

**BYLAWS
of
FIRST CHRISTIAN CHURCH
Ashland, Ohio**

Revised June 26, 2016

I. Church Year

- A. The official year shall begin January 1, following the annual congregational meeting in December.
- B. The fiscal year shall begin January 1.
- C. All officers shall take office January 1, following the annual congregational meeting in December.
- D. A Slate of Officers will be recommended by the Church Leadership Team at the November meeting in order that the congregation may vote on such a slate in December.

II. Church Leadership Team (CLT)

A. Meetings

- 1. Regular meetings shall be held at a time agreed upon by a consensus.
- 2. Special meetings shall be called as required by the chairperson or CLT.
- 3. Two thirds of CLT shall constitute a quorum.

B. Duties

It shall be the duty of the CLT to administer the ministries of the church through Ministry Teams and the elected officers of the congregation. To fulfill this function, the CLT shall act as follows:

- 1. Receive the reports of activities and expenditures of each Ministry Team and the activities of such special committees as are active;
- 2. Receive the reports of the pastoral staff;
- 3. Consider recommendations of the Minister(s), officers or Ministry Teams for changes or additions to the program or policies of the church;
- 4. Monitor budget expenditures of the Ministry Teams as they are given;
- 5. Monitor all payments of bills made by the treasurer;
- 6. Consider the recommendations of the Trustees for major expenditures requested for church property;
- 7. Consider the recommendations of the Finance Team for the disposition of undesignated gifts to the church and changes in the disposition of endowment and trust funds;

8. Consider the recommendations of the Finance Team for the annual budget to be presented to the congregation;
9. Consider requests by the Minister(s), officers, or Ministry Teams for expenditures not authorized by the budget approved by the congregation;
10. Consider the recommendation of the Chairperson of the CLT, made in consultation with the Minister(s) and/or by the appropriate Ministry Team, concerning the employment or dismissal of staff, the establishment or modification of job descriptions, and the preparation of contracts;
11. Consider the recommendation for Auditing ;
12. Consider the recommendation of the Pastoral Selection Committee for the calling of Pastoral Staff.
13. Responsible for obtaining assistant Financial Secretary and assistant Treasurer.

III. Officers

A. Elders

1. There should be a sufficient number of Elders, determined by the CLT, to perform the required duties.
2. The Elders shall choose from their number the person to serve as their chairperson each year.
3. The duties of the Elders shall include the following:
 - a. Ensure that the Lord's Supper is provided to those unable to regularly attend worship services;
 - b. Taking an active role in worship;
 - c. Assisting the Minister(s), when requested;
 - d. Visiting the sick;
 - e. Being available for the needs of the congregation and community.

B. Financial Secretary

1. The Financial Secretary shall be bonded, such bond being paid for by the church.
2. The duties of the Financial Secretary shall include the following:
 - a. Keeping an individual account record of each contributor;
 - b. Sending out annual statements of giving;
 - c. Presenting a monthly written report to the CLT and at the annual meeting of the congregation.

C. Treasurer

1. The treasurer shall be bonded, such bond being paid for by the church.
2. The duties of the Treasurer shall include the presentation of a monthly written report to the CLT and at the annual meeting of the congregation.

IV. Ministry Teams

The Ministry Teams of the church shall be: Worship, Finance, Trustees and Diaconate.

A. Worship Team

1. The purpose of this team is to lead the membership in genuine experience of worship.
2. In addition to the team leader, the membership of this team shall include persons as deemed necessary for the fulfillment of team duties.
3. Assisting the Minister(s) when requested.
4. Review the annual performance of music personnel and make salary recommendations to the CLT.

B. Finance Team

1. The purpose of this team shall be to promote faithful giving and direct the financial program of the church.
2. Preparing of the annual church budget and presenting it to the CLT for approval.
3. Monitoring the level of spending vs. the amounts budgeted and bringing appropriate reports to the CLT concerning the financial health of the congregation.

C. Trustees

1. The purpose of this team is to care for all properties of the church.
2. The duties of the team shall include the following:
 - a. Being responsible for keeping all property and equipment in proper condition.
 - b. Being responsible for adequately insuring the property against possible damage.
 - c. Studying needs for the buildings and grounds, making recommendations to the CLT.
 - d. Recommend, review and supervise the care and cleaning of the building(s) and grounds.

D. Diaconate

1. There should be a sufficient number of Diaconate to perform the required duties.
2. The Diaconate shall choose from their number the person to serve as their coordinator each year.
3. The duties of the Diaconate shall include the following:
 - a. Preparing, serving and cleanup of communion;
 - b. Assisting Elders to ensure that the Lord's Supper is provided to those unable to regularly attend worship services;
 - c. Assisting with worship as needed and having an active participation in the church's life

V. Additional Ministry Teams

- A. When needed to administer the work of the church, additional ministry teams shall be appointed by the CLT. These committees shall perform duties assigned and shall continue for a designated time.

VI. Amendments

These bylaws may be amended by a majority vote of the members of the CLT.

Revised 13 October 2003

Revised 11 December 2006

Revised 26 June 2016