

Congregation approved on 29 June 2025

## Midway Christian Church Constitution

### PREAMBLE

We, the members of the Midway Christian Church (Disciples of Christ) of Midway, Kentucky, a body governed by the congregation, in faithful response to the will and purposes of God as revealed through Jesus Christ and God's continuing revelation in the world, do hereby ordain, establish, and adopt this constitution.

### ARTICLE 1

#### NAME AND MISSION

##### **Section 1 Name**

The name of this congregation shall be Midway Christian Church (Disciples of Christ), affiliated with and an integral part of the Christian Church (Disciples of Christ) in the United States and Canada.

Whenever the term "this church" is used herein, it shall mean the Midway Christian Church (Disciples of Christ).

##### **Section 2 Mission**

Our Mission is to serve God and welcome all through Worship, Education, Love, Community, Open table, Mission, and Evangelism.

Our Vision is to be a Christ-centered community of faith, building on its historical mission of loving God and one another, in an atmosphere of spiritual growth, worship, and witness.

## ARTICLE 2

### MEMBERSHIP

Membership in this congregation shall consist of people whose names are recorded in the church membership records or whose memberships have been transferred to this church. Membership is obtained by (1) confessing Christ as Savior followed by baptism, or (2) by transfer of membership from another congregation, either by statement or records.

## ARTICLE 3

### ELECTED OFFICERS

#### **Section 1 Terms, Qualifications, and Duties of the Board Officers**

Officers shall be active members of this church, elected by this church at its annual business meeting or by appointment with Board approval. Each is to serve for a designated term, or until such time as an officer's resignation is accepted. The title of Officer Emeritus may be given by the board to officers who have given long and faithful service to the congregation. The positions can include, but are not limited to:

1. The Board Chair:

- Is elected for a one-year term and may succeed in office as many times as elected
- Must be at least twenty-one (21) years of age and have given active service for a minimum of one year to this congregation.
- Shall serve the Board by calling, presiding, and conducting business meetings of the Board and the congregation.
- Shall appoint leaders of the standing teams when needed and advise the Board of said appointment.
- Shall instruct teams to conduct the work of this church and shall be an *ex-officio* member of all teams.
- Shall keep informed and be knowledgeable of the total church program and render assistance and advice when and if needed.
- Shall work closely and cooperate with the minister in conducting the total church program.
- Shall be a member of the cabinet.
- Shall determine the number of members needed to meet quorum should quorum be deemed necessary as defined by a number of Board members present equal

to or greater than fifty percent (50%) of the number of current Board members, excluding the emeritus members, at the time of the meeting.

- Shall cast any tie-breaking vote necessary at any called or regular Board Meeting or Congregational Meeting.
- Shall perform other duties as needed.

2. The Board Secretary:

- Is elected for a one-year term and may succeed in office as many times as elected.
- Must be at least twenty-one (21) years of age and have given active service for a minimum of one year to this congregation.
- Shall keep accurate and complete minutes of all actions of business conducted or announced at all regularly called and special business meetings of the Board and congregation. The minutes shall include any motions made, who made the motion and who seconded the motion and whether the motion passed.
- Shall be a member of the cabinet.
- Shall assist the Chair in planning the church business meetings of the Board and congregation.
- Shall assure that a permanent record of the official minutes is kept.
- Shall perform other duties as needed.

3. The Board Treasurer:

- Is elected for a one-year term and may succeed in office as many times as elected.
- Must be at least twenty-one (21) years of age and have given active service for a minimum of one year to this congregation.
- Shall disburse all funds of this church as authorized by the most recent church budget, or by approval of the Board or Admin Team.
- Shall be an authorized signatory of the church for the purpose of disbursing checks to vendors and employees.
- Shall assign expenditures to designated accounts and keep accurate records of all funds.
- Shall serve as a member of the Admin Team and assist in the preparation of the annual church budget.
- Shall be a member of the cabinet.
- Shall make a financial report of receipts and expenditures at each regular Board meeting.

- Shall give an annual financial report to the Board and congregation at the annual congregational meeting.
- Shall perform other duties as needed.
- Any and all duties of the Treasurer may be assigned or delegated after approval of the Board.

4. There will be three Trustees. These Trustees:

- Are elected by the board as perpetuating officers until succeeded in office.
- Must be at least twenty-one (21) years of age and have given active service for a minimum of one year to this congregation.
- Shall be the legal agents for this church in all business matters.
- Shall control legal title to all church property and handle all business transactions related thereto.
- Shall have supervision over all endowments and trust funds.
- Shall administer, purchase, and control the total insurance program for the church property in order to keep the property adequately insured.
- Shall have access to any bank lock box of this church.
- Shall perform other duties as needed by the church, or as required by the laws of the State of Kentucky and local authorities.

## **Section 2 Terms, Qualifications, and Duties of Other Board Members**

Other board members shall be active members of this church, elected by this church at its annual business meeting or by appointment with Board approval. Each is to serve for a designated term, or until such time as a member's resignation is accepted. The title of Elder Emeritus and Deacon Emeritus may be given by the board to members who have given long and faithful service to the congregation.

1. There will be two to twelve Elders, the exact number to be determined by the board. These Elders:

- Are elected for a two-year term and may succeed in service as many times as elected.
- Must be at least twenty-one (21) years of age and have given active service for a minimum of one year to this congregation.
- Duties shall be defined by the Elders with the approval of the Board of this church and the congregation.
- May serve as an Elder if needed without re-election after the end of their term.

2. There will be a minimum of two Deacons, the exact number to be determined by the board. These Deacons:
  - Are elected for a two-year term and may succeed in service as many times as elected.
  - Must be at least twenty-one (21) years of age and have given active service for a minimum of six months to this congregation.
  - Duties shall be determined by the Deacons in consultation with, and with the approval of, the Board and the congregation.
  - May serve as a Deacon if needed without re-election after the end of their term.
3. There will be up to four Junior Deacons, the exact number to be determined by the board. These Junior Deacons:
  - Are elected for a one-year term and may succeed in service as many times as they are eligible.
  - Shall be under twenty-one (21) years of age and have given active service for a minimum of six months to this congregation.
  - Are not required to be members of this church.
  - Duties shall be determined by the Deacons with the approval of the Board and the congregation.
4. The Convention Delegates:
  - Are elected at the Annual Congregational Meeting for a one-year term to serve by attending the Regional (State) Assembly and the General (National) Assembly and may succeed as often as elected.
  - Shall represent this congregation in all business sessions of the conventions they attend, and shall report in a timely manner to the Board and/or congregation the summary of those session activities.

### **Section 3 Nomination of Officers and Other Board Positions**

1. The Board Chair shall appoint the Nominating Team Leader who shall enlist Team volunteers, as below listed:
2. A Nominating Team will be enlisted at least two months before the annual business meeting and be composed of a minimum of two church members.
3. The Nominating Team shall select candidates to run for election to the church offices as needed.

4. Any candidate suggested by the congregation for nomination shall be submitted to the Nominating Team at least one month prior to the annual business meeting of the congregation. The Team shall consider qualifications, secure consent from the nominees, and prepare a slate of candidates with a minimum of one nominee to be elected to each office of the Board and, if appropriate candidates are available, members to fill vacancies for other board positions. A proposed ballot of candidates shall be submitted to the Board for approval prior to the annual business meeting of the congregation.

#### **Section 4 Election of Officers and Other Board Positions**

1. The Nominating Team shall create a ballot of approved candidates to be used by the congregation at the annual business meeting.
2. Members of the congregation at the annual business meeting may nominate additional candidates from the floor for all board positions except those of Deacon and Elder. All nominees from the floor must grant their consent and must meet all qualifications for that position.
3. Each member of this church at the annual business meeting, either in person, remotely, or by proxy (agreed upon beforehand), may cast one vote.
4. All nominees who otherwise qualify and who receive a majority of the votes cast shall be declared elected. In the case of a tie vote, a runoff vote will be used to determine the winner.
5. Newly-elected Officers and Other Board Members shall begin their term of service at the beginning of each church year (July 1).
6. Officer and Other Board Member vacancies shall be filled through the Nominating Team with the approval of the Board. Members filling vacancies begin their service at the time of appointment and approval, and serve out the designated term.

#### **Section 5 Removal of Board Officers and Other Board Members**

1. Upon action of the Board and with the approval of the congregation, any elected officer or board member may be removed at any time for inappropriate or undesirable behavior. A two-thirds ( $\frac{2}{3}$ ) majority vote at any duly-called or regular meeting of the Board and subsequently the congregation is required. The vacancy shall be filled following the previously outlined procedures (see Article 3 Section 4).

## ARTICLE 4

### THE BOARD

The congregation shall have a Board which shall be responsible to the congregation and have authority to act on behalf of the congregation when not in a congregational meeting. The

Board is the primary governing body of this church and concerns of church members shall be directed to the Board.

Voting members of the Board include:

Chair

Secretary

Treasurer

Trustees

Any other elected Board Officers

Elders

Deacons

Convention Delegate(s)

Emeritus Officers, Deacons, and Elders

Leaders of the Standing Teams

One Junior Deacon who is a member of this church and is designated by the Junior Deacons to be their representative to the Board.

The Board shall be responsible for issuing and receiving reports; establishing and administering the church budget and funds; conducting all legal and business matters; and administering and providing, through standing and ad hoc teams, the total program of the church.

The Board shall establish official bylaws to guide efforts to meet the responsibilities as outlined in the paragraph above.

## ARTICLE 5

### THE MINISTER

#### **Section 1 Duties of the Minister**

The Minister:

- Is the chief administrator and spiritual leader of the congregation in its effort to achieve the goal of becoming a strong body of Christ.
- Shall lead the cabinet to present a plan of action for this church to the Board at least annually.

- Shall cooperate with the elected officers and the Board in administering the church program.
- Shall give special attention to their own leadership training in service to the congregation.
- Shall be an *ex-officio* member of all teams of the congregation.
- Is an Elder, and thus an *ex-officio* member (without vote) of the Board.
- Shall oversee Christian Education for all age levels.
- Shall work with the designated teams to supervise all church staff in order to provide a focused, collaborative ministry.
- Shall work with the designated teams (appointed by the Board Chair) to make recommendations to the Board for the hiring of staff (such as communications coordinator, music director, organist/accompanist, custodian, etc.).
- Shall evaluate staff on an annual basis.

## **Section 2 Selection of the Minister**

A Ministerial Selection Team shall be appointed by the Board Chair and approved by the Board. It shall be composed of a minimum of three persons from the congregation of this church, at least one being a member of the Board.

### 1. The Ministerial Selection Team:

- Shall utilize the services of the Regional Minister as needed for information and counsel concerning procedure in candidate selection.
- Shall thoroughly examine and evaluate all candidate applications submitted by the Regional Office and others.
- Shall, from initial conducted interviews, select and consult only one prospective minister at a time; however, others may be under consideration.
- Shall, after the selection is made by the Team, recommend the prospective minister to the Board for approval.

### 2. The Board:

- Shall, at a regular or called meeting, vote on the recommendation of the Ministerial Selection Team.
- Shall be required to produce a two-thirds ( $\frac{2}{3}$ ) majority vote of all members present for approval of the recommendation of the Ministerial Selection Team.
- Shall, upon approval of the candidate presented by the Ministerial Selection Team, recommend the candidate for consideration by the congregation.

- Shall, upon failure to approve a candidate recommended by the Ministerial Selection Team, direct the same team to notify the candidate, resume their search, and present another candidate for consideration.

3. The Congregation:

- Shall, in a regular or called meeting, vote on the candidate recommended by the Board.
- Shall be required to produce a two-thirds ( $\frac{2}{3}$ ) majority vote of all church members present to approve the recommended candidate presented by the Board.
- Shall, upon approval of the candidate recommended by the board, extend a call to the prospective minister through the Ministerial Selection Team.
- Shall, upon failure to approve a candidate recommended by the board, direct the Ministerial Selection Team to notify the candidate, resume their search and present another candidate to the Board for consideration.

### **Section 3 Terms of Employment for the Minister**

1. An agreement of employment setting forth the salary, schedule, housing arrangements, vacations, and other provisions of the call shall be provided to the Minister with a copy filed in the church office. Updates to the agreement should be documented and placed with the original.
2. The term of employment shall be for an indefinite period and may be terminated on thirty (30) days notice by either party.

### **Section 4 Resignation or Termination of the Minister**

1. The resignation of the Minister shall be submitted to the Board after consultation with the Chair. The Board shall approve the resignation by simple majority vote and inform the congregation.
2. Involuntary termination of the Minister shall be dealt with confidentially between the Minister, the Chair, and the Elders, with recommendation of such action being made to the Board.
3. The recommendation for termination of the Minister by the Board shall require a two thirds ( $\frac{2}{3}$ ) majority of the members present. If approved, a recommendation shall be made to the congregation.
4. The congregation, in a regular or a called meeting, shall take final action in approving or disapproving the termination of the Minister by a two-thirds ( $\frac{2}{3}$ ) majority of the members present.

# ARTICLE 6

## BUSINESS ACTIONS

### Section 1 Calendar and Meetings

1. The fiscal church year begins on July 1 of each year.
2. The Board shall hold regular meetings as required, but at least quarterly.
3. Special meetings of the Board or congregation may be called by the Board Chair (or the Admin Team Leader in the absence of the Chair) or by a written request signed by five or more church members.
4. Meetings of the Board are open to all members of this church except when the Board votes to go to Executive Session to discuss personnel matters, acquisition or sale of property, or matters related to litigation or possible litigation. A simple majority of Board members present is needed to go to Executive Session.
5. All business matters of the Board and the congregation shall be covered by the procedures as set forth in Roberts' Rules of Order or other such forms of meetings governance as approved and agreed to by the Board.
6. The Board is required to conduct official business of this church with a quorum as defined in Article 3 Section 1 needed only upon the request of any Board member.
7. An annual business meeting of the congregation shall be held within a thirty-day period before July 1. The purpose of the annual business meeting shall be to:
  - Elect all board officers and other board members for the new church year.
  - Approve the financial budget for the new church year.
  - Review the estimated financial report for the past year.
  - Review any end of year reports from the various teams and the minister and reflect on growth and impact over the past year.
8. A simple majority vote of those present at congregational meetings is required for approval of motions, unless otherwise noted in the Constitution.
9. Notice of all regular, special or annual business meetings of the congregation shall be given at least two weeks in advance at Sunday services, through the church bulletin, and/or any other special church communications.

### Section 2 Limits to Business Actions

1. All purchases for this church that are not in accordance with the budget must be authorized by the Board.

2. The Board shall be limited to authorize expenditures for emergencies and construction only up to twenty-five percent (25%) of the total current budget amount. All expenditures above this amount shall be approved by the congregation.

## ARTICLE 7

### AMENDMENTS

This Constitution may be amended at any business meeting of the congregation by a two-thirds ( $\frac{2}{3}$ ) majority vote of the members present, provided that a written notice of the proposed amendment has been presented at the two consecutive Sunday morning services preceding the vote.