

**CONSTITUTION OF
The Welcome Table Christian Church
Arlington, Texas**

The Welcome Table Christian Church is an open and affirming community of faith. We believe that all of humanity is created in the image of God. We are one people, celebrating God's gift of diversity in all of its forms and rejoicing in the relationships that develop in the life of the church and community. By supporting, accepting, and loving unconditionally people of all nationalities, ethnic backgrounds, ages, sizes/shapes, physical or mental abilities, gender expressions/identities, sexual orientations and all family structures, we affirm God's call to love our neighbor. Our faith calls us to work toward the day when all of God's people have justice in this life with the promise of God's mercy in the life everlasting. Welcome all who seek God's life-giving grace. Come as you are, that together, we might make a world of difference.

PREAMBLE

We, the members of The Welcome Table Christian Church, a congregationally governed body, in order to promote the work of the Church in the spirit of Christ, adopt this constitution, which supersedes all other constitutions and amendments.

ARTICLE I. NAME

The name of this organization is The Welcome Table Christian Church. It is affiliated with the Christian Church (Disciples of Christ).

ARTICLE II. PURPOSE

The purpose of this church (congregation) is to proclaim the Gospel of Jesus Christ, as revealed in the scriptures, through all areas of its mission and ministry as an accepting, open Christian community, helping people deal with life's challenges and offering a festive celebration of God's blessings.

This church will work cooperatively with other Christians in the Christian Church (Disciples of Christ) in carrying out the purpose of the church and in making a united witness for Jesus Christ.

This church will also work cooperatively with other faith communities, through such agencies as councils of churches, and in all other ways possible in order to testify to the unity of Christ's Church.

ARTICLE III. PARTICIPANTS

Section A. Active Participant

The responsibilities of membership to this church shall be shown by an active interest of each participant while maintaining continuity of attendance, service and stewardship. Decision-making privileges shall be accorded to those participants who actively participate in the mission and ministry of this church.

Section B. Non-Active Participant

Individuals who cannot commit to prioritize the responsibilities of active participation for a time, may choose to maintain their membership as a non-active participant. Non-active participants may take part in the mission and ministry of the church as their circumstances permit, and may attend and take

part in meetings of the congregation, but will not be eligible to participate in the decision-making process.

ARTICLE IV. OFFICERS

Section A. Positions

The following officers shall be chosen by the church at its annual business meeting on a date to be determined by the Board of Stewards each year (normally held by Pentecost) for the term designated for each, or until such time as a successor is chosen and assumes office:

1. Moderator: for a term of two years.
2. Moderator-Elect: for a term of two years.
3. Secretary: for a term of one year.
4. Treasurer: for a term of one year.
5. Elders: for a term of three years, with some elected each year.
6. Deacons: for a term of three years, with some elected each year.
7. Junior Deacons: for a term of one year.
8. Trustees: three in number for a term of three years, with one elected each year.
9. At-Large Members of the Board of Stewards: six in number, half of whom shall be elected each year for two-year terms (not to exceed two terms).

Section B - Qualifications:

In selecting candidates to serve as officers of the church, consideration will be given in the light of the spirit and teachings of Jesus. In addition to qualities of an active participant, officers shall have a willing spirit and a desire to serve.

Section C. Duties

1. The Moderator shall oversee the administrative duties in order to further the mission and ministry of the church; call and preside at regular and special business meetings of the congregation, the Board of Stewards and the Executive Committee; and fulfill the usual duties of such an officer.
2. The Moderator-Elect shall assist in the duties of the Moderator or serve in the absence of the Moderator and fulfill the usual duties of such an officer.
3. The Secretary shall keep accurate records of the business meetings and transactions of the congregation, the Board of Stewards and the Executive Committee. The Secretary shall have custody of all records, books and papers of the church, except as shall be in charge of the Treasurer and trustees. All current records mentioned shall be maintained in the administrative office of the church.
4. The Treasurer reports to the Board of Stewards and shall oversee the keeping of a complete set of books that shall accurately reflect the financial condition of the church and its operations in ministry including managing and recording receipts and disbursements of all financial instruments. In addition, the Treasurer:
 - a. Shall oversee the preparation of the financial reports.
 - b. Shall oversee the preparation of individual account records of each contributor sending annual statements to each giving unit.

- c. Serve as a member of any committee, team or group that handles financial matters and planning.
- d. Prepare the following reports for the Board of Stewards and congregation:
 - 1) a regular report to each regular meeting of the Board of Stewards;
 - 2) an annual report to the congregation;
 - 3) special reports as directed by the Board of Stewards.
- 5. The Elders shall work in their leadership capacity to promote the spiritual growth and welfare of the church, acting to provide a welcoming and inclusive atmosphere within the congregation and for all visitors. In addition, Elders shall, by their calling:
 - a. Support the ecumenical and mission activities of the church and its ministerial leadership;
 - b. Support outreach, education, and stewardship in the life of the church;
 - c. Serve at the Lord's Table and assist the senior minister in providing pastoral care.
- 6. The Deacons shall cooperate with the Elders in promoting spiritual growth and welfare of the church. In addition, Deacons shall:
 - a. Support the ecumenical and mission activities of the church and its ministerial leadership;
 - b. Prepare and distribute the Lord's Supper and receive offerings;
 - c. Assist with greeting all, promoting a welcoming and inclusive atmosphere;
 - d. Assist in pastoral care activities in association with the Elders and the ministers as needed.
- 7. The Junior Deacons shall promote among the youth of the church an active and growing awareness of Jesus Christ. In addition, Junior Deacons shall assist the Deacons in:
 - a. Greeting visitors and ushering of worshipers;
 - b. Distributing the Lord's Supper and receiving the offering;
 - c. Assist in the preparation and care of the communion service;
 - d. Act as lay leadership during Youth activities and supported mission works within the congregation and out in the broader community.
- 8. The Trustees shall act as the legal agents of the church in all business matters, under the supervision of the Board of Stewards and subject to the approval of the church; hold legal title to all church property and handle all related business transactions; have supervision over all endowments and trust funds; and perform such duties as are required by the laws of the State of Texas. The Trustees shall elect a leader from their ranks.
- 9. The At-Large members of the Board of Stewards shall serve as voting members of the Board of Stewards, The At-Large members of the Board of Stewards may also serve in other positions in the church except for the positions of Moderator, Moderator-Elect, Secretary, Treasurer, leader of the Elders or leader of the Deacons.

Section D. Honorary Officers

Those whose service and consecration to the church merits honor, may be known respectively as Elder Emeritus or Deacon Emeritus. The Honorary Officers may also be elected to hold another office, providing that health does not prevent them from performing the duties of the other office.

Section E. Election of Officers

- 1. A Leadership Discernment Team shall be appointed by the Moderator, consisting of 4 or more members of the Board of Stewards and other members of the congregation at large, with the Senior Minister serving ex-officio. The at-large congregation members may also hold one or more offices in the church. The Leadership Discernment Team shall normally be named by Ash Wednesday.

2. The Leadership Discernment Team shall consider the qualifications for each position and secure a promise to serve from each nominee, preparing a slate of nominees for each vacancy. The team shall report its nominations to the congregation at a congregational business meeting to choose officers on a date to be determined by the Board of Stewards, normally held on or before Pentecost.
3. Choosing Officers - Nominations from the floor may be offered by active participants, in addition to those presented by the Leadership Discernment Team. It shall be the duty of anyone making a nomination from the floor to have previously obtained the promise to serve from the nominee. All nominees confirmed by consensus shall be declared chosen for the position nominated.
4. Term of Office - Officers shall take office upon the end of the congregational meeting of their selection, though they may be installed at a future time. It shall be the duty of the Secretary to provide each new officer with a copy of this constitution within seven (7) days of their taking office, either electronically or as a hard copy.
5. Vacancies - Vacancies in any officer position shall be filled by the Moderator choosing from active participants to fill the remainder of the unexpired term.
6. Removal from Office - With the exception of the Senior Minister, any Officer may be removed from office by consensus of those in attendance at a meeting of the Board of Stewards.
7. Appointment to an unexpired term of office shall not prohibit nomination and being chosen to a succeeding regular term.
8. The officers shall be responsible for continuing the ministry and mission of the church and for the planning and budgeting for the upcoming church program year which will begin on January 1 of the next year.

ARTICLE V. BOARD OF STEWARDS

Section A - Composition of the Board of Stewards:

The Board of Stewards (the “Board”) shall consist of twelve members plus the Senior Minister and Trustee Representative serving ex officio. The composition of the Board of Stewards shall be as follows:

1. The Senior Minister of the church, ex-officio.
2. The leader of the Elders.
3. The leader of the Deacons.
4. The Moderator.
5. The Moderator-Elect.
6. The Secretary.
7. The Treasurer.
8. Six At-Large Members.
9. Trustee Representative, ex-officio

Section B - Duties, Responsibilities and Authority:

The responsibility for the business of the church shall be vested in the congregation, and decided by active participants assembled together in a congregational meeting. The congregation, however, delegates to the Board of Stewards authority to transact all regular and ordinary business, it being the

intent that all matters of vital importance to each church member, all expenditures in excess of \$20,000, and the approval of the annual budget shall continue to require specific approval by the congregation. The congregation delegates to the Finance Team the authority to make expenditures up to \$5,000; to the Board, authority to make expenditures up to \$20,000. It shall be the duty of the Board of Stewards to:

1. Transact regular and ordinary business of the church.
2. Consider and recommend general policies to the congregation for approval.
3. Consider and recommend action to the congregation on all special matters which require congregational approval.
4. Administer the mission and ministry of the church through an administrative structure established by the Board of Stewards.
5. Guide the spiritual affairs of the church through the designated administrative structure, assisting the ministers in the execution of their duties.
6. Report regularly to the congregation at the annual business meeting.

Section C – Meetings of the Board of Stewards

It shall be the further duty of the Board of Stewards to:

1. Hold its regular meetings as determined by the Board of Stewards.
2. Hold special meetings as needed on call of the Moderator or upon request of one-third (1/3) or more of the members of the Board of Stewards provided a conscientious effort has been made to give all members notice.
3. Decide all matters of business at regular or special meetings by consensus, providing a quorum of more than half of the Board of Stewards members is present.

Section D – Program Administration

The Board of Stewards shall design the administrative structure to conduct the business of the church.

Section E - Executive Committee of the Board of Stewards and Congregation:

The Executive Committee of the Board of Stewards and Congregation shall be the Moderator, Moderator-Elect, Secretary, Treasurer and the Senior Minister, ex officio. The Executive Committee shall serve as a committee of the Board of Stewards to conduct the necessary meetings and business between meetings of the Board of Stewards. All action of the Executive Committee shall be subject to review by the Board of Stewards. The Executive Committee shall be subject to call by the Moderator.

ARTICLE VI. THE MINISTERS

Section A - Duties:

The ministers of the church, one of whom shall be designated Senior Minister, shall perform the duties which usually pertain to that office, including preaching the Gospel of Jesus Christ as revealed in the Holy scripture and serving as spiritual leaders of the church; the Senior Minister shall serve as ex-officio member of the Board of Stewards and all teams, committees and organizations of the church unless the Senior Minister chooses to delegate that responsibility to another minister.

Section B - Selection of the Senior Minister:

The Senior Minister of the church shall be selected as follows:

1. A representative committee, to be known as the Search Committee, shall be nominated by the Moderator of the Congregation and approved by the Board of Stewards for the purpose of selecting appropriate candidates to represent the church.
2. The committee shall be composed of three (3) members of the Board of Stewards whose terms do not expire at the end of the current year in which the committee is appointed, and two (2) active participants from the congregation at large. At the discretion of the Moderator, this committee can be expanded.
3. The Search Committee shall utilize the services of the Regional Minister of the Christian Church (Disciples of Christ) in the Southwest. The Board of Stewards shall consider the recommendation of the Search Committee regarding the individual to be called as minister and the conditions of employment, and, if approved, recommend the candidate to the congregation. The candidate must receive standing in the denomination prior to accepting the position and maintain standing during their time of service to the congregation.
4. The recommendation of the Board of Stewards must be approved by consensus in a regular or special meeting of the congregation before a call may be extended.
5. The term of ministry for the Senior Minister shall be negotiated with the minister by the Search Committee and may provide for employment for an indefinite term; provided, however, that any ministerial employment or employment agreement with any minister must provide that the employment of such minister may be terminated by either party upon sixty (60) days' notice. This notice shall be given in writing, and shall be received or given by the Moderator on behalf of the church. The time limitation on notice of termination may be waived by mutual agreement upon the part of the minister and the Board of Stewards. If the determination to terminate is made by the congregation, the church may, at its option, pay the severance pay in lieu of the notice.
6. A written letter of agreement setting forth the salary to be paid and other conditions of the call shall be made in duplicate, one copy for the minister and one for the church, after approval of the Board of Stewards.
7. The Senior Minister shall perform such duties which usually pertain to that office, and as spiritual administrator of the church, shall be an ex-officio member of all organized groups, auxiliaries, committees, teams and departments. The Senior Minister shall supervise and give annual review to all staff members. The Senior Minister will conduct worship services, preaching on a regular basis, allowing occasion for the preaching or leading of worship of Associate and Student Ministers.

Section C – Selection of Other Ministers

1. The Senior Minister may recommend additional ministerial positions, as needed, and will serve as the supervisor of those positions. A representative committee, to be known as the Search Committee, shall be nominated by the Moderator of the Congregation and approved by the Board of Stewards for the purpose of selecting appropriate candidates to represent the church in other ministerial positions.
2. The committee shall be composed of three (3) members of the Board of Stewards whose terms do not expire at the end of the current year in which the committee is appointed, and two (2) active participants from the congregation at large and the Senior Minister. At the discretion of the Moderator, this committee can be expanded.
3. The Search Committee shall utilize the services of the Regional Minister of the Christian Church (Disciples of Christ) in the Southwest.

4. The Board of Stewards shall consider the recommendation of the Search Committee regarding the individual to be called as a minister to assist the Senior Minister and the conditions of employment, and, if acceptable, approve by consensus.
5. The term of ministry for other ministers shall be negotiated with the minister by the Search Committee and may provide for employment for an indefinite term; provided, however, that any ministerial employment or employment agreement with any minister must provide that the employment of such minister may be terminated by either party upon no more than sixty (60) days' notice. This notice shall be given in writing, and shall be received or given by the Moderator on behalf of the church. The time limitation on notice of termination may be waived by mutual agreement upon the part of the minister and the Board of Stewards. If the determination to terminate is made by the Board of Stewards, the church may, at its option, pay the severance pay in lieu of the notice.

Section D – Interns and Field Placement Students

The Senior Minister may accept interns or field placement students on staff. If any financial compensation is to be offered, the Finance Team will need to present a plan to the Board of Stewards.

ARTICLE VII. CONGREGATIONAL MEETINGS

Section A - Meetings to be held:

The congregation shall hold a business meeting near Pentecost for the purpose of confirming the officers of the church for the coming program year and a business in the fall meeting for approving the proposed budget for the coming fiscal year. Special meetings of the congregation may be held upon the call of one of the ministers, the Church Moderator or the Board of Stewards.

Section B - Notice of Meetings:

Notice of all regular and special business meetings of the church shall be given at a regular service of worship by the Moderator of the Congregation, or the Moderator-Elect in the absence of the Moderator, or one of the ministers, at least one week prior to the meeting. Alternatively, notice may be given electronically or in the newsletter at least one week prior to the meeting.

ARTICLE VIII. ADMINISTRATIVE OPERATIONS

Section A. Assets

1. The assets of this church are pledged for use in performing this organization's mission and ministry functions.
2. In the event that it may become necessary to re-locate, merge or dissolve this Congregation, the following procedures shall be observed:
 - a. The proposal of re-location, merger or dissolution shall be published to the Congregation in the manner provided for any change to the Constitution.
 - b. A written ballot shall be distributed to all Members of legal age by certified mail. Ballots may be signed and returned in sealed envelopes prior to the date of the Congregational meeting, or they may be voted at the meeting.

- c. A two-thirds vote of Members completing ballots shall be required to re-locate, merge or dissolve the Congregation.
3. In the event that this Congregation dissolves, the following procedures shall be observed:
 - a. The Congregation will fulfill its covenants with the local community and the Regional and General Church of the Christian Church (Disciples of Christ)
 - b. A team shall be named to work on the Church's behalf once the Dissolution is in effect to manage the church's obligations and assets.
 - c. Any distribution of assets will provide for an ongoing legacy of mission and ministry of the congregation with no more than a 50% distribution of assets to any one recipient.

Section B. Operations

The church fiscal year shall begin on January 1. The church program year shall begin at or soon after Pentecost. Officers shall serve upon conclusion of the congregational meeting at Pentecost in which they are chosen until their term concludes or their successor is affirmed.

ARTICLE IX. ELECTRONIC MEETINGS AND COMMUNICATION

Section A. Meetings

1. The Executive Committee, Board of Stewards and all committees and teams shall be authorized to meet by telephone conference or through other electronic communications media so long as all the members can simultaneously communicate with each other and participate during the meeting.
2. The congregation may meet in person, through electronic communications media, or in a hybrid format combining in-person and electronic participation. All members must be able to communicate with one another simultaneously, participate in the meeting, and express their agreement to consensus or cast votes on business. Guidelines for implementing electronic and hybrid meetings are outlined in the Congregation Procedures Manual.

Section B. Communication

Unless participants indicate otherwise to the church office or moderator, all communication required in this constitution, including meeting notices, may be sent electronically.

ARTICLE X. PARLIAMENTARY AUTHORITY

Section A - Parliamentary Authority

Decisions shall be made by consensus following the guidelines adopted by the Board of Stewards and any special rules of order adopted by the Board of Stewards or the congregation.

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board of Stewards and congregation in all cases to which they are applicable and in which they are not inconsistent with the Constitution of the church and any special rules of order the Board of Stewards or congregation may adopt.

ARTICLE XI. AMENDMENTS

This constitution may be amended as follows:

1. Any participant of the church or any group within the church may present a proposed amendment to the Board of Stewards for consideration. The Board of Stewards shall then decide by consensus of those Board of Stewards members present whether to present the proposed amendment to the congregation for consideration.
2. Proposed amendments to the constitution shall be announced to the congregation at least two (2) weeks in advance of consideration. Such announcement may be made by reading or distributing the proposed amendment at, or immediately following, two (2) regular Sunday morning worship services before the amendment is considered, or announced through electronic distribution. Amendment(s) may be adopted by consensus of the active participants present at any business meeting of the congregation following the reading or distribution of the proposed amendment(s) as described in this section.

This constitution was adopted by the congregation of The Welcome Table Christian Church in a congregational meeting on February 1, 2026.