

**THE MINISTRY COVENANT
OF
SOUTHERN HILLS CHRISTIAN CHURCH
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**THE MINISTRY COVENANT
OF
SOUTHERN HILLS CHRISTIAN CHURCH
EDMOND, OKLAHOMA**

PREAMBLE

We, the members of Southern Hills Christian Church, a Congregationally governed body, duly organized and incorporated under the laws of the State of Oklahoma, in order to promote the work of the Congregation in the spirit of Christ and thus advance His Realm, do hereby adopt this Ministry Covenant ("Covenant") as approved XXXXX and effective on January 1, 2015.

ARTICLE I – NAME, AFFILIATIONS, VISION AND MISSION

Section A - NAME

The name of this organization shall be Southern Hills Christian Church, Incorporated ("Congregation"), having been duly chartered by the Secretary of State of Oklahoma on the 21st day of June, 1968.

Section B - AFFILIATION

The Congregation shall be affiliated with the Christian Church (Disciples of Christ) in the United States and Canada.

Section C - VISION AND MISSION

1. **Vision Statement.** Jesus Christ calls us to be a faith community that nurtures people in spiritually transforming relationships with God, others and all creation.
2. **Mission.**
 - Providing vibrant, dynamic and meaningful worship experiences around the Lord's Table;
 - Helping all to be accepted and nurtured in our faith community;
 - Growing and maturing in our understanding of Jesus and His gospel;
 - Celebrating the diversity that exists among us;
 - Inviting all to share the love and grace of Christ and welcoming them into His Church;
 - Standing with others in need.

ARTICLE II - THE CONGREGATION

Section A - MEMBERSHIP

1. Members. Membership in the Congregation consists of the following:
Those who are members of the Congregation at the time the Covenant is adopted; those who unite by confession of their faith through baptism and commitment to Jesus Christ, the Son of the Living God; and those who unite by transfer of membership from another congregation, thereby reaffirming their faith and commitment to Christ.

While affirming the rite of Christian baptism by immersion as symbolic of the new life in Christ for persons making a primary confession of faith, the Congregation accepts other forms of baptism as signs of commitment to Jesus Christ, the Son of the Living God.

2. Participating Non-Members. The Congregation invites and welcomes those who wish to participate in the life and work of the Congregation without the commitment of membership. Participating non-members are encouraged to be involved in any of the ministries of the Congregation, although they are not eligible to hold an elected position of the Congregation or vote in congregational matters.

Section B - AUTHORITY

The Congregation shall be the determinant authority in the employment of Ministerial Clergy Staff, appropriation and use of financial resources (budgets and extraordinary capital expenditures), election of congregational leaders and approval of policies binding on the Council, subject to the Covenant and any applicable federal, state and local laws.

Section C - MEETINGS

1. Annual Meeting. The Congregation shall meet annually for the purposes of: election of Council officers, Elders, Diaconate and Youth Diaconate; approval of an annual budget; and consideration of other business as may be presented.
2. Special Meetings. Special meetings of the Congregation may be called at any time by the Council. The Congregation may call for a special meeting by a written request signed by no fewer than ten percent of the participating membership and presented to the Council, in which case the Council must call a special meeting.
3. Informational Meetings. Informational meetings of the Congregation ~~should~~ shall be scheduled quarterly for the purpose of receiving reports

from the Council and the Ministry Clusters on current and planned ministries of the Congregation.

4. Notices. Notices of all meetings shall be given at Sunday worship services at least one week in advance of the meeting and, when possible, publicized in the Congregation newsletter or by other written (including electronic) notice prior to the meeting.
5. Rules of Order. The Congregation shall follow protocol stipulated in the latest edition of Roberts Rules of Order in the conduct of its business.
6. Voting. All voting at Congregational meetings shall be by written ballot.
7. Quorum. For annual and special meetings of the Congregation, a quorum shall be ~~the Congregation members~~ 35% of the participating membership (as shown in the current edition of "The Yearbook and Directory of the Christian Church [Disciples of Christ]) assembled at any such duly called meeting.

ARTICLE III - THE LEADERSHIP COUNCIL

Section A - ELECTED OFFICERS

The Leadership Council ("Council") shall consist of 12 positions elected in the manner described in this Covenant (see Article VI, Section C.6). All persons serving as Officers of the Council should act as leaders of the Congregation in the performance of any duties expressly delegated to them, in committed participation and support to the ministries of the Congregation and in stewardship of their time, talents and financial resources. Each Officer of the Council is expected to attend all meetings of the Council.

Section B - OFFICERS, PARTICIPANTS AND TERMS OF SERVICE

1. Officers. Officers of the Council, as elected by the Congregation, shall be:
 - a. Moderator and Trustee (one year);
 - b. Vice Moderator and Trustee (serving as Convener of the Personnel Committee), (one year);
 - c. Financial Secretary and Trustee (serving as Convener of the ~~Stewardship and~~ Finance Committee), (one year);
 - d. ~~Secretary~~ (one year);
 - e. ~~Treasurer~~ (one year);
 - f. Convener(s) of the Elders (which may be filled by one or two members but with one vote on the Council), (one year);
 - g. Convener(s) of the Diaconate (which may be filled by one or two members, but with one vote on the Council), (one year);
 - h. Ministry Cluster Conveners (four conveners), (two years);

- i. Convener of the Property Committee (which may be filled by one or two members but with one vote on the Council), (one year);
 - j. Convener of the Risk Management Committee (which may be filled by one or two members but with one vote on the Council), (one year); and
 - k. Convener of the Communications and Technology Committee (which may be filled by one or two members but with one vote on the Council), (one year).
2. Participants. Participants of the Council serving ex officio (without vote) are:
- a. Convener of the Nominating Committee (~~appointed by the Moderator~~ **elected by the Congregation**) (one year); and
 - b. Ordained Ministerial Staff.
3. Maximum Length of Service. No person may serve as an Officer or Participant of the Council (other than Ministerial Staff) for more than five consecutive years. A person who has served as an Officer or Participant of the Council (other than Ministerial Staff) for five consecutive years may serve again so long as a period of at least one year has passed since the last day of his or her prior term of service.
- A person is eligible to succeed him/herself in all Council positions, with the exception of the Treasurer, which may not be held by the same person for more than three consecutive years.

Section C - DUTIES OF OFFICERS AND PARTICIPANTS

1. The Moderator shall fulfill the usual duties of such an office and shall call and preside at all regular or special meetings of the Congregation and Council. The Moderator shall also serve as a Trustee of the Congregation.
2. The Vice Moderator shall fulfill the usual duties of such an office, **and** shall call and preside at all regular or special meetings of the Congregation and Council in the absence of the Moderator **and shall serve as Parliamentarian as requested by the Moderator**. The Vice Moderator shall also serve as a Trustee of the Congregation and as Convener of the Personnel Committee.
3. The Secretary shall keep minutes of all regular or special Congregational and Council meetings, ~~serve ex officio on the Council~~, keep an attendance record of Council meetings and perform other duties as may be assigned by the Moderator.
4. The Financial Secretary shall serve as Convener of the ~~Stewardship and~~ Finance Committee, as a Trustee of the Congregation, monitor the use of

memorial, bequest and endowment funds and make regular reports to the council on these funds, ~~coordinate the appointment of members of a Stewardship Ministry Area with a Ministry Cluster Convener~~, and assure that the financial transactions of the Congregation are conducted in a fiscally and ethically responsible manner.

5. The Treasurer shall provide oversight of the Congregation's financial records, ~~serve ex officio on the Council~~, present a financial report at each meeting of the Council, and assure disbursement of funds of the Congregation in the manner of and as approved by the Council.
6. Conveners of the Elders, Diaconate, Ministry Clusters and Standing Committees shall fulfill the responsibilities assigned to them elsewhere in this Covenant.
7. Those Officers named as Trustees shall act as the legal agents of the Congregation and perform other duties as required by law.

Section D - ELIGIBILITY

~~Every member of the Congregation (see Article II, Section A.1) is eligible to serve as an Officer of the Council. Officers of the Council must have been active members of the Congregation (see Article II, Section A.1) for at least one year prior to assuming office.~~

Section E - VACANCIES

1. Removal. Any Officer or Participant (other than Ministerial Staff) of the Council may be removed by the Congregation for any reason if the removal is approved at a duly called Congregational meeting by a vote of at least two-thirds of those present at the meeting and voting on the issue.
2. Filling Vacancies. If a vacancy occurs in any Officer position, then the Nominating Committee shall submit to the Council the name of an eligible member of the Congregation to fill the vacancy, that nominee then being forwarded by the Council to the Congregation. The Congregation shall vote to approve or not approve the nominee at a duly called meeting of the Congregation by majority vote of the members present at the meeting and voting on the issue. The person elected shall fill the vacancy and serve as an Officer of the Council for the remaining term of the position vacated.

Vacancies in the positions of Secretary, Treasurer and Convener of the Nominating Committee shall be filled by the Moderator.

Section F – MEETINGS OF THE COUNCIL

Prior to the beginning of the calendar year, the newly elected Moderator shall schedule monthly Council meetings for the year and place them on the Church calendar. Additional meetings may be called by the Moderator or at the insistence of any two officers of the Council, with notice of the meeting(s) given to the Congregation via the newsletter and/or electronic communication at least five (5) days prior to the meeting(s), barring emergency situations requiring immediate action by the Council.

All meetings of the Council are open for attendance of, and participation by, members of the Congregation.

Section G - GENERAL RESPONSIBILITIES

The Council has the general responsibility and authority to oversee the business, affairs and ministries of the Congregation, subject to this covenant and the authority of the Congregation to establish policies that are binding on the Council.

Section H - SPECIFIC RESPONSIBILITIES AND DUTIES

The Council has the specific responsibility and duty to take the following actions:

1. Policies.
 - a. Review the effectiveness of the Standing Committees in meeting their responsibilities;
 - b. Adopt, interpret and revise written operational policies;
 - c. Review the effectiveness of the structure, policies and processes of the Congregation and submit proposals to the Congregation thereto;
 - d. Review the Covenant and submit proposals for amendments to the Covenant to the Congregation; and
 - e. Assure compliance with all local, state and federal laws applicable to the Congregation.
2. Ministries.
 - a. Define, designate, evaluate, modify or abolish general Ministry Clusters which include similar Ministry Areas (programs of the Congregation) and affiliated organizations for any purpose or duration as the Council may determine, in each case in consultation with the Ministerial Staff;
 - b. Receive and review Ministry Cluster reports; and
 - c. At the quarterly meetings of the Congregation, discuss the Congregation's progress toward meeting the Church's vision, mission and ministries.

3. Financial.

- a. Review proposed operational budgets for the Congregation submitted by the ~~Stewardship and~~ Finance Committee, revise any proposed operating budget or create a new proposed operating budget as the Council deems advisable and annually submit recommendations for operating budgets to the Congregation for approval;
- b. Authorize non-budgeted capital expenditures less than \$~~50,000~~ 25,000;
- c. Submit to the Congregation, for its approval, non-budgeted capital expenditures of \$~~50,000~~ 25,000 or more;
- d. Maintain specific policies for receipt, use and management of memorial, capital and endowment gifts and bequests; and
- e. Make financial reports at Congregational meetings.

4. Property.

- a. Receive reports from the Property Committee regarding the condition of the buildings and grounds of the Church;
- b. Authorize actions to assure buildings and grounds are maintained in optimal and safe conditions;
- c. Review and authorize or submit for approval to the Congregation (as required under Article III, Section H.3) all requests and recommendations for capital improvements to the Church property; and
- d. Assure that all property insurance policies are reviewed for adequacy of coverage.

5. Risk Management.

- a. Assure written policies are reviewed by the Risk Management Committee, not less than annually, to properly manage risks; and
- b. Assure all liability insurance policies are reviewed for adequacy of coverage.

6. Personnel.

- a. Receive reports of the Pastoral Search Committee and submit to the Congregation a recommendation to call Ministerial Staff;
- b. Receive reports concerning the continuing employment of Ministerial Staff and, after consideration, present any recommendation for termination to the Congregation;
- c. Approve employment of Professional Staff as stipulated in the Church's Personnel Policies, or terminate the employment of Professional Staff; and
- d. Upon recommendation of the Personnel Committee, adopt, interpret and revise written Personnel Policies.

7. Communications and Technology.
 - a. Receive, review and evaluate reports of the Communications and Technology Committee; and
 - b. Assure that all available paths of communication and technologies are utilized to maximum advantage for purposes of communication, operations and management.
8. Delegates. Appoint delegates to regional and general assemblies of the denomination.

Section I – DECISION-MAKING PROCESS

The Council shall seek to arrive at decisions regarding business items using a consensus decision-making process. When a decision cannot be made by consensus, two-thirds of the officers present at a meeting of the Council may invoke procedures stipulated in the latest edition of Roberts Rules of Order in arriving at a decision. In any event, decisions will not be made unless a minimum of two-thirds of the officers are present.

ARTICLE IV – ELDERS AND DIACONATE

Section A – ELECTION, NUMBERS AND QUALIFICATIONS

1. Election. The Elders, Diaconate and Youth Diaconate shall be elected from the membership of the Congregation in the manner described in this Covenant (see Article VI, Section C.6), for the term as designated for each or until such time as a successor is selected and assumes office.
2. Elders. The number of Elders shall be determined annually by the Council, with a minimum number of three (3) percent of the Congregation's membership. One-third of the Elders shall be elected each year for a three-year term. Elders shall be well-matured in faith, committed in participation and support of the ministries of the Congregation through stewardship of their time, talents and financial resources and must have been an active member of the Congregation for at least one year prior to assuming this position.

Those who have previously served as Elders but who are not currently serving in an elected capacity as an Elder may accept responsibility for fulfilling an Elder's duties as defined in Section B.1 of this Article.

3. Diaconate. The number on the Diaconate shall be determined by the Council annually, with a minimum number of 48. One-third of the Diaconate shall be elected each year for a three-year term. Those serving on the Diaconate shall be well-matured in their faith, committed in participation and support of the ministries of the Congregation through

stewardship of their time, talents and financial resources and must have been active members of the Congregation for at least six months prior to assuming this position.

Those who have previously served on the Diaconate but who are not currently serving in an elected capacity on the Diaconate may accept responsibility for fulfilling those duties as defined in Section B.2 of this Article.

4. Youth Diaconate. The Youth Diaconate shall be elected for a one-year term. The number of those serving on the Youth Diaconate shall be determined by need and availability from Congregation members whose classification is not less than a freshman in high school and not older than a senior in high school and who have been active members of the Congregation for at least six (6) months prior to assuming this office.
5. Honorary Elders and Diaconate. Members of the Congregation who no longer actively serve in official capacities in the Congregation and have consecrated their services to Christ may be named as Elder Emeritus or Diaconate Emeritus by the Congregation.

Section B - DUTIES

1. Elders. The Elders nurture the spiritual life and development of the Congregation by presiding at the Lord's Table, assisting and sharing with the Minister(s) in the conduct of his or her pastoral and priestly functions, providing supportive counsel for the Ministers and participating actively in the Congregation's ministries.
2. Diaconate. The Diaconate partner with the Elders in nurturing the spiritual life and development of the Congregation. Their shared responsibilities include assisting in the ushering and greeting of worshipers, serving the Lord's Supper, receiving offerings and participating actively in the Congregation's ministries.

Section C - MEETINGS

1. Elders. The Elders shall meet during the first month of the calendar year to make ministry assignments and on a monthly basis to coordinate their activities and provide support to one another in fulfillment of their responsibilities.
2. Diaconate. The Diaconate and Youth Diaconate shall meet during the first month of the calendar year to make ministry assignments and on an as-needed basis during the year to coordinate their activities and provide support to one another in fulfillment of their responsibilities.

Section D - VACANCIES

1. Removal. Anyone serving as an Elder or on the Diaconate or Youth Diaconate may be removed by the Congregation for any reason if the removal is approved at a duly called Congregational meeting by a vote of at least two-thirds of those present at the meeting and voting on the issue.
2. Filling Vacancies. If a vacancy occurs in any Elder, Diaconate or Youth Diaconate position, then the Nominating Committee shall submit to the Council the name of an eligible member of the Congregation to fill the vacancy. The Council shall approve or not approve the nominee at a duly called meeting of the Council. The person elected shall fill the vacancy and serve in the position vacated until the next Annual Meeting of the Congregation.

ARTICLE V- MINISTRY CLUSTERS

Section A – DEFINITIONS AND RESPONSIBILITIES

1. Definition. Ministry Clusters which include similar Ministry Areas shall be defined by the Council. It is the intent of this Covenant that the Ministry Clusters provide a flexible environment for service in which members' varied interests in ministry are supported. Each member and participating non-member of the Congregation is encouraged to participate in at least one Ministry Cluster or one related Ministry Area.
2. Responsibilities. Each Ministry Cluster shall be responsible for:
 - a. Providing general oversight and support to each of its Ministry Areas;
 - b. Coordinating activities within each Ministry Area and with other Ministry Clusters;
 - c. Assisting in communicating ministry activities and encouraging participation;
 - d. Preparing reports of its activities for presentation to the Council and Congregation; and
 - e. Encouraging development of new ministries and service opportunities.

Section B – ELECTION

A Convener for each Ministry Cluster shall be elected by the Congregation to serve a term of two years (see Article VI, Section C.6).

Section C – RESPONSIBILITIES OF MINISTRY CLUSTER CONVENERS AND MINISTRY AREA LEADERS

1. Ministry Cluster Conveners. Ministry Cluster Conveners shall:

- a. Appoint Leaders of each Ministry Area in his/her Cluster;
- b. Serve as elected Officers of the Council and attend its meetings;
- c. Prepare and present Ministry Cluster reports to the Council and assist in the Moderator's preparation of quarterly progress reports to the Congregation; and
- d. Convene and preside at regularly called meetings of their Ministry Cluster.

2. Ministry Area Leaders. Ministry Area Leaders shall:
 - a. Accept interested individuals into their Ministry Areas;
 - b. Convene and preside at meetings of their Ministry Area;
 - c. Attend called meetings of their Ministry Cluster;
 - d. Report on Ministry Area activities to their Ministry Cluster; and
 - e. Assure that Ministry Area activities are coordinated with other areas of ministry, as needed.

ARTICLE VI- STANDING COMMITTEES, SPECIAL COMMITTEES AND AUXILIARY ORGANIZATIONS

Section A – COMPOSITION OF STANDING COMMITTEES

The Standing Committees of the Congregation shall be:

1. Property Committee;
2. Personnel Committee;
3. Risk Management Committee;
4. ~~Stewardship and~~ Finance Committee;
5. Communications and Technology Committee; and
6. Nominating Committee

Section B – STRUCTURE OF STANDING COMMITTEES

1. Leadership of each Standing Committee shall be as follows:
 - a. Property Committee – the elected Convener of the Property Committee;
 - b. Personnel Committee – the elected Vice Moderator;
 - c. Risk Management Committee – the elected Convener of the Risk Management Committee;
 - d. ~~Stewardship and~~ Finance Committee – the elected Financial Secretary;
 - e. Communications and Technology Committee – the elected Convener of the Communications and Technology Committee;
 - f. Nominating Committee – the appointed Convener of the Nominating Committee (see Article III, Section B.2a)

2. The Conveners of the Property, Risk Management, ~~Stewardship and~~ Finance, and Communications and Technology committees shall be responsible for identifying those willing to serve on their respective committees.
3. The Personnel Committee shall consist of:
 - a. Vice Moderator, serving as Convener;
 - b. Financial Secretary;
 - c. Convener of the Risk Management Committee;
 - d. Senior Minister; and
 - e. Associate Minister(s).
4. The Nominating Committee shall consist of:
 - a. Nominating Committee Convener;
 - b. Two Elders to be named by the Convener of the Elders;
 - c. Two of the Diaconate to be appointed by the Convener of the Diaconate; and
 - d. ~~Four (4)~~ **Two (2)** at-large members of the Congregation (~~two men one man~~ and ~~two women one woman~~) to be appointed by the Moderator.
5. Conveners and those serving on Standing Committees shall assume their responsibilities at the beginning of the calendar year.

Section C – RESPONSIBILITIES OF STANDING COMMITTEES

1. The Property Committee shall be responsible for assuring that the buildings and grounds of the Congregation are maintained in a safe, attractive, environmentally sensitive and functional condition in which the ministries and programs of the Congregation can be conducted.
2. The Personnel Committee shall be responsible for:
 - a. Making recommendations to the Council on the adoption or revision of personnel policies;
 - b. Assuring compliance with the personnel policies;
 - c. Annually, assuring performance evaluations of all non-ministerial staff are conducted, reviewing compensation packages and making recommendations of adjustment in compensation packages to the ~~Stewardship and~~ Finance Committee; and
 - d. Making recommendations for employment and discharge of non-ministerial staff (see Article VII, Sections B and C).
3. The Risk Management Committee shall be responsible for:
 - a. Making recommendations to the Council on the adoption or revision of risk management and safety policies;
 - b. Assuring compliance with the risk management and safety policies;and

- 551 c. Reviewing written policies, not less than annually, to assure that risks
552 are properly managed.
553
- 554 4. The ~~Stewardship and~~ Finance Committee shall be responsible for:
555 a. ~~Encouraging members to practice faithful stewardship of their~~
556 ~~resources;~~
557 b. Conducting efforts to assure funding of operational, capital and other
558 budgets and needs;
559 c. Annually, submitting a proposed operational budget to the Council for
560 its review and recommendation to the Congregation; and
561 d. Authorizing an audit of the Congregation's financial records no less
562 than every other year.
563
564
- 565 5. The Communications and Technology Committee shall be responsible for:
566 a. Establishing and maintaining written, technological and other avenues
567 of communication within the Congregation so that members are aware
568 of, and encouraged to participate in, the life, ministries and programs
569 of the Congregation;
570 b. Establishing and maintaining avenues of external communication
571 (community, denominational) to encourage non-members to participate
572 in the life, ministries and programs of the Congregation; and
573 c. Assuring that all computer, communications, audio-visual and related
574 technologies are operational, up-to-date and meet the needs of the
575 Congregation.
576
- 577 6. The Nominating Committee shall be responsible for:
578 a. Developing a slate of nominees for Officers ~~Convener of the~~
579 ~~Nominating Committee~~, Elders, Diaconate and Youth Diaconate for the
580 upcoming calendar year after considering the qualifications of potential
581 nominees, informing nominees of the duties and responsibilities of their
582 office and securing the consent of the nominees to have their names
583 submitted for election;
584 b. Naming individuals, as appropriate, to be presented to the
585 Congregation for selection as Elder Emeritus and Diaconate Emeritus
586 (see Article IV, Section A.5);
587 c. Developing a slate of nominees to fill vacancies in elected positions
588 occurring during the year; and
589 d. Submitting a slate of nominees to the Council. The Council shall
590 submit that slate to the Congregation for election. Additional
591 nominations may be made by any member of the Congregation at the
592 Congregational meeting at which the election is held provided that the
593 consent of the nominee(s) has been previously received.
594 e. Those nominees receiving a majority of votes will be elected to their
595 respective positions.
596

Section D – SPECIAL COMMITTEES

Special Committees, when needed, may be appointed by the Moderator with Council approval. These committees shall perform duties as assigned and shall continue for such time as designated.

Section E – AUXILIARY ORGANIZATIONS

The Auxiliary Organization, Southern Hills Christian Church Child Development Center, shall be under the governance of the Council.

ARTICLE VII - STAFF

Section A – MINISTERIAL CLERGY STAFF

1. Definition. Staff positions classified as Ministerial Staff shall be the Senior Minister and Associate Minister(s).
2. Qualifications. All individuals called to serve as Ministerial Staff shall have, or be eligible to receive, ministerial standing in the Christian Church (Disciples of Christ) in Oklahoma.
3. Selection.
 - a. A representative Search Committee of not less than seven and not more than ten members, appointed by the Moderator and approved by the Council, shall serve as the Search Committee for any Ministerial Staff and be responsible for recommending to the Council an individual to serve as a Minister of the Church.
 - b. The Search Committee shall be responsible for negotiating the terms of employment with the prospective candidate, in consultation with the Financial Secretary.
 - c. The Search Committee shall recommend only one person at a time for any Ministerial Staff position.
 - d. The Council shall consider the Committee's candidate and recommended terms of employment and, if approved by 80 percent of the members present, recommend the candidate and terms of employment to the Congregation.
 - e. The recommendation of the Council must be accepted by a two-thirds majority of members present and voting in a meeting of the Congregation before an offer of employment can be made.
 - f. The term of ministry shall be for an indefinite period and may be terminated as provided in Section 7 of this Article.

- 641 g. A written statement setting forth the salary to be paid and other
642 conditions of employment shall be made in duplicate, one copy for the
643 newly called Minister and one copy for the church's personnel file.
644
- 645 4. Pastoral Relations Committee.
646 a. Each Minister shall be assigned a Pastoral Relations Committee
647 consisting of four presently elected Elders, one to be selected by the
648 Minister and three to be selected by the Convener of the Elders (one of
649 whom the Convener of the Elders will name as leader);
650 b. Pastoral Relations Committees shall:
651 • Act as support groups for the Ministers;
652 • Serve as channels of communication; and
653 • Perform annual evaluations with the Ministers (Section VII, A, 5).
654
- 655 5. Evaluation. An annual evaluation of each member of the Ministerial Staff
656 shall be performed by the Minister's Pastoral Relations Committee. The
657 evaluation shall include a non-binding recommendation to the Financial
658 Secretary regarding compensation.
659
- 660 6. Planning. The Ministerial Staff shall serve ex officio on the Council.
661
- 662 7. Termination.
663 a. Issues concerning the continuing employment of Ministerial Staff can
664 be referred to the Council by the minister's Pastoral Relations
665 Committee, by a majority of the Elders, or by written request signed by
666 20 percent or more of the members of the Congregation.
667 b. The Council shall consider any employment issues referred to it and
668 may, as one option, recommend to the Congregation the termination of
669 the Minister.
670 c. The Congregation shall consider a recommendation of the Council for
671 termination of a Minister at a meeting of the Congregation. If such
672 recommendation is approved by a majority of the Congregation voting
673 at the meeting, the Council shall proceed with the dismissal of the
674 Minister.
675

676 Section B - ~~PROFESSIONAL~~ PROGRAM STAFF
677

- 678 1. Definition. Professional Staff shall be defined as Director of Children's
679 Ministries, Director of Youth Ministries, Director(s) of Music Ministries and
680 other positions as determined by the Council.
681
- 682 2. Selection.
683 a. A representative Search Committee of not less than five and not more
684 than ten members, appointed by the Vice Moderator and approved by
685 the Council, shall serve as the Search Committee for any Professional

- 686 Staff and be responsible for recommending an individual to the
687 Council.
- 688 b. The Search Committee shall be responsible for negotiating the terms
689 of employment with the prospective candidate, in consultation with the
690 Financial Secretary.
- 691 c. The Council shall consider the Search Committee's candidate and
692 recommended terms of employment. If the candidate and terms of
693 employment are approved by the Council, an offer of employment shall
694 be made by the Personnel Committee.
- 695 d. A written statement setting forth the terms of employment shall be
696 made in duplicate, one copy for the employee and one for the Church's
697 personnel files.
- 698
- 699 3. Evaluation. Professional Staff are to be evaluated following procedures
700 set forth in the Church's Personnel Policies.
- 701
- 702 4. Disciplinary Actions.
- 703 a. Issues concerning the continuing employment of Professional Staff can
704 be referred to the Personnel Committee by the employee's supervisor,
705 by a majority of the Elders or by written request signed by 20 percent
706 or more of the members of the Congregation.
- 707 b. The Personnel Committee shall consider any employment issues
708 referred to it and may recommend to the Council any remedial actions
709 suggested in the Church's Personnel Policies, including termination of
710 employment.
- 711 c. If such recommendation is approved by the Council, the Personnel
712 Committee shall proceed with the approved action.
- 713

714 Section C - SUPPORT STAFF

- 715
- 716 1. Definition. Support Staff shall be defined as Church employees not
717 classified as Ministerial Staff or Professional Staff.
- 718
- 719 2. Selection, Evaluation and Termination. Support Staff shall be selected,
720 employed, evaluated and terminated following procedures found in the
721 Personnel Policies.
- 722

723 **ARTICLE VIII – INDEMNIFICATION**

724

725 The Congregation shall indemnify each of the elected, appointed or employed
726 individuals identified in this Covenant ("leaders") against any and all costs,
727 expenses (including attorneys' fees), and liabilities incurred or arising out of any
728 action or proceeding in which a leader is involved because of actions undertaken
729 pursuant to this Covenant. The Congregation may also elect to indemnify others
730 serving at the request of the leaders. However, in no event shall indemnification
731 be provided for acts of willful misconduct or criminal activity. Prior to providing

indemnification, the Congregation may request that the indemnified party provide assurances they will repay any sums received in the event it is determined that indemnity was not owed.

ARTICLE IX - AMENDMENTS

This Covenant may be amended at any meeting of the Congregation **at which a quorum (see Article II, Section C,7) is present** by a two-thirds vote of the members present and voting on the amendment, provided that notice of the proposed amendment(s) shall be announced to the members of the Congregation via Congregation newsletter, mail or electronic communication and notice thereof shall be announced at all regular Sunday worship services with the first announcement made at least two weeks prior to the meeting at which the amendment(s) is (are) submitted to a vote.