

SOUTHPORT CHRISTIAN CHURCH
201 East Epler Avenue
Indianapolis, IN 46227

I. OFFICERS OF THE CONGREGATION

A. Nomination

1. A Leadership Development Team shall have the responsibility to provide nominees for each position to be elected by the congregation.
2. Suggestions of nominees from the congregation shall be made in writing by February 1 of each year.
3. The slate of nominees shall be presented to the congregation at least one week prior to the election.
4. Additional nominations may be made from the floor at the election.
5. Only those who have consented to serve if elected shall be eligible for nomination either by the team or from the floor.
6. Only those nominated by the team or from the floor shall be eligible for election.

B. Election and Term of Office

1. The congregation, at an annual meeting, shall elect the following positions for terms of one year, with provision to serve one succeeding term:
 - a. Chair of the congregation, who shall also serve as Chair of the Board of Directors (hereinafter “Board”).
 - b. Vice-chair of the congregation, who shall also serve as Vice-chair of the Board.
 - c. Secretary of the congregation, who shall also serve as Secretary of the Board.
 - d. Treasurer.
2. Nominees receiving a plurality of the votes cast shall be declared elected. The Secretary shall be allowed to record a unanimous ballot when no more than one nominee has been proposed for each office.

3. Officers of the congregation and all other elected positions shall assume office beginning July 1 following their election by the congregation.
4. Vacancies shall be filled for the unexpired terms of any officer by a majority vote of the Board upon nomination by the Leadership Development Team. Those elected to fill a vacancy shall take office immediately upon election by the Board.

C. Qualifications of Board Members

1. Board members must be participating members of the congregation.
2. Board members must be active in the congregation's life prior to being elected and give evidence of seeking to grow in their own understanding and practice of Christian life.

D. Responsibilities

1. Chair of the Congregation—The Chair shall fulfill the usual duties of such an officer to include: calling and presiding at business meetings of the congregation, Board and Executive Committee; serve as a voting member of the Board and the Executive Committee; serve as a member of the Legacy Fund Committee; work closely with the ministerial staff; have signing authority.
2. Vice-Chair of the Congregation—The Vice-Chair of the congregation shall serve as an aid to the Chair; serve as a voting member of the Board and Executive Committee; call and preside at business meetings in the absence of the Chair; have signing authority.
3. Secretary—The Secretary shall keep minutes of business, Board and Executive Committee meetings; the Secretary may delegate the ministerial task of recording obligations to an approved scribe; serve as a voting member of the Board and Executive Committee; sit on the Leadership Development Team; provide copies of minutes to Officers of the congregation and make copies available for review by the Board; arrange for notification of members of meetings; provide such other correspondence as requested by the Board or

Executive Committee; have signing authority; be responsible for providing and maintaining permanent records of the Board.

4. Treasurer—The Treasurer shall authorize and direct disbursements of funds of the church in accordance with the approved budget; serve as a voting member of the Board and Executive Committee; serve as a member of the Stewardship and Finance Team; make reports at each regular meeting of the Board and an annual report to the congregation; have signing authority. A Surety Bond shall be provided, the cost to be paid by the church and the amount to be determined by the Stewardship and Finance Team.

E. Other Non-Elected Positions

1. Financial Secretary—The Financial Secretary or his or her designee shall receive and deposit all funds; keep an individual account for each contributor; send out statements of contributions as directed by the Board of Directors; serve as a member of the Stewardship and Finance Team. A Surety Bond shall be provided, the cost to be paid by the church and the amount to be determined by the Stewardship and Finance Team.
2. Assistant Financial Secretary—The Assistant Financial Secretary shall assist in performing the duties of the Financial Secretary as needed; serve as a member of the Stewardship and Finance Team. A Surety Bond shall be provided, the cost to be paid by the church and the amount to be determined by the Stewardship and Finance Team.
3. Previous Board Chair—The previous Board Chair shall serve as a member of the Board and shall serve as the Administrative Coordinator of the church.

II. BOARD OF DIRECTORS

A. Membership

1. The Board shall consist of: The Chair of the Board, Vice-Chair of the Board, Secretary of the Board, Treasurer of the Board, two Elders, one Deacon, one member of the Oversight Team, previous Board Chair, and six members at large from the

congregation. It is the preference that the Elders, Deacons, and Oversight be represented by the chairs of those ministry teams. If, however, the chair of any team is unable to serve on the Board, another member of the team, who is otherwise eligible to serve on the Board, may represent that team as a Board member. The Senior Minister shall be an *ex officio* member of the Board without vote.

2. No person shall accept more than one elected position at a time.
3. All members of the Board must be participating members of the congregation.
4. All members of the Board shall have full voting privileges.
5. No members from the same household are to serve simultaneously on the Board.
6. Any member of the Board may resign at any time by giving written notice to the Chair of the Congregation. The resignation shall take effect as specified in the resignation, or if no time is given, upon receipt of the notice by the Chairman of the Congregation.
7. Any vacancy in the Board of Directors caused by death, resignation, or any other cause, shall be filled by a majority vote of the remaining members of the Board to complete the vacant term until the next annual meeting of the Congregation.

B. At-Large Board Members

1. The at-large members shall be elected by the same means as the Officers of the congregation.
2. There shall be two classes of at-large members of three members each. Each individual term shall be for two years.

C. Duties

1. The Board shall serve as the legal agents of the church; conduct the business affairs of the church; initiate, review, and coordinate the program of the church in accordance with the authority granted by the Constitution and the Articles of Incorporation (hereinafter “Articles”); recommend to the congregation an annual budget for approval no later than

December 1 of the year preceding the year for which the budget will be effective.

2. The Board shall be responsible for establishing guidelines for qualification as an “Active” or “Participating” member.

D. Meetings

1. Regular meetings of the Board shall be held at least bi-monthly.
2. Special meetings may be called as defined in the Constitution.
3. Ten present members of the Board shall constitute a quorum and a quorum is required in order to conduct business and have Board action.

E. Executive Committee

1. An Executive Committee shall exist and be comprised of the Chair of the Board, Vice-Chair of the Board, Secretary of the Board, Treasurer of the Board and the Chair of the Elders.
2. The Executive Committee may call an emergency meeting of the Executive Committee where emergency action is warranted and a full meeting of the Board cannot be called in a timely manner to address the emergency.
3. Action from the Executive Committee requires the presence of all five members and a unanimous vote.

III. MINISTERS

A. Duties

1. The ministers shall perform their duties in cooperation with the Board and in accordance of the terms of their call and job descriptions.
2. The Senior Minister shall be administrator of all staff and employees, unless an administrator is specifically named; may be an advisor to and *ex officio* member of any organized group or team to include search committees for other ministerial staff members.
3. When an associate minister is called to work directly with one or more ministerial teams, the team shall assist in defining his or her duties.

B. Selection

1. The Senior Minister and associate ministers shall be chosen by the congregation as follows:
 - a. A committee of nine shall serve as a Ministerial Search Committee for the Senior Minister. Nine or fewer persons as determined by the Executive Committee shall serve for other ministerial search committees. These committees shall serve in consultation with the regional office of the Christian Church in Indiana, and shall be responsible for recommending a prospective minister.
 - b. Ministerial Search Committees are accountable to the congregation through the Board and shall report periodically to the Board. Either the Board Chair or Vice-Chair may serve as a non-voting, *ex officio* member of this committee at the direction of the Board. Makeup of the ministerial search committees should be diverse with respect to age, gender, worship service attendance, and should be active/participating members of the church.
 - c. A Contractual Negotiating Committee shall be composed of the Chairs of the Board, the Ministerial Search Committee, the Personnel Team, and the Stewardship and Finance Team. The Chair of the Ministerial Search Committee shall serve as the Chair of the Contractual Negotiating Committee. The Contractual Negotiating Committee shall have the authority to negotiate conditions of the call, subject to the review by the Personnel Team and approval of the Board and congregation.
 - d. The Board shall consider the recommendation of the Search Committee and Contractual Negotiating Committee. If approved, the Board will recommend the prospective member to the congregation.
 - e. Two-thirds of the members of the congregation present and voting must approve the recommendation of the Board before a call may be extended.
 - f. An agreement shall be prepared by the Personnel Team Chair and Senior Minister and the respective minister,

setting forth the terms and conditions of the call as approved by the congregation. This agreement shall be prepared in triplicate; the original shall be retained in the church office, one copy shall be given to the minister, and the third copy shall be kept in the safety deposit box.

- g. After the agreement has been signed, the Ministerial Search Committee shall be dissolved.

IV. ELDERS AND DEACONS

A. Election and Term of Office

1. The congregation, at its annual meeting, shall elect elders and deacons for terms of three years, not to succeed themselves.
2. One-third of the elders and deacons are to be elected each year.
3. There shall be at least two elders per hundred participating members. There shall be at least five deacons per one hundred participating members.

B. Qualifications

1. The qualifications for elders and Chair of the Diaconate shall be the same as for Officers of the congregation and members of the Board.

C. Responsibilities

1. Elders—The Elders, together with the ministers, shall strive to be the spiritual leaders of the congregation. By their leadership, actions, and participation they shall strive to be our Lord's servants and examples in faith. They shall work closely with the ministers and provide support, encouragement, and counsel for them. They shall participate actively and regularly in worship and will preside with the ministers at the Lord's table. By word and example, they shall provide encouragement and support for the overall ministries of the church in the name of our Lord and Savior and perform other such ministries which are consistent with their roles as spiritual leaders.
2. Deacons—The diaconate is a service-oriented ministry of the church. The members of the diaconate shall strive to serve our

Lord by greeting and ushering worshippers as they arrive for worship. They shall have responsibility for the preparation and care of the communion elements and the communion ware. They shall distribute the Lord's Supper and receive the offerings in worship. They shall assist in baptisms and the care of the baptismal candidates, their robes, and the baptistery. They shall work and encourage the participation of Junior Deacons. They shall provide for the lighting and maintenance of the candles in the sanctuary. As deacons (servers), they shall also cooperate with others in the church to help provide leadership and support for whatever ministries our Lord may be calling us to do. The diaconate members shall strive to be willing volunteers in ministry opportunities.

D. Officers

1. The Elders shall elect from among themselves, no later than June 1, a Chair and Vice-Chair to serve the following program year for a term of one year. They may succeed themselves once.
2. The congregation shall elect, from among the diaconate, a Chair and Vice-Chair to serve the following program year for a term of one year. They may succeed themselves once.

E. Elders *Emeriti*

1. As a way of expressing appreciation for dedication and faithful service, the church may choose to elect Elders *Emeriti*. An Elder *Emeritus* may be any person who has served Southport Christian Church meritoriously as an elder and who is unable to continue in active service as an elder. Such a person shall be nominated to the congregation by the current Board of Elders and elected by the congregation at any congregational meeting. An Elder *Emeritus* shall be an *ex officio*, non-voting member of the Board of Elders. The title of Elder *Emeritus* shall be held for life, providing membership is retained in Southport Christian Church.

V. MINISTRY TEAMS

A. Oversight Team and Duties

1. The duty of managing the ministry teams of the church shall be delegated to the Oversight Team.
2. The Oversight Team shall be comprised of the ministry coordinators and three at large members. All members of the Oversight Team shall be participating members of the church.
 - a. The ministry coordinators are elected positions and are not eligible for consecutive elections.
 - b. The term for each ministry coordinator shall be two years and no more than two ministry coordinator's terms shall expire in the same year.
 - c. The at-large members are elected positions and are not eligible for consecutive elections.
 - d. Each at large member shall serve staggered, three-year terms.
 - 1- The most senior at-large member shall serve as the Chair of the Oversight Team.
 - 2- The second most senior at large member shall serve as the Vice-Chair of the Oversight Team
 - 3- The junior at-large member shall be responsible for keeping minutes of all Oversight Team meetings and maintaining a permanent record of all minutes.
3. The Oversight Team shall meet no less than once a month.

B. Formation of Groups

1. Organized groups and programs, other than standing teams and task groups, may be formed upon approval of the Oversight Team. The purpose and responsibility of the group or program shall be managed through the ministry coordinator under which it is assigned.
2. The formation of groups does not require Board action.
3. Groups shall cooperate with ministry coordinators and the Oversight Team in planning and managing the total

program of the church and develop their programs consistent with the mission and vision of the church.

C. Funds

1. Any funds for the ministry teams of the church shall be regulated and maintained by the Oversight Team.
2. All requests for funds shall go directly to the Oversight Team for approval or denial
3. Any overages shall return to the Oversight Team for future or additional delegation of funds.
4. The Oversight Team shall approve and coordinate the various fund raising efforts of groups within the congregation.

VI. STANDING TEAMS AND TASK GROUPS

A. Standing Teams

1. The following are standing teams: Leadership Development, Personnel, Pastoral Relations, Legacy Fund Trustees Group, Record Review and Audit.
 - a. The Senior Minister and the Chair of the Board are *ex officio* members of all standing teams.
2. Guidelines shall be established to set forth the function of each group.

B. Leadership Development

1. The Leadership Development Team shall be comprised of six members and each serve a two year term
2. Three members shall be nominated each year by the Chair of the Board, Senior Minister, and Past Chair subject to the approval of the Board.
3. Annually, the Board shall designate one senior member as Chair of the Leadership Development Team and another as Vice-Chair of the team. These nominees shall be announced to the congregation at the same time that the proposed ballot of officers for the following year.

C. Personnel Team

1. The Personnel Team shall be comprised of seven members.
2. Two members shall be appointed each year for the three year term by the Chair of the Board, to be approved by the Board.
3. The Chair of the Stewardship and Finance Team will serve as the seventh member of the team.
4. The team will elect a Chair annually from its membership who shall not succeed him or herself more than one time.
5. The Personnel Team shall have the authority to develop, periodically review and update the Personnel Policy, subject to Board approval.

D. Pastoral Relations Team

1. A Pastoral Relations Team shall be established for each full or part-time minister.
2. The purpose of this team shall be to provide support and nurture for the minister and provide a regular channel of communication between the pastor and the congregation.
3. The members of the Pastoral Relations Team shall be no less than four and no more than six persons and chosen by the minister in consultation with the Chair of the Elders.

E. Legacy Fund Trustees

1. The Legacy Fund Trustees shall act in accordance with the Legacy Fund Policy.

F. Audit and Record Review Team

1. A Record Review and Audit Team shall be appointed to review records following the guidelines in Appendix A and consistent with the audit requirements set forth in the Standing Rules.
2. The team shall create an audit charter to designate a timeframe for internal and external financial reviews, subject to Board approval.

G. Task Groups

1. Task groups are assembled for a specific purpose and are not intended to be permanent.
2. The purpose, length of term of service and membership of a task group shall be defined at the time that the proposal for the task group is presented to the Board.

H. Stewardship-Finance Team

1. The Stewardship-Finance Team shall be comprised of the following persons: Administrative Coordinator, the Treasurer, the Financial Secretary, and the Assistant Financial Secretary. In addition, three at-large members will serve staggered three-year terms. The most senior at large member (serving their third year) will serve as Chair of Stewardship-Finance. The second most senior at-large member (serving their second year) will serve as Vice-Chair of Stewardship-Finance.
2. At the conclusion of their service on the Stewardship-Finance Team, an at-large member must lay out a minimum of one year before serving on the team again.
3. The Stewardship-Finance Team is responsible for the following:
 - a. Educating, encouraging, and promoting an effective healthy, and year-round stewardship environment in the life of the congregation;
 - b. Initiating and implementing financial campaigns to meet operational, capital, and other needs that may arise from time to time;
 - c. Develop and recommend to the board an annual operating budget;
 - d. Monitor the financial situation of the church, promoting and implementing best practices of financial management.

VII. STAFF

A. Hiring

1. Employees, other than senior and associate ministers, shall be secured upon the recommendation of the Senior Minister and approval of the Personnel Team.

B. Terms of Employment

1. All compensation packages shall have the approval of the Personnel Team before offers are tendered.
2. Final authority in the release of the Senior Minister shall reside with the Board.
3. The Senior Minister, as head of staff, has the authority to terminate any employee. Such termination shall be made in consultation with the Personnel Team and shall be reported to the Board.
4. Each employee shall receive a copy of the current Personnel Policy and shall acknowledge in writing that it has been read and understood.
5. A written statement covering terms of employment shall be made in triplicate: a copy each for the Senior Minister, the church office, and the employee.
6. Resignations shall be made in triplicate: a copy each for the Senior Minister, Chair of the Personnel Team and Chair of the Board.

VIII. OUTSIDE GROUPS

A. Connected Groups

1. Connected groups with church members or units of the Christian Church (Disciples of Christ) such as Boy Scouts, Girl Scouts, Campfire Girls and similar organizations, shall be allowed to use the church building under proper supervision of a member of Southport Christian Church.
 - a. Each group will be responsible for any damage to church property.

B. Other Groups

1. Other groups, not church or service related, shall be permitted with staff approval, in keeping with our Church Use Policy, to use church facilities at a time when they are not in use by anyone else.
2. Outside groups should be encouraged to make voluntary contributions.

IX. CHURCH YEAR

A. Fiscal Church Year

1. The fiscal church year shall begin on January 1 of the year.
2. An annual Operating Fund campaign shall be held three months before a new fiscal year to support a budget for the following year.

B. Program Church Year

1. The program year of church shall begin on July 1 of each year.
2. New officers and elected positions shall assume their terms and duties on July 1 of each year.

X. AMENDMENTS

The By-laws may be amended at any business meeting of the Board of Directors by a two-thirds vote of members present and voting, provided written notice of the proposed amendment has been given to the members at least two weeks before the vote is taken.

As amended January 19, 2012

As amended July 17, 2014

/s/Cindy Ploughe
Administrative Coordinator/Acting Secretary

**CURRENT LANGUAGE OF BYLAWS
AND PROPOSED AMENDMENTS
(To be considered at 9/15/11 Board Meeting)**

CURRENT LANGUAGE

II. BOARD OF DIRECTORS

A. Membership

1. The Board shall consist of: the Chair of the Board, Vice-chair of the Board, Secretary of the Board, Treasurer of the Board, Chair of the Elders, Vice-Chair of the Elders, Chair of the Diaconate, previous Board Chair, Chair of the Oversight Team and six members at large from the congregation. Additionally, the Senior Minister shall be an *ex officio* member of the Board and shall now enjoy voting privileges.
 2. No person shall accept more than one elected position at a time.
 3. All members of the Board must be participating members of the congregation.
 4. All members of the Board shall have full voting privileges.
 5. There shall be no husband and wife teams on the Board at any one time.
-

PROPOSED LANGUAGE

A. Membership

1. The Board shall consist of: the Chair of the Board, Vice-chair of the Board, Secretary of the Board, Treasurer of the Board, two Elders, one Deacon, one member of the Oversight Team, previous Board Chair, and six members at large from the congregation. It is the preference that the Elders, Deacons, and Oversight be represented by the chairs of those ministry teams. If, however, the chair of any team is unable to serve on

the Board, another member of the team, who is otherwise eligible to serve on the Board, may represent that team as a Board member. The Senior Minister shall be an *ex officio* member of the Board without vote.

(paragraphs 2-4 unchanged)

5. No members from the same household are to serve simultaneously on the Board.

PROPOSED AMENDMENT
(Adopted at 6/19/14 Board Meeting)

Added to Article II, Section A (all other language in the Section remained unchanged):

6. Any member of the Board may resign at any time by giving written notice to the Chair of the Congregation. The resignation shall take effect as specified in the resignation, or if no time is given, upon receipt of the notice by the Chairman of the Congregation.
7. Any vacancy in the Board of Directors caused by death, resignation, or any other cause, shall be filled by a majority vote of the remaining members of the Board to complete the vacant term until the next annual meeting of the Congregation.

Addendum to the By-laws of Southport Christian Church

Adopted: 5/2/16

Proposed addition to Article II – Board of Directors:

F. Resolution of Extraordinary Events or Circumstances

1. From time to time, the Congregation may experience an event or circumstance that the Board of Directors deems to be extraordinary or singular. Such an event may require a Congregational vote or other resolution whose procedure is beyond the scope of these By-laws. The Board may deem such a circumstance an “Extraordinary Event.”
2. An event or circumstance may be designated as an “Extraordinary Event” by a two-thirds majority of Board members voting, subject to Board quorum rules. If deemed necessary, at a subsequent meeting a two-thirds majority of Board members voting may also rescind the designation.
3. An event or circumstance deemed to be an “Extraordinary Event” might have occurred in the past, be presently occurring or be anticipated in the Congregation’s future.
4. The “Extraordinary Event” designation allows the Board to determine the specific procedures by which the event or circumstance is resolved, including, but not limited to:
 - a. Establishing specific Congregational voting procedures
 - b. Scheduling Congregational meetings or information sessions
 - c. Directing Staff to undertake specific actions
5. Establishing a binding procedure for resolution of an Extraordinary Event requires a two-thirds majority of Board members voting, subject to Board quorum rules. If deemed necessary, at a subsequent meeting a two-thirds majority of Board members voting may also rescind a previously established procedure.
6. Any established procedure for resolution of an Extraordinary Event must be consistent with the Membership Rights and Eligibility as defined in Article VI of the Articles of Incorporation.
7. If the established procedure for resolution of an Extraordinary Event requires a Congregational vote, such a vote must pass by two-thirds of the Members of the Congregation who cast a ballot in that vote. Such a vote must be scheduled in accordance with these By-laws and requires two notices.
8. Established procedures for resolution of a past Extraordinary Event may inform, but are not binding upon, future procedures for independent Extraordinary Events. The Board may proceed with each Extraordinary Event in a manner that responds to and is sensitive to the current situation.

APPENDIX A
Record Review and Retention Policy

The following rules are to be used in record review and retention decisions.

Records to be maintained seven (7) years:

1. Individual payroll records (7 years after termination of employment)
2. Quarterly and annual tax reports
3. Copies of Forms W-2 and 1099
4. Insurance policies (those not in effect with no claims pending can be removed from files after one year)
5. Records of disbursement - copies of check vouchers, paid invoices, and worksheets
6. Annual inventories and/or audits
7. Annual budgets

Records to be maintained ten (10) years:

1. Copies of expired employment contracts
2. All insurance claim records
3. Income tax forms - federal and state
4. Cancelled checks and bank statements (Keep permanently those checks issued for payment of land, buildings or equipment still in use.)
5. Records of receipts - deposit records, weekly records of pledge and plate collections

Records to be kept indefinitely

1. Copies of worship bulletins and copies of news letters (as storage space is available)
2. Any warranties in effect (until expiration date or until all existing claims are satisfied)

Permanent records

1. The instrument or instruments of Southport Christian Church's creation and existence (preamble, original articles of subscription and/or constitution and bylaws, charter or sanctioning instrument from the Christian Church (Disciples of Christ))
2. Evidence of gifts or conveyances (wills, letters, assignments, etc.)
3. Instruments evidencing title of ownership, real or personal (titles, bills of sale, contracts, stocks, bonds, trust receipts, certificates, deeds, etc.)
4. Congregational formal resolutions or actions, including elections, ratifications, adoptions, etc., not contained in Board Minutes
5. Written legal opinions by Counsel concerning Southport Christian Church, as well as adopted committee reports not contained in Board of Directors minutes
6. Governmental notices of consequence, such as liens, assessments, subpoenas, citations, violations, etc.
7. Any official documents pertaining to litigation, summons, pleadings, court orders, interrogatories, injunctions, and decrees
8. All blueprints of facilities, equipment instruction, manuals, and maintenance instructions
9. All pension records of employees
10. Minutes of the Board of Directors and congregational meetings
11. Letters of transfer of membership in and out of the church

STANDING RULES

1. At least 85% of the Local/Global Ministry budget shall be designated each year to Basic Mission Finance, in support of missions of the Christian Church (Disciples of Christ) at home and abroad. Priority for the disbursement of remaining funds shall be designated to those organizations representing the ecumenical church supported by the Christian Church (Disciples of Christ), to Christian Theological Seminary, and to other ministries in our community which best fulfill our ministry as Disciples of Christ.
2. All registration fees for delegates to Regional and General Assemblies shall be paid by the church. The church shall also assist with expenses associated with the assemblies (transportation, food, and lodging) in a way that is appropriate to the general budget of the church. Assembly expense should be a yearly item in the administrative budget for both clergy and laity.
3. At the end of each year, the Executive Committee shall appoint three members-at-large to serve as an Audit Committee to audit the church's financial records, including the Living Memorial and Living Endowment funds.
4. When gifts of equipment are offered to the church, they shall be referred to the appropriate Department of the church for consideration.
5. All requests by individuals for reimbursement of expenses incurred for or on behalf of Southport Christian Church must be accompanied by receipts.

January 1, 1998