

CONSTITUTION OF THE SOUTH SIDE CHRISTIAN CHURCH  
APPROVED JANUARY 19, 2014

ARTICLE I: NAME

This organization shall be known as the South Side Christian Church (Disciples of Christ) of Lima, Ohio. It is affiliated with the Christian Church (Disciples of Christ) headquartered in Indianapolis, Indiana.

ARTICLE II: PURPOSE

- A. To perpetuate the Spirit of Jesus Christ and the New Testament Church.
- B. Beginning with a strong local ecumenical witness, we work to unite all Christians.
- C. To assist the Christian Church (Disciples of Christ) in ministering to the whole world.

ARTICLE III: MEMBERSHIP

- A. The condition of membership shall be obedience to the teachings set forth in the New Testament Scripture.
  - 1. We practice believer's baptism by immersion.
  - 2. We accept, by transfer, any candidate who has been baptized through any Christian tradition.

ARTICLE IV: CHURCH BOARD

A. Membership

The general management of the organization shall be vested in a Church Board elected from the adult membership of the church. Church Board meetings are always open to the entire church membership, except when considering legally restrictive matters. The members of the Church Board include:

- 1. Board Chairperson
- 2. Vice-Chairperson
- 3. Past Board Chairperson
- 4. Treasurer
- 5. Representative of the youth group of the church
- 6. Financial Secretary
- 7. All members of the Board of Trustees
- 8. All members of the Board of Elders
- 9. Twelve representatives of the Board of the Diaconate
- 10. All Standing Committee Chairs

B. Meetings

The Church Board shall meet monthly, unless otherwise scheduled. Meetings shall be open to all interested parties. Permission to address the Board shall be requested no later than twenty-four hours prior to the meeting. Special permission to address the Board may be granted during the meeting by the presiding Chair, at the sole discretion of the presiding Chair. The Chairperson of the Board may call special meetings at any time.

### C. Quorum

Twenty-One (21) Board members shall constitute a quorum. Board members who are also employees must abstain from voting on matters that may affect their employed position. In the event of Board Member abstention, the quorum shall be reduced by the number of employee/Board Members abstaining. This procedure shall affect only the vote on the matter for which the employee/Board Member must abstain.

### D. Voting

1. A simple majority of those present and voting is necessary to pass a motion with the exception of the following, which require a minimum of two thirds majority of those present to pass:
  - a. Disposing of or acquiring tangible assets in excess of \$5000.00
  - b. Committing the church to a financial or participative commitment in excess of 12 months or \$5000.00
  - c. Amendments to the Constitution, changes in the Mission Statement, financial or organizational structure
  - d. Changes in pastoral focus, affiliation, or major operating methods.
2. A Congregational vote shall be required to confirm changes in pastoral focus, affiliation or major operating methods as approved by the Board. A two thirds majority of the congregation present for the vote is required for approval.

## ARTICLE V: OFFICERS OF THE BOARD AND OTHER MEMBERS

### A. Board Chairperson

#### 1. Term of Board Chairperson

The Board Chairperson shall serve a term of two years. In case of vacancy, the Vice-Chairperson shall become Board Chairperson.

#### 2. Duties of the Board Chairperson

The Board Chairperson shall preside at all regular Church Board meetings, at all special meetings, and at the annual meeting of the church. The Board Chairperson shall have no voting power on the Church Board except in the event of a tie. The Board Chairperson, jointly with the Vice-Chairperson, shall appoint members of standing committees to terms of one year. The Board Chairperson may establish and appoint ad-hoc committees with approval of the Church Board. The Board Chair person shall appoint the Recording Secretary. The Board Chairperson shall serve as an ex-officio member of all committees.

### B. Vice Chairperson

#### 1. Term of the Vice Chairperson

The Vice-Chairperson shall serve a term of two years.

## 2. Duties of the Vice-Chairperson

Duties of the Vice-Chairperson are to preside at the Church Board meetings, perform the duties of the Board Chairperson in his/her absence, and appoint members of standing committees jointly with the Board Chairperson. The Vice-Chairperson may serve as an ex-officio member of any committee when assigned by the Board Chairperson.

## C. Recording Secretary

The Recording Secretary shall be appointed by the Board Chairperson and approved by the Board. There is no defined term of office for the Recording Secretary. The Recording Secretary shall take minutes at all Board meetings and the Annual meeting and publish those minutes for the church records. The Recording Secretary is responsible for maintaining and updating the Church Policy Manual.

## D. Treasurer

### 1. Term of the Treasurer

The Treasurer shall be elected at the annual meeting and shall serve a term of two years. There is no limit to the number of consecutive terms that a person may hold this office.

### 2. Duties of the Treasurer

The Treasurer shall keep all funds in an authorized depository, and keep a record of the receipts and disbursements of all church funds. The Treasurer shall also prepare and file any and all financial reports required by the city, state or federal governments. The Treasurer shall ensure all bills are paid. The Treasurer shall be an ex-officio member of the Finance Committee.

## E. Representative of the Youth of the Church

### 1. Term of the Youth Representative

The Youth Representative to the Board shall be elected at the annual meeting and shall serve a term of one year.

### 2. Duties of the Youth Representative to the Board

The Youth Representative to the Board shall represent the interests of the youth of the church to the Board and to the general membership of the church. The Youth Representative to the Board shall at all times consider the long-term welfare of the church and the long-term impact of decisions made by the Board. The Youth Representative to the Board shall also represent the Board decisions to the youth of the church and strive to gain support for those decisions among the youth of the church. The youth group shall present a list of names to the Nominating Committee each year for consideration of this position.

## F. Financial Secretary

### 1. Term of the Financial Secretary

The Financial Secretary shall be elected at the annual meeting and shall serve for a term of two years. There is no limit on the number of consecutive terms that a person may hold this office.

## 2. Duties of the Financial Secretary

It shall be the duty of the Financial Secretary to keep a record of the receipts of the Building Maintenance and General Funds, and report the same at each Church Board meeting. Also, to make a yearly report to the church at the annual meeting and at such other times as the Church Board may request.

## G. Finance Committee Chairperson

### 1. Term of the Finance Committee Chairperson

The Finance Committee Chairperson shall be elected at the annual meeting and shall serve for a term of one year. There is no limit on the number of consecutive terms that a person may hold this office.

### 2. Duties of the Finance Committee Chairperson

It shall be the duty of the Finance Committee Chairperson to represent the financial affairs of the church to the Church Board and to act as a financial advisor to the Church Board. Also, to make a yearly report to the church at the annual meeting and at such other times as the Church Board may request. The Finance Committee Chairperson shall also perform duties described in the Finance Committee list of duties that may or may not directly involve his or her duties on the Church board.

## H. Personnel Committee Chairperson

### 1. Term of the Personnel Committee Chairperson

The Personnel Committee Chairperson shall be elected at the annual meeting and shall serve for a term of one year. There is no limit on the number of consecutive terms that a person may hold this office.

### 2. Duties of the Personnel Committee Chairperson

It shall be the duty of the Personnel Committee Chairperson to represent the personnel matters of the church to the Church Board and to act as an advisor to the Church Board on personnel matters. The Personnel Committee Chairperson shall also perform duties described in the Personnel Committee list of duties that may or may not directly involve his or her duties on the Church board.

## I. Board of Trustees

### 1. Term of the Board of Trustees

a. The Board of Trustees shall consist of at least six (6) members, each to be elected for a three-year term. Terms shall be staggered such that at least two Trustees shall be elected at each annual election. Trustees shall serve no more than two consecutive terms.

b. Members of the Board of Trustees shall be nominated and elected at the Annual Meeting of the Church. The elected Trustees shall meet before the first Church Board meeting. During this meeting, the Trustees shall select a Chairperson to serve for one year.

## 2. Duties of the Board of Trustees

a. The Board of Trustees shall have supervision of the real estate, and shall insure, preserve and keep the real property of the church in good repair. Authority shall be vested in the Trustees to purchase, mortgage and convey any real property as directed by the Church Board.

b. The Trustees shall authorize the ordering and purchasing of all supplies required to maintain and keep the church in proper order with the amount of each purchase not to exceed the monetary limit approved by the Board. (If the Board fails to set said spending limit, then the limit shall be \$5000.00 per purchase). All purchases that exceed the Board approved spending limit (or the default limit of \$5000.00 per purchase) shall be subject to a quote and bidding process, with such quotes and bids to be presented to the Church Board for final action.

c. Each year the Board of Trustees shall, upon request of the Nominating Committee, submit a list of names to be placed into nomination for consideration to the Board of Trustees.

d. The decisions of the Board of Trustees shall be subject to the approval of the Church Board.

## J. Elders

### 1. Term of the Board of Elders

a. The Board of Elders shall consist of 18 members. An Elder shall serve for three years and terms are to be arranged such that six Elders shall be elected at each annual election. In addition to these, there may be as many honorary life members as the Congregation shall deem fit to elect at the annual meeting. No Elder shall serve more than two consecutive terms.

b. Members of the Board of Elders shall be nominated and elected at the Annual Meeting of the Church.

### 2. Duties of the Board of Elders

a. It shall be the duty of the Board of Elders to preside at the Communion Table, to provide communion to home members, and to have general supervision and control over the spiritual welfare of the church as is prescribed in the New Testament.

b. Each year the Board of Elders shall, upon request of the Nominating Committee, submit a list of names to be placed into nomination for consideration to the Board of Elders.

c. The decisions of the Board of Elders shall be subject to the approval of the Church Board.

## K. The Diaconate

### 1. The Diaconate

The term Diaconate means generally "to minister, to serve, to wait upon."

## 2. Term of the Diaconate

a. The Diaconate shall consist of 36 members (or more if deemed necessary by the Church Board) to be elected for a term of three years, one-third elected at each annual election. No member shall serve more than two consecutive terms. The Diaconate shall be composed of men, women and youth who are participating members of the congregation of South Side Christian Church. Youth should be considered based upon their maturity and church participation.

b. Members of the Diaconate shall be nominated and elected at the Annual Meeting of the Church. The elected Diaconate shall meet before the first Church Board meeting. During this meeting, the Diaconate shall select a Chairperson and a Co-Chairperson to serve for one year. They shall also select twelve Deacons to serve on the Church Board for a term of one year.

## 3. Duties of the Diaconate

a. The Diaconate shall assist the Elders at the Communion Table and attend to the collecting of the Lord's offering. The Diaconate shall provide ushers for the seating and general comfort of the congregation at all regular and special services. They shall give assistance at all baptisms. The Diaconate may assist the Elders in the distribution of communion to Home Members. All members of the Diaconate will assist in the preparation and clean up of communion trays. The Diaconate shall be familiar with the Church's emergency procedures.

b. Each year the Diaconate shall, upon request of the Nominating Committee, submit a list of names to be placed into nomination for consideration to the Diaconate.

c. The decisions of the Diaconate shall be subject to the approval of the Church Board.

d. The Diaconate shall meet with the Minister, Chair of the Elders and others as required.

## ARTICLE VI: VACANCIES

A. Any vacancy occurring in the Church Board in the offices of Vice-Chairperson, Treasurer, or Financial Secretary shall be filled for the unexpired term by appointment by the Board Chairperson, subject to approval of the Church Board.

B. Appointees to a Church Board position, or to the Boards of Elders or Trustees or Diaconate, shall be appointed to serve the remaining term of the person whom they are replacing. The Appointee, upon fulfilling the commitment of the person they replaced, may run for another term in their own right. Upon gaining and fulfilling the second term the Appointee, if a member of the Board of Elders, Trustees or Diaconate, must rest one year before serving in the appointed capacity again. They may, however, serve in another capacity immediately.

C. The Recording Secretary shall be appointed by the Board Chairperson and approved by the Board.

## ARTICLE VII: THE MINISTERS

A. Senior Minister Responsibilities: The Minister shall be the recognized spiritual leader of the church and shall perform the duties that pertain to that office. The Minister may be ex-officio member of all organized groups, auxiliaries and committees.

B. Associate and Commissioned Minister Responsibilities: To be developed by the Church Board in response to the current needs of the church. Such duties and responsibilities shall be part of this constitution and included herein as Appendix B.

### C. Selection

1. The Congregation shall choose the Ministers in this manner:

a. The Search Committee shall consist of nine persons appointed by the Church Board Chairperson and approved by the Church Board. It shall be composed of a chairperson, two Elders (one of whom shall be a member of the Pastoral Relations Committee), two Deacons, two Trustees, and two members of the congregation and for receiving ministerial profiles.

b. The Search Committee shall utilize the services of the Christian Church (Disciples of Christ) in Ohio for information and counsel concerning prospective candidates.

c. The Search Committee shall recommend appropriate candidates for consideration by the Church Board.

d. The Church Board shall consider the recommendations and meet the candidates selected by the Search Committee. The selection of the final candidate shall require approval of a two-thirds majority of the entire Church Board.

e. The Congregation, in a stated or called meeting, shall consider the recommendation and meet the candidate selected by the Church Board. A motion to extend a call to the prospective minister shall be approved by at least a two-thirds majority of members present and voting.

f. Upon approval of the Congregation, the Church Board, on behalf of the Congregation, shall extend a call to the prospective Minister.

### D. Terms of Employment

1. An agreement of employment setting forth the salary and other provisions of the call, as determined by the Church Board, shall be provided to the Minister, with a copy filed with the Recording Secretary.

2. The term of ministry shall be for an indefinite period or as specified in applicable contract(s) and may be terminated upon ninety days notice by either party or by mutual agreement.

### E. Resignation

1. Voluntary resignation of a Minister shall be submitted to the Church Board in writing, after consultation with the Board Chairperson and the Pastoral Relations Committee.

2. If Termination of a Minister is being considered, the Board Chairperson, the chair of the Pastoral Relations Committee, and the Regional Minister of the Ohio Christian Church, shall conduct an investigation. Privacy and confidentiality will be observed at all times.

3. Termination of a Minister shall be considered at a meeting of the Church Board, with two weeks written notice given to all Board members. Approval of a motion supporting the termination of the Minister shall be by a two-thirds majority of all Board members.

4. The Congregation shall consider the Church Board's decision at a called meeting, with written notice given to all members two weeks prior to the meeting. Approval of a motion supporting the termination of the Minister shall be by a two-thirds majority of all members present.

## ARTICLE VIII: COMMITTEES

### A. Establishment of Standing Committees

The Church Board shall establish such Standing Committees as they deem necessary to accomplish the mission and business of the church. Committee chairs shall be chosen by the Board Chair and approved by the Church Board. A list of the Standing committees and their respective duties is presented in Appendix A. Each committee chair shall be a member of the congregation of South Side Christian Church but committee members may be members or regular attendees.

### B. Committee Descriptions

Upon formation, each standing committee shall create a job description, which shall include a description of who is to be included as members of the committee, duties assigned to the committee, recommended meeting schedules, etc. The Committee Job Description shall be presented to the Church Board for approval.

### C. Committee Reports

Each Standing Committee is required to provide a written report at each regular meeting of the Church Board and at the Annual Meeting.

## ARTICLE IX: NOMINATIONS AND ELECTIONS

- A. The Nominating Committee shall be a standing Committee of the Board. It shall consist of at least five members, including three who are members of the Church Board and two members of the church who are not on the Board.
- B. In December, the Committee shall present to the Church Board, for their approval, a slate of candidates for election.
- C. The Nominating Committee shall provide at least one candidate for each open position. The Committee shall consult with the Elders, Diaconate and Trustees to solicit candidates for those groups. The Committee shall also consult with the Pastors during the process of creating a slate of candidates.
- D. Once it is approved by the Church Board, the slate shall be made available to the congregation at least two weeks prior to the election. The notice shall also include text to indicate that nominations will be accepted from the floor at the time of the election.
- E. The Committee shall be responsible for preparing ballots, tabulating votes and reporting the results to the congregation.



- F. The election shall take place at the annual meeting of the congregation.
- G. Any vacancy occurring in the Church Board between elections from the following: Personnel Committee Chairperson, Youth Representative or Finance Committee Chairperson, shall be filled for the unexpired term by election of a replacement by the group from which the vacancy occurred, after consultation with the Church Board Chairperson and the approval of the Church Board.
- H. In case of a vacancy between elections for the office of Elder, Deacon or Trustee, the Chair of that group will solicit names of candidates for the open position. The name of the candidate shall be given to the Nominating Committee. The Nominating Committee will ask the candidate if they wish to serve. If so, their name will be presented at the next Church Board meeting by the Nominating Committee for approval by the Church Board.

#### ARTICLE X: ANNUAL MEETING

- A. The annual Congregational Meeting of the church shall be held on a Sunday in January. The congregation shall be notified in writing at least two weeks in advance of the annual meeting.
- B. The Annual Report of the church shall be presented and approved at the annual Congregational Meeting. The Church Board shall establish the contents of the report and said requirements shall be established as a Policy of the Board and shall be maintained accordingly.
- C. The Church Board may call special congregational meetings as required. Whenever possible, meetings shall be called by giving written notice to the Congregation at least two weeks in advance.

#### ARTICLE XI: POLICIES AND BYLAWS

- A. The Church Board shall adopt such policies and bylaws as needed for the administration and operation of the church.
- B. These policies and the Constitution will be available in the Church office for review by any church member.

#### ARTICLE XII: AMENDMENTS

Changes or amendments to the body of the constitution may be made at the annual meeting, or at a special meeting of the congregation. Written notice of the meeting concerning the proposed text of the amendment shall be sent to members two weeks in advance of the meeting. The text shall be made available in written or electronic form. Approval of the amendment requires a two-thirds majority of those voting. Changes to the appendices may be made by a two-thirds majority of the Church Board.

#### ARTICLE XIII: ROBERTS RULES OF ORDER

In matters where this Constitution does not give specific direction, Roberts Rules of Order shall prevail in the conduct of all meetings.

#### ARTICLE XIV: AUTHORIZATION

This document shall be in effect at 23:59 hours, Midnight, the day it is approved by a vote of the Congregation.

Approved by the Board of the South Side Christian Church on December 10, 2013.

Approved by the Congregation of the South Side Christian Church on January 19, 2014

Affirmed by \_\_\_\_\_ Date: \_\_\_\_\_,

Chairperson of the Board of South Side Christian Church

## APPENDIX "A"

### LIST OF STANDING COMMITTEES, COMMITTEE LEADERSHIP, AND THE DUTIES OF EACH

The Church maintains, under separate copy, a list of Committees, their responsibilities and current leadership. The list of committees includes:

#### Standing Committees:

- Advisory
- Christian Action
- Christian Education
- Congregational Health
- Fellowship
- Finance
- Grounds Maintenance
- Memorial Gifts
- Membership
- Nominations
- Pastoral Relations
- Personnel
- Stewardship
- Transportation
- Volunteer
- World Outreach
- Worship
- Christian Women's Fellowship
- Youth Groups

#### Occasional Ad Hoc Committees:

- Habitat for Humanity
- Constitution
- Others as required

The Committee Policy and Procedure Manual is included herein by reference.

## APPENDIX "B"

### LIST OF FULL AND PART TIME EMPLOYEES AND THE JOB DUTIES OF EACH

The Church maintains an Employee Manual which is a list of employees, their job duties and responsibilities.

The Employee Manual is included herein by reference.

## APPENDIX "C"

### ADMINISTRATION OF THE CONRATH MINISTERIAL ENDOWMENT FUND AT SOUTH SIDE CHRISTIAN CHURCH

On August 21, 2003, the Allen County Court of Common Pleas, Probate Division, in the State of Ohio, acted to transfer the Isabel Conrath Trust to the South Side Christian Church, subject to terms attached to the Magistrate's decision. Terms for the administration of these funds were approved by the Board of South Side Christian Church on June 22, 2003. They are as follows:

The fund is to be named the "Conrath Ministerial Education Endowment Fund at South Side Christian Church".

The fund is to be administered by three (3) trustees who are to serve a three (3) year term each. Terms are to be staggered so that one trustee is appointed annually by the Church Board. Trustees may be reappointed to additional terms by the Church Board. Nominations for Trustees may be made to the Church Board by the remaining Trustees for consideration for open Trusteeships.

One hundred thousand dollars (\$100,000) shall be set aside as a reserve in perpetuity and may not be depleted by the Trustees. Interest from these funds can be withdrawn.

The primary use of the funds shall be for training and education of ministerial staff including Youth Leaders. Requests for funding shall be made directly to the Trustees of the fund. Approval of expenditures from the fund requires approval of a majority of the trustees.

Trustees of the Conrath Ministerial Educational Endowment Fund are responsible to the Board of the South Side Christian Church concerning the investments and expenditures of the fund. Such an accounting shall be in the form of a monthly report provided to the Treasurer of South Side Christian Church after the Fund bank account has been reconciled. All funds held are assets of South Side Christian Church and shall use the taxpayer identification number of South Side Christian Church for all bank accounts or other investments, unless otherwise directed by the Church Board.