

BYLAWS OF BROADWAY CHRISTIAN CHURCH (DISCIPLES OF CHRIST)

**Our mission is to enable persons to encounter the living God as disclosed through Jesus Christ,
to serve and celebrate God in an ever-changing society.**

ARTICLE I

Office

The principal office of the Corporation (known hereafter as “the Church”) shall be located at 2601 West Broadway, Columbia, Missouri.

ARTICLE II

Non-profit Purposes

Broadway Christian Church of Columbia, Missouri, is registered with the Missouri Secretary of State as a Benevolent Corporation. As such, a Registered Agent is not required. The Charter Number for the Church is B00014164. The Church was formed on November 21, 1958, and has a perpetual duration. This Corporation is organized exclusively for one or more of the purposes specified in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (known hereafter as the Code). Such purposes include the making of distributions to organizations who qualify as exempt organizations under Section 501(c)(3) of the Code.

ARTICLE III

Membership

Section A. Defined

The membership of the Church shall be comprised of those who are now identified as members of the Congregation and those who shall unite with it by baptism, confession of faith, or those who seek full or associate membership. An associate membership shall be granted to those persons who are members of another congregation but who for compelling personal reasons, such as justified desire to retain membership in that church, cannot take full membership in the Church (i.e., Broadway Christian Church). Associate members of the Congregation shall be eligible for all rights and responsibilities of membership except for the privilege of serving on the Church Board.

Section B. Records

Official membership records of the Church shall be kept by the Secretary as specified in Article VI, Section B (3)(c)(ii)(A).

ARTICLE IV

Church Year

The Church year shall begin on July 1 and end on June 30.

ARTICLE V

Congregational Meetings

Section A. Meetings to be Held

The Congregation shall hold:

1. An annual Congregational meeting on a Sunday within the first fifteen (15) days of June to receive the Treasurer’s annual report; and, to vote on the presented slate of nominees and a budget for the following Church year.
2. An additional Congregational meeting in January to receive financial and ministry updates.
3. Special Congregational meetings as required. Such meetings shall be called by the Chair, Vice Chair, or Lead Minister; upon written request of the Board or upon written petition signed by no fewer than ten percent (10%) of the members of the Congregation, as recorded by the Secretary.

Section B. Notice

Notice of all Congregational meetings shall be given by email, Church weekly publication, or written form to the members of the Congregation no fewer than ten (10) days in advance of a meeting. Such notice shall state the purpose of the meeting.

Section C. Rules of Order

All meetings of the Congregation shall be governed by *Robert's Rules of Order–Simplified*. A copy is attached as an addendum to these Bylaws.

Section D. Minutes

Minutes shall be kept at all Congregational meetings. Such minutes shall be made available to the members of the Congregation by email and in the weekly publication of the Church no later than ten (10) days following a Congregational meeting.

ARTICLE VI

Officers of the Church

Section A. Requirements for Service

In accordance with the Charter for the Church, specified in Article II, the following shall be requirements for eligibility prior to service as an Officer of the Church:

1. Over twenty-one (21) years of age.¹
2. A member of the Church for more than one (1) year.²

Section B. Officers of the Church

Officers of the Church shall be nominated by the Nominating Committee, approved by vote of the Board, and elected by vote of the Congregation. Such Officers shall serve for a term as designated for each or until such time as a successor is elected and assumes the Office. The Officers of the Church are voting members, except the Chair, who may only vote when the result of a Congregational or Board vote is a tie.

The Officers of the Church shall be as follows:

1. **Chair (Board Chair)**
 - a. The term of Chair shall be for one (1) Church year, as succeeded from service as the Vice-Chair in the prior year.
 - b. Prior to becoming the Chair, a person shall have served or be serving as an Elder, Deacon, or be a current member of the Board.
 - c. It shall be the duty of the Chair to serve by:
 - i. Providing support to committees and Church staff on matters related to the overall operations of the Church.
 - ii. Calling and presiding over all meetings of the Congregation, Board, and Executive Committee.
 - d. Except for good cause, the Chair shall succeed to be a voting member of the Personnel Committee in the following Church year.
 - e. At the conclusion of the term, the Chair may be considered for nomination to serve as a member of any committee of the Church; however, for the following two (2) Church years shall not serve as the Chair or Vice-Chair of any Standing or Ministry Committee or serve as a member of the Board.

¹ Twenty-one (21) years, plus one (1) full day.

² One (1) year, plus one (1) full day.

2. Vice-Chair (Board Vice-Chair)

- a. The term of Vice-Chair shall be for one (1) Church year.
- b. Prior to becoming the Vice-Chair, a person shall have served or be serving as an Elder, Deacon, or be a current member of the Board.
- c. It shall be the duty of the Vice-Chair to serve by:
 - i. Providing support to committees and Church staff on matters related to the overall operations of the Church.
 - ii. In the absence of the Chair, calling and presiding over all meetings of the Congregation, Board, and Executive Committee.
 - iii. Chairing the Nominating Committee.
- d. Should the Chair become vacant during the Church year, the Vice-Chair shall succeed to be the Chair, and except for good cause, shall serve as such in the following Church year.
- e. Except for good cause, the Vice-Chair shall succeed to the Chair in the following Church year.

3. Secretary (Board Secretary)

- a. The term of Secretary shall be for one (1) Church year.
- b. The Secretary may be nominated by the Board for re-election by vote of the Congregation. No person shall serve in excess of four (4) consecutive Church years.
- c. It shall be the duty of the Secretary to serve by:
 - i. Keeping and reporting minutes in an impartial manner of all meetings of the Congregation, Board, and Executive Committee.
 - ii. Maintaining the following official records of the Church and ensuring their publication on Realm (or its equivalent):
 - A. Roster of all members of the Congregation. Such roster shall be updated regularly and be published as any change occurs.
 - B. Rosters of all members of the Board and each committee Chair and Vice-Chair. Such rosters shall include the terms of office and be updated and published as any change occurs. A printed copy of these rosters shall be available in the Church office.
 - C. Written petitions from members of the Congregation as specified in Article V, Section A(3).
 - D. Board-approved policies of the Church.
 - iii. Submitting a report for each regular Board meeting summarizing the official membership records of Congregation as specified herein.
 - iv. Reporting to the Nominating Committee the positions to be nominated for the following Church year.
 - v. Providing support to committees and Church staff on matters related to their positions.

4. Treasurer (Board Treasurer)

- a. The term of Treasurer shall be for one (1) Church year.
- b. The Treasurer may be nominated by the Board for re-election by vote of the Congregation. No person shall serve in excess of four (4) consecutive Church years.
- c. The Treasurer shall serve as the Chief Financial Officer of the Church. It shall be the duty of the Treasurer to serve by:
 - i. Authorizing the disbursement of all funds according to the authority designated by the Board.
 - ii. Monitoring and ensuring accurate financial records for the allocation of receipts to and disbursements from all fund accounts.

- iii. Approving and reporting monthly financial statements and reports to the Board. Such statements shall be related to but may not be limited to the financial position, activities by department with a comparison to the prior year, and restricted net assets of the Church.
- iv. Reporting the financial status of the Church at each regular meeting of the Congregation, Board, and Executive Committee.
- v. Providing support to committees and staff as it relates to financial operations.
- vi. Chairing the Finance Committee.
- vii. Providing support to committees and Church staff on matters related to their positions.

5. Financial Secretary (Board Financial Secretary)

- a. The term of Financial Secretary shall be for one (1) Church year.
- b. The Financial Secretary may be nominated by the Board for re-election by vote of the Congregation. No person shall serve in excess of four (4) consecutive Church years.
- c. It shall be the duty of the Financial Secretary to serve by:
 - i. Maintaining confidential financial pledge information.
 - ii. Monitoring and ensuring contributions toward financial pledges are accounted for.
 - iii. Identifying and reporting trends of financial pledges and other contributions.
 - iv. Ensuring distribution, by the Church Financial Manager, of annual contribution reports to financial contributors.
 - v. Being a voting member of the Finance Committee.
 - vi. Providing support to Church staff on matters related to their positions.
 - vii. Submitting an annual report to the Board.

6. Elder Chair

- a. The Elder Chair shall be the leader of all Elders. The term for Elders shall be three (3) years. There shall be no fewer than six (6) Elders, one-third (1/3) of whom shall be elected each Church year. The Elders shall be as follows:
 - i. The Elder Chair and Vice-Chair, as nominated by the Nominating Committee, approved by vote of the Board, and elected by vote of the Congregation. The term for each, as Chair and Vice-Chair, shall be for one (1) Church year; and shall be concurrent with their term as an Elder. In the absence of the Chair, the Vice-Chair may serve in such role. Except for good cause, the Vice-Chair shall succeed to the Chair in the following Church year.
 - ii. Additional Elders, as nominated by the Nominating Committee, approved by vote of the Board, and elected by vote of the Congregation. The number of Elders for the Church year in excess of the minimum shall be set by the Executive Committee in consultation with the Lead Minister.
 - iii. Elders may be nominated by the Nominating Committee and approved by the Board for re-election by vote of the Congregation for consecutive terms.
- b. Elders shall meet as called by the Elder Chair, Vice-Chair, or Lead Minister.
- c. It shall be the duty of Elders to serve by:
 - i. Promoting the growth and welfare of the Church by exercising spiritual gifts of intercession and teaching through educational, evangelistic, prayer, and shepherd responsibilities.
 - ii. Assisting at the Lord's Table.
 - iii. Providing support to Church staff on matters related to Elders.
 - iv. Submitting a report for each Board meeting.

7. Deacon Chair

- a. The Deacon Chair shall be the leader of all Deacons. The term for Deacons shall be three (3) years. There shall be no fewer than eighteen (18) Deacons, one-third (1/3) of whom shall be elected each Church year. The Deacons shall be as follows:
 - i. The Deacon Chair and Vice-Chair, as nominated by the Nominating Committee, approved by vote of the Board, and elected by vote of the Congregation. The term for each, as Chair and Vice-Chair, shall be for one (1) Church year; and shall be concurrent with their term as a Deacon. In the absence of the Chair, the Vice-Chair may serve in such role. Except for good cause, the Vice-Chair shall succeed to the Chair in the following Church year.
 - ii. Additional Deacons, as nominated by the Nominating Committee, approved by vote of the Board, and elected by vote of the Congregation. The number of Deacons for the Church year in excess of the minimum shall be set by the Executive Committee in consultation with the Lead Minister.
 - iii. Deacons may be nominated by the Nominating Committee and approved by the Board for re-election by vote of the Congregation for consecutive terms.
- b. Deacons shall meet as called by the Deacon Chair, Vice-Chair, or Lead Minister.
- c. It shall be the duty of Deacons to serve by:
 - i. Promoting the growth and welfare of the Church by exercising spiritual gifts of intercession and service through the preparation for the communion service, distributing the Lord's Supper, receiving the offerings, tending to the sanctuary, prayer, and shepherd responsibilities.
 - ii. Assisting Elders.
 - iii. Providing support to Church staff on matters related to Deacons.
 - iv. Submitting a report for each Board meeting.

ARTICLE VII Governance

Section A. Authority

The ultimate governing authority of the Church shall rest with the members of the Congregation.

Section B. Board

1. In accordance with the Charter for the Church, specified in Article II, the following shall be requirements for eligibility prior to service as a member of the Board:
 - a. Over twenty-one (21) years of age.³
 - b. A member of the Church for more than one (1) year.⁴
2. It is the expectation for members of the Board that they regularly attend a worship service on Sunday mornings and faithfully contribute to the financial needs of the Church.
3. The Board shall be comprised of no fewer than twenty (20) voting members as follows:
 - a. Officers of the Church, including Vice-Chair of Elders and Deacons.
 - b. Chair of each Standing Committee.
 - c. Chair of each Ministry Committee.
 - d. Representatives of Worship Services.
4. Should positions on the Board not be filled or become vacant during the Church year, the Board Chair shall nominate a person to serve the remainder of the term, following approval by vote of the Board. Such positions shall include the following: Board Vice-Chair, Board Secretary, Board

³ Twenty-one (21) years, plus one (1) full day.

⁴ One (1) year, plus one (1) full day.

Treasurer, Board Financial Secretary, Representatives of Worship Services, and the chair of any committee that has representation on the Board in which there is no successor in place. Service for the remainder of the Church year shall not be counted toward any consecutive limit imposed by these Bylaws.

5. The Lead Minister and other ordained or commissioned Ministers of the Church shall serve as non-voting members.
6. It shall be the duty of the Board to provide oversight, guidance, and strategic planning for the overall operations of the Church by:
 - a. Supporting ministry development.
 - b. Nurturing the current and future vision of the Church.
 - c. Maintaining and adhering to Board policies and procedures.
 - d. Transacting business, provided there is a quorum present at Board meetings which shall be no fewer than fifty percent (50%) of the voting membership of the Board.
 - e. Considering and recommending general policies to the Congregation.
 - f. Approving a budget recommendation for consideration by the Congregation for the following Church year.
 - g. Approving the formation of Ministry Committees which at minimum shall include the following:
 - i. Purpose statement.
 - ii. Appointment of the Chair and Vice-Chair by vote.⁵
 - iii. Budget, if needed.
 - h. Approving the formation of Special Committees which at a minimum shall include the following:
 - i. Purpose statement.
 - ii. Appointment of the Chair and all additional members by vote.
 - iii. Budget, if needed.
 - i. Approving the dissolution of committees with good cause.
 - j. Presenting the regular Board meeting dates for the following Church year at the annual Congregational meeting held in June.
 - k. Performing its duties according to the authority granted in these Bylaws and by the Congregation.

Section C. Board Meetings

1. The Board shall meet no fewer than six (6) times per Church year. The first meeting of the Church year shall be held in July.
2. The Board Chair or Vice-Chair shall hold a special meeting of the Board within thirty (30) days upon receipt of a written request. Such written requests shall state the purpose of the meeting and be signed by no fewer than ten percent (10%) of members of the Congregation.
3. Notice of all meetings shall be given by email, Church weekly publication, or in written form to the members of the Congregation, no fewer than five (5) days in advance of a meeting. The notice shall state the purpose of the meeting and include an agenda. A member of the Congregation may

⁵ For the Church year following the approval of a Ministry Committee, the following shall be the process: Chair and Vice-Chair, as nominated by the Nominating Committee, approved by vote of the Board, and elected by vote of the Congregation. The term of each shall be for one (1) Church year. The Chair and Vice-Chair may be re-nominated and re-elected in accordance with the specified nominating and election procedures herein. No person shall serve as Chair in excess of four (4) consecutive Church years. In the absence of the Chair, the Vice-Chair may serve in such role.

request a Board meeting packet from the Church Administrator or Board Chair; or view as posted on Realm (or its equivalent).

4. Members of the Board are expected to attend all Board meetings. If a member cannot attend, prior notice must be given to the Church office. In the absence of the Deacon Chair, Elder Chair, or a Chair of any committee that has representation on the Board, the Vice-Chair of such may sit on the Board as a voting member.
5. Members of the Board shall act in good faith, as a trusted servant of God and the Church, to fulfill the duties of the Board while adhering to the approved policies and procedures of the Church.
6. The Board Chair may invite other persons to Board meetings who may contribute to the business of such meetings. Such persons shall be recognized as a non-voting contributor.
7. Board meetings shall be conducted in open session for all members of the Congregation to attend. A closed session is reserved for legal, personnel, or other sensitive matters and shall be noted on the published agenda. A closed session shall be approved by vote of the Board prior to commencing.
8. Minutes shall be kept of all Board meetings. Such minutes shall be made available to the members of the Congregation no later than ten (10) days following all Board meetings.
9. The Board Chair shall have discretion to allow for a vote to be taken by email regarding a decision item of importance to the well-being of the Church, provided that the following conditions have been met:
 - a. Time constraints do not allow for a special Board meeting to be held in-person.
 - b. Unanimous consent to allow for such vote by the Executive Committee.
 - c. An email sent to all members of the Board which includes the following:
 - i. Summary of the decision item including the time constraints in place.
 - ii. Decision item statement for a vote.
 - iii. Deadline date and time to submit a vote.
 - iv. Instructions that a vote shall be submitted by sending an email to the Board Secretary by the given deadline.

Following the deadline, the Board Chair shall send an email to all members of the Board with a record of the vote. A record of the vote shall also be included in the Board meeting minutes.

Section D. Representatives of Worship Services

1. Representatives of Worship Services shall act in good faith, as trusted servants of God and the Church, to fulfill their duties while adhering to the approved policies and procedures of the Church.
 - a. Representatives of Worship Services shall be nominated by the Nominating Committee, approved by vote of the Board, and elected by vote of the Congregation. The term of each shall be for three (3) Church years. No person shall serve consecutive terms.
 - b. Representatives shall be of worship services which they regularly attend and are scheduled for the majority of Sundays within the Church year as follows:
 - i. One (1) Representative of the earliest-scheduled Sunday morning worship service.
 - ii. Two (2) Representatives of the middle-scheduled Sunday morning worship service.
 - iii. Two (2) Representatives of the latest-scheduled Sunday morning worship service.
 - iv. To prevent the appearance of conflicts of interest, members of the same family or household shall not be a representative of the same worship service.
 - c. It shall be the duty of each Representative of Worship Services to serve by:
 - i. Providing feedback between members of the Congregation and guests with ministers and worship teams.

- ii. Representing a Worship Service as an at-large member of the Board. Such representation shall be independent of all other Representatives and of the Worship Service Committee, as specified in Article VII, Section G (6).
- iii. Submitting a report for each regular Board meeting.

Section E. Recognition of Committees

1. The Church recognizes committees as one of the following:
 - a. **Standing.** Standing Committees shall be defined within these Bylaws. Such Committees, in a policy and advisory role, shall provide guidance and strategic planning for the administrative operations of the Church. The administrative operations of the Church shall be administered through the Board by Standing Committees.
 - b. **Ministry.** Ministry Committees may or may not be defined within these Bylaws. Such Committees, in a policy and advisory role, shall provide guidance and strategic planning for the program operations of the Church. The programs of the Church shall be administered through the Board by Ministry Committees.
 - c. **Special.** Special Committees may or may not be defined within the Bylaws. Such Committees shall address a specific need or project of the Church and shall not have representation on the Board nor be entitled to a vote on Board business.
2. Each committee shall be comprised of the number of members as defined in the Bylaws. No person shall be the Chair of multiple committees which has representation on the Board.
3. Each committee shall have a staff liaison, as appointed by the Lead Minister, to serve as a non-voting member. Such liaisons shall be the Lead Minister, Ordained Minister, Commissioned Minister, or a non-minister whose staff position is applicable to the committee.
4. Members of each committee shall act in good faith, as a trusted servant of God and to the Church, to fulfill the duties of the committee while adhering to the approved policies and procedures of the Church.
5. It is the expectation for members of each committee that they regularly attend a worship service on Sunday mornings.
6. The Chair of a committee or staff liaison may invite other persons to committee meetings who may contribute to the business of such meetings. Such persons shall be recognized as a non-voting contributor.
7. Should the Chair position of a committee become vacant during the Church year, the Vice-Chair of such committee shall succeed to the Chair and serve the remainder of the term as such. Should such a Vice-Chair position be vacant at the time of the vacancy of the Chair position, the Board Chair shall nominate a person to serve as Chair for the remainder of the term, following approval by vote of the Board. Service for the remainder of the Church year shall not be counted toward any consecutive limit imposed by these Bylaws.
8. Should the Vice-Chair of a committee not be filled or become vacant during the Church year, the Board Chair shall nominate a person to serve in such position for the remainder of the term, following approval by vote of the Board. Service for the remainder of the Church year shall not be counted toward any consecutive limit imposed by these Bylaws.
9. Should an additional member position of a Standing Committee or Special Committee not be filled or become vacant during the Church year, the Board Chair shall nominate a person to serve in such position for the remainder of the term, following approval by vote of the Board. Service for the remainder of the Church year shall not be counted toward any consecutive limit imposed by these Bylaws.
10. Sub-committees shall not have representation on the Board nor be entitled to a vote on Board business.

Section F. Standing Committees

1. Executive

- a. The Executive Committee shall be comprised as follows:
 - i. Chair, as held by the Board Chair.
 - ii. Vice-Chair, as held by the Board Vice-Chair.
 - iii. Secretary, as held by the Board Secretary.
 - iv. Six (6) additional members, as held by the Board Treasurer, Deacon Chair, Elder Chair, Personnel Committee Chair, Property Committee Chair, and Safety and Security Committee Chair.
 - v. To prevent the appearance of conflicts of interests, members of the same family or household shall not serve concurrently on the Committee.
 - vi. In the absence of the Deacon Chair, Elder Chair, Personnel Committee Chair, Property Committee Chair, and Safety and Security Committee Chair; the Vice-Chair of such may sit on the Committee as a voting member.
- b. The Executive Committee shall meet at a minimum of one (1) time per month of the Church year.
- c. It shall be the duty of the Executive Committee to provide oversight, guidance, and strategic planning for the overall operations of the Church by:
 - i. Supporting ministry development.
 - ii. Supervising the Lead Minister or Interim Lead Minister.
 - iii. Nurturing the current and future vision of the Church.
 - iv. Developing policies and procedures for consideration by the Board.
 - v. Developing a budget recommendation for consideration by the Board for the following Church year.
 - vi. Transacting business provided there is a quorum present at meetings, which shall be no fewer than fifty percent (50%) of the voting membership of the Committee.
 - vii. Submitting a Committee report for each regular Board meeting.
- d. Decision items not specifically reserved for the Board or the Congregation may be acted on by vote of the Executive Committee.

2. Finance

- a. The Finance Committee shall be comprised as follows:
 - i. Chair, as held by the Board Treasurer.
 - ii. Three (3) additional members, as held by the Financial Secretary, Permanent Funds Trustee Sub-committee Chair, and Memorial Funds Sub-committee Chair.
 - iii. Three (3) additional members, as nominated by the Executive Committee and approved by vote of the Board. The term of each shall be on a rotating basis for up to three (3) Church years.⁶ Such members may be re-nominated and approved to serve on the Committee in accordance with the nominating and approval procedure as specified herein.
 - iv. To prevent the appearance of conflicts of interest, members of the same family or household, or of any family member of the Church staff shall not serve on the Committee.
- b. Members of the Finance Committee should have experience in finance or business.
- c. The Finance Committee shall meet at a minimum in the same months as regular Board meetings are scheduled to be held.

⁶ For the purposes of establishing and maintaining a rotating basis in which one (1) term will expire each Church year, the term for each member shall be as follows: The three (3) members shall initially be approved to serve a term for one (1), two (2), or three (3) Church years, and if re-nominated and approved, the term shall be for three (3) Church years.

- d. It shall be the duty of the Finance Committee, in a policy and advisory role, to provide guidance and strategic planning for the financial operations of the Church by:
 - i. Developing policies and procedures for consideration by the Executive Committee and the Board.
 - ii. Advising the Stewardship Campaign Committee on the financial status of the Church.
 - iii. Advising committees and Board on matters related to preparing the annual budget, maintaining the budget, administration of Permanent Funds, administration of Memorial Funds, and others necessary to the operation of the Church.
 - iv. Submitting a Committee report for each regular Board meeting.
- e. **Permanent Funds Trustee Sub-committee** shall be under the Finance Committee.
 - i. The Sub-committee shall be comprised of a Chair, Vice-Chair, and one (1) additional member, as nominated by the Executive Committee and approved by vote of the Board. The term of each shall be for three (3) Church years. Such members may be re-nominated and approved to serve on the Sub-committee in accordance with the nominating and approval procedure as specified herein.
 - ii. It shall be the duty of the Sub-committee, in a policy and advisory role, to provide guidance and strategic planning for the financial operations of the Church by:
 - A. Managing the Permanent Trust Fund in accordance with Board policies.
 - B. Soliciting, advising, and accepting gifts for the benefit of the Permanent Trust Funds.
 - iii. The Sub-committee shall not have representation on the Board nor be entitled to a vote on Board business.
- f. **Memorial Fund Sub-committee**
 - i. The Sub-committee shall be comprised of a Chair, Vice-Chair, and one (1) additional member, as nominated by the Executive Committee and approved by vote of the Board. The term of each shall be for three (3) Church years. Such members may be re-nominated and approved to serve on the Sub-committee in accordance with the nominating and approval procedure as specified herein.
 - ii. It shall be the duty of the Sub-committee, in a policy and advisory role, to provide guidance and strategic planning for the financial operations of the Church by overseeing and disbursing funds given outside of the general budget in memory or honor of people or organizations.
 - iii. The Sub-committee shall not have representation on the Board nor be entitled to a vote on Board business.

3. Personnel

- a. The Personnel Committee shall be comprised as follows:
 - i. Chair and Vice-Chair, as nominated by the Nominating Committee, approved by vote of the Board, and elected by vote of the Congregation. The term of each shall be for one (1) Church year. The Chair and Vice-Chair may be re-nominated and re-elected in accordance with the specified nominating and election procedures herein. No person shall serve as Chair in excess of four (4) consecutive Church years. In the absence of the Chair, the Vice-Chair may serve in such role.
 - ii. Five (5) additional members, as nominated by the Executive Committee and approved by vote of the Board. The term of each shall be on a rotating basis for

- up to three (3) Church years.⁷ Such members may be re-nominated and approved to serve on the Committee in accordance with the nominating and approval procedure as specified herein.
- iii. The person who served as Board Chair in the previous Church year, as a non-voting member for a term of one (1) Church year.
- iv. The Lead Minister shall serve as a non-voting member.
- v. To prevent the appearance of conflicts of interest, members of the same family or household, or of any family member of the Church staff shall not serve on the Committee.
- b. Members of the Personnel Committee should have experience in human resources.
- c. The Personnel Committee shall meet at a minimum of one (1) time per quarter of the Church year.
- d. It shall be the duty of the Personnel Committee, in a policy and advisory role, to provide guidance and strategic planning for the human resources operations of the Church by:
 - i. Maintaining and adhering to Board policies and procedures, which shall include the established: *Personnel Policy Manual, Broadway Christian Church*. The contents of such manual shall be specific to the Church as an employer of all Church staff.
 - ii. Developing policies and procedures for consideration by the Executive Committee and Board.
 - iii. Advising the Executive Committee, Board, and Lead Minister on matters related to the Church as an employer.
 - iv. Fulfilling its duties as specified in Article IX.
 - v. Submitting a Committee report for each regular Board meeting.

4. **Property**

- a. The Property Committee shall be comprised as follows:
 - i. Chair and Vice-Chair, as nominated by the Nominating Committee, approved by vote of the Board, and elected by vote of the Congregation. The term of each shall be for one (1) Church year. The Chair and Vice-Chair may be re-nominated and re-elected in accordance with the specified nominating and election procedures herein. No person shall serve as Chair in excess of four (4) consecutive Church years. In the absence of the Chair, the Vice-Chair may serve in such role.
 - ii. Two (2) additional members, as held by the Bus Sub-committee Chair and Memorial Garden Sub-committee Chair.
 - iii. Three (3) additional members, as nominated by the Executive Committee and approved by vote of the Board. The term of each shall be on a rotating basis for up to three (3) Church years.⁸ Such members may be re-nominated and approved to serve on the Committee in accordance with the nominating and approval procedure as specified herein.
- b. The Property Committee shall meet at a minimum of one (1) time per quarter of the Church year.

⁷For the purposes of establishing and maintaining a rotating basis in which one (1) term will expire each Church year, the term for each member shall be as follows: The three (3) members shall initially be approved to serve a term for one (1), two (2), or three (3) Church years; and if re-nominated and approved, the term shall be for three (3) Church years.

⁸ For the purposes of establishing and maintaining a rotating basis in which one (1) term will expire each Church year, the term for each member shall be as follows: The three (3) members shall initially be approved to serve a term for one (1), two (2), or three (3) Church years; and if re-nominated and approved, the term shall be for three (3) Church years.

- c. It shall be the duty of the Property Committee, in a policy and advisory role, to provide guidance and strategic planning for the real and personal property of the Church by:
 - i. Developing policies and procedures for consideration by the Executive Committee and the Board.
 - ii. Advising the Executive Committee and Board on matters related to property usage, maintenance, management, bid solicitations, and rental contracts.
 - iii. Providing support to committees and Church staff.
 - iv. Submitting a Committee report for each regular Board meeting.
- d. **Bus Sub-committee** shall be under the Property Committee.
 - i. The Sub-committee shall be comprised of a Chair, Vice-Chair, and one (1) additional member, as nominated by the Executive Committee and approved by vote of the Board. The term of each shall be for three (3) Church years. Such members may be re-nominated and approved to serve on the Sub-committee in accordance with the nominating and approval procedure specified herein.
 - ii. It shall be the duty of the Sub-committee to advise the Property Committee on the needs of maintenance and use of the Church bus.
 - iii. The Sub-committee shall not have representation on the Board nor be entitled to a vote on Board business.
- e. **Memorial Garden Sub-committee** shall be under the Property Committee.
 - i. The Sub-committee shall be comprised of a Chair, Vice-Chair, and one (1) additional member, as nominated by the Executive Committee and approved by vote of the Board. The term of each shall be for three (3) Church years. Such members may be re-nominated and approved to serve on the Sub-committee in accordance with the nominating and approval procedure specified herein.
 - ii. It shall be the duty of the Sub-committee to advise the Property Committee on the needs of maintenance and use of the Memorial Garden.
 - iii. The Sub-committee shall not have representation on the Board nor be entitled to a vote on Board business.

5. Safety and Security

- a. The Safety and Security Committee shall be comprised as follows:
 - i. Chair and Vice-Chair, as nominated by the Nominating Committee, approved by vote of the Board, and elected by vote of the Congregation. The term of each shall be for one (1) Church year. The Chair and Vice-Chair may be re-nominated and re-elected in accordance with the specified nominating and election procedures herein. No person shall serve as Chair in excess of four (4) consecutive Church years. In the absence of the Chair, the Vice-Chair may serve in such role.
 - ii. Three (3) additional members, as held by the Children's Ministry Committee Vice-Chair, Property Committee Vice-Chair, and Youth Ministry Committee Vice-Chair.
- b. The Safety and Security Committee shall meet at a minimum in the same months as regular Board meetings are scheduled to be held.
- c. It shall be the duty of the Safety and Security Committee, in a policy and advisory role, to provide guidance and strategic planning for the safety and security of Church property, members, and guests by:
 - i. Developing policies and procedures for consideration by the Executive Committee and the Board, which shall include the establishment and maintenance of: *Safety and Security Manual, Broadway Christian Church*. The contents of such manual shall include but may not be limited to the establishment of controls

for the safeguarding of members of the Congregation, guests, equipment, and property. There shall be controls specifically related to safeguarding persons under the age of eighteen (18) and vulnerable adults.

- ii. Advising the Executive Committee and Board on matters related to safety and security.
- iii. Providing support to committees and Church staff.
- iv. Submitting a Committee report for each regular Board meeting.

Section G. Ministry Committees

Ministry Committees shall be comprised and recorded as follows:

- a. Chair and Vice-Chair, as nominated by the Nominating Committee, approved by vote of the Board, and elected by vote of the Congregation. The term of each shall be for one (1) Church year. The Chair and Vice-Chair may be re-nominated and re-elected in accordance with the specified nominating and election procedures herein. No person shall serve as Chair in excess of four (4) consecutive Church years. In the absence of the Chair, the Vice-Chair may serve in such role.
- b. Any member of the Congregation may attend meetings of the committees and for the purpose of reporting will be considered a member of such committees for the remainder of the Church year.
- c. Committees shall keep a record of each vote in the meeting minutes. Such record shall include the names of each member who voted.

1. Adult Discipleship Ministry

- a. The Adult Discipleship Ministry Committee shall meet at a minimum of one (1) time per quarter of the Church year.
- b. It shall be the duty of the Adult Discipleship Ministry Committee to serve by:
 - i. Providing guidance and strategic planning for the purposes of encouraging spiritual growth and formation of adults through Christian education, small groups, and special events.
 - ii. Providing support to Church staff on matters related to the ministry.
 - iii. Submitting a Committee report for each regular Board meeting.

2. CareLink Ministry

- a. Members of the CareLink Ministry Committee shall communicate with each other and all others as needed to successfully fulfill its duty.
- b. It shall be the duty of the CareLink Ministry Committee to serve by:
 - i. Addressing various pastoral care needs by directly providing compassionate care to the Church community.
 - ii. Providing support to Church staff on matters related to the ministry.
 - iii. Submitting a Committee report for each regular Board meeting.

3. Children's Ministry

- a. The Children's Ministry Committee shall meet at a minimum of one (1) time per quarter of the Church year.
- b. It shall be the duty of the Children's Ministry Committee to serve by:
 - i. Providing guidance and strategic planning for the purposes of encouraging spiritual growth and formation of children from birth through fifth (5th) grade, through the Nursery and Christian education programs including but not limited to the following: Sunday School, Vacation Bible School, Rites of Passage Offerings, and special events.
 - ii. Providing support to Church staff on matters related to the ministry.
 - iii. Submitting a Committee report for each regular Board meeting.

4. Fellowship Ministry

- a. Members of the Fellowship Ministry Committee shall communicate with each other and all others as needed to successfully fulfill its duties.
- b. It shall be the duty of the Fellowship Ministry Committee to serve by:
 - i. Organizing opportunities and events for the purpose of the members of the Congregation and guests to connect with each other while creating a sense of belonging and growth in the Church community.
 - ii. Providing support to Church staff on matters related to the ministry.
 - iii. Submitting a Committee report for each regular Board meeting.

5. Mission and Outreach Ministry (MOM)

- a. The MOM Committee shall meet at a minimum of one (1) time per quarter of the Church year.
- b. It shall be the duty of the MOM Committee to serve by:
 - i. Engaging members of the Congregation and guests in the outreach work that Jesus calls for relating to hunger, shelter, safety, justice, mercy, and spreading the Gospel.
 - ii. Directing the use of the tithe of the Church to support partners locally, regionally, and internationally.
 - iii. Providing support to Church staff on matters related to the ministry.
 - iv. Submitting a Committee report for each regular Board meeting.

6. Worship Ministry

- a. In addition to the Chair, Vice-Chair, and additional members as specified in Article VII, Section G, the Worship Ministry Committee shall also be comprised of each Representative of Worship Services. No person shall serve concurrently as the Chair and as a Representative of Worship Services.
- b. The Lead Minister shall serve as a non-voting member.
- c. The Worship Ministry Committee shall meet at a minimum of one (1) time per quarter of the Church year.
- d. It shall be the duty of the Worship Ministry Committee to serve by:
 - i. Collaborating with the ministers and worship teams for the purposes of creating worship experiences for members of the Congregation and guests. Such experiences may be related to sacred spaces, music, prayers, scriptures, and sermon messages.
 - ii. Assisting as needed in the use of sacred spaces for special services including but not limited to seasonal observances, weddings, and funerals.
 - iii. Providing support to Church staff on matters related to the ministry.
 - iv. Submitting a Committee report for each regular Board meeting.

7. Youth Ministry

- a. The Youth Ministry Committee shall meet at a minimum of one (1) time per quarter of the Church year.
- b. It shall be the duty of the Youth Ministry Committee to serve by:
 - i. Providing guidance and strategic planning for the purposes of encouraging spiritual growth and formation of student in sixth (6th) grade through twelfth (12th) grade, through Christian education programs including but not limited to: regular youth group gatherings, service opportunities, meaningful participation in the life of the Church, and special events.
 - ii. Providing support to Church staff on matters related to the ministry.
 - iii. Submitting a Committee report for each regular Board meeting.

Section H. Special Committees

1. Bylaws Committee

- a. The Bylaws Committee shall be comprised as follows:
 - i. Committee Chair, as nominated by the Board Chair and approved by vote of the Board. The term shall be for three (3) Church years.
 - ii. Two (2) additional members, as nominated by the Board Chair and approved by vote of the Board. The term of each shall be for three (3) Church years.
 - iii. Members may be re-nominated and approved to serve on the Committee in accordance with the nominating and approval procedure as specified herein. No person shall serve on the Committee in excess of two (2) consecutive terms.
- b. The Bylaws Committee shall meet at a minimum of one (1) time per every three (3) Church years or as directed by the Board Chair.
- c. It shall be the duty of the Bylaws Committee to serve by:
 - i. Reviewing the Bylaws as directed by the Board Chair.
 - ii. Reporting any recommendations for amendments to the Bylaws to the Board Chair for the process as specified in Article X.

2. Nominating Committee

- a. The Nominating Committee shall be comprised as follows:
 - i. Committee Chair, as held by the Board Vice-Chair. The term shall be for the remainder of the Church year.
 - ii. Six (6) additional members, as nominated by the Board Chair and approved by vote of the Board no later than in January of the Church year. The term of each shall be for the remainder of the Church year.
 - iii. Members may be re-nominated and approved to serve on the Committee in accordance with the nominating and approval procedure as specified herein. No person shall serve on the Committee in excess of two (2) consecutive terms.
- b. It shall be the duty of the Nominating Committee to serve by:
 - i. Discerning and identifying members of the Congregation to serve in leadership positions as set forth in these Bylaws for the following Church year. The Nominating Committee shall consult with each committee as a part of the process for identifying the candidates to nominate for Chair and Vice-Chair.
 - ii. Preparing and presenting a slate of nominees to the Board Chair no later than in April of the Church year. Such slate shall be considered and voted on by the Board no later than in May of the Church year and as approved, voted on by the Congregation at the annual Congregational meeting held in June.

3. Search Committee

As specified in Article IX.

4. Stewardship Campaign Committee

- a. The Stewardship Campaign Committee shall be comprised as follows:
 - i. Committee Chair, as nominated by the Board Chair and approved by vote of the Board no later than in January of the Church year. The term shall be for the remainder of the Church year.
 - ii. Six (6) additional members, as nominated by the Board Chair and approved by vote of the Board no later than in January of the Church year. The term of each shall be for the remainder of the Church year.
 - iii. Members may be re-nominated and approved to serve on the Committee in accordance with the nominating and approval procedure as specified herein.

- b. It shall be the duty of the Stewardship Campaign Committee, with consultation from the Finance Committee and Lead Minister, to serve by planning and implementing the annual Stewardship Campaign of the Church.

ARTICLE VIII

Elections

Section A. Nominating Committee

The Nominating Committee shall fulfill its duties to secure and present a slate of nominees to the Board no later than in April of the Church year, as specified in Article VII, Section H (2)(b).

Section B. Board

The Board shall consider and vote on the slate of nominees, as presented by the Nominating Committee no later than in May of the Church year. The slate of nominees shall be published in the Board meeting agenda. The approved nominees, by vote of the Board, shall be presented as a slate to the Congregation at the annual Congregational meeting held in June. A record of the vote shall be included in the Board meeting minutes.

Section C. Congregation

The Congregation shall vote on the slate of nominees, as presented by the Board, at the annual Congregational meeting held in June. The slate of nominees shall be published in the Congregational meeting agenda. Nominees receiving approval by vote of a majority of the members of the Congregation present at the Congregational meeting shall be elected. A record of the vote shall be included in the Congregational meeting minutes.

ARTICLE IX

Employment of Staff

Section A. Selection of Lead or Interim Lead Minister

The selection process for a Lead Minister or Interim Lead Minister shall be as follows:

1. A Search Committee shall be comprised as follows:
 - a. Committee Chair, as held by an Elder, and as nominated by the Executive Committee and approved by vote of the Board.
 - b. Eight (8) additional members, as nominated by the Executive Committee and approved by vote of the Board.
2. It shall be the duty of the Search Committee to present a recommendation to the Board for consideration by:
 - a. Utilizing available resources provided by the Christian Church (Disciples of Christ) and other appropriate resources to solicit qualified applicants.
 - b. Faithfully screening, interviewing, and investigating applicants regarding their moral, mental, physical, and spiritual fitness as a Lead Minister or Interim Lead Minister that aligns with the Church. Only recognized ministers of the Christian Church (Disciples of Christ) shall be called.
3. The Board shall consider and vote on the recommendation presented by the Search Committee at a Board meeting. Only one (1) person shall be recommended at a time. A recommendation receiving approval by vote of a majority of the members present and voting shall be recommended to the Congregation. A record of the vote shall be included in the Board meeting minutes.
4. The Congregation shall consider the recommendation presented by the Board at a Congregational meeting. A recommendation receiving approval by vote of a two-thirds (2/3) majority of the members present shall have a call extended. If fewer than two-thirds (2/3) of the members present

approve the recommendation, the Search Committee shall proceed again in the manner described in this section.

5. Prior to the call being extended, the Search Committee shall draft a written statement setting forth the compensation package and conditions of the call, to include general roles and responsibilities for the Lead or Interim Lead Minister. Such statement shall be presented to the Personnel Committee for review and approval and presented to the Board for review and approval. Such reviews and approvals shall be for the purposes of ensuring that appropriate documentation for the call has been drafted and aligns with the policies and procedures of the *Personnel Policy Manual, Broadway Christian Church*.

Section B. Term of Lead or Interim Lead Minister

The term of Lead Minister shall be for an indefinite period. The term of Interim Lead Minister shall be for a period determined prior to the call being extended. The term of Lead Minister or Interim Lead Minister may be terminated by either the Church or the Minister upon a written and signed notice of no fewer than sixty (60) days, or upon a written and signed mutual consent agreement no fewer than thirty (30) days prior to the termination date, and as follows:

1. Notice of resignation by the Minister shall be first presented to the Board. Such notice shall be presented to the Congregation by the Board Chair.
2. Prior to termination by the Church, all applicable policies and procedures of the *Personnel Policy Manual, Broadway Christian Church* shall be adhered to, along with the following:
 - a. Consultation with the Personnel Committee on the process for termination prior to being presented to the Board.
 - b. Approval of the Board by vote of no fewer than two-thirds (2/3) of the members present and voting at a Board meeting.
 - c. Approval of the Congregation by vote of the majority of the members present at a Congregational meeting.

Section C. Selection of Ordained or Commissioned Minister

The selection process for an Ordained or Commissioned Minister shall be as follows:

1. A Search Committee shall be comprised as follows:
 - a. Committee Chair, as held by an Elder, and as nominated by the Executive Committee and approved by vote of the Board.
 - b. Six (6) additional members, as nominated by the Executive Committee and approved by vote of the Board.
2. It shall be the duty of the Search Committee to bring a recommendation forward to the Board for consideration by:
 - a. Utilizing available resources provided by the Christian Church (Disciples of Christ) and other appropriate resources to solicit qualified applicants.
 - b. Faithfully screening, interviewing, and investigating applicants regarding their moral, mental, physical, and spiritual fitness as an Ordained or Commissioned Minister that aligns with the Church. Only recognized ministers of the Christian Church (Disciples of Christ) shall be called.
3. The Executive Committee shall consider and vote on the recommendation presented by the Search Committee at an Executive Committee meeting. Only one (1) person shall be recommended at a time. A recommendation receiving an approval by vote of a majority of the members present and voting shall be recommended to the Board.
4. The Board shall consider and vote on the recommendation presented by the Executive Committee at a Board meeting. A recommendation receiving approval by vote of a majority of the members present and voting shall have a call extended. A record of the vote shall be included in the Board

meeting minutes. If fewer than a majority of the members present and voting approve the recommendation, the Search Committee shall proceed again in the manner described in this section.

5. Prior to the call being extended, the Search Committee shall draft a written statement setting forth the compensation package and other conditions of the call, to include general roles and responsibilities for the Ordained or Commissioned Minister. Such statement shall be presented to the Personnel Committee for review and approval and presented to the Board for review and approval. Such reviews and approvals shall be for the purposes of ensuring that appropriate documentation for the call has been drafted and aligns with the policies and procedures of the *Personnel Policy Manual, Broadway Christian Church*.

Section D. Term of Ordained or Commissioned Minister

The term of Ordained or Commissioned Minister shall be for a period determined prior to the call being extended, which may be for an indefinite period. The term may be terminated by either the Church or the Minister provided that a written and signed notice be given no fewer than fifteen (15) days prior to the termination date, and as follows:

1. Notice of resignation by the Minister shall be first presented to the Board. Such notice shall be presented to the Congregation by the Board Chair.
2. Prior to termination by the Church, all applicable policies and procedures of the *Personnel Policy Manual, Broadway Christian Church* shall be adhered to, along with the following:
 - a. Approval of the Executive Committee by vote of the majority of the members present and voting at an Executive Committee meeting.
 - b. Consultation with the Personnel Committee on the process for termination prior to being presented to the Board.
 - c. Approval of the Board by vote of no fewer than two-thirds (2/3) of the members present and voting at a Board meeting.

Section E. Other Staff

The selection process for non-ministers shall be as follows:

1. The Lead Minister shall receive consultation from all other ministers. Following such consultation, the Lead Minister shall submit a recommendation to the Executive Committee.
2. The Executive Committee shall consider and vote on the recommendation as presented by the Lead Minister. A recommendation receiving an approval by vote of the majority of the members voting shall be approved.
3. Prior to an offer being extended, the Personnel Committee shall review and approve a written statement setting forth the compensation package and other conditions of the offer, to include general roles and responsibilities. Such review and approval shall be for the purposes of ensuring that appropriate documentation for the offer has been drafted and aligns with the policies and procedures of the *Personnel Policy Manual, Broadway Christian Church*.

Section F. Recognition and Organization of Staff

1. All persons employed by the Church are recognized as staff.
2. The Lead Minister or Interim Lead Minister shall be supervised by the Executive Committee.
3. The Lead Minister or Interim Lead Minister shall submit a report for each Board meeting.
4. Ordained or Commissioned Ministers will be supervised by the Lead or Interim Lead Minister except if such Ordained or Commissioned Minister is of the same family or household of the Lead Minister or Interim Lead Minister. In such case the Ordained or Commissioned Minister shall be supervised by the Executive Committee and submit a report for each Board meeting.

5. An organizational chart, as approved by vote of the Board, shall indicate the following for each staff position: title, name of staff member assigned to each title, and the chain of supervision for each title/name of staff member. A printed copy shall be available in the Church office.
6. A written job description for each staff position title shall be approved by the Board.
7. Initiating or conducting coaching, counseling, performance reviews, disputes of any staff member shall be reserved as duties for such staff member's direct supervisor, the Lead Minister, Interim Lead Minister, and/or the Chair of the Executive Committee, as applicable to the chain of supervision in the organizational chart. Such proceedings must be initiated and conducted in accordance with applicable Board policies.
8. Initiating or conducting the termination of staff (non-minister) shall be reserved for the Lead Minister. In instances where there is an Interim Lead Minister, such proceedings shall be reserved for the Board Chair with the Interim Lead Minister present. Prior to such proceedings, a written statement setting forth the cause for termination shall be presented to the Personnel Committee for review and approval, and the Executive Committee shall be notified. Termination proceedings must be initiated and conducted in accordance with applicable Board policies.

ARTICLE X

Amendments

Amendments to these Bylaws shall require the following:

1. Proposals to amend any Article of these Bylaws must be submitted in writing to the Board at a regular Board meeting no fewer than thirty (30) days prior to a vote by the Board.
2. Proposals receiving approval by vote of no fewer than two-thirds (2/3) majority of the members present shall be presented to the Congregation. A record of the vote shall be included in the Board meeting minutes.
3. The presentation to amend or repeal these Bylaws shall thereupon be approved by a majority vote of the Congregation at a Congregational meeting. Unless an effective date is specified in the presentation to the Congregation, the amended portions of these Bylaws shall become null and void at the time of approval by the Congregation. A record of the vote shall be included in the Congregation meeting minutes.

Establishment and amendments of Bylaws are as follows:

Establishment approved by the Church Board on January 18, 2010, and by the Congregation on February 28, 2010.

Amendments approved by the Church Board on June 28, 2011, and by the Congregation on July 17, 2011.

Amendments approved by the Church Board on June 26, 2012, and by the Congregation on July 15, 2012.

Amendments approved by the Church Board on April 23, 2019, and by the Congregation on June 23, 2019.

Amendments approved by the Church Board on April 23, 2024, and by the Congregation on June 9, 2024.

Amendments approved by the Church Board on April 21, 2026, and by the Congregation on June 28, 2026.

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