

# **CONSTITUTION**

## **MADISON AVENUE CHRISTIAN CHURCH COVINGTON, KENTUCKY**

### **PREAMBLE**

We, the members of the Madison Avenue Christian Church, a self-governing congregation, 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, AFFLIATION, AND PURPOSE**

- A. The name of this congregation shall be the Madison Avenue Christian Church (Disciples of Christ), Covington, Kentucky.
- B. This church shall be affiliated with The Christian Church (Disciples of Christ in the United States, Canada and its region known as The Christian Church (Disciples of Christ) in Kentucky, and shall be committed to the historic principles of these bodies whose units, divisions, and councils report to the General Assembly of the aforementioned affiliation.
- C. The purpose of the Madison Avenue Christian Church should be to make God as revealed in the incarnate Christ known to both the church and unchurched, i.e. to be a learning church.

### **ARTICLE II: INCORPORATION**

The incorporation of this church shall be in accordance with the decree of incorporation, dated May 23, 1912 (see Appendix A), and recorded on page 546, Book 6 in the County Court of Kenton County in the Commonwealth of Kentucky.

### **ARTICLE III: MEMBERSHIP**

Membership of this congregation shall consist of the following: those who are now members of the congregation; those who shall unite with it by confession of faith in Jesus Christ as Lord and Savior, giving expression of their faith through baptism and commitment to Him; and those who unite by transfer of membership, thereby reaffirming their faith and commitment to Christ.

## **ARTICLE IV: THE BOARD**

The Board, by the authority delegated to it by the congregation and granted to it by this Constitution and Bylaws, shall act for the congregation in all business matters of the church.

## **ARTICLE V: BOARD OFFICERS**

Board Officers shall include the following: Moderator, Vice Moderator, Board Secretary, Treasurer, Assistant Treasurer, and Financial Secretary. The Moderator, Vice Moderator, and Board Secretary shall be elected by the board from board members. The Treasurer, Assistant Treasurer, and Financial Secretary shall be elected by the congregation. Prior to their election, they do not have to be Board members.

## **ARTICLE VI: TRUSTEES**

The Trustees shall be elected by and be responsible to the congregation and shall acquire and hold or dispose of title to all real and personal property that may come into its hands by gifts, lease, or purchase; and shall acquire, hold, and/or dispose of such property for the use and benefit of the members of the congregation; and shall be governed by the Articles of Incorporation, dated May 23, 1912. See Appendix A.

## **ARTICLE VII: THE CHURCH STAFF**

The church staff shall consist of the Senior Minister and others who may be necessary for the proper administration of the church life and mission. All job descriptions shall be approved by the Board.

## **ARTICLE VIII: 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 the proposed amendment has been reviewed and recommended by the Board. Amendments are to be subject to conditions as listed in ARTICLE XII of the By-Laws.

**Appendix A**

**ARTICLES OF INCORPORATION**  
**of**  
**THE MADISON AVENUE CHRISTIAN CHURCH**  
**of**  
**COVINGTON, KENTON COUNTY, KENTUCKY**

KNOW ALL MEN BY THESE PRESENTS: That we, J.B. Heizer, T.G. Kennedy, S.G. Boyd, T.M. Pearce, Rodney Cord, O.J. Carpenter, T.C. Ranshaw, W.S. Giltner, A.F. Berte and T.M. Fisher, being of the present Board of Officers and Trustees of the Fourth Street Christian Church, of Covington, Kenton County, Kentucky, and Central Christian Church of Covington, Kenton County, Kentucky, duly elect by the membership of said churches, do hereby associate ourselves and our successors in office to become a corporate, with the following rights and duties, to wit:

**FIRST.**

The name of the corporation hereby formed shall be the Board of Trustees of the Madison Avenue Christian Church, of Covington, Kentucky, and as such shall constitute a body politic and corporate, with perpetual succession, and shall have power to sue and be sued and to contract and to be contracted with, and use a corporate seal, and to hold title to real and personal property, as provided in the next succeeding section.

**SECOND.**

The object for which this corporation is formed is to acquire and hold title to real and personal property for the use and benefit of the members of the congregation of the Madison Avenue Christian Church, of Covington, Kentucky.

**THIRD.**

Said Board of Trustees, in its corporate capacity, may acquire and hold real and personal property by gift, lease, or purchase, in trust for the use of the members of the congregation of the Church mentioned in the preceding section hereof, in conformity with its form of government. Said property shall be used for all purposes incident to church work and worship, approved by the official Board of said church.

**FOURTH.**

Said Board of Trustees shall have the power and it shall be its duty to sell, convey and otherwise dispose of any or all property, the title to which may be acquired by it under its charter, provided that such sale, conveyance or disposal of any real estate so held or acquired, shall be as requested by a vote of a meeting of the congregation of the said Madison Avenue Christian Church, of Covington, Kentucky, of which meeting due notice shall have been given from the pulpit on Sunday morning, at the hour of religious service, at least two weeks previous to such meeting, which notice shall state the contemplated sale, conveyance or mortgage, and provided that two-thirds of the members present at such meeting shall vote in favor of such sale, conveyance or mortgage.

**FIFTH.**

Any conveyance of real estate by such trustee, as hereinbefore authorized, shall be by deed, under its corporate seal, and shall be signed by the members constituting the Board of Trustees at the time of said transfer. Said deed shall contain, by way of recital, a copy of the notice given to the congregation referred to in Section Four hereof, and a copy of the resolution of the congregation authorizing the sale, and no purchaser from the Board of Trustees shall be required to go beyond the recital of said deed to determine the action of the congregation, nor shall any purchaser be required to see to the application of his purchase money.

**SIXTH.**

In the event of consolidation of the Madison Avenue Christian Church, of Covington, Kentucky, with any other church of like faith or order, the Board of Trustees shall have power and it shall be their duty to convey the property held by them to such trustee or trustees, or such officers as the new consolidated congregation may select, provided that such consolidation shall be effected and such conveyance be requested by a vote of two-thirds of the members present at a meeting held in pursuance of notice, as provided in Section Four hereof.

**SEVENTH.**

These articles may, with the consent of two-thirds of the members present at a meeting, a notice of which shall have been given as provided in Section Four hereof, be amended by articles of amendment signed by the members of the Board of Trustees for the time being, or a majority thereof.

**EIGHTH.**

The Board of Trustees shall elect and maintain in office at Covington, Kentucky, a Chairman, upon whom process may be served.

Witness the signatures of the incorporation, this the 13<sup>th</sup> day of April, 1912.

Signed	}	<u>J.B. Heizer</u> 1
		<u>T.G. Kennedy</u> 2
		<u>S.G. Boyd</u> 3
		<u>T.M. Pearce</u> 4
		<u>Rodney Cord</u> 5
		<u>O.J. Carpenter</u> 6
		<u>T.C. Ranshaw</u> 7
		<u>W.S. Giltner</u> 8
		<u>A.F. Berte</u> 9
		<u>Thos. M. Fisher</u> 10

STATE OF KENTUCKY }  
 KENTON COUNTY } Sct.

I, H.M. Fleming, a Notary Public in and for said County and State, hereby certify that the foregoing Articles of Incorporation of the Madison Avenue Christian Church, of Covington, Kentucky, were this day produced to me in my office by J.B. Heizer, T.G. Kennedy, S.G. Boyd, T.M. Pearce, Rodney Cord, O.J. Carpenter, T.C. Ranshaw, W.S. Giltner, A.F. Berte and T.M. Fisher, and acknowledged and delivered by said parties to be their act and deed.

Witness my hand this the 13<sup>th</sup> day of April, 1912.

H.M. Fleming  
 (SEAL)  
 Notary Public, Kenton Co., KY

## **Appendix B**

### **A CHARITABLE BEQUEST POLICY**

**Madison Avenue Christian Church**

**Covington, Kentucky**

#### **PREAMBLE**

Madison Avenue Christian Church, a local congregation of the Christian Church (Disciples of Christ) is a fellowship of believers dedicated to promoting the love of God and neighbor among the peoples of the earth. In order to sustain the mission of the future, the policy which follows has been developed.

#### **PURPOSE**

The purpose of this policy is to establish a pre-determined basis and procedure for the disposition of funds or other properties that are received by this congregation as a bequest or as a beneficiary of a life insurance policy.

#### **ADMINISTRATION OF DESIGNATED FUNDS**

All funds received as a result of a specific bequest will be used under the provision stated in said insurance policy or testator's will, provided the terms and conditions of any such endowment or request are in agreement with the ideals in this preamble. The Board may vote after one month's consideration to determine whether or not such a request meets these guidelines.

#### **ADMINISTRATION OF UNDESIGNATED FUNDS**

##### **A. Bequests with a value to \$25,000.00**

1. 20% will be designated to Outreach causes. These funds shall be disbursed as recommended by the World Outreach department and approved by the Official Board.

2. 70% will be designated for either capital assets and improvements or the retirement of outstanding debts on congregational property to the extent that such debts exist; or the funds may be accumulated and invested in interest-bearing accounts.
3. 10% will be designated as Christian Education funds to be disbursed by the Education Department and approved by the Official Board. The funds may be accumulated and invested in interest-bearing accounts.

**B. Bequests over \$25,000.00**

1. \$25,000.00 will be disposed of in accordance with paragraph A above.
2. The balance of the fund will be designated for the retirement of outstanding debts on congregation's property, to the extent that such debts exist on the date that the funds are received.
3. The balance of the funds remaining under (1) and (2) above will be invested at the discretion of the Trustees. Whenever all or part of this investment is returned to the congregation it will be disposed of in accordance with Paragraph A.

## **FUTURE RECOMMENDATIONS AND CHANGES**

These funds shall be semi-permanent in nature. Changing times and new thoughts and ideas by future Board of our church might dictate desirable changes in the funds, and Boards should have this privilege. However, to prevent hasty, and thoughtless action, any changes in designation in Section A, Items 1-2 and 3, shall require approval at 2 consecutive Board meetings.

## **A CHARITABLE BEQUEST POLICY**

Copies of this policy and of any bequests to the church shall be kept on file in the church Secretary's office.

This policy will apply only to bequests received after the date of this resolution.

This resolution adopted by the official Board of Madison Avenue Christian Church in regular meeting:

Month December

Day 10

Year 1980

## **Appendix C**

### **DEFINITIONS**

#### **I. Elders**

- A. Elders shall in cooperation with the functional divisions:
- promote the growth and welfare of the church
  - give spiritual leadership to the members
  - preside at the communion table
  - visit the sick
  - give prayerful consideration to policies of the church that will enable it to fulfill its complete mission
  - encourage by example and work the missionary, evangelistic, educational and stewardship responsibilities of the church
  - perform such duties as may be assigned
- B. At their first meeting of the fiscal year, called by the outgoing chairperson, they shall select a chairperson from their own number who shall call quarterly meetings.

#### **II. Elders Emeritus**

Elders Emeritus may be invited to preside or serve occasionally in the position of Elder when able and willing.

#### **III. Deacons**

- A. Deacons shall in cooperation with the Elders:
- promote the growth and welfare of the church
  - be responsible for greeting and ushering worshippers
  - distribute the Lord's Supper
  - receive the offering
  - assist in preparation of the candidate for baptism
  - minister to families in times of sickness and bereavement
  - minister to the needy of the church
  - assume the responsibility for the preparation and care of the communion service

- B. At their first meeting of the fiscal year called by the outgoing Chairperson, they shall select a Chairperson from their own number who shall call quarterly meetings.

#### **IV. Deacons Emeritus**

Deacons Emeritus may be invited to preside or serve occasionally in the position of Deacon when able and willing.

#### **V. Membership Division**

- A. The Division of Membership shall be responsible for the nurturing needs of all church members. The chairperson shall work with the Moderator, the Senior Minister, and/or other designated staff members to accomplish this task.
- B. The division shall be responsible for:
- welcoming new members into the life of the church
  - reporting regularly on division activities
  - submitting an annual budget
  - fellowship and recreation
  - introducing new members to the church
  - extended care giving
  - maintenance of church history and archives
  - community support
- C. The Moderator shall, with input from the division chairperson, establish task groups as needed to perform the work of the division. These task groups will terminate when no longer necessary.

#### **VI. Education Division**

- A. The Division of Education shall establish, plan, and maintain the educational needs of all church members. The chairperson shall work with the Moderator, the Senior Minister, and/or other designated staff members to accomplish this task.
- B. The division shall be responsible for:
- recommending and implementing a yearly program
  - reporting regularly on division activities
  - submitting an annual budget
  - educating children/youth

- leadership training and development
  - prospective member education
- C. The Moderator shall, with input from the division chairperson, establish task groups as needed to perform the work of the division. These task groups will terminate when no longer necessary.

## **VII. Church Growth and Mission Division**

- A. The Division of Evangelism and Mission shall be responsible for sharing and spreading the good news of Jesus Christ beyond the walls of the church. The chairperson shall work with the Moderator, the Senior Minister, and/or other designated staff members to accomplish this task.
- B. The division shall be responsible for:
- submitting an annual budget
  - making priority recommendations for outreach
  - marketing the church to the larger community
  - congregational growth
  - planning and implementing mission programs
- C. The Moderator shall, with input from the division chairperson, establish task groups as needed to perform the work of the division. These task groups will terminate when no longer necessary.

## **VIII. Worship and Music Division**

- A. The Division of Worship and Music shall be responsible for planning and implementing the worship and music programs of the church. The chairperson shall work with the Moderator, the Senior Minister, and/or other designated staff members to accomplish this task.
- B. The division shall be responsible for:
- submitting an annual budget
  - planning a yearly calendar of regular and special services
  - coordinating events occurring in the sanctuary
  - preparing the sanctuary for seasons of the Christian year
  - coordinating worship and music
  - integrating appropriate technology into worship services

- C. The Moderator shall, with input from the division chairperson, establish task groups as needed to perform the work of the division. These task groups will terminate when no longer necessary.

## **IX. Personnel and Finance Division**

- A. The Division of Personnel and Finance shall be responsible for all church personnel and stewardship of all church finances. The chairperson shall work with the Moderator, the Senior Minister, the Treasurer, the Assistant Treasurer, the Financial Secretary, the chairperson of the Trustees and/or other designated staff members to accomplish this task.
- B. The division shall be responsible for:
- preparing the annual church operating budget
  - coordinating the annual stewardship campaign and related membership records
  - managing an appropriate and effective information system for the church
  - working with the Trustees, the Board, and other divisions to ensure fiscally sound and effective long range planning
  - consulting with the Trustees to ensure that any endowments of the church are managed in a responsible manner
  - conducting an internal audit and reporting to the Board and congregation
  - conducting all personnel reviews
  - managing human resources
  - establishing appropriate personnel policies
- C. The Moderator shall, with input from the division chairperson, establish task groups as needed to perform the work of the division. These task groups will terminate when no longer necessary.

## **X. Property and Facilities Division**

- A. The Division of Property and Facilities shall be responsible for physical asset management. The chairperson shall work with the Moderator, the Senior Minister, the Treasurer, the Assistant Treasurer, the Financial Secretary, the chairperson of the Trustees and/or other designated staff members to accomplish this task.

- B. The division shall be responsible for:
- submitting an annual budget
  - maintaining all property owned by the church
  - directing the activities of the custodial staff
  - coordinating all improvement projects
  - providing counsel regarding all proposed changes and acquisitions
- C. The Moderator shall, with input from the division chairperson, establish task groups as needed to perform the work of the division. These task groups will terminate when no longer necessary.

## **XI. Junior Deacons**

Junior Deacons may serve in any capacity appropriate to their interests and abilities under the auspices of the deacons.

## **BY-LAWS**

### **ARTICLE I: MEMBERSHIP**

- A. **ACTIVE MEMBER** – An active member is one who exercises a continuing interest through attendance or giving. These members will represent the official number of persons as reported to the National Headquarters of the Christian Church (Disciples of Christ) in Indianapolis. The roster shall be reviewed and updated annually.
- B. **MEMBER OF RECORD** – A member of record is one who has joined the church. Members of record will not be deleted from membership records except on the basis of specific information indicating that the individual has united with another church, or desires removal of membership.
- C. **ASSOCIATE MEMBER** – An associate member is one who anticipates residing for a brief time in the area and exercises a continuing interest in attendance or giving.

### **ARTICLE II: CONGREGATIONAL MEETINGS**

- A. **ANNUAL BUSINESS MEETING** – An annual business meeting shall be held prior to the end of the fiscal year. This meeting will be called by the Moderator, and shall be announced at a regular Sunday morning worship service at least two weeks in advance of the meeting and by written notice sent at least five business days prior to the meeting. Members present and voting shall constitute a quorum. The congregation shall vote on the annual operating budget, conduct such business as necessary, elect the Elders, Deacons, Trustee(s) and the following Board Officers whose terms expire that calendar year: Treasurer, Assistant Treasurer, and Financial Secretary.
- B. **CALLED MEETINGS** – Called meetings may be called by the Moderator of the Board or, in absence or non-performance of the Moderator, by the Vice Moderator or by a signed majority of the Board. Notice of all called meetings of the congregation shall be announced at a regular Sunday morning worship service at least two weeks in advance of the meeting and by written notice indicating the purpose of the meeting sent at least five business days prior to such meeting.

### **ARTICLE III: CHURCH BOARD**

- A. **PURPOSE** – The Board, by authority delegated to it by the congregation and this Constitution and By-Laws, shall: act for the congregation in all

business matters of the church, including policy as well as administrative matters; and be responsible for receiving reports from its minister(s), officers, functional divisions, program staff, and task groups within the congregation. All Board members will serve on at least one task group of the six functional divisions as designated by the Moderator.

- B. **BOARD MEETINGS** – Meetings shall be held monthly, with at least ten meetings per year, beginning the second Wednesday of January. The Moderator may call additional meetings as needed, or upon request of the Minister or two-thirds of the members of the Board. Notice of additional meetings shall be made by Sunday morning worship service announcements and mail ten days prior to the meeting. The purpose, date, time, and place of the meeting shall be stated. Members present and voting shall constitute a quorum. Board meetings are open to all members of the congregation.
- C. **BOARD MEMBERSHIP** – The Board shall consist of the Board Officers, Elders, Elders Emeritus, Deacons, Deacons Emeritus, the Chairperson of the Trustees, immediate past Moderator and the six Division Chairpersons: (1) Membership, (2) Education, (3) Church Growth and Mission, (4) Worship and Music, (5) Personnel and Finance, and (6) Property and Facilities. The Moderator shall appoint the chairperson of each division with counsel from the Senior Minister and Vice Moderator during the last meeting of the church fiscal year. Division chairpersons can serve no more than two consecutive years with their principle duties to carry out essential functions of the church. Terms shall run concurrent with the fiscal year. Exceptions can only be made by the Board. Junior Deacons may be appointed at the discretion of the Moderator. The minister(s) and Junior Deacons will be ex-officio. See Appendix C for descriptions of Elders, Elders Emeritus, Deacons, Deacons Emeritus, Junior Deacons, and duties of the Divisions.
- D. **QUALIFICATIONS OF BOARD MEMBERS** – Board members must be active or associate members of the Church.
- E. **NOMINATION OF BOARD MEMBERS AND BOARD OFFICERS**
  - 1. The Moderator shall appoint a nominating task group of seven church members, consisting of one Elder, two Deacons, three Members-at Large, and the Membership Division Chairperson. The nominating task group shall select its chairperson. The nominating task group will nominate one person for each of the following: Treasurer, Assistant Treasurer, and Financial Secretary. The nominating task group will also nominate a slate of candidates for the following board positions: Elder, Deacon, and Trustee.

2. The positions of Moderator, Vice Moderator and Board Secretary shall be nominated by a task group comprised of the following: the current Moderator, the current Vice Moderator, the Senior Minister, and the chairperson of the nominating task group.

F. ELECTION OF BOARD OFFICERS – When a Board Officer’s term expires, a new officer shall be elected as follows. The Treasurer, Assistant Treasurer, and Financial Secretary shall be elected by the congregation at the annual business meeting. The Moderator, Vice Moderator, and Board Secretary shall be elected by the Board during its last meeting of the year which shall be attended by newly elected Board members. Election of all Board Officers shall be by a majority vote of those present and voting. Votes may be by voice, showing of hands, or by secret ballot. Nominations may be made from among those present. All nominees must state a willingness to serve prior to the vote. Should a vacancy occur, the Moderator shall make an interim appointment, with the approval of the Board or congregation, whichever is required

#### G. DUTIES OF BOARD OFFICERS

1. Moderator – Presides at all stated and special called meeting of the congregation and Board and performs such other duties normally associated with a chairperson office. The Moderator shall, with the counsel of the Vice Moderator, immediate past Moderator and Senior Minister, appoint the chairpersons of the functional divisions. The Moderator is a member ex-officio of all divisions and working task groups.
2. Vice Moderator – Supports the Moderator, presides in any absence, refusal, or inability to act of the Moderator.
3. Board Secretary – Keeps accurate minutes of all meetings of the congregation and Board, keeps an organized written record of all church policies, provides copies for review and approval, and ensures copies are archived for church records.
4. Treasurer – Shall, upon the approval and direction of the Board, disperse the funds deposited to the account(s) of the Madison Avenue Christian Church and shall keep accurate records of all disbursements and credit the same appropriate items in the budget. The Treasurer shall submit a statement showing receipts and disbursements at regular Board meetings.
5. Assistant Treasurer – Shall assist the Treasurer and assume the duties in any absence, refusal, or inability to act of the Treasurer.

6. Financial Secretary – Shall receive and record all funds and deposit them in the proper accounts. The Financial Secretary shall keep an individual account record of each contributor, send out statements as directed, and present a monthly report to the Board.

#### H. TERMS OF OFFICE

1. Up to four Elders shall be elected each year for terms of three years.
2. Up to fifteen Deacons shall be elected each year for terms of three years.
3. One Trustee shall be elected each year for a term of seven years.
4. Generally, Elders, Deacons, and Trustees do not succeed themselves and may be eligible for re-election after a period of one fiscal year. Exceptions can be made by the Board.
5. All Board Officers shall serve a two-year term. These officers may succeed themselves provided they do not serve more than two successive terms.
6. No division Chairperson shall serve more than two consecutive years (one term). Exceptions can be made by the Board.

### **ARTICLE IV: BUSINESS TO BE CONDUCTED AT THE ANNUAL CONGREGATIONAL MEETING**

#### A. Election of Board Members

1. The Nominating Task Group shall present a slate of candidates for the offices of Trustees, Elders, Deacons, Treasurer, Assistant Treasurer, and Financial Secretary. At this time, nominations from the floor will be accepted. Any additional nominees must be present to make known their acceptance of and responsibility for the office.
2. The vote shall be by voice, show of hands, or secret ballot. The nominees receiving the largest number of votes shall be declared elected. In case of a tie(s) an election by secret ballot shall be held at the next meeting of the Board. In such an election, the nominees with the largest vote shall be declared elected.

#### B. Annual Operating Budget

1. The congregation shall vote to approve an Annual Operating Budget submitted by the Personnel and Finance Division

Chairperson to the Moderator. The Operating Budget will apply to the fiscal year of the church, January 1 through December 31.

2. If the proposed Annual Operating Budget is not approved at the annual congregational meeting, then the current Annual Operating Budget shall remain in effect until a new one is approved by the congregation.
3. The Board may approve disbursements for unbudgeted items, or may approve disbursements in excess of budgeted amounts, but only to a limit of 10% of the total annual budget.
4. Expenditures in excess of 10% of the total annual budget for any budgeted or non-budgeted item or items must be approved by a majority of those voting at a regular or special called meeting of the congregation.
5. If emergency circumstances require such expenditures before it is practical to call a meeting of the congregation, such expenditures may be either by Board approval or by unanimous decision of the following: Senior Minister, Moderator, Vice Moderator, all Division Chairpersons, and Chairperson of the Trustees.

## **ARTICLE V: TRUSTEES**

The Trustees shall be comprised of seven members of the Church who have been participating members of the congregation for at least two years. Exceptions can be made by the Board. They shall:

- A. At the first meeting of the fiscal year, elect from their own numbers, a Chairperson, a Secretary, and a Treasurer who shall serve at the direction of this body.
- B. Meet at least quarterly at the call of their Chairperson. A quorum of four members shall be present in order to transact business. Minutes of their meetings shall be filed with the Secretary of the Board.
- C. Make a full report in writing of their activities for the past year at the first meeting of the Board. This report shall include information covering the trust funds, church indebtedness, endowment, insurance, and any other matters over which the Trustees have responsibility.
- D. On recommendation of the Personnel and Finance Division and approval of the Board, borrow monies for specific projects and/or emergencies not to exceed ten percent (10%) of the operating budget of the church without congregational approval.

- E. Not encumber the corporation in total more than the amount of the current operating budget of the Church without specific direction of the congregation.
- F. Should a vacancy occur, the Moderator shall make an interim appointment, with the approval of the Board, until the next congregational meeting.

## **ARTICLE VI: SENIOR MINISTER**

The Senior Minister shall perform the duties which usually pertain to the office and as the spiritual leader of the Church, shall be an ex-officio member of all organized groups, auxiliaries, and committees. The Minister shall, in cooperation with the Moderator of the Board, encourage orderly procedures in the life and work of the church through the effective use of the Constitution and By-Laws. The Senior Minister shall supervise the work of other staff and report regularly to the Board concerning such supervision.

## **ARTICLE VII: SELECTION OF SENIOR MINISTER**

- A. The Moderator will appoint a Chairperson and task group to consist of no fewer than five or more than nine members of the church.
- B. The search task group may utilize the services of the General Minister, Christian Church (Disciples of Christ) in Kentucky, for suggestions on prospective candidates.
- C. Acceptance of the search task group's recommendation must be by at least two-thirds of the members present and voting at a regular or called meeting of the Board.
- D. The Board's acceptance must be confirmed by at least two-thirds majority of the members of the congregation present and voting at a regular or called meeting before a call may be extended.
- E. The term of ministry shall be indefinite. A written statement setting forth the salary to be paid and other conditions of the call shall be made in duplicate: one for the Minister, and one copy for the Church. The salary to be paid and other conditions of employment shall be reviewed at least annually by the Board under the direction of the Moderator.

## **ARTICLE VIII: TERMINATION OF SENIOR MINISTER**

- A. A ministry may be terminated at the initiative of the Minister sixty days following the delivery of written notice to the Moderator of the Board. A consultation among the Minister, Moderator, and Elders prior to bringing this matter to the Board is encouraged but not mandatory.
- B. Following the action of the Board, the results shall be communicated to the congregation.
- C. A ministry may be terminated at the initiation of the Church sixty days following the delivery of written notice by the Secretary of the Board to the Minister. Such notice of termination must be signed by the Moderator and the Secretary of the Board, and must be pursuant to a resolution approved by the Board, and must be ratified by the congregation by two-thirds vote of members present and voting at a regular or special meeting of the congregation.
- D. The congregation and Minister(s) shall always remember that their relationship is more than just a mere contract and shall conduct themselves accordingly in the spirit of Christ.

## **ARTICLE IX: FELLOWSHIP GROUPS AND COMMUNITY ORGANIZATIONS**

### **A. PURPOSE**

- 1. Fellowship groups such as Christian Women’s Fellowship, Christian Youth Fellowship, etc. may be formed for the purpose of forwarding the work of the Church.
- 2. Community organizations may be formed for the purpose of serving the needs of the community.

### **B. AUTHORIZATION**

- 1. Fellowship groups may be formed in the name of Madison Avenue Christian Church only upon authorization of the Board.
- 2. Use of the facilities by community organizations must be approved by the Board.
- 3. Madison Avenue Christian Church may terminate the relationship with any group or organization by a majority vote of the Board present and voting at a regular meeting of the Board.

- C. GOVERNING OF GROUPS AND ORGANIZATIONS – Each group or organization shall direct its own affairs subject to the rules and regulations of the Church. It may adopt its own Constitution and By-Laws or rules of procedure, one copy of which shall be filed with the Board of Madison Avenue Christian Church, as shall one copy of each

subsequent amendment thereto. Such subsequent amendments are subject to approval by the Board of Madison Avenue Christian Church.

- D. COMMUNITY – Community organizations using the Church building shall be under the supervision of a functional division of the Church.

#### **ARTICLE X: ADMINISTRATION OF CHURCH PROGRAM**

- A. The administration of the program of the Church shall be delegated to the following functional divisions under the supervision of the Board: Membership, Education, Worship and Music, Church Growth and Mission, Personnel and Finance, and Property and Facilities.
- B. Task groups may be appointed by the Moderator when deemed necessary and shall terminate when their task is completed.
- C. The membership of each functional division shall be selected in the following manner and brought to the Board for confirmation.
- D. Each division shall organize itself to study its responsibilities, plan its program, meet regularly to attend to its business, discuss fulfillment of the year's objectives, evaluate its program and report regularly to the Board. Upon Board approval of the various division reports, each division shall proceed to administer its program in cooperation with other divisions.
- E. Each division shall submit a budget based upon its needs. Each division will be responsible for supervising its expenditures under Board supervision.

#### **ARTICLE XI: MISCELLANEOUS**

- A. All business meetings of the Church shall be governed by the most current edition available of Robert's Rules of Order, except as such rules may be in conflict with this Constitution and By-Laws.
- B. There shall be no voting by proxy in any meeting of the church.
- C. The Financial Secretary, Treasurer, and Assistant Treasurer shall be members of the annual stewardship campaign task group.
- D. In recognition of long and valuable service to the church, an Elder or Deacon may be honored for life by the Board with the title Emeritus. Those so honored will be granted full voting privileges and are invited to preside or serve occasionally in their respective positions as long as they are members.
- E. The fiscal year shall be the calendar year.

- F. Any elected officers or appointed chairs who fail to fulfill their duties may be relieved of their positions by a two-thirds vote of the Board.
- G. A charitable bequest shall be disbursed by the Treasurer of the Trustees in accordance with the charitable bequest policy dated December 10, 1980 (Appendix B).
- H. The Moderator is encouraged to seek the council of the immediate past Moderator in the interest of continuity.
- I. This instrument shall become effective upon approval of the congregation as submitted by this committee comprised of Dennis Chapman (Chairperson), Charles Parris (Moderator), David Bowling, David Hilgefurd, Christopher Manker, Donn Manker, Linda Mauser, Ann Pulley (ex-officio) and G.C. Simon (ex-officio).

## **ARTICLE XII: AMENDMENTS**

This Constitution and By-Laws may be amended by a two-thirds vote of the members of the congregation present and voting in a regular or special meeting. The proposed amendment shall be submitted to the congregation by the Board at least twenty-one days prior to the vote. Notice of the impending vote must be presented to the congregation on two consecutive Sundays during worship and through notice in a church publication.