

**OPERATING GUIDELINES
for the
NORTHEAST DISTRICT
of the
CHRISTIAN CHURCH IN KANSAS**

(Approved April 29, 2001; Revised April 26, 2009)

Preamble

The Northeast District is an auxiliary of the Christian Church in Kansas (Disciples of Christ) closer to congregations. While reinforcing identity with the regional and general expressions of the church, the District facilitates congregations in providing mutual support, cooperative programming, and fellowship in the district and clusters in order to strengthen the mission of congregations.

Section I -- Purpose

- A. To communicate information between the regional church and congregations
- B. To promote, support, and help implement programs of the regional and general expressions of the church
- C. To provide resources and leadership development for congregations
- D. To foster communication, fellowship, and ministry among congregations
- E. To encourage support systems and continuing education for clergy and lay people

Section II -- District Cabinet

A. Function and purpose:

1. To conduct the business of the Northeast District in accomplishing the purpose of the District set forth in Section I -- Purpose
2. To appoint various committees and task forces to facilitate the function of the District
3. To confirm appointments made by the Moderator to fill unexpired terms
4. To encourage each District congregation to provide financial support for the work of the District

B. Membership:

1. Moderator
2. Moderator-Elect
3. Secretary
4. Treasurer
5. District members of the regional church Selection Committee
6. Disciples Women District Director(s)
7. Disciples Men District President
8. Christian Youth Fellowship District President
9. Christian Youth Fellowship District Adult Advisor
10. Chi Rho Fellowship District Adult Advisor
11. Congregational Representatives (one from each District congregation)
12. The member of the regional church ministerial staff assigned to the District, serving as an advisor and non-voting member

C. Meetings

1. The District Cabinet shall meet quarterly, and more often if needed.
2. Meetings may be called or cancelled by the Moderator in consultation with the member of the regional church staff assigned to the District.

Section III -- Terms of Office and Responsibilities of District Cabinet Members

- A. Moderator (elected for a term of two years, with a limit of one term, beginning at the close of the biennial District Assembly)

Responsibilities of the Moderator include:

- Presiding at business sessions of the District Assembly and District Cabinet
- Appointing committees and task forces needed to carry out the business of the District and monitoring their progress
- Seeking to maintain appropriate coordination between programs and activities of the District with programs and activities of the regional and general expressions of the Christian Church (Disciples of Christ)
- Representing the District on the Regional Board and submitting reports to that body and the Regional Assembly.
- Appointing two persons to serve on the regional church Recommendations/Time & Place Committee

- B. Moderator-Elect (elected for a term of two years, with a limit of one term, beginning at the close of the biennial District Assembly)

Responsibilities of the Moderator-Elect include:

- Fulfilling the usual duties of the Moderator in the Moderator's absence
- Serving as Chairperson of the District Assembly Committee to formulate the program, date, and location of that event
- Preparing to serve as Moderator at the conclusion of the current term of office

- C. Secretary (elected for a term of two years, with a limit of two terms, beginning at the close of the biennial District Assembly)

Responsibilities of the Secretary include:

- Keeping accurate minutes of business meetings of the District Assembly and District Cabinet
- Preparing official correspondence of the District at the direction of the Moderator
- Maintaining a file of District minutes and other appropriate permanent records
- Distributing District minutes, agendas, reports, and other information items as requested by the District Moderator, Cabinet, or Assembly

- D. Treasurer (elected for a term of two years, with a limit of two terms, beginning at the close of the biennial District Assembly)

Responsibilities of the Treasurer include:

- Depositing, recording, and disbursing District funds as directed by common practice or by the Moderator, Cabinet, or Assembly
- Maintaining appropriate and accurate records of District financial transactions and balances
- Providing financial reports for the District Cabinet and Assembly

- E. The two regional church Selection Committee members from the District (elected for a term of two years, with a limit of two terms, beginning at the close of the biennial District Assembly)

Responsibilities include:

- Identifying potential regional church leaders in the District and recruiting potential leaders to attend the fall Regional Event and other appropriate leadership development event.
- Meeting with the regional church Selection Committee to develop strategy, make and confirm nominees for the Regional Assembly slate and the regional Ministries personnel approved by the Regional Board

F. Fellowship Group Presidents/Directors

Disciples Women District Director(s) will be elected by that group for a term designated by that group.

Disciples Men District President will be elected by that group for a term designated by that group.

Christian Youth Fellowship District President will be elected by that group for a term designated by that group.

Responsibilities include:

- working with their respective groups in planning District and Regional activities for their group

G. Christian Youth Fellowship and Chi Rho Fellowship District Adult Advisors

(Elected for a term of two years, with a limit of two terms beginning at the close of the biennial District Assembly)

Responsibilities include:

- representing their respective groups in planning District and Regional activities for their group

H. Congregational Representatives

(Selected by each congregation to serve for a period of time and frequency designated by the congregation, beginning at the close of the biennial District Assembly)

Responsibilities include:

- representing his/her respective congregation as a member of the District Cabinet

- I. Each member of the District Cabinet shall attend Cabinet meetings and keep his/her congregation informed about District activities, projects, and needs.

Section IV -- Nomination of Officers and Other Cabinet Members

- A. A Nominating Committee consisting of three to five persons shall be appointed by the District Moderator as soon as such a committee is needed and at least six months prior to the biennial District Assembly. Nominating Committee members shall be members of District congregations. The Moderator shall designate one member of the Nominating Committee to serve as chairperson of the group.

- B. The Nominating Committee shall prepare and present to the biennial District Assembly a slate of nominees to fill all the positions on the District Cabinet, except Disciples Women District Director(s), Disciples Men District President, Christian Youth Fellowship District President, and Congregational Representatives.

The current Christian Youth Fellowship District Adult Advisor, Chi Rho Fellowship District Adult Advisor, and Christian Youth Fellowship District Cabinet – working in consultation with the Associate Regional Minister responsible for youth work – will present to the Nominating Committee a nominee for the position of Christian Youth Fellowship District Adult Advisor and Chi Rho Fellowship District Adult Advisor.

Section V --District Assembly

- A. The major gathering of the District will be a biennial Assembly held in the spring of the odd numbered years and coordinated by the Moderator-Elect.
- B. The purpose of the Assembly is for the worship of God, mission planning, fellowship, District identity, education, information, and conducting business.
- C. The business will include:
 1. Election of Cabinet members
 2. Receiving the District financial report
 3. Affirmation of other reports and programs needing the approval of the Assembly.

Section VI --Amendments

These guidelines may be amended by a two-thirds majority of the members of the Northeast District Cabinet present and voting at a regular or called meeting. The amendment(s) shall be presented in writing to the District Cabinet members prior to the regular or called meeting.

Amendments and revisions approved by the District Cabinet shall be in effect upon approval, but shall require ratification by the next biennial District Assembly and the Regional Board in order to remain in effect.