

10/1/17

**THE BY-LAWS  
OF THE  
FIRST CHRISTIAN CHURCH OF LEAVENWORTH, KANSAS**

**ARTICLE I  
THE MISSION**

These by-laws are adopted for the direction and administration of affairs of the First Christian Church (Disciples of Christ) of Leavenworth, Kansas, in accordance with the mission set forth in the Constitution.

**ARTICLE II  
THE GENERAL BOARD**

**SECTION A. Members of the General Board with voting privileges are the:**

- Moderator
- Vice-Moderator
- Treasurer
- Secretary
- Chair and Vice-Chair of the Elders
- Chair and Vice-Chair of the Diaconate
- Chair of the Trustees
- Four members at large from the congregation (two from both services)
- Chair of World Outreach
- Chair of Christian Education
- Chair of Property
- Chair of Evangelism
- Chair of Fellowship
- Chair of Finance and Stewardship
- Chair and Vice-Chair of Worship
- Chair of Foundation
- Representative of the Youth Diaconate

The following members will be elected by their individual group:

- Chair and Vice-Chair of the Elders
- Chair and Vice-Chair of the Diaconate and Youth Diaconate
- Chair of the Trustees
- Chair of the Foundation

**SECTION B. The Operation of the General Board:**

- The church year will begin on January 1.
- A quorum will be 14 members.
- Will meet at least quarterly. Regular meetings will be on the second Tuesday of the months scheduled. Meeting dates will be announced in the church newsletter.
- Will hold special meetings at the call of the moderator or at the request of 10 or more members of the board. Notice of all meetings will be given at the worship service(s) at least one week prior to

the meetings and will be published in the church newsletter. The notice will state the purpose, date, time and place of the meeting.

- Expenditures for non-budgeted items must be approved by the General Board after approval by the appropriate ministries.
- Meetings are open to all.
- The First Christian Church desires to conduct its affairs in an open environment, in which everyone has the right to listen, participate and speak, in a Christ-like manner. All meetings with exceptions of the nominating, pastoral relations, personnel, search committees and staff performance reviews are open to everyone.

### **ARTICLE III THE NOMINATING COMMITTEE**

#### **SECTION A. The Nominating Committee will:**

- Be appointed by the Moderator and will be representative of both worship services, composed of eight members including one Elder, two Diaconate, one Trustee, and three members of the congregation at large to represent various constituents of the congregation. The minister will be a consultant for this committee.
- Serve a one-year term from August to the end of July of the following year.
- Nominate the Elders, Diaconate, Trustees, Youth Diaconate (ages 14-17) and the four at-large board members.
- Nominate the Chairs of the Finance and Stewardship, Property, Fellowship, Evangelism, Christian Education and World Outreach ministries.
- Nominate the Chair and Vice-chair of the Worship Ministry (one from each service).
- Nominate the officers of the congregation as follows: Moderator, Vice-Moderator, Secretary and Treasurer.
- Accept nominations for emeritus status, if any, presented by the Elders and/or Diaconate.
- Present a committee report of nominees to the General Board. Prior to the approval of the committee report, with the prior consent of the nominee, an individual may be submitted from the floor to any office. The committee will then consider the qualifications of the person(s) and may revise its report.
- After board approval, publish its report in the church newsletter, prepare the ballots, and present the nominations for election at the annual congregational meeting.
- Oversee the election, tabulate and publish the results. Voting will be by secret ballot. All nominees who receive a two-thirds' majority vote of those present will be declared elected.
- Fill a vacancy in any office of the church for the remainder of the church year by recommendation, subject to the approval of the General Board.

#### **SECTION B. The Guidelines for the Nominating Committee:**

- Suggestions from the congregation for nominees are encouraged, and will be given to the Nominating Committee. The Committee will consider the qualifications of the nominees, to include their membership to the First Christian Church, secure their consent, and prepare a slate of qualified nominees, not to exceed the maximum number of positions according to these by-laws.
- The Moderator and Vice-Moderator will not serve more than two full one-year consecutive terms.
- Individuals who have served as Elder, Diaconate or Trustee for a full three year term will not be eligible for that position without a lapse of one year. The number of Trustees should not exceed six total. The number of Elders will not exceed 21. The number of Diaconate is unlimited.
- Chairs of ministries will serve no more than three consecutive one-year terms in that ministry.

- All members from both worship services should be considered for the positions of the General Board. If unsure an individual is a church member, contact the church office for verification.

**ARTICLE IV  
QUALIFICATIONS AND DUTIES OF ELECTED CHURCH LEADERS  
OF THE CONGREGATION**

**SECTION A. All Elected Church Leaders will:**

- Provide an example by supporting the church through prayer, presence, gifts and service.
- Follow position descriptions as located in Appendix A.

**SECTION B. The Moderator of the congregation will:**

- Serve a one-year term.
- In coordination with the minister, arrange for coverage in the minister's absence.
- Serve as the Moderator of the congregation and the General Board.
- Be an ex-officio member of all committees, fellowship groups, and organizations of the church.
- Appoint persons to fill vacancies from the list prepared by the nominating committee.
- Perform other duties as may be assigned by the General Board.
- Assist with the transition in leadership and programming.
- Chair the Personnel Committee.
- Serve as a resource to the new Moderator for one year.

**SECTION C. The Vice Moderator of the congregation will:**

- Serve a one-year term.
- In the absence of the moderator, direct the congregational meeting and the General Board.
- Serve on the Personnel Committee.
- Perform other duties as may be assigned by the General Board.
- Chair the Future Planning Committee.

**SECTION D. The Secretary of the General Board will:**

- Serve a one-year term.
- Maintain the attendance roster of members of the General Board.
- Record the proceedings at the General Board and congregational meetings.
- Publish highlights from the General Board meetings in the church newsletter within 15 days.
- Perform other duties as may be assigned.

**SECTION E. The Treasurer of the General Board will:**

- Serve a one-year term.
- Keep financial records of the church money in accordance with standard accounting practices.
- Provide financial reports to all General Board meetings, annual congregational meetings, and as requested by the Moderator.
- Process payments including payroll.

**SECTION F. The Elders of the congregation will:**

- Meet to elect a Chair and Vice-Chair for the group and meet at the call of the Chair.
  - The Chair will be required to call a meeting within ten days at the signed request of one-third of the group's members.
- Be a member of the congregation for at least one year.
- Offer prayer at the Lord's Table as scheduled.
- Take communion to the homebound as scheduled.

- Promote the growth and welfare of the church.
- Visit the sick as scheduled and or as needed.
- Attend meetings as scheduled.
- Express concern for all members of the congregation.
- Encourage Christian growth by example.
- Support and advise the minister(s) as needed and requested.
- Recommend candidates for Elder Emeritus.
- Submit recommendations to the board as appropriate.

**SECTION G. The Diaconate of the congregation will:**

- Meet annually to elect a Chair and Vice-Chair for the group and will meet at the call of the Chair.
  - Will be required to call a meeting within 10 days at the signed request of one-third of the group's members.
- Be a member of this congregation.
- Prepare and clean communion trays and serve communion to the congregation.
- Receive the offering.
- Assist the Elders in taking communion to the homebound.
- Assist in preparation of candidates for baptism.
- Give counsel and service in business affairs and program activities.
- Recommend candidates for Diaconate Emeritus.
- Make recommendations to the board as deemed appropriate.
- Mentor the Youth Diaconate.

**SECTION H. The Trustees of the congregation will:**

- Meet annually to elect a Chair for their group and will meet at the call of the Chair.
  - Be required to call a meeting within 10 days at the signed request of one-third of the group's members.
  - The Chair will serve on the Personnel Committee.
- Be a member of this congregation for at least one year.
- Supervise all endowment and trust funds.
- Provide for proper insurance of the properties in consultation with the Church Property Ministry.
- Under direction of the General Board and subject to the approval of the congregation, will:
  - Serve as legal agents of the church.
  - Hold legal title to all church real estate as required by the laws of the State of Kansas.

**ARTICLE V  
ORGANIZATION FOR MINISTRIES**

**SECTION A. Organization of the Ministries of the Congregation.**

Members of each ministry will be selected from the membership of the church in the following manner:

- Participants of each ministry will be selected on the basis of qualification for the task and a willingness to serve. Ministry Chairs will serve no more than three consecutive one-year terms as Chairs of any one ministry.
- Each ministry will be organized to conduct the programs for which it is responsible and will meet at the call of its Chair or of the moderator of the General Board. Each ministry will administer its programs in cooperation with other ministries.
- The Chair and/or designee of each ministry will submit a brief written report at each General Board. The Chair will keep a record of all decisions made in the meetings. Records will be maintained for three years and given to the next Chair of the ministry.

### **SECTION B. The World Outreach Ministry.**

This ministry creates and encourages a vision within the church of world mission beyond the church, and leads in planning and administering the congregation's participation in outreach to the community and to the world.

- Plan and share programs to educate all members of the congregation concerning the mission of the church beyond our walls.
- Recommend to the board the portions of the congregational budget for regular support of the Christian Church in Kansas (Disciples of Christ) and Christian Church (Disciples of Christ) in the United States and Canada.
- Promote participation of the congregation in activities and projects of social action in the local community and beyond.
- Encourage attendance at assemblies, conferences, retreats and other events of the regional and general church.

### **SECTION C. The Christian Education Ministry.**

This ministry develops and implements an effective program of Christian education for the entire congregation. The chair of this ministry will serve on the Preschool Committee and the Personnel Committee. The members of the ministry will be responsible for:

- Administration of the Sunday church school, including recruiting and training of teachers and providing appropriate curriculum materials.
- Overseeing the youth organizations and activities.
- Administering any weekday educational activities organized by the church, such as Vacation Bible School, after school programs and/or Bible studies.
- Overseeing the church nursery and cry room, including provision of the nursery attendants.
- Providing for the distribution of Christian literature such as denominational periodicals, and overseeing the church library.

The Chair of this ministry will serve on the Preschool Committee and the Personnel Committee.

### **SECTION D. The Church Property Ministry.**

This ministry is responsible, in cooperation with the Trustees, for keeping all church property and equipment in proper condition, for studying needs and making recommendations for improvement, for supervising the work of the custodian and the care of the grounds, and for keeping the properties adequately insured against possible loss or damage.

The members will be responsible for:

- Maintaining and repairing all church equipment as needed. Such action will be taken only after consultation with the chair of the responsible ministry.
- Serving as the insurance committee under the Trustees.
- Caring for the church buildings and grounds and recommending and supervising all repairs and improvements.
- Supervising the work of the custodian.
- Recommending policies for the use of the church properties and equipment by church members and others.
- Purchasing additional equipment as necessary.

The Chair of this ministry will serve on the Personnel Committee and on the Preschool Committee.

**SECTION E. The Evangelism Ministry.** This ministry cultivates a Christ-like, welcoming spirit within the church, and plans and administers the evangelistic program.

The members of the Evangelism Ministry will be responsible for:

- Developing a year-round program that reaches into every age level and every phase of the church life.
- Sharing the Christian gospel.
- Planning and directing special evangelistic programs.
- Identifying and encouraging prospective members.

**SECTION F. The Fellowship Ministry.** This ministry develops a spirit of fellowship and love within the congregation, founded on a common love of Christ.

The members of the Fellowship Ministry will be responsible for:

- Providing a program of social activities among the church congregation, including the planning of fellowship dinners.
- Planning appropriate receptions for special guests invited to the church.
- Working with other ministries to provide activities and services designed to promote special programs.

**SECTION G. The Finance and Stewardship Ministry.** This ministry develops, within the congregation, an understanding of the full meaning of Christian stewardship.

The members of this ministry will be responsible for:

- Directing the financial program of the church so that it will supply the church's financial needs.
  - Keeping the congregation aware of its stewardship obligations by promoting stewardship education.
  - Supervising the preparation of the church budget and enlisting the financial support for it.
  - Making recommendations to the General Board as requested or needed concerning expenditure of church funds.
  - Contracting for an annual independent audit of the financial records and practices.
- The Chair of this ministry serves on the Personnel Committee.

**SECTION H. Worship Ministry.** This ministry leads the membership in experiences of worship in congregational and community services and enriches personal and family devotional life.

The members of this ministry will be responsible for:

- Planning the worship services of the church.
  - Providing all worship supplies.
  - Selecting the music for worship, including choir, choir directors, organists, other accompanists and the purchase of the music to be used in the worship services.
  - Planning special services.
  - Decorating the sanctuary as appropriate for the seasons.
- The Chair of this ministry serves on the Personnel Committee.

**SECTION I. Christian Action Ministry (non-voting).** This ministry fosters within the church a concern for those who might need assistance or help in making their voices heard and to lead in planning and administering the congregation involvement in the local community.

The members of this ministry will be responsible for:

- Supporting programs to meet needs in the community, such as Boy/Girl Scouts, day care, food to Salvation Army and various other programs.
- Identifying and promoting ways the church may serve the community alone or in cooperation with other churches and community agencies. (i.e., Leavenworth Interfaith Community of Hope).
- Investigating and finding appropriate ways to minister to the emergency needs of individuals and families who come to the church for assistance, particularly those within the congregation.
- Carrying out ministries of service for those members of the congregation with special needs because of illness, age, or other circumstances.

The chair of this ministry serves on the Preschool Committee.

**SECTION J. Membership Ministry (non-voting).** This ministry maintains the closest possible contact with the entire church membership so that each member may function effectively in the life of the church.

The members of this ministry will be responsible for:

- Encouraging attendance in congregational worship.
- Ensuring that accurate, current membership records are kept.
- Promoting visitation and attendance within groups of the church.
- Encouraging the visitation of the sick and the homebound.
- Attempting to re-enlist the inactive families.
- Integrating the new members into the life and fellowship of the church.
- Keeping in contact with those temporarily absent, such as military personnel and students.
- Working with the Church Historian to maintain the historical records of the church.
- Periodically, publishing a pictorial directory of the church at the direction of the General Board.

## **ARTICLE VI STANDING AND SPECIAL COMMITTEES**

**SECTION A. Standing Committees.** To meet long-term administrative needs of the church, the Moderator of the Congregation, with the approval of the General Board, may appoint standing committees. The term of office for members of any standing committee will be three years with one-third of the committee membership being appointed each year.

The standing committees may include but are not limited to:

- **Memorial.** Meets at the call of its chairperson and is responsible for making recommendations to the General Board concerning expenditure of money given to the church's Memorial Fund. Recommendations will be coordinated with the appropriate functional department(s) before presentation to the General Board for action.
- **Preschool.** Oversees the preschool in accordance with published policy and procedures as approved by the General Board. Preschool Committee vacancies will be filled by the Moderator of the congregation.
- **Historical.** Gathers and preserves data and information pertaining to the history, life and work of the church.
- **Transportation.** Provide travel to those of the congregation who have no other means of attending church activities/events. Any van maintenance issues will be reported to the Property Committee.
- **Scholarship.** Solicits, reviews and approves applications and rewards scholarships. Other standing committees may be constituted as deemed appropriate to meet the continuing needs of the church.

**SECTION B. Special Committees.** The Moderator of the congregation, with approval of the General Board, will appoint such special committees as may be deemed necessary to administer the work of the church. These committees will perform duties assigned by the General Board and will continue for a designated time or an indefinite time.

**SECTION C. Vacancies on Committees.** Whenever a vacancy occurs in the membership of a standing or special committee, the Moderator of the congregation will fill the vacancy by appointment..

**ARTICLE VII  
AUXILIARY ORGANIZATIONS**

The purpose and responsibility of each auxiliary organization, i.e., Christian Men's Fellowship (CMF), Disciple Women's Fellowship (DWF) or youth groups, will be outlined in its constitution, by-laws, or plan of procedure. Auxiliary organizations will cooperate with the ministries of the church in planning and administering the church program and will develop its individual programs in harmony with the total church program. Auxiliary organizations will function only with the approval of the General Board.

**ARTICLE VIII  
THE EMPLOYMENT AND TERMINATION OF THE CHURCH STAFF**

**SECTION A. The Personnel Committee** will be composed of the Moderator and Vice-Moderator of the congregation, the Senior Minister, the Chair of the Elders, and the chair(s) of the following ministries: Finance and Stewardship, Worship, Church Property and Education. The Personnel Committee will handle the personnel problems, employment and dismissal of all paid personnel of the church, except the minister(s). The personnel committee will report all actions to the General Board.

**SECTION B.** Staff positions authorized to be filled by the Personnel Committee are as follows:

- Interim Minister(s)
- Administrative Assistant
- Treasurer
- Financial Secretary
- Minister of Music
- Choir Director(s)
- Organist
- Accompanist(s)
- Christian Education Director
- Youth Director
- Nursery Attendant(s)
- Custodian
- Such other personnel as the General Board may authorize.

The salary or fee of each of the above staff positions and the minister(s) will be determined by the Personnel Committee in consultation with, and by the approval of, the Finance and Stewardship Ministry. Committee members whose salary, or whose relative's salary, is under discussion will be excused from that portion of the meeting.

**SECTION C.** Personnel files on the above positions will be maintained in the office of the Senior Minister. Copies of all job descriptions and terms of employment will also be maintained by the Moderator of the congregation and copies will be given to the respective staff member.

**ARTICLE IX  
AMENDMENTS**

These by-laws may be amended by a two-thirds' vote of the members of the General Board present at a regular or special meeting and voting, provided the proposed amendment has been submitted to the membership of the General Board at least 30 days before the vote.



## **ARTICLE X**

Appendix A-Position descriptions

Appendix B- Policy Letters

Appendix C- Historical information

**APPENDIX A  
POSITION DISCRIPTIONS**

- Senior Minister
- Associate Minister(s)
- Minister of Visitation and Education
- Administrative Assistant
- Treasurer
- Financial Secretary
- Director of Music and Chancel Choir
- Organist
- Director, Christian Education
- Director. Youth Ministry
- Nursery Attendant
- Custodian

**\*\* All personnel-related matters will be referred to the Moderator of the General Board.**

**POSITION DESCRIPTION**  
**Senior Minister**

**Position Title:** Senior Minister(s)

**Reports to:** The Church Board

**Primary Function:** To provide spiritual leadership for the church.

**Major Duties and Responsibilities**

**Administration**

- Supporting and providing guidance to all committees/ministries within the church.
- Supervising all staff.

**Evangelism**

- Developing and leading care ministries.
- Performing baptisms.
- Teaching Minister's Class for children preparing for baptism.
- Providing training for others in sharing their faith.
- Leading classes for prospective church members.

**Pastoral Care**

- Visiting shut-in members and others connected with church members.
- Calling on those in the hospital.
- Performing weddings and funerals.
- Providing counseling as requested by the church and community members.
- Weekly prayer weekly for all known concerns.

**Spiritual Life of the Church**

- Overseeing Bible studies and other learning opportunities.
- Praying for the church.

**Worship**

- Leading and planning all worship services.
- Conducting services and presenting sermons at regular and special services.

**Spiritual and Ethical Responsibilities:**

- Committing to Christ and serving the Kingdom of God through this church.
- Demonstrating high ethical and moral standards in working with all members of the congregation.
- Encouraging congregational involvement in all activities.

**Hours Required:** Varied.

**Revised:** 10/17

**POSITION DESCRIPTION**  
**Associate Minister(s)**

**Position Title:** Associate Minister(s)

**Reports To:** Senior Minister

**Supervises:** N/A

**Primary Function:** To provide overall ministerial assistance and support to the church, emphasizing areas of personal expertise and strength, to include evangelism, outreach, and counseling.

**Major Duties and Responsibilities:**

- Evangelism: Conducting home visits to members of the congregation and establishing calls, in conjunction with the Chair, Evangelism Ministry, to visitors of the church.
- Maintaining involvement with community programs to further the outreach and service of the church to the community.

**Youth Involvement:** Serving as an advisor to the Youth Director and, along with the Senior Minister, reviewing youth program development and overseeing its progress.

**Ministerial Duties:** Fulfilling the responsibilities of the Senior Minister in the event of his absence. Conducting, as needed, hospital calls, home visits, weddings, funerals, and emergency requests. Participating in an active role during the church service on a regular basis, to include, occasionally, presenting the sermon.

**Committee Involvement:** Participating, at a minimum, in the following meetings:

- General Board
- Elders
- Evangelism Ministry

**Skills, Knowledge and Experience:** Knowing all aspects of the church ministries, counseling knowledge and experience. Communicating well with others, both oral and written.

**Spiritual and Ethical Responsibilities:**

- Committing to Christ and to serving the Kingdom of God through this congregation.
- Demonstrating high ethical and moral standards in working with all members of the congregation.
- Encouraging congregational involvement in all activities.

**Hours Required:** Varied.

**Revised:** 10/17

**POSITION DESCRIPTION**  
**Minister of Visitation and Education**

**Position Title:** Minister of Visitation and Education

**Reports To:** The Senior Minister  
Chair, Christian Education Ministry  
Chair, Membership Ministry

**Supervises:** Director of Youth Ministry  
Sunday School Superintendent

**Primary Function:** Calls on church members throughout the year and completes follow-up meetings to visitors who are part of the community. Contacts, and encourages participation of, members who have not attended for some time. Provides educational expertise for the overall support of the Christian Education Program. Works closely with the Membership and Christian Education Ministries.

**Major Duties and Responsibilities:**

- Works with the Christian Education Ministry to assess and evaluate the Christian Education Program. Offers ideas and suggestions to benefit the program and works with lay leadership to enhance the ongoing effectiveness of the educational program.
- Serves as a resource in the following circumstances:
  - In the absence of either the senior or the Associate Minister, conducts Sunday services.
  - Performs weddings (if legally qualified) or funerals if neither the Senior nor the Associate Minister is available.
  - Makes hospital calls as needed.
- Performs additional duties as needed and as requested.

**Skills, Knowledge and Experience:**

- Knowledge of curriculum assessment and evaluation; cognitive and social developmental stage theories; teaching strategies; learning theory; personal counseling theory and practice.
- Skills in curriculum development; personal counseling practices; program organization and construction; human relations; teaching; all aspects of church ministry; communication (oral and written).
- Experience in teaching Kindergarten through adult levels; all aspects of church ministry.

**Hours Required:** 20 hours per week.

**Revised:** 10/17

**POSITION DESCRIPTION**  
**Administrative Assistant**

**Position Title:** Administrative Assistant

**Reports to:** Senior or Associate Minister(s)

**Primary Function:** To oversee the function of the administrative office.

**Major Duties and Responsibilities**

- Sorts and distributes mail to appropriate recipients including the Jack and Jill Preschool.
- Purchases paper goods, communion supplies, office supplies, coffee and condiments.
- Updates Helpmate, our membership database, as needed with address and phone number changes and membership changes.
- Prepares and sends visitor letters and other correspondence as requested by the Senior or Associate Minister(s) and Ministry Chairs, via U.S. Mail and email.
- Creates and distributes newsletters.
- Updates prayer list for Wednesday Prayer Group to include hospitalizations and birthdays.
- Updates marquee and creates bulletins for services. Places inserts in bulletins.
- Sends Sunday service scripture and sermon title for the week to appropriate persons for each service.
- Creates MediaShout presentations for services. This includes the announcements that scroll before worship and other items that show on the screen during services, i.e., music.
- Cleans and refills children's bags for use during services.
- Updates the ride share schedule and sends the information to the drivers every quarter.
- Updates and distributes the homebound communion list to the responsible Elders and Diaconate.
- Updates and prints the Church Directory as required.
- Provides clerical and computer support to all ministries and committees as needed.
- Facilitates telephone and internet services and the printer lease for the church. Works with our IT service, to maintain all computers.
- Schedules organ and piano tuning and maintenance.
- Easter and Christmas: Purchases and delivers lilies and poinsettias to the church, prepares bulletin inserts "In Memory of" or "In Honor of" for loved ones and also places the list in the newsletters.
- Coordinates Safety Training. Enters participants in the on-line database and sends detailed instructions on how to complete the training. Keeps records of those who have completed the training and those who have not.
- Conducts background checks as needed.

**Vacation Bible School (VBS) Support:**

- Creates forms, attendance sheets, and decorations as requested by the VBS team members.
- Creates slide shows or videos for VBS so that they may be shown at the beginning of each evening of VBS.

**Website:** Updates, as needed, weekly sermons, special events, Jack and Jill Preschool monthly newsletters, calendars, birthday calendars, and other forms as requested.

**Hours Required:** 40 hrs. per week

**Revised:** 10/17

**POSITION DESCRIPTION**  
**Treasurer**

**Position title:** Treasurer

**Reports to:** Chair, Finance and Stewardship Ministry  
The General Board

**Supervises:** The Financial Secretary

**Primary Function:** Keeps accurate records of church income and disbursements. Keeps the General Board informed of the church's financial status.

**Major Duties and Responsibilities:**

- Verifies weekly count from Finance and Stewardship delegates against that of the Financial Secretary.
- Disburses funds of the church (excluding those of auxiliary organizations) as authorized by the General Board or congregation and maintains records of disbursements.
- Prepares financial reports for the General Board, annual congregational meetings and as requested by the Moderator.
- Serves as a member of the Finance and Stewardship Ministry.
- Furnishes information as requested for the annual audit of the financial records.

**Skills, Knowledge and Experience:**

- High degree of accuracy, detail oriented, organizational skills, and time management abilities.
- Computer skills required.

**Spiritual and Ethical Responsibilities:**

- Commitment to Christ and to serving the Kingdom of God through this congregation.
- Demonstrates high ethical and moral standards in working with all members of the congregation.
- Encourages congregational involvement in stewardship.

**Hours Required:** Hours vary according to the needs of the position.

**Revised:** 10/17

**POSITION DESCRIPTION**  
**Financial Secretary**



**POSITION DESCRIPTION**  
**Director of Music and Chancel Choir**

**Position title:** Director of Music and Chancel Choir

**Reports to:** Senior Minister  
Chair, Worship Ministry

**Supervises:** All Choirs (instrumental and vocal, directors, accompanists and organist)

**Primary Function:** Supervises the music programs of the church. Selects and schedules anthems, hymns, and musical presentations which enhance the worship service and reflect the scripture and the sermon topic.

**Major Duties and Responsibilities:**

- Recruits choir members and encourages regular attendance at rehearsals.
- Notifies the Administrative Assistant of anthem titles and composers for publication in the bulletin.
- Arranges for a substitute director in the event of a scheduled absence. (This should be coordinated with the approval of the Senior Minister at least one month in advance except in the case of an emergency.) Notifies Senior Minister of any substitute or guest organist.
- Arranges for musical selections during the Chancel Choir vacation or at other times when the choir is unavailable.
- Attends Worship Ministry meetings.
- Arranges for necessary piano and organ tuning and upkeep.
- Maintains the music library.
- Maintains the condition of the Chancel Choir robes and provides overall responsibility for the choir robes.
- Allocates the music budget among the various choirs.

**Skills, Knowledge and Experience:**

- Music degree or equivalent experience.
- Time-management skills.
- Communication skills.
- Organizational skills.
- Detail oriented.

**Spiritual and Ethical Responsibilities:**

- Commitment to Christ and to serving the Kingdom of God through this congregation.
- Demonstrates high ethical and moral standards in working with all members of the congregation, especially children and youth.
- Encourages congregational involvement in all activities.

**Hours Required:** Hours necessary to meet the requirements of the position.

**Revised:** 10/17

**POSITION DESCRIPTION**  
**Organist**

**Position Title: Organist**

**Reports to:** Chair, Christian Education Ministry  
Chair, Worship Ministry

**Primary Function:** Provides musical selections which are appropriate to the various segments of the worship service. Accompanies congregational singing during services.

**Major Duties and Responsibilities:**

- Serves as accompanist for the following services:
  - Weekly and pre-service chancel choir rehearsals.
  - Special choir rehearsals.
  - Special services, i.e., Hanging of the Greens, Good Friday etc.
- Supplies other music as needed for choir anthems, solo accompaniments, and hymnal selections.
- Notifies the Chair, Worship Ministry and Director of Music, of scheduled absences (at least two weeks in advance, except in the case of an emergency).
- Obtains a substitute as necessary, with the approval of the Chair, Worship Ministry and the Director of Music.
- Completes additional duties as required.

**Skills, Knowledge and Experience:**

- Previous accompaniment experience.
- Knowledge of liturgical practices appropriate for the service of worship.
- Practice of time-management and organizational skills.

**Hours Required:** Those adequate to accomplish the major duties of the description. May require extended rehearsal hours in preparation for special presentations.

**Revised:** 10/17

**POSITION DESCRIPTION**  
**Director, Christian Education**

**Position Title:** Director, Christian Education

**Reports To:** Senior Minister

**Primary Function:** Develops, nurtures, and conducts ministry to the children of our congregation and develops Christian Education for the entire congregation.

**Major Duties and Responsibilities:**

**Pastoral Care Responsibilities**

- Maintains contact with children.
- Notifies Senior Minister of problems that may exist in the families of children and youth or other situations requiring pastoral care.

**Christian Education Responsibilities:**

- Serves as staff resource for the Christian Education Ministry.
- Develops and operates the Sunday school program.
- Recruits and trains the Sunday school teachers.
- Maintains the Sunday school, VBS, and the children's church curriculum.
- Plans and coordinates recreational activities for children.

**Administrative Responsibilities:**

- Cooperates with, the Senior Minister.
- Attends staff meetings.
- Attends General Board meetings. If unable to attend, provides a written report.
- Works in cooperation with the Senior Minister and the Christian Education Ministry in preparing the budget for that Ministry

**Spiritual and Ethical Responsibilities:**

- Is committed to Christ and to serving the Kingdom of God through this congregation.
- Demonstrates high ethical and moral standards in working with all members of the congregation, especially children and youth.
- Encourages congregational involvement in all activities.

**Hours Required:** Varies according to the needs of the position.

**Revised:** 10/17

**POSITION DESCRIPTION**  
**Director, Youth Ministry**

**Position Title:** Director, Youth Ministry

**Reports To:** Senior Minister

**Supervises:** Volunteer Youth Workers

**Primary Function:** Plans, supervises, and directs Christian youth programs which encourage participation in the life and fellowship of the church.

**Major Duties and Responsibilities:**

- Plans and develops a youth program agenda which includes:
  - Bible study and worship participation.
  - Church service projects.
  - Community service projects.
  - Recreational activities.
  - Enlisting, training, and supporting volunteer workers involved with the youth and youth programs.
- Utilizes personal skills and talents (i.e., musical, drama, teaching, speaking, counseling) to enrich youth programs.

**Skills, Knowledge and Experience:** Ability to develop effective working relationships and to communicate effectively. Exercises organizational skills, mature judgement and decision making.

**Spiritual and Ethical Responsibilities:**

- Commitment to Christ and to serving the Kingdom of God through this congregation.
- Demonstrates high ethical and moral standards in working with all members of the congregation, especially children and youth.
- Encourages congregational involvement in all activities.

**Hours Required:** Estimate per week: 20. Sundays: six to eight hours which includes Sunday school, worship service and youth meetings.

**Revised:** 10/17

**POSITION DESCRIPTION**  
**Nursery Attendant**

**Position Title:** Nursery Attendant

**Reports to:** The Moderator, General Board

**Primary Function:** To provide a clean environment and dependable, safe, secure, and nurturing care to children, ages 0-3, in the nursery.

**Responsibilities:**

- Providing age-appropriate care which includes feeding, changing diapers, escorting the child to the restroom, maintaining a safe environment, putting children down for naps, holding, or sitting with and cheerfully interacting with the children through games, stories, play, and prayer. Universal precautions will always be used when changing diapers or handling body fluids.
- Always being polite, friendly, and courteous to all children, parents, and volunteers.
- Arriving 15 minutes before worship service. Child-care hours include every Sunday from 8:15am to 12:15pm. Working every Sunday even if it falls on a holiday. Having the option to work other church events, such as Christmas. The opportunity for extra work will be announced at least four weeks before to the event. If choosing to work extra hour(s) at other events, the hour(s) of the nursery will be specified. There may be Sundays where only one morning church service is planned, resulting in fewer hours, such as the fifth Sunday of the month.
- Staying until the children are secured with a responsible adult named on the child's registration form.
- In the event of an emergency, notifying the parent via a communication system (cell phone or pager).
- Straightening the room and sanitizing any toys or beds before leaving. The attendant will be responsible for laundering the sheets. All toys that have had contact with saliva will require special attention. A sanitizing solution is available for use in the nursery.
- Attending an evaluation after a 90-day probationary period and then annually.
- Reporting to the Moderator any issues which are hindering the performance of these duties or responsibilities.
- Communicating in advance, by phone to the Moderator: 1) any planned absences with an advance two-week notice, or 2) any unplanned absences at least two hours before the shift.

**Qualifications:**

- Experience in caring for children between the ages of 0 to 3 with the ability to adapt and interact with a variety of personalities.
- Satisfactory completion of background and suitability investigation and determination.
- Must present the results of a current (within one year) Tuberculin and current immunizations.
- Satisfactory completion of CPR training for infants and children.
- Must complete Safety Training to work with children.
- Must present three references.

**Termination Policy:**

- There will be a 90-day probationary period when either party may terminate employment without cause. Beyond this time, a two-week notice is expected.
- Dependability is essential. Tardiness and excessive absences will not be tolerated and will result in termination of employment.

- Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent, or church member. Termination may occur for failure to fulfill job duties as described above.

**Hours Required:** Those adequate to accomplish the major duties of the description. May require extended hours.

**Revised:** 10/17

**POSITION DESCRIPTION**  
**Custodian**

**Position title: Custodian**

**Reports to:** Chair, Property Ministry  
Senior Minister

**Primary Function:** Responsible for the overall cleaning of furnishings, restrooms, decorations, flooring, elevator, stairs and windows of the church buildings. Does not clean the downstairs area of the church used by the Jack and Jill Preschool, the basement of the annex building or the shed.

**Major Duties and Responsibilities:**

- Completes duties according to time frames below.
- Performs other duties as requested by the Minister(s) or the Chair, Property Ministry.

**Skills, Knowledge and Experience:** Knowledge of cleaning equipment, supplies and practices. Requires standing and walking 100 percent of the time. May require lifting up to 75 lbs.

**Ethical Responsibilities:** Demonstrates high ethical and moral standards in all working relationships.

**Hours Required:** Hours vary according to the needs of the position.

**Weekly Duties in the Annex and in the Church Building:**

- Checks all wastebaskets and empties as needed.
- Checks hand towels, toilet paper and soap dispensers and maintains at least a 50-percent level in each.
- Checks floors. Sweeps and damp mops as needed.
- Dusts pews, window sills, piano, organ, communion table, sound equipment area, lectern, pulpit and narthex furnishings.
- Cleans and sanitizes restroom toilets, wash basins and faucets; sink and faucets in the Communion Room and Friendship Room; water fountains.
- Places all gathered trash in the container in the alley for Monday morning city trash pickup.
- Keeps janitorial rooms clean and neat.

**Monthly Duties in the Annex and in the Church Building:**

- Washes and sanitizes wastepaper containers and replaces plastic liners.
- Waxes and buffs tiled areas.
- Cleans all windows.

**Annual Duties in the Annex and in the Church Building:** Strips and waxes all tiled areas.

**As Required:** Notifies the Administrative Assistant of needed cleaning supplies, toilet paper, paper towels, and soap-dispensing liquids.

**Note:** Grass mowing and snow removal is maintained under a separate contract.

**Revised:** 10/17

**APPENDIX B**  
**POLICIES OF THE FIRST CHRISTIAN CHURCH**

**Following are the policies of the First Christian Church regarding:**

- Special Gifts
- First Christian Church Vehicle
- First Christian Church Usage
- Jack and Jill Preschool
- Memorials
- Safe Conduct
- Cancellation of Services or Meetings



## **SPECIAL GIFTS**

From time to time, our congregation may be blessed with a financial gift that is beyond the normal giving or a donor's annual contribution to support the church budget, or to pay on a given capital campaign debt. Gifts may come from members, family, or friends of the church. This policy will help establish guidelines for the use of these special, undesignated gifts.

- The Senior Minister or a designated congregational representative will meet with the donor to establish any specific wishes he or she may have for the use of the gift. Any designated use of the gift must fall within acceptable standards and be approved by the General Board. Otherwise, the gift will be rejected and returned to the donor.
- If the donor has no suggestion for how the money is to be spent, then it can be directed according to the following guidelines, and subject to the General Board approval:
  - Ten percent for outreach, with consideration given to local, regional, national and international causes.
  - Ten percent into the Leavenworth First Christian Church Foundation for permanent endowment.
  - Fifty percent to help retire any outstanding building or other debt; improvement, expansion, beautification, furnishings, or repair to the church property; or placed in a property reserve fund for future use.
  - Thirty percent to be used at the discretion of the General Board for current or future needs.
- The General Board may choose to use up to 100 percent of the gift for any extenuating, emergency or critical needs of the congregation.

**Amended:** 10/17

## FIRST CHRISTIAN CHURCH VEHICLE

- The Chair, Transportation Committee, will be responsible for scheduling the drivers for Sunday services and special church events. Drivers for other events must be approved by the Chair, Transportation Committee.
- Budgeting will be referred to the Chair, Finance and Stewardship Ministry.
- All drivers **must** be licensed and 25 years of age or older.
- All trips with the vehicle will be cleared through the Chair, Transportation Committee. Trips should be scheduled at least two weeks in advance. In case of conflicting schedules, the Chair will determine the priority of requests.
- The vehicle will be used strictly for church or Jack and Jill Preschool-related activities. **No private use.**
- There will be **NO** eating, drinking or smoking inside the vehicle.
- A vehicle logbook will be maintained.
- Groups who use the vehicle will be required to furnish their own gas and are encouraged to contribute to the maintenance fund. The church will furnish gas for Sunday services, fellowship dinners and other special services approved by the Committee.
- The vehicle will be serviced at least once a month.

**FIRST CHRISTIAN CHURCH USAGE**

Under Construction

**JACK AND JILL PRESCHOOL**

Under Construction

**MEMORIALS**

Under Construction

## SAFE CONDUCT

### SEXUAL ABUSE POLICY (This policy is in the process of revision.)

#### **Prohibiting Sexual Exploitation and Harassment**

The First Christian Church of Leavenworth is committed to creating and maintaining a worship and work community in which members, friends, staff and volunteers can worship together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation. Specifically, all persons associated with the church should be aware that it is strongly opposed to sexual exploitation and harassment and that such behavior is prohibited by church policy. It is the intention and responsibility of the church to take whatever action may be deemed necessary to prevent and correct behavior, which is contrary to this policy and, if necessary, discipline those persons who violate this policy.

#### **Ministerial Conduct**

All persons engaged in the ministry of the First Christian Church (including elected or appointed leaders, employees, volunteers and authorized minister(s)) are responsible for knowing the possible impact of their words and actions in ministering to the emotional, mental and spiritual needs of persons who come to them for help or over whom they have any type of authority. Sexual harassment or sexual exploitation of parishioner(s) or other individual(s) by any one engaged in the ministry of the church is unethical and unprofessional behavior and will not be tolerated within this congregation.

Because minister(s) (including elected and appointed leaders, employees and volunteers) often deal with individuals who are emotionally or psychologically fragile or otherwise personally vulnerable, it is imperative that those engaged in the ministry of this church maintain their own psychological, emotional and spiritual health and that they have adequate preparation and education for helping those individuals they seek to serve in ministry. It is the policy of this church to encourage its leaders to nurture safety within ministerial relationships by being attentive to self-care, education and the importance of referring those in need to supportive and helpful resources. It is also expected that those engaged in providing help will complete and submit a disclosure document.

#### **Youth Protection Policy**

The First Christian Church, Leavenworth, is committed to creating a safe and healthy environment in which young people can learn about and experience God's love. To ensure this policy, we expect that all people applying to be volunteers who work with minors will be supervised for a period of at least six months. It is the policy of this church to provide adequate supervision for all youth activities. We also expect all employees or volunteers who work with minors to complete and submit a disclosure statement.

All persons engaged in the ministry of the youth and children of this church will attend a course defining child abuse (specifically sexual abuse) and the process put forth by the church in the event an alleged case comes to their attention. In a further effort to protect the youth and children and the church, all persons involved in the youth's and children's ministry of this church will have background checks performed by the church.

#### **Response**

**Reporting Channels.** It is the policy of the First Christian Church, Leavenworth, that the following reporting channels be followed in case of a reported case of child abuse.

#### **Church Activities**

1. Victim
2. Reporter
3. Senior Minister
4. Moderator informed

#### **Jack and Jill Pre-School Activities**

1. Victim
2. Reporter
3. Jack and Jill Pre-School Director (or Assistant Director)
4. Social Rehabilitation Services (SRS)

- 5. Insurance
- 6. Law Enforcement and Attorney
- 7. Insurance
- 4. Chair, Christian Education Ministry
- 5. Chair, Jack and Jill Preschool Ministry

**Church Activities**

- **Reporter(s)**  
 With a caring attitude, will listen with respect and confidentiality within state guidelines. Ideally, a second adult should be present to record the events in detail. If not, reporter(s):  
 Must record information after confidential meeting.  
 Should keep copies of recorded information for themselves.  
 Provide information to Chair, Christian Education Ministry.
- **Chair, Christian Education Ministry**  
 Channels information to Senior Minister(s), then develops a plan to follow up on alleged allegation or signs of abuse or neglect.  
 The Chair, Christian Education Ministry, and the Senior Minister(s) then report to the Moderator, who will work with both of them to develop a position statement used for the public knowledge of the situation.  
 The Moderator will then be the **only** spokesperson for the church.
- The Regional Minister, the Northeast Kansas District Minister and the Regional Online Discernment Ministry (ODM) staff in Kansas will be notified.
- The Insurance Agent is notified.
- The Attorney is notified.

**Jack and Jill Preschool Activities:**

- **Reporter(s):**  
 With a caring attitude, will listen with respect and confidentiality within state guidelines. Ideally, a second adult should be present to record in detail. If not, reporters:
  - Must record information after the confidential meeting.
  - Should keep copies of recorded information for themselves.
  - Provide information to Jack and Jill Preschool Director or Assistant Director.
- Directors then report to:
  - Social Rehabilitation Services (SRS).
  - Chair, Jack and Jill Preschool Ministry with the basics.
  - Chair, Christian Education Ministry with details.
- Chair, Christian Education Director, will then report to the:
  - Senior Minister(s).
  - Moderator.
  - The Regional Minister, the Northeast District Minister and the Regional Online Discernment Ministry (ODM) in Kansas.
  - The Insurance Agent.
  - The Attorney.

**CANCELLATION OF SERVICES OR MEETINGS**

Normally, we make every attempt to hold services as scheduled. Should the weather be hazardous and the decision to cancel is made by the Moderator and Minister(s), every effort will be made to notify the congregation.

There are two notification methods: 1. Notify Fox 4 News that our church is cancelling services. Our “tag” is First Christian Church, Leavenworth, and it will be noted as “cancelled” on the television screen. 2. Also post a notice on the home page of the church website. ([leavenworthchristian.com](http://leavenworthchristian.com))



## APPENDIX C

### **The History of the First Christian Church, Leavenworth, Kansas**

This church is the oldest Christian Church west of the Missouri River, was founded the summer of 1855, and is based on the principles of the Stone-Campbell movement. The principles focused on open and inclusive communion, and, no creed but Christ. The nature of this church belongs to Jesus, its Lord and head, and any exercise of authority in the church on earth stands under His judgment.

In 1855, the congregation worshiped in a small frame structure located on the south side of Shawnee Street between Second and Third Streets. On July 5, 1858, a fire swept through the downtown area and destroyed the building. In the fall and spring of 1858-1859, a new church was built, located on Sixth Street between Shawnee and Seneca Streets. The new building was dedicated in 1860.

Extensive repairs were made to the church from 1900 to 1904 including the addition of stained glass memorial windows, gas lights, and a pipeless furnace to replace the stoves. Stairs were built on the inside from the basement to the auditorium, the building was re-roofed, and the walls were papered. The congregation took on new life and many congregants were added to the church.

In 1915, the church bought the property between the building and Seneca Street and the lot east of the church for a sum of \$3,000. A house was included in this purchase which was remodeled into a small parsonage. Various alterations and repairs were also made to the church during this time, including the removal of the baptistery from the basement of the church into the auditorium, a completely new roof, and the surfacing of the pillars and the face of the church. Concrete steps replaced the wooden steps on the front of the church. A similar set of steps was placed at the north end, making a double entrance to the building. These improvements were made at a cost of \$4,000.

In July, 1924, a building campaign was launched because of the growing congregation. At the close of the campaign, \$48,000 was raised. Although \$60,000 was still needed to completely pay for the work, the church decided to begin the project. The parsonage was sold and removed from the ground to make room for the new building construction. On October 4, 1925, the first shovel-full of dirt was turned, and excavation was begun for the new basement which was to be located north of the existing church. During this time until March 28, 1926, the foundation at the east end of the existing building was reinforced since some of it had collapsed during the excavation, thus delaying the building of the basement. By late 1927, the building committee borrowed \$12,000 and finished the basement so that it could be used. In May 1933, a large storm caused major damage to the auditorium portion of the church. Many old stained glass windows were broken, and the old roof had to be replaced.

Around 1950, visions of a new sanctuary were in the minds of many. In 1958, the first steel girders were in place. The cornerstone was laid on April 26, 1959. In it was placed a new copper box containing official church records. The \$125,000 project to provide a new house of worship had a seating capacity of 460 and was erected on top of the basement foundation built in 1925.

April, 1968, brought about another change in the church. A building campaign was begun to raise \$118,000 for a new educational unit. The old sanctuary, which had been a Leavenworth landmark since the town's earliest days, was razed. On December 15, 1968, the new Christian Education Building was dedicated.

In 1991, members of the congregation built the office annex which houses the minister's office, the administrative assistant's office, and other offices or meeting rooms.

Ground-breaking for the renovation of the church entrance was held on December 3, 2000; it was completed in October, 2001. The project cost \$325,000 which included the addition of an elevator, thus making the building handicapped accessible to all floors.