

**FIRST CHRISTIAN CHURCH (DISCIPLES OF CHRIST)  
GRANTS PASS, OREGON**

**BY-LAWS**

**COMMITTEES**

**SECTION A. Standing Committees**

**A1. Nominating Committee**

The duties and responsibilities of the Nominating Committee are twofold:

1. Presenting to the Executive Board for approval a slate of names of Board officers for the coming calendar year.
2. Presenting to the Board a replacement name to fill an officer's position that has been vacated during the current calendar year. The procedure to fill the vacant position is outlined in the Constitution under Article V, Section D

The Nominating Committee shall consist of five members: three from the Executive Board and two from the Congregation.

The Nominating Committee shall be chaired by the Church Clerk of the Executive Board.

The Executive Board shall appoint the additional members of the Nominating Committee at the January regular Board meeting.

The Nominating Committee shall submit a slate of names of nominees to the Board at the November Board meeting. After Board approval of the slate, the names of nominees shall be published on the Sunday following the November Board meeting, thus allowing the members of the Congregation to review the slate of officers prior to the general election.

**A2. Finance Committee**

The purpose of the Finance Committee is:

1. to oversee and assist in the financial administrative decisions of the Executive Board of the Church in keeping with a sound, established stewardship perspective,
2. to recommend properly analyzed monetary amounts of needed or pressing expenditures to the Executive Board,
3. to prepare and submit a financial operating budget for the coming calendar year to the Executive Board for approval. Subsequent to this approval, the operating budget shall be submitted for acceptance, by written ballot vote, to the members of the Congregation.

4. Oversee financial investments of the church.

The Finance Committee shall, in November, present to the Executive Board for approval the operating budget for the coming year.

The Finance Committee may from time to time submit amendments to the operating budget for the current calendar year. Such action shall be analyzed and acted on by the Executive Board.

The Finance Committee shall consist of five members, i.e., The Chairperson of the Trustees of the Church, the Chairperson of the Diaconates, the Financial Secretary, and two members of the Congregation who are not Board members.

The Executive Board shall appoint two members of the Congregation to the Finance Committee at the January regular Board meeting.

The composition of the Finance Committee shall be operational in January.

A4. Personnel Committee

The Personnel Committee is responsible for supervising the non-pastoral staff.

The Personnel Committee shall consist of the Personnel Chairperson and two members, an Elder and one member of the Congregation who is not a Board member.

The Chairman of the Executive Board shall appoint the Personnel Committee at the January regular Board meeting.

The composition of the Personnel Committee shall be operational in January.

A3. Pastoral Relations Committee

The Pastoral Relations Committee is responsible for assuaging issues that may occur between the Pastor, Board, Congregation, or a member of the Congregation.

The Pastoral Relations Committee shall be chaired by the Elder Chairperson and shall include two additional Elders.

The Executive Board Chairperson shall appoint the Pastoral Relations Committee in January.

## SECTION B. Church Trustees

The Church Trustees shall be responsible for the physical holdings of the Church, i.e., personal property, fixtures, and real estate.

The composition of the Church Trustees shall include the Chairperson of the Trustees of the Church, the Financial Secretary, and a member of the Finance Committee. As seen fit, the Executive Board may assign other members as Church Trustees.

The Chairperson of the Church Trustees shall be the liaison between the Property Manager and the Executive Board.

## SECTION C. Other Committees

The Executive Board Chairperson shall appoint other committees to fulfill the stated purpose and objectives given in the Mission Statement.

Each committee shall conduct its business within its given purpose, intent, and parameters.

Each committee shall work in conjunction with the Executive Board and provide periodic reports to the Executive Board.