

**CONSTITUTION  
OF  
EAST SIDE CHRISTIAN CHURCH  
OF  
TULSA, OKLAHOMA**

Adopted ??????

**PREAMBLE**

We, the members of East Side Christian Church (Disciples of Christ) of Tulsa, Oklahoma, a self-governing body and duly chartered as a non-profit corporation under the laws of the State of Oklahoma, and a 501 (c) (3) corporation, do hereby establish this constitution, superseding all prior constitutions of this congregation.

**ARTICLE I**  
**PURPOSE**

The purpose of this Congregation shall be as revealed in the Scriptures and as interpreted by the members of the Congregation, and more specifically: to live into our calling as people of God and as followers of Jesus Christ, by embracing our mission to be and make disciples, sharing our blessings with others, and affecting transformation in the lives of our members and the lives of those around us.

**ARTICLE II**  
**MEMBERSHIP**

Membership of this Congregation shall consist of those who are now identified as members of the Congregation and those who by declaration of faith or transfer of membership shall hereinafter unite with it. The membership of this Corporation shall constitute the Congregation. All active or resident members of this church, after being members for at least six (6) months, are entitled to vote in any regular or special meeting of the Congregation.

**ARTICLE III**  
**RIGHTS, PRIVILEGES AND RESPONSIBILITIES OF THE CONGREGATION**

The Congregation shall manage its affairs under the teachings of Jesus Christ; determine its faithfulness as members in relation to its understanding of the Gospel of Jesus Christ; own, control and encumber its property; plan, organize and carry out the mission and witness of the congregation; manage its finances, call its minister(s) and other staff; and demonstrate its covenant in the larger manifestations of the Christian Church (Disciples of Christ). The Congregation shall exercise and enjoy all other rights, privileges and responsibilities requisite or appropriate to carrying out its purpose.

**ARTICLE IV**  
**GOVERNANCE**

**4.1 Authority**

Authority to govern is expressly reserved to the congregation, except as may be otherwise delegated in this Constitution or in subsequently approved bylaws.

#### **4.2 Election by Congregation**

The Congregation shall elect from its members a Moderator of the Congregation/Council and Moderator-Elect, Elders, Deacons and Student Deacons, all members of the Financial Advisory and Trust Committee, all members of the Personnel Committee, Corporate Officers and such other officers or leaders as it may desire. The responsibilities, numbers and terms of office for these leaders shall be as set forth in the bylaws.

#### **4.3 Church Council**

The Congregation shall have a Church Council which shall be responsible to the congregation and have authority to act on behalf of the congregation. The Council shall consider and adopt policies and programs recommended by the congregation; supervise, coordinate and administer such programs through the Ministries; and provide reports of such activity to the congregation at least annually. The Council shall authorize the church budget, subject to approval by the congregation, provide financial oversight and shall be responsible for conducting all legal and business matters of the congregation as well as performing such other duties and responsibilities as may be assigned in the bylaws.

#### **4.4 Ministries**

The Congregation shall have various Ministries whose task will be to carry out the programs and purpose of the church as set forth herein and in the bylaws.

#### **4.5 Corporate Officers**

The Congregation shall elect officers to represent the congregation in its corporate capacity: a President, a Secretary and a Treasurer, who shall serve at the direction of the Congregation or Church Council.

### **ARTICLE V** **CONGREGATIONAL MEETINGS**

An official meeting of the Congregation shall be held annually for the purpose of electing the leadership of the church, adopting an annual budget, reporting on programs, and considering any other necessary business. Other meetings may be called as necessary by the Church Council on its own motion or by written request of not fewer than twenty (20) members of the Congregation. Notice of the purpose, date, time and place of each congregational meeting shall be included in the worship bulletin of the church on the Sunday preceding the meeting and in the church newsletter sent to the members during the two (2) weeks preceding the meeting. All voting shall be by voice or show of hands, unless a majority of those present approve a request for written ballot. Those present shall constitute a quorum, except as otherwise provided in the bylaws.

### **ARTICLE VI** **AMENDMENTS**

This Constitution may be amended at any meeting of the Congregation by three-fourths (3/4) vote of the members present and voting. A copy of the proposed amendment must be included in the notices of the congregational meeting as provided above.

**BYLAWS as REVISED  
EAST SIDE CHRISTIAN CHURCH  
TULSA, OKLAHOMA**

The following bylaws were adopted by the congregation  
in a duly called meeting held ??????? .

**ARTICLE I  
THE CONGREGATION**

The Congregation shall determine the purpose and mission of East Side Christian Church as set forth in Article I of the Constitution, set policy as to all matters that pertain to the purpose and mission and develop a plan to further the purpose and implement the mission.

The congregation shall create an effective structure through which the congregation can assign responsibility for making a plan for the program and authorizing it to be implemented and carried out.

The congregation shall set guidelines by which planning can be authorized and carried out effectively, allocating responsibility and making possible the sharing in it by the whole congregation.

The congregational plan, mission and program shall be implemented through the structures described in these bylaws.

**ARTICLE II  
THE CHURCH COUNCIL**

**2.1 Composition**

The Church Council shall be composed of the following, all of which shall have been a member of the Congregation for at least six months and properly elected or selected for the position listed:

- Moderator of the Congregation/Council (Facilitates Administration Ministry)
- Moderator-Elect
- Treasurer of the Corporation (works with Marj w/Quickbooks reports etc)
  
- Facilitator of the Care and Nurture Ministry (church life +care and nurture)
- Facilitator of the Caretaker Ministry (property)
- Facilitator of the Faith Formation Ministry (education +stewardship, spiritual gifts/practices)
- Facilitator of the Outreach Ministry (evangelism, missions, advertising,
- Facilitator of the Worship & Music Ministry (all ages)
  
- Member of the Personnel Committee serving the second of a three year term
- Member of the Financial Advisory and Trust Committee serving the second of a three year term
  
- Chair of Elders
- Chair of Deacons
- A Student Deacon (when available)
  
- Disciples Women President (CWF)
  
- Minister(s) (ex officio)

## **2.2 Duties**

It shall be the duty of the Church Council

- (a) to adopt strategic planning, programs and projects consistent with the purpose and mission of the Congregation
- (b) to supervise, coordinate and administer the programs of the Congregation through the designated Ministries
- (c) to perform those responsibilities specified in the Constitution of the church
- (d) to faithfully report on the performance of its duties to the Congregation

## **2.3 Meetings**

Official meetings of the Church Council shall be held at least quarterly. Meetings shall be open to the Congregation and timely notice shall be given, at least seven (7) days prior to the date of meeting.

The Council may meet more frequently in a manner of its own choosing, without notice to the Congregation, provided that minutes of all meetings are available for review by the Congregation within seven (7) days of the meeting. Roberts Rules of Order, as most recently revised, shall serve as a guide in the conduct of Congregation and Council meetings and may be invoked by motion at any time. But consensus is to be valued above procedure.

## **2.4 Quorum**

A quorum shall exist when three-fourths (3/4) of the members of the Council are in attendance.

## **2.5 Removal or Vacancy**

If a Council member has three (3) unexcused absences from meetings of the Council during any one (1) year period, the Moderator may, at his/her discretion, remove such member. If any position is vacated, for any reason, or should a member be unable to fulfill their responsibilities, the Council may select a replacement for the remainder of the term.

## **2.6 Terms**

Except as otherwise provided by these bylaws, the terms of office named herein shall be one (1) year.

## **2.7 Delegates**

The Council may select delegates from the congregation to attend official assemblies, conventions, or meetings of the Christian Church (Disciples of Christ), wherein the church desires to be represented. Such delegates shall be elected at least thirty (30) days prior to their attendance at such assembly, convention, or meeting.

# **ARTICLE III** **ELECTIONS AND SELECTIONS**

## **3.1 Qualifications**

Members of the Congregation elected or selected to positions of leadership as described herein must have been a member for at least six (6) months, be presently 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:

- Conduct of one's life consistent with the teachings of Jesus Christ
- Promotion of good will and Christian fellowship in the Congregation and community
- Attendance at worship services and scheduled meetings of the Congregation
- Support of the Church and its program
- Willingness to fulfill assignments on behalf of the Church
- Demonstrated skills or evident potential in carrying out responsibilities of the particular office

### **3.2 Moderator of the Congregation/Council**

In the first election/selection cycle following the adoption of these bylaws, the three most recent Moderators (formerly known as Board chairs) excluding the current Moderator, and in consultation with the Senior Minister, shall nominate eligible candidates for the offices of Moderator and Moderator-elect of the Congregation/Council and shall present the names of the candidates to the Council (formerly Board) at its second quarterly meeting. In subsequent years, a Moderator-elect shall be nominated.

Should for some reason the Moderator become unwilling or unable to finish the term to which he/she is elected, the Church Council shall appoint a Moderator to complete the term, subject to the Congregation's approval.

### **3.3 Moderator Selections to the Council**

The Moderator shall have the responsibility of selecting Facilitators for the program Ministries, except that the Moderator shall facilitate the Administration Ministry. Selections are to be made as soon as possible following his/her election. However, due diligence, to include consultation with appropriate staff members and church leaders, should be exercised, as these selections play a pivotal role in fulfilling the plan of the Congregation. It is imperative that incoming Facilitators have ample time to select members for Ministry teams before beginning work on January 1.

The Moderator of the Congregation/Council shall appoint a Council member or a non-council member to be the Recording Secretary for the Council and the congregation. This person may or may not be the Secretary of the Corporation. If the Recording Secretary is a non-council member he/she shall be ex-officio.

### **3.4 Nominating Task Force**

The Moderator shall appoint a chair of a Nominating Task Force which shall nominate incoming members of the Personnel Committee and Financial Advisory and Trust Committee, corporate officers, as required, and, in consultation with the elders, shall nominate deacons and junior deacons.

The Nominating Task Force chair, in consultation with the Moderator and Senior Minister, shall then appoint other members to the task force, not less than three (3), at least one of which shall be an Elder. The list of nominees shall be provided to the Council at its meeting prior to the Annual Congregational meeting. Nominations shall also be published in either the worship bulletin or newsletter at least one week prior to the Congregational meeting.

The results of elections/selections shall be published in at least two (2) consecutive issues of the newsletter and conspicuously posted throughout the year.

### **3.5 Remaining Council Members**

Elders and deacons shall elect their own chairperson to sit on the Council. Deacons will include Student Deacons (High School students) and, if any, one may be selected by the Deacons to sit on the Council, in addition to the Deacon Chair. The Financial Advisory and Trust Committee and Personnel Committee shall be represented on the Council by the member currently serving the second year of a three year term

### **3.6 Miscellaneous**

Except as otherwise provided in sections 2.5 and 3.2 vacancies may be left unfilled until the next election/selection cycle, if no undue harm to the effectiveness of the program is anticipated.

## **ARTICLE IV MINISTRIES**

### **4.1 Administration of Programs**

The task of administering the programs of the congregation shall be delegated to the Ministries identified in Sections 4.2 through 4.7. The Ministries may contain standing committees. Standing committees are those which require special knowledge or expertise and where continuity of membership is deemed prudent, such

as the Personnel and FATC committees. Should the need arise, Ministries may petition the Council to recognize and approve additional standing committees in which case these bylaws shall be amended to reflect those additions and changes. Ministries may form teams or task forces or recruit individuals in order to accomplish the various responsibilities assigned them.

The following Ministries will be responsible for the activities listed below. (Addendums will be attached and updated to the bylaws outlining in further detail the responsibilities as they exist at the time of adoption of these bylaws.) These responsibilities may be changed as necessary, but must be brought before the Council for approval and the bylaws appropriately revised to reflect the changes:

#### **4.2 Administration Ministry**

Responsibilities:

- Annual Financial Campaign
- Budget preparation
- Financial Advisory and Trust Committee (hereafter FATC)
- Financial Oversight/audit (in consultation with the FATC & Treasurer)
- Personnel
- Good Shepherd Program/risk management

#### **4.3 Care and Nurture Ministry**

Responsibilities:

- Fellowship/Social Activities
- Shepherding (including homebound)
- New Member Assimilation
- Prayer Ministry
- Bereavement meals

#### **4.4 Caretaker Ministry**

Responsibilities:

- Facility/Grounds maintenance, appearance and usage (in consult with Office Manager)
- Security and Safety, as it relates to facilities and grounds.
- Stewardship of resources (utilities, furnishings and fixtures)
- Memorials Committee
- Vehicle maintenance, appearance and usage (Transportation)

#### **4.5 Faith Formation Ministry** (all ages)

Responsibilities:

- Education and Teaching
- Teacher recruitment/training/resourcing
- Stewardship Education
- Library Management
- Spiritual Gifts Assessment/Utilization
- Promotion of Spiritual disciplines & practices (in consultation with Worship and Music)

#### **4.6 Outreach Ministry**

Responsibilities:

- Community/Neighborhood Contact
- Hospitality/Welcoming/Greeting
- Outreach/Mission/Evangelism Events
- Advertising/Promotion
- Outreach Education and Promotion
- Missions spending

#### **4.7 Worship & Music Ministry** (all ages)

Responsibilities:

Services of worship  
Music/Fine Art presentations  
Spiritual disciplines/practices

**ARTICLE V**  
**DUTIES OF MODERATOR AND FACILITATORS**

**5.1 Moderator of the Congregation/Council**

Responsibilities:

- Those noted in Article III above
- Preside at Congregational and Council meetings
- Facilitate the Administration Ministry
- Coordinate with the Ministers to provide visionary leadership for the Congregation
- Provide encouragement, training and leadership to Facilitators as needed
- Appoint special task forces as necessary to review, propose and/or implement solutions to congregational issues

**5.2 Moderator-Elect of the Congregation/Council**

Responsibilities:

- Attend Congregational and Council meetings
- Assist the Moderator as requested
- Preside over meetings in the Moderators absence
- Prepare for term as Moderator

**5.3 Facilitators**

Responsibilities:

- Serve on the Church Council
- Select individuals to participate in and carry out the work of the Ministry
- Give leadership to the Ministry and to those carrying out work of the Ministry
- Provide assistance and encouragement, orientation and training, as needed
- Record and report all actions to the Church Council

**5.4 Terms of Office**

Moderators will serve one year as Moderator-Elect and one year as Moderator. The outgoing Moderator may not serve as Moderator-Elect. If selected, Facilitators may serve additional terms.

**ARTICLE VI**  
**ELDERS - DEACONS - STUDENT DEACONS**

**6.1 Organization**

Elders and Deacons shall elect a chairperson, annually, to represent them on the Church Council and to provide leadership. Otherwise, they shall organize and meet as they choose in order to fulfill their duties.

**6.2 Duties of Elders**

The elders shall work in concert with the Minister(s) to promote the growth and welfare of the church, give spiritual oversight to the members with respect to regular attendance, visit the sick and bereaved and express concern for the morally delinquent and spiritually indifferent, serve at the Lord's Table, give thoughtful advice in matters pertaining to the health and wholeness of the congregation and its mission, encourage by example, and perform such other duties as may be assigned them by the Congregation or the Church Council. The Elders will work in concert with the Care and Nurture Ministry to shepherd the congregation, especially the sick and homebound. The Elders shall serve as "personnel committee" in matters concerning the Minister(s). Elders may concurrently serve in any other position except Deacon.

### **6.3 Duties of Deacons**

Deacons shall cooperate with the Elders in promoting the growth and welfare of the church. Deacons shall also be responsible for ushering, distributing the Lord's Supper, receiving the offerings, assisting with preparation of candidates for baptism and administering to the needy of the church. Each Deacon shall serve on a Ministry or committee.

### **6.4 Duties of Student Deacons**

Student Deacons shall assist in distributing the Lord's Supper and receiving the offerings. Student Deacons are encouraged to serve on a Ministry and, should the Deacons so decide, one (1) may sit on the Church Council.

### **6.5 Terms of Office**

Deacons shall serve one staggered three (3) year term, except that Student Deacons may serve consecutive one year terms. There shall be no requisite number of Elders or Deacons. Rather, the number serving shall be determined by the needs of the Congregation, as determined by the Elders and Deacons themselves, in consultation with the Church Council and the Minister(s) and keeping the availability of qualified nominees, in mind. A class of approximately one third (1/3) the desired complement of Deacons should be nominated annually. Elders shall annually present the names of qualified candidates, if any, to the Nominating Task Force in time for them to be presented to the Congregation for consideration at its annual meeting.

Elders shall serve continually upon election, although, at his/her own discretion an elder may choose to be inactive, or remain inactive, for periods of time (inactive to be defined as having no duties as set forth in 6.2 above). The congregation may choose to confer the honorary title of Emeritus upon inactive elders.

## **ARTICLE VII** **CORPORATE OFFICERS**

### **7.1 Service**

The Corporation's officers serve at the pleasure of the Congregation and may be elected to consecutive terms.

### **7.2 Offices and Duties**

#### **PRESIDENT**

When authorized by the Congregation/Council, the President of the Corporation shall, on behalf of said Corporation, borrow money, obtain credit, and assign, pledge, hypothecate, mortgage or otherwise create a lien upon, or transfer title to any property, real or personal, of said Corporation

#### **SECRETARY**

The Secretary of the Corporation shall keep the Seal of the Corporation and attest to all papers legally requiring same.

#### **TREASURER**

The Treasurer shall be a member of the Financial Advisory and Trust Committee and the Church Council.

Working closely with the Office Manager, the Treasurer shall supervise or cause to be supervised the receipt and disbursement of all moneys of the Corporation, keep or cause to be kept, financial records reflecting an accurate account of all such transactions, and make or review reports of all such moneys received and disbursed, and interpret those reports for the Congregation/Council at its meetings.

Promptly after the expiration of the fiscal year, or any time at the direction of the Church Council, the Treasurer shall submit the church books and records for an audit.

**ARTICLE VIII**  
**STAFF**

**8.1 Senior Minister**

The Senior Minister of the church shall provide spiritual leadership for the congregation and shall perform the duties which usually pertain to that office. The Senior Minister of the congregation shall be the chief administrator and, in consultation with the Moderator, encourage orderly procedures in the life and work of the congregation in compliance with the Congregation's bylaws, policies and procedures, and in furtherance of its purpose and plan. The Senior Minister shall be ex-officio member of all Ministries, committees and task forces. The Senior Minister shall confer with the Elders and receive advice from them in the performance of his/ her duties.

**8.2 Additional Ministers**

Minister(s) shall perform such duties as defined in his/her Letter of Call and/or as otherwise directed in furtherance of the purpose and mission of the Congregation. Minister(s) shall report directly to the Senior Minister and if necessary confer with the Elders and receive advice from them in the performance of his/her duties.

**8.3 Pastoral Relations Committee(s)**

Minister(s) shall each have a Pastoral Relations Committee which shall be established pursuant to and as described in the Guidelines for Pastoral Relations Committee incorporated herein by reference.

**8.4 Ministers - Hiring**

Preferably, Ministers shall be chosen by the church as hereinafter provided:

- A.** A representative committee nominated by the Moderator and elected by the Church Council shall serve as a Search Committee and shall be responsible for recommending a prospective Minister to the Council.
- B.** The Council shall consider the recommendation of the Search Committee and, if approved, recommend the prospective Minister to the Congregation. It shall be the policy of the church to consider only one prospective Minister at a time.
- C.** The recommendation of the Council must be accepted by at least three-fourths (3/4) majority of active members present and voting in a meeting of the Congregation before a call may be extended to a prospective Minister.
- D.** An agreement of employment or Letter of Call setting forth the compensation and benefits to be paid to the minister and other conditions of call, shall be provided to the minister, with a copy filed in the church office and with the Regional Office.

**8.5 Ministers - Dismissal**

Ministers may be dismissed by two-thirds (2/3) vote of those active members present and voting at a duly called Congregational meeting.

**8.6 Non-Ministerial Staff**

The Personnel Committee shall employ all employees, with the concurrence of the Minister(s). The Senior Minister, with the approval of the Personnel Committee, may discharge an employee.

**8.7 Definitions**

A Minister is either ordained or commissioned to professional ministry by a recognized denomination. This definition is not to be used to prohibit the hiring of an apprentice or a lay person to perform specific tasks, ministerial or otherwise, under the direction and supervision of a Minister.

**ARTICLE IX**  
**FINANCIAL ADVISORY AND TRUST COMMITTEE (FATC)**

**9.1. Purpose** The Financial Advisory and Trust Committee shall advise on the investment portfolios of East Side Christian Church and shall oversee the trusts placed under its control for East Side Christian Church.

**9.2 Composition and Term of Office** This committee shall be composed of three (3) members elected for staggered three (3) year terms and the Treasurer.

**9.3 Non-Succession** No member of the committee, other than the Treasurer, shall be eligible to serve more than one (1) full term in succession.

**9.4 Chairman** The committee shall elect its own chairman.

**9.5 Duties** The committee shall monitor the handling of all investment funds and return on all funds, with necessary liquidity and the maximum security available. The Treasurer is authorized to invest funds and to change directive for investments upon the advice of the committee and in consultation with the Church Council. The committee will regularly review accounts to ensure the purpose of each account is maintained and that each account is currently appropriate.

**9.6 Trusts** The committee shall oversee the Trusts for the best financial investment and for the dispersal of the income from the Trusts as set out in the trust documents and in these bylaws.

**9.7 Charge** The committee shall advocate for preservation of the corpus of the Trusts.

**ARTICLE X**  
**TRUSTS**

**10.1 Definitions** Trust Funds are those funds or assets set up for the purpose of supporting specific programs at East Side Christian Church by means of the income earned.

**10.2 Purpose** The principal of a Trust is to be invested or maintained for its income potential.

**10.3 Undesignated Gifts** Monetary gifts, such as those disbursed by estates or trusts, received with no designation shall have ten (10) percent placed in the Operational Reserve Account, with the remainder to be placed in the general Trust Fund.

**10.4 Interest** Dispersal of the interest earned by designated Trusts shall be as provided by said Trust. The interest from the general Trust (non-designated funds) shall be used in budget, mission, or other specified areas as recommended by the Church Council.

**10.5 Principal** Dispersal of any portion of the principal of any Trust shall be made only with the approval of the Church Council and a two-thirds (2/3) vote of the congregation at any duly called meeting.

**10.6 Dispersal of Funds** Dispersal of any moneys shall be made by the Treasurer upon action of the Church Council and/or the Congregation as required.

**ARTICLE XI**  
**AMENDMENTS**

These bylaws may be amended at any meeting of the Congregation by a two-thirds (2/3) vote, provided that notice of the proposed amendment has been published in the church newsletter and has been included in the regular Sunday bulletin on the two successive Sundays immediately prior to the date of the meeting.

The bylaws listed below may be amended at any meeting of the Church Council by a two-thirds (2/3) vote, provided that notice of the proposed amendment has been given to the members of the Church Council or the proposed amendment has been read at a previous meeting of the Church Council before the vote is taken:

Article II	sections 4, 5, 6, 7
Article IV	
Article III	section 3
Article VIII	sections 2 and 5

**ADDENDUM**

**To be rewritten and incorporated as set forth in Article IV Section 4.1**

**A. WORSHIP:** The Worship and Music Ministry shall lead the membership of church in a genuine expression of worship and in the enrichment of personal and devotional life. It shall be responsible for the public worship of the church, the administering of baptism and the Lord's Table, music, ushering, and special prayer services of the church.

**B. CHRISTIAN EDUCATION:** The Faith Formation Ministry, consisting of at least one Elder and in conjunction with the appropriate Ministerial staff, shall be responsible for planning and administering the total educational program of the church, including the Sunday School, youth activities, weekday education projects, leadership education, selection or approval and distribution of church literature, and fostering Christian home life. It shall also cooperate with other committees in planning for the total education program.

**C. EVANGELISM: OUTREACH** The Evangelism Committee shall be responsible for bringing new members into the life and fellowship of the Church. The Evangelism Committee shall sponsor a year-round program of evangelism that reaches every age level and every phase of the church life. It shall plan and direct special evangelistic campaigns. It shall promote advertising of the church events or programs in the daily press, electronic media, or by printed, internet or oral communications with church members. It shall also undertake any project assigned to it by the Official Board.

**D. CHURCH LIFE:** The Care and Nurture Ministry shall maintain the closest possible contact with the entire church with the goal of involving each member effectively in the life of the church. It shall provide an adequate program for the social life of the church and give publicity to church life and activities. The Church Life Committee shall coordinate efforts to involve new members into the life and fellowship of the church.

**E. MISSIONS:** The Outreach Ministry shall foster the worldwide program of the church, recommend the annual missions budget of the church, enlist support for denominational causes, and sponsor interdenominational activities and projects of local needs and concerns. It shall promote conventions, conferences, and retreats and recruit and support lifework recruits. It shall be responsible for keeping records of the mission's activities of the church, including the missions giving of the church.

F. **PROPERTY:** The **Caretaker Ministry** shall have general care and supervision of the church properties and shall make recommendations for the improvement of church facilities. It shall have general responsibility for the care and appearance of the church buildings and grounds, and shall be responsible for keeping the property adequately insured against loss or damage. This committee shall have the responsibility for the approval of all physical gifts to be used in or on church property.

A subcommittee of the Property Committee is hereby designated as the "Interior and Exterior Design Committee" consisting of six (6) members. The Chairman or Vice-Chairman of the Property Committee shall convene and chair this committee. Its membership and duties are provided for in the Church Policy Guide.

G. **PERSONNEL:** The Personnel Committee shall consist of not less than **three (3) five (5)** or more than **five (5) nine (9)** members **of which at least one is an Elder**. The Personnel Committee and the Senior Minister of the church shall be responsible for developing and maintaining the morale and efficiency of the church staff, considering personnel grievances, approving vacation and time off schedules, developing and maintaining job duty descriptions, making recommendations to the **Church Council** regarding the remuneration, procurement, reassignment, and dismissal of staff personnel, and performing such other duties **as it may be assigned the Official Board may assign**.

H. **STEWARDSHIP: Faith Formation** The Stewardship Committee shall be responsible for educating the membership about the full meaning of Christian stewardship and shall direct the **Administration** financial program of the church so that the program will fulfill the financial needs of the church and spiritually enrich the church membership. **Admin/Treasurer** This committee shall oversee the selection and training of the personnel for counting and depositing the weekly offering.

I. **MEMORIAL: Under Caretaker Ministry** The Memorial Committee will be responsible for coordination, documenting and disbursement of Memorial funds as described in the Memorial Fund guidelines.

J. **TRANSPORTATION:** The Transportation Committee shall formulate policy and be responsible for the care, maintenance, upkeep, reports, drivers, insurance, and reasonable supervision, necessary or beneficial to and for the protection, operation, and proper use of any and all vehicles owned or utilized by the church **Caretaker task force or subcommittee**.

(Current articles saved for sake of comparison)

**ARTICLE IX**  
**FINANCIAL ADVISORY AND TRUST COMMITTEE (FATC)**

**9.1. PURPOSE** The Financial Advisory and Trust Committee shall advise on the investment portfolios of East Side Christian Church and shall oversee the trusts placed under its control for East Side Christian Church.

**9.2 COMPOSITION AND TERM OF OFFICE** This committee shall be composed of ~~three (3)~~ **four (4)** members elected for ~~staggered three (3)~~ **two (2)** year terms and the Treasurer. **Membership on the committee shall be by Nominating Committee nomination and Congregational approval as described in Article II, 2.3.** In addition, the current Treasurer shall be a member of this committee. **One Two member of the committee shall be elected each year with the Officers of the Church.**

**9.3 NON-SUCCESSION** No member of the committee, ~~other than the Treasurer,~~ shall be eligible to serve more than ~~one (1)~~ **two (2)** full term in succession.

**9.4 CHAIRMAN** The committee shall elect its own chairman.

**9.5 FINANCIAL DUTIES** The committee shall monitor the handling of all **cash,** investment funds and return on all funds, with necessary liquidity and the maximum security available. The Treasurer is authorized to invest funds and to change directive for investments upon the advice of the committee and in consultation with the **Church Council.** The committee will regularly review accounts to ensure the purpose of each account is maintained and that each account is currently appropriate.

**9.6 TRUSTS** The committee shall oversee the Trusts for the best financial investment and for the dispersal of the income from the Trusts **as set out in these bylaws and trust documents.**

**9.7 CHARGE** The committee shall guard said Trusts from dispersal of their principal as set forth in Article X.

**ARTICLE X**  
**TRUSTS**

**10.1 DEFINITIONS** Trust Funds are those funds or assets set up for the purpose of supporting specific programs at East Side Christian Church by means of the income earned.

**10.2 PURPOSE** The principal of a Trust is to be invested or maintained for its income potential.

**10.3 UNDESIGNATED GIFTS** **Monetary gifts, such as those disbursed by estates or trusts, received East Side Christian Church** with no designation, shall have ten (10) percent placed in the Operational Reserve Account **as a tithe,** with the remainder to be placed in the general Trust Fund.

**10.4 INTEREST** Dispersal of the interest earned by designated Trusts shall be **as provided by said Trust.** **(Is this set out anywhere?)** The interest from the general Trust (non-designated funds) shall be used in budget, mission, or other specified areas as recommended by **the Financial Advisory and Trust Committee the Church Council.**

**These provisions (above and below in yellow) asks FATC to set policy, usurp power of congregation, do work delegated to the ministries???**

**10.5 PRINCIPAL** Dispersal of any portion of the principal of any Trust shall be made **only upon recommendation approval of the Financial Advisory and Trust Committee,** the **Church Council,** and a two-thirds (2/3) vote of the **congregation at any business meeting of the** Congregation.

**10.6 DISPERSAL OF FUNDS** Dispersal of any moneys shall be made by the Corporate Treasurer or Assistant Treasurer upon action of the Church Council or the Congregation as required.