



40 **CONSTITUTION**  
41 **OF**  
42 **SOMBRA DEL MONTE CHRISTIAN CHURCH, INC.**  
43 **(DISCIPLES OF CHRIST)**  
44

45 **PREAMBLE**  
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47 SECTION A – NAME  
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49 The name of this nonprofit organization shall be the Sombra Del Monte Christian church,  
50 Inc., (Disciples of Christ) of Albuquerque, New Mexico, affiliated with the denomination  
51 known as the Christian Church (Disciples of Christ) and the American Baptist Churches,  
52 USA. We are committed to the historic principles of these bodies whose local  
53 congregations are participating in the life and work of local, area, regional, and national  
54 organizations reporting to the General Assembly of the Christian Church (Disciples of  
55 Christ), and the American Baptist Churches, USA or its [their] legal successors.  
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57 SECTION B – PURPOSE  
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59 The purpose of this church, as was revealed in the New Testament, shall be to win people  
60 to faith in Jesus Christ and commit them actively to the Church, to help them grow in the  
61 grace and knowledge of Christ that increasingly they may know and do His will, and to work  
62 for the unity of all Christians and, with them, engage in the common task of building the  
63 Kingdom of God.  
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65 **ARTICLE II – MEMBERSHIP**  
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67 The membership of this church shall consist of those persons who are now identified as  
68 members of the congregation and who shall unite with it by acknowledging the Lordship of  
69 Jesus Christ and by baptism by immersion, or by transfer of membership from other  
70 Christian communions who also acknowledge the Lordship of Jesus Christ. Re-baptism is  
71 not required. All members shall have the same rights, privileges, and responsibilities. No  
72 record or distinction shall be made concerning prior church affiliation or service.  
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74 Associate membership shall be extended to those persons who, because of stated  
75 reasons, wish to take fellowship for only a temporary or undefined period. Such associate  
76 members shall have all rights and privileges of regular members so long as they qualify as  
77 described herein.  
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**ARTICLE III – INCORPORATION AND DISSOLUTION**

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The incorporation of this congregation shall be in accordance with the Certificate (Articles) of Incorporation, as filed in the Office of the State Corporation Commission in Santa Fe, New Mexico.

85 SECTION A – INCORPORATION

86 The incorporation of this congregation shall be in accordance with the Certificate  
87 (Articles) of Incorporation, as filed in the Office of the State Corporation  
88 Commission in Santa Fe, New Mexico.

89 SECTION B – DISSOLUTION

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91 No part of the net earnings of the Corporation shall ever inure to the benefit of any  
92 donor, director, officer, nor shall any private individual be entitled to share in the  
93 distribution of corporate assets. Upon dissolution, after all corporate liabilities are  
94 paid; any assets remaining of the corporation must be distributed to one or more  
95 organizations of like faith and practice recognized by the Internal Revenue Service  
96 as one organized exclusively for religious, charitable, scientific, literary, or  
97 educational purposes. Specifically any assets of the corporation will be distributed  
98 as follows:

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- 100 1. One third (1/3) of the net assets shall be distributed to Board of  
101 Church Extension of Disciples of Christ, Inc. to establish a fund to  
102 provide a perpetual witness in the Corporation’s name to support  
103 loans and services to congregations.
  - 104 2. One third (1/3) of the net assets shall be distributed to the Christian  
105 Church Foundation, Inc. to establish a permanent fund whose earnings  
106 will be used to support the Community Fund of the United Way of  
107 Central New Mexico.
  - 108 3. One third (1/3) of the net assets shall be distributed to the Pension  
109 Fund of the Christian Church (Disciples of Christ) for the Endowment  
110 Fund.

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## ARTICLE IV – OFFICERS

### SECTION A – OFFICERS OF THE CORPORATION

The following officers shall be the officers of the corporation as required by the laws of the State of New Mexico and be elected by the congregation from its membership, at the meeting hereinafter provided, for the designated term, or until removed, or at such time as a successor is elected and assumes office:

1. MODERATOR OF THE OFFICIAL BOARD AND CONGREGATION: The Moderator shall be the President of the Corporation, a member of the congregation, and elected annually in accordance with Section E below, for a term not to exceed one (1) year. In the event there are no other eligible persons who are willing to serve, then the Moderator may serve for multiple terms.
2. TRUSTEES: Trustees shall be members of the congregation, not exceed three (3) in number, one-third of whom shall be elected each year for a term of three (3) years in accordance with section E below. Their corporate offices shall be as follows:

Senior Trustee	Vice President of the Corporation
Second Year Trustee	Secretary of the Corporation
First Year Trustee	Treasurer of the Corporation

### SECTION B – OFFICERS OF THE CHURCH

The following shall serve as elected Officers of the Church:

1. The OFFICIAL BOARD OF SOMBRA DEL MONTE CHRISTIAN CHURCH as described below. They shall be elected by the congregation from its membership at the meeting hereinafter provided, for the designated term, or until removed, or at such time as a successor is elected and assumes office.
  - a. BOARD OFFICERS: The term of all Board Offices shall normally be limited to one year. In the event there are no eligible persons other than the incumbents, who are willing to serve, Board Officers may serve for multiple terms.
    - i. Moderator
    - ii. Vice-moderator
    - iii. Secretary
    - iv. Treasurer
    - v. Financial secretary

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156 b. MEMBERS OF THE OFFICIAL BOARD

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158 i. SENIOR TRUSTEE  
159 ii. CHAIR OF THE ELDERS  
160 iii. BOARD MEMBER-AT-LARGE Six (6) members of the  
161 congregation who will not occupy either of the other board  
162 positions.

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164 SECTION C – OTHER ELECTED OFFICERS

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166 The following officers shall be elected by the congregation from its membership, at the  
167 meeting hereinafter provided, for the designated term, or until removed, or at such time as  
168 a successor is elected and assumes office:  
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- 170 1. ELDERS: Not to exceed fifteen (15) in number, one third of whom are elected  
171 annually as described in Section E below. The Elders shall serve as spiritual  
172 leaders of the congregation. The Board of Elders shall meet at regular intervals  
173 to perform the duties as described in the Constitution and Bylaws.  
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175 2. HONORARY OFFICERS: These are members who have retired from active  
176 responsibility and whose service and consecration to the church merit special  
177 honor. There shall be no limit to the number of honorary officers. Once elected,  
178 these members so honored shall be designated “\_\_\_\_\_ Emeritus” for life.  
179 Examples are: Minister Emeritus, Elder Emeritus, Deacon Emeritus, Deaconess  
180 Emeritus or Trustee Emeritus.  
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182 SECTION D – SUCCESSION

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184 In the event that an officer of the church resigns or becomes unable or unwilling to perform  
185 his/her duties, his/her performance may be reviewed by the Board of Elders. Upon  
186 recommendation to the Official Board of the church by the Board of Elders, the officer's  
187 position may be declared open by a majority of the Official Board present and voting at any  
188 regular meeting. If the office is declared open, a replacement officer may be selected in  
189 accordance with the procedures as prescribed in Section E, below, to complete the  
190 remainder of the open term. The timeframes prescribed in Section E are not applicable  
191 under this section.  
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194 SECTION E – ELECTIONS

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1. Not later than ninety (90) days after the beginning of the church administrative year, the Moderator of the Official Board shall present to the Board, for its ratification, a Nominating Committee that shall elect its chairman and consist of the following:
  - a. One (1) Elder and five (5) individuals from the congregation.
2. The term of office of the Nominating Committee shall be for one (1) administrative year. No member shall serve two (2) consecutive terms. Vacancies on the Nominating Committee shall be nominated by the Moderator and ratified by the Official Board during a regular meeting of the Board.
3. At least eight (8) weeks before the annual election, the congregation will be invited to submit nominations for Elders, Trustees, all Board members and Board Officers (Moderator, Vice Moderator, Secretary, Treasurer and Financial Secretary), and Honorary Officers, for consideration by the Nominating Committee. The list of nominees for office selected by the Nominating Committee shall be published in the church newsletter at least two (2) weeks before the annual election meeting. The Nominating Committee shall nominate only one person for each position available. During the annual election meeting the membership will have the privilege of nominating from the floor. All persons so nominated must have agreed to serve before their names can be placed in nomination.
4. The congregation shall vote by secret ballot for the ballot of officers as presented by the Nominating Committee. Where the number of nominees does not exceed the number of offices to be filled, the slate may be elected by acclamation. If further nominations from the floor are properly submitted, the congregation shall vote by the following guidelines
  - a. If the nomination from the floor is for an office that is not contested, the congregation shall vote to accept or reject the nomination from the floor. If the congregation votes to accept the nomination, his or her name will be added to the official ballot as presented by the Nominating Committee. In the event of a tie, additional ballots shall be cast until the tie is broken.
  - b. If the nomination from the floor is for a position in which a candidate has already been nominated, the congregation shall vote by secret ballot for their candidate of choice. In the event of a tie, additional secret ballots shall be cast until the tie is broken. The candidate receiving a plurality vote shall be

237 added to the official ballot as presented by the Nominating Committee.

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239 c. Upon the completion of the above process, the congregation shall vote for the  
240 entire ballot as presented by the Nominating Committee and modified by the  
241 congregation.

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243 5. Vacancies carried into or occurring in church offices during the administrative  
244 year may be filled by the Official Board as an item of New Business for the  
245 unexpired term.

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247 SECTION F – DUTIES OF OFFICERS

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249 1. MODERATOR OF THE BOARD AND CONGREGATION: The Moderator shall  
250 be the President of the corporation, and shall be responsible for the corporation's  
251 activities conducted under the Articles of Incorporation as referenced in Article III  
252 of this constitution. The Moderator shall also be responsible for the conduct of  
253 the business of the church's organizations in accordance with this constitution  
254 and By-laws as adopted by the congregation.

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256 2. ELDERS: The Elders shall serve as the lay spiritual leaders of the church. They  
257 shall act as advisors to the Minister(s) and arrange for a substitute to fill the pulpit  
258 in the Minister's absence. They shall conduct prayer and visitation with church  
259 members and take communion to hospitalized and homebound members. The  
260 Elders shall serve at the Lord's Table and offer prayer for the elements of  
261 communion. They shall, by example, encourage missionary, evangelistic,  
262 educational and stewardship responsibilities of the Church. The Elders, in  
263 cooperation with the Pastoral Relations Committee shall make recommendations  
264 to the Official Board in matters relating to the Minister(s) and to the Stewardship  
265 Department in compensation matters.

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267 3. TRUSTEES: The Trustees, in cooperation with the Moderator, shall be the legal  
268 agents of the church, under the direction of the Official Board and subject to the  
269 approval of the congregation. They shall hold legal title to all church property  
270 and transact all business relating thereto. They shall maintain all legal  
271 documents pertaining to the church in a safe deposit box in a local bank  
272 designated by the Official Board. They shall have supervision over all  
273 endowment and trust funds, and perform such other duties as may be assigned.  
274 All legal action will be taken in accordance with the laws of the State of New  
275 Mexico. The Trustees shall review the insurance program of the church each  
276 year and implement any necessary changes. The Trustees serve as corporate  
277 officers as described in Section A. 2 of this Article.

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4. HONORARY OFFICERS: The honorary officers of the church shall be relieved of all regular duties.
5. OFFICAL BOARD;
  - a. It shall be the duty of the Official Board,
    - i. To consider and recommend general policies to the congregation.
    - ii. To transact the business affairs of the church.
    - iii. To direct and administer the program of the church.
  - b. The Moderator shall preside over all Board meetings to ensure the orderly conduct of such meetings in accordance with Section B below.
  - c. The Vice Moderator shall serve as the Chair of the Cabinet, and in the absence of the Moderator preside over Board meetings in accordance with Section B below.
  - d. The Secretary shall record minutes of all meetings of the Official Board, and present such minutes for review at the succeeding meeting. Approved minutes shall then be submitted to the church office for the official file.
  - e. The Treasurer shall be responsible for:
    - i. Maintaining the financial accounts of the Church and presenting financial reports to the Board at all regular meetings.
    - ii. Ensuring that all bills and financial obligations of the church are paid correctly and in a timely manner.
    - iii. Preparing any required financial reporting to any Church, and Federal, State or Local government organizations.
  - f. The Financial Secretary shall deposit any funds received by the Church either through offerings during services or otherwise, maintain accurate records, and report to each contributor of:
    - i. Funds given and purpose, and;

319 ii. Financial pledges.

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321 g. Other individuals as may be needed to assist in carrying out the program may  
322 be selected by the respective responsible officer from members of the Board  
323 or from the congregation at large and must be confirmed by the Board.  
324 Individuals filling positions in this category are not officers or voting Board  
325 members, and may include:

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327 i. Assistant Financial Secretary

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329 ii. Assistant Treasurer

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331 **ARTICLE V – MEETINGS**

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333 **SECTION A – MEETINGS OF THE OFFICAL BOARD**

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335 1. **REGULAR MEETINGS:** The Official Board shall meet at regular intervals to  
336 perform the duties provided in the Constitution and the Bylaws. Such meetings  
337 shall be open to all interested parties  
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339 2. **SPECIAL MEETINGS:** Special meetings of the Official Board may be called to  
340 transact a specific item or items of business pertaining to the affairs of the  
341 church. Procedures for calling a special Official Board meeting shall be  
342 established in the By-laws.  
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344 3. The schedule of meetings can be changed by a majority vote of the Official  
345 Board.

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347 **SECTION B – CONGREGATIONAL MEETINGS**

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349 1. **ANNUAL PROGRAM MEETING:** On a date not later than the first Sunday in the  
350 last month of the church financial year as defined in the by-laws, the  
351 congregation shall meet to approve the program and budget of the church for the  
352 ensuing financial year.  
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354 2. **ELECTION MEETING:** On a date not later than the first Sunday of the last  
355 month of the church administrative year as defined in the by-laws, the  
356 congregation shall meet to elect the Church Officers.  
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358 3. **SPECIAL MEETINGS:** Special congregational meetings may be called as  
359 needed. Such meetings shall be called by the Moderator of the Board /

360 Congregation, or by the Vice Moderator, in the absence of the Moderator, or  
361 upon request of the Official Board, or by written petition of not less than five (5)  
362 percent of the congregation.

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- 364 4. No real property shall be purchased, and no real property may be sold without  
365 the prior approval of the congregation as obtained during a congregational  
366 meeting.
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- 368 5. NOTICE OF MEETINGS: Notice of all meetings of the congregation shall be  
369 given at a regular Sunday worship service at least one week in advance of the  
370 meeting and by mail posted no later than four (4) days prior to the meeting.
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- 372 6. TIME OF MEETINGS: Congregational meetings will be held using the following  
373 guidelines:
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- 375 a. The Annual Program meeting and all special meetings dealing with the  
376 subjects of ministerial calling, land or building purchase or sale, major capital  
377 campaigns, or constitutional amendments, will take place during one session  
378 at a time determined by the Official Board.
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- 380 b. All other congregational meetings shall take place at times, locations, and  
381 sessions determined by the Official Board in adherence with this Constitution.

## 382 **ARTICLE VI – MINISTER(S)**

### 383 **SECTION A – DUTIES**

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- 386 1. The Minister(s) shall be the spiritual leader(s) of the church in conjunction  
387 with the Elders, and perform such duties as usually pertain to the office. The  
388 Minister(s) shall foster and maintain a cooperative relationship between the  
389 congregation and all agencies which report to the international organizations  
390 and committees.
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- 392 2. The Minister(s) of the church shall perform the duties of the office to which the  
393 Minister(s) is/are called. In general, the role of the Minister(s) shall be in  
394 accord with those principles set forth in guidance manuals for Christian  
395 Churches (Disciples of Christ) and the American Baptist Churches, USA. The  
396 Minister(s) shall be ex-officio member(s) of all organized groups, auxiliaries,  
397 and committees. The Minister(s) shall, in cooperation with the Moderator of  
398 the Official Board, encourage orderly procedures in the life and work of the  
399 church through effective use of the Constitution and Bylaws.
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401 SECTION B – SELECTION

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403 The Minister(s) shall be chosen for the church in the manner hereinafter provided:

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405 1. A representative committee consisting of three (3) Elders (selected by the  
406 Elders), two (2) members of the Board (selected by the Official Board), and two  
407 (2) members of the congregation not on the Official Board (selected by the  
408 Moderator of the Board/Congregation), shall serve as the Search Committee to  
409 review the qualifications and requirements of prospective candidates, negotiate  
410 terms and conditions of employment such as salary and benefits packages, and  
411 recommend a prospective Minister to the church in accordance with the  
412 provisions of this section. The Chairperson of the Search Committee shall be  
413 nominated by the Moderator and ratified by the Official Board.

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415 2. A Special Committee composed of the Official Board and the Elders, and chaired  
416 by the Moderator, shall consider the recommendation of the Search Committee  
417 and, if approved by a majority of the Special Committee, recommend the  
418 prospective Minister to the congregation at a special meeting. It shall be the  
419 policy that the Board and congregation consider only one Minister at a time.

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421 3. The recommendation of the Official Board shall be accepted upon a favorable  
422 vote of at least two-thirds of the congregation present and voting in a special or  
423 regular business meeting of the congregation. This must be done before an  
424 official call may be made to the candidate.

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426 SECTION C – TERM

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428 The term of ministry shall be for an indefinite period. A written statement setting forth the  
429 salary to be paid and other conditions of the call shall be made. The Minister may  
430 terminate the contract on sixty (60) days notice in writing. The congregation may also  
431 terminate the contract on sixty (60) days notice in the following manner:

432 1. Any member or group of members may present a request for termination of the  
433 Minister's contract to the Board of Elders. The Board of Elders shall act on the  
434 request:

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436 a. Any member or group of members may present a request for termination of  
437 the Minister's contract to the Board of Elders. The Board of Elders shall act  
438 on the request:

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440 i. By rejecting the request, or

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