

BY-LAWS
OF
WHITE OAK POND CHRISTIAN CHURCH (DISCIPLES OF CHRIST)
RICHMOND, KENTUCKY

BY-LAWS

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APPENDIX A & B

1. Church Year

The church year shall begin January 1.

2. Storage of Constitution and By-Laws

The official Constitution and By-laws will be kept in the church fire safe, with a copy always available in the church office and electronically on the church website. A copy of all Official Board, Congregational Minutes and committee reports will be kept in a secure location.

3. Membership

SECTION A. ADDITION TO THE MEMBERSHIP

Addition to the membership of this church shall consist of (1) uniting by public confession of faith and baptism; (2) uniting the public confession of faith and affirming an earlier baptism (while affirming other forms of baptism, we encourage the practice of immersion, the clearest symbol of baptism); (3) presenting letters of transfer, or oral statement; or (4) choosing membership in this and a precious congregation (known as dual membership).

SECTION B. DELETION FROM THE MEMBERSHIP ROLE

In order to be removed from membership in this congregation, a member must cease participation by virtue of (1) death; (2) transfer of membership to any other congregation or faith; or (3) submission to the Official Board of a written statement indicating their desire to discontinue membership.

4. Standing Committees

Standing committees of the Board include:

Finance	Christian Education (currently inactive)
Property	Outreach (currently inactive)
Worship	Membership & Evangelism (currently inactive)
Personnel	Pastoral Relations

The Chairperson of the Board, in consultation with the minister(s) will nominate Chairs for each committee yearly and these will be approved by the Board. Chairs will then assemble the rest of the committee. The chairs should be appointed and voted on by the first board meeting of the year.

5. ELDERS, DEACONS AND OFFICES OF THE BOARD

Deacons and Elders shall be elected by the church at its annual business meeting for a term of three (3) years. They are eligible for one successive term. The population of Deacons and Elders will be in-acted in a rolling form where no more than one third (1/3) of members rotate to inactive status at a time. Members may move to emeritus (honorary)

status by vote of Elders or Deacons in response to their years of service and gifts of time and faithful energy.

1. Eldership (official membership should be no more than 12)
2. Diaconate (official membership should be no more than 24)

SECTION A. EXPECTATIONS OF ELDERS AND DEACONS

Elders: Spiritual and personal fitness as found in 1 Timothy 3:1-7 and Titus 1:6-9. Elders are expected to maintain regular and faithful attendance in worship and Board meetings. Elders are expected to give proportionately of their income to God according to Malachi 3:8-12. All Elders are encouraged to be familiar with the current Elder Covenant (Appendix A) as a guide to the responsibilities and duties of the office.

Deacons: Spiritual and personal fitness as found in 1 Timothy 3:8-13. Deacons are expected to maintain regular and faithful attendance in weekly worship and Board meetings. Deacons are expected to give proportionately of their income to God according to Malachi 3:8-12. All Deacons are encouraged to be familiar with the current Deacon Covenant (Appendix B) as a guide to the responsibilities and duties of the office.

SECTION B. QUALIFICATIONS OF LEADERSHIP

1. All members of the Eldership, Diaconate and Officers must be members of the congregation (one year of participation in life of the congregation suggested) prior to serving.
2. Both males and females are eligible for all church positions.
3. A member shall have served in the Diaconate of White Oak Pond Church for at least one (1) term prior to being elected to Eldership; however, any ordained Christian Church (Disciples of Christ) minister, who is a member of this congregation would be eligible for nomination for Eldership without having served in the Diaconate of this congregation first.
4. A member must have served on the Official Board for at least one year prior to serving the Board as an officer of the Board.

SECTION C. DUTIES OF OFFICERS OF THE OFFICIAL BOARD

1. The Chairperson shall fulfill the usual duties of such an officer, call/organize and preside at all regular or special business meetings of the congregation and serve as Chairperson of the Official Board.
2. The Vice-chairperson shall fulfill the usual duties of such an officer, preside at all regular business meetings of the church in the absence of the Chairperson, and serve as Vice- chairperson of the Official Board.
3. The Eldership shall promote the growth and welfare of the church; give spiritual oversight to the members; visit the sick and shut-ins; serve at the Lord's Table;

distribute home communion; be responsible for a Nurturing Circle; and perform such other duties as may be needed.

4. The Diaconate shall cooperate with the Elders in promoting the growth and welfare of the church; be responsible for greeting the worshipers; distributing the Lord's Supper; ministering to the needy of the church and all other families in times of sickness or bereavement; and such other duties as they may be needed.

5. The Secretary of the Official Board shall keep minutes of all congregational and Board meetings, keeping a record of its regular or called meetings. All records mentioned herein shall become official upon acceptance of the Official Board and shall constitute a permanent record of church business. A record of all documents will be kept in the church office. The duty of the Secretary also includes filing of official amendments to the Constitution and By-laws and keeping a written record of actions taken by the Executive Committee.

6. The church Treasurer shall receive and disburse all funds of the church within the approved budget. The Treasurer shall make regular reports to the Official Board and a semi-annual report to the church. Non-budget expenditures must be approved by the Official Board.

SECTION D. TERMS OF SERVICE

1. The Chairperson of the Board shall serve a term of one year with an option for a second year (under special circumstances).

2. The Vice Chairperson shall serve a one or two year term (under special circumstances) and normally will serve as the Chairperson the following year.

3. The Secretary shall serve a one year term.

4. The Treasurer may succeed himself/herself as approved by the Official Board.

SECTION E. ELECTION OF OFFICERS, ELDERS AND DEACONS

1. A Nominating Committee shall be composed of a minimum of six (6) persons, including the Chairperson of the Board, Vice-chairperson of the Board (serving as Chair for this committee), Chair of Eldership and Diaconate, (*previously read that the Disciples Women and Disciples Men Chairs were on the committee*) and two (2) at-large members approved by the Official Board and announced to the congregation at least four (4) months (September) prior to the annual business meeting, assembled to nominate candidates for officers of the church.

2. Throughout the month of September, nomination forms for Elder and Deacon shall be available to all members of the congregation. The terms of office for both Elder and Deacon shall be three (3) years, with one third of positions elected annually.

3. In October the Nominating Committee shall consider qualifications and expectations for office to determine the number of appropriate positions for each office, apprise nominees of the responsibilities and duties of their office prior to their name being placed on the ballot, and secure consent of those persons who are nominated. In

November, the nominating committee shall report its slate of proposed officers to the Official Board for approval.

4. In December, the Nominating Committee shall report its slate of proposed Board officers to the annual congregational meeting. The congregation will then vote on the proposed slate. A simple majority “for” vote of those present and voting is necessary for the slate to be elected.

5. Vacancies in any office of this church shall be filled by nomination of the Chairperson of the Board in consultation with the minister(s) and upon election of the Official Board.

6. The Minister(s)

SECTION A. SELECTION

The minister(s) shall be chosen by the church as herein provided:

1. A representative committee consisting of a minimum of seven persons nominated by the Chairperson of the Board and elected by the Official Board, shall serve as a Search Committee and shall be responsible for recommending a prospective minister to the Official Board.

2. The Official Board shall consider the recommendation of the Search Committee and if approved, recommend the prospective minister to the church. It shall be the policy of the Official Board to present only one prospective minister at a time to the congregation.

3. Upon approval by the Official Board, a congregational meeting will be called and held to vote upon the Board’s recommendation. A two-thirds majority (abstentions not counted) of members present and voting are needed to accept the prospective minister.

SECTION B. TERM

The term of his/her ministry shall be for an indefinite period of time and may be terminated by either party upon ninety (90) days notice, or as mutually agreed.

SECTION C. DUTIES

The Senior Minister of the church shall perform all the duties that usually pertain to that office. As spiritual leader of the church, he/she may be a member ex-officio of all organized groups, auxiliaries and committees. The Senior Minister of the church shall, in cooperation with the Chair of the Official Board, encourage orderly procedure in the life and work of the church through effective use of the constitution and by-laws. The Senior Minister shall lead the members of this congregation to be ministers of Christ’s church throughout the community. The Senior Minister shall equip and empower the ministry work of the entire staff.

Specific duties and goals of the minister(s) will be included in a mutually agreed upon job description composed by the Personnel Committee and the minister(s).

7. Personnel

Personnel Committee will be established to give oversight to all paid staff of WOPCC, administer the WOPCC Personnel Policy, establish current employee job descriptions for each paid staff and as required interview candidates for all open non-ordained employee positions, making recommendations to the Official Board of WOPCC as to employment at WOPCC. (Senior Minister, as supervisor for all WOPCC staff, will be Ex-officio on this committee)

8. Pastoral Relations

The Pastoral Relations Committee is a small group of persons who provide support for the minister(s) and provide a regular channel of communication between the minister(s) and the congregation.

9. Property

The Property Committee will care, maintain and provide leadership for the church properties. They will also take bids and manage special projects, equipment and furnishings.

10. Worship

The Worship Committee will lead the congregation in genuine prayerful worship for the honor and praise of God. This involves the creation and oversight of worship experiences and the visuals and decorations that shape our worship throughout the church.

11. Finance

The Finance Committee will develop, direct and manage the financial program of the church. It will be chaired by the Official Board Treasurer.

12. Auxiliary Groups

The Auxiliary groups of the church include, but are not limited to, Disciples Men, Disciples Women and the Youth Group. They will cooperate with the total ministry and mission of the church while developing their individual plans in the best interest of the congregation. The mission and responsibilities of these groups, plans and procedures will be outlined by them. Officers and structures shall be chosen by the individual groups. Funds raised will be kept with church funds and distributed to groups at their request.

132. Meetings

The Official Board shall hold meetings every month beginning in January (unless there is no significant business), with a required meeting scheduled in December for end-of-year business.

14. Amendments to By-Laws

These by-laws may be amended by a two-thirds vote (abstentions not counted) of the members of the Official Board present and voting in a regular or special meeting, provided that the proposed amendment has been submitted in writing to the membership as a whole at least two (2) weeks prior to the Official Board vote thereon. An amendment does not become official until the Secretary of the Board has attached the amendment with the official Constitution and By-laws on file.

These by-laws are revised and adopted on December 8, 1985, at the annual congregational meeting.

These by-laws are further revised and adopted on December 6, 1987, at the Official Board Meeting.

These by-laws are further revised and adopted on March 25, 2001, at a special called congregational meeting.

These by-laws are further revised and adopted on September 18, 2016, at the Official Board meeting.

These by-laws are further revised and adopted on July 16, 2017, at the Official Board meeting.

These by-laws are further revised and adopted on November 13, 2022, at the Official Board meeting.
