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INTERNATIONAL COUNCIL OF COMMUNITY CHURCHES CONSTITUTION AND BY-LAWS

PREAMBLE

History

In 1950, two fellowships in the Community Church movement joined in a historic merger. At the time, their joining represented the largest interracial merger of religious bodies in America. The new creation was the International Council of Community Churches. Member churches united to be a fellowship of ecumenically minded, freedom-loving churches cooperating in fulfilling the mission of the church in the world.

As a post-denominational movement, the Council has witnessed and worked for Christian unity and reconciliation in human society. That is the work we consistently carry into the future.

Vision

The Council is an international, intercultural, interracial fellowship of churches and ministry centers which seeks to realize Christian unity in local, national. And world relations. The Council seeks fellowship, mutual support and common ministries that reflect the unity of all who see themselves within the Christian tradition. The Council seeks:

- To be faithful to the prayer of Jesus Christ that “they may all be one;”
- To witness to the inclusive love of God that overcomes all divisions;
- To love and serve God, God’s people, and God’s creation;
- To seek and share the truth;
- To build toward a new world of peace;
- To affirm individual freedom of conscience;
- To affirm communities of justice, mercy and love; and
- To be an integral partner in the worldwide ecumenical movement.

Relationships

The Council is at its heart relationships among individuals, churches, and centers in the service of our common purpose and mission. Through the Council local churches and ministry centers find it possible to find and develop connection with the wider church through the ecumenical movement. In mutual encouragement and resourcing through the Council, local ministries are strengthened.

ARTICLE I – NAME

The name of this organization shall be the International Council of Community Churches.

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ARTICLE II – PURPOSE

The Council serves as an international, interracial, communion of churches and ministry centers which seeks to realize Christian unity in local, national and world relations.

ARTICLE III – MEMBERSHIP

A. Qualifications for Membership

Any historically established, chartered or incorporated church or ministry center that identifies itself as being within the Christian tradition and that signifies its willingness to support the purpose of the Council by participation in Council activities and by financial support of the Council may apply for membership in the Council.

B. Standards for Membership

Standards for membership shall be those recommended by the Board of Directors and endorsed **properly chosen delegates present and voting at the Annual Conference**.

ARTICLE IV – ANNUAL CONFERENCE

A. Purpose

The Annual Conference and other Council gatherings shall serve as opportunities for fellowship, worship, support, ministry, education, **mission**, and spiritual growth.

B. Gatherings

1. The Council shall gather in Annual Conference at a time, date, and place determined by the Board of Directors.
2. The Council may establish other singular or periodic gatherings for community churches located within national or continental locales by action of the Board of Directors.

C. Business Sessions

1. The voting delegates at Annual Conference shall elect officers **to the Board of Directors**, approve the next year's annual budget, and provide direction to the Council's life and fellowship.
2. Matters of business at the Annual Conference, except the revision of the Constitution and By-Laws **or dissolution of the Council** shall be determined by a simple majority of delegates present and voting.

ARTICLE V - OFFICERS

Article V. A. General Regulations

1. The officers of the Council shall serve in the duties outlined here and in such other duties applicable to their offices as prescribed by the parliamentary authority adopted by the Council.

2. Each position defined in this article shall have term limits as defined, with the exception that if in the case of necessity the Annual Conference may elect an individual to not more than one additional consecutive year in office.

3. As nearly as possible, an equal number of terms of office shall expire each year.

4. In the event of the incapacity of any officer, the President (or in the incapacity of the President, **the Vice President**) shall convene a meeting of the Board of Directors to appoint a person to **serve** in the place of the incapacitated officer until the next Annual Conference.

Article V. B. The President

1. The president shall be elected by the voting delegates at Annual Conference for a term of three years and will not be eligible for a second term. The president shall serve as the elected leader of the Council.

2.a. Preside at meetings of the Board of Directors, and business meetings at Annual Conference. If the President is absent from a meeting of any of these bodies, the **Vice President will** preside at the meeting.

2.b. **With approval from the Board of Directors, annually** appoint the **moderators/chairpersons** of **standing Ministry Teams** as specified in **Article VI**.

2.c. Nominate, for appointment by the Board of Directors, persons to **moderate/chair special, ad hoc, or short term non-standing committees**.

2.d. Assign **such other** responsibilities **as necessary** to fulfill the work of the Council to officers and others.

2.e. **If necessary**, nominate, for appointment by the Board of Directors, a corporate resident agent as required by the laws of the state **in which our corporate offices are located**.

2.f. Represent the Council when possible **and necessary** in relation to other religious and public bodies.

2.g. Call special meetings of the Board of Directors, **Standing or Special Committees** when necessary.

2.h. **Shall provide general encouragement to all Standing, special, ad hoc and/or short term committees in order that their responsibilities may be fulfilled.**

2.i. **Will, through the Member-at-Large for Presidential Assistance, provide oversight to the following Ministry Teams: Stewardship and Financial Development, Conference Planning, Personnel Review, Evaluation and Recommendations, Clergy Standing and Relationships, Chaplain Relationships and Services, Ecumenical, Interfaith and Partnership Relationships and Special, Ad Hoc and Short-Term Committees.**

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Article 5. B. – The President (continued)

2.j. Shall, in cooperation with the Vice President and Executive Director, establish and caused to be published to all Board members the agenda for each Board of Directors meeting.

2.k. Shall, with Board approval, fill any and all created vacancies among the moderator/chairpersons of the Standing Ministry Teams and/or special, ad hoc or short-term committees.

Article 5. C, The Vice President

1. The Vice President will be elected by the voting delegates at the Annual Conference for a term of three years, with a maximum of two consecutive terms.

2. The Vice President shall:

a. Preside at any and all meetings where the President is absent.

b. In the event of the President's incapacity, resignation or death assume the office of President until the next Annual Conference.

c. Will, through the Member-at-Large for Vice Presidential Assistance, exercise oversight for the following Ministry Teams: Member/Church Relationships, Membership Enlistment, Membership Services, Leadership Development, Mission and Outreach, Auxiliary Ministries, Information Services, International Ministries and Nominations

d. Will assist the President and Executive Director in developing the agenda for each meeting of the Board of Directors.

Article 5. D. The Treasurer

1. The Treasurer shall be elected by the voting delegates at Annual Conference for a term of three years, with a maximum of two consecutive terms.

2. The Treasurer shall:

a. In cooperation with the Executive Director and other Council staff, prepare or cause to be prepared monthly reports of the Council's finances that will be presented to the Board of Directors.

b. In cooperation with the Executive Director and other Council staff, prepare or cause to be prepared an annual report of the Council's finances to the Annual Conference.

c. Arrange for an annual financial audit or review of Council finances and report the findings to the Board of Directors.

d. Provide appropriate information and assistance to the Ministry Team for Stewardship and Financial Development so that an annual budget can be formulated and presented to the Board of Directors and the Annual Conference.

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Article 5.E. – The Secretary

1. The Secretary shall be elected by the delegates at Annual Conference for a term of three years, with a maximum of two consecutive terms.
2. The secretary shall:
 - a. Attend all meetings of the Board of Directors and Annual Conference Business Sessions. Such meetings will be, as often as possible, video recorded. The Secretary will make sure the recording is being done and all participants are notified of the recording in process. All meeting participants will receive a copy of the recording for their review.
 - b. Following each meeting of the Board of Directors and the Annual Conference Business Sessions, the Secretary will review the recording and certify that it was a “true and accurate” recording of the meeting. A written statement to that effect will be sent to all participants in lieu of written Minutes.
 - c. If a meeting cannot be recorded, the Secretary will take written minutes and cause them to be forwarded to all appropriate people. Such written minutes will be reviewed and received at the next meeting of the appropriate group.
 - d. Be custodian of all records and reports and insure that there is a maintained archive of materials developed in relation to the Council.
 - e. Have special responsibility for developing and maintaining archival deposits at one or more libraries located at educational institutions or other places, in cooperation with the Council’s **Ministry Team for Informational Services**.
 - f. Perform such other duties assigned by the President.

PLEASE NOTE:

Constitutional language for Article V was approved at the Summer, 2024 Board meeting and will be presented to the Annual Conference in 2025 for action, either as a single item of Constitutional change OR as part of the larger and more extensive changes noted in this document.

Article 5.F. – Members-at-Large

1. Two Members-at-Large shall be elected by the voting delegates at Annual Conference for a term of three years, with a maximum of two consecutive terms.
2. The Board of Directors will designate one Member-at-Large for Presidential Assistance and the other will be designated for Vice-Presidential Assistance.
3. Under the direction of the President or Vice President, the Member-at-Large will provide officer support to the Ministry Teams to which they are assigned and to such other special, ad hoc or short-term committees as created.
4. The Member-at-Large for Presidential Assistance will act as liaison between the Ministry Teams assigned to presidential oversight and the President.

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Article 5.F. -Members-at-Large (continued)

5. The Member-at-Large for Vice Presidential Assistance will act as liaison between the Ministry Teams assigned for oversight to the Vice President and the Vice President.

6. Members-at-Large will cause to be distributed to all members of the Board of Directors the monthly written reports they receive and shall present to the Board any actionable items received from their assigned Ministry Teams.

Article VI – Ministry Teams and Committees

1. The design, development and implementation of the mission, ministries and services of the I.C.C.C. are performed by and through Board approved standing Ministry Teams and such other ad hoc, special or short-term committees as needed and approved by the Board of Directors, upon recommendation of the President.

2. **The Ministry Team for Conference Planning shall:**

a. Be identified by the Board approved moderator in a sufficient number to successfully complete the design, development, and implementation of the Annual Conference.

b. In cooperation with the Executive Director and Council staff, select the place, date and theme of the Annual Conference and present this information for Board approval.

c. Perform other duties assigned by the President.

d. Represent the Council upon the request of the President or Executive Director.

e. Produce, by the first day of each month, a written report of activity and progress and/or requests for action from the board. The report will be submitted to the Member-at-Large for Presidential Assistance and presented to the Board of Directors at its next regularly scheduled meeting

3. **The Ministry Team for Member/Church Relationships shall:**

a. Be identified by the Board approved moderator in a sufficient number to successfully complete the responsibilities assigned by the Constitution or President.

b. Have special responsibility for designing, developing, maintaining and enhancing relationships in and with member churches and centers.

c. Encourage, where possible and practical, the development of regional or cluster member church involvement.

d. Perform other duties assigned by the President.

e. Represent the Council upon the request of the President or Executive Director.

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Ministry Team for Member/Church Relationships (continued)

f. Produce, by the first day of each month, a written report of activity and progress and/or requests for action from the Board. The report will be submitted to the Member-at-Large for Vice Presidential Assistance and presented to the Board of Directors at their next regularly scheduled meeting.

4. The Ministry Team for Stewardship and Financial Development shall:

a. Be identified by the Board approved moderator in sufficient number to successfully complete the responsibilities assigned by the Constitution or President.

b. Have special responsibility for designing, developing and implementing plans, procedures and resources that will encourage member churches and centers to support the Council with gifts of money, time and talent.

c. Develop and identify additional sources of funding including, but not limited to, grants from individuals, foundations, corporations and associations.

d. In cooperation with the Treasurer, prepare and propose an annual budget for submission to the Board of Directors and the Annual Conference.

e. Perform other duties assigned by the President.

f. Represent the Council upon request of the President or Executive Director.

g. Produce, by the first day of each month, a written report of activity and progress and/or requests for action from the Board. The report will be submitted to the Member-at-Large for presidential Assistance and presented to the Board of Directors at its next regularly scheduled meeting.

5. The Ministry Team for Membership Enlistment shall:

a. Be identified by the Board approved moderator in sufficient number to successfully complete the responsibilities assigned by the Constitution or the President.

b. Have special responsibility for using all available means to design, develop and implement plans, procedures and resources for enlisting new member churches and centers into Council membership.

c. Perform other duties assigned by the President.

d. Represent the Council upon request of the President or Executive Director.

e. Produce, by the first day of each month, a written report of activity and progress and/or requests for action from the Board. The report will be submitted to the Member-at-Large for Presidential Assistance and presented at the next regularly scheduled meeting of the Board of Directors.

6. The Ministry Team for Membership Services shall:

a. Be identified by the Board approved moderator in sufficient number to successfully complete the responsibilities assigned by the Constitution or the President.

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The Ministry Team for Membership Services (continued)

- b. Have special responsibility to review and enhance current services provided to member churches and centers.
- c. Conduct periodic formal and informal surveys of laity and clergy to determine the effectiveness of existing services and the need for new or expanded services to member churches and centers.
- d. Have special responsibility for the design, development and implementation of new or expanded services as needed or required.
- e. Perform other duties as assigned by the President.
- f. Represent the Council upon request of the President or Executive Director.
- g. Produce, by the first day of each month, a written report of activity and progress and/or requests for action from the Board. The report will be submitted to the Member-at-Large for Vice Presidential Assistance and presented at the next regularly scheduled meeting of the Board of Directors.

7. The Ministry Team for Ecumenical, Interfaith and Council Partner Relationships shall:

- a. Be identified by the Board approved moderator in sufficient number to successfully complete the responsibilities assigned by the Constitution or the President.
- b. Have special responsibility to maintain the Council's relationships with other religious bodies and partners through any appropriate means available.
- c. Have the moderator/chairperson perform the duties commonly expected of an Ecumenical Officer at gatherings of conciliar organizations or appoint a proxy to represent the Council when the moderator/chairperson cannot attend.
- d. Recommend to the Board of Directors, for their action, the inclusion or deletion of religious bodies, institutions, agencies or ecumenical partnerships.
- e. Perform other duties assigned by the President.
- f. Represent the Council upon the request of the President or Executive Director.
- g. Produce, by the first day of each month, a written report of activity and progress and/or requests for Board action. The report will be submitted to the Member-at-Large for Presidential Assistance and presented at the next regularly scheduled meeting of the Board of Directors.

8. The Ministry Team for Leadership Development shall:

- a. Be identified by the Board approved moderator in sufficient number to successfully complete the responsibilities assigned by the Constitution or the President.
- b. Design, develop and implement programs, events and/or resources that will enhance or develop leadership skills and aptitudes among laity and clergy for the benefit of the Council, member churches, and centers.

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- c. Recommend programs, events and resources for leadership development that are offered by other reputable entities.
- d. Perform other duties assigned by the President.
- e. Represent the Council upon request of the President or Executive Director.
- f. Produce, by the first day of each month, a written report of activity and progress and/or requests for action from the Board. The report will be submitted to the Member-at-Large for Vice Presidential Assistance and presented at the next regularly scheduled meeting of the Board of Directors.

9. The Ministry Team for Informational Services shall:

- a. Be identified by the Board approved moderator in sufficient number to successfully complete the responsibilities assigned by the Constitution or the President.
- b. Have special responsibility for publishing, using all available media: news to the general public about the Council, news and information to the Council's members churches and centers; and such other materials that are relevant to the vision, mission, programs and services of the Council for its member churches and centers.
- c. Cooperate with other Ministry Teams in developing means and methods to assist in publicizing their initiatives.
- d. Perform other duties as assigned by the President.
- e. Represent the Council upon the request of the President or the Executive Director.
- f. Produce, by the first day of each month, a written report of activity and progress and/or requests for action from the Board. The report will be submitted to the Member-at-Large for Vice Presidential Assistance and presented at the next regularly scheduled meeting of the Board of Directors.

10. The Ministry Team for Mission Outreach shall:

- a. Be identified by the Board approved moderato in sufficient number to successfully complete the responsibilities assigned by the Constitution or the President.
- b. Shall have specific responsibility for design, development, and implementation of ministries, services and/or programs that reach beyond the Council to benefit non-member peoples, churches and organizations.
- c. Shall aid, through approved grants, member churches and centers in the implementation of ministries and services to their communities.
- d. Perform other duties as assigned by the President.
- e. Represent the Council upon the request of the President or Executive Director.

The Ministry Team for Mission Outreach (continued)

f. Submit, by the first day of each month, a written report of activity and progress and /or requests for action from the Board of Directors. The report will be submitted to the Member-at-Large for Vice Presidential Assistance and presented at the next regularly scheduled meeting of the Board of Directors.

11. The Ministry Team for Clergy Standing and Relationships shall:

a. Be identified by the Board approved moderator in sufficient number to successfully complete the responsibilities assigned by the Constitution or the President.

b. Shall have specific responsibility for considering and recommending to the Board the approval of candidates seeking standing with the Council.

c. Shall have specific responsibility for considering and recommending to the Board the listing of or removal from standing of clergy within the Council.

d. At the request of a member church or center, shall recommend candidates for ordination by the I.C.C.C. according to approved criteria and regulations.

e. Shall, with support from Council staff, maintain and, as needed or required, produce all relevant listings of clergy contact information, clerical standing and category of standing.

f. Perform other duties assigned by the President.

g. Represent the Council upon request of the President or Executive Director.

h. Submit, by the first day of each month, a written report of activity and progress and/or requests for action from the Board of Directors to the Member-at-Large for Presidential Assistance and presented at the next regularly scheduled meeting of the Board of Directors.

12. The Ministry Team for International Church Relationships

a. Be identified by the Board approved moderator in sufficient number to successfully complete the responsibilities assigned by the Constitution or the President.

b. Shall have special responsibility for designing, developing, maintaining and enhancing relationships in and with internationally based member churches and centers.

c. Encourage, where possible and practical, the development of regional or cluster member church involvement.

d. Perform other duties as assigned by the President.

e. Represent the Council as requested by the President or Executive Director.

f. Produce, by the first day of each month, a written report of activity and progress and/or requests for action by the Board. The report will be submitted to the Member-at-Large for Vice-Presidential Assistance and presented to the Board of Directors at their next regularly scheduled meeting.

13. The Ministry Team for Personnel Review, Evaluation, and Recommendation shall:

- a. Be identified by the Board approved moderator in sufficient number to successfully complete the responsibilities assigned by the Constitution or the President.
- b. Have specific responsibility to review and evaluate the work and performance of new staff during or following their prescribed probationary period. Following that review and evaluation, a recommendation to the Board regarding the continuance of probation, the satisfactory completion of the probationary period, or termination will be made in a timely manner.
- c. Have specific responsibility to review and evaluate the performance of the paid staff members of the I.C.C.C. on an annual basis. The review and evaluation will be shared with the staff person, the Executive Director and President.
- d. Have specific responsibility to recommend, to the Board, changes in a staff member's job description and position guided.
- e. Have specific responsibility for recommending changes in salary and other items of compensation to the Board of Directors for their action.
- f. Perform other duties as assigned by the President.
- g. Represent the Council as requested by the President or Executive Director.
- h. Produce, by the first day of each month, a written report of activity and progress and/or requests for action from the Board. The report will be submitted to the Member-at-Large for Presidential Assistance and presented at the next regularly scheduled meeting of the Board of Directors.

14. The Ministry Team for Chaplain Relationships and Services shall:

- a. Be identified by the Board approved moderator in sufficient number to successfully complete the responsibilities assigned by the Constitution or the President.
- b. Ensure that requirements from the Department of Defense for certification of ecclesiastical readiness have been met and then cause the appropriate form(s) to be completed, signed by the Executive Director and delivered in a timely manner.
- c. Review and evaluate requests for recognition as an "Endorsed Chaplain" in the I.C.C.C. Upon completion of the review and evaluation a recommendation will be made to the Ministry Team for Clergy Standing and Relationships that the applicant be placed or not placed on the list of "Endorsed Chaplains".
- d. Will remain in regular contact with "Endorsed Chaplains" to determine any needs or issues that require Board attention.
- e. Perform other duties assigned by the President.
- f. Represent the Council upon the request of the President or Executive Director.

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Ministry Team for Chaplain Relationship and Services (continued)

g. Submit, by the first day of each month, a written report of activity and progress and/or requests for action from the Board of Directors. The report will be submitted to the Member-at-Large for Presidential Assistance and presented at the next regularly scheduled meeting of the Board of Directors.

15. The Ministry Team for Nominations shall:

a. Be identified by the Board approved moderator in sufficient number to successfully complete the responsibilities assigned by the Constitution or the President.

b. Seek and make all the needed nominations for elected positions and submit those nominations to the Board of Directors for their action.

c. Will present the Board approved slate of nominations to the appropriate business session at Annual Conference.

d. Perform other duties assigned by the President.

e. Represent the Council at the request of the President or Executive Director.

f. Submit, by the first day of each month, a written report of activity and progress and/or requests for action by the Board of Directors. The report will be submitted to the Member-at-Large for Vice-Presidential Assistance and presented at the next regularly scheduled meeting of the Board of Directors.

16. Ministry Team for Auxilliaries shall:

a. Be identified by the Board approved moderator in sufficient number to successfully complete the responsibilities assigned by the Constitution or the President.

b. Bring to the Board of Directors the concerns, recommendations and reports on planned activities of all recognized auxiliary organizations.

c. Report to all auxiliary organizations the relevant proceedings from each meeting of the Board of Directors.

d. Perform other duties assigned by the President.

e. Will represent the Council at the request of the President or Executive Director.

f. Submit, by the first day of each month, a written report of activity and progress and/or requests for action by the Board of Directors. The report will be submitted to the Member-at-Large for Vice-Presidential Assistance and presented at the next regularly scheduled meeting of the Board of Directors.

17. Special, Ad Hoc and Short-Term Committees shall:

a. Be established by the Board of Directors provided that the name and purpose of each such committee, its membership and its termination date are specified.

b. Have the moderator/chairperson nominated by the President and approved by the Board of Directors.

Special, Ad Hoc and Short Term Committees (continued)

c. Allow the Board approved moderator/chairperson to choose committee members in such number to successfully complete their assigned responsibilities.

d. Submit, by the first day of each month, a written report of activity and progress and/or requests for action by the Board of Directors . The report will be submitted to the Member-at-Large for Presidential Assistance and presented at the next regularly scheduled meeting of the Board of Directors.

18. At the President's request, the moderators/chairpersons of the Ministry Teams will collectively serve in the capacity of an Advisory Council to the Board of Directors.

19. The President and Executive Director shall serve ex-officio on all committees and be notified of all committee meetings. The President and Executive Director may appoint a proxy to attend committee meetings on his/her behalf

20. No person shall serve on more than three committees at any one time.

ARTICLE VII – BOARD OF DIRECTORS

A. Membership

The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer and two (2) At-Large persons.

B. Duties – The Board of Directors shall:

1. Monitor the program, finances and staff functioning of the Council and make recommendations to the Annual Conference on policy and other matters as specified by this Constitution and Bylaws.

2. Present the approved annual budget to the Annual Conference delegates for approval.

3. Present the approved slate of nominations to the Annual Conference delegates for approval.

4. Oversee the maintenance of a complete listing of the Council's member churches, centers, clergy and chaplains.

5. Approve nominations for elective offices and forward the nominations to the Annual Conference for their action.

6. Make the final decision regarding the venue for each conference.

7. Act on the President's nominations for Moderators/Chairpersons of Standing Ministry Teams.

8. Act on the President's nominations for Moderators/Chairpersons of Special, Ad Hoc and/or Short-Term Committees.

9. Receive and act on reports from the Personnel Review, Evaluation and Recommendation Ministry Team with respect to performance and compensation for Council staff.

The Board of Directors (continued)

10. Administer the trust funds of the Council and make disbursements as the Board directs.

11. Provide general oversight and encouragement to the Executive Director and other Council staff, maintaining regular communication with them through the President and other persons as the Board may direct.

12. Upon nomination from the President, appoint a corporate resident agent to perform those legal and business functions prescribed to boards of directors of non-profit corporations under the laws of the state in which the corporate office is located and carry out other functions required under state or federal laws.

C. Meetings

1. The Board of Directors shall meet in regular session at least five times per year by electronic or other means, and once in conjunction with the Annual Conference. The meeting related to the Annual Conference may consist of more than one session. The President may call special meetings of this body.

2. Each member of the Board of Directors is entitled to one vote on any motion that may come before the Board. Proxies are not permitted. Absentee ballots are not permitted. In matter of special urgency, the President may call for a special ballot by postal or electronic mail.

3. It is expected that the Executive Director will attend Board meetings. Other Council staff, at the Board's request, will attend meetings to provide services to the Board.

D. Executive Committee

The Board of Directors may appoint an Executive Committee consisting of the President of the Council and such other members as the Board may direct and delegate specific responsibilities and duties to that Executive Committee. All actions taken by the Executive Committee shall be reported to the Board of Directors and approved or overruled by the Board.

ARTICLE VIII – COUNCIL STAFF

A. The Board of Directors may employ or call to ministry, staff members to support the life and work of the Council. The President shall, with approval of the Board of Directors, appoint a search committee for the purpose of searching out, reviewing resumes, interviewing and making proposals regarding individuals to fill such positions as the Annual Conference has approved and for which positions budget provisions have been made.

B. When the Board employs an individual, that person shall be provided with a job description, and shall be required to sign a letter of call or employment contract with the Council. Such letter of call or contract shall specify duties, compensation, periodic performance and compensation review, termination, and other provisions common to such instruments.

ARTICLE VIII – COUNCIL STAFF

C. The chief staff officer of the Council shall be designated by the title “Executive Director” or such other title as the Board of Directors may direct, with duties as follows:

1. Shall provide pastoral support to professional church leaders of the Council.
2. Shall, upon invitation, provide assistance and support to churches and centers in pastoral transitions and to churches and centers facing other challenges.
3. Shall consult and cooperate with the President and each of the **moderators/chairpersons of the Council’s Standing Ministry Teams** in fulfilling their duties and functions of each office. The Executive Director shall:
 - a. In consultation with the **Ministry Team for Conference Planning**, inspect and review possible sites for annual conferences and seek out program leadership for annual conferences.
 - b. In consultation with the **Ministry Team for Member Church Relationships**, provide support for the growth, maintenance, and enhancement for the **fellowship** community churches and centers.
 - c. In consultation with the **Ministry Team for Stewardship and Financial Development**, make appeals for financial support of the Council from churches and centers, individuals, foundations and other sources.
 - d. In consultation with the **Ministry Team for Membership Enlistment**, interpret the benefits of Council Membership to prospective churches and centers.
 - e. In consultation with the **Ministry Team for Membership Services**, develop and implement plans to provide added value services to member churches and centers. **Council Partner Relations**,
 - f. In consultation with the **Ministry Team for Ecumenical, Interfaith and** engage in ecumenical and interfaith dialogues both multilateral and bilateral, and represent the Council in ecumenical and interfaith conciliar bodies.
 - g. In consultation with the **Ministry Team for Leadership Development**, develop and implement programs that engage clergy and laity in activities that advance their insights and skills in helping the Council to achieve its purpose and vision.
 - h. In consultation with the **Ministry Team for Informational Services**, publicize the activities of the Council and provide through a variety of media, materials that support the Council, its churches and centers, and its purpose and vision.
 - i. In consultation with the **Ministry Team for Mission Outreach**, provide support and encouragement for the development and implementation of **ministries and services that benefit non-member persons and institutions.**
 - j. In consultation with the **Ministry Team for Clergy Standing and Relationships**, provide advice and counsel with respect to persons and issues related to clerical ordination and standing within the Council.

ARTICLE VIII – COUNCIL STAFF (continued)

- k. In consultation with the Ministry Team for International Church Relationships, offer advice and counsel related to the design, development, maintenance and/or enhancement of fellowship and ministry in internationally based member churches and centers.
 - l. In consultation with the Ministry Team for Personnel Review, Evaluation and Recommendation, provide advice and counsel related to the development of and/or changes to job descriptions; compensation for staff employees; criteria for review and evaluation of new staff members; and preparation of appropriate reports related to evaluations and reviews.
 - m. In consultation with the Ministry Team for Chaplain Relationship and Services, provide assistance, advice and council for the purpose of properly endorsing and/or maintaining chaplaincy standing in the military and other professional chaplaincy settings. Will complete or cause to be completed in a timely manner all endorsement forms that may be required for the maintenance of professional chaplaincy standing.
 - n. In consultation with the Ministry Team for Nominations, provide advice, counsel, and assistance for the purpose of identifying and nominating qualified individuals for the various elected offices of the Council.
 - o. In consultation with the Ministry Team for Auxiliaries, provide advice and counsel to aid, support, develop and/or enhance their ministry and presence within the Council.
4. The Executive Director shall offer support, advice and counsel to all special, ad-hoc and short-term committees.
 5. The Executive Director or such other person as the Board of Directors may designate shall represent the Council as “Head of Communion” in ecumenical bodies that require such a designation.
 6. The Executive Director shall submit to each meeting of the Board of Directors written and/or oral reports of her/his activities on behalf of the Council.
 7. The Executive Director shall perform such other duties as the Board of Directors may specify.

ARTICLE IX – CLERGY

The Board of Directors shall insure that a formal list of ordained clergy related to the Council is developed and maintained with appropriate documentation. The Council shall honor and accept the ordination of women and men by recognized Christian communions or bodies. Termination of standing with such groups shall not be required or implied by the Council’s acceptance. The Council shall affirm and accept the ordination of men and women by its member bodies.

ARTICLE X – INTERCHURCH RELATIONSHIPS

Through the Ministry Team for Member Church Relationships, the Council encourages the formation and maintenance of I.C.C.C. interchurch relationships. Such fellowships:

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ARTICLE X – INTERCHURCH RELATIONSHIPS (continued)

- A. May invite other churches and centers not currently affiliated with the Council into their membership, provided that such churches and centers are informed and reminded about the benefits of Council membership on a regular basis.
- B. Shall meet on a periodic basis, with meeting schedules arranged on a predictable schedule insofar as possible, to encourage maximum attendance and participation.
- C. Shall provide programs and events that will assist member churches and centers with opportunities for fellowship, worship, support, education, mission, and spiritual growth.
- D. Shall include in their meeting agendas, reports and informational sharing on events and developments important to the Council's life.
- E. Shall file a written report of their meetings with the Ministry Team for Member Church relationships. The report and any requests for Board action will be shared, through the Ministry Team for Member Church Relationships with the Board.

ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules of parliamentary practice as found in the latest edition of Robert's Rules of Order shall govern the business meetings of the Annual Conference, the Board of Directors and the various standing ministry teams, special, ad-hoc and short-term committees, unless specified differently in this Constitution and By-Laws.

ARTICLE XII – AMENDMENTS

- A. This Constitution and By-Laws may be amended at an Annual Conference by a two-thirds majority of those delegates present and vote subject to the provisions listed as items B. and C. of this Article.
- B. A proposed amendment must first be submitted to the Board of Directors at least 90 days before the next regular Annual Conference. The Board of Directors shall cause such amendment(s) to be sent by postal mail and/or electronic mail to member churches and centers at least sixty days prior to the Annual Conference.
- C. The Board of Directors may make recommendations to the Annual Conference regarding any proposed amendment(s), but the approval of the Board shall not be required prior to the dissemination of the proposal to the churches and centers or to the consideration of the proposal(s) by the Annual Conference.

ARTICLE XIII – DISSOLUTION

- A. The International Council of Community Churches may, upon recommendation of the Board of Directors, be dissolved at an Annual Conference by a two-thirds vote of current and active churches and centers. Such a recommendation shall be adopted only by a three-fourths majority vote of properly registered delegates present and voting.

ARTICLE XIII – DISSOLUTION (continued)

B. In the event of the dissolution of the International Council of Community Churches, after all obligations have been satisfied, all assets shall be distributed to religious and charitable organizations with objectives consistent with those of the Council as determined by the Board of Directors.