Midway Hills Christian Church
(Disciples of Christ)

Organization and Ministry Policy & Procedure Manual

Approved on 6/4/2019
20.00 GENERAL RULES

20.10 CHURCH YEAR
The church program year shall begin the first Sunday in January and end on the last Sunday in December. The church fiscal year shall begin January 1 and end December 31 of each year.

20.20 CO-ORDINATION OF CHURCH EVENTS
20.21 CABINET LIAISON
Cabinet members will present and coordinate dates and tentative dates of significant events at Cabinet meetings. The church’s Administrative Assistant shall be responsible for entry of those events on the church calendar, including the calendar maintained on the church’s website. In the absence of the Administrative Assistant, one of the Ministry Chairs will see that calendar items are entered.

20.22 CALENDAR ACCOUNTABILITY
No event shall be entered on the church calendar until it is approved by the Cabinet following endorsement of the said event by one or more of the church’s Ministry’s or Committees. Any conflicts concerning dates should be cleared with the appropriate Ministries/Committees and approved by the Cabinet.

20.23 REQUEST FOR PHYSICAL PREPARATIONS
If physical preparations are required in advance of meetings or programs at the church, descriptions of the preparations should be furnished along with the reservation date to the Administrative Assistant. Descriptions should be in writing, if complex. The Properties Ministry will coordinate requests as necessary.

20.30 CHURCH RECORDS
20.31 PERMANENT DOCUMENTS
MHCC Articles of Incorporation, Bylaws and all Policy and Procedure Manuals are considered Permanent Documents. Copies of the Bylaws and Articles of Incorporation shall be provided to any member of the congregation upon request. Copies of Policy and Procedure Manuals shall be available in the church office for any member who wishes to review them. Ministry Chairs will be issued a copy of the Policy and Procedures Manual and any other necessary Manuals; these Manuals will be passed on to the next Chair.

Officers, Ministry and Committee Chairs should be familiar with the MHCC Bylaws and any Policy and Procedure Manuals that pertain to their leadership areas. Any Officer or Chair may recommend amendments to those documents. The Chair may choose to form an Ad Hoc Committee to review and present such changes to the Board. Or the Chair may choose to present such changes directly to the Board.

All changes to permanent documents shall be made in accordance with the amendment provisions of each document.
20.32 MINUTES

Approved copies of all minutes of the Congregation and Board meetings will be kept in a permanent file in the church office. The Congregation and Board meeting records will be maintained by the Secretary. The Trustees meeting records will be maintained by the Treasurer.

The Secretary will provide a summary of the Board and Congregation meetings, setting out any actions taken, to the Administrative Assistant for publication in the church newsletter following each meeting. In addition, the minutes of the Board, Congregation and Trustees meetings shall be made available to members of the congregation upon request.

21.00 CONGREGATIONAL BOARD

21.10 RESPONSIBILITY

The Board is responsible for the proper and effective conduct of the business of the church as set forth in the Bylaws. Board members shall be the Officers and Chairs of Ministries as set forth in the Bylaws.

21.11 MEETINGS

The Chair shall call a Board meeting at least quarterly or as often as is necessary to conduct its business. Each Board member is to be notified in writing electronically (or as appropriate for each Board member) at least seven (7) days prior to any meeting, including pre-scheduled meetings. It shall be the duty and responsibility of each Board member to notify the Chair or Secretary prior to meeting time if they are unable to attend a meeting.

21.12 MINUTES

The Secretary or a person so designated shall keep minutes of the meetings of the Board. A file of the minutes of the Board meetings shall be maintained in the church office. The minutes of Board meetings shall be reviewed for approval electronically within 10 days of a Board meeting so that a summary may be published in the newsletter following a Board meeting.

21.13 CALLED MEETINGS

Called meetings of the Board may be held at any time at the call of the Chair or the Vice-Chair or by written petition signed by five (5) or more members of the Board. Called meetings require notice by telephone, email or mail to each member of the Board, at least seventy-six (76) hours prior to the meeting time. Said notice shall state the purpose, time and place of the called meeting.

22.00 OFFICERS OF THE CONGREGATION AND THEIR DUTIES

22.10 CHAIR

The Congregational Chair:

1. is accountable to the congregation and Board for functional and budget performance of the Ministry Chairs, Committee Chairs and Officers of the congregation; and

2. sets the agenda and presides at all meetings of the congregation, Board and Cabinet; and

3. is a member of the Trustees; and

4. appoints special committees as necessary to conduct the business of the church; and
5. in consultation with clergy and Vice Chair, appoints the Ministry and Committee Chairs not nominated by the Nominating Committee; these appointments are presented to the Board for approval; and
6. appoints an officer as temporary alternate in the simultaneous absence of the Chair and Vice-Chair; the alternate will temporarily have the responsibilities and authorities of the Chair; and
7. fulfills any and all responsibilities designated by the Bylaws and/or any of the Policy and Procedures Manual of the church.

22.20 VICE-CHAIR
The Vice Chair:
1. serves as acting Chair in the absence of the Chair assuming full responsibility, authority and accountability of that office; and
2. implements actions and special assignments at the request of the Chair; and
3. is expected to serve as chair during the following year; and
4. recruits appropriate persons to work with the Ministries and develops leadership skills for future Ministry and Committee Chairs; and
5. is a member of the Trustees and serves on the Personnel Committee and the Nominating Committee; and
6. fulfills any and all responsibilities designated by the Bylaws and/or any of the Policy and Procedures Manuals of the church.

22.30 SECRETARY
The Secretary:
1. keeps all minutes of congregational and Board meetings and maintains the permanent file for these documents; and
2. handles all correspondence and notices relative to the Board and/or congregational operations according to the law; and
3. provides proper notification of all meetings of the congregation and Board; and
4. fulfills any and all responsibilities designated by the Bylaws and/or any of the Policy and Procedure Manuals of the church.

22.40 TREASURER
The Treasurer
1. serves as the chief financial officer of the congregation and the Board, advising and providing assistance on all matters financial; and
2. monitors income and expenditures (actual vs. budget) and confers with Ministry and/or Committee Chairs when significant differences occur; and
3. provides current financial reports to the Ministry and Committee Chairs, the congregation and the Board; and
4. coordinates and prepares the annual budget in cooperation with the Ministry and Committee Chairs and Officers and presents it to the congregation; and
5. oversees or performs the weekly counting of offerings received; and
6. weekly signs all checks or arranges for another Officer to be available to do so; and
7. Approves all transfers from one bank/ account to another as necessary to maintain a cash flow for any current month’s expenses, reporting such transfers to the Board as they occur; and
8. supervises the work of the Bookkeeper; and
9. reviews monthly bank statements before they are reconciled by the Bookkeeper; and
10. serves as Secretary to the Trustees and maintains the minutes of their meetings; and
11. Any other duties or responsibilities as may fall on this position in the day–to-day and month-to-month financial activities of the church or as outlined and described in the Bylaws, the Financial Management Policy and Procedure and/or the Treasurer’s Handbook of the Christian Church (Disciples of Christ).

22.50 BOARD APPOINTEES BY THE CHAIR

22.51 PARLIAMENTARIAN
The Chair may choose to appoint a Parliamentarian to see that all actions of the congregation, Board and Trustees adhere to the Bylaws and/or Policy and Procedure Manuals of the church. Any parliamentary points that arise in congregational, Board and/or Trustees meetings are interpreted using as the authority “Robert’s Rules of Order” as currently revised.

22.52 HISTORIAN
The Chair may choose to appoint an Historian to maintain the historical records of the life of the congregation. This involves newspaper clippings, pictures, copies of programs, letters of importance, and any information that will be of historical interest. The Historian adds to the existing scrapbooks and albums in a timely fashion. The Historian is responsible for maintaining the church’s Religious Traditions Document and making recommendations to the Board when changes or additions are needed.

23.00 CABINET
23.10 RESPONSIBILITY
The Cabinet is responsible for the programs and short-term and long-term planning of the church, as set forth in the Bylaws. The Cabinet is also responsible for materials and documents published by or in the name of Midway Hills Christian Church. The Cabinet may delegate any editorial duties to an Editorial Committee consisting of the clergy, the Chair and the Vice Chair.

23.11 EDITORIAL COMMITTEE
The Editorial Committee shall consist of the Chair, the Vice Chair and the clergy. The Cabinet may refer problem cases to this Committee which shall take such action, or make decisions, as it deems appropriate, including, but not limited to the following:

- to publish;
or
- to not publish; or
- to refer to the Board or congregation or appropriate committee; or
- to hold a dialogue meeting; or
- or send an appropriate communication to the initiator.

Material for publication may originate from the membership, the staff, or guests of MHCC. Articles deemed controversial shall meet the following standards before publication:

- shall address a specific issue and shall not attack individuals or entities; and
- shall not exceed 250 words in length; and
shall be submitted in a neatly typed or printed format; and shall be limited in number or frequency as determined by the Editorial Committee.

23.20 MEETINGS
The Chair shall call Cabinet meetings monthly or as often as necessary to for it to conduct its business.

24.00 MINISTRIES

24.10 RESPONSIBILITY
The Ministries shall, in consultation with the professional staff, plan and administer the programs of the church. Each Ministry is headed by a Chair who is appointed by the Chair of the Congregation. Ministry Chairs are responsible for:

1. recommending budget amounts for the annual budget and for monitoring and approval of all expenditures in the Ministry’s budget; and
2. recruiting and training the members of their Ministry, always seeking to utilize the talents of all the members of the congregation as well as succession planning for subsequent Chairs; and
3. presenting plans for the coming year to the Cabinet and the Board; and
4. keeping the Congregation aware of their Ministry’s activities; and
5. any and all physical property and facilities used in connection with the work of their department; and
6. attending all Cabinet and Board meetings*; if the Chair of a Ministry is unavailable to attend a Cabinet or Board meeting, he/she may appoint another member of the Ministry team to attend in his/her place and shall notify the Chair of the Congregation of that substitution; and
7. keeping notes of meetings and activities and maintaining that documentation so that it may be passed on to future Chairs.

*The Property and Stewardship Chairs are not required to attend Cabinet meetings but may do so if they wish or if they are requested to be present by other Ministry Chairs or any Officer.

24.12 AUTHORITY
Each Ministry Chair shall have the authority to:

1. call all Ministry meetings; and
2. make normal operating decisions without Ministry members participation, but not involving new programs or new policies; and
3. approve expenditures within their Ministry’s approved budget including the reassignment of expenses from one line item to another.

24.11 MEETINGS
Each Ministry shall meet as often as necessary to attend to their business. Each Ministry shall publish the dates of its meeting by entry on the church’s calendar and in the church’s newsletter.
24.20 WORSHIP MINISTRY
24.21 RESPONSIBILITY
The Worship Ministry under the direction of the Worship Ministry Chair shall be responsible for:

1. coordination of church worship services, seeking ways to maintain and improve a worshipful atmosphere, including conferring with the Property Ministry and Board in any matters that may involve permanent changes to the aesthetics of the sanctuary or other church areas; and
2. supervision and coordination of the music personnel and music program of the church; supervise and approve the music budget; and provide music personnel performance evaluation information to the Personnel Committee; and
3. support to the Senior Minister and other Professional Staff by supplying substitutes during temporary vacancy due to accident or illness (Senior Minister and other Professional Staff will arrange for replacements for vacations and schedule conflicts); and
4. coordinate with the Property Ministry to see that the baptistery is ready and available for baptisms and coordinating the duties of the Elders and/or Diaconate for each baptism; and
5. coordinate and assign the responsibilities of the Elders and Deacons as they relate to worship services.

24.22 ADDITIONAL DUTIES OF THE WORSHIP MINISTRY CHAIR
In addition to the duties outlined in 24.10 above, the Worship Ministry Chair shall also serve on the Personnel Committee. In the event that Co-Chairs are appointed to this Ministry, the Chair of the Congregation shall choose which of the Co-Chairs shall serve on the Personnel Committee.

24.30 CHURCH IN SOCIETY MISSION AND OUTREACH MINISTRY
24.31 RESPONSIBILITY
The Church in Society Mission and Outreach Ministry under the direction of the Church in Society Mission and Outreach Ministry Chair shall be responsible for:

1. providing outreach opportunities and education for the Congregation; and
2. recruiting qualified and able persons to represent MHCC at denominational meetings; these representative shall have voting authority and should be recommended to the Board for approval; and
3. keeping the congregation aware of Denominational activities and promoting Special Offerings (including the reporting of income from these events/offerings); and
4. evaluation and promotion of the activities of the area, regional and general office that are in keeping with the goals and programs of MHCC; and
5. coordination of MHCC’s representation at inter-church functions that are in keeping with the goals and programs of MHCC and maintaining current knowledge of relevant inter-church and ecumenical developments; and
6. promotion of social awareness and supervision of the cooperation of MHCC with the social agencies of the community by maintaining effective contact between MHCC and the various social agencies, local, national and around the world.
24.40 EDUCATION MINISTRY
24.41 RESPONSIBILITY
The Education Ministry under the direction of the Education Chair shall be responsible for:

1. oversight of the Children, Youth and Adult education programming; this Ministry shall also oversee the Youth Group activities; and
2. planning and implementing all programs to educate and motivate the congregation to grow in their knowledge, spirituality and Christian witness; and
3. assisting other Ministries in the educational phases of their program; and
4. recruiting teachers and program presenters for programs and sponsors for Youth programs and activities; and
5. coordinate and supervise the childcare services in the nursery; and
6. ensuring that the appropriate background checks are carried out for all adults working with children and youth; and
7. oversight of the maintenance and contents of the library.

24.42 ADDITIONAL DUTIES OF THE EDUCATION MINISTRY CHAIR
In addition to duties outlined in 24.10 above, the Education Ministry Chair shall also serve on the Personnel Committee. In the event that Co-Chairs are appointed to this Ministry, the Chair of the Congregation shall choose which of the Co-Chairs shall serve on the Personnel Committee.

24.50 COMMUNITY LIFE MINISTRY
The Community Life Ministry under the direction of the Community Life Ministry Chair shall be responsible for:

1. Planning and implementing the evangelism programs, including but not limited to:
   a. creating and maintaining new member materials and integrate them into the life of the congregation; and
   b. maintaining membership records in the church’s data base (including talents and interests) and in cooperation with the Vice Chair prepare the records necessary for the Yearbook of the Christian Church (Disciples of Christ); and
   c. maintaining contact with members in college, military service, home bound and inactive; and
   d. planning, coordinating and implementing all social and kinship activities for the church, in conjunction with other Ministries; and
   e. in conjunction with the Property Ministry, overseeing the kitchen and other areas associated with its programs; and

5. Planning and implementing the communication programs, including but not limited to:

24.60 PROPERTY MINISTRY
24.61 RESPONSIBILITY
The Property Ministry under the guidance of the Property Ministry Chair shall be responsible for:

1. planning and directing the maintenance and security of the physical properties of the church, including any other additional buildings or properties; and
2. maintaining records and control of all keys to any church building or facility, including an annual inventory of all persons with keys; and
3. supervision of any contract labor performing custodial and/or repair work; and
4. meeting code compliance requirements of the City of Dallas and maintaining and compiling a list of approved service providers, including emergency contacts; and
5. approval of regular or specified church functions, following the guidelines outlined in the Facilities Manual.

24.70 STEWARDSHIP MINISTRY
24.71 RESPONSIBILITY
The Stewardship Ministry under the guidance of the Stewardship Ministry Chair shall be responsible for:

1. planning and executing a comprehensive program of Christian stewardship each year including the annual stewardship drive; and
2. Promoting special stewardship projects and conducting special fund raising drives for capital improvements; and
3. in cooperation with the clergy and other Ministries, working to increase the congregation’s awareness of commitments of time and talent as well as money; and
4. monitoring and encouraging the prompt payment of commitments and distributing quarterly and annual giving records.

24.72 ADDITIONAL DUTIES OF THE STEWARDSHIP MINISTRY CHAIR
In addition to the duties outlined in 24.10 above, the Stewardship Chair will provide appropriate records to the Treasurer and the Bookkeeper regarding information for giving units at the end of each annual stewardship program. The Stewardship Ministry Chair is responsible for the confidentiality of this information: it may only be shared with the Chair, the Treasurer and the Bookkeeper and is not to be shared with other Ministry members.

24.80 JUSTICE MINISTRY
24.81 RESPONSIBILITY
The Justice Ministry under the guidance of the Justice Chair shall be responsible for:

1. Planning and coordinating educational endeavors to help the congregation and the community learn about systemic actions that create injustice.
   a. Articles for the Justice Corner in the ECHO, which maybe written by members of the congregation, will be reviewed by the committee chair or co-chair to ensure that articles do not violate separation of church and state and are non-partisan.
   b. Organizing material for discussion in a Sunday School class or in a public forum in conjunction with the Education Ministry.

2. Creating opportunities for the congregation to advocate on issues.
   a. The Justice Ministry will ensure that adequate educational material about the issue has been made available.
   b. Activities such as letter writing campaigns to appropriate levels of government or agencies may be organized.

3. Serving as a clearing house for the Activist Response Network.
a. MHCC honors the constitutional principle of Separation of Church and state. MHCC cannot claim to speak on behalf of all of its members about any justice issue. It can, however, call attention to issues and relate them to the Biblical teachings found in the Old and New Testaments about God’s love for all and command to do justice and love kindness. The Justice Team will act to inform members of the congregation who are in the Activist Response Network about current justice issues so that individuals may take action. Action taken in the name of the church will need to be approved in advance by the Justice Ministry Chair and the Senior Minister or Associate Minister.

b. The Activist Response Network, under the purview of the Justice Team, may serve two purposes: inform members of MHCC about issues so they can take action individually, and notify members of MHCC of actions planned for a public demonstration. Any action taken as a result of information sent to the Action Response Network will normally be taken by individuals, not as a group representing the membership of MHCC. An example of a group activity in which MHCC members participate and represent the membership of MHCC is the Gay Pride Parade in Dallas. Group activities of this nature will need to be approved by the Justice Ministry chair and the Senior Minister or the Associate Minister.

c. Procedure:
   (1) If members of MHCC wish to alert the activist response network about an issue, they will submit to the chair of the Justice Ministry:
      (a) A written summary of the issue.
      (b) Identify the social justice issue at stake.
      (c) State the message that needs to be sent to the members of the activist response network.
   (2) The chair of the Justice Team will confer with the Senior Minister or the Associate Minister to decide if the item is appropriate for the Activist Response Network.
   (3) The Justice Team will send the approved message to the Activist Response Network.

4. Seeking other ways MHCC and its members can be involved in justice issues.

24.90 EVANGELISM MINISTRY
24.91 RESPONSIBILITY
The Evangelism Ministry under the direction of its Chair shall be responsible for:
1. Inviting individuals and families to participate in the MHCC community by:
   a. Providing an open and welcoming atmosphere for people entering our building by:
      i. Greeters at our front door who welcome and invite in all people who come to our building, directing guests to an Ambassador; and
      ii. Ambassadors in the main hallway and gathering space who welcome guests, direct them to various parts of our facility and answer any questions about our church or building.
   b. Providing visitors and guests with information about the MHCC community through printed materials, website postings and social media by:
i. Posting information about new programs and services on the MHCC website with an RSVP option; and
ii. Updating the website calendar every two weeks or as needed so current information is always available to the public; and
iii. Maintaining a supply of printed materials in the display cases and on the bulletin boards in the hallways and entry way.

2. Transitioning guests and visitors into the life of the MHCC congregation by:
   a. Using a data base program and other sources to gather information about individual/family interests, passions and skills; and
   b. Sharing information with appropriate Ministry Chairs and/or individual members who have a connection to our guests and visitors’ interests, passions and skills; and
   c. Establishing a following up program with Ministry Chairs, clergy and others to track a person’s progress into the life of the MHCC congregation; and
   d. In coordination with the Education Ministry, establish an annual, bi-annual and/or quarterly series of presentations about our denomination and our church regarding our governance and beliefs.

—Promoting and enhancing MHCC as an active, open and affirming congregation of believers in the Dallas community and beyond by: coordinating and managing the publicity efforts of the church, including media releases and advertising about the church to the general public and the congregation.

25.10 RESPONSIBILITY
The Elders are responsible for:
1. providing leadership both spiritual and corporal to the Congregation; and
2. supporting the members assigned to their care (through personal contact and follow-up), maintaining confidentiality at all times and sharing any personal information only with the member’s permission and knowledge; and
3. communicating important information and/or events to the members entrusted to their care; and
4. participating in the baptism of members by providing spiritual support to the baptism candidate and assisting in baptisms as requested by the Senior Minister, the Worship Ministry and/or the candidate; and
5. for the Sunday Offertory Elder, assisting the Treasurer or his/her designee with accounting for the cash received in each Sunday offering; and
6. serving as an active member of a Ministry or Committee of the church; and
7. performing other duties related to their general role as set forth in the Bylaws or as deemed appropriate by the Senior Minister, Worship Ministry and/or Board.

25.11 ELECTION OF CHAIR AND NOMINATING COMMITTEE MEMBER
The prior year’s Chair shall call a meeting of the Elders as soon as is reasonably possible before or immediately after January 1st each year. At that time the Elders shall elect their Chair for the new program year. At this time the Elders shall also choose their new representative to the Nominating Committee; that person shall become the Chair of the Nominating Committee in the next program year.

25.12 MEETINGS
The Chair of the Elders shall call meetings as necessary for the Elders to plan and meet their responsibilities. The Elders shall meet every Sunday morning before the start of the worship service to review congregational concerns or other appropriate matters.

21.13 DUTIES OF THE CHAIR OF THE ELDERS
The Chair of the Elders shall:

1. assign members to each Elder, including new members as they join, and provide each Elder with a list of their care group along with current contact information; a copy of these lists will be provided to the Senior Minister and the Administrative Assistant; and
2. offer guidance and resources to Elders to ensure that they understand their role in the life of the congregation and, working with the Senior Minister, provide any training or orientation to ensure the Elders know their roles in the worship service; and
3. serve on the Congregational Board; and
4. serve on the Worship Ministry and meet regularly with that Ministry or appoint an Elder to attend such meetings in his/her place; and
5. perform other duties related to his/her general role as leader of the Elders as set forth in the Bylaws or as deemed appropriate by the Senior Minister, Worship Ministry and/or Board.

26.00 DIACONATE
26.10 RESPONSIBILITY
The Diaconate shall be responsible for:

1. preparing and serving communion, collection of tithes and offerings and participating in other aspects of the worship service; and
2. the over-all appearance of the sanctuary prior to and following services; and
3. participating in the baptism of members by providing support to the baptism candidate and participating in baptisms as requested by the Senior Minister, the Worship Ministry and/or the candidate; and
4. greeting visitors, providing them with information about MHCC and generally making them welcome and comfortable; and following up with visitors when provided with the visitor’s name, address and/or email; and
5. participating as an active member of a Ministry or Committee of the church; and
6. performing other duties as set forth in the Bylaws or as deemed appropriate by the Senior Minister, Worship Ministry and/or Board.

26.11 ELECTION OF CHAIR, NOMINATING COMMITTEE MEMBER AND TEAM LEADERS
The prior year’s Chair shall call a meeting of the Diaconate as soon as is reasonably possible before or immediately after January 1st each year. At that time the Diaconate shall elect their Chair for the new program year. At that time the Diaconate shall also choose their representative to the Nominating Committee. And individuals who are willing to serve as team leaders shall be identified at this first meeting.

26.12 MEETINGS
The Chair of the Diaconate shall call meetings as necessary for the Diaconate to plan and meet their responsibilities.

26.13 DUTIES OF THE DIACONATE CHAIR
The Chair of the Diaconate shall:
1. assign members of the Diaconate to one of four teams and recruit or assign team leaders to each team; a list of all teams and the current contact information for each member of the Diaconate will be given to all members of the Diaconate, the Senior Minister and the Administrative Assistant; and
2. prepare a schedule of service for each team for the coming program year; a copy of this schedule will be given to each member of the Diaconate and to the Administrative Assistant; and
3. offer and provide training and orientation for members of the Diaconate so they understand and know their roles and duties in the worship service; and
4. serve on the Congregational Board; and
5. serve on the Worship Ministry and meet regularly with that Ministry or appoint a Deacon to attend such meetings in his/her place; and
6. perform other duties related to his/her general role as leader of the Diaconate as set forth in the Bylaws or as deemed appropriate by the Senior Minister, Worship Ministry and/or Board.

27.00 COMMITTEES
27.10 RESPONSIBILITY
The Committees under the direction of their Chairs and in consultation with the Officers and professional staff carry out the specific duties assigned to them. Each Committee is headed by a Chair who is appointed by the Chair of the Congregation or who succeeds to that position as outlined in the Bylaws. Committee Chairs are responsible for:
1. keeping the Congregation aware of their Committee’s activities, as appropriate for the work they do; and
2. calling meetings as necessary to attend to their business, publishing its meeting dates by entry in the church’s calendar; and
3. keeping notes of meetings and activities and maintaining that documentation so that it may be passed on to future Chairs; and
4. organizing their respective committees to conduct the business for which they are responsible; and
5. planning their general program, in consultation with the professional staff, as soon after appointment as feasible; and
6. if and when the activities of a committee will impact the smooth functioning of the church’s other programs, the Committee Chair will submit the plan to the Chair and the Cabinet for integration.

27.11 AUTHORITY
Each Committee Chair shall have the authority to:
1. call all Committee meetings; and
2. approve expenditures within their Committee’s approved budget, if there is one, or requesting necessary funds in consultation with the Chair and Treasurer.

27.12 MEETINGS
Each Committee shall meet as often as necessary to attend to their business. Each Committee shall publish the dates of its meeting by entry on the church’s calendar.
27.20 PERSONNEL COMMITTEE
27.21 RESPONSIBILITY
The Personnel Committee is responsible for oversight of the professional and lay staff in accordance with the Bylaws and the Personnel Policy and Procedure Manual.

27.22 MEETINGS
The Personnel Committee shall meet at least three (3) times per calendar year. A quorum will consist of the Personnel Committee Chair and at least three (3) other members.

27.23 TERMINATION OF LAY STAFF
The decision to terminate lay staff must be approved by the Personnel Committee along with the clergy who supervises the employee and in accordance with the Personnel Policy and Procedure Manual.

27.30 NOMINATING COMMITTEE
27.31 RESPONSIBILITY
The Nominating Committee is responsible for choosing, interviewing and recruiting nominees for all positions elected by the congregation each year according to the Bylaws. The Nominating Committee shall perform its duties as provided in the Bylaws. The Nominating Committee under the guidance of its Chair and in consultation with the Senior Minister and Vice Chair shall be responsible for:

1. securing nominees for Deacons so that the total number serving at any time is adequate to meet the needs of the Diaconate but no more than twenty-four (24); and
2. securing nominees for Elders so that the total number serving at any time is adequate to meet the needs of the Elders but no more than eight (8); and
3. securing nominees for Trustees-at-Large so that the number of At-Large Members serving at any time is three (3); and
4. securing a nominee for Chair if the current Vice Chair is unable or unwilling to serve as Chair in the following fiscal year; and
5. securing a nominee for Chair of the Trustees if the current Chair is unable or unwilling to serve in that position in the following fiscal year; and
6. securing nominees as necessary for all elected positions to serve in the next fiscal year.

27.32 REQUIREMENTS FOR NOMINEES
The Nominating Committee shall consider potential nominees in accordance with the Bylaws. Any nominees whose duties will include serving on the Board or on the Trustees must be members of the congregation. All nominees should be regular in attendance at the services of the church, participating as the occasion requires, and be regular contributors to the financial support of the church to the best of their ability.

Deacons who have just finished a two (2) year term of office are not eligible for re-election as Deacons until at least one (1) year has elapsed since their last month in office. Elders who have just finished a two (2) year term of office are not eligible for re-election as Elders until at least one (1) year has elapsed since their last month in office. However, the Board may approve exceptions to these policies if it is in the best interest of the congregation to do so.

Nominees for Trustees should provide balance as to legal, financial and business experience as well as a broad knowledge of the long range policies and goals of Midway Hills Christian Church as a community of faith.
27.33 NOMINATING COMMITTEE PROCEDURES
The Nominating Committee shall conduct its business as set forth in the Bylaws. Interviews of potential nominees should be made in person by a member or members of the Nominating Committee. The interviewer will fully explain the duties and responsibilities of the office to which the person is being nominated, supplying a copy of the description of the office from the Bylaws and this Policy and Procedure Manual and any other manual of the church. For nominees being interviewed for Deacon or Elder positions, the interviewer should advise the nominee of the expectation that the nominee will serve as a member of a Ministry or Committee as well as an Elder or Deacon.

27.34 CONFIDENTIALITY
The Nominating Committee’s meetings, interviews and discussions are strictly confidential so that each member of the committee will feel free to speak forthrightly about any member whose name is brought before the committee.

28.00 TRUSTEES
28.10 RESPONSIBILITY
The Trustees under the guidance of the Chair of the Trustees shall be responsible for management of the church’s Endowment Fund as set forth in the Bylaws and in accordance with the Financial Management Policy and Procedure Manual of the church.

The Trustees are also responsible for the Final Duties Upon Discontinuance of Corporation as set forth in the Bylaws.

28.11 MEETINGS
The Chair of the Trustees shall call meetings as necessary for the Trustees to perform their duties but at least one (1) time each fiscal year. In addition, a meeting may be called in response to a petition signed by four (4) members of the Board of Trustees or at the request of the Chair of the Congregation. Each Trustee shall be notified at least seven (7) days prior to any meeting. Trustees shall notify the Chair of the Board of Trustees if they are unable to attend a regular or called meeting.

28.12 MINUTES
The Treasurer or a designated person shall keep minutes of the meetings of the Trustees. The Treasurer shall maintain the file of the minutes of the Trustees meetings in the church office. The minutes of Trustees meetings shall be reviewed for approval at the next Trustees meeting or by electronic means within ten (10) days after the last Trustee meeting. Copies of the minutes of Trustees meetings shall be made available to members of the congregation at the church and summarized for publication in the church paper.

28.13 TRUSTEE RELATIONSHIPS WITH BOARD & CONGREGATION
The Trustees may turn to the Board and/or the congregation for advice or approval of major or controversial actions and shall accept directives from the Congregation or Board. The Trustees shall report to the congregation and the Board as set forth in the Bylaws and the Financial Management Policy and Procedures Manual.

29.00 THE CLERGY
The activities or authority of the clergy shall not be in conflict with the duties of the laity as outlined in the Bylaws and/or any Policy or Procedure Manual of the church. Job descriptions and contracts clarify their duties and responsibilities.