



Flossmoor Community Church

Where Christ is Central and Diversity is Cherished

Flossmoor, Illinois

BY-LAWS OF THE GOVERNING BOARD, ITS COMMITTEES AND ITS BOARDS

Revised February 25, 2020

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ARTICLE I

The Constitution of the Flossmoor Community Church shall be the authority for the composition, the responsibilities, and the authorities of the Governing Board of the Church and its officers, and the Committees and Boards thereof.

The by-laws may expand on the organization or responsibilities of the Governing Board and its Committees and Boards but shall not conflict with or change its composition or responsibilities as specified by the Constitution. The Constitution shall govern any conflict between these by-laws and the Constitution.

ARTICLE II - OFFICERS

- A.** The officers of the Church and the Governing Board shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer. These officers shall be elected by the Church members at the June Congregational Meeting, with any vacancies in these offices occurring prior to the end of the Church year being filled by the Governing Board from the Church's Elders. Such appointments shall extend only until the next Congregational Meeting.
- B.** In addition to those duties designated by the Constitution, the Governing Board Chair shall be an ex-officio member of all Committees and Boards, except the Nominating Committee.
- C.** In addition to those duties designated by the Constitution, the Secretary shall see that notice is transmitted to the Governing Board members of all regular and special meetings and shall prepare and sign all official documents.
- D.** In addition to the duties designated by the Constitution, the Treasurer shall regularly distribute statements to all pledgers and acknowledge all other contributions; shall keep a full and accurate record of all monies handled, reporting to the Governing Board at each regular meeting; shall appoint such assistants as needed; shall prepare with the Finance Committee the budget recommendations for the Church for the ensuing year and present them to the Governing Board; and shall arrange for loans approved by the Governing Board within the limits established by the Constitution.
- E.** An officer of the Church and the Governing Board may be removed from office by not less than two-thirds vote of the Governing Board at any regular or special meeting whenever, in the judgment of its members, the best interests of Flossmoor Community Church will be served thereby.
- F.** The Officers of the Church shall comprise the Executive Committee, which shall meet at the discretion of the Chair of Governing Board. The Executive Committee shall have no power to act.

ARTICLE III - MEETINGS

- A.** Regular meetings of the Governing Board shall be held at the hour and day designated by the Chair at the Church or other location so designated.
- B.** Special meetings of the Governing Board may be called at any time by the Chair or may be called upon request in writing, including e-mail or other transmission, from at least five (5) of the members of the Governing Board. Notice of a special meeting shall specify the purpose(s) for which such meeting was called.
- C.** Notice stating the place, day, and hour of the meeting, and in case of a special meeting, the purpose(s) for which the meeting is called, shall be delivered not less than three nor more than twenty-one days before the date of the meeting, either personally, by mail, or by e-mail. If mailed, such notice shall be deemed to be delivered two days after deposit in the U. S. Mail with first-class postage thereon prepaid, addressed to each member of the Governing Board at his or her address as it appears on the records of the Church.
- D.** Eight (8) voting members of the Governing Board shall constitute a quorum for the transaction of business.
- E.** The Chair shall preside at all meetings of the Governing Board. In the Chair's absence, the Vice-Chair shall preside. In the absence of both the Chair and Vice-Chair, a presiding officer shall be designated by the Chair prior to the meeting or may be elected at the meeting.
- F.** All regular and special meetings of the Governing Board and its Boards and Committees may be attended by any member of the Church except when such meetings are declared by the Chair of the meeting to be in executive session. The Secretary shall see to it that notice of all regular and special meetings of the Governing Board shall be posted as soon as possible in the Narthex or other church publication.
- G.** The Secretary shall record minutes of the meetings of the Governing Board. In the Secretary's absence, a replacement may be designated by the Chair or Acting-Chair.
- H.** Voting shall be by voice vote, unless any member present requests a vote by ballot. All questions properly coming before meetings of the Governing Board shall be decided by majority vote of the members present and voting, except for amending these by-laws and voting to remove Officers, which shall require the vote of not less than two-thirds (2/3) of the members present and voting.
- I.** Any board or committee member attending in the absence of their elected chair may not vote nor participate in executive sessions of the Board.
- J.** The board may, in its discretion, invite board, committee, or other members of the congregation to participate in an executive session of the board as a means to gather appropriate information related to a predefined agenda item. These individuals may not vote and shall be dismissed from executive session prior to any such vote taking place.
- K.** Regular meetings of the Committees and Boards of the Governing Board shall be held on a date,

time and location set by the Chair of Governing Board, except that each Committee or Board may call additional meetings at its discretion.

- L. The President of the FCC Foundation will attend at least two Governing Board meetings per program year, in a non-voting capacity.

ARTICLE IV – STANDING COMMITTEES AND OTHER POSITIONS

A. The five standing Committees of the Governing Board shall be the Nominating Committee, Finance Committee, Personnel Committee, Properties Committee, and Stewardship Committee. In addition to the standing Committees, Governing Board may decide to designate a concentration area for a Focus Elder, and request assistance and guidance from the Long Range Vision Committee.

B. Members of standing Committees shall, be elected to terms of one, two or three years, or the remainder of a vacant term, staggered if practically possible. Terms of service for all Committee members commence on July 1, and expire June 30. Composition of the Committees shall be as described in the Constitution or in these by-laws. In case of a vacancy on any Committee prior to the annual Meeting, the Governing Board, upon the recommendation of the Nominating Committee, shall appoint to the position until the next Congregational Meeting.

C. Meetings of each Committee shall be open for attendance by Church members, except when in executive session. A simple majority shall constitute a quorum for the transaction of a Committee's business. Voting shall be by voice vote unless any Committee member present requests a vote by ballot. Minutes shall be kept and provided to the Church office on the required schedule. In addition to the duties described below, each Committee shall perform such other tasks as may be designated by the Chair of Governing Board.

D. **Nominating Committee.**

The composition and responsibilities of the Nominating Committee shall be as specified in the Constitution or elsewhere in these by-laws. The members shall serve three-year terms, staggered if practically possible. No member shall serve more than three consecutive years. The Chair of the Nominating Committee shall report to the Governing Board all nominations for election to Elder, officers of the Governing Board, Boards, and Committees no later than the June Governing Board meeting. Special meetings may be called or regular meetings canceled or rescheduled by the Chair of the Nominating Committee. The Nominating Committee shall keep appropriate records, which shall be available for inspection by any sitting Governing Board member upon request to the Nominating Committee Chair. In addition to the elected positions specified in the Constitution, the Nominating Committee shall provide nominees for positions on the Flossmoor Community Church Foundation as specified in the Foundation's by-laws. At the direction of the Governing Board, the Nominating Committee shall provide nominees for positions in other Church groups. The Nominating Committee shall solicit from each Board and Committee oral, written or other descriptions of its current tasks and needs. The Nominating Committee shall annually invite nominations for all open elected positions from the congregation as well as Boards and Committees.

E. Finance Committee.

The composition and responsibilities of the Finance Committee shall be as specified in the Constitution or elsewhere in these by-laws. The Treasurer, as Chair of the Finance Committee, will appoint an Assistant Treasurer to serve as Vice Chair of the Finance Committee to assist the Treasurer. The Treasurer shall conduct meetings of the Committee and present the monthly financial report of the Church to the Governing Board, appointing someone to do so in his or her absence. In addition to the Treasurer, there shall be four members of the Finance Committee. The Finance Committee shall receive all proposals for expenditures from any of the Church Boards, Committees, staff and individuals for the following fiscal year. These shall be assembled, reviewed together with the expected receipts, and presented to the Governing Board with recommendations. The Finance Committee shall review monthly the status of receipts and expenditures and shall recommend to the Governing Board actions made necessary by changes in either income or expenditures. Boards and staff may order and commit for expenditures within the approved budget. Any expenditures which are proposed to be made by Church Boards, Committees, and individuals which exceed the annual budgets as approved must be submitted to the Treasurer for review. The Treasurer will then present these items to the Governing Board with recommendations for action. All payments are made by the Treasurer or authorized disburser. Funds donated to any spending group from sources other than those considered to be part of the basic Church income structure should be reported to the Finance Committee along with the proposed use for said donation prior to the commitment for such expenditure.

The Finance Committee shall annually examine the financial records of the Church. Beginning in 2005, and at least every five years thereafter, the Finance Committee shall see that a formal audit is conducted of Church financial records. The Governing Board may at its discretion or upon recommendation of the Finance Committee call for a formal audit of the Church financial records at any other time. Special meetings may be called, or regular meetings canceled or rescheduled, by the Chair of the Finance Committee. A staff member of the Church may be employed to perform bookkeeping functions and maintain financial records under the direction of the Treasurer and the Director of Church Operations.

F. Personnel Committee.

The composition and responsibilities of the Personnel Committee shall be as specified in the Constitution or elsewhere in these by-laws. All members of the Committee shall be Elders. The members of the Personnel Committee, through its Chair, shall be available to each member of the staff for counsel or consultation. The Personnel Committee shall recommend to the Governing Board the number of personnel necessary to provide efficient staff for the Church. The Personnel Committee shall have primary responsibility, in consultation with the Senior Pastor, for preparing to hire leadership and support staff (with the exception of the pastors) through interview, research, seeking guidance of the interested Board(s) or Committee(s), and recommending to the Governing Board for final approval.

The Personnel Committee, under the general direction of the Governing Board and in accordance with the By-Laws of the Governing Board, shall prepare or have prepared written job descriptions for Pastors and staff members. The committee shall arrange for the

performance reviews of the Senior Pastor at least annually as prescribed by the Personnel Committee; shall verify that the Associate Pastors are reviewed at least annually by the Senior Pastor and the Chairs of the Governing Board and the Personnel Committee; shall verify that performance reviews of other employees are being conducted on at least an annual basis; shall submit recommendations in consultation with the Senior Pastor as to staffing, salaries and employee benefits; shall assure that the Pastors and staff have a grievance procedure available to them as prescribed in the By-Laws; and shall perform other duties as directed by Governing Board or as indicated by good personnel practices. The Personnel Committee shall promptly report to the Governing Board any significant personnel matters. A summary of all performance reviews will be presented to the Governing Board at the June meeting in executive session. The Personnel Committee shall annually present to the Finance Committee recommendations for all staff salaries for the following calendar year. The Personnel Committee shall perform such other duties as are designated by the Chair of the Governing Board.

The Personnel Committee shall form a permanent sub-committee to develop policies and procedures regarding prevention of sexual abuse/harassment related to the church. The sub-committee shall be headed by the chair of Personnel Committee, and shall include, but not be limited to, the Senior Pastor, Director of Children's Ministries, Director of Youth Ministries, and Director of Church Operations. The sub-committee should also have two advisors, one with legal expertise, and the other with a counseling or psychotherapy background. This sub-committee shall report directly to the Personnel Committee and Chair of the Governing Board. Meetings of this sub-committee shall be held whenever called by its chair, but will be held at least once per year. The Personnel Committee shall keep minutes, which shall be available for inspection by any sitting Governing Board member upon request to the Personnel Committee Chair.

G. Properties Committee.

The composition and responsibilities of the Properties Committee shall be as specified in the Constitution or elsewhere in these by-laws. The Properties Committee shall maintain all Church-owned grounds, buildings, furnishings, and equipment. The Properties Committee shall monitor the insurance coverage on all Church properties and annually recommend to the Governing Board the kinds and amounts of such insurance to be purchased. The Properties Committee shall conduct an annual inspection of all Church properties to document needed preventive maintenance and immediate repairs or replacement. The Properties Committee shall cooperate with the Finance Committee in developing the budget covering Church maintenance and insurance for the following year. The Properties Committee shall be responsible for scheduling the use of Church properties by non-members, and for establishing the fees to be charged. The Properties Committee may appoint other special committees to implement special properties tasks. In addition to the Chair, there shall be six members of the Properties Committee.

H. **Stewardship Committee.**

The composition and responsibilities of the Stewardship Committee shall be as specified in the Constitution or elsewhere in these by-laws. In addition to the Chair, there shall be four members of the Stewardship Committee. The Stewardship Committee shall bring the concept of Christian stewardship before the congregation on a year-around basis. The Stewardship Committee shall conduct an annual canvass of the congregation. The Stewardship Committee shall work closely with the pastors to develop strategies for correcting pledge-related problems.

I. **Focus Elder**

One member, elected by the church membership, may be chosen to serve in the position of Focus Elder on the Governing Board. If designated, the Focus Elder shall be elected to a one-year term, but no member shall serve more than three consecutive years. The purpose of the Focus Elder is to apply emphasis to an area of church life that is either new or in need of special, short term, attention. The Focus Elder shall perform duties and responsibilities as designated by the Governing Board. Prior to the nominating process, the Governing Board shall determine if there is need for an area of focus for the upcoming church program year. The Focus Elder, under the direction of the Governing Board, may create an ad hoc committee(s) to assist the Focus Elder in the duties and responsibilities designated by the Governing Board. The ad hoc committee(s) shall be formed from at-large members of the congregation, which may include non-sitting and sitting Elders. The number of members on the ad hoc committee(s) may vary depending on the specific task. The ad hoc committee(s) will be chaired by the Focus Elder and meetings shall be held whenever called by the Focus Elder. Certain ad hoc committee(s) may span the service of one or more Focus Elders. In carrying out the duties and responsibilities of the position, the Focus Elder is empowered to act only upon approval of the Governing Board.

J. **Long Range Vision Committee**

The Long Range Vision Committee (LRVC) shall consist of 8 members. They shall include the current Governing Board chair, the two immediate past Governing Board chairs, one sitting Elder, and the Senior Pastor. In addition, three positions shall consist of newly elected Elders and/or non-sitting Elders. If one or both immediate past Governing Board chairs cannot serve, those two positions will be filled by Elders, sitting or non-sitting. The LRVC will designate its own Chair by any manner it sees fit. The LRVC shall meet a minimum of three times every program year, meeting dates to be set by the LRVC Chair. No quorum of the committee shall be necessary for it to meet and take any action within the scope of its objectives.

The LRVC shall review the then-current Long Range Vision plan, propose changes, adjustments, deletions, additions and anything else the LRVC deems in the best interest of Flossmoor Community Church and of God's work in and through it. The LRVC also shall be empowered to undertake member surveys and communicate with membership through the Narthex or by direct mailings. The LRVC Chair shall provide an annual written report to the Governing Board. Periodically the LRVC shall propose changes to the church long range vision. Such changes shall be submitted in writing to the Governing Board, for approval by the Governing Board.

LRVC members shall serve a term of one year, but no member (except the present and two immediate past Governing Board Chairs) shall serve more than three consecutive years. Each year (or as replacements are needed during the year) the Nominating Committee will present the Governing Board with proposed names for the membership of the LRVC for Governing Board decision (except for those positions filled by the current and two immediate past Governing Board Chairs, which are automatic).

The Long Range Vision Committee reports to the Governing Board, however, the Long Range Vision Chair is not a member of the Governing Board.

ARTICLE V - PROGRAM BOARDS

A. The Boards of the Governing Board shall be:

1. The Diaconate Board
2. Board of Faith in Action
3. Board of Worship and the Arts
4. Board of Congregational Connections
5. Board of Christian Education

B. Members of the Boards shall be elected to terms of one, two or three years, or the remainder of a vacant term, staggered if practically possible. Terms of service for all Board members commence on July 1, and expire June 30. In case of a vacancy on any Board prior to the June Congregational Meeting, the Governing Board, upon the recommendation of the Nominating Committee, shall appoint to the position until the next Congregational Meeting.

C. Meetings of each Board shall be open for attendance by Church members, except when in executive session. A simple majority shall constitute a quorum for the transaction of a Board's business. Voting shall be by voice vote unless any Board member present requests a vote by ballot. Minutes shall be kept and provided to the Church office on the required schedule.

D. The Diaconate Board.

The composition and responsibilities of the Diaconate Board shall be as specified in the Constitution or elsewhere in these by-laws. The Chair shall have authority to appoint a Recording Secretary, a Corresponding Secretary, and other officers as needed, at the first meeting after the June Congregational Meeting. The Chair shall preside at all meetings of the Board, unless in his or her absence another presiding officer is appointed by the Chair. The Chair shall act as a liaison between the Church staff and the Board. The Recording Secretary shall keep the minutes of the meetings of the Board, and the Corresponding Secretary shall be responsible for all the correspondence of the Board. The Board shall cooperate with the Finance Committee in developing the budget covering programs for the following year. The Board shall assist the pastors in ministering to sick and homebound persons and families in crisis situations. The Chair may select one or more members of the Board to serve for one year

as administrators or co-administrators of each of the following areas:

1. Visitation: To assist the pastors in visiting hospitalized or recuperating persons.
2. Homebound: To assist the pastors in visiting persons confined to nursing homes, institutions, or home.
3. Memorial reception: To assist the pastors in ministering to families who have lost a loved one to plan and carry out memorial receptions.
4. Emergency aid: To provide meals, on a temporary basis, for persons in need.
5. Transportation: To meet the occasional transportation needs of the homebound.
6. Altar flower delivery: To arrange for the delivery of altar flowers each Sunday, Christmas Eve, and Easter to the homebound, hospitalized, and others in need.
7. The Stephen Ministry functions under the guidance of the pastor, who has received Stephen Leader Training, and reports twice a year to the Diaconate Board on its program functions and effectiveness. The Diaconate Board will work cooperatively with the Stephen Ministers as needed in order to provide care to the congregation.
8. The administrators of these areas shall involve other members of the Board and the congregation in discharging these responsibilities.

E. The Board of Faith in Action

The composition and responsibilities of the Board of Faith in Action shall be as specified in the Constitution or elsewhere in these by-laws. Faith in Action shall evaluate opportunities for Christian outreach with organizations or programs through and beyond Flossmoor Community Church; prepare recommendations to and obtain concurrence from the Governing Board for mission grants; provide opportunities for conversations related to outreach including, but not limited to social justice and environmental issues; provide regular events for hands on mission; and communicate with the Finance Committee, the congregation, and other Boards and Committees within the Church. This will be accomplished by:

1. Evaluating requests from organizations soliciting contributions, and soliciting information from Church members concerning organizations and programs.
2. Providing financial support, where appropriate, for organizations in which Church members are active participants.
3. Selecting each year at least one recipient organization for a major benevolence grant, and if possible, focused involvement by members as volunteers.
4. Presenting to the congregation, on an ongoing basis, information on the organizations receiving benevolence support, as well as volunteer mission opportunities.

5. Requesting each year approval from the Governing Board that a special benevolence offering be taken on World Communion Sunday and publicizing this information to the congregation. The Board may also request approval from the Governing Board that part or all of the Christmas and Easter Special Offerings be designated for benevolence.
6. Coordinating the overall benevolence program of the Church with other Flossmoor Community Church organizations, including but not limited to the Foundation Board and the Women's and Men's Association.
7. Obtaining approval of the Governing Board for distribution of the benevolence budget portion of the operating budget.
8. Providing a discretionary fund from the outreach budget for the use of the pastors in meeting emergency situations. Only the Chair and/or Vice-Chair will be made aware of the circumstances in order to protect confidentiality.
9. Handling other issues deemed appropriate by the Board of Faith in Action.
10. The Chair shall appoint or call for election of a Vice-Chair and Secretary. The Chair will preside over meetings, unless in his or her absence another presiding officer is selected by the Chair. The Vice-Chair will handle such other duties as may be delegated to him or her by the Chair. The Secretary shall handle necessary correspondence within the Board membership and the Church and provide any assistance with outside correspondence requested by the Chair.
11. The Board shall cooperate with the Finance Committee in developing the budget covering programs for the following year.
12. The Chair may appoint any special committee chairs and assign a liaison member or members for each activity funded by the Board. An executive committee composed of the Chair, Vice-Chair, and Secretary shall have the authority to take necessary actions in special situations involving expenditures less than \$1,000.00.

F. The Board of Worship and the Arts.

The composition and responsibilities of the Board of Worship and the Arts shall be as specified in the Constitution or elsewhere in these by-laws. The Chair shall appoint or call for election of a Vice-Chair and Secretary. The Chair will preside over meetings, unless in his or her absence another presiding officer is selected by the Chair. The Vice-Chair will handle such other duties as may be delegated to him or her by the Chair. The Secretary shall record minutes of each regular meeting for publication, handle necessary correspondence within the Board membership and the Church and provide any assistance with outside correspondence requested by the Chair. The Board shall cooperate with the Finance Committee in developing the budget covering programs for the following year. The Board of Worship and the Arts shall have responsibility for support to the pastors in conducting worship services and is accountable to the Governing Board. The board shall assist the pastors and the staff in the development of high quality, creative and meaningful Christian worship. The board shall have responsibility for the development and implementation of special programs in the arts for the

education and enjoyment of the congregation and community. At the first meeting following the June Congregational Meeting, Board members will be assigned responsibilities for the following three sub-committees:

1. Worship Support Committee – a Chair and one to three Board members shall serve as a sub-committee of the whole, to recruit, orient and support worship assistants in following areas: greeters, liturgists, ushers, communion preparation, and any other needs for worship support that may arise.
2. Worship “Dream Team” Committee – a Chair and one to three Board members shall serve as a sub-committee of the whole, meeting with the Senior Pastor to discuss, plan, and coordinate creative worship using drama, visual arts, media and movement within our worship services.
3. Arts Committee – a Chair and one to three Board members shall serve as a sub-committee of the whole, to discuss, plan and coordinate arts festivals and performances that enhance the deepening of religious faith of the children and adults of the church and larger community. Coordination shall include scheduling performances, reserving necessary rooms, attending to the needs of the performers, and arranging for refreshments and publicity for each event.
4. At-large members for each sub-committee may be invited to serve at any time.

G. Board of Congregational Connections

1. The composition and responsibilities of the Board of Congregational Connections shall be as specified in the Constitution or elsewhere in these by-laws.
2. The Board shall be responsible for membership development, for new, active, and inactive church members, and shall work to develop in the Church a sense of deep Christian community through Fellowship events.
3. The Board shall cooperate with the Finance Committee in developing the budget covering programs for the following year.
4. The Chair shall appoint or call for election of a Vice-Chair and Secretary. The Chair will preside over meetings, unless in his or her absence another presiding officer is selected by the Chair. The Vice-Chair will handle such other duties as may be delegated to him or her by the Chair. The Secretary shall handle necessary correspondence within the Board membership and the Church and provide any assistance with outside correspondence requested by the Chair.
5. The Board shall work to staff the Hospitality Desk and the Information Desk to provide someone to greet the congregation and answer questions before and after each service on Sundays and/or on special occasions.

H. Board of Christian Education.

1. The composition and responsibilities of the Board of Christian Education shall be as specified in the Constitution or elsewhere in these by-laws.
2. The Board of Christian Education is responsible for the Christian education of children, youth, and adults. The Board shall establish and guide a functional education program to meet the needs of the Church membership.
3. The major services to be provided by the Board include: identifying the educational needs of the Church; developing programs in conjunction with the professional staff to meet those needs; creating policies and guidelines for programs and activities; evaluating its programs, projects, and activities.
4. The sub-committees of the Board of Christian Education shall be:
 - a. Children's Ministries Leadership Team
 - b. Adult Education Leadership Team
 - c. Weekday Preschool Directing Committee
 - d. Weekday Preschool Parent Auxiliary
 - e. Youth Ministries Leadership Team
5. Membership of the Board shall consist of one member-at-large, who shall be Chair, and a representative, preferably the Chair or President, from each of the above groups shall comprise the membership of the Board of Christian Education. The Director of Children's Ministries, Weekday Preschool Director, and Director of Youth Ministries shall be part of the Board in an advisory capacity.
6. The Chair will preside over meetings, and attend monthly Governing Board meetings.
7. The Board shall cooperate with the Finance Committee in developing the budget covering programs for the following year.

ARTICLE VI - AMENDMENTS

These by-laws may be amended at any regular or special meeting of the Board, by a two-thirds (2/3) vote of the members present.

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