

**CRESTWOOD CHRISTIAN CHURCH**  
**(Disciples of Christ)**  
**Lexington, Kentucky**

**CONSTITUTION**  
**and**  
**BY-LAWS**

**Revision History – Constitution**

**Approved, as amended, by Crestwood Christian Church in a Congregational Business Meeting**

**June 24, 2018**

**December 4, 2011**

December 10, 2006

December, 1997

July 10, 1994

**Revision History – By-Laws**

**Approved by the Administrative Board**

**September 20, 2017 (addition to Personnel Committee Section V.F.h.)**

**July 19, 2017 (change in Board quorum Section II.C.)**

**May 21, 2014**

November 16, 2011

May 17, 2006

May 19, 1999

November 19, 1997

**CRESTWOOD CHRISTIAN CHURCH  
A CONGREGATION OF THE CHRISTIAN CHURCH  
(DISCIPLES OF CHRIST)**

**CONSTITUTION**

A Congregation of the Christian Church (Disciples of Christ)

PREAMBLE

We, the members of Crestwood Christian Church (Disciples of Christ) of Lexington, Kentucky, in faithful response to the will and purpose of God as revealed through Jesus Christ and God's continuing revelation in the world, do hereby adopt this constitution as amended through the 24th day of June, 2018.

ARTICLE I.

NAME AND PURPOSE

SECTION A: Name

The name of this congregation shall be Crestwood Christian Church of Lexington, Kentucky, affiliated with and an integral part of the Christian Church (Disciples of Christ), in the United States and Canada.

SECTION B: Purpose

The purpose of this congregation is to proclaim the gospel of Jesus Christ in faithful response to God's will and purpose as revealed through Jesus Christ and in the world, to seek in all persons a faith and commitment to Jesus Christ, to serve the community of which it is a part; to bring the gospel message to bear upon society, to sustain the work of the general and regional manifestations of the Christian Church (Disciples of Christ), to work in cooperation with other Christians, to seek the oneness of the body of Christ, and to make known the love of God.

ARTICLE II.

MEMBERSHIP AND GOVERNING BODY

The membership of this congregation shall be the governing body and, as part of the whole family of God, shall consist of those who shall unite by confession of faith in Jesus Christ and baptism and those who unite by transfer of membership.

ARTICLE III.

RULES OF ORDER

All business meetings of the congregation and subordinate bodies shall be governed by the current edition of Robert's Rules of Order.

ARTICLE IV.

CHURCH YEAR AND MEETINGS OF THE CONGREGATION

SECTION A: Church Year

- (1) The church program year shall be from July 1 through June 30. The church fiscal year shall be from January 1 through December 31.

SECTION B: Meetings to be Held

- (1) A congregational meeting shall be held in June for the primary purpose of electing officers and a congregational

- meeting shall be held in December for the primary purpose of approving the next fiscal year's operating budget.
- (2) The congregation shall hold special meetings as required. Such meetings may be called by the Moderator or upon request of the Administrative Board, or by written petition of ten percent of the members of the congregation. Said petition shall be presented to the Secretary of the Administrative Board.

#### SECTION C: Notice

Notice of all regular or special meetings of the congregation shall be given at all regularly scheduled Sunday worship services of the church and through the church publication at least one (1) week in advance of the meeting.

### ARTICLE V.

#### OFFICERS

##### SECTION A: Officers and Terms of Office

The following officers of the Administrative Board and congregation shall be elected by the congregation at its annual meeting for a term as designated for each commencing with the next church program year, or until such time as a successor is elected and assumes office:

- (1) Moderator: for a term of one (1) year
- (2) Vice-Moderator: for a term of one (1) year
- (3) Secretary: for a term of two (2) years
- (4) Treasurer: for a term of two (2) years (coinciding with the church fiscal year)
- (5) Assistant Treasurers: for a term of two (2) years, number of assistant treasurers to be recommended by the treasurer
- (6) Financial Secretary: for a term of two (2) years (coinciding with the church fiscal year)
- (7) Historian: for a two (2) year term
- (8) Elders: elected as candidates for ordination to the Board of Elders for an indefinite period
- (9) Deacons: not less than sixty (60) in number, the exact number as specified in the By-Laws, one-third of whom shall be elected each year for a term of three (3) years
- (10) Trustees: five (5) in number, one of whom shall be elected each year for a term of five (5) years

SECTION B: Duties of Officers: Duties are outlined in the By-Laws.

##### SECTION C: Election of Officers

- (1) Eligibility to hold office shall be accorded to all members as defined in Article II of the Constitution, with the following exceptions:
  - (a) No Deacon or Trustee shall serve in the same elected office until one (1) year has elapsed since the expiration of the prior term in such office.
  - (b) Other elected officers of the Board, with the exception of Historian, may succeed themselves in the same elected office for one (1) term, but no more than one term, until one (1) year has elapsed since the expiration of the last term in the same office. The Historian may succeed him/herself in another term without waiting until one (1) year has elapsed.
- (2) The Nominating Committee shall select and nominate candidates for offices. Specific procedures are provided in the By-Laws.
- (3) The Nominating Committee shall be deliberate in its communication to candidates for the various offices pertaining to responsibilities and expectations of those persons who hold leadership positions in the church. Candidates should be persons who are willing to commit themselves to prayerful and resolute consideration to the status of officers of

the church, to attendance at meetings of the Administrative Board, to involvement in work of the congregation and witness through the ministry teams, to personal growth through private devotion as well as regular participation in a church school class, to the stewardship of both time and financial resources, and to the awareness of opportunities to invite others into the fellowship of the church. Persons exemplifying such traits of discipleship shall receive priority in the selection process of the Nominating Committee.

- (4) The Nominating Committee shall present its slate of officers to the Administrative Board for approval. The Administrative Board shall recommend the election of the slate of officers at the June meeting of the congregation.
- (5) Vacancies of any office of the congregation shall be filled for the unexpired term upon the recommendation of the Nominating Committee and election by the Administrative Board.

#### SECTION D: The Administrative Board

##### (1) PURPOSE

It shall be the purpose of the Administrative Board to act on behalf of the congregation in the administration of matters pertaining to the life of the church.

##### (2) RESPONSIBILITY

- (a) To hold meetings at regular intervals. Such meetings shall be open to all members of the congregation and any constituent organizations.
- (b) To consider, approve and review general policies.
- (c) To transact the business of Crestwood Christian Church.
- (d) To oversee the administration of the programs of the congregation through the ministry teams, committees, ministers and staff.
- (e) To carry out such instructions as may be given it by the congregation.
- (f) To approve the formation of constituent organizations which relate to the mission of the congregation.

##### (3) COMPOSITION

The Administrative Board shall be composed of:

- (a) Voting members:
  - (1) Moderator
  - (2) Vice Moderator
  - (3) Secretary
  - (4) Treasurer
  - (5) The Chair of the Board of Elders
  - (6) The Chair of the Board of Deacons
  - (7) The Chair of the Trustees
  - (8) The Chair of the Board of Disciples Women's Ministry
  - (9) Four (4) representatives from the Ministry Council, as provided in the By-Laws
  - (10) Three (3) at-large members from the congregation as provided in the By-Laws
- (b) Ex-officio members, non-voting but with the right of discussion, as follows:
  - (1) Members of the church staff, as deemed appropriate by the Moderator of the Board.
  - (2) A representative of any constituent organization as delegated by the organization.

#### SECTION E: The Ministry Council

##### (1) PURPOSE

The Ministry Council shall plan and give direction to the ministry teams in administering the church program. It shall perform such duties in keeping with the policies of the Administrative Board and under its direction.

## (2) RESPONSIBILITY

It shall be responsible:

- (a) To serve as the church planning body; to study the needs of the congregation; and to evaluate its programs, both on a short term as well as long term basis
- (b) To arrange and coordinate all church activities and special events.
- (c) To coordinate plans and activities of ministry teams, organizations, and groups for an effective church program
- (d) To perform such other duties as may be assigned by the Administrative Board

## (3) COMPOSITION

The Ministry Council shall be composed as follows:

- (a) The Ministers
- (b) The Moderator of the Administrative Board and Congregation
- (c) The Vice-Moderator of the Administrative Board and Congregation.
- (d) The Past Moderator who will chair the Nominating Committee as provided in the By-Laws
- (e) The Secretary of the Administrative Board and Congregation
- (f) The Treasurer of the Administrative Board and Congregation
- (g) The chair or co-chairs of each ministry team, committee and council as provided in the By-Laws
- (h) A representative of the constituent organizations as delegated by the organization
- (i) The Chair of the Board of Elders
- (j) The Chair of the Board of Deacons
- (k) Such others as may be specified in the By-Laws

## ARTICLE VI.

### MINISTERS

#### SECTION A: Duties

- (1) The Senior Minister shall be the spiritual leader and administrator of the congregation. The Senior Minister shall perform such services as preaching, challenging growth in areas of individual and congregational stewardship, assisting in the selection and training of leaders, encouraging awareness and/or participation in the ecumenical forum of the church, and shall perform other pastoral and administrative functions as baptisms, weddings, funerals, counseling, and transfers of membership.
- (2) The Administrative Board may recommend to the congregation and the congregation may direct that additional minister(s) or director(s), be employed by the church.
- (3) The Senior Minister shall develop and coordinate an organizational structure for the administration of the church, supervise the work of the ministers, reassign responsibilities of minister(s), directors and office staff, and keep the Administrative Board informed of the total ministry of the church. The Senior Minister shall either supervise the work of the non-ministerial staff or delegate to another minister the responsibility of staff supervision.

SECTION B: Selection and Termination of Employment

- (1) A search committee consisting of not less than seven (7) nor more than eleven (11) members shall serve as a selection committee and recommend a prospective minister to the Administrative Board. The committee shall be appointed by the Moderator, Vice Moderator and Chair of the Personnel Committee, subject to the approval of the Administrative Board, and shall be representative of the entire congregation. The committee shall present only one (1) candidate for each position. The committee may authorize payment of recruiting expenses as approved by the Administrative Board.
- (2) The Administrative Board shall consider the recommendation of the committee and recommend the prospective minister to the congregation.
- (3) The Administrative Board's recommendation to the congregation must be accepted by at least three-fourths (3/4) of the members present and voting in a regular or special meeting of the congregation before the call may be extended. The employment of an interim minister or intern shall be made upon such terms and conditions as may be determined by the Administrative Board or as may be set forth in the By-Laws.
- 4) A Letter of Call will be signed by the Minister, the chair of the Personnel Committee, and the Moderator. The term of employment of ministers shall be indefinite, but may be terminated by either party in accordance with the personnel policies. The Letter of Call setting forth the conditions of employment shall be made in triplicate, one copy for the Minister, one copy for the office files, and one copy for the Chair of the Personnel Committee.

ARTICLE VII.

This Constitution may be amended at any annual or special meeting of the congregation by a two-thirds (2/3) vote of the members present and voting on the amendment, providing that written notice of the proposed amendment has been made available to the members of the congregation two (2) weeks prior to the business meeting where the vote is taken, or that the proposed amendment has been read at the regular Sunday service for at least two (2) weeks immediately preceding the business meeting where the vote is taken. This Constitution shall be reviewed at least every five (5) years by a committee appointed by the Moderator.

BY-LAWS

The Administrative Board shall adopt By-Laws consistent with this Constitution.

\* This Constitution Amended at the December 4, 2011 Annual Meeting of the Congregation.

**CRESTWOOD CHRISTIAN CHURCH  
A CONGREGATION OF THE CHRISTIAN CHURCH  
(DISCIPLES OF CHRIST)**

**BY-LAWS**

**I. CHURCH YEAR**

The church fiscal year shall begin on the first day of January and the church program year shall begin on the first day of July.

**II. ADMINISTRATIVE BOARD**

- A. The Board shall hold regular bi-monthly meetings, usually on the third Wednesday of January, March, May, July, September, and November.
- B. The Board shall hold special meetings as requested by the Moderator or upon request of ten (10) or more members of the Administrative Board. Notice of any special meetings shall be given to members at least seven (7) days prior to the date of the meeting.
- C. **At least 9 members of the Administrative Board must be present in order to constitute a quorum at all meetings.**
- D. The Board shall observe a formal order of business, proposed by the Moderator and approved by the Board, or otherwise as follows
  - 1. Meeting called to order by presiding officer
  - 2. Devotional
  - 3. Approval of minutes of previous meeting
  - 4. Ministerial staff reports
  - 5. Financial reports
  - 6. Reports from ministry teams
  - 7. Reports from regular and special committees and church staff if they desire
  - 8. Unfinished business
  - 9. New business
  - 10. Open listening
  - 11. Benediction

**III. THE MINISTRY COUNCIL**

- A. It shall hold regular bi-monthly meetings, usually on the third Wednesday of February, April, June, August, and October.
- B. It shall hold special meetings as requested by the Senior Minister, the Moderator, or upon request of three (3) or more members of the Ministry Council. Notice of any special meetings shall be given to the members at least seven (7) days in advance of the meeting.

C. The Vice Moderator shall preside.

#### IV. DUTIES OF OFFICERS

- (1) The Moderator shall call and preside at regular and special meetings of the congregation and of the Administrative Board and shall be a non-voting ex-officio member of all committees and ministry teams. The Moderator may designate the Vice-Moderator to serve in the ex-officio capacity on one or more committees or ministry teams.
- (2) The Vice-Moderator shall call and preside at regular or special meetings of the congregation and of the Administrative Board in the absence of the Moderator and serve as Moderator the following year. The Vice-Moderator shall preside at Ministry Council meetings.
- (3) The Secretary shall be elected in even numbered years and keep minutes of regular and special meetings of the congregation, Administrative Board, and Ministry Council, and perform other duties as requested by the Moderator.
- (4) The Treasurer shall be elected in odd numbered years and oversee the financial records and reporting, receive funds of the congregation, disburse funds according to the authority designated by the Administrative Board, serve as a member of the Finance Ministry, present a financial report at each regular meeting of the Board, and make an annual report to the congregation. One-half the total number of Assistant Treasurers are elected each year to perform duties assigned by the Treasurer.
- (5) The Assistant Treasurers are responsible to the Treasurer in all matters. They shall collect, count, secure and deposit into the Bank where Crestwood maintains its accounts all contributions offered at worship and other services. They shall also perform such other duties as directed by the Treasurer.
- (6) The Financial Secretary shall be elected in even numbered years and keep an individual financial record of each contribution, send out statements quarterly or as directed by the Administrative Board, serve as a member of the Finance Ministry, and present reports in summary form (without identification of any individuals) to the Board if needed.
- (7) The Historian shall keep material that may become of historical value and make same available to the Disciples of Christ Historical Society.
- (8) The Elders have general oversight of the spiritual life of the members, shall assist the minister(s) and shall serve at the Communion Table. The Elders, including those who have served this congregation in that position at any time, shall constitute the Board of Elders. This Board shall consider such matters as may be referred to it by the Administrative Board and such other matters as it desires to consider on its own initiative, making recommendations thereon to the Administrative Board or the minister(s). The Board of Elders shall meet regularly and upon call by the Chair. A chair and vice chair, for a term of one year, shall be elected at the beginning of each church year. The Board of Elders shall select one (1) Elder each year to serve on the Administrative Board for a three (3) year term.
- (9) The Trustees shall be the legal agents of the church and shall act in behalf of the congregation through the Administrative Board. They shall hold title to properties and shall act in all transactions as legally required. The Trustees may recommend to the Board for approval policies and practices related to gifts and bequests and provide counsel and advice regarding estate planning to benefit the church. The Trustees shall provide for an annual audit of the church financial records. The Trustees shall present an Annual Report to the Administrative Board regarding the conditions of all physical facilities and grounds and status of endowments and trust funds. The Trustee serving the final year of the term shall act as Chair and serve on the Administrative Board.

(10)The Deacons shall prepare and care for the communion service, distribute the Lord's Supper, receive the offerings, serve as a member of a ministry team, and otherwise serve the congregation. The Deacons shall organize prior to the beginning of each church year to carry out their duties.

(11)Inasmuch as the officers are elected by the congregation after having indicated their willingness to perform their responsibilities, they are expected to regularly attend meetings and their resignation may be requested on failure or inability to perform their responsibilities.

## V. MINISTRY TEAMS, COMMITTEES, COUNCILS, and TASK FORCES

A. The administration of the program of the congregation shall be delegated to the following Ministry Teams and Constituent Organizations

1. Adult Education
2. Caregivers
3. Children's
4. Disciples Women's Ministry
5. Evangelism
6. Fellowship
7. Finance
8. Leader Development
9. Library
10. Local Outreach
11. Nursery
12. Paul Hunt Bowman Scholarship
13. Property
14. Shalom and Social Justice
15. Small Groups
16. Sports
17. Stewardship
18. Technology
19. World Outreach
20. Worship
21. Young Adult
22. Youth

- B. The Nominating Committee, with the advice of the Ministers and the current ministry teams, shall select the ministry team chairs. Members of each ministry team shall be recruited on the basis of qualification for the task regardless of membership on the Administrative Board.
- C. Each ministry team shall organize to conduct the area for which it is responsible, meet regularly, and plan its general program. The ministry team shall administer its program in cooperation with other ministry teams. Written reports shall be made at each regular Administrative Board meeting and submitted to the church office prior to the meeting. The ministry team shall select a Vice Chair.
- D. The purpose and duties of the ministry teams shall be as follows:
1. ADULT EDUCATION- This ministry team shall provide opportunities for Christian education and spiritual growth for adults.
  2. CAREGIVERS- This ministry team shall provide care, comfort, fellowship, and food to those who are ill, homebound, or new members. They shall offer meal service at the church or the home for families of deceased church members.
  3. CHILDREN'S- This ministry team shall provide for Christian education and spiritual growth and development for children ages three through fifth grade.
  4. EVANGELISM- This ministry team shall cultivate a spirit of evangelism and church growth within the church, reaching into every age and place of the Christian life, direct special evangelistic programs, provide a coordinator of public relations for the local church programs and events, and coordinate a greeter ministry.
  5. FELLOWSHIP- This ministry team shall promote fellowship among church members by coordinating church-wide fellowship dinners and other social activities as desired. They also coordinate special receptions for church events.
  6. FINANCE- This ministry team shall direct the church's financial program, supervise the preparation and oversight of the budget, and administer the Endowment Fund. The ministry team shall adopt such financial procedures and processes deemed necessary or advisable and conduct annual reviews, including an external review, to assure compliance. The ministry team shall annually report the results of the reviews and the Church's financial condition to the Trustees.
  7. LEADER DEVELOPMENT- This ministry team shall evaluate and recommend approaches to building leader development in the life of the church and explore ways to encourage the stewardship of time in personal service to Christ.
  8. LIBRARY- This ministry team shall provide materials to enhance and support the overall program and educational curriculum of the congregation, to enrich the spiritual growth of its members, and to promote an awareness of all available printed materials, publications, and audio-visual resources.
  9. LOCAL OUTREACH- This ministry team shall be responsive to the needs and concerns of the local community, direct the attention of the congregation to the social and moral issues which confront both church and society, involve the congregation in personal and financial ways to meet human needs, and shall prepare and administer the ministry team budget.
  10. NURSERY-The Nursery Ministry Team shall provide a safe, clean, welcoming, and loving environment for children from birth through three years.
  11. PAUL HUNT BOWMAN SCHOLARSHIP- This ministry team shall be responsible for developing plans for allocating funds donated to the church for the purpose of encouraging and supporting ministerial students and prospective ministerial students. The ministry team shall recommend candidates to the Administrative Board for filling established positions.

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12. PROPERTY- This ministry team shall care for all properties of the church. It shall be responsible for keeping all property and equipment in proper condition, studying needs and making recommendations to the appropriate minister regarding custodial tasks, and providing care for the grounds.
13. SHALOM and SOCIAL JUSTICE- This ministry team shall be responsible for informing and presenting information to the congregation of current peace and social justice issues, both local and worldwide.
14. SMALL GROUPS- This ministry team shall establish and assist small groups that share a common interest to learn and build friendships.
15. SPORTS- This ministry team shall establish and facilitate a variety of sporting activities that encourage fellowship among members. They shall also coordinate use of the gym for sports activities.
16. STEWARDSHIP- This ministry team shall have primary responsibility for developing and administering ongoing education programs to enhance the congregation's appreciation, awareness, and commitment to Christian stewardship. It shall coordinate the stewardship campaign annually. It shall educate the congregation regarding the Endowment Fund and shall encourage gifts to support it. The Stewardship Chair shall serve on the fiscal year calendar.
17. TECHNOLOGY- This ministry team shall be responsible for meeting technology needs of the church, including worship services, church programs, ministerial, and office staff. The team takes pictures of new members and oversees upkeep of the Technology storage room.
18. WORLD OUTREACH- This ministry team shall focus on the mission of the church both in the local and world communities by promoting denominational causes, sponsoring and supporting ecumenical concerns, determining a plan of participation in ministries of reconciliation, encouraging and providing educational opportunities for the congregation, and shall prepare and administer the ministry team budget.
19. WORSHIP- This ministry team shall be responsible for congregational worship, pulpit supply in the absence of the Senior Minister, baptisms, music, ushering, and the encouragement of devotional life among individual members and within families.
20. YOUNG ADULT- This ministry team shall minister to Crestwood's college age young people and offer opportunities for worship and fellowship to Lexington college students.
21. YOUTH- This ministry team shall provide opportunities for Christian education for youth from sixth through and twelfth grade (church school). It shall provide further opportunities for Christian education, spiritual growth, fellowship for youth by JYF, Chi Rho, and CYF programming.

E. THE NOMINATING COMMITTEE

This committee shall consist of nine (9) members who shall serve for three (3) years each, two (2) of whom shall be selected by the Moderator of the Administrative Board each year and approved by the Administrative Board, and one (1) of whom shall be the immediate past Moderator of the Administrative Board who will serve as chair during the second year of a three year term. In the event the immediate past Moderator is unable to serve on the committee, the Moderator of the Administrative Board shall select another person to serve, with approval of the Administrative Board. The Committee shall nominate officers of the church, select the chairs of ministry teams, deacons, committees, councils, and other groups, with the advice of the Ministers and the current ministry team chairs, and act promptly to fill all vacancies. The Chair shall serve on the Administrative Board.

F. THE PERSONNEL COMMITTEE

1. The Personnel Committee shall be composed of nine (9) persons, each serving a three (3) year term. Three members shall be appointed by the Moderator each year and approved by the Administrative Board. The members shall elect the Chair to serve for the next program year. The Chair shall serve on the Administrative Board.

2. The committee shall:
  - a. Recommend personnel policies to the Board and periodically review said policies to determine that said policies are in accord with existing laws and regulations.
  - b. Evaluate annually each minister in accordance with the job description for said Minister, report the results of said evaluation to the Minister.
  - c. Recommend salaries to the Finance Ministry during the budgeting process for all personnel, including ministers.
  - d. Maintain Personnel files for all personnel. The files for ministers shall include copies of the Letter of Call executed with said Minister pursuant to the Constitution. The files for non-ministerial staff shall include copies of the Terms of Employment.
  - e. Prepare job descriptions for all personnel, including the Ministers. Periodically review those descriptions with the Senior Minister and draft any necessary changes. Submit said descriptions to the Administrative Board for approval.
  - f. Review and recommend to the Board all insurances, and benefits for employees, including Ministers.
  - g. Identify, evaluate, and recommend to the Board, applicants for all staff positions.

h. Covenant to keep all committee proceedings, all personnel information, and any personal or sensitive information of church employees confidential, and not to disclose any such information to any other member of the congregation or to the public.

- G. FAITHFUL PLANNING COMMITTEE- This committee shall create a formal five (5) year plan of action for the church with input and approval from the congregation. It shall communicate the plan to church leaders and the congregation and monitor it annually to review progress.

#### H. THE CHILD CARE COUNCIL

1. The Child Care Council shall oversee the administration of the Crestwood Child Care Center. The Council shall act as a policy-making and planning body for the Center. A Director, and such assistants as the Council deems necessary and appropriate, shall have the responsibility for the day-to-day administration of the Center.
2. The Child Care Council consists of:
  - a. a Chair, to serve for a period of two (2) years.
  - b. a Vice-Chair
  - c. the Treasurer and/or Finance Ministry Team representative
  - d. representatives from the Children's and Property Ministry Teams
  - e. the Child Care Center Director
  - f. the Child Care Center Assistant Director
  - g. the Senior Minister or a designee
  - h. a representative selected by the parents of the Center. This representative shall be selected in the spring of each year and shall be a parent who expects to have a child in the program during the following school year. The representative shall take office immediately
  - i. at least two (2) 'at-large' members, approved by the Child Care Council Chair, from among church members
3. The Child Care Council shall be responsible for:
  - a. Developing the Center's budget, including salaries for all staff, subject to approval of the Administrative

Board.

- b. Recommending the selection and termination of the Director of the Child Care Center to the Administrative Board using a process approved by the Personnel Committee.
  - c. Receiving reports concerning the selection and termination of all staff.
  - d. Seeing that the Director and Assistant Director conduct annual performance and salary reviews for all employees, excluding the Director and Assistant Director. Salary recommendations for these two positions will be forwarded to the Personnel Committee for final review.
  - e. Developing and recommending to the Personnel Committee those personnel policies which may be unique to the Child Care Center.
- I. SCOUTING COUNCIL- The Scouting Council shall oversee the administration of Crestwood's scouting programs for boys and girls. The Council shall be made up of at least three Crestwood members, an institutional representative of each scouting group represented, and a ministerial staff resource person.
- J. TASK FORCES- Task forces may be appointed by the Moderator as needed for specific short-term tasks.

#### VI. EMPLOYMENT OF NON-MINISTERIAL STAFF

- A. Employees shall be hired upon recommendation of the Nursery Ministry Team, the Personnel Committee, the Paul Hunt Bowman Scholarship Ministry Team, or the Child Care Council to the Senior Minister for approval.
- B. A Terms of Employment document shall be approved by the Personnel Committee, given to the employee, and a copy kept on file.

#### VII. ANNUAL SALARY REVIEW

The Personnel Committee or Child Care Council (for employees in the Center), shall review yearly the salary of all personnel, including Ministers, which shall include an evaluation process, and research on salaries paid for similar positions in other churches, and the employee's Letter of Call or Terms of Employment document. The committee shall recommend adjustments to the Finance Ministry prior to the preparation of the approval of the Church Operating Budget.

#### VIII. VOTING REPRESENTATIVES OF THE CONGREGATION FOR REGIONAL and GENERAL ASSEMBLIES

Voting representatives shall be appointed by the Moderator and approved by the Administrative Board.

#### IX. USE OF CHURCH FACILITIES

- A. Church groups or members shall schedule meetings and functions on the church calendar so as not to conflict with other uses.
- B. Use for non-church purposes may be approved subject to the following procedure:
  - 1. A request for use for a short term activity may be approved by the Senior Minister or his/her designee. Such request shall be in writing.
  - 2. A request for use for an ongoing activity must be in writing and must be approved by the Administrative Board.
  - 3. Use for non-church purposes shall not unreasonably affect use of church properties by church groups and members.

4. An applicant may be required to pay a reasonable charge to cover expenses.

#### X. ELDERS

- A. The Chair of the Elders shall serve on the Administrative Board. The Board of Elders shall select one (1) additional Elder each year to serve three (3) year terms on the Administrative Board. The Board of Elders shall fill any vacancies in order to sustain four (4) participating Elders on the Administrative Board. The number of members to be nominated for ordination to Eldership shall be at the discretion of the Nominating Committee.
- B. Emeritus Status- Those elders who, upon retirement from active service at the table, and whose service and dedication to this church as an elder have been exceptional and at least 15 years in length, may be elected to the honorary position of Elder Emeritus for an indefinite period. The Board of Elders shall recommend elders for this honor to the Administrative Board for approval.

#### XI. DEACONS

The number of Deacons elected each year shall be twenty (20).

#### XII. AMENDMENTS

These By-Laws may be amended by a two-thirds (2/3) vote of the members of the Administrative Board present in regular or special meeting and voting, provided the proposed amendment has been submitted in writing to the membership of the Administrative Board at least two (2) weeks prior to the vote thereon. These By-Laws shall be reviewed at least every five (5) years by a committee appointed by the Moderator.

\* These By-Laws Amended at the November 16, 2011, Administrative Board Meeting.