

COMMITTEE AND BOARD POLICIES AND PRACTICES

Executive Committee (Finances)

Committee Functions

- a) Create and manage the annual budget.
- b) Establish the policies by which checks are authorized and disbursed.
- c) Provide leadership and oversight for the financial decisions of the Region.
- d) Coordinate an annual review, or audit, by an independent CPA of the books and records and financial practices of the Region and report to the Regional Church Council.
- e) Provide financial information and recommendations to the Region's Ministry Teams.
- f) Provide financial overview to the Regional Assembly.
- g) Provide for the bonding of officers and agents of the Region responsible for the funding of funds of the Region.

Meetings of the Executive Committee are open to any member of the Region except when confidential issues are being discussed.

COMMITTEE ON MINISTRY

Committee Leadership

The Committee on Ministry Co-Chairs shall be chosen by the Regional Minister and President, Moderator, and Moderator Elect and serve for two (2) years in consultation with the Committee.

Committee Membership

- 1) The remaining 10 (ten) members of the Committee shall be chosen by the Regional Minister and President, Moderator, and Moderator Elect and shall represent the Region. The committee make up shall follow this guideline: half are to be clergy, half lay, half women, half men, and representing the diversity of the Region in both population and geography. They may serve up to three successive terms.
- 2) The Regional Minister and President shall serve as a voting member of the Committee on Ministry.
- 3) Qualifications for members of the Committee on Ministry shall include:
 - a) Active member in local Disciple Congregation
 - b) Interest in and willingness to support the Mission and Values of the Christian Church in Illinois and Wisconsin
 - c) Integrity, trustworthiness and confidentiality.
 - d) Spiritual discernment
 - e) Leadership

Committee Functions

- a) Meet regularly to nurture, encourage and certify candidates for Ordained or Commissioned Ministry.
- b) Review and update the Policy and Criteria for the Ordering of Ministry for the Christian Church in Illinois and Wisconsin ensuring that standards meet and/or exceed the minimum standards of the General Commission on Ministry.
- c) Work with School for Ministry to recruit and form Commission ready leaders for congregations/ministries
- d) Recruit and assign Mentors for Commissioned Ministers.
- e) Recruit and assign Spiritual Directors for all seminary students under our care.
- f) Review annually and certify the standing of all ordained and commissioned ministers under our care.
- g) Insure that Healthy Boundary training is provided on an annual basis with cycle of Healthy Boundaries, Ethics, Clergy Self-care, Pro-Reconciliation/Anti-Racism.
- h) Keep confidential records concerning candidates for ministry.

COMMITTEE ON MINISTERIAL ETHICS AND RESPONSE TEAMS

Committee on Ministerial Ethics and the Response Teams are sub-committees of the Committee on Ministry. (See Clergy Ethics Policies and Procedure of the Christian Church (Disciples of Christ) in Illinois and Wisconsin)

The Committee on Ministerial Ethics consists of seven members (six appointed by the Regional Moderator and one chosen by CCIW Committee on Ministry). No more than four shall be clergy and no more than four should be of the same gender, and at least one (ideally two) should be a person of color. Term of service is four years, with no restriction on renewal. The CME is a specifically trained committee of CCIW, whose task is to address any allegation of clergy ethical misconduct, which is brought to the region. The committee will maintain specialized skills as well as awareness of the law through annual training.

1. Response Team

CCIW shall recruit at least twelve persons, including at least one male and one female from each Area, as a pool of individuals trained to serve on a response team. No more than half of the pool shall be clergy. The pool should have at least two persons of color. The term of service shall be four years with no restriction on renewal. The functions of the Response Team are two-fold:

- a) Investigative - to gather all information pertinent to the case from all relevant sources related to the allegation.
- b) Supportive - the remaining members of the response team are eligible to be support persons for the complainant and the accused clergy.

Meetings of the Committee on Ministry and its subcommittees are confidential and therefore are not open meetings.

LONG RANGE PLANNING AND VISION Task Group (as needed)

Committee Functions

Engages in a three important processes: Affirming the current vision for CCIW or reframing it; identifying activities that are needed in order for CCIW to align with the vision; strategic planning regarding the best use of regional resources over the long term, particularly of staff, facilities and financial resources. Completing these processes requires research and study, prayer, and conversations that achieve consensus.

COMMUNICATION Initiative Task Group

Committee Leadership

The Communication (formerly Marketing and Development) Committee Chair shall be chosen by the Regional Minister and President, and the Moderator in collaboration with other Regional church staff and serve for a term of two (2) years. The Chair can succeed him or herself for two (2) additional terms.

Committee Membership

The Marketing and Development Committee shall consist of five (5) additional members who shall be chosen by the Regional Minister and President and the Moderator, and shall represent the Region's ethnic, gender, and geographic diversity as well as be balanced between clergy and lay members. The committee members serve two year terms and may serve up to three terms.

Gifts and Skills

A number of people are recruited, with many different gifts:

- a) Marketing: developing and sharing the "brand" of Regional church ministry; telling the story
- b) fundraising: developing strong support to provide resources for quality ministry
- c) insightful creativity and flexibility
- d) good listening skills
- e) positive attitude
- f) willingness to communicate and participate
- g) focused on concrete, measurable results
- h) open to learn new ways to tell the story and garner resources for ministry
- i) partnership and collegiality with Regional church staff and others in the Regional church

Functions

The Marketing and Development Committee is called to share the story of faithful, effective ministry in the Regional church and to engage the resources that help that ministry thrive.

We strive to effectively tell our story - how Regional ministry supports the purpose, vision and mission of the Region. We share dozens of powerful accounts of what CCIW does best, from the persons who've experienced it. We teach members how the Region receives its funding, mostly through giving to Disciples Mission Fund. We also promote special giving to the Regional church, including the Annual Fund and the Christmas offering.

SLAM Initiative Task Group

Committee Leadership

The Mission Committee Chair shall be appointed by the Regional Moderator in consultation with the Regional Minister and President and serve for a term of two (2) years. The Mission Committee Chair can succeed him or herself for two (2) additional terms.

Committee Functions

- a) Identify, create, and support networks of mission throughout the region.
- b) Train and equip a team for region-wide disaster relief
- c) Develop communications and a relationship with Global Ministries of the Christian Church (Disciples of Christ) and the United Church of Christ.
- d) Coordinate once a year Mission trips, Spiritual Pilgrimages, Justice Journeys both local and global.
- e) Encourage and promote congregational mission / service trips.

NEW CHURCH/Ministry Team

Committee Leadership

The New Church Ministry Contract staff person shall be selected by the Regional Minister and President, and Personnel Committee

Committee Membership

The remaining seven (6) members of the Committee shall be chosen by the Regional Minister and President, Moderator, and Moderator Elect and shall represent the Region's ethnic, gender, and geographic diversity as well as be balanced between clergy and lay members. The committee members serve two year terms and may serve up to three terms.

Committee Members are recruited based on their:

- a) Passion for New Church ministry
- b) Ability to follow-through on projects
- c) Positive attitude
- d) Flexibility
- e) Willingness to communicate and participate

Committee Functions

Currently we are working on the following areas of ministry:

1. increasing awareness about opportunities to start new congregations and exploring a variety of methods/groups for new church starts - giving permission to start "1000 new churches in a 1000 different ways," as stated by the New Church Ministry Team in Indianapolis
2. creating good partnerships with new church planters and their congregations through visits, emails, letters and participation (serving as a sponsor representative to a new church)
3. working with existing congregations to start new congregations
4. promoting the Pentecost offering each year - gathering and distributing information about new church starts in our Region and in the denomination
5. seeking and recruiting new church planters

OUTDOOR MINISTRY COMMITTEE

We promote ministries that seek to develop our children, youth and adults into fully devoted followers of Jesus Christ who value their identity as Disciples in community through nature. And, who are able to share their life-giving/life-changing story.

Committee Leadership

- a. The Chair of this committee will be chosen by the Regional Minister and President, Moderator and Moderator elect to serve for a term of two years. This person may serve three two year terms.
- b. The remaining (5) members of the Committee shall be chosen by the Regional Minister and President, Moderator, and Moderator Elect in collaboration with Camp Staff. Members shall represent the Region's ethnic, gender, and geographic diversity as well as be balanced between clergy and lay members. The committee members serve two year terms and may serve three terms. 1 year off sabbatical is required.
- c. The Associate Regional Minister for Children, Youth and Young Adults, serves ex-officio.

Committee Membership

Qualifications for members of the Outdoor Ministry Committee shall include:

- a. Participating membership in a local Christian Church (Disciples of Christ) congregation

- b. Understanding of congregational life and culture in the Christian Church (Disciples of Christ)
- c. Commitment to the CCIW's Mission and Values
- d. Passion for developing children, youth and adults into fully devoted followers of Jesus Christ.
- e. Interest/passion for the role of nature/outdoors in a person's spiritual growth
- f. Gifted in Wisdom, Encouragement, Communication, Finances, Food Service operations, Fundraising, Trades (plumbing, electricians, carpentry, etc.)
- g. Grounded in prayer
- h. Collaborative in Teamwork
- i. Willing to be a regular participant in scheduled meetings and activities of the Committee.

Committee Functions

- a. Nurture and Develop a life-giving/life-changing community of disciples: by providing Curriculum, training, policies and procedures for our Camping Ministry.
- b. Set Dates for Camps and Fees.
- c. Recruit, Support and Encourage volunteer teams in these areas:
 - 1. Directors and Counselors, CIT's and Interns
 - 2. Safe Space training
 - 3. Promotion of Camping Ministry
 - 4. Fundraising within our covenantal agreements.
- d. Consult with the Regional Minister and President and Officers of the Region as needed or required by the Constitution and Bylaws.

CWS Advisory Group

We provide a sacred place to develop our children, youth and adults into fully devoted followers of Jesus Christ who value their identity as Disciples in community through nature.

Committee Leadership

- a. The Chair of this committee will be chosen by the Regional Minister and President, Moderator and Moderator elect to serve for a term of two years. This person may serve three two year terms.
- b. The remaining (5) members of the Committee shall be chosen by the Regional Minister and President, Moderator, and Moderator Elect in collaboration with Camp Staff. Members shall represent the Region's ethnic, gender, and geographic diversity as well as be balanced between clergy and lay members. The committee members serve two year terms and may serve three terms. 1 year off sabbatical is required.
- c. The Camp Host, in consultation with CCIW Associate Regional Minister for Children, Youth and Young Adults shall serve ex-officio.

Committee Membership

Qualifications for members of the Outdoor Ministry Committee shall include:

- a. Participating membership in a local Christian Church (Disciples of Christ) congregation
- b. Understanding of congregational life and culture in the Christian Church (Disciples of Christ)
- c. Commitment to the CCIW's Mission and Values
- d. Passion for developing children, youth and adults into fully devoted followers of Jesus Christ.
- e. Interest/passion for the role of nature/outdoors in a person's spiritual growth
Gifted in Wisdom, Encouragement, Communication, Finances, Food Service operations, Fundraising, Trades (plumbing, electricians, carpentry, etc.)
- f. Grounded in prayer
- g. Collaborative in Teamwork
- h. Willing to be a regular participant in scheduled meetings and activities of the Committee.

Committee Functions

The Outdoor Ministry Committee shall perform the following tasks:

- e. Visioning and planning: They shall create a strategic plan for Camp Walter Scott to be presented to the Regional Church Council, including yearly updates.
- f. Support and Resource the Ministry: Communicate the vision and goals of this ministry in creative and compelling ways to CCIW congregations and groups.
- g. Prepare a budget, hire staff, and recruit volunteers.
- h. Care for our Sacred Place (Camp Walter Scott) by maintaining and improving the facilities, developing priority projects, scheduling work days, and contracting with vendors. Camp Walter Scott exists primarily to serve the summer Camping program. In, addition, the ministry of the camp facility is to offer sacred space for others to encounter God and nature.
- i. Recruit, Support and Encourage volunteer teams in 5 areas:
 1. Facility upkeep/Work Days
 2. Camp Operations
 3. Directors and Counselors, CIT's and Interns
 4. Promotion
 5. Fundraising within our covenantal agreements.
- j. Consult with the Regional Minister and President and Officers of the Region as needed or required by the Constitution and Bylaws.

PERSONNEL COMMITTEE

Committee Leadership

The Personnel Chair shall be chosen by the Regional Minister and President, Moderator, and Moderator Elect. The Personnel Chair can succeed him or herself for two (2) additional terms.

Committee Membership

- 1) The remaining five (5) members of the Committee shall be chosen by the Regional Minister and President, Moderator, and Moderator Elect and shall represent the Region's ethnic, gender, and geographic diversity as well as be balanced between clergy and lay members. The committee members serve two year terms and may serve up to three terms.
- 2) The Regional Minister and President, Secretary of the Regional Church Council shall serve as non-voting members of the Personnel Committee.
- 3) Qualifications for members of the Personnel Committee shall include:
 - a) Active member in local Disciples Congregation
 - b) Interest in and willingness to support the Mission and Values of the Christian Church in Illinois and Wisconsin
 - c) Integrity and trustworthiness
 - d) Spiritual discernment
 - e) Leadership
 - f) Sensitivity
 - g) Good Listening Skills

Committee Functions

- a) Establish Job Descriptions for each Regional Staff Position
- b) Provide leadership and oversight for the personnel issues of the Region
- c) Conduct an annual review of Regional staff

PRO-RECONCILIATION – ANTI-RACISM COMMITTEE

Acknowledging that racism is a sin and is deeply embedded in the systems and powers of our institutions, the Pro-reconciliation – Anti-racism Committee serves as part of and provides leadership and vision for the Pro-reconciliation- Anti-racism Team of the Christian Church in Illinois and Wisconsin, promoting the vision of responding to God's call to be a fully transformed , anti-racist multi-cultural church that we claims as members of the Body of Christ, an anti-racist identity that empowers, heals, and makes whole.

Committee Leadership

- a) Racially diverse co-chairs shall be chosen by the Regional Minister and President, Moderator and Moderator elect to serve for a term of two years. After serving two terms a one year sabbatical is required before one can be eligible to serve in a co-chair capacity.
- b) The remaining six (6) members of the Committee shall be chosen by the Regional Minister and President, Moderator, and Moderator Elect in collaboration with the

- Pro-reconciliation Anti-Racism Team. Committee membership shall be comprised of no less than fifty percent (50%) persons of color. Committee members must represent the Region's ethnicity and race, gender, and geographic diversity as well as be balanced between clergy and lay members. The committee members serve two year terms with the option to serve up to three terms. The committee will meet quarterly with the option to meet additionally as needs arise.
- c) The Regional Minister and President and the Secretary of the Regional Board serve as ex-officio members of the Committee.

Committee Membership

Qualifications for members of the Pro-Reconciliation – Anti-Racism Committee shall include:

- a) Participation in a local Christian Church (Disciples of Christ) congregation
- b) Understanding of congregational life and culture in the Christian Church (Disciples of Christ)
- c) Willingness to grow in the understanding of the systematic issues that create a culture of racism.
- d) Ability to communicate the church's vision in the work of the Team.
- e) Understanding of the CCIW's Mission and Values
- f) Commitment to the CCIW's Pro-Reconciliation/Anti-Racism Initiative
- g) Passion for church growth and transformation through participation in acts of justice that promote Pro-Reconciliation and Anti-Racism
- h) Passion for God's justice
- i) Collaborative in teamwork

Committee Functions

The Anti-Racism/ Pro-Reconciliation Ministry Committee shall perform the following tasks:

- a) Shall present yearly to the Regional Church Council the plan, activities and reports of the Committee and Team.
- b) Communicate the vision and goals of this ministry in creative and compelling ways to CCIW congregations and groups.
- c) Shall promote the Reconciliation Offering within the congregations of the Region
- d) Shall award a yearly discretionary grant to the Team in accordance to the guidelines.
- e) Shall administer and award the annual PR/AR grants in accordance to the guidelines.
- f) Participate annually in the Anti-racism training that is selected by the Team

Committee Decision Making Process

The Pro-reconciliation – Anti-Racism Committee shall make decisions by consensus.

REGIONAL ASSEMBLY COMMITTEE

Shall plan for the Biennial Regional Assembly; Establish the date and place of the following Biennial Regional Assembly; Establish an order (agenda) for the Regional Assembly.

Committee Leadership

The Nominating Committee of the region shall recruit and nominate the Chairperson of the Regional Assembly Planning Committee.

Committee Membership

The Regional Assembly Committee shall consist of five (5) additional members who shall be chosen by the Regional Minister and President, Moderator, and Moderator Elect and shall represent the Region's ethnic, gender, and geographic diversity as well as be balanced between clergy and lay members. The committee members serve two year terms and may serve up to three terms.

Qualifications for members of the Regional Assembly Committee shall include:

- a) Active member in a local Disciples Congregation
- b) Interest in and willingness to support the Mission and Values of the Christian Church in Illinois and Wisconsin
- c) Passion for building up the church through exciting worship, spiritual enrichment and inspiration and education.
- d) Good negotiating skills
- e) Good planning and follow through skills
- f) Good organizational skills
- g) Good listening skills
- h) Positive attitude
- i) Flexibility
- j) Willingness to communicate and participate
- k) Detail oriented
- l) Appropriate spiritual giftedness

YOUTH COMMITTEE

The Christian Church in Illinois and Wisconsin's Youth Committee chair shall be chosen by the Regional Minister and President, Associate Regional Minister for Youth, Moderator, and Moderator Elect and serve for two (2) years. The CCIW Youth Committee chair can succeed him or herself for two (2) additional terms.

Committee Membership

- 1) to seven members of the CCIW Youth Committee shall represent the Region's ethnic, gender and geographic diversity as well as be balanced between clergy, lay and youth members.
- 2) The Regional Minister and President, Associate Regional Minister for Youth shall serve as non-voting members of the CCIW Youth Committee.
- 3) Qualifications for members of the CCIW Youth Committee shall include:
 - a) Active member in local Disciples Congregation
 - b) Interest in and willingness to support the Mission and Values of the Christian Church in Illinois and Wisconsin
 - c) Interest in and willingness to support all Youth in the CCIW Region
 - d) Must demonstrate strong leadership and ability to work with Youth from diverse backgrounds.
 - e) Must show a strong willingness to participate in continuing education, around the ever-changing ideas, activities, programming and leadership in Youth ministry.
 - f) Must show Integrity and trustworthiness
 - g) Must exemplify Spiritual Maturity and the capacity to mentor Youth
 - h) Must demonstrate a Sensitivity to Youth and their leaders in the CCIW Region
 - i) Must have Good Listening Skills

Committee Functions

- a) Establish and maintain connection with Youth in the CCIW Region
- b) Plan, implement, evaluate and resource the total Regional Youth Ministry Program. (Biennial Youth Summit Assembly, Regional Assembly, Midwinter Retreats, Mission Trips, Lock-ins and High School Youth Ambassador Exploration and the Regional Youth Council.)
- c) Must provide leadership and oversight at Youth events inside the Region and beyond.
- d) Work with Youth Leadership in congregations, creating partnerships to enhance the overall CCIW Regional Youth Program.
- e) Educate congregations and Youth leaders regarding the variety of methods and ideas found in Youth ministry in the Church and Society.

THE REGIONAL YOUTH COUNCIL (RYC)

The Regional Youth Council is the youth division and subcommittee of the CCIW Youth Committee. The council plans, implements, evaluate and resource the total Regional Youth Ministry Program for the Christian Church (Disciples of Christ) in Illinois and Wisconsin. Youth programs will include: Biennial Youth Summit Assembly, Regional

Assembly, Midwinter Retreats, Mission Trips, Lock-ins and High School Youth Ambassador Exploration.

Membership

The Regional Youth Council is comprised of twelve to fifteen youth (12 youth, 2-3 adults) selected to represent youth of all areas of the Christian church (Disciples of Christ) in Illinois and Wisconsin Region. The Regional Staff person for youth ministry will work alongside and have oversight the Youth Council. Youth members will be eligible to serve their freshman, sophomore, junior or senior years in High School. Adults selected to serve as sponsors will be eligible to serve two (2) years. The adults can succeed him or herself for two terms. Selected youth members will serve for two years with the possibility of a third year. Each nominee must be active in a local congregation, local Youth group, the CCIW Summer Camping program of their choice as well as in Regional Youth ministry here in CCIW.

Selection Process

Any active youth or adult member of the Christian Church (Disciples of Christ) in Illinois-Wisconsin Region may apply to serve on the Regional Youth Council. Applications may be obtained from the Regional Office or the CCIW Website. Selection to the Regional Youth Council will be determined by the Regional Youth Council, Regional Youth Committee, and Regional Staff person for youth ministry. Affirmations to the position will be by the CCIW Regional Board. The CCIW Regional Youth Council will be a representative of all youth in the CCIW Region. There will be a representative balance of gender, diversity of geography, and ethnicity and gifts. The CCIW Regional Youth Council commits to reject bullying as well as to adopt a pro-reconciling and anti-racist in attitude in all its ministry and actions.

Committee Functions

- a) Leadership in the Regional Youth Council: (planning, implementing, and evaluating youth program) will be shared by the youth and adults on both the Council and the CCIW Regional Youth Committee.
- b) The Regional Youth Council will exemplify concern for seven areas of Regional, Youth Leadership and Mission: *Christian Education* (Study), *Worship* (Active Member of Local Congregation and Youth Group), *Mission* (Trips, Outreach and Service), *Community* (Team Building and Fellowship), *Evangelism* (Bringing others to Jesus and the Church) and *Pro-Reconciliation/Anti-Racism* (Diversity and Anti-bullying) and Fellowship (Fun).
- c) The Regional Youth Council will be an integral part of the ministry of the whole Region. This will be expressed and lived out by youth participation on our Regional Board, and in Regional Meetings to be held throughout the year.
- d) The Regional Youth Council will maintain contact and involvement with local congregations and youth within the CCIW four geographic areas. This encourages and insures positive relationships within our Region's total Youth ministry program.

REGIONAL CHURCH COUNCIL MEMBER DESCRIPTION

Responsible To

Entire Regional Church Board and membership of the Christian Church in Illinois and Wisconsin

General Job Description

Regional Church Board members have the overall responsibility for the organization. They are charged with ministry oversight and policy development which is the process by which they make decisions, delegate work and assure that decisions are carried out in the manner intended. This Regional Church Board, while maintaining diversity and inclusivity, (between laity and clergy, men and women, age groups, racial/ethnic groups, and geographical sections of Illinois and Wisconsin), will endeavor to be comprised of individuals committed to the vision and mission of the Regional Church and possess the necessary spiritual gifts to carry out its work.

Responsibilities

- a) Attend all Board meetings
- b) Serve on a committees and task groups as assigned
- c) Perform oversight and be aware of all aspects of the Regional Church. Take seriously the responsibility for legal, financial, planning, continuity, support and the evaluation of the ministries of the Christian Church in Illinois and Wisconsin
- d) Be a goodwill ambassador for the Regional Church
- e) Actively participate in decision making
- f) Honor confidentiality
- g) Be willing to assume leadership positions
- h) Be a team player
- i) Contribute financially, according to one's means, to support the work of the Regional Church.

Qualifications for Service

- a) Strong faith in Jesus Christ, commitment to practice of spiritual disciplines and Christian maturity and growth
- b) Active member in local Disciple Congregation
- c) Interest in and willingness to support the Values and Seeds of Vision for the Christian Church in Illinois and Wisconsin
- d) Initiative
- e) Integrity and trustworthiness
- f) Spiritual Discernment
- g) Sensitivity
- h) Leadership
- i) Good decision making ability

j) Planning skills with the ability to organize and monitor work

The Regional Church Council members serve two year terms and may serve up to three terms.