

Saint Andrew Christian Church Bylaws

Article 1: Name and Affiliation

The name of this corporation is “Saint Andrew Christian Church” and will be referred to in these bylaws as the “congregation.” The congregation is a nonprofit corporation organized under the laws of Kansas and is affiliated with the Christian Church (Disciples of Christ) in the United States and Canada.

Article 2: Membership

Membership in this congregation is open to all people. Membership will consist of those who are now members of the community and those who unite with the Saint Andrew community in any of four ways:

- a. Confession of faith in Jesus Christ, followed by baptism
- b. Statement that a prior confession was followed by baptism
- c. Transfer of membership from another Christian congregation.
- d. Personal commitment to Christ.

Article 3: Authority and Responsibility

First: Congregational Community. All authority of the church is vested in the congregation, except as delegated in these bylaws.

Second: Leadership Circle, Board of Directors and Executive Committee.

- a. Leadership Circle. The Leadership Circle will consist of the Moderator, the Vice Moderator, the Past Moderator (ideally, the immediate Past Moderator), the Secretary, the Treasurer (who also serves as Finance Committee chairperson) and the leaders of the following committees and ministries: Pastoral Partners, Covenant Groups, Building and Grounds, Church Growth, Church Life, Adult Education, Children’s Education, Youth Education, Sister Community, Mission, Personnel, Saint Andrew Group for Ecology (SAGE), Stewardship and Worship. The Pastors and serving Ministers will be ex officio, non-voting members. If the chairperson of a committee is not able to attend a Leadership Circle meeting, the vice chairperson may represent the committee, with full voting power.

Members of the Leadership Circle must be participating members of the congregation for at least one year prior to serving. The term “participating members” is defined as “persons who have shown interest through attendance, giving, activity and spiritual concern.” (Taken from the 2011 Disciples of Christ Yearbook, P. 217.)

Spouses and/or partners may not serve on the Leadership Circle at the same time.

The Leadership Circle's authority and responsibilities include:

1. Recommending priorities and goals for programming and for the spiritual direction of the congregation.
2. Planning and implementing activities and events in the life of the church.
3. Raising funds, budgeting, and managing finances, including checking and borrowing accounts, authorizations, managing assets and liabilities, and determining salaries.

4. Coordinating the organization of the community, including establishing lines of authority and supervision of groups and committees within the church.
5. Ensuring that up-to-date, lay-leadership role descriptions are developed and maintained with any changes in place by September of each year.

Members of the Leadership Circle are expected to serve at least a one-year term. Upon recommendation by the Nominating Committee and approval by the congregation, members may be asked to serve a second year in the same position. Because of the technical skills required and the need to allow adequate time for training and learning the responsibilities of the position, the treasurer will be asked to serve a two-year term following a one-year term as Vice Treasurer. For all other Leadership Circle members, serving for three consecutive years in the same position should be avoided. A member could stay on the Leadership Circle for three or more years, however, if he or she moves to another position on the Leadership Circle. With a break of at least one year between terms, there is no limit on the number of terms a person can serve.

The Leadership Circle will meet monthly or as otherwise designated by the Executive Committee or Leadership Circle.

- b. Executive Committee. The Executive Committee will consist of: 1) the Moderator; 2) the Vice Moderator; 3) the Treasurer (who also serves as the chairperson of the Finance Committee); 4) the Past Moderator; and 5) the chairperson of the Personnel Committee. The Senior Pastor will serve as an *ex officio*, non-voting member. The role of the Executive Committee is to make decisions when the Leadership Circle is not available or when an urgent or sensitive matter requires immediate action. The Executive Committee also is empowered to provide guidance to the Senior Pastor as necessary, when the issue is not of a magnitude that involvement of the entire Leadership Circle is required. The Executive Committee must inform the Leadership Circle of all matters that it considers and of any votes that were taken at its meetings.
- c. Board of Directors. For purposes of compliance with Kansas Corporation Code, the Board of Directors of the congregation will be known as the Leadership Circle, and all references to the Leadership Circle in these bylaws will be deemed references to the Board of Directors. Nothing in these bylaws is intended to be inconsistent with any requirements set forth in the Kansas Corporation Code.

Third: Meetings. The Leadership Circle will schedule worship and other meetings of the congregation. The Leadership Circle will call an annual meeting, as required by law, to be on a Sunday in November or December on a date and at a time to be determined by the Leadership Circle, for a fiscal year from January to December. A single meeting may be held at multiple times on the same day. Written notice of each annual meeting will be given to each member by electronic mail or by mailing such notice to each member's household address as shown in church records. Notice will be sent not less than five or more than 60 days prior to each annual meeting, and will specify the place, day, and hour of the meeting. Each member will have one vote. The election of Leadership Circle members and other lay leaders will be conducted by a show of hands or by voice vote, unless someone requests a written ballot. In that case, the election will be conducted by written ballot.

The community expects the Leadership Circle to be responsive to requests for special meetings by the pastor, board officers, leaders and small groups within the community. Meetings of individuals and groups within the Saint Andrew community can be called by the appropriate pastor, leader, board officer or group within the church. The community expects a judicious use of business meetings, time limits for discussion and clearly publicized advance notice to the congregation about meetings.

Fourth: Decision-Making. Decision-making by consensus (the judgment arrived at by most of those concerned) should be the goal at meetings of the congregation and the Leadership Circle. If that is not possible, a majority vote of voting-age members present is satisfactory for approval of any action, except dismissal of a senior pastor or associate senior pastor, which requires a two-thirds majority. Participating members who are ages 12 and older may vote at congregational meetings.

Robert's Rules of Order will govern parliamentary procedures for meetings of the congregation and the Leadership Circle. The Leadership Circle moderator or his or her designee will preside at -- and be the chief parliamentarian at -- meetings of the congregation and the Leadership Circle.

Article 4: Organization

First: Clergy. The pastor(s) will be called as spiritual leader(s) and head administrator(s) of the community, empowered by the congregation to freely lead the community. Pastor(s) should maintain high moral standards, feel commitment to a growing spiritual life, be ordained, hold a Master of Divinity degree and have sufficient training and experience for the needs of the Saint Andrew community.

- a. Extending Calls. At the request of the Leadership Circle, the Nominating Committee will form a Search Committee of nine persons -- seven of whom will have voting power -- plus first and second alternates, to screen, interview and recommend candidates for any called-minister position. (A called minister is one who serves the congregation in a ministerial role and receives at least half-time compensation.) The Search Committee will include a member of the Personnel Committee, a member of the Finance Committee, a Past Moderator, the Vice Moderator (who will serve as one of the two alternates) and five at-large members. The committee should reflect, to the extent possible, the diversity of the congregation. The Search Committee will decide at its first meeting who will be the chairperson and the first alternate. One or both of the alternates will vote on a recommendation only if a regular member cannot be present when the committee needs to conduct a vote. Committees searching for called ministers other than the Senior Pastor will seek the advice of the Senior Pastor, who will serve as an *ex officio*, non-voting member of the Search Committee. Any candidate whom the Search Committee recommends must be the acceptable choice of at least five members present and voting. A quorum for a vote on a candidate is seven. The Search Committee will present the successful candidate to the Leadership Circle for discussion. The Leadership Circle will then vote to call a congregational meeting to present the candidate for approval or disapproval. To be called, a candidate must have the affirmative vote of at least two-thirds of participating church members present at the congregational meeting.
- b. Dismissal of Clergy. If a Senior Pastor or Associate Pastor loses the support or confidence of the congregation or the Leadership Circle, or if other serious problems arise that may ultimately warrant the dismissal of the pastor, the Leadership Circle will initiate whatever procedures it deems appropriate to solve the problem or restore confidence in the pastor. If such procedures are unsuccessful, or if the Leadership Circle does not deem such procedures to be appropriate, the Leadership Circle may request the pastor's resignation. If the pastor refuses to resign, the Leadership Circle may dismiss the pastor. Dismissing the Senior Pastor or the Associate Pastor will require the affirmative vote of a two-thirds majority of the Leadership Circle. The Leadership Circle may seek guidance or assistance from The Christian Church (Disciples of Christ) of Greater Kansas City.

Second: Leadership Circle. The Leadership Circle is the chief administrative and programming body of the congregation, as described above.

Third: Committees. Standing committees will include Finance, Pastoral Partners, Covenant Groups, Building and Grounds, Church Growth, Church Life, Adult Education, Children's Education, Youth Education, Sister Community, Mission, Personnel, Saint Andrew Group for Ecology (SAGE),

Stewardship, Worship and Nominating. Committees may periodically disband and reformulate as necessary. Ad hoc committees may include the Pastoral Search Committee and others.

Fourth: Nominating Committee. The Executive Committee will recommend Nominating Committee members to the Leadership Circle. The Nominating Committee will consist of five members: 1) the Vice Moderator, Moderator or Past Moderator; 2) another member of the Leadership Circle; and 3) three members of the congregation who are not members of the Leadership Circle. Nominating Committee members will serve for one year, beginning August 1 and ending July 31. At its first meeting, the committee will choose its chairperson. In consultation with the Senior Pastor or the Senior Pastor's designee, the committee will nominate a slate of people (one person for each position) for Leadership Circle and other lay leadership posts. Those posts include Pastoral Partners, Covenant Group leaders, the Saint Andrew Board of Trustees, and the Vice Treasurer, who will be nominated to serve in the second year of the current Treasurer's term.

The Nominating Committee should seek people who reflect the diversity of the congregation and have demonstrated leadership potential. The committee should also recruit some relatively new members of the congregation in order to continue infusing the leadership ranks with new ideas and perspectives.

After settling on its slate, the Nominating Committee will submit it to the Leadership Circle for discussion. The Leadership Circle will then vote to call a congregational meeting to present the slate for approval or disapproval.

Subject to approval by the Leadership Circle, the Nominating Committee will fill vacancies that occur in mid-term for all elected, lay-leadership positions. Anyone chosen to fill a mid-term vacancy will serve for the duration of that term.

Fifth: Finance Committee. The Finance Committee will consist of 1) the Treasurer, who will serve as committee chairperson 2) the Vice Treasurer (in years there is one); 3) the Stewardship chairperson; 4) the Leadership Circle Moderator, the Vice Moderator and/or Past Moderator; 5) the Shalom Fund Board of Trustees chairperson; and 6) one or two members of the congregation, who would be selected by the Finance Committee chairperson with input from other committee members, and approved by the Executive Committee. The Church Administrator and the Senior Pastor -- or a person designated by the Senior Pastor -- will be *ex officio*, non-voting members, who will work closely with the committee and whose voices will be given all due consideration.

The Finance Committee will:

1. Determine the total anticipated revenue each fiscal year and submit to the Leadership Circle a budget based on anticipated revenues and the priorities of the church.
2. Monitor giving and spending patterns throughout the year and inform the Leadership Circle of those patterns.
3. Develop and oversee sound financial policies and procedures to be used by the church, including planning and executing pledge drives and special-needs and capital campaigns.

Sixth: Personnel Committee. The Personnel Committee will consist of 1) the Personnel Chairperson, 2) the Past Personnel Chairperson, 3) the Moderator, Vice Moderator, and/or Past Moderator, and 4) two members of the congregation, who will be appointed by the chairperson with input from the other committee members and approved by the Executive Committee. The Senior Pastor will be an *ex officio*, non-voting member, who will work closely with the committee and whose voice will be given all due consideration

Seventh: Pastoral Partners. Pastoral Partners is a team of people chosen to be spiritual partners and caregivers for the congregation. They are nominated by the Nominating Committee and approved by the congregation at the annual meeting. This group assists the pastor(s) with the pastoral care of the congregation by offering encouragement and support to individuals in the congregation and by encouraging the spiritual life of the congregation. The customary term for Pastoral Partners is three years. With a break of at least one year between terms, there is no limit on the number of terms a person can serve. Pastoral Partners must be participating members of the congregation for at least one year prior to serving.

Eighth: Covenant Groups. Members of the church will be assigned to “Covenant Groups,” which, essentially, will be subdivisions of the congregation. Unless they specifically ask not to be included, new members will be assigned to Covenant Groups. Among other things, those groups will assist with tasks around the church, including handling duties at worship services. The Covenant Groups also will assist with the church’s outreach efforts by helping nonprofit agencies and other charitable institutions carry out their missions. Each Covenant Group will have a leader, and there will be a separate Covenant Groups chairperson. The chairperson and individual leaders will be included in the Nominating Committee’s annual slate. The Covenant Groups chairperson must be a participating member of the church for at least one year prior to serving.

Two years is the customary term for the Covenant Groups chairperson and individual Covenant Group leaders. With a break of at least one year between terms, there is no limit on the number of terms a person can serve as either chairman of group leader.

Ninth: Saint Andrew Board of Trustees. The Board of Trustees will consist of a chairperson and four other people, all chosen by the Nominating Committee and approved by the congregation at the annual meeting. The chairperson will also serve on the Finance Committee. The Senior Pastor and Church Administrator will be *ex officio*, non-voting members. Each Board of Trustees member will serve a term of three years, and the terms shall be staggered such that one or two new members are added every year. With a break of at least one year between terms, there is no limit on the number of terms a person can serve. Trustees must be participating members of the congregation for at least one year prior to serving.

The Board of Trustees will:

1. Advocate for the core values and mission of Saint Andrew Christian Church so the long-term direction of the Church is reflected in its operation.
2. Oversee, administer and authorize distributions from the Shalom Fund and other duties as stated in accordance with the Shalom Fund Policy.
3. Provide oversight of legal and insurance matters, including regular reviews of legal and insurance needs and policies.
4. Provide oversight of Saint Andrew tangible assets, including the property.
5. Report its activities to the Leadership Circle.
6. Make recommendations to the Leadership Circle it deems appropriate. The Leadership Circle can accept, modify or reject those recommendations.
7. Meet quarterly and as needed.

Tenth: Pastoral Relations Committees. The Pastoral Relations Committees (PRCs) are groups of three members each that provide support for all called ministers and provide a regular channel of

communication between the ministers and the congregation. A separate PRC will be formed for each called minister. Trust, acceptance and confidentiality will be the basis for an effective group. Each PRC will meet at least quarterly to provide feedback and facilitate sharing between the minister and the congregation. In the case of newly called ministers, the PRC members will come from the Search Committee that extended the call to that particular minister. The Leadership Circle Moderator and the minister will select the PRC members in all cases, including when a minister is already employed by the church and was not hired through the search-and-call process. The Moderator, who will not serve on the committee, will report the appointments to the Leadership Circle.

Each PRC will select its own chairperson, and each PRC member will serve a term of one to three years. At least one member will rotate off the committee each year, based on the anniversary of the minister's hiring. The PRCs will have no official authority and will not be required to report the substance of their meetings. After each meeting, however, the PRC chairperson will report the date and place of the meeting to the Personnel Committee chairperson. In addition, the PRCs may address and make recommendations to the Personnel Committee. When a particular minister leaves the congregation, his or her PRC would cease to function.

Article 5: Audit and Financial Controls

First: Check signing. At all times, there shall be at least two, but no more than four individuals, who are authorized to sign checks. The Executive Committee will designate those who are authorized to sign checks. Checks of \$2,500 or more will require the signatures of two authorized persons. Similarly, for all withdrawals of \$2,500 or more from the savings account, two signatures will be required. In no case may the two signatures required on either a check or withdrawal of \$2,500 or more be from two individuals from the same family or residing in the same household, unless the Leadership Circle specifically approves such an arrangement. The approval of an arrangement permitting two individuals from the same household to sign checks or make withdrawals of \$2,500 or more may be continuing in nature, but is specific to those individuals and is not transferable to new individuals who have not been granted the approval of the Leadership Circle.

Second: Internal Audit. An internal audit will be conducted annually. The audit will consist of a review of all of the financial records of Saint Andrew. The moderator will appoint an individual or a committee to conduct the internal audit.

Third: External Audit. A Certified Public Accountant or an otherwise-qualified accountant will be hired every three years to conduct an external audit. The Leadership Circle will budget funds to pay for such services.

Article 6: Amendments

Only the Leadership Circle may alter, amend or repeal the bylaws. Before being voted on by the Leadership Circle, proposed changes in the bylaws will be disseminated to the congregation for a comment-and-suggestion period of at least one week.

Article 7: Effective date

These bylaws are effective Jan. 20, 2013.
Amended Feb. 17, 2014
Amended Oct. 20, 2014