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The corporate officers of The Virginia Christian Missionary Society shall be the Moderator, Secretary-Treasurer, and the Regional Minister of the Christian Church (Disciples of Christ) in Virginia.

Vision

The vision of the Regional Church is to extend the ministry of Christ in mission, witness, and service among all peoples and social structures in the following ways: to strengthen the life and ministry of the local Congregations in the region; to nurture the interdependence of the Congregations; to establish and receive new Congregations into the region; to maintain communication and mutual responsibility among the three manifestations of the church—congregational, regional, general; to nurture all clergy and clergy candidates; and to hold up the ecumenical vision and cooperation among the churches beyond the Christian Church (Disciples of Christ) in Virginia.

Function

The life and work of the Regional Church shall be organized into an Administrative Council, Mission Council and District Council.

Executive Team and Officers

(Reference Operating Manual, Executive Team and Officers)

The Executive Team and Officers of the Regional Church shall consist of:

Moderator

The Moderator shall:

Assume such responsibilities as may be assigned by the Regional Assembly, the Administrative Council and/or the Executive Team.

Chair the meetings of the above groups and shall serve as ex-officio member without vote of all Ministries and Teams.

Be the President of The Virginia Christian Missionary Society

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Moderator-Elect

The Moderator-Elect may accede to the office of the Moderator

The Moderator-Elect Shall:

Assume the position of Moderator for the unexpired term in the event that the office of Moderator is vacated.

Assume the responsibilities of the Moderator in his/her absence.

Be the Moderator of the Mission Council.

Shall be Chair of the Nominations Ministry.

First Vice-Moderator

The First Vice-Moderator shall:

Serve as the Chair of the Personnel Ministry and in the absence of the Moderator and Moderator-elect shall perform the responsibilities of the Moderator.

Assume other such responsibilities as the Moderator may delegate.

Second Vice-Moderator

The Second Vice-Moderator shall:

Serve as the Chair of the Regional Assembly Ministry and in the absence of the Moderator, Moderator-elect and First Vice-Moderator shall perform the responsibilities of the Moderator.

Assume other such responsibilities as the Moderator may delegate.

Secretary-Treasurer

The Secretary-Treasurer shall:

Be responsible for carrying out the financial responsibilities of the Regional Church.

Be a member of the Administration/Finance Ministry.

Be bonded.

Be Secretary-Treasurer of The Virginia Christian Missionary Society.

108 Recording Secretary
109 The Recording Secretary shall:
110 Keep minutes of the business of the Regional
111 Assembly, the Administrative Council, and
112 the Executive Team of the Regional Church.
113 Keep on file in the Regional Office, copies of all
114 minutes.

115 Parliamentarian (*ex officio*)
116 The Parliamentarian shall:
117 Track the process of business meetings and offer
118 advice and counsel at the request of the
119 Moderator.

120 Regional Minister (*ex officio*)

121 Election and Term of Office

122 These officers, with the exception of Secretary-Treasurer and
123 Parliamentarian, shall be nominated by the Nominations
124 Ministry and elected for a two (2) year term by the
125 Regional Assembly. They may be eligible to succeed
126 themselves only once with the exception of the
127 Moderator and Moderator-Elect who may serve for only
128 one (1) term.

129 The Secretary-Treasurer shall be nominated by the
130 Nominations Ministry and elected to serve for a four (4)
131 year term and may be re-elected for one (1) additional
132 term.

133 The Parliamentarian shall be named by the Moderator with the
134 consent of the Administrative Council.

135

136 **Administrative Council**

137 (Reference Operating Manual, Administrative Council)

138 The Administrative Council is charged with the fiduciary responsibility
139 and maintaining the Operating Manual for the Regional Church
140 and shall convene, from time to time, as the Board of Directors
141 of The Virginia Christian Missionary Society for the purpose of
142 transacting the business of the corporation

143 The Administrative Council shall consist of:

144 Moderator

145 Moderator-Elect (Mission Council Moderator and Chair of the
146 Nominations Ministry)
147 First Vice-Moderator (Personnel Ministry Chair)
148 Second Vice-Moderator (Regional Assembly Chair)
149 Secretary-Treasurer
150 Moderator or appointed representative of the Piedmont
151 District Convention
152 Administration/Finance Ministry Chair
153 Disciples Clergy Ministry Chair
154 Nominations Ministry Chair (Moderator-Elect)
155 Personnel Ministry Chair (First Vice-Moderator)
156 Property Ministry Chair
157 Recording Secretary
158 Four at-large persons
159 Regional Minister (*ex officio*)
160

161 **Mission Council**

162 (Reference Operating Manual, Mission Council)

163 The Mission Council shall help align, coordinate and empower the
164 various ministries, programs, activities, leadership
165 development and new ideas for the Regional Church, as well as
166 guiding the spiritual, social, and service life of the Regional
167 Church.

168 The Mission Council shall consist of:

169 Mission Council Moderator (Moderator-Elect)
170 Representative(s) of the Regional Church to the General Board
171 Representative of the District Council
172 Moderator of Retirement Center of the Christian Church
173 (Disciples of Christ) in Virginia, Inc. or an appointed
174 representative (Summit Ministry)

175 Ministry Chairs of:

176 Camp and Conference Ministry
177 Disciples Men's Ministry
178 Disciples Women's Ministry
179 Disciples Youth Ministry
180 DOC VAYA (Disciples of Christ Virginia Young Adult)
181 Ministry

- 182 Ecumenical Ministry
- 183 Global Mission Ministry
- 184 Long-Range Planning Ministry
- 185 New Church and Church Transformation Ministry
- 186 Pro-Reconciliation/Anti-Racism Ministry
- 187 Regional Assembly Ministry (Second Vice-Moderator)
- 188 Renewal and Nurture Ministry
- 189 Communication and Information Director (*ex officio*)
- 190 President or appointed representative of the University
- 191 of Lynchburg (*ex officio*)
- 192 Regional Minister (*ex officio*)
- 193

District Council

(Reference Operating Manual, District Council)

Districts connect congregations to come together in fellowship, nurture, training, and in communicating about ministries of the Church by:

- Providing opportunities for worship, fellowship, nurture and service among the congregations of the Districts

- Supporting and implementing the ministry and program of the Regional and General Manifestations of the Church

- Initiating supplemental ministries and programs, including leadership training and development, to meet the needs of the congregations and Districts

- Providing the environment for clergy to network for support and encouragement

The District Council shall consist of:

- District Council Moderator

- Secretary, to be elected by the District Council during its first meeting each calendar year

- Regional Minister (*ex officio*)

Shall elect a Representative to the Mission Council, to be elected by the District Council during its first meeting each calendar year

Representatives of each district and the Piedmont District

Convention shall select one (1) representative to serve as a

219 member of the District Council, and at least one (1) alternate
220 representative. Representatives and alternates may attend
221 District Council meetings, but each District will have only one
222 (1) vote at the District Council
223 Areas shall enable Districts to come together in fellowship, nurture
224 and training to enhance District and congregational ministries
225 Areas shall consist of:
226 Districts combined geographically
227

228 **Staff**

229 (Reference Operating Manual, Staff)

230 **Regional Minister**

231 **Responsibilities**

232 The Regional Minister shall be Regional Pastor and Chief
233 Executive Officer with the administrative responsibility
234 for the ministry of the Regional Church.

235 The Regional Minister, along with the Personnel Ministry Chair,
236 shall be responsible for the employment of support
237 staff, such as administrative, maintenance, Camp
238 Manager, etc., as is necessary to carry out the ministry
239 of the Regional Church.

240 The Regional Minister shall be responsible for the supervision
241 of all staff.

242 The Regional Minister shall be an ex-officio member of each
243 Council and shall be responsible to the Administrative
244 Council, and an ex-officio member of all standing
245 ministries.

246 The Regional Minister or designee shall represent the Regional
247 Church in ecumenical relationships.
248

249 **Search Team for Regional Minister**

250 (Reference Operating Manual, Search Team for Regional Minister)

251 When there is a vacancy in the position of Regional Minister,
252 the Moderator shall appoint, subject to the confirmation
253 by the Administrative Council, a Personnel Search Team
254 of not less than eight (8) or more than ten (10) persons.

255 The Chair of the Personnel Ministry shall serve on the
256 Search Team.

257 Biographical and professional qualifications of the candidate
258 shall be provided to the Administrative Council at least
259 two (2) weeks prior to a meeting of the Administrative
260 Council, at which time a vote shall be taken.

261 The Administrative Council shall consider the candidate
262 recommended by the Search Team and must be
263 approved by a two-thirds (2/3) majority vote of those
264 Administrative Council Members present and voting.
265

266 **Additional Ministerial Staff**

267 Additional ministerial staff members shall be called by the
268 Administrative Council in line with the ministry and program
269 needs of the Regional Church. These staff persons shall be
270 recommended by the Personnel Ministry in consultation with
271 the Regional Minister and shall be called by the Administrative
272 Council. They shall be under the supervision of the Regional
273 Minister.

274 Biographical information, and professional qualifications, and results
275 of criminal and credit background checks of the Candidate shall
276 be provided to the Administrative Council at least two (2)
277 weeks prior to a meeting of the Administrative Council, at
278 which time a vote shall be taken.

279 The Administrative Council shall consider candidates for Ministerial
280 Staff persons recommended by the Personnel Ministry and
281 must be approved by a two-thirds (2/3) majority vote of those
282 members of the Administrative Council present and voting.
283

284 **Terms of Call**

285 The term of the call for the Regional Minister shall be a six (6) year
286 term.

287 The term of call for additional Ministerial Staff, shall be as defined in
288 the letter of call.

289 The call may be terminated by resignation of staff member or
290 termination by the Administrative Council, with a ninety (90)
291 day written notice.

292

293 **Regional Assembly**

294 (Reference Operating Manual, Regional Assembly)

295 The purpose of the Regional Assembly shall be to enhance the ministry of
296 the Regional Church through worship, education, fellowship, and the
297 transaction of business.

298 Authority for the business of the Regional Church shall be vested in the
299 Regional Assembly.

300 There shall be a biennial Regional Assembly meeting in even-numbered
301 years.

302

303 **Piedmont District Convention**

304 The Piedmont District Convention of the Christian Church (Disciples of
305 Christ) in covenantal relationship with the Region of Virginia
306 maintains actively engaged congregations in Virginia and North
307 Carolina. The Moderator of the Piedmont District Convention, or an
308 appointed representative, shall be a member of the Administrative
309 Council. In addition, The Piedmont District Convention shall select a
310 representative to:

- 311 District Council
- 312 Disciples Men’s Ministry
- 313 Disciples Women’s Ministry
- 314 Disciples Youth Ministry
- 315 Nominations Ministry
- 316 Regional Assembly Ministry

317

318 **Standing Ministries**

319 (Reference Operating Manual, Standing Ministries)

320 As nearly as possible, all ministries shall reflect the diversity of the Regional
321 Church. Responsibilities of each standing ministry shall be detailed in
322 the Regional Church’s Operating Manual.

323

324 **Administration/Finance Ministry**

325 (Reference Operating Manual, Administration/Finance Ministry)

326 Shall consist of the Chair, plus a minimum of five (5) and not more
327 than nine (9) members, one of whom shall be from the

328 Property Ministry and one of whom shall be from the Disciples
329 Youth Ministry. These shall be in addition to the Secretary-
330 Treasurer of the Region and representatives from local
331 churches with an interest in stewardship
332 Shall be the Trust/Investment Fund Committee of The Virginia
333 Christian Missionary Society
334 The members shall be appointed to serve four (4) years, one-half of
335 whom shall be appointed during each even-numbered year.
336 Members may succeed themselves for one additional four (4) year
337 term

338 **Disciples Clergy Ministry**

339 (Reference Operating Manual, Disciples Clergy Ministry)

340 Shall consist of the Chair and a minimum of nine (9) and no more
341 than twelve (12) members with no more than 50% of the
342 members being clergy, plus a member of the Virginia Christian
343 Minister's Association elected by that body. Additional
344 members may be appointed by the Chairperson to facilitate
345 the work of the Ministry.
346 Members shall serve for a four (4) year term and may be reappointed
347 for one (1) additional four (4) year term. One-half (1/2) of the
348 members shall be appointed during each even-numbered year.

349 **Nominations Ministry**

350 (Reference Operating Manual, Nominations Ministry)

351 Shall consist of the Chair (Moderator-Elect), a Representative
352 appointed by each District and the Piedmont District
353 Convention, the Regional Minister, and a representative of the
354 Disciples Youth Ministry
355 Members of the Nominations Ministry shall have an initial meeting at
356 least six months prior to the Regional Assembly where
357 elections of officers will take place.
358 Shall present a slate of nominees to the Regional Assembly to
359 include:
360 Moderator
361 Moderator-Elect
362 First Vice-Moderator
363 Second Vice-Moderator

364 District Council Moderator
365 Four (4) members at-large for the Administrative Council
366 who shall serve a two (2) year term and may be
367 reappointed for one additional term
368 Shall nominate the Secretary-Treasurer for a four (4) year term, who
369 shall be eligible to be re-elected for one (1) additional term.
370 Shall present a slate of nominees who shall serve as chairpersons of
371 each standing ministry, not otherwise elected
372

373 **Personnel Ministry**

374 (Reference Operating Manual, Personnel Ministry)

375 Shall consist of the Chair, who shall be the First Vice-Moderator, plus
376 eight (8) members; appointed by the Personnel Ministry Chair,
377 subject to approval by the Administrative Council

378 Term of call shall be for four (4) years, with one-half of the members
379 being appointed each even-numbered year.

380 Shall hold at least two (2) regular meetings each year with additional
381 meetings as requested by any member of the professional staff

382 Members shall be eligible for appointment to one additional term
383

384 **Property Ministry**

385 (Reference Operating Manual, Property Ministry)

386 Shall consist of a Chair and a minimum of five (5) no more than
387 twelve (12) members

388 Members shall be recruited by the Moderator-Elect in consultation
389 with the Camp and Conference Ministry Chair, and the
390 Regional Minister
391

392 **Regional Assembly Ministry**

393 (Reference Operating Manual, Regional Assembly Ministry)

394 Shall consist of the Chair, who shall be the Second Vice-Moderator,
395 and a minimum of five (5) and not more than nine (9)
396 members, including a representative from the Piedmont
397 District Convention, and a representative of the Disciples
398 Youth Ministry

399 Members shall be appointed by the Second Vice-Moderator in
400 consultation with the Moderator-Elect

401 Members shall serve for four (4) year terms, one-half of whom shall
402 be appointed during each even-numbered year
403

404 **Camp and Conference Ministry**

405 (Reference Operating Manual, Camp and Conference Ministry)

406 Shall consist of a chair and one (1) representative from each of the
407 following ministries: Personnel Ministry,
408 Administration/Finance Ministry, Long-Range Planning
409 Ministry, and Disciples Youth Ministry

410 Shall include four members at large appointed by the Moderator in
411 consultation with the Regional Minister and the Regional staff
412 member assigned to Craig Springs Camp and Conference
413 Center. These members shall serve four (4) years, two being
414 appointed in even-numbered year

415 Shall be structured into no less than two (2) task groups appointed by
416 the Moderator-Elect, the Regional Minister, and the Camp and
417 Conference Ministry Chair:

418 Promotion and Publicity

419 Programs and Events

420 The Regional Minister, Regional staff member assigned to Craig
421 Springs Camp and Conference Center, the Regional Moderator,
422 and the Manager of Craig Springs shall serve as ex-officio
423 members
424

425 **Disciples Men's Ministry**

426 (Reference Operating Manual, Disciples Men's Ministry)

427 The Ministry shall elect the Chair for a two (2) year term. The Chair
428 may serve for one additional two (2) year term

429 Shall consist of at least one (1) representative from each District and
430 the Piedmont District Convention

431 Shall be elected or appointed by the Districts and reported to the
432 Mission Council

433 Shall serve for a four (4) year term, one-half of whom shall be
434 appointed during each even-numbered year
435

436 **Disciples Women's Ministry**

437 (Reference Operating Manual, Disciples Women's Ministry)

438 The Ministry shall elect the Chair for a two (2) year term. The Chair
439 may serve for one additional two (2) year term
440 Shall consist of one (1) representative from each District, the
441 Piedmont District Convention, and the current District
442 Director. In addition, seven (7) members at-large shall be
443 selected by the Ministry
444 Representatives shall be elected or appointed by the Districts, the
445 Piedmont District Convention and reported to the Mission
446 Council
447

448 **Disciples Youth Ministry**

449 (Reference Operating Manual, Disciples Youth Ministry)

450 Shall consist of a Chair and no more than twelve (12) youth of high
451 school age. When possible, this ministry shall include one (1)
452 representative from each District and the Piedmont District
453 Convention, and no more than four (4) adult advisors who shall
454 be recommended by the Disciples Youth Ministry to the
455 Moderator for appointment

456 One member shall be appointed as representative to the
457 Administration/Finance Ministry

458 Members shall be recommended and elected by the Virginia Youth
459 Congress, or such other youth event to which all youth of the
460 Region have been invited

461 Members shall be confirmed by report to the Mission Council, shall
462 serve for a one (1) year term and are eligible to be re-elected
463 for two (2) more terms
464

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

466 (Reference Operating Manual, DOC VAYA Ministry)

467 Shall elect a Chair, Co-Chair, Treasurer and Secretary, for a two (2)
468 year term. Each may serve for one additional two (2) year
469 term
470

471 **Ecumenical Ministry**

472 (Reference Operating Manual, Ecumenical Ministry)

473 Shall consist of the Chair and a minimum of three (3) and no more
474 than six (6) members, plus those persons elected or appointed

475 to serve the various ecumenical agencies affiliated with the
476 Regional Church
477 Members shall be appointed to terms of four (4) years, one-half of
478 whom shall be appointed each even-numbered year
479 The Chair may serve an additional two (2) year term
480

Global Mission Ministry

(Reference Operating Manual, Global Mission Ministry)

481 Shall consist of the Chair and representatives from churches with an
482 interest for global missions of the General Church
483 Members may serve for a four (4) year term; and may succeed
484 themselves for one additional four (4) year term
485
486
487

Long-Range Planning Ministry

(Reference Operating Manual, Long-Range Planning Ministry)

488 Shall consist of the Chair and the chairpersons of the Standing
489 Ministries
490 Additional at-large members may be appointed as needed at the
491 discretion of the Second Vice-Moderator-Elect
492
493
494

New Church and Church Transformation Ministry

(Reference Operating Manual, New Church and Church Transformation Ministry)

495 Shall consist of the Chair and ten (10) members
496 Members shall serve for four (4) year terms, one-half of whom shall
497 be appointed during each even-numbered year
498
499
500

Pro-Reconciliation/Anti-Racism Ministry

(Reference Operating Manual, Pro-Reconciliation/Anti-Racism Ministry)

501 Shall consist of the Chair and representatives from churches with an
502 interest in Reconciliation ministry
503 Members may serve for a four (4) year term; and may succeed
504 themselves for one additional four (4) year term
505
506
507

Renewal and Nurture Ministry

(Reference Operating Manual, Renewal and Nurture Ministry)

508 Shall consist of the Chair and a minimum of three (3) and no more
509 than ten (10) members
510
511

512 Members shall serve for four (4) year terms, one-half of whom shall
513 be appointed during each even-numbered year
514

515 **The Summit Ministry**

516 (Reference Operating Manual, The Summit Ministry)

517 The Retirement Center of the Christian Church (Disciples of Christ) in
518 Virginia, Inc. (Retirement Center, Inc.) represents the Regional
519 Church in its partnership with Centra Health, Inc. in the
520 ministry of The Summit Independent Living, CCRC, Inc.
521 Retirement Center, Inc. is operated by a 15-member Board of
522 Directors and is governed by its By-laws
523 Members, officers, corporate officers and representatives to CCRC,
524 Inc. are selected by Retirement Center, Inc. and subject to
525 approval by the Regional Church Mission Council
526

527 **Parliamentary Authority**

528 The parliamentary authority shall be Roberts' Rules of Order, newly revised,
529 or most recent revisions, except when in conflict with either the
530 Design or the Operating Manual.
531

532 **Fiscal Year**

533 The fiscal year of the Regional Church will begin on January 1 and end on
534 December 31 of each year. Budgeting, recording and presentation
535 of financial matters shall be consistent with Generally Accepted
536 Accounting Principles (GAAP) and overseen by the Administrative
537 Council.
538

539 **Amendments**

540 This Design may be amended by a two-thirds (2/3) vote of the certified
541 voting representatives at any Regional Assembly, provided the
542 proposed change has been considered by the Administrative Council,
543 and has been communicated to the congregations at least thirty (30)
544 days before the Regional Assembly.
545

546 **Assets**

547 The authority for purchase or sale of real property shall be vested in the
548 Administrative Council.

549 No part of the assets of the Regional Church shall inure to the benefit of
550 any director or officer of the church or any private individual (except
551 that reasonable compensation may be paid for services rendered to
552 or for the church affecting one or more of its purposes). No director,
553 officer or the church, private individual or for-profit organization
554 shall be entitled to share in the distribution of any of the corporate
555 assets or dissolution of the Regional Church.

556 In the event of the dissolution of the Region, its assets shall be applied and
557 distributed as follows:

- 558 A. All liabilities and obligations of the Regional Church shall
559 be paid, satisfied and discharged
- 560 B. Any assets held by the Regional Church, upon condition
561 requiring their return, transfer or conveyance which
562 condition occurs by reason of dissolution or liquidation,
563 shall be returned, transferred or conveyed in accordance
564 with such requirements.
- 565 C. Any assets remaining shall be transferred or conveyed to
566 The Christian Church (Disciples of Christ) in the United
567 States and Canada, or its successor(s).
- 568 D. Should the Christian Church (Disciples of Christ) be
569 dissolved, any assets remaining shall be transferred or
570 conveyed to one or more churches or organizations
571 engaged in activities substantially similar to the Disciples
572 of Christ.

573

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