of the Fairview Board, shall encourage orderly procedures in the life and work of the Congregation in compliance with the Constitution, By-Laws, policies and procedures of Fairview Christian Church (Disciples of Christ).
3. The Minister(s) as principal administrator(s) and ex officio members of all organizational teams of the Congregation shall provide for the direction, training, and support of the Congregation's leaders.

ARTICLE 3. MINISTER(S) (cont.)

SECTION B. SELECTION

1. The Minister(s) shall be chosen by the Congregation as follows:
 - a. The Moderator of the Fairview Board shall appoint a Search Committee composed of four (4) members of the Fairview Board, four (4) members of the Congregation at large who are not members of the Fairview Board, and select a Chairperson from this group. One (1) Elder shall be a member and one (1) actual Youth, if available, or adult Mentor, otherwise, shall be a member. The Board Moderator shall present them for approval by the Fairview Board and notify the Congregation of the results.
 - b. The Search Committee may negotiate with only one (1) prospective Minister at a time; however information can be secured on several candidates at any time during the search process.
 - c. The Search Committee shall recommend a prospective Minister to the Fairview Board including a Compensation and Benefits Package established with the Stewardship Ministry and a Contract and Job Description established with the Personnel Ministry.
 - d. The Fairview Board may accept the recommendation of the Search Committee by a two thirds (2/3rd) majority of the full Board present and voting to approve its presentation to the Congregation.
 - e. The Congregation may accept the presentation of the Fairview Board by a two thirds (2/3rd) majority of the members of the Congregation present and voting by secret ballot.
 - f. Upon approval by the Congregation, a call shall be extended to the prospective Minister by the Fairview Board on behalf of the Congregation.

SECTION C. TERMS of EMPLOYMENT

1. An agreement of employment establishing the contract and job description; compensation and benefits; and other conditions of the call shall be provided to the Minister(s), with a copy filed in the church office. The Minister(s) shall perform the duties which usually pertain to that office(s) as principal administrator(s), spiritual director(s), and ex officio member(s) of all organizational units as ministries of the Congregation.

ARTICLE 3. MINISTER(S)

SECTION C. TERMS of EMPLOYMENT (cont.)

2. The duration of ministerial employment shall be for an indefinite period, unless otherwise limited by contract, and for as long as the Minister(s) and the Congregation are able to continue working together for the Kingdom of God. Employment may be terminated upon 60 days notice by either party to the employment agreement. The Minister(s) shall submit a written resignation as notification of intent to the Board Moderator and Personnel Ministry and for presentation to the Fairview Board.
3. Any action taken to terminate the employment of the Minister(s) must first be made through a motion to the Fairview Board to do so, and must be approved by a two thirds ($2/3^{\text{rd}}$) majority of the full Board present and voting to recommend it to the Congregation.
4. A recommendation by the Fairview Board to terminate the employment of a Minister(s) must be approved by a two thirds ($2/3^{\text{rd}}$) majority of the members of the Congregation present and voting by secret ballot before a notice of termination may be given. The Congregation, the Minister involved, and the Regional Minister of the Christian Church (Disciples of Christ) shall be notified of the Congregational meeting to consider termination two (2) weeks in advance. The Fairview Board may suspend the Minister involved from all duties prior to the meeting of the Congregation.

ARTICLE 4. ELDERS, DIACONATE, and TRUSTEES

SECTION A. ELECTION and TERM of OFFICE

1. The Nominating Committee shall select the Elders, Diaconate, and Trustees to be approved by the Board for election by the Congregation at its annual meeting.
2. These officers may serve in their respective positions for up to three (3) consecutive one (1) year terms as voted on at the annual meeting of the Congregation. The first year term shall be on a probationary basis.
3. After serving three (3) consecutive yearly terms in an office, they shall not succeed themselves in that same position for at least one (1) year.

ARTICLE 4. ELDERS, DIACONATE, and TRUSTEES (cont.)

SECTION B. QUALIFICATIONS

The qualifications for the Elders, Diaconate, and Trustees shall be the same as for the Officers of the Congregation in the By-Laws, Article 1. Section B.

SECTION C. RESPONSIBILITIES

1. Elders are the Spiritual Leaders of the Congregation and shall be responsible for the growth and development of the spiritual life of the Congregation. They shall assist and share with Minister(s) in the conduct of pastoral functions, and provide active support and constructive counsel for the Minister(s). [REF: Recommendations #1 Job Responsibilities and Limitations - the Office of Elder AND #2 Board Offices and Organizational Chart]
2. Diaconate are the Administrative Leaders of the Congregation and shall be responsible for the maintenance and growth of the Congregation through active support and constructive feedback for all church officers, established programs, organized groups, and individual members of Fairview Christian Church (Disciples of Christ). [REF: Recommendations #1 Job Responsibilities and Limitations - the Office of Diaconate AND #2 Board Offices and Organizational Chart]
3. Trustees are the Legal Representatives of the Congregation and shall be responsible for all legal matters of Fairview Christian Church (DOC); endowment funds, capital improvement financing, or other major financial concerns of the Congregation not in the Annual Budget approved by the Congregation at its annual meeting. [REF: Recommendations #1 Job Responsibilities and Limitations - the Office of Trustee AND #2 Board Offices and Organizational Chart]

ARTICLE 5. The CABINET

SECTION A. MEMBERSHIP and MEETINGS

1. The Nominating Committee, in consultation with the Board Moderator and the Minister(s) shall select the Cabinet officers consisting of a Chairperson, Vice-Chairperson, Secretary, and Youth Representative to be approved by the Board for election by the Congregation at its annual meeting.
 - a. These officers may serve in their respective positions for up three (3) consecutive one (1) year terms as voted on at the annual meeting of the Congregation. The first year term shall be on a probationary basis.
 - b. Any cause to remove an individual(s) from an elected office must first be presented to the Nominating Committee by the person(s) bringing the allegation against them. The individual(s) in question shall have the opportunity to hear and respond to all accusations brought against them. The Nominating Committee may recommend a resolution of the issue to both parties involved. If not resolved to their mutual satisfaction, either party may further pursue the matter through the Conflict Resolution Process (CRP) Guidelines for a Spiritual and Healthy Congregation. [REF: Attachment THREE]
 - c. After serving three (3) consecutive yearly terms in an office, they shall not succeed themselves in that same position for at least one (1) year.
2. The full Cabinet shall consist of the Cabinet Officers, the Chairpersons of the Functional Ministries (an actual Youth, when available, may represent the Youth Ministry, otherwise an adult Mentor may act as its Chairperson), the Board Moderator, and the chief elected officers of each major auxiliary group(s) of men, women, and youth.
3. The Cabinet shall alternate its scheduled meetings with the stated meetings of the Fairview Board, by meeting on the third Monday of alternating months beginning in February of each year.

SECTION B. RESPONSIBILITIES

The Cabinet shall create, organize and start the planned activities and programs of the Congregation and, in cooperation with the Fairview Board, establish the procedures to successfully present, complete and evaluate them.

ARTICLE 6. NOMINATIONS

1. The Nominating Committee shall select, for Board recommendation, all those to be elected to office by the Congregation at its annual meeting.
2. Nominations to any office may also be made from the floor of meetings of either the Board or the Congregation. This includes write-in votes for candidates not listed on the ballots.
3. The Moderator of the Board may make appointments to fill any offices that may remain or become vacant, subject to approval by the Fairview Board.

ARTICLE 7. PROPERTY MAINTENANCE

Repair, maintenance, and replacement of all property of the Congregation shall be the responsibility of the Property Ministry as defined and limited by its annual budget. Capital improvements requiring funding beyond that approved in its budget must be coordinated with the Trustees and approved by the Fairview Board.

ARTICLE 8. AMENDMENTS and REVISIONS

1. These By-Laws of Fairview Christian Church (Disciples of Christ) may be amended or revised at any Congregational meeting by a two thirds (2/3rd) majority vote of the members present and voting on the proposed amendments or revisions.
2. The Fairview Board shall appoint a Revisions Committee to review and update them for any proposed changes.
3. The Fairview Board may recommend any such proposed changes to the Congregation for its consideration by a two thirds (2/3rd) majority vote of its full membership present and voting.
4. Written notice of the proposed amendments or revisions shall be circulated to the Congregation by mail and/or handout thirty (30) days prior to the date of the vote, or by reading and/or handout at two (2) successive Sunday morning worship services immediately prior to the time the vote is to be taken.

Revised: September 17, 1990
(Board Approval 09/17/90; Congregation Approval 12/02/90)

Amended: January 6, 1991
(page 7. Auditor to report to March Board instead of February)

Amended: September 1, 1991
(Included recommendations from Ad Hoc Committee)

Revised: November 20, 1995
(Board Approval 11/20/95; Congregation Approval 12/10/95)

Revised: **XXXXXX xx, xxxx**
(Board Approval **xxxxxxx**; Congregation Approval **xxxxxxx**)

