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Mission Council

(Reference Design, Mission Council)

The Mission Council shall convene a minimum of once each calendar quarter
Meetings are open, and minutes are public

District Council

(Reference Design, District Council)

Shall convene a minimum of two times annually
Meetings are open, and minutes are public
Areas, Districts, the Piedmont District Convention and recognized congregational ministries may develop procedures of recognition whereby persons and groups who support the purposes of the Regional Church can participate in Area, District and Congregational ministry

Called Meetings

The Councils, Executive Team, Standing Ministries, and special Ministries:
May transact business by electronic or conventional means including mail, telephone, fax, computer, or other appropriate means, provided that all the members have access to the information through one or more of the means listed
May transact business via mail ballot at the discretion of the Moderator or Chair.
Members shall receive notice and a proposed agenda at least one (1) week prior to the date of the meeting

Staff

(Reference Design, Staff)

Position Description and Review

The Administrative Council shall, at the time of call or employment, provide a position description which sets forth the responsibilities and office tenure of all staff. Each staff member shall receive a performance review annually from the Personnel Ministry

74 **Search Team for Regional Minister**

75 (Reference Design, Search Team for Regional Minister)

76 The Search Team shall:

77 Recommend to the Administrative Council, a candidate for
78 Interim or Transitional Regional Minister

79 Regarding the search for a Regional Minister, the Search Team shall:

80 Recommend the qualifications to the Administrative Council

81 Advertise the position

82 Review the credentials of applicants

83 Interview candidate(s)

84 Recommend one candidate for consideration by the
85 Administrative Council

86
87 **Regional Assembly**

88 (Reference Design, Regional Assembly)

89 **Organization**

90 All members of the Regional Church who register for the Regional
91 Assembly shall have all the privileges of the Regional Assembly
92 with the exception of voting privileges

93
94 **Voting**

95 Voting privileges shall be limited to the following:

96 Voting representatives and alternates who have been certified
97 by the Regional Assembly Planning Ministry of the
98 Regional Assembly

99 Each congregation qualified for membership shall be entitled to elect
100 or appoint four (4) voting representatives for the first one
101 hundred (100) participating members or fraction thereof, and
102 two (2) voting representatives for each additional one hundred
103 (100) participating members or major fraction thereof

104 Each congregation shall be entitled to elect or appoint a like number
105 of alternates

106 Delegates and alternates shall be participating members of the
107 congregation they represent

108 All ministers of the Regional Church who have standing are also
109 voting representatives

110 Each voting representative shall have one (1) vote. No vote shall be
111 accepted in absentia or by proxy
112 A quorum shall be the voting representatives present at any business
113 session
114

115 **Resolutions**

116 Resolutions to be considered by the Regional Assembly may be
117 presented to the Administrative Council by a Congregation, a
118 District, the Administrative Council, an area of Ministry, or a
119 group of ten (10) or more members of the Regional Church
120 Resolutions to be considered by the Regional Assembly must be
121 received at the Regional Office by February 1 of the year in
122 which the Regional Assembly is held, except in cases of
123 emergency. A resolution may be considered an emergency if
124 its content is of such nature that it could not have been filed by
125 February 1 of the year in which the Regional Assembly is held.
126 Then the emergency resolution may be filed when submitted
127 by ten (10) or more voting representatives from not less than
128 five (5) congregations to the Executive Team who shall then
129 decide whether it is an emergency and, if so, make appropriate
130 recommendations to the Regional Assembly as to its
131 disposition
132 Resolutions from the Youth Congress must be in the Regional Office
133 no later than one week following the Congress
134 Other items of business and reports will be considered according to
135 the adopted Rules of Order and procedures
136

137 **Rules of Order**

138 The Regional Assembly Planning Ministry shall, at the beginning of
139 the first business session, report the number of delegates and
140 alternates registered with proper credentials and make a
141 supplementary report at the beginning of each business
142 session each day. A copy of the report shall be filed with both
143 the Recorder and the Moderator
144 A member registered as an alternate, upon proper clearance by the
145 Ministry of Certification, can be transferred from alternate to
146 delegate during the Regional Assembly

147 Delegates shall wear their identification badges and bring voting
148 cards to all sessions in order that they may be recognized for
149 voting purposes

150 All original resolutions shall be presented for consideration first. The
151 Administrative Council may present an alternate resolution to
152 any original resolution the Assembly disapproves

153 The Assembly may take one of the following actions:

- 154 Approve
- 155 Not approve
- 156 Refer (commit) to the Administrative Council or any
157 appropriate area of Ministry with instructions for action
158 to be taken
- 159 Refer (commit) to the originating congregation, or groups of
160 individuals for further study and counsel with
161 appropriate Regional area of ministry

162 Items of business, other than resolutions, may be amended from the
163 floor. Prior to being recognized by the Moderator, all motions
164 to amend business items shall be presented to the Moderator
165 and Secretary in writing and signed by a voting delegate

166 Those wishing to speak shall rise, upon being recognized by the
167 Moderator, shall state his or her name, congregation, and
168 town

169 A representative of the group originating a resolution shall be offered
170 the first opportunity to speak. Subsequent speakers will be
171 recognized on an alternating basis, con and pro. Debate may
172 continue as long as pro and con speakers alternate or the time
173 limit expires. Debate time shall be stated by the Moderator
174 prior to the discussion. Debate shall end upon notification of
175 the time keeper that the allotted time has lapsed

176 No one may speak more than twice to any question; the second
177 opportunity being granted only after every other speaker
178 desiring the floor for the first time has spoken and at the
179 discretion of the Moderator

180 The right to speak during debate shall be granted to non-delegates at
181 the discretion of the Moderator

182 A motion shall be carried by an affirmative vote of a majority of the
183 delegates present and voting unless specified in Robert's Rules

184 of Order requiring more than a simple majority of the
185 delegates present and voting
186 A quorum shall be the voting delegates present at any business
187 session
188 Robert's Rules of Order Newly Revised or most recent revision shall
189 be the Parliamentary Authority, unless they conflict with these
190 Regional Church rules of order
191

192 **Standing Ministries**

193 (Reference Design, Standing Ministries)

194 **Chair (Co-Chair) of Each Standing Ministry**

195 The Chairs (Co-Chairs) of all Standing Ministries, unless otherwise stated,
196 shall serve a two (2) year term and shall be nominated by the
197 Regional Nominations Ministry in consultation with the Regional
198 Minister and elected by the Regional Assembly, unless otherwise
199 selected.

200 Vacancies shall be appointed by the Moderator, in consultation with the
201 Moderator-Elect and the Regional Minister.

202 Ministry Members, unless otherwise stated, shall be appointed by the
203 Ministry Chairpersons in consultation with the Regional Minister, and
204 shall be reported to the Mission Council. Continuity and
205 representation, geographically and otherwise, shall be considered in
206 selecting both Chairs and Ministry Members and shall, as nearly as
207 possible, reflect the diversity of the Regional Church
208

209 **Policy and Procedure documents**

210 Each Standing Ministry that adopts a policy and/or procedure manual
211 shall attach the same to the Operating Manual.
212

213 **Administration/Finance Ministry**

214 (Reference Design, Administration/Finance Ministry)

215 Shall be responsible for the financial administration of the Regional
216 Church.

217 Shall develop the budget for presentation for adoption by the
218 Administrative Council on odd years and by the Regional
219 Assembly on even years

220 Shall meet quarterly to monitor, evaluate and recommend revision of
221 the budget to the Administrative Council as necessary
222 Shall establish the operational, program and capital goals for the
223 Regional Church upon approval by the Administrative Council
224 Shall establish Regional Church support for the program and capital
225 goals of the General Church, and enter into arbitration with
226 the General Church when deemed necessary
227 Shall oversee management of the Trust Funds of the Regional Church
228 according to the policies established by the Administrative
229 Council and in consultation with corporate officers of The
230 Virginia Christian Missionary Society
231 Shall encourage congregations to become aware of the stewardship
232 of accumulated resources
233 Shall encourage congregations to provide courses on stewardship
234 education, or events in which stewardship is the focus, and to
235 offer themselves as resources for this education
236 Shall share with and encourage pastors to use available stewardship
237 resources
238

239 **Disciples Clergy Ministry**

240 (Reference Design, Disciples Clergy Ministry)

241 Shall structure itself into three (3) Commissions to give nurture and
242 support to all persons in the Order of Ministry within the
243 Regional Church in keeping with the structure of the Christian
244 Church (Disciples of Christ) in the United States and Canada.

245 The three commissions shall be:

246 Commission on Standing shall:

247 Suggest changes in policy relating to the Order of
248 Ministry to the Administrative Council for
249 approval.

250 Implement and interpret procedures and policies
251 relating to the Order of Ministry, which includes
252 supervision and certification of standing.

253 Develop and implement procedures for dealing with
254 violations of the Ministerial Code of Ethics or any
255 other misconduct by clergy.

256 Adjudicate cases of clergy misconduct

257 Receive and act upon request for Disciples Minister
258 Partner Standing (following policy as adopted by
259 the General Assembly relating to the Disciples of
260 Christ affiliation with the United Church of Christ)
261 and certify ministers seeking standing.
262 Maintain a list of ministers with standing in the Region
263 of Virginia and report to the Year Book
264 Commission on Ordination shall:
265 Recruit for ministry and promote ministry as a life choice
266 Nurture, support and guide those preparing for ministry
267 Interview candidates for ordination
268 Recommend approved candidates for ordination to the
269 Sponsoring congregations.
270 Commission on Commissioned Ministry shall:
271 License qualified candidates for the Order of Ministry
272 Nurture and guide those preparing for Commissioned
273 Ministry
274 Provide oversight for Commissioned Ministers
275 Shall coordinate the organization of the Virginia Christian Minister's
276 Association
277

278 **Nominations Ministry**

279 (Reference Design, Nominations Ministry)

280 A quorum shall consist of at least four (4) members of the
281 Nominations Ministry attending a duly called meeting

282 **Personnel Ministry**

283 (Reference Design, Personnel Ministry)

284 Shall recommend the number of professional staff needed, other
285 than the Regional Minister, to the Administrative Council
286 Shall annually recommend salaries, in consultation with the
287 Administration/Finance Ministry, to the Administrative Council
288 Shall evaluate and mediate staff grievances
289 Shall prepare and recommend to the Administrative Council position
290 descriptions, terms, and conditions of call for all staff
291 Shall review the Personnel Policy Manual in odd-numbered years and
292 attach a copy of the Personnel Policy Manual
293

294 **Property Ministry**
295 (Reference Design, Property Ministry)
296 Shall have oversight of all properties, both real and personal, owned
297 by the Regional Church. This includes, but is not limited to,
298 Craig Springs, Regional Office, automobiles, office equipment,
299 etc.
300 Shall supervise the maintenance of Craig Springs
301 Shall be consulted by the Regional Minister in annual performance
302 review and evaluation of support personnel at Craig Springs
303 Shall provide help in developing portions of the budget related to
304 property owned by the Regional Church
305

306 **Regional Assembly Ministry**
307 (Reference Design, Regional Assembly Ministry)
308 Shall plan the Assembly of the Regional Church.
309 Shall be responsible for the Certification of Congregations and the
310 Voting Delegates to the Regional Assembly
311 Shall serve as the Time and Place team for future assemblies and
312 submit its recommendations to the Regional Assembly
313 Shall present a credentials report at each business session of the
314 Regional Assembly
315

316 **Camp and Conference Ministry**
317 (Reference Design, Camp and Conference Ministry)
318 Shall plan and develop an effective program of Christian Education
319 through curriculum and leadership development
320 Shall plan and develop other outdoor ministry programs, programs
321 utilizing Craig Springs, and programs at other sites, as well
322 Shall plan and develop budgets for programs related to Camp and
323 Conference Ministries, for referral to the
324 Administration/Finance Ministry
325 Shall promote participation in Camp and Conference Ministries
326 sponsored programs and the use of Craig Springs
327 Shall administer Craig Springs Camp and Conference Center in
328 keeping with the policies and directives of the Mission Council
329 Shall determine, coordinate and regularly re-evaluate the long-term
330 goals of Craig Springs and its mission in the Region. This will

331 include working with the Property Ministry on the priorities for
332 renovations in light of the mission of the facility and the
333 programs projected by Camp and Conference Ministry
334 Shall assist the Camp Manager, the Regional Minister and the
335 Property Ministry on the hiring of summer support staff, the
336 terms of their employment, wages to be paid, and positions
337 available. The camp manager shall hire and supervise the camp
338 staff
339 Shall mediate problems between summer staff and management
340 through this Ministry in consultation with the Regional
341 Minister and the Personnel Ministry
342 Shall promote and assist our outdoor ministry in the promotion of
343 church camp
344 Shall develop a program of publicity to promote the use of the camp
345 by outside organizations as well as those within the Regional
346 Church for non-camp/conference functions
347 Shall work toward improvement of the facility that it might be more
348 conducive to the requirements of such activities.
349

Disciples Men's Ministry

(Reference Design, Disciples Men's Ministry)

352 Shall develop programs to nurture the men in the Regional Church
353 Shall serve as a resource for local and District and Piedmont District
354 Convention men's ministries
355 Shall coordinate its work with other constituency groups within the
356 Regional Church
357 The officers of the Ministry shall be selected for a two (2) year term
358 and may serve for one additional two (2) year term
359

Disciples Women's Ministry

(Reference Design, Disciples Women's Ministry)

362 Shall develop programs to nurture the women in the Regional Church
363 Shall serve as a resource for local and District and Piedmont District
364 Convention women's ministries
365 Shall coordinate its work with other constituency groups within the
366 Regional Church

367 Representatives and members at large shall serve for a two (2) year
368 term may serve for one additional two (2) year term
369

370 **Disciples Youth Ministry**

371 (Reference Design, Disciples Youth Ministry)

372 Shall serve as a resource for local and District and Piedmont District
373 Convention youth ministries.

374 Shall coordinate its work with that of other groups within the
375 Regional Church

376 Shall select a representative of the DYM to serve as a member of the
377 Camp and Conference Ministry

378 Shall select a representative of the DYM to serve as a member of the
379 Regional Assembly Planning Ministry

380 Shall select a representative of the DYM to serve as a member of the
381 Long-Range Planning Ministry

382 Shall notify the Moderator when an adult advisor is no longer able to
383 fulfill the responsibilities of the role of adult advisor. The

384 Moderator, in consultation with Regional staff working with
385 youth ministry and the DYM, shall appoint a replacement

386 Shall attach a copy of the DYM Behavior Covenant to this Operating
387 Manual
388

389 Responsibilities of the Adult Advisors

390 One advisor shall serve on each task group responsible for the
391 various activities and functions of the DYM. This advisor
392 shall bear responsibility for coordinating the youth who
393 design that event or activity and report to the regional
394 staff person(s) assigned to youth ministry

395 Advisors and Regional staff person(s) shall oversee youth
396 attending DYM sponsored events and shall have the
397 authority to exercise appropriate discipline in
398 accordance with the DYM Behavior Covenant

399 Shall serve in an advisory role, encouraging and empowering
400 the youth of the DYM to be leaders and responsible
401 team members
402

403 **DOC VAYA (Disciples of Christ Virginia Young Adult) Ministry**

404 (Reference Design, DOC VAYA Ministry)
405 Shall promote fellowship among young adults and engage in
406 mission/service with one another
407

Ecumenical Ministry

408 (Reference Design, Ecumenical Ministry)
409 Shall develop and coordinate regional action in the area of
410 ecumenical concerns
411 Shall recommend confirmation to the Administrative Council those
412 ecumenical agencies to which the Regional Church may choose
413 to be related
414 Shall develop and coordinate regional action in the area of
415 community social witness concerns
416 Shall appoint, in consultation with the Regional Minister,
417 representatives to ecumenical/community witness agencies at
418 work in the Region
419
420

Global Mission Ministry

421 (Reference Design, Global Mission Ministry)
422 Shall encourage congregations to examine the role of mission as it
423 relates to the ministry of the church throughout the world
424 Shall encourage hands-on mission opportunities
425 Shall promote Disciples outreach giving
426 Shall be the liaison with Global Mission Partners
427
428

Long-Range Planning Ministry

429 (Reference Design, Long-Range Planning Ministry)
430 Shall evaluate the over-all program of the Regional Church and
431 propose long-range goals
432 Shall suggest procedures for implementing these goals subject to
433 approval of the Administrative Council
434 Shall review the Design every six (6) years, or as called for by the
435 Administrative Council, and propose to the Administrative
436 Council amendments needed to improve the ministries and
437 mission of the Regional Church
438
439

New Church and Church Transformation Ministry

440 (Reference Design, New Church and Church Transformation Ministry)
441

442 Shall plan and promote a comprehensive regional program to
443 support and encourage the vitality and growth of each
444 congregation
445 Shall create strategies for new congregation establishment to be
446 recommended to the Administrative Council for approval
447 Shall oversee the establishment and nurture of new congregations
448 within the Regional Church until they have been formally
449 recognized as a congregation of the Christian Church (Disciples
450 of Christ) in Virginia
451

Pro-Reconciliation/Anti-Racism Ministry

(Reference Design, Pro-Reconciliation/Anti-Racism Ministry)

454 Shall develop guidelines and promote Reconciliation Ministries and
455 recommend to the Administrative Council grants to regional
456 projects
457

Renewal and Nurture Ministry

(Reference Design, Renewal and Nurture Ministry)

460 Shall assist in the renewal of congregations, Districts, Areas, and the
461 Regional Church through leadership development programs,
462 workshops, study programs, retreats, etc.
463 Shall develop planning models to assist congregations to grow in
464 their life and work
465

The Summit Ministry

(Reference Design, The Summit Ministry)

468 Shall be responsible for maintaining the partnership between the
469 Retirement Center, Inc. and Centra Health,
470 Inc. in operating Independent Living at The Summit
471 Shall have responsibility for promoting, maintaining and considering
472 Applications for grants from the Friends of the Carpenter Care
473 Fund (more commonly known as The Care Fund)
474 Shall operate according to the By-laws of The Retirement Center of
475 the Christian Church (Disciples of Christ) in Virginia, Inc., which
476 are included at the end of this Operating Manual
477

478 Amendments

479 This Operating Manual may be amended by a two-thirds (2/3) vote of those
480 voting at any duly called meeting of the Administrative Council
481

482 **Attached policy documents received to date – 2/19/18:**

483 The Summit By-laws – Retirement Center of the Christian Church (Disciples
484 of Christ) in Virginia, Inc.

485 Disciples Women’s Cabinet – Policies and Procedures

486 Disciples Youth Ministry Behavior Covenant

487 Personnel Policy Manual

488 Congregations of the Regional Church listed by Districts, the Piedmont
489 District Convention, and Areas

490 Constitution and By-Laws of the Piedmont District Convention

491 District IX Reorganization model
492

493 Approved by the Regional Assembly as of June 2, 2018 with the provisos that it
494 become effective on January 1, 2019