

# **Carlisle Christian Church (Disciples of Christ) Bylaws**

**Approved by the Board on September 15, 2025**

**Approved by the Congregation on**

## **OFFICERS OF THE CONGREGATION**

### **A. Election and Term of Office**

The following officers shall be elected by the congregation at its regular annual meeting for terms of one year, to take office the following January 1st.

1. **Chairperson** of the congregation, who shall also serve as the chairperson of the Official Board. The chairperson elected each year will be the person who served as the vice-chairperson in the immediately preceding year unless such person is unable to so serve.
2. **Vice-chairperson** of the congregation, who shall also serve as the vice-chairperson of the Official Board
3. **The congregation secretary**, who shall also serve as the secretary of the Official Board (as distinguished from the church secretary, who is a church employee).
4. **Treasurer** of the congregation, who shall also serve as treasurer of the Official Board.
5. **Financial secretary** of the congregation, who shall also serve as the financial secretary of the Official Board.

#### **1. Qualifications**

1. Officers must have been received into membership in the Carlisle Christian Church (Disciples of Christ).
2. Officers must be active in the congregation's life, and give evidence of seeking to grow in their own understanding and practice of the Christian life. Such evidence would include the following:
  - a. Conduct of one's life in light of the teachings of Jesus Christ.
  - b. Promotion of good will and Christian fellowship in the congregational community.
  - c. Attendance at worship services and corporate meetings of the congregation.
  - d. Regular financial contributions to the support of the congregation and its outreach programs.
  - e. Willingness to fulfill assignments on behalf of the congregation.
  - f. Demonstrated skills or evidenced potential in carrying out responsibilities of the particular office.
3. A member must attain the age of eighteen before being elected as an officer of the congregation.

#### **2. Responsibilities**

1. The chairperson shall preside at all regular and special corporate meetings of the congregation and all meetings of the Official Board, and perform such other duties as are normally associated with the office.
2. The vice-chairperson shall:
  - a. Serve to support the chairperson, preside in his or her absence at meetings of the congregation and the Official Board, and perform such other duties as are normally associated with the office of the vice-chairperson.
  - b. Appoint the chairperson of the Nominating Committee and its members, subject to board approval.

- c. When a Pulpit Committee is needed, the vice-chairperson shall appoint its members, subject to board approval; those members shall elect a chairperson from among themselves.
  - d. In November, call an organizational meeting of the diaconate as newly elected at the annual meeting in October, to familiarize the group with their duties. At this meeting, they shall elect a chairperson from among themselves.
  - e. Should an interim minister be needed, the vice-chairperson, together with an elder and a member of the diaconate (both of the latter to be named by the board chairperson) with the group subject to board approval, shall be responsible for finding such person.
- 3. The board secretary shall keep accurate minutes of all meetings for the congregation and the Official Board and provide for these minutes to be reviewed and approved by their respective bodies.
  - 4. The treasurer shall receive all records of income of the congregation from the financial secretary; post all such income to the proper accounts; pay all obligations of the congregation as authorized by the budget or by special action of the Official Board if such items are not in the budget; provide accurate records of all expenditures, making them available for audit.
  - 5. The financial secretary shall be responsible for receiving all income of the congregation and depositing such income into the corporate account; keeping accurate records of the source and amount of such income; forwarding all records of such income to the treasurer; and making regular written reports of income received to the Official Board.

## **I. OFFICIAL BOARD**

### **1. Membership**

- 1. The Official Board shall be composed of officers, elders, the chair of the diaconate, trustees, chairpersons of standing committees, and the president of the Christian Women's Fellowship.
- 2. The minister of the congregation shall serve as an ex officio member of the Official Board.

### **2. Election and Term of Office**

- 1. Officers of the congregation shall serve as officers of the Official Board for the terms of one year.
- 2. Elders, members of the diaconate, and trustees will be elected for three-year terms, with their various terms expiring in successive years, not all at the end of the same year. One-third of the elders, diaconate, and trustees shall be elected by the congregation at its regular annual meeting, to membership on the Official Board each year.
- 3. Chairpersons of standing committees established by the Official Board will serve one year terms.
- 4. The president of the Christian Women's Fellowship, shall serve for a term of one year.

### **3. Authority**

- 1. The Official Board shall perform its duties according to the authority granted in the Articles of Incorporation or otherwise delegated to it by the congregation.
- 2. In keeping with the traditions of the Christian Church (Disciples of Christ), the ultimate authority shall rest with the congregation. All organizations within the

congregation shall be responsible to and report regularly to the Official Board and through it to the congregation.

3. The Official Board shall concern itself with policy, taking into full account the responsibility of the congregation to the total nurture, witness, and mission of the Christian Church (Disciples of Christ) and the needs of the immediate community in which the members of the congregation live.
4. All business meetings of the Official Board shall be governed by Roberts Rules of Order (Revised).
5. Seven members present at a duly called meeting of the Official Board shall constitute a quorum.

#### **4. Responsibilities**

1. The Official Board shall conduct its affairs in harmony with the Articles of Incorporation and the Bylaws of the corporation.
2. The Official Board shall be responsible for supervising the business affairs of the corporation and providing for the planning, coordination, resourcing, evaluation, and implementation of the work and activities of the congregation.
3. The Official Board shall establish standing committees related to the basic characteristics of the congregation as a church.
  - a. The chairperson of the Official Board shall appoint the chairperson of each standing committee, except for the Nominating Committee, whose chair and members shall be appointed by the vice-chairperson of the Board. These proposed committee chairs shall be presented to the board for its approval.
  - b. The chairpersons of the standing committees shall appoint the remaining members of their respective committees, having communicated with each other to avoid asking the same congregation members to serve in too many capacities.
  - c. Each officer of the Official Board shall serve on one of the standing committees designated in Bylaw VI. The chairperson of the Official Board shall be an ex-officio member of each such standing committee.
4. The Pastor Relations Committee shall meet to consider the annual performance and effectiveness of the minister. They will report to the Official Board (voting members only). Promptly following that meeting, the board shall meet privately, and in confidentiality, with the minister for a discussion with him/her of the same matters. The PRC is made up of one elder, one trustee, and one member of the congregation chosen by the pastor.
5. The Official Board shall establish, when necessary, a Pulpit Committee for the purpose of securing a minister for the congregation. Membership and responsibilities of the Pulpit Committee shall be as described in Bylaw IV.
6. The Official Board shall recommend to the congregation the calling of the minister when needed.
7. The Official Board shall establish other such committees as needed for the conduct of its work.
8. The Official Board shall receive regular reports from its committees and from the Christian Women's Fellowship; and it shall act upon such reports with approval, disapproval, modification, or referral back to the respective committee or the CWF.

9. The Official Board shall adopt an annual budget upon the recommendation of the Resource Committee, and forward it to the congregation for consideration at its annual meeting in October.

## **II. Minister**

### **1. Responsibilities**

1. The minister shall be the spiritual and administrative advisor of the congregation, and in cooperation with the chairperson of the congregation and the Official Board, encourage orderly procedures in the life and work of the congregation in compliance with the congregation's Articles of Incorporation and Bylaws and the policies and procedures of the congregation and Official Board.
2. The minister shall give special attention to the selection and training of the congregation's leaders.
3. The minister shall be an ex-officio member, without vote, of all board committees, departments, commissions, task groups, and constituency groups of the congregation.
4. For guidance and counsel, the minister shall look to the board of elders.
5. The minister shall be responsible for the supervision, guidance, and support of the church staff.
  - a. At the direction of the minister, the church secretary shall receive and respond to letters of transfer of membership, and report them to the board secretary, who is responsible for including them in board minutes so that a record is made of them. The church secretary is also responsible for maintaining the current list of congregation members.

### **2. Terms of Employment**

1. An agreement of employment setting forth all conditions of the call shall be provided the minister, with one copy filed in the church office and one copy with the Regional Office.
2. The term of ministry shall be for an indefinite period, and may be terminated upon sixty days' notice by either party.
3. The minister shall appear annually before the Official Board only, at a meeting in review of his or her performance and effectiveness.

### **3. Resignation**

1. Voluntary resignation of the minister shall be submitted to the Official Board in writing, after consultation with the chairperson of the Official Board and the chairperson of the elders.
2. Involuntary resignation - If there appears to be cause for action to seek the involuntary resignation of the minister, members of the board shall discuss such proposal with the minister, in confidence. If after a time specified by the board, no resolution of the apparent problem(s) is obtained, the matter shall be put to a vote of the board at a regularly scheduled or special board meeting, with notice duly given to members of the congregation of the purpose of such meeting.
3. The Official Board, if it approves the resignation, voluntary or involuntary, of the minister by at least two-thirds majority of the board members present and voting, shall present its decision to the congregation.
4. The congregation in a regular or special meeting, and by simple majority vote, may approve or disapprove the voluntary or involuntary resignation of the minister.

## **III. Elders, Diaconate, and Trustees**

### **1. Election and Term of Office**

1. The congregation, at its annual meeting, shall elect for terms of three years (with one-third retiring after each year) the following: elders, diaconate, and trustees. Youth members of the diaconate, if any, shall be elected for a one year term, and must be baptized members of the church.
2. Qualifications shall be those as described for all church officers in Bylaw I-B.

## **2. Responsibilities**

### **1. Elders:**

- a. Shall promote the growth and welfare of the church.
- b. Shall give spiritual oversight to the members with respect to regular attendance at the Lord's Supper.
- c. Shall, in addition to visitations by the minister, visit the sick and those in need, and offer communion.
- d. Shall serve at the Lord's Table.
- e. Shall be responsible for finding a replacement for the minister in the event of an emergency and temporary absence in the pulpit.
- f. Shall perform such other duties as may be assigned by the Official Board.
- g. Shall provide guidance and counsel to the minister or to an interim minister.
- h. Shall incorporate into their Sunday morning appeal for contributions, mention of the special donations which occur during the Disciples' church year (e.g., Christmas, Easter, Week of Compassion, etc.)

### **2. Diaconate**

- a. The diaconate (as newly-elected at the annual congregational meeting in October) shall meet in November at the call of the vice-chairperson, for an organizational meeting and to familiarize new members with their duties which begin the following 1st of January.
- b. The diaconate shall consist of at least 12 members of the congregation, age eighteen or older. Members of the diaconate, including any youth members, shall be divided into groups of four to serve each Sunday. On the Sunday each group is designated to serve, it will be responsible for the preparation and serving of communion, ushering the congregation, and receiving the tithes and offerings, and any other duties which may arise in worship.
  - a. If any member of the diaconate is unable to serve on his/her designated Sunday, they are responsible for obtaining a substitute, and - if time allows - for notifying the church secretary so correct information can appear in the Sunday worship bulletin.
- c. The diaconate shall cooperate with the elders in promoting the growth and welfare of the church.
- d. It shall assist with the preparation of the candidates for baptism.
- e. In concert with the elders, it shall minister to the physical needs of the congregation during times of sickness or bereavement.

### **3. Trustees**

- a. Shall act as legal agents of the corporation in all business matters under the direction of the Official Board and with the approval of the congregation.
- b. Shall act as legal advisors for all related matters at the direction of the Official Board, and when needed shall seek professional legal counsel.
- c. Shall be responsible for maintaining adequate insurance coverage on all church property, including current property inventory.

- d. Shall be responsible for hiring church employees upon recommendation of the committee chairs responsible for their performance, with board approval; and for contracts with them when considered necessary or advisable.
  - a. Responsibility for the performance of the employees and of an interim minister (if any) is considered to be as follows:
    - i. Church secretary -minister
    - ii. Buildings and grounds - Property Committee chairperson
    - iii. Choir director, organist and pianist - Worship Committee chairperson
    - iv. Youth director - Education Committee chairperson and minister
    - v. Interim minister (if applicable) - the committee who recommended him/her: the vice-chairperson, the elder, and the member of the diaconate.

#### **IV. Pulpit Committee**

The purpose of the Pulpit Committee is to choose a new minister when needed, as hereinafter described:

- A. At the establishment of this committee by the Official Board, a Pulpit Committee shall be appointed by the vice-chairperson of the board. It shall be composed of at least one elder and four other persons from the congregation, and shall be presented to the Official Board for its approval or disapproval at its next regular, or a specially called, meeting. The committee shall elect its chairperson from its members.
- B. The Pulpit Committee shall utilize the services of the congregation's executive regional minister for information and counsel concerning prospective candidates.
- C. The Pulpit Committee shall consult only one prospective minister at a time. However, information may be secured on several persons during a given period.
- D. The Pulpit Committee shall recommend a prospective minister to the Official Board.
- E. The Official Board, at a regular or special meeting, may approve the recommendation of the Pulpit Committee by at least two-thirds majority of those present and voting. Upon approval, the Official Board shall recommend employment of the perspective minister to the v congregation.

#### **V. Standing Committees**

The planning and administration of the programs of the church shall be delegated to the standing committees listed below, under the supervision of the Official Board. It shall be the responsibility of each committee chairperson to prepare articles concerning its particular activities for all church communications.

The chairperson of standing committees are appointed to serve one-year terms.

The chairperson of each committee shall prepare an annual budget for the coming year and submit it to the chairperson of the Resource Committee in time for its inclusion in the church budget, which will be presented to the Official Board, and then to the congregation for its consideration at the annual meeting in October.

##### **A. Worship & Spiritual Life**

This committee shall plan and supervise Sunday morning worship activities and promote spiritual life within the congregation. The minister and church musician are ex-officio members of this committee.

1. Assist in the planning of the order of Sunday morning worship; make recommendations for improvements and changes.
2. Supervise maintenance of church instruments.
3. Assist in the planning of special worship services throughout the year, such as Christmas, Easter, graduation, baby dedication, and baptisms.
4. Keep information current on both the outdoor and the vestibule bulletin boards, and decorate the indoor one.

#### **B. Education**

This committee sets the pattern of spiritual training for all, from preschoolers through adults. Of necessity, it shall delegate carrying out the educational program to able, dedicated leaders in the different areas. This committee shall be responsible for the following, giving priority to present needs:

1. Selection of church school teachers, with emphasis on the teaching of all ages.
2. Supervision and administration of Vacation Bible School;
3. Promote Bible study, prayer groups, and family devotions.
4. Aid in selecting and securing education aids, equipment, and materials teachers find helpful.
5. Plan social and recreational activities for the various school levels.
6. Give special aid and attention to the leadership of youth groups.

#### **C. Evangelism**

This committee shall assist the congregation in enlisting and committing persons to Christ and this church; help promote the membership of the church.

1. Actively promote and cultivate prospective new members and work with the Education Committee to incorporate them into study groups and activities.
2. Promote a spirit of evangelism to those who do not have a church home, utilize various means to find new members.
3. Work with the entire congregation in enlisting and committing persons to Christ and the church.

#### **D. Outreach and Missions**

Provide for the stimulation, interest, and support of the church's program of missions and benevolence.

4. Encourage membership to maintain contact with students and home-bound or senior citizens.
5. Keep the congregation informed of world outreach activities and responsibilities of the church, including schools and missions.
6. Promote Basic Mission Finance and other outreach giving.
7. Send cards to sick and bereaved members of the congregation, and for birthdays & anniversaries
8. Promote and administer local service projects.

#### **E. Finance & Stewardship**

This committee shall be responsible for the oversight of the finances of the church, and for keeping the Official Board and the church members informed concerning them. The treasurer, financial secretary, and one trustee shall be members of this committee.

1. Prepare the church's annual budget, using information submitted to it by the other committees and ministries of the church. The budget shall be submitted to the Official Board for its approval, so that it can be presented to be voted on at the annual congregational meeting in October.

2. Supervise the collection and creating of all funds
3. Supervise the disbursements of funds withing the annual budget.
4. Establish and recommend budget priorities if the need arises.
5. Prepare and submit or make available to all members of the congregation regular reports of income and the financial condition of the church.
6. Arrange for an annual review of the books of the church.
7. Promote proportionate giving and the development of stewardship on the part of each member of the congregation.
8. In performing its responsibilities, this committee shall place greater emphasis on the importance of people than upon their money; appeal to them on the basis of their relationship to God; treat all members equally; place more significance on the program of missions and ministries than on dollar requirements; and contribute to the growth of both those who are conducting the program and those who are making a commitment.
9. In coordination with the PRC, annually review the minister's compensation.

#### **F. Property**

This committee is to work with the property of the church. The chairperson of the trustees, the president of the Christian Women's Fellowship or her designee, and the chairperson of the Memorial Subcommittee should be members of the Property Committee

1. Supervise the church buildings, parsonage, grounds, and all general equipment, including care, repair, decoration, and protection.
2. Supervise the purchase and installation of all new equipment.
3. Determine the cost and the rules regarding use of building and equipment by outside agencies.
4. Give leadership in long range planning for buildings and grounds improvement, working closely with other departments and constituency groups to determine anticipated needs.
5. Ascertain that safety equipment is currently updated.

#### **G. Memorial Committee**

The Memorial Committee is a subcommittee of the Property Committee.

1. Shall work with families of deceased persons in whose memories funds or gifts may have been left to the church.
2. Coordinate with the Property Committee in considering the use to be made of such gifts.

#### **H. Congregational/Community Life**

This committee shall provide for the stimulation, interest, and support of the church's program of community service.

1. Promote the total church fellowship and personal involvement in the church program by promoting all congregational activities.
2. Promote community action, including stimulating and supporting the church's program of community service.
3. Provide for representation of the church in various community activities, including any in which the committee decides to participate on the 4th of July.
4. Arrange and coordinate monthly family night activities.

#### **J. Nominating Committee**

1. Membership and term of office: The six members of the Nominating Committee shall be appointed from the congregation by the vice-chairperson of the Official Board- two each year - for a term of three years each; however, their various terms expire two each in



successive years, not all at the end of the same year. The two most senior committee members shall serve as co-chairpersons.

2. The terms of the Nominating Committee members shall be on a calendar year basis.
3. Responsibilities
  - a. After securing the consent of the persons to be nominated, the Nominating Committee shall present to the Official Board, at its October meeting, candidates for elders, the diaconate, trustees, board chairperson, vice-chairperson, board secretary, treasurer, and financial secretary. The term of office, qualifications, and responsibilities of the nominees shall be in accordance with Bylaws I and II.
  - b. The Nominating Committee shall give the slate of candidates, as approved by the Official Board, to the congregation at the regular meeting in October. Additional nominations may be made from the floor before voting.
  - c. The Nominating Committee is responsible for nominating candidates to fill any vacancies in any offices, with such candidates to be submitted to the Official Board for its approval.

#### VI. **Amendments**

- A. These Bylaws may be altered or amended by a majority vote of members present at a regularly scheduled or special meeting of the congregation, duly and legally called, provided the notices of such meeting shall include the nature of such contemplated amendments.