

**SOUTH CENTRAL DISTRICT
CHRISTIAN CHURCH IN KANSAS
Operational Guidelines
Amended January 27, 2003; February 9, 2009**

Preamble

The congregations of the South Central District of the Christian Church in Kansas (Disciples of Christ) adopt these guidelines in order to promote the Church in the Spirit of Christ and thus participate in the Realm of God. The guidelines shall operate within the Constitution and By-Laws of the Christian Church in Kansas.

Section I. Purpose of the South Central District

- A. To communicate information between the Regional Church and congregations, and among the congregations;
- B. To provide resources and leadership development to congregations.
- C. To call organizations, task forces, committees, etc., into accountability for their particular missions.
- D. To foster fellowship and ministry among congregations.
- E. To encourage support and continuing education for clergy and laity.

Section II. Functions of the South Central District

- A. To operate as a more localized expression of the Regional Church.
 - 1. To support and help implement Regional Church programs.
- B. To develop and coordinate the ministry of the District.

Section III. District Cabinet

- A. The purpose and function is to conduct the business of the District.
- B. Membership
 - 1. Elected Leaders
 - a. Moderator
 - b. Moderator Elect
 - c. Secretary-Treasurer
 - d. No more than three (3) At-Large Representatives
 - e. Two (2) Regional Church Recommendations/Time & Place Committee members (one man and one woman)
 - f. Two (2) Regional Church Selection Committee Members
 - 2. Appointed Leaders
 - a. Nominations Committee Chairperson
 - b. CYF/Chi Rho Coordinator
 - 3. Fellowship Group Leaders
 - a. Chairperson of Clergy Brown Bag
 - b. President of SCD Disciples Men
 - c. District Directors of the SCD Disciples Women
 - d. President of 5th Wednesday SCD Disciples Women
 - 4. Committee/Task Force Chairs
 - a. Committees and ad hoc task forces appointed as needed by the Moderator, in consultation with the District Minister.
 - 5. The Regional Church staff member who is District Minister will be an advisor and non-voting member of the Cabinet, and an ex-officio member of all committees and task forces.
- C. Meetings: The District Cabinet shall normally meet quarterly.
 - 1. Meetings may be called or cancelled by the Moderator in consultation with the District Minister.
- D. Fiscal Year will begin January 1.
- E. Functions of the District Cabinet

1. The Cabinet may appoint various committees or task forces to facilitate the function of the District.
2. The Cabinet shall make appointments to fill vacancies as recommended by the Nominating Committee.
3. The District is supported by congregations and individuals of the District with over-and-above gifts in accord with the directives which govern the finances of the Christian Church in Kansas.

Section IV. Elected Leaders

- A. Moderator: Call and preside at all regular or special meetings of the Cabinet and District Assembly/Festival. In consultation with the District Minister and the Cabinet, the Moderator shall appoint task force chairs necessary to carry out the district program. The Moderator shall represent the district on the Regional Board and submit reports to that body.
- B. Moderator-Elect: Fulfill the duties of the Moderator during the Moderator's absence and carry out functions directed by the Moderator. Serve as Chairperson of district events including the District Assembly/Festival task force. Shall become the Moderator at the beginning of the subsequent two (2) year term.
- C. Two (2) regional church Recommendations/Time & Place Committee members will fulfill the job description for their position as stated in the Christian Church in Kansas Bylaws.
- D. Two (2) regional church Selection Committee members will identify potential regional church leaders in the District and recruit them to attend the fall regional event and other appropriate leadership development events. Meet 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.
- E. No more than three (3) At-Large Representatives will be elected to provide balance of age, gender, clergy/lay, and area.
- F. District members on the Christian Church in Kansas Recommendations/Time & Place Committee shall fulfill the job description for their position as stated in the Christian Church in Kansas By-Laws.
- G. Secretary/Treasurer: oversee district record keeping (minutes, financial reports, etc.) and prepare district budget in consultation with the District Minister and Moderator. The Secretary-Treasurer shall extend calls such as 20/20, as directed by the Cabinet and in consultation with the District Minister.
- H. Moderator and Moderator Elect may not succeed themselves in office. Terms of other elected members of the District Cabinet shall be limited to two (2) consecutive two (2) year terms. After four (4) years of service on the Cabinet, a minimum of two (2) years shall intervene before consideration for election again to the Cabinet, with the sole exception of the Moderator-Elect who may serve up to three (3) terms (six (6) years). The above listed elected officers B through G, shall be nominated for a two (2) year term and elected by members of the congregations present at the District Assembly. They shall serve from the end of the District Assembly at which they are elected to the end of the District Assembly that concludes their two (2) year term of office.

Section V. Appointed Leaders

- A. Nominating Committee Chair: Lead the Nominating Committee which shall nominate persons to fill positions B. through G. above, and vacancies. The Nominating Committee Chair shall be appointed by

District Moderator with advice and counsel of the District Minister and approved by the Cabinet. The Nominating Committee will be composed of the Chair and at least two (2) members of District congregations who shall be named by the Chair in consultation with the Moderator and District Minister and approved by the Cabinet.

- B. Christian Youth Fellowship/Chi Rho Coordinator.
- C. Clergy Brown Bag Chairperson, Disciples Men President, Disciples Women District Director, and 5th Wednesday President shall be nominated by their respective groups and submitted to the South Central District Nominating Committee for confirmation at the District Assembly. These appointments are not subject to term limits in Section IV. H. above.

Section VI. District Assembly

- A. The major gathering of the District will be a biennial Assembly held in odd numbered years and coordinated by Moderator-Elect.
- B. The purpose is for the worship of God, for the planning of mission, for fellowship, District identity, education, information and business.
- C. The business will include:
 - 4. Electing leaders and confirming leadership of fellowship groups.
 - 3. Receiving the financial report and approving the District budget.
 - 4. Other items that need affirmation of the Assembly.

Section VII. Other Events

- A. A District Festival may be held in even numbered years and is coordinated by the Moderator-Elect. The purpose is for worship, fellowship and any business that may arise between Assemblies.
- B. Planning Session: The Cabinet is encouraged to meet in an annual planning session. Congregations not represented on the Cabinet may be invited by the Moderator to send a representative.
- C. Workshops/seminars/leadership training/educational experiences, etc., may be offered periodically as approved by the Cabinet.

Section VIII. Amendments

These guidelines may be amended by a two-thirds (2/3) vote of the District Cabinet present and voting at a regularly scheduled Cabinet Meeting, provided that notice of the proposed amendment or amendments shall have been given first to the members of the Cabinet in writing not less than thirty (30) days prior to the Cabinet meeting at which the proposed amendment or amendments is/are considered.

SCD Description of Responsibilities
Revised January 27, 2003; February 9, 2009

Moderator

1. Elected at the Biennial District Assembly for a single two (2) - year term which commences following the Assembly.
2. Convene and presides at all meeting of the District Cabinet and at business meeting at the District Assembly and Festival when necessary. Shall appoint task force chairs in consultation with the District Minister and Cabinet as necessary to carry out the program.
3. Represents the district as a member with vote of the Regional Board of the Christian Church in Kansas.
4. Represents the district appropriately at special occasions, e.g. installations, dedications, funerals, etc.
5. Submits regular reports to the Regional Board as requested.

Moderator-Elect

1. Elected at the Biennial District Assembly for a single two (2) - year term which commences following the Assembly.
2. Fulfills the duties of the Moderator during the Moderator's absence and carry out functions as directed by the Moderator.
3. Serves as Chairperson of the District Assembly/Festival Task Force.
4. Serves as a member of the District Cabinet.
5. Serves as Moderator beginning at the end of the next District Assembly after the District Assembly at which they were elected Moderator-Elect.

Secretary-Treasurer

1. Elected at the Biennial District Assembly for a two (2) - year term with a limit of two (2) terms. A term commences following the Assembly.
2. Oversees the record keeping of the district (minutes, financial reports, etc.); prepares the district budget in consultation with the District Minister and the Moderator; and shall extend calls such as 20/20 as directed by the Cabinet.
3. Serves as a member of the District Cabinet.

At – Large Representatives (no more than 3)

1. Elected at the Biennial District Assembly for a two (2) - year term with a limit of two terms. A term commences following the Assembly.
2. Elected to serve on the Cabinet to provide balance of age, gender, clergy/laity, and area of the district on the District Cabinet.
3. Serves as appointed by the Moderator on District Committees: Assembly/Festival Committee, Nominating Committee, etc.

Nominating Committee Chairperson

1. Appointed as prescribed by the District's Operational Guidelines and approved by the Cabinet for a single two (2) year term which commences following the District Assembly.
2. Serves as Chair of the nominating Committee which shall nominate persons to fill all elective positions and vacancies that occur. The Nominating Committee shall be composed of the

Chairperson and at least two (2) members of District congregations and shall be named by the Chair in consultation with the Moderator and District Minister and approved by the Cabinet.

3. Serves as a member of the District Cabinet.
4. Strives to rotate nominations for office of Moderator-Elect to include clergy and laity, men and women.
5. Strives to retain one-third (1/3) of the current cabinet from one term to the next.

Regional Church Selection Committee

1. Elected at the Biennial District Assembly for a two (2) - year term with a limit of two (2) terms. The term commences following the District Assembly.
2. Serves on the District Cabinet.
3. Identifies potential regional church leaders and recruits potential leaders to attend regional events and other appropriate leadership development events.
4. Meets 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.

Regional Church Recommendations/Time & Place Committee Members

1. Elected at the Biennial District Assembly for a two (2) - year term with a limit of two (2) terms. The term commences following the District Assembly.
2. Serves on the District Cabinet.
3. Serves on the regional church Recommendations/ Time & Place Committee as outlined in the Christian Church in Kansas By-Laws, and report as appropriate to the District Cabinet.