



GUIDELINES FOR MINISTRY

MEMBERSHIP

1. The membership of the Hurstbourne Christian Church (Disciples of Christ), Inc. shall consist of the following: (A.) Those who are now members of the congregation; (B.) Those who unite with it by confession of faith in Jesus Christ as Lord and Savior, giving expression of their faith through baptism and commitment to Him; and, (C.) Those who unite by transfer of membership, thereby reaffirming their faith and commitment to Christ. Members shall have voting rights in congregational meetings and may hold elected and appointed positions.
2. Those who wish to maintain membership in another congregation may become associate members of the Hurstbourne Christian Church by declaring their intention if they meet one or more of the following categories: (A.) A close family relationship to one or more Hurstbourne members, namely as spouse, parent or child; (B.) A student temporarily living in Louisville and desiring a congregational affiliation; (C.) A retired person currently residing in Louisville; (D.) A staff person employed by the congregation with membership in another congregation. Associate members may hold appointed positions in the congregation but shall not have voting rights in congregational meetings nor hold elective offices.
3. The congregation shall manage its affairs under the Lordship of Jesus Christ; own, control and encumber its property; organize and carry out the mission and witness of the congregation; establish its budgets and financial policies; call its minister(s); and participate, through voting representatives, in area, regional and general assemblies of the Christian Church (Disciples of Christ).
4. The congregation shall demonstrate voluntarily its mutual concern for the nurture, mission and witness of the whole church, and among other responsibilities, it shall: proclaim the gospel; administer baptism and the Lord's Supper; provide for the spiritual nurture of its members; grow in understanding that the church is a universal fellowship; transcend all barriers within the human family such as race, culture; and gender: be faithful in Christian stewardship, striving to share proportionately in providing resources for the total life, work and witness of the Christian Church (Disciples of Christ); and seek to realize the oneness of the church of Jesus Christ through cooperation with other churches of the community and with present and emerging ecumenical structures.
5. The congregation shall sustain its minister(s) in faithfulness and honor, and in matters pertaining to relationships with the minister(s) seek counsel from the General Minister of the Christian Church (Disciples of Christ) In Kentucky.
6. All members and associate members of Hurstbourne Christian Church, involved in ministry for the Church and to the world, may serve at the Lord's Table as elders and deacons.

ADMINISTRATIVE COUNCIL

7. The congregation shall have an Administrative Council, which shall be responsible to the congregation. The Administrative Council shall be responsible for receiving reports from its minister(s), officers, and the various organizations within the congregation. It shall establish the program and budget of the congregation subject to action by the congregation at the annual or a special meeting and shall serve as the legislative body for the congregation.
8. The Administrative Council upon recommendation of the Executive Committee shall annually establish an appropriate structure to carry out the ministries and programs of the congregation. Leaders needed to carry out the ministries and programs of the congregation under the approved structure shall be appointed by the Executive Committee with approval by the Administrative Council. These leaders are responsible for coordinating the church activities and programs and for developing the church-wide calendar. The leaders of the approved structure shall choose from their number up to one person per fifty participating members of the congregation to serve as voting members of the Administrative Council. They shall report to the Administrative Council and may serve as many as 3 years before rotating off the Council for at least one year.
9. Membership of the Administrative Council shall be composed of the officers of the congregation, representatives from the Shepherding Elders, and elected members of the body. Representatives from the approved structure not otherwise on the Council shall serve as members ex-officio with vote. The minister(s) of the congregation shall serve as member(s) ex-officio without vote. Administrative Council members shall be responsible for attending regular council meetings as well as any called or special meetings. They shall be responsible for conducting the business affairs of the congregation and providing for planning, resourcing, coordination, evaluation, and implementation of the work and activities of the congregation.

10. Three persons per fifty participating members or major fraction thereof, with a minimum of twelve members, shall be elected by the congregation and serve three year rotating terms with one third elected annually. Elected members of the Council must rotate off the Council for at least one year before being eligible for re-election unless they have served less than one half of a full term. When vacancies occur, they may be filled for the unexpired term upon nomination by the Executive Committee and approval by the Administrative Council.

LEADERSHIP

11. The congregation shall elect from its members a chairperson, vice-chairperson, secretary, treasurer, and on alternate years a chairperson-elect who shall serve as officers of the congregation and Administrative Council.
12. The **chairperson** of the congregation shall call and preside at the regular or special business meetings of the congregation, the Administrative Council and the Executive Committee, and shall, in consultation with the minister(s), give administrative leadership and oversight to the life and work of the congregation. The chairperson shall serve ex-officio, with vote, on all committees, or special task groups of the congregation. The chairperson shall not serve on the Nominating Committee. The congregation shall empower the chairperson to serve as their legal agent in signing approved legal documents.
13. The **vice-chairperson** of the congregation, in the absence of the chairperson, shall call and preside at regular or special business meetings of the congregation, and the Administrative Council, the Executive Committee and shall also serve as chairperson of the Nominating Committee.
14. The **secretary** of the congregation shall keep accurate records of all congregational meetings, Administrative Council meetings, and Executive Committee meetings.
15. The **treasurer** of the congregation shall oversee the receipt and disbursement of all funds of the congregation as authorized by the budget or special action of the Administrative Council and is responsible for the implementation of recommendations from any financial audit or review.
16. The **chairperson-elect** of the congregation shall serve as a voting member of the Administrative Council, the Executive Committee and may serve ex-officio, without vote, on all committees and special task groups with the exception of the Nominating Committee, as preparation for assuming the leadership of the congregation.
17. The **terms of these officers** shall be two years except for that of the chairperson-elect, which shall be one year. The officers may not succeed themselves, except for the treasurer, who may serve two consecutive terms or an officer serving less than one half of a full term. The chairperson-elect and secretary shall be elected and assume office on the even numbered years. The vice-chairperson and treasurer shall be elected and assume office on the odd numbered years. When vacancies occur, in any office, except that of chairperson-elect, they may be filled for the unexpired term upon nomination by the Executive Committee and approval by the Administrative Council. If a vacancy occurs in the office of chairperson-elect, the Nominating Committee shall nominate a chairperson for election at the annual congregational meeting.
18. The congregation shall elect from its members **Shepherding Elders** who work closely with the minister(s) of the congregation in the nurture and care of the members. Shepherding Elders shall be persons who demonstrate a deep commitment to Christ, faithfulness to the Church, special qualities of leadership, a compassionate and caring attitude toward all persons, and a desire to serve; they shall also be persons who have been members of the congregation for at least one year.

An effort shall be made to limit the number of Shepherding Elders to nine for each 100 participating members, with a three-year term of office and approximately one-third elected each year. Shepherding Elders may serve two full terms in succession, but at least one year must pass after the second such term before the Shepherding Elder may, through re-election, resume service.

From among their membership, the Shepherding Elders shall elect one person for each 100 participating members of the congregation, or major fraction thereof, as voting members of the Administrative Council. Such serve for one year and may serve no more than two consecutive years as members of the Administrative Council.

Shepherding Elders may be consulted by the minister(s) of the congregation and other congregational organizations to serve in an advisory capacity, but shall never be considered as an administrative body.

19. The congregation shall elect from its members appropriate representation to district, regional, and general organizations of the Christian Church (Disciples of Christ).
20. The congregation shall elect from its members trustees of the Trust Fund who have fiduciary responsibility for it. Trustees shall be elected for three-year rotating terms with one trustee elected each year. They may succeed themselves for one term.

COMMITTEES

21. The **Executive Committee** is composed of the elected officers and the Minister(s) of the congregation. It is responsible to the Administrative Council and shall handle the day by day administrative details of the congregation in keeping with established policies, bring recommendations of program and personnel to the Administrative Council, work closely with the leaders of the approved structure in planning and carrying out the programs of the congregation. The Executive Committee shall oversee the preparation of the annual General Fund Budget of the church for submission to the Administrative Council and provide for financial audits and reviews for action by the Administrative Council and the congregation. The Executive Committee shall not be a legislative body and shall only serve in an advisory capacity to the minister(s), Administrative Council, and other task groups of the congregation.
22. A **Personnel Committee** of three or more voting members of the Administrative Council and the Senior Minister shall be appointed by the Executive Committee with approval of the Administrative Council, to be responsible for staff relations and the evaluation of all staff personnel.
23. A **Nominating Committee**, chaired by the vice-chairperson, shall consist of those elected members of the Council whose terms expire and three members from the congregation at large appointed by the Executive Committee and approved by the Council. The nominating committee shall present a slate of qualified persons for the offices where terms expire and the offices of any unfilled vacancies. The slate will be presented to the congregation for consideration at the annual congregational meeting.
24. **Special Task Groups** may be appointed by the Administrative Council, or the Executive Committee as needed for short-term projects. These groups must either complete their assignment or be re-established at the first Administrative Council meeting of the new term or after March 1st.

MEETINGS

25. The **Administrative Council** shall meet quarterly. Administrative Council meetings are open to all members of the congregation. Special meetings of the Administrative Council may be called by the chairperson or, in his/her absence, by the vice-chairperson or by written request of five members of the Administrative Council. Written notices shall be mailed to all members of the Administrative Council regarding changes in regular meetings or call of special meetings.
26. A quorum of the Administrative Council shall be a majority of the voting members of the Administrative Council.
27. The Executive Committee and leaders of the approved structures shall meet regularly.
28. The **Annual Congregational Meeting** shall be held during January to consider plans for the new year, to conduct annual elections, and to act on the annual financial program recommended by the Administrative Council. Notice of the Annual Congregational Meeting shall be given at two Sunday services and a written agenda sent to the congregation at least two weeks in advance. Any matter shall be included on the agenda upon written request of a member provided it is received in the church office three weeks prior to the Annual Congregational Meeting. Additions may be made to the written agenda by a two-thirds vote of those present and voting at the congregational meeting.
29. **Special congregational meetings** may be called at any time by the chairperson or, in his/her absence, by the vice-chairperson or upon written request of 10% of the congregation. Special meetings are called for a specified and announced purpose. Written notice of a called meeting shall be mailed to the membership and announced at a Sunday service prior to the meeting.
30. A quorum of the congregation will be a total of those members present at the congregational meeting.
31. All administrative group meetings and procedures of the Hurstbourne Christian Church shall be governed by the current edition of Robert's Rules of Order, unless otherwise defined or delimited by these Guidelines.

CALENDAR

32. A congregational meeting shall be held during January.
33. **January and February** shall be used to organize for the new year and to secure leadership to carry out the congregational ministries.
34. Those elected to positions of leadership and those appointed under the approved structure shall take office on **March 1st**.
35. **September and October** shall be the time of program and budget development for the year beginning January 1.

36. **November** will be used as the period to secure commitments of time, talent, and money to undergird the program of Hurstbourne Christian Church.

MINISTERS

37. A minister or ministers set apart by ordination shall be called by the congregation. It is his/her responsibility to serve as a shepherd of God's people, to help equip God's people to share in the total service of the Church, to proclaim and teach God's word responsibly and articulately, and to celebrate the sacraments with God's people.
38. The minister(s) shall be ex-officio members, without vote, but with responsibilities for advice and guidance to the Administrative Council, the approved structure, committees, and task groups of the congregation, and shall keep the leadership advised of his/her activities on behalf of the congregation.
39. The Senior Minister shall be responsible to the Personnel Committee for the performance of the staff.
40. An ordained minister(s) shall be called in the following manner. A pulpit committee of not less than five members representative of the congregation shall be selected by the Administrative Council and approved by the congregation. This committee shall be charged with the responsibility of recommending a prospective minister to the congregation. The congregation may consider only one prospective minister at a time. The recommendation of the pulpit committee must be approved by at least a three-fourths majority of the Administrative Council before presentation to the congregation and accepted by at least a three-fourths majority of the members present and voting at the regular or called congregational meeting before a call may be extended. A statement of agreement or letter of calling shall be in writing and signed by the minister and chairperson of the congregation.
41. The term of ministry shall be for an indefinite period and may be terminated by either the Minister or the congregation as negotiated in the letter of call.
42. Resignation of the minister shall be submitted in writing to the Administrative Council through the chairperson.
43. Termination of the Minister's Call shall be handled among the minister, the chairperson of the congregation, the Administrative Council, and the General Minister of the Christian Church (Disciples of Christ) In Kentucky.
44. To terminate the minister's call, the following actions will be required:
- A. By at least a two-thirds majority of a quorum, the Administrative Council shall approve the termination of the minister's call, and shall pass such recommendation to the congregation.
 - B. The congregation at the regular or a special meeting must approve the recommendation of the Administrative Council by a two-thirds majority of those present and voting.

AMENDMENTS

45. This document may be amended upon recommendation by the Administrative Council and approval of two-thirds of the members present at the regular or a called congregational meeting.
46. The proposed amendment must be presented at two successive Sunday morning worship services and a written notice of the proposed amendment must be distributed to each member of the congregation at least two weeks prior to the meeting at which the vote will be taken.