



CONSTITUTION AND BY-LAWS of NORCO CHRISTIAN CHURCH Norco, California

PREAMBLE

We, the members of Norco Christian Church, to the end that all things may be done "decently and in order" (I Cor.14:40), that peace and brotherly love may be promoted, and that the great commission of our Lord may be effectively carried out, do ordain and establish this Constitution and By-Laws.

THE BIBLE

The Bible being God's word and the Book by which all Christian life is to be ordered, we earnestly recommend that the faith and life of this congregation be regulated by it.

ARTICLE 1

Section A

NAME

The name of this church shall be the NORCO CHRISTIAN CHURCH, Norco, California, committed to the historic principles of this body whose local congregations are variously known as The Christian Church, or Church of Christ.

Section B

PURPOSE

The purpose of this church shall be as revealed in the New Testament, to win people to faith in Jesus Christ and commit them actively to the church, to help them grow in the grace and knowledge of Christ that increasingly they may know and do His will, and to work for the unity of all Christians and with them engage in the common task of building the kingdom of God.

Section C

MEMBERSHIP

Any person may be enrolled as a member of the congregation either by publicly confessing faith in Jesus as the Christ and obeying Him in Christian baptism (immersion), or by presenting evidence of having done so, or by statement of having done so. Voting privileges shall be accorded to all members who have shown an active interest through a recent continuity of attendance, by service, and giving.



Section D

LETTERS OF INTRODUCTION

Any member wishing to unite with some other congregation shall upon request to the Pastor or Church Clerk be given a letter of introduction.

ARTICLE II

Section A

OFFICERS

1. Elders

A. Elders of this Congregation shall consist of not less than three (3). Additional numbers may be specified from time to time.

B. Elders are to be elected to terms of office of one, two and three years. (one-third of whom are to be elected for a term of three years). Those having served three consecutive years in office shall not succeed themselves for a full fiscal year.

C. Eligibility to office: Candidates to the office of eldership should meet Scriptural qualifications and have at least six months' membership. Exception to this rule may be made in favor of one who has held an official position in some Sister Congregation with a letter of recommendation from that Sister Congregation.

D. Duties of the Elders: The Elders shall promote the growth and welfare of the Church; give spiritual oversight to the members with respect to regular attendance at the Lord's Supper; visitation of the sick, and concern for the morally delinquent and spiritually indifferent; give thoughtful consideration to the policies of the Church that will enable it to fulfill its complete mission; encourage by example and word the Missionary, evangelistic, educational, and stewardship responsibilities of the Church; serve at the Lord's table, and perform such other duties as may be assigned. The elders shall organize with a Chairman who is to be elected for a term of six months by the elders.

2. Deacons

A. The Deacons of this Congregation shall consist of not less than three (3) to be elected to terms of office for one, two, and three years (one-third of whom shall be elected for a term of three years). Those having served three consecutive years in office shall not succeed themselves for a full fiscal year.

B. Eligibility to Office: Candidates to the office of Deacons should meet Scriptural qualifications and have at least six months' membership. Exception to this rule may be made in favor of one who has held an official position in some Sister Congregation with a letter of recommendation from that congregation.

C. Duties of the Deacon: The Deacons shall cooperate with the Elders in promoting the growth and welfare of the Church; assist in the greeting and ushering of worshipers; distribute the Lord's Supper, receive and count the offerings; assist in financial canvasses; visitation projects, and preparation of candidates for baptism. Give counsel and service in the business affairs and program activities of the church. Cooperate in ministering to the needy, and perform other duties as may be assigned.

3. Deaconesses

The Deaconesses, in cooperation with functional committees, shall promote the growth and welfare of the Church; take responsibility for the preparation and care of the Communion Service; minister to families in times of sickness or bereavement; serve in the activities of the Church, and perform such other duties as may be assigned by the Chairman of Deacons. The Deaconesses shall organize with a chairman.

4. Trustees

The Trustees shall act as the legal agents of the Church in all business matters, under the direction of the Church Board and subject to the approval of the Church; hold legal title to all Church property and handle all business transactions related thereto. Have supervision over all endowment and Trust funds; and perform such duties as are required by the Laws of the State of California. Not less than three shall serve as an auditing committee. The Trustees shall organize with a Chairman and Secretary.

5. Church Clerk

The Church Clerk shall keep a complete record of the Church membership and such vital statistics as deemed necessary; receive all applications for Church letters and issue them under the direction of the Board of Elders.

6. Financial Secretary

The Financial Secretary shall receive and make a record of all funds; turn all monies of the Church to the Treasurer promptly, taking a receipt for same. Serve as a member of the Finance Committee, and submit written



reports for each meeting of the Church Board.

7. Treasurer

The Treasurer shall disburse all funds of the Church under the direction of the Church Board, serve as a member of the Finance Committee, and submit a written report for each meeting of the Church Board.

8. Bible School Superintendent

The Superintendent of the Bible School shall preside at meetings of the teachers and officers; arrange for the conduct of regular Church School programs; attend all duties that ordinarily appertain to such an office, subject to the approval of the Church Board. The term of office shall be one year and position will be elected by the Church Board.

Section B.

VACANCIES

When an office becomes vacant by reason of death, removal from the community, resignation, or other causes, the Chairman of the Church Board, the Chairman of Elders, and the Chairman of Deacons, with the approval of the Church Board, shall appoint someone to fill the vacancy until the next annual business meeting of the Church.

Section C.

ELECTIONS AND VOTING

1. All officers of the Congregation shall be elected at the annual election meeting of the Church, held on the second Sunday of June.
2. A majority vote for a candidate or for the adoption of the nominating committee's report as a whole will be deemed sufficient to elect. The vote shall be taken by ballot. The ballots shall be prepared and the balloting conducted by the nominating committee. The Chairman of the Committee shall preside.

Section D.

ANNUAL BUSINESS MEETING

The annual business meeting shall be held the last Sunday of June at which time all newly elected officers shall be duly installed. The Chairman or Vice-Chairman of the Church Board shall preside at the annual business meeting



of the Church and the following business shall be observed:

Installation of Officers
Recommendations

All recommendations shall be in writing.

ARTICLE III

Section A.

CHURCH BOARD

1. The Church Board shall consist of Elders, Deacons, and a recording secretary.
2. Regular Business Meetings: All regular business meetings of the Church Board shall be called on a specific day of each month at a regular designated hour. Such meetings shall be previously announced at some regular preaching services of the church. All matters necessary to be presented to the Congregation shall be first considered by the Church Board and presented to the Congregation only upon recommendation. A Chairman, Vice Chairman, and Secretary of the Board shall be elected at the first meeting of the newly elected Church Board.
3. Special Board Meetings: Special Board Meetings may be called by the Chairman of the Board or Pastor of the Church at any time, but must be announced from the pulpit or in the church bulletin. It shall be the duty of members of the Church Board to be present at all regular meetings of the Board and all Special Meetings when duly notified.
4. Quorum: Two-thirds of the Church Board shall constitute a quorum at any regular meeting. At a special meeting a quorum shall consist of the majority of the actual membership of the Board.

ARTICLE IV

Section A.

NOMINATING COMMITTEE

At the Regular Board Meeting of the Church, the following special committee shall be appointed by the Chairman of the Church Board subject to the approval of the Board:

A nominating committee of not less than five (5) members shall nominate candidates for offices becoming vacant at the end of the current year. The nominating committee shall present to each prospective candidate the duties of the office to which he may be chosen and secure his consent to accept the responsibility if elected. In case his consent is not obtained, other prospective



candidates must be sought until one is found who will consent. The Secretary of the Committee shall post a list of the nominees in a conspicuous place in the Church at least one week before the annual election.

Section B.

1. Auditing Committee

An auditing Committee shall consist of not less than three Trustees who shall be charged with the auditing of the Financial records of the Church at least bi-annually. A written report of the audit shall be made at the following meeting of the Official Board.

2. House and Grounds Committee

The House and Grounds Committee shall consist of no less than three members. It shall be the duty of this committee to see to the safety and maintenance of all Church property; to provide custodial service subject to the advice of the Church Board.

3. Music Committee

The Music Committee shall consist of no less than three members and shall see that the choir is organized with leader and pianist. Also assist the choir to function, see that suitable hymn books are provided, and, in cases of salaries or other expenses, submit recommendations to the Church Board. This committee will coordinate with the Minister in regards to choice of songs.

4. Baptism Committee

The Baptism Committee shall consist of no less than four members and will work in cooperation with the Pastor. The duties of this committee shall be to see that the candidate for baptism is properly instructed and assisted in preparing for the Ordinance of Baptism. Also, they shall see that the necessary arrangements are made for the Baptismal Service.

5. Finance Committee

The Finance Committee shall consist of the Financial Secretary, the Treasurer, and a representative chosen by each organization of the church. The Chairman shall be selected by the Church Board. This committee shall prepare an annual budget and make recommendations and reports for the receiving and expending the Church funds. All recommendations and reports shall be made in writing to the Church Board and a copy of same kept by the committee.



6. Committee on Gifts and Memorials

The Committee on Gifts and Memorials shall consist of no less than three members. It shall be the duty of this committee to determine the purpose and acceptability of all offered gifts and memorials prior to their acceptance and presentation to the Church. The record of Gifts and Memorials shall be recorded in book form only.

7. Pulpit Supply Committee

The Pulpit Supply Committee shall consist of no less than two Elders and one Deacon to be chosen by the Church Board to work in cooperation with the Pastor. It shall be the function of this committee to secure a "supply" in the absence of the Pastor.

ARTICLE V

THE MINISTER

Section A.

Duties

The Minister of the Church shall perform the duties which usually pertain to the office. As spiritual administrator of the Church, he shall be an ex-officio member of all organized groups, auxiliaries, and committees.

Section B.

Selection

When a vacancy occurs on the Pastoral Office, the Board shall appoint a committee of not less than five members representative of the organized work of the Church, acting in conjunction with the Board of Elders, to seek a Pastor to fill the vacancy. They shall make sure of his moral and spiritual fitness, as to his good service in former pastorates and to his suitability for the work of the Church. They shall then lay their findings before the Church Board for its consideration. The Church Board shall decide whether or not the prospective Pastor will be recommended to the Church. If the Board votes to recommend him, the Elders shall make arrangements for the prospective Pastor to visit the Church. The Elders shall also inform the Congregation of the time of the prospective Pastor's visit, his qualifications for the office, and the Board's recommendation.

The Chairman of the Board of Elders shall take a vote of the Congregation on the first Sunday following the visit of the prospective Pastor to determine whether or not the Congregation will extend to him a call.

When two-thirds or more of the members present have voted in favor of the



prospective Pastor, a call may be extended. If the prospective Pastor fails to receive a two-thirds vote of the Congregation present, his name shall be dropped and the Committee shall proceed as before to secure another candidate for the vacant office.

Section C.

THE CALL

A statement setting forth the salary to be paid and other conditions of the call shall be made in duplicate, one for the Minister and one for the Church. He may be called with the agreement that he may terminate the contract by giving a sixty-day notice, or the Church may terminate the contract terminate the contract by giving a sixty-day notice, or by mutual agreement.

ARTICLE VI

OTHER EMPLOYEES

All employees of the Church, except the Minister, shall be employed by the Church Board by a majority vote of the members. Such employees shall be responsible to the Church Board, or such authority as it may designate for the performance of duties required. A written statement setting forth terms of the contract shall be made in duplicate, one for the employee and one for the Church records.

ARTICLE VII

AMENDMENTS

Amendments may be made to this Constitution and By-Laws after having been presented to the Church Board and adopted by the Official Board. All amendments must be re read at a regular Church service at least two weeks before the vote is taken by the Congregation and final approval must be by the Congregation.

ADOPTION OF THIS CONSTITUTION AND BY-LAWS

This Constitution and By-Laws shall be effective only after being recommended by the Church Board and approved by the Congregation. A two-thirds majority vote of members present in each body, in favor of this Constitution and By-Laws shall be read at a regular meeting of the Congregation and free discussion permitted before the vote is taken.