

# OPERATING RULES

CENTRAL CHRISTIAN CHURCH

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**OPERATING RULES OF CENTRAL CHRISTIAN CHURCH**  
**DALLAS, TEXAS**

- I. The Church year shall begin on July 1, and the fiscal year shall begin on January 1.
- II. The General Board
  - A. Shall hold six business meetings each year, with the schedule published for the year. The meetings shall be on the second Tuesday of the month, unless called by the President for another day with at least two weeks advance notice.
  - B. Shall hold special meetings on call of the President or request of 25% of the members of the General Board.
  - C. 40% of the members of the General Board shall constitute a quorum.
- III. Ministry Organization
  - A. At its last scheduled meeting of the church year, the incoming President shall recommend to the General Board the number of Ministry Teams (previously called Departments or Committees) and the areas of responsibility for each Ministry Team.
  - B. On approval of the Ministry Teams for the coming church year by the General Board, the President with the assistance of the Vice-President and the Pastor shall appoint a leader and an apprentice leader for each Ministry Team.
  - C. The President shall also appoint a leader and apprentice leader for a Support Team which shall support the work of the Ministry Teams, the General Board and the Congregation with the administrative and fiduciary responsibilities for the congregation's financial, property and personnel resources. The Support Team shall oversee the work of the Endowment Committee as specified in the following procedures:

The Endowment Committee's responsibility is to promote and encourage, manage and supervise investment of, non-operating funds of the Church (memorial gifts, endowments, trust funds, and bequests) and to make regular reports to, and act subject to the direction of, the General Board.

- a. Five members shall be named to this committee. Members shall be appointed for three year terms to fill vacancies created by expiration of the appointed term of a member. No person is eligible for re-appointment until at least one year after his/her prior term expired. Each year the President shall designate one member as Leader of the committee.
- b. The committee shall educate and periodically remind Church members about the importance of providing endowment funds to insure the long-term effectiveness of the Church to fund or expand special service opportunities of the Church. It may recommend to the General Board various methods, structures and techniques to achieve these objectives.
- c. It shall recommend to the General Board investment guidelines for such funds, and shall review such guidelines at least once each year and present to the General Board any proposed amendments to the guidelines.
- d. It shall cause to be maintained in the Church office proper and complete books and records reflecting any restriction or limitations on any endowment funds, current

information on the status of such funds, income received, location of bank accounts and securities, and copies of all reports presented to the General Board by the committee.

- e. With prior approval of the General Board, a professional investment advisor may be engaged to advise the committee on investments.
  - f. No money shall be disbursed from the funds under supervision of this committee except after authorization by the General Board and upon proper documentation.
  - g. Authority to make investments shall be determined by resolution of the General Board and such authorizations shall be reviewed and voted upon by the General Board annually.
  - h. It shall submit a written report each quarter at a regular meeting of the General Board reflecting the funds under supervision, any restrictions placed on such funds by a donor, investment of the funds, income received for the accounting period, and any liabilities or commitments for use of any funds.
- D. Each Ministry Team shall organize itself to involve the congregation in fulfilling the mission of the church in its area of ministry, in cooperation with the other Ministry Teams. For the purposes of Board and Cabinet participation, the Elders, the Deacons and auxiliary organizations (e.g. Christian Women's Fellowship/Disciples Women) shall be considered as specialized Ministry Teams.
  - E. The Ministry Teams may make recommendations to the General Board for official action and will report in writing to the General Board.

#### IV. Church Cabinet

A. The Church Cabinet shall consist of:

1. The Officers: President, Vice-President, Secretary, Treasurer
2. The Leaders of the Elders and the Deacons
3. The Leaders of each Ministry Team, including the Support Team
4. Leaders of Ministry Teams may designate their apprentice leaders to represent them if they are unable to attend Board or Cabinet meetings.
5. The Pastor and any associate ministers

B. The President may call meetings of the Church Cabinet for the purpose of coordination, communication, education or preparation for meetings of the General Board.

#### V. Organization of Elders and Deacons

The Elders and Deacons shall organize themselves so that they may effectively carry out their constitutional responsibilities.

#### VI. Employment Procedures

The General Board shall call all ordained ministers except the Senior Minister (who shall be called by the Congregation as specified in the Constitution) and such other assistants for the Senior Minister as may deemed necessary, including, but not limited to, a Church Business Administrator. All other employees of the Church shall be employed and supervised by the Church Business Administrator, or the Department designated by the President if there is no Church Business Administrator, within guidelines established by the General Board.

## VII. Amendments

These Operating Rules may be amended by a two-thirds vote of the members of the General Board present and voting in regular or special meeting, provided that the proposed amendment has been submitted in writing to the membership of the General Board at a previous meeting.

VIII. The Effective Date of these Operating Rules shall be the date approved by vote of the Congregation.