

BYLAWS
Round Rock Christian Church (Disciples of Christ)
Round Rock, Texas

I. AFFIRMATION OF FAITH

We confess that Jesus is the Christ, the Son of the living God, and proclaim him Lord and Savior of the world. Organized within the Design of the Christian Church (Disciples of Christ), we are a movement for wholeness in a fragmented world. As part of the one Body of Christ, we welcome all to the Lord's Table as God has welcomed us.

A. Our VISION: *To be a relevant center that strengthens and feeds our neighborhood community spiritually and physically through our passion for God and God's people.*

B. Our MISSION: *Embracing our neighbors with Christ-like love.*

C. Our VALUES:

- * **RELEVANCE:** *Feeding our community physically and spiritually as a center for our neighborhood.*
- * **CARING:** *Responding to physical, emotional, and spiritual needs of people, and being responsible stewards of our resources.*
- * **MEANINGFUL WORSHIP:** *Engaging people as one in the body of Christ by exalting God through scripture, communion, prayer and music.*
- * **RELATIONSHIPS:** *Building a sense of belonging through sharing, hospitality, and fellowship.*
- * **SUPPORT:** *Honoring and nurturing people's God-given gifts, talents and passions.*

D. Our STRATEGIES: Worship, Serve and Grow

E. Our MEASURES: *Serving others, displaying humility, studying and sharing scripture praying continually, extending compassion, obeying God.*

II. AUTHORITY: These bylaws derive their authority from the Constitution of Round Rock Christian Church (Disciples of Christ) and provide the framework for the church governance.

III. MEMBERSHIP

A. Members of the Congregation who have been active in any church activity in the last twelve (12) months shall be considered active members. Any member of the Congregation who has not participated in any church activity in the last twelve (12) months shall be considered an inactive member.

B. Termination of membership in Round Rock Christian Church (Disciples of Christ) occurs upon verification of transfer to another church or upon the request of the member in writing.

IV. GUIDING BOARD

A. Purpose

1. Ensures that all actions of the Guiding Board are aligned with, and work toward sustaining the *Vision, Mission, Values, Strategies* and *Measures* set forth in these bylaws.
2. Reviews annually the *Vision, Mission, Strategies, Values* and *Measures* of the Congregation, making revisions deemed necessary by vote and they are communicated to the Congregation.
3. Provides policy oversight of all components of the operation of the church, including administrative, financial, programming, property, and legal.
4. Recommends to the Congregation the calling of the Senior Minister.
5. Establishes and maintains ministries, committees and other organizations necessary to conduct the work of the Congregation.
6. Endorses, with revisions as necessary, the annual budget submitted by budget line stewards and compiled by Financial Team and recommends that this proposed budget be presented for vote by the Congregation at the annual congregational meeting each November.
7. Endorses, with revisions as necessary, programming created by individual ministries and the Ministries Council.
8. Meets at least quarterly.
9. Conducts official business when a simple majority quorum (one over half of elected voting members) are present, unless otherwise noted in these Bylaws.
10. Maintains records of attendance and minutes of both Guiding Board and Congregational meetings. These documents will be available to the Congregation. Written reports of the Treasurer and Senior Minister (Pastoral and Ministries) will be received at each regular meeting of the Guiding Board and attached to the minutes of the meeting for publication in the Members Recourses on the RRCC website.
11. Reviews annually the year-end income and expenditures and takes action necessary to close the books.

B. Structure

1. Members: Moderator, Vice Moderator, Treasurer, Financial Secretary, Elder representative, 2nd year Trustee, 1st year Trustee, Personnel Chair, Property Chair; and, Sr. Minister, *ex officio* (non-voting).
2. Adding or deleting positions on the Guiding Board requires a change to the Constitution of the Congregation and these Bylaws. Request for an additional position requires the draft of an Operating Policy and Procedure (OPP) or a job description of the position.
3. Quorum: Official action of the Guiding Board requires a simple majority vote of one over half of the elected members unless otherwise noted in these Bylaws.

C. Qualifications Members of the Guiding Board will be active in the programs of the Congregation and will exemplify the values of the *Vision, Mission, Strategies* and *Measures* of the Congregation.

D. Election, Term of Office, and Vacancies

1. The Guiding Board, as noted in IV, B, above will be elected for a one-year term, apart from the Trustees who are elected for two-year terms. Terms of Trustees are arranged to provide one trustee continuing and one trustee elected annually.
2. Guiding Board members may serve in the capacity elected for two consecutive terms but will then be ineligible for service in that office until one year has elapsed.
3. Vacancies on the Guiding Board, Elders, Deacons, Trustees and other elected positions of the Congregation will be filled by the Guiding Board.

V. OFFICERS OF THE CONGREGATION

A. Qualifications, Designation and Election

1. The Officers of the Congregation will be active in the programs of the Congregation and will exemplify the values of the *Vision, Mission, Strategies* and *Measures* of the Congregation.
2. The Officers of the Congregation are designated in Section V. B. of Constitution. The Officers are: Moderator, Vice Moderator, Treasurer, Assistant Treasurer, Financial Secretary, Assistant Financial Secretary, and two Trustees.
3. The Congregation at its annual meeting shall elect the officers who shall serve the Congregation for a term of one year, apart from the Trustees who will serve two-year terms.

B. Responsibilities

1. The Moderator shall preside at all meetings of the Congregation and Guiding Board and perform such other duties associated with the office. The Moderator shall serve as an ex-officio member of all ministries, committees, and other organizations.
2. The Vice Moderator shall serve to support the Moderator, preside in the absence of the Moderator as requested and perform such other duties associated with the office.
3. The Treasurer shall:
 - a. Receive reports of all income of the Congregation from the Financial Secretary.
 - b. Oversee payment of all accounts of the Congregation as authorized by the budget or special action of the Guiding Board when such items are not in the budget.
 - c. Provide accurate records of all expenditures.
 - d. Provide written reports to the Guiding Board at each regular meeting.
 - e. Develop a proposed annual budget using estimates from budget line stewards and estimated income from the Financial Secretary. This proposed budget will be submitted to the Guiding Board. Following review and revision if needed, the Guiding Board will recommend approval to the Congregation at its annual meeting.
4. The Assistant Treasurer shall have authority to perform all actions enumerated for the Treasurer in the bylaws as delegated or in the absence of the Treasurer.
5. The Financial Secretary shall be responsible for receiving all income of the Congregation, keeping accurate records of the source and amount of such income, depositing all income in designated accounts, providing the Treasurer with copies of all deposit receipts and making regular written reports of income received to the Guiding Board.
6. The Assistant Financial Secretary shall have authority to perform all actions enumerated for the Financial Secretary delegated by the Financial Secretary, or in the absence of the Financial

Secretary. The Assistant Financial Secretary will serve (or designate a member of the offering counting team to serve) as Memorials Clerk according to the Memorials & Memorials Clerk Operating Policy and Procedure.

7. The Chair of Property, and the team responsibilities, are enumerated in the Property Operating Policies and Procedure.

8. The Chair of Personnel, and the team responsibilities, are enumerated in Personnel Operating Policies and Procedures.

VI. TRUSTEES

A. Authority, Qualifications and Elections

1. The Constitution of Round Rock Christian Church establishes positions for two Trustees who serve as voting members of the Guiding Board.
2. The qualifications for Trustees are enumerated in Section V. A. above.
3. The Congregation at its annual meeting shall elect one Trustee for a term of two years, resulting in one incoming Trustee each year.
4. The Guiding Board, by majority vote, shall fill any vacant unexpired term.
5. Trustees may serve as chairs or members of ministries, committees, or other groups within the Congregation.

B. Function

1. Represent the Congregation in all legal matters of the church.
2. Hold title to the property of the Congregation.
3. Serve as members of the Permanent Fund Management Team (reference-Permanent Fund Operating Policy and Procedure) and other endowments and trust funds assigned.
4. Provide oversight of all contracts, leases and other agreements.
5. Specific duties of the Trustees are identified in the Trustees Operating Policies and Procedures.

VII. ELDERS

A. Purpose: Elders provide leadership and oversight of the spiritual needs and concerns of the Congregation.

B. Qualifications and Elections

1. Elders will be active in the programs of the Congregation and will exemplify the values of the *Vision, Mission, Strategies and Measures* of the Congregation
2. Elders are elected annually by the Congregation to serve a term of three years, in a number to replace those Elders whose term is expiring.
3. The Elders voting representative on the Guiding Board will be elected from within the Elders Ministry.
4. The Elders representative on the Ministries Council will be elected annually from within the Elders Ministry.
5. The chair of Elders will be elected annually from within the Elders Ministry.
6. Unexpired vacancies of Elders may be filled by a majority vote of the Guiding Board

C. Function: The roles and responsibilities of the Elders and the Elders Ministry are identified in the Elders Operating Policies and Procedures.

VIII. DEACONS

A. Purpose: Deacons serve with Elders to provide for the spiritual needs of the congregation.

B. Qualifications and Elections

1. Deacons will be active in the programs of the Congregation and will exemplify the values of the *Vision, Mission, Strategies* and *Measures* of the Congregation.
2. Deacons are elected annually by the Congregation to serve a two-year term, in a number to replace those Deacons whose term is expiring.
3. The Deacons representative on the Ministries Council will be elected annually from within the Deacons Ministry.
4. The chair of Deacons will be elected annually from within the Deacons Ministry.
5. Unexpired vacancies of Deacons may be filled by a majority vote of the Guiding Board.
6. The Elders Ministry provides oversight of Deacons.

C. Function Deacon roles and responsibilities are identified in the Deacons Ministry Operating Policies and Procedures.

IX. MINISTRIES COUNCIL

A. Purpose: The Ministries Council coordinates the programming of the Congregation, utilizing our *Strategies and Measures* to ensure our *Vision and Mission*.

B. Composition

1. Representatives of ministries, and other organizations within the Congregation as identified by the Senior Minister.
2. The Senior Minister chairs the Council and facilitates the meetings.

C. Meetings: Meets at least six times annually.

X. MINISTRIES

A. Purpose: Ministries are entities with a specific purpose that aligns with and sustain the mission of the Congregation. They are activities designated by the Guiding Board as permanent in nature, or of such significance to require ongoing support, program and structure for meeting the mission of the church.

B. New Ministries: Proposals to create a ministry will be submitted to the Guiding Board with data on the purpose, responsibilities, procedures, and-necessary resources. The proposal will be in the form of a draft of the ministry's Operating Policy and Procedure (OPP). The Guiding Board will review the draft for the proposed ministry and approve it by vote.

XI. NOMINATING COMMITTEE

A. The Moderator, in consultation with the Senior Minister, will annually appoint five (5) members to the Nominating Committee no later than September 1st.

B. The Nominating Committee shall propose names for Officers of the Congregation, Trustees, Guiding Board members, and Elders and Deacons, to be presented to the Congregation as outlined in Article V., Section A., B., and C. of the Constitution.

C. The Committee will present the slate for election to the Guiding Board not later than the regular October meeting of the Board.

- D. Following endorsement by the Board, the notice of the slate will be presented via morning worship announcement and newsletter to the Congregation at least two weeks in advance of the annual Congregational meeting in November.
- E. Write-in candidates require that a written consent by the candidate be given to the Nominating Committee prior to the Congregational meeting.

XII. OPERATING POLICIES AND PROCEDURES (OPPS)

- A. Operating Policies and Procedures (OPPS) are written guidelines that define the purpose, policies and procedures of each entity.
- B. The following minimum Operating Policies and Procedures (OPPs) are established and maintained by the Guiding Board:
 - 1. Financial Administration and Budget
 - 2. Staff Hiring and Evaluation
 - 3. Facility or Building Use
 - 4. Guidance and administration of staff paid employees
 - 5. Programs designated as ministries by the Guiding Board.
- C. To create an entity that is permanent in nature a written proposal will be submitted to the Guiding Board using the Operating Policies and Procedures (OPP) format as identified in X. B. above. It will be submitted to the Guiding Board for approval prior to organization of the ministry.
- D. Operating Policies and Procedures approved by the Guiding Board are included in the Members Resources section of the congregation's website.

XIII. CALLING OF THE INTERIM SENIOR MINISTER

- A. The Moderator will communicate the resignation of the Senior Minister and need for an interim minister to the Executive Minister of the Christian Church of the Southwest (CCSW).
- B. The Moderator, with approval of the Guiding Board, will establish an *ad hoc* Interim Senior Minister Search Committee of three to five members, providing perimeters of employment.
 - 1. The Committee will:
 - i. Select a chair from within the committee
 - ii. Maintain communication with the CCSW regional minister to contact and interview candidates
 - iii. Maintain contact with the Guiding Board regarding the search
 - 2. The Guiding Board will hear the report of the committee and has the authority to hire an interim senior minister
 - 3. If the name of more than one candidate is presented by the committee, the Guiding Board will have the final vote.

XIV. SELECTION AND CALLING OF THE SETTLED MINISTER

A. *Settled Senior Minister Search Committee*

- 1. A Settled Senior Minister Search Committee to select a settled senior minister will be established by the Guiding Board.

2. The Chair will:
 - a) Be selected from within the committee
 - b) Contact the Executive Minister of the Christian Church in the Southwest (CCSW) with notification of need for a settled senior minister and will utilize the expertise of the staff and printed data of the Regional, and National offices of the Christian Church/Disciples of Christ.
 - c) Provide monthly written reports to the Guiding Board and periodic reports to the Congregation.
3. The Committee shall recommend a prospective candidate for settled senior minister to the Guiding Board, including a resume and terms of employment agreed upon with the candidate.

B. *Approvals*

1. The Guiding Board, upon the receipt of the Senior Minister Search Committee report, will review credentials and terms of employment at a regular or called meeting of the Board.
2. Upon approval of the committee recommendation, the Guiding Board shall recommend the calling of the prospective minister to the Congregation.
3. The Congregation, at a regular or called meeting, may approve the recommendation of the Search Committee and Guiding Board upon a two-thirds majority vote of members present and voting by written ballot.

XV. SENIOR MINISTER

A. *Responsibilities*

The Senior Minister:

1. Is the spiritual leader of the congregation. In this his capacity he/she:
 - a) Prepares and presents relevant services of worship sermons
 - b) Shepherds the congregation
 - c) Leads by example with moral virtues of strength of character, love, caring, grace and humility.
 - d) Demonstrates and communicates a strong working knowledge of scripture.
2. Is the chief administrator of the Congregation, adhering to the Constitution, Bylaws, and Policies and Procedures in cooperation with the Moderator and the Guiding Board.
3. Is ex-officio, non-voting member of the Guiding Board, ministries, committees, commissions, and other entities of the Congregation.
4. Shall present a written report to the Guiding Board at each regular meeting.
5. Shall chair, facilitate, and serve as an ex-officio member of the Ministries Council.

B. *Terms of Employment*

1. An agreement of employment (known as a '*letter of calling*') setting forth the salary and other conditions of the call shall be provided to the Senior Minister, with a copy filed in the church office and with the Christian Church of the Southwest office.
2. The term of ministry shall be for an indefinite period and may be terminated upon notice as specified in the contract, by either party to the contract.

C. Resignation

1. Voluntary resignation of the Senior Minister shall be submitted to the Guiding Board in writing, after consultation with the Moderator. The resignation will be reported to the Congregation.
2. Involuntary resignation of the Senior Minister shall:
 - a) Be dealt with confidentially among the Minister, the Moderator, the Guiding Board, and the Regional executive ministers.
 - b) Be approved by a vote of the Guiding Board.
 - c) The Congregation, at a regular or called meeting, may approve the involuntary resignation recommendation of the Guiding Board by a two-thirds majority vote of members present and voting by written ballot.

XVI. PASTORAL SUPPORT MINISTRY

A. Purpose: The purpose of Senior Minister Pastoral Support Ministry is to provide a channel of advocacy for the minister.

B. Composition

1. Senior Minister
2. Lay members
 - a) At least three church members who are active in the programs of the Congregation and will exemplify the values of the *Vision, Mission, Strategies* and *Measures* of the Congregation.
 - b) Selected by the Senior Minister
 - c) Serve three-year rotating terms
3. Chair
 - a) Selected by the group during the first meeting of the calendar year.
 - b) The chair or Senior Minister reports to the Guiding Board monthly.

B. Function: The central dynamics in the function of the Pastoral Support Ministry are support and communication.

1. The ministry meets at least six times a year.
2. The Guiding Board has oversight of the Policies and Procedures of the Ministry.
3. Further delineation of the Ministry purpose, function, responsibilities, organization and oversight mechanisms will be identified in the Operating Policies and Procedures
4. *Guidelines for the Pastoral Relations Committee*, a manual provided by the national office of the Christian Church (Disciples of Christ), will be utilized.

XVII. EVALUATION COMMITTEE FOR THE SENIOR MINISTER

A. Purpose: The purpose of the Evaluation Committee is to assess performance annually with emphasis on development opportunities for ministerial growth and service.

B. Structure

1. Recent past Moderator serves as committee chair
2. Current Moderator
3. Chair of the Minister's Pastoral Support Group

4. An Elder

C. Function

1. Evaluates the performance of the Senior Minister by September 1, annually on or after the first anniversary of employment.
2. The Senior Minister will provide the committee with a self-evaluation of the previous twelve months prior to a meeting with the committee.
3. The Committee will provide a personal and a written evaluation to be reviewed with and acknowledged by the Minister with a signature. This evaluation will be retained in the personnel file in the church safety/security box. The Minister will be given the opportunity to respond in writing. His/her response will be attached to the evaluation.
4. Recommends compensation annually to the Personnel Team.

XVIII. STAFF PAID EMPLOYEES

- A. Employment of church personnel, apart from the Senior Minister, shall be by the Senior Minister in coordination with the Personnel Team and the approval of the Guiding Board.
- B. Annual reviews for each employee will be conducted by the Senior Minister and at least one member of the Personnel Committee by September 1.
- C. Termination of employment will be made only after counsel with employee for improvement by the Minister in consultation with the Personnel Committee. Record of this process will be documented and signed by the Minister and employee and submitted to the Guiding Board.

XIX. INSURANCE

Evaluation and purchase of property insurance, including personal liability or any other line of insurance, shall be the responsibility of the Property Chair in consultation with Trustees and is subject to approval of the Guiding Board.

XX. FISCAL YEAR

The fiscal year of Round Rock Christian Church shall be the calendar year.

XXI. AMENDMENTS

These Bylaws may be amended at a meeting of the Guiding Board by a majority vote of members present and voting, providing a copy of the amendment is given to the Guiding Board for review at least two weeks prior to the vote.

Approved: October 21, 2019, by vote of the Guiding Board

Patricia Mouser, Moderator