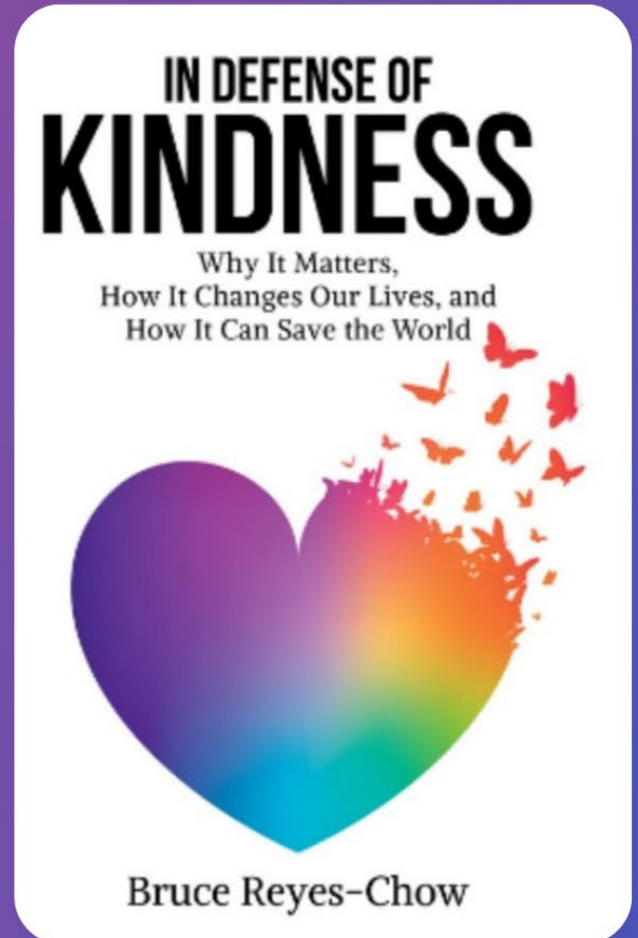


# CCIW & CCMR Regional Assembly

## *"In Defense of Kindness"*

October 14 - 15, 2022

*Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.*  
*Colossians 3:12-14 NIV*



## *Regional Assembly Report*



# Regional Assembly 2022: “In Defense of Kindness”

## Rev. Bruce Reyes-Chow



Bruce is an author, speaker, parent, consultant, coach, podcaster, and pastor. He speaks and writes on issues of faith, technology, race, parenting, and church culture.

Over the past 25 years, he has pastored five churches in the San Francisco Bay Area serving as a head of staff, transitional, and founding pastor. He is currently a Senior Consultant and Leadership Coach with The Convergence Network and is a Gallup-Certified CliftonStrengths Coach.

Bruce hosts the podcast, BRC & Friends and is the author of five books. His latest is, “In Defense of Kindness” (Chalice Press, 2021) and he is currently working on his next book, “Everything I Believe about God” (2023)

He and his spouse currently live in San Jose, CA and can be found on most social networks via @breyeschow.

Website: <https://reyes-chow.com>

### RESOURCES:

• LinkTree: <https://twitter.com/breyeschow> • Medium: <https://breyeschow.medium.com> • Slideshare: <https://www.slideshare.net/breyeschow> • Podcast: <https://brc-friends.captivate.fm/listen> • Patreon: <https://www.patreon.com/breyeschow>

### SOCIAL NETWORKS

• Instagram: <https://www.instagram.com/breyeschow> • Twitter: <https://twitter.com/breyeschow> • FB Page: <https://www.facebook.com/breyeschow> • Youtube: <https://www.youtube.com/breyeschow> • LinkedIn: <http://www.linkedin.com/in/breyeschow>

## **Roll Call Sheet:**

Arcadia, Blaine Christian Church  
Adrian, First Christian  
Ann Arbor, Journey of Faith Christian Church  
Burt Lake, Burt Lake Christian Church  
Cadillac, Clay Hill Christian Church  
Cadillac, First Christian  
Coral, Cowden Lake Christian Church  
Dearborn Heights, St. Paul's UCC  
Detroit, Bethany Christian Church  
Detroit, Northwestern  
Detroit, Full Gospel Christian Church  
Detroit, United Christian Church  
Detroit – Word Encounter  
Fremont, Fremont Christian Church  
Ferndale Christian  
Flint, Triumphant Temple of Praise  
Flint – Vermont Christian  
Frankfort – Grace Christian  
Flushing, New Covenant Christian Church  
Grand Rapids, Cascade Christian Church  
Hastings, Woodgrove Brethren Christian Parish  
Hazel Park, Serenity Christian Church  
Ionia, First Christian Church  
Kalamazoo, Christian Church  
Lansing, First Christian Church  
Luther – Luther Church of Christ  
Manton – First Christian  
Muir, First Christian  
Oak Park – Kingdom Building Christian  
Paw Paw -First Christian Church  
Saginaw, First Christian Church-West  
St Joseph – River Park Christian  
Swartz Creek, Unity Christian Church  
Traverse City – First Christian  
Troy, Central Woodward Christian Church  
Wayland – United Church of Wayland

# **CHRISTIAN CHURCH (DISCIPLES OF CHRIST) MICHIGAN REGION**

## **Hybrid REGIONAL Assembly**

### **Oct. 15, 2022**

#### **MISSION STATEMENT OF THE CHRISTIAN CHURCH MICHIGAN REGION**

To be a radically welcoming region of connected Disciples congregations, called to radiate the Creator's love, extend Christ's mission, and support one another as the Holy Spirit acts among us.

#### **Priorities of the Michigan Region for the year 2021-2022 :**

- Discover and develop new ways to support, engage and strengthen our congregations, clergy and region in a covenantal partnership with the assistance of Regional Associates.
- Commit to promoting unity in diversity through the work of anti-racism
- Develop educational opportunities, drawing upon gifts of clergy and lay leaders in the region and beyond.
- Engage our congregations, members, and Region in a covenant of partnership by strengthening our communication and connection with each other.

#### **AGENDA**

10:00 Call to Order & Welcome---Moderator Mitzi Hall

Bible Study (lectio divina)

Roll Call of congregations---Sophia Barnett

(Please list your name and congregation in the chat feature.)

Review Agenda

Review of Regional Assembly Minutes – Sept. 2021

State of the Region conversation with Rev. Dr. Teresa Dulyea-Parker

Financial reports

Action Items: (Approved by the Regional Board forwarded to the Assembly)

1. Nominating Committee report---Lynn Hockenhull, Committee Chair
2. Permanent Fund Policy, and Michigan Funds procedures---Sarah Beth Simonds, Treasurer
3. Personnel Handbook updated ---Lynn Hockenhull
4. Intro Crystal Capital Campaign Committee --- Mitzi Hall or Anne McCauslin
5. Intro Constitution and Bylaws revision committee --- Mitzi Hall or Anne McCauslin
6. Covenant Partnership update---Neil Topliffe

Review of reports from Board, Commission, Committees and Task Groups

Highlights and Q & A

Christian Church (Disciples of Christ) Michigan Region  
Minutes of the Business Meeting of the Regional Assembly  
Zoom meeting  
September 11, 2021

CALL TO ORDER: Moderator—Mitzie Van Dongen called the Regional Assembly's business meeting to order at 10:05 am.

Honor those lost on 9/11

Opening prayer & Devotion

Roll Call of Churches: Rick Modglin-Green, Secretary

We have a quorum of 20 churches and 57 participants.

Arcadia, Blaine Christian Church

Russ Tiller Jr.

Adrian, First Christian

none

Ann Arbor, Journey of Faith Christian Church

Melanie Odom-Groh, Larry Odom-Groh, Rosalie Karunas

Burt Lake, Burt Lake Christian Church

none

Luther, Church of Christ

none

Cadillac, Clay Hill Christian Church

none

Cadillac, First Christian

Rev. Timothy Murtaugh

Canton, Beacon Hill Ministries

none

Coral, Cowden Lake Christian Church

July Drews

Dearborn Heights, St. Paul's UCC

none

Detroit, Bethany Christian Church

Rev. Nora Shumake, Carole Enwright,

Detroit, Northwestern

Claude Blackman

Detroit, Full Gospel Christian Church

Rev. Gwendolyn Pettway, Sophia Barnett, Townsend, Lynn Hockenhill

Detroit, United Christian Church

Bill Luse

Fremont, Fremont Christian Church

Randy Puff  
Ferndale Christian  
Rev. Mitzie Hall, Gary Hall  
Flint, Triumphant Temple of Praise  
none  
Vermont Christian Church  
none  
Flushing, New Covenant Christian Church  
Edna Green-Perry, Angelete Lakes, Teresa Peques,  
Grand Rapids, Cascade Christian Church  
Rev. Jill Forton, Rev. Kathy DeYoung, Armand Aronson, Adam Carlson, Michael Dirksen,  
Steve Dirksen, John Duchon, Amber Elliott, Diane Phelps, Jeffrey VanStrien  
Grand Rapids, Central Christian Church  
Rev. Neil Topliffe,  
Hastings, Woodgrove Brethren Christian Parish  
none  
Hazel Park, Serenity Christian Church  
Rev. Cassandra Harvey, Rev. John Harvey  
Ionia, First Christian Church  
Kevin Kinsinger  
Kalamazoo, Christian Church  
Barbara Hemphill, Suzanna Coleman  
Lansing, First Christian Church  
Rev. Paul Elliott, Doug Morgan, Chaplain PJ Anderson, Eli Burton, Carin McEvoy, Doug  
Morgan  
Muir, First Christian  
none  
Saginaw, First Christian Church-West  
none  
Swartz Creek, Unity Christian Church  
Rev. Brenda Etheridge,  
Troy, Central Woodward Christian Church  
Rev. Robert Cornwall, John McCauslin, Rev. Maggie Mills, Rev. Rick Modglin-Green, Diana  
Payton, Sarah Beth Simonds, Rev. Eugene James, Rev. Glen McIntyre  
Non-Voting:  
Rutha Boston-Smith, New Covenant-Flushing  
Chuck Dykhuizen, Cascade-Grand Rapids  
Barb Dykhuizen, Cascade-Grand Rapids  
Pam Dykhuizen, Cascade-Grand Rapids  
David Heym Central Woodward-Troy  
Anne McCauslin, Central Woodward-Troy  
Curtis Jones, Full Gospel-Detroit  
Tonnesia Williams, Full Gospel-Detroit  
Marla McElroy

## Staff

Rev. Eugene James, Regional Minister  
Jessica Burton, Administrative Assistant

## Registered Guests:

Teresa Dulyea-Parker, Regional Minister Illinois/Wisconsin

## BUSINESS

Suspend the rules to allow us to meet virtually. Passed 92%

Review of Regional Assembly Meeting Minutes – August 8, 2020 (p-6), APPROVED  
Regional Board Minutes July 17, 2021 (p-11)

1. Spend the By-Laws to extend officers terms until Regional Assembly – One year extension. 2/3 vote is required to pass. MOTION PASSED.

Greeting from Rev. Dr. Teresa Dulyea-Parker

2. CCMR-CCIW Partnership-Regional Minister Proposal - Neil Topliffe (p-14) and the calling of Reverend Teresa Dulyea-Parker

Neil gave a brief overview of the process that the Region took to arrive at the partnership.

Julie introduced Teresa as the proposed Regional Minister and gave Teresa's background.

Proposal PASSED, 97%

3. Regional Associates – Bob Cornwall (p-16)

Bob went over the process of creating the positions and basic duties involved. The region is in three areas covered by a Regional Associate. Eugene went over the process that he and Teresa used to choose Regional Associates. The qualities, trust and respect of clergy and congregations in each area.

Rev. Bob Larimer-North, Rev. Peter Morgan-West, Rev. John Harvey-SE  
Clergy Care Consultant—Amy Bertschausen will work with Regional Associates in working with clergy in crisis. NO ACTION REQUIRED!

4. Sale of the Regional Office –Property Task Group - Doug Morgan (p-67)  
First Christian Lansing has granted and will record an easement for parking.  
Proposal of Sale at \$129,000. PASSED UNANIMOUSLY!

5. Treasurer Report – Sarah Beth Simmons (p-17)  
2020 financials are received.  
2021 financials year to date.

## OFFERINGS

- I. Moderator – Mildred Hall (p-51)

- II. Regional Minister – Eugene James (p-51)

### **COMMISSIONS**

- III. Crystal – Tim & Jennifer Murtaugh (p-53)
- IV. Ministry – Robert Cornwall – (p-54-55)
- V. Church Growth and Vitality – Gwendolyn Pettway (p-56)
  - I. Kingdom Builders was given a grant of \$6,000.
  - II. Five people
- VI. Ecumenism – Jerry McAllister - *(No report)* Gospel In Action – Carole Enwright (p-57) Carol ask we keep in mind Gospel In Action's upcoming volunteer opportunities.
- VII. Personnel – Julie Drews – (p-59)  
December 18, 2021 @ 2:00pm Eugene's retirement.
- VIII. Regional Minister Search Committee – Julie Drews – (p-59)
- IX. Stewardship and Finance – Sarah Beth Simonds – (p-60)

### **GROUPS & OTHER COMMITTEES**

- X. Men's Ministry – Russ Tiller and Ron Hurd – (p-61)
  - I. Next weekend men's retreat—17 registered.
- XI. Women's Ministry – Diana Payton (p-62)
  - I. August 19-21, 2022 women's retreat.
- XII. Communications – Neil Topliffe (p-63), corrected report was in last email version.
- XIII. Vision 2021 Task Group – Neil Topliffe (p-65)
- XIV. Property Task Group – Doug Morgan (p-67)

### **DISTRICTS**

- XV. East District Assembly – *(No report)*, West – *(No report)*, North – *(No report)*

### **REPRESENTATIVES and PARTNERS**

- XVI. Rep to the General Board – Barbara Hemphill *(No report)*
- XVII. General Ministry Partner – Christian Church Foundation – (p-68)
- XVIII. Representative from the UCC – *(No report)*

### **SMALL GROUP ACTIVITIES**

### **CLOSING WORSHIP AND COMMUNION – Message by Pastor Eugene James, Regional Pastor of the Christian Church (Disciples of Christ) Michigan Region**

Respectfully Submitted

Rick Modglin-Green

Secretary, Christian Church Michigan Region.





## **“In Defense of Kindness”**

Welcome to the 2022 Regional Assembly of the Christian Church (Disciples of Christ) in Illinois and Wisconsin & the Christian Church Michigan Region.

As I write this story, we are 7 months into our new Covenant Partnership---Michigan Disciples/CCIW. We had prepared for a year to make this transition. The work is continuing . . .

The theme for this year has been Connections & Affirmations. Connections meaning---making connections through sharing our stories of faith. Finding ways, we can support and encourage one another. Giving affirmation to our shared life in faith. We will rarely agree on every issue, but we

can affirm each other on our faith-journey. I believe that is called respect---an offering of kindness.

We held our first CCIW/CCMR Clergy retreat. It was the first time our CCIW ministry team had been together in one place in two years, let alone for our MI Regional Associates, and clergy from both regions to meet. Rev. Dr. David Anderson Hooker was a wonderful key-note speaker who helped us to consider the stories that shape us---and the meta-narratives that underlie interpretations of those stories. Meta-narratives like the one that says white privilege takes precedence over gospel beloved kin-dom.

During our clergy gathering there was time to share our stories and connect on a meaningful level. We played “Questions in a Bag” one evening. Each person pulled one question out of the bag and shared their answer---the level of sharing grew and deepened. We laughed, we cried, we prayed, and we heard each other. Ministry calls us to ever deepening awareness of the pain of the world. We need each other to sustain this sacred calling. More than ever. . .

Currently, what worries me is “false/death-dealing” narratives. One’s that are constructed to protect our privilege and maintain our sense of status/worth. Holding onto these false narratives is more important to some folks than the command of Jesus to “Love one another.” Love is seen as weakness and giving in. It is even turned into a weapon that insists on its own way and denies the common beloved-ness of all of God’s people and creation.

These false narratives threaten our Disciple values: open exploration and inquiry into the living gospel of Jesus Christ; our human freedom to be who we are created to be and follow our calling; congregations becoming communities fulfilling God’s mission of unity and love. These narratives even threaten creation itself by narrowing what it means to be beloved by God to “who and what I say.” This is a narrative of dominance and submission. Not of Love and Justice and Liberation from oppression. Jesus’s way and our calling.

Disciples---I think we are called to tell a story in “Defense of Kindness.” That there is more in our togetherness than our separateness. That God’s beloved community comes to life as we are made whole at the Table of Christ. Let us be a movement for this kind of wholeness.

## Nominating Committee report for election, 2022

Position	Board Vote/R eport	Position -Date began	Term Length	Name	Given Name	Family Name	E-mail
<b>Officers</b>							
	yes	Moderator - 2022	2 yr + 1 reelect	Anne McCauslin	Anne	McCauslin	annemccauslin57@gmail.com
	yes	V Moderator - 2022*	2 yr + 1 reelect	Armand Aronson	Armand	Aronson	armand@joyjoyjoy.com
	yes	Secretary 2022	2 yrs + 1 reelect	Sophia Barnett	Sophia	Barnett	barnett.sophiam@gmail.com
	yes	Treasurer - 2017	2 yrs + 1 reelect	Ron Osgood	Ron	Osgood	rs.osgood@gmail.com
	yes	Genl Bd - 2022**	4 yrs	Sandy Harvey	Sandy	Harvey	sandy@exodusconsultinggroup.com
<b>Commissions</b>							
	yes	Stwdshp-Fin - 2022	2 yrs + 1 reelect	Ron Osgood	Ron	Osgood	rs.osgood@gmail.com
	yes	Ministry - 2022	2 yrs + 1 reelect	Paul Elliott	Paul	Elliott	pastorpauelliott@att.net
	yes	Personnel - 2022	2 yrs + 1 reelect	Lynn Hockenhill	Lynn	Hockenhill	lynnpsalm63@yahoo.com
	yes	Ecumenism - 2022	2 yrs + 1 reelect	Vickie Wright	Vickie	Wright	msvickiewright@gmail.com
	yes	ChGrwthVitly - 2020	2 yrs + 1 reelect	Gwen Pettway	Gwen	Pettway	revgwen50@sbcglobal.net
	yes	Crystal - 2019	2 yrs + 1 reelect	Tim Murtaugh	Tim	Murtaugh	timdurtaugh@gmail.com
<b>At Large Members</b>							
	yes	At Large - 2022	2 yrs + 1 reelect	Diana Allen	Diana	Allen	dianaallen378@gmail.com
	yes	At Large - 2022	2 yrs + 1 reelect	Tanisha Walls	Tanisha	Walls	
	yes	At Large - 2022	2 yrs + 1 reelect	Eli Burton	Eli	Burton	revelijahb@gmail.com
	yes	At Large - 2022	2 yrs + 1 reelect	Julie Drews	Julie	Drews	julieandrews76@gmail.com
	yes	At Large - 2020	2 yrs + 1 reelect	Doug Morgan	Doug	Morgan	pamanddougmorgan@gmail.com
	yes	At Large - 2020	2 yrs + 1 reelect	Neil Topliffe	Neil	Topliffe	ntopliffe@comcast.net
<b>Special Constituencies</b>							
	yes	MI Conf UCC ****					
<b>Ex-Officio</b>							
	no	Regional Minister		Teresa Dulyea-Parker	Teresa	Dulyea-Parker	teresa@michigandisciples.org
	no	Past Moderator	1-2 yrs	Mitzi Hall	Mitzi	Hall	mitzmc7@comcast.net
<b>Program Groups *****</b>							
	reports	Women's Ministry		Vicki Kirby/Brenda Etheridge	Vicki Brenda	Kirby Etheridge	vlynn1969@yahoo.com brenda_etheridge@hotmail.com
	reports	Mens Ministry		Russ Tiller	Russ	Tiller	russtiller@gmail.com
	reports	Reconciliation		John McCauslin	John	McCauslin	johnmccauslin@gmail.com
	reports	Rippling Hope		Rick Boyd	Rick	Boyd	revrickannarbor@gmail.com
				Carole Enwright	Carole	Enwright	cenwright@comcast.net
<b>General Reps</b>							
	reports	Xn Church Foundation		Matt Rossine	Matt	Rosine	mrossine@ccf.disciples.org
* Anne is filling unexpired term and is eligible to be Elected Moderator in 2022 and re-elected in 2023							
** General Board representatives serve 4 year terms as designated by the CCDOC General Board; one term normally							
*** General Units Representative: I believe this position is an appointment by the General Units but not sure - this needs to be confirmed							
**** Has been filled in past by the Michigan UCC Conference Minister - vacant this past year due to a retirement - this needs a follow-up							
***** Program Groups are appointed by the General Board and make reports - Rippling Hope reports as part of Ecumenism Commission							



### **Anne McCauslin:- Moderator Nominee**

I have been a Disciple of Christ and member at Central Woodward Christian Church for 30 years.

After graduating with a BS from Michigan State University and receiving a JD from Wayne State Law School I practiced law for 13 years.

I attended the Ecumenical Theological Seminary for eight years and then worked 13 years for the Michigan Region and United Church of Christ Michigan Conference as Dean of the STEM programs.

At Central Woodward I have participated regularly as a Stephen Minister, deacon, elder, Coordinator of an after school children's intergenerational LOGOS program, Co-Coordinator with the Congregational Church of Birmingham UCC to host the South Oakland Shelter (now Lighthouse Ministry), Director of the Nurture, Worship and Deacon ministries as well as Vice President and President of the Church Council.

I have two lovely daughters, a son-in-law, and a grandson with a second grandchild on the way. Since retiring, I have had the joy of spending days playing with my grandson.

I look forward to continuing to serve God's Church as God continues to lay callings on my heart.



### **Rev. Armand Aronson: Vice Moderator Nominee**

Rev. Armand Aronson (retired) has been a member of Cascade Christian Church (DOC) Grand Rapids, Michigan since 1989 and is now a Lifetime Elder. He was Pastor at First Christian Church of Ionia, Michigan for 9 years. He graduated from Calvin Theological Seminary in 2010 and was also ordained that year in Ionia. He has a B.S. in Business Administration with a minor in Accounting from Indiana State University.

Armand has served on the board of the regional church as Treasurer, and Co-chair of the Crystal Commission. He has been active in the camping program as a Family Camper, Counselor of Junior Camp, Dean of Sr High, Middle School, Adventure and Grandparents Camps.

Armand and Jane were married in 1973...getting close to 50 years. They've lived in the same house since 1978, out in the country, where they grow a few vegetables and a lot of daylilies.



Their daughter is a Professor at Central Michigan University in Mt. Pleasant. She and her husband have two young sons.

Armand has also been active in De Colores Ministries and related Cursillo programs for many years.

## Sophia Maria Barnett- Secretary Nominee



Since joining Full Gospel Christian Church (Disciples of Christ) Detroit in 2011, Sophia Maria Barnett has sought to be actively involved with the community of believers. You may know her as a Licensed Minister or for singing with the Voices of Praise Choir, but Sophia can also be accredited to her most recent involvement as one of the 2022 Disciples Peace Fellowship Interns. During this summer, Sophia Maria Barnett, was able to take the passion for her Organization, Making A Child Change\* Foundation (*who addresses Socio-economic disparities within the African American Community*) and extend them to a broader range of teens.

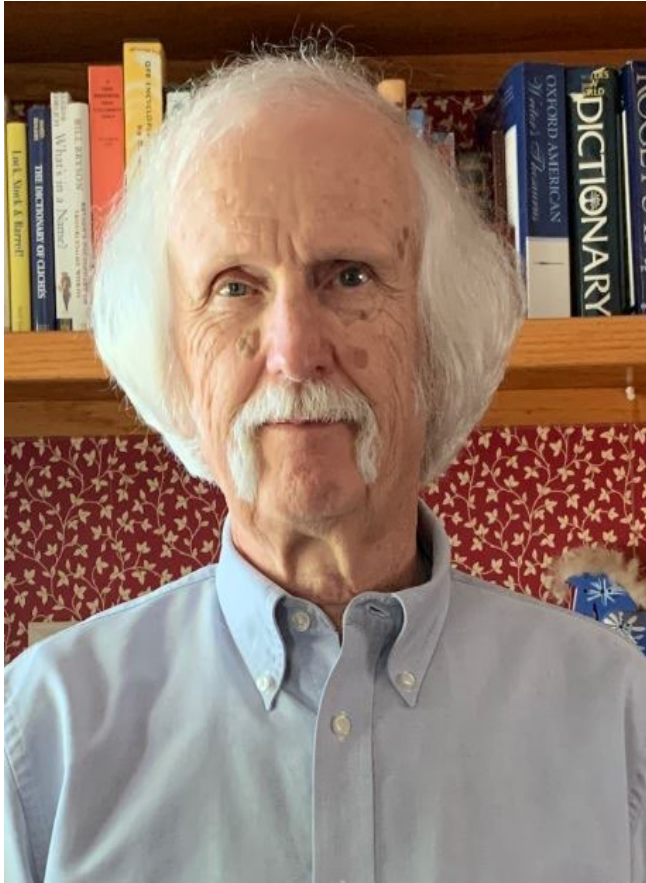
Sophia Maria Barnett, plans to attend Seminary to become an Ordained Minister who's purposed to be a guiding light and source of wisdom to others along their Spiritual journey by alleviating the financial pressures of this material world through teaching:

- ❖ Debt elimination,
- ❖ Credit management techniques,
- ❖ How to utilize long-term investments,
- ❖ Building generational wealth, and
- ❖ Most importantly strengthening individual Spiritual foundations.

When Sophia is not being a Disciple to the world, she is being an inspiring mother to her three beautiful, creative, and wonderfully made children. They are the core of what drives her and gives continual motivation to be HER best at all she does!



## Ron Osgood - Treasurer Nominee



Ron grew up in Saginaw Michigan, attending First Christian Church. He received a Bachelor of Science degree in Mathematics from University of Michigan.

Following graduation, he moved to Cleveland, Ohio, where he attended Lakeshore Christian Church and briefly served as Church Treasurer.

Upon moving to Grand Rapids in 1992, he joined Central Christian Church, where he held several church offices (including Treasurer, Moderator, and Trustee Chair) until the congregation was dissolved in early 2022, when he joined Cascade Christian Church.

A retired project manager, Ron and his wife Sue have more time for gardening, studying history and architecture, and traveling. In 2021, Ron began serving on the Michigan Region Stewardship and Finance Commission.

## Sandy Harvey: General Board Nominee



### **CASSANDRA “SANDY” HARVEY, MBA, CDP**

IMPACT SPEAKER | PASTOR | LEADERSHIP STRATEGIST | DIVERSITY, EQUITY, AND INCLUSION DISCIPLE  
EXECUTIVE & PASTORAL COACH | CULTURE CULTIVATOR & INNOVATOR | CERTIFIED DIVERSITY PROFESSIONAL  
[SANDY@EXODUSCONSULTINGGROUP.COM](mailto:SANDY@EXODUSCONSULTINGGROUP.COM)

Pastor Sandy is the Associate Pastor at Serenity Christian Church in Hazel Park, Michigan where she operates with a passion for growing the body of Christ through teaching, training and evangelism. As a co-laborer in ministry with her husband, Apostle John Harvey, she speaks truth and brings encouragement to the Body of Christ by preparing people for kingdom-building through leadership training, sound biblical teaching, and authentic worship.

Born and raised in Fort Worth, Texas, Pastor Sandy moved to the metro Detroit area in 2002 after getting married. She is a graduate of Texas Wesleyan University with a Bachelor of Arts in Business and a Master of Business Administration in Organizational Management. In addition, she graduated with a MA in Evangelism & Church Planting from Liberty Baptist Theological Seminary.

With over 25 years of human resources and diversity, equity, and inclusion experience, Pastor Sandy founded Exodus Consulting Group, LLC in 2017, which provides strategic human resources and leadership expertise for nonprofit and for-profit organizations. Exodus focuses on providing diversity, equity, and inclusion, and leadership strategy and advising for clients throughout the nation. She is passionate about providing those same services to the body of Christ. She is also a Church Planting Coach for New Church Ministry of the Christian Church Disciples of Christ and has coached Pastors throughout the country since 2016. At Serenity, she provides leadership development training, and Marketing & Media expertise. She is a Board Member for Leadership Oakland and an HR Committee member for HAVEN.

Her daily source of joy is Psalm 37:4, which says, “delight thyself also in the Lord and He shall give you the desires of your heart.” She acknowledges that she delights in the Lord because she knows that He is the source of greater things that she cannot access on her own. On September 18, 2005, Pastor Sandy accepted her call to ministry. On June 7, 2009, she was licensed into Christian ministry, and was ordained on October 23, 2011 through the Michigan Region of the Christian Church Disciples of Christ.

In May 2016, Sandy was recognized by Corp! Magazine as a Most Valuable Professional, as a Most Valuable Entrepreneur in 2018, and a Diversity Business Leader in 2019. In 2020, she received the HRUnite! Inspire Award. She was celebrated in 2022 by Inforum Michigan as one of the regions most accomplished and admired women.

Pastor Sandy continues to minister the truth of God’s Word and stands as an example of God's continued goodness and favor. She resides in a Detroit suburb with her husband, John Harvey, senior pastor, and founder of Serenity Christian Church.



# CHRISTIAN CHURCH MICHIGAN REGION FINANCIAL DASHBOARD 12/31/2021

## SUPPORT

SUPPORT			Year-to-Date December 31,			% change	% change	% above
	% to region	% of overall budget	2019	2020	2021	from 2019	from prior yr	-behind
Net amount received by region								
								YTD Budget
Disciples Mission Fund	68.09%	34%	\$ 39,182	\$ 26,597	\$ 38,553	-1.6%	45.0%	28.5%
Christmas	100%	11%	17,498	8,672	8,414	-51.9%	-3.0%	-15.9%
Designated Operating	100%	35%	41,087	52,961	30,816	-25.0%	-41.8%	0.1%

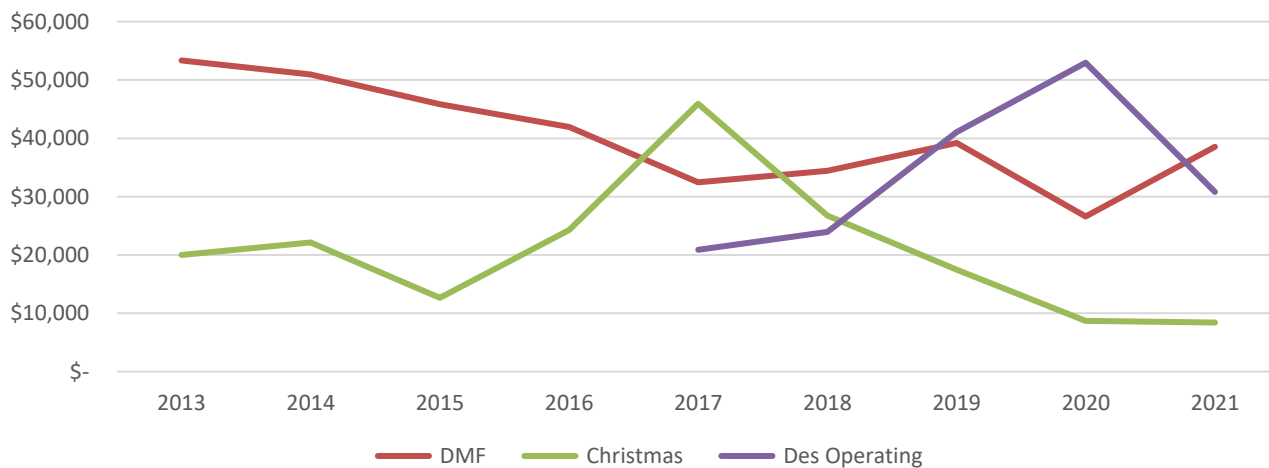
## CURRENT YEAR ACTIVITY

	Year-to-Date December 31, Net Surplus (Deficit)		Better or Worse than Expected?
	Actual	Budget	
Regional Operations	\$ (34,719)	\$ (49,797)	Better
Crystal Conference Center	13,584	(12,734)	Better
STEM	-	-	Better
Disciples Women	3,309	-	Better
Disciples Men	474	-	Better

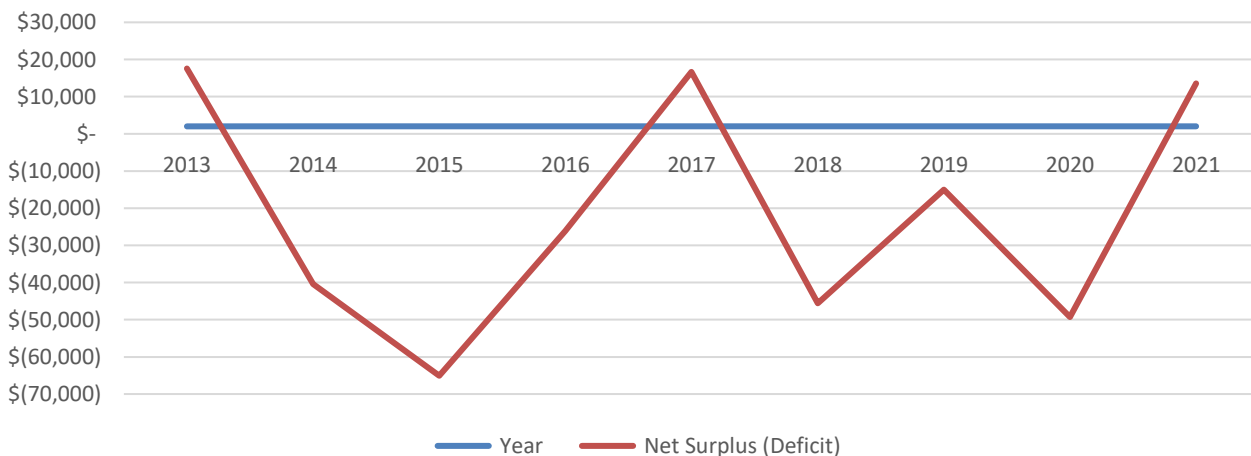
## CASH & INVESTMENTS

	Regional Operations	Crystal Operations	Other Funds	Restricted Funds	Total
Cash on Hand	\$ 19,472	\$ 1,536	\$ 11,421	\$ 112,112	\$ 144,541
Investment held at Church Extension	514,599	60,000			574,599
Investments held at Christian Church Fdn	14,266	471,807		59,922	545,995
Investments held at Christian Church Fdn Permanent not available for use				247,179	247,179

Regional Operations Support History



Crystal Conference Center Net Surplus (Deficit) History



**CHRISTIAN CHURCH MICHIGAN REGION  
TREASURER'S REPORT TO THE REGIONAL ASSEMBLY  
2021 YEAR END FINANCIAL SUMMARY/NOTES**

**Regional Church**

- Results better than budgeted. Operating deficit of (\$34,719). Budgeted deficit of (\$49,797). Favorability due to 1) greater than expected DMF and interest income, and 2) insurance expense reallocated to Crystal.
- Funds available for use: \$534,071. (primarily proceeds from sale of land & buildings)

**Crystal Conference Center**

- Year-end surplus of \$13,584. Favorable to budget by \$26,318.
- Income from camps better than budgeted by \$16,500 2) Gifts of \$25,000 to Crystal Endowment
- Expenses unfavorable to budget 1) camp expenses (\$13,500), 2) Insurance unfavorable (\$12,000), 3) other camp expenses unfavorable (\$3,036), and 4) Tree expenses favorable \$7,000. Expected tree removal expense was not incurred.
- Funds available for use: \$61,536. (the amount remaining of the \$150,000 transferred to Crystal Conference Center from the Region in 2020)

**Jubilee/Fuller Scholarships for Camp**

- Income of \$1,178.
- Expenses of \$520.
- Funds available for use: \$10,008.

**CTS Seminarian Scholarship Fund**

- Income of \$5,663.
- Expenses of \$228.
- Funds available for use: \$41,992.

**Congregational Transformation & Development Fund**

- Received income of \$9,581.
- Grant to Kingdom Building Church in Detroit being disbursed. Expenses YTD of \$6,600.
- Jan 2022 – April 2022 committed \$800.
- Available for use: \$91,681.

### **Reconciliation Fund**

- Income of \$1,086, expenses of \$240, and investment income of 671.
- Funds available for use: \$12,853.

### **Women's Ministries Fund**

- Income of \$8,412.
- Expenses of \$4,717.
- Funds available for use: \$3,309.

### **Men's Ministries Fund**

- Income of \$4,147.
- Expenses of \$3,673.
- Funds available for use: \$474.

### **Oreon Scott Grant**

- Income of \$15,000 for 2022 Regional Partnership work.
- Funds available for use: \$15,000.

### **STEM Fund**

- No activity.
- Funds available for use: \$7,527.

### **East District Assembly Fund**

- No activity
- Funds available for use: \$111.

### **Gospel in Action Flint Fund**

- Funds disbursed to Woodside Church in March for their ministry in Flint,
- Fund closed.

To request a copy of the full financial reports with line item detail, please email [sbsimonds@gmail.com](mailto:sbsimonds@gmail.com).

# Christian Church Michigan Region

## Statement of Financial Position

	As of		
	12/31/2021	12/31/2020	Increase (Decrease)
<b>Assets</b>			
Current Assets			
Cash	116,542	579,277	(462,735)
Cash held by UCCR	28,000	28,000	
CCF Distributions in Transit	2,886	2,484	403
Accounts Receivable			
Prepaid Expenses	541	541	
Total Current Assets	147,970	610,302	(462,332)
Investments			
Investments held at Church Extension	574,599		574,599
Investments held at CCF	793,174	700,524	92,650
Total Investments	1,367,773	700,524	667,248
Fixed Assets			
Land	95,072	95,072	
Buildings	624,546	624,546	
Furniture & Equipment	190,795	182,698	8,097
Accumulated Depreciation	(658,650)	(642,524)	(16,126)
Total Fixed Assets	251,763	259,792	(8,030)
<b>Total Assets</b>	<b>1,767,505</b>	<b>1,570,618</b>	<b>196,887</b>
<b>Liabilities and Net Assets</b>			
Liabilities			
Accounts Payable		675	(675)
Accrued Expense	2,266	1,742	524
Total Liabilities	2,266	2,417	(151)
Net Assets			
Net Assets	1,765,239	1,568,202	197,038
Total Net Assets	1,765,239	1,568,202	197,038
<b>Total Liabilities and Net Assets</b>	<b>1,767,505</b>	<b>1,570,618</b>	<b>196,887</b>

**Christian Church Michigan Region**

Detailed Net Asset Activity							Assets less Liabilities representing Fund Balances						
	Beginning of year	Income	Expenses	Unrealized Gain(Loss)	Transfers	As of 12/31/2021	Total Liabilities	Total Assets	Fixed Assets	Accts Rec/ Prepays	Cash	CE	CCF
<b>Net Assets without Donor Restrictions</b>													
Regional Operating Fund	715,357	221,588	(136,996)	1,312	-	801,261	(2,266)	803,527	251,763	3,427	19,472	514,599	14,266
Gospel in Action Flint Fund	3,115	-	(3,115)	-	-	-		-					
STEM Fund	7,527	-	-	-	-	7,527		7,527			7,527		
Women's Ministries Fund	(386)	8,412	(4,717)	-	-	3,309		3,309			3,309		
Men's Ministries Fund	-	4,147	(3,673)	-	-	474		474			474		
East District Assembly	111	-	-	-	-	111		111			111		
<b>Total Net Assets without Donor Restrictions</b>	<b>725,724</b>	<b>234,147</b>	<b>(148,501)</b>	<b>1,312</b>	<b>-</b>	<b>812,682</b>	<b>(2,266)</b>	<b>814,948</b>	<b>251,763</b>	<b>3,427</b>	<b>30,893</b>	<b>514,599</b>	<b>14,266</b>
<b>Net Assets with Donor Restrictions - available for use for the specific purpose</b>													
CTS Seminarian Scholarship Fund	36,557	5,663	(228)	-		41,992		41,992			41,992		
Reconciliation Fund	11,336	1,086	(240)	671		12,853		12,853			5,391		7,462
Oreon Scott Grant	-	15,000	-			15,000		15,000			15,000		
Crystal Conference Center Fund	257,303	92,271	(78,687)	-	(209,350)	61,537		61,537			1,537	60,000	
<i>Permanent Section</i>													
<b>Net Assets with Donor Restrictions - Investment Growth available for use for the specific purpose</b>													
Jubilee/Fuller Scholarships for Camp	6,333	1,178	(520)	3,017		10,008		10,008			6,367		3,641
Cong Transformation & Developmt Fd	64,157	9,581	(6,600)	24,543		91,681		91,681			42,862		48,819
<b>Net Assets with Donor Restrictions - Permanent portion of gift not available for use</b>													
Jubilee/Fuller Scholarships for Camp	29,162					29,162		29,162					29,162
Cong Transformation & Developmt Fd	218,017					218,017		218,017					218,017
North Oakland Endwment for Crystal Con	219,612	16,123		40,540	195,531	471,806		471,807					471,807
MI Permanent Fund	-	500	-	-	-	500		500			500		
<b>Total Net Assets with Donor Restrictions</b>	<b>842,477</b>	<b>141,402</b>	<b>(86,275)</b>	<b>68,771</b>	<b>(13,819)</b>	<b>952,556</b>	<b>-</b>	<b>952,557</b>	<b>-</b>	<b>-</b>	<b>113,649</b>	<b>60,000</b>	<b>778,908</b>
<b>TOTAL NET ASSETS</b>	<b>1,568,201</b>	<b>375,549</b>	<b>(234,776)</b>	<b>70,083</b>	<b>(13,819)</b>	<b>1,765,238</b>	<b>(2,266)</b>	<b>1,767,505</b>	<b>251,763</b>	<b>3,427</b>	<b>144,542</b>	<b>574,599</b>	<b>793,174</b>

# CHRISTIAN CHURCH MICHIGAN REGION

## FINANCIAL DASHBOARD

### 6/30/2022

#### SUPPORT

SUPPORT	Year-to-Date June 30,						% change	% change	% above		
	% to region	% of overall budget				from 2020	from prior yr	-behind			
			2020	2021	2022			YTD Budget			
			Net amount received by region								
Disciples Mission Fund	68.09%	34%	\$	13,745	\$	18,955	\$	13,905	1.2%	-26.6%	-7.3%
Christmas	100%	11%		3,419		4,659		5,258	53.8%	12.9%	-13.8%
Designated Operating	100%	35%		18,327		19,705		15,292	-16.6%	-22.4%	-3.2%

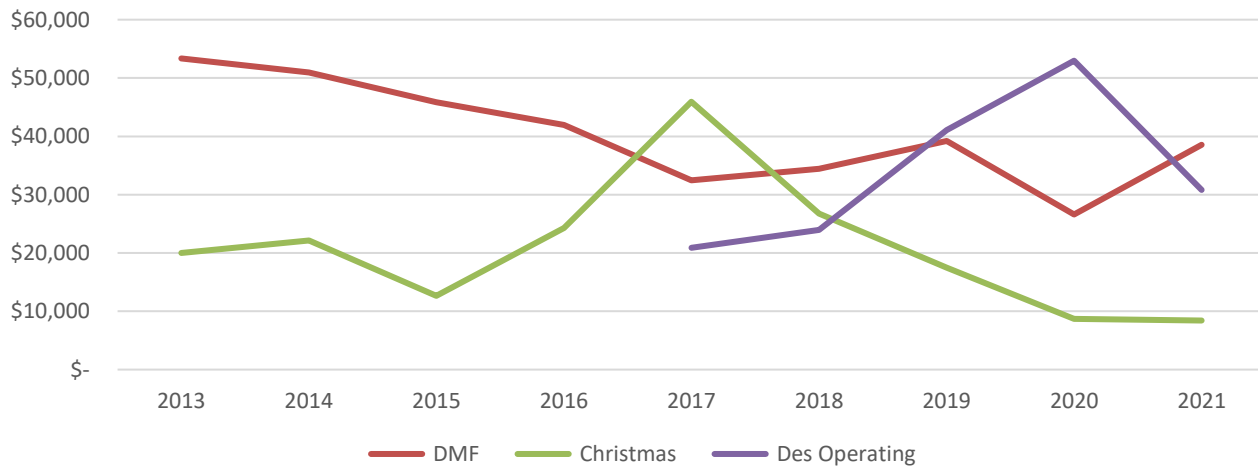
#### CURRENT YEAR ACTIVITY

	Year-to-Date June 30,		Better or Worse than Expected?
	Actual	Budget	
Regional Operations	\$ 10,006	\$ (6,885)	Better
Crystal Conference Center	37,225	48,685	Worse
STEM	-	-	Better
Disciples Women	62	-	Better
Disciples Men	(1,055)	-	Worse

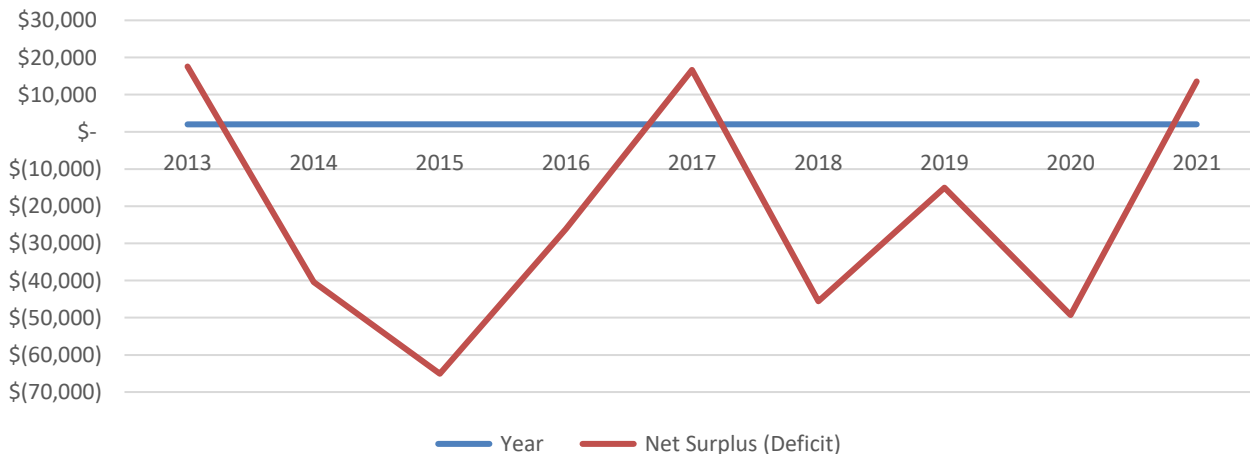
#### CASH & INVESTMENTS

	Regional Operations	Crystal Operations	Other Funds	Restricted Funds	Total
Cash on Hand	\$ 165,716	\$ 94,234	\$ 20,428	\$ 165,737	\$ 446,115
Investment held at Church Extension	-	-			-
Investments held at Christian Church Fdn	11,909	(99,883)		26,223	(61,751)
Investments held at Christian Church Fdn Permanent not available for use		714,966		375,020	1,089,986

#### Regional Operations Support History



#### Crystal Conference Center Net Surplus (Deficit) History



**CHRISTIAN CHURCH MICHIGAN REGION  
TREASURER'S REPORT TO THE REGIONAL ASSEMBLY  
2022 JUNE YTD FINANCIAL SUMMARY/NOTES**

**Regional Church**

- Results better than budgeted. Operating surplus of \$11,757. Budgeted deficit of (\$6,885). Favorability due to 1) income from a non-owned endowment and interest income from our investment at DCEF, 2) expenses less than budgeted by \$3,400, 3) revenue from the Clergy Retreat of \$1,721.
- Funds available for use: \$177,625.

**Crystal Conference Center**

- YTD worse than budgeted by (\$11,460).
- Income from camps better than budgeted by \$13,378.
- Expenses unfavorable to budget due to 1) Current Projects of \$18,773 (new dock and roofing expenses for Beeches new roof, and 2) deposits paid for all camp events.
- Before year end, the \$18,773 will be capitalized, and thus not in expense. When final invoices are paid for the camp events, hopefully that will erase the unfavorability, which is timing.
- Funds available for use: \$94,234.

**Jubilee/Fuller Scholarships for Camp**

- Income of \$581.
- Expenses YTD of \$3,405.
- Funds available for use: \$1,762.

**CTS Seminarian Scholarship Fund**

- Income of \$6,039.
- No expenses.
- Funds available for use: \$48,032.

**Congregational Transformation & Development Fund**

- Received income of \$4,837, expenses of \$2,300.
- Grant to Kingdom Building Church in Detroit completed.

Available for use: \$48,310.

### **Reconciliation Fund**

- Income of \$597, no expenses.
- Funds available for use: \$12,206.

### **Women's Ministries Fund**

- Income of \$1,631.
- Expenses of \$1,569.
- Funds available for use: \$3,371.

### **Men's Ministries Fund**

- Income of \$85.
- Expenses of \$1,140 (deposit for retreat).
- Funds available for use: (\$581).
- Registration is ongoing!
- Registration is ongoing!

### **Oreon Scott Grant**

- Income of \$15,000 for 2022 Regional Partnership work.
- Expenses for Clergy Retreat of \$13,822.
- Funds available for use: \$1,178.

### **STEM Fund**

- No activity.
- Funds available for use: \$7,527.

### **East District Assembly Fund**

- No activity
- Funds available for use: \$111.



## **New Funds/Reporting Structure Funds below:**

### **Crystal Capital Fund** (newly established fund)

- Income of \$88,634.  
\$76,700 from Central Christian Church – Grand Rapids  
\$10,100 from Cascade Christian Church – Grand Rapids  
Balance of income from individual donor(s)

### **Regional Capital Fund** (newly established fund)

- Income of \$10,000.  
Distributed from cash from property sales

### **Michigan Permanent Fund** (newly established endowment)

- Income of \$127,841.  
Distributed from cash from property sales

### **North Oakland Endowment for Crystal Conference Center** (restored the corpus, so now reported in the Permanent section of the Detailed Net Asset Activity.)

- Deposited \$243,159 to North Oakland account with the Christian Church Foundation to restore monies that had been “borrowed” from the endowment.  
Distributed from cash from property sales

To request a copy of the full financial reports with line item detail, please email [sbsimonds@gmail.com](mailto:sbsimonds@gmail.com)

**Christian Church Michigan Region**  
**Statement of Financial Position**

	<u>As of</u>			<u>As of</u>
	<u>6/30/2022</u>	<u>6/30/2021</u>	<u>Increase (Decrease)</u>	<u>12/31/2021</u>
<b>Assets</b>				
Current Assets				
Cash	418,115	160,973	257,142	116,542
Cash held by UCCR	28,000	28,000		28,000
CCF Distributions in Transit	1,388	3,509	(2,120)	2,886
Prepaid Expenses		541	(541)	541
Total Current Assets	<u>447,504</u>	<u>193,023</u>	<u>254,481</u>	<u>147,970</u>
Investments				
Investments held at Church Extension		450,000	(450,000)	574,599
Investments held at CCF	<u>1,028,235</u>	<u>743,948</u>	<u>284,287</u>	<u>793,174</u>
Total Investments	<u>1,028,235</u>	<u>1,193,948</u>	<u>(165,713)</u>	<u>1,367,773</u>
Fixed Assets				
Land	95,072	95,072		95,072
Buildings	624,546	624,546		624,546
Furniture & Equipment	195,322	190,795	4,527	190,795
Accumulated Depreciation	<u>(658,650)</u>	<u>(642,524)</u>	<u>(16,126)</u>	<u>(658,650)</u>
Total Fixed Assets	<u>256,290</u>	<u>267,889</u>	<u>(11,599)</u>	<u>251,763</u>
<b>Total Assets</b>	<b><u>1,732,028</u></b>	<b><u>1,654,860</u></b>	<b><u>77,168</u></b>	<b><u>1,767,505</u></b>
<b>Liabilities and Net Assets</b>				
Liabilities				
Accounts Payable	1,116	1,152	(35)	
Accrued Expense				2,266
Total Liabilities	<u>1,116</u>	<u>1,152</u>	<u>(35)</u>	<u>2,266</u>
Net Assets				
Net Assets	<u>1,730,912</u>	<u>1,653,708</u>	<u>77,204</u>	<u>1,765,239</u>
Total Net Assets	<u>1,730,912</u>	<u>1,653,708</u>	<u>77,204</u>	<u>1,765,239</u>
<b>Total Liabilities and Net Assets</b>	<b><u>1,732,028</u></b>	<b><u>1,654,860</u></b>	<b><u>77,168</u></b>	<b><u>1,767,505</u></b>

**Christian Church Michigan Region**

Detailed Net Asset Activity							Assets less Liabilities representing Fund Balances					
	Beginning of year	Income	Expenses	Unrealized Gain(Loss)	Transfers	As of 6/30/2022	Total Liabilities	Total Assets	Fixed Assets	Accts Rec/ Prepays	Cash	CCF
<b>Net Assets without Donor Restrictions</b>												
Regional Operating Fund	801,260	56,264	(44,506)	(2,358)	(632,763)	177,897	(1,116)	179,013		1,388	165,716	11,909
Regional Capital Fund	-	-	-	-	10,000	10,000		10,000			10,000	
STEM Fund	7,527	-	-	-	-	7,527		7,527			7,527	
Net Fixed Assets Fund	-	-	-	-	256,290	256,290		256,290	256,290			
Women's Ministries Fund	3,309	1,631	(1,569)	-	-	3,371		3,371			3,371	
Men's Ministries Fund	474	85	(1,140)	-	-	(581)		(581)			(581)	
East District Assembly	111	-	-	-	-	111		111			111	
<b>Total Net Assets without Donor Restrictions</b>	<b>812,681</b>	<b>57,980</b>	<b>(47,215)</b>	<b>(2,358)</b>	<b>(366,473)</b>	<b>454,615</b>	<b>(1,116)</b>	<b>455,731</b>	<b>256,290</b>	<b>1,388</b>	<b>186,144</b>	<b>11,909</b>
<b>Net Assets with Donor Restrictions - available for use for the specific purpose</b>												
CTS Seminarian Scholarship Fund	41,993	6,039	-	-		48,032		48,032			48,032	
Reconciliation Fund	12,854	597	-	(1,245)		12,206		12,206			5,857	6,349
Oreon Scott Grant	15,000	-	(13,822)			1,178		1,178			1,178	
Crystal Conference Center Fund	61,536	80,828	(43,603)	-	(4,527)	94,234		94,234			94,234	
Crystal Captial Fund	-	88,634	-	-		88,634		88,634			88,634	
<i>Permanent Section</i>												
<b>Net Assets with Donor Restrictions - Investment Growth available for use for the specific purpose</b>												
Jubilee/Fuller Scholarships for Camp	10,008	581	(3,405)	(5,422)		1,762		1,762			3,543	(1,781)
Cong Transformation & Developmt Fd	91,681	4,837	(2,300)	(45,908)		48,310		48,310			17,993	30,317
North Oakland Endwment for Crystal Con	-	9,075	(16,552)	(92,406)	-	(99,883)		(99,883)				(99,883)
MI Permanent Fund	-	477	-	(9,139)		(8,662)		(8,662)				(8,662)
<b>Net Assets with Donor Restrictions - Permanent portion of gift not available for use</b>												
Jubilee/Fuller Scholarships for Camp	29,162					29,162		29,162				29,162
Cong Transformation & Developmt Fd	218,017					218,017		218,017				218,017
North Oakland Endwment for Crystal Con	471,807				243,159	714,966		714,966				714,966
MI Permanent Fund	500	-	-	-	127,841	128,341		128,341			500	127,841
<b>Total Net Assets with Donor Restrictions</b>	<b>952,558</b>	<b>191,068</b>	<b>(79,682)</b>	<b>(154,120)</b>	<b>366,473</b>	<b>1,276,297</b>	<b>-</b>	<b>1,276,297</b>	<b>-</b>	<b>-</b>	<b>259,971</b>	<b>1,016,326</b>
<b>TOTAL NET ASSETS</b>	<b>1,765,239</b>	<b>249,048</b>	<b>(126,897)</b>	<b>(156,478)</b>	<b>-</b>	<b>1,730,912</b>	<b>(1,116)</b>	<b>1,732,028</b>	<b>256,290</b>	<b>1,388</b>	<b>446,115</b>	<b>1,028,235</b>

**Fund Management Policies**  
**Christian Church (Disciples of Christ) – Michigan Region (CCMR)**

**I.     PURPOSE**

The Fund Management Policies of the Christian Church (Disciples of Christ) – Michigan Region (CCMR) define how funds received by CCMR are managed to expand the witness and mission of Jesus Christ in the world through our ministries, serving human needs in our Region and around the world.

Gifts made to any fund benefitting CCMR are not intended to compete with or replace regular annual giving of members to their congregations, to Disciples Mission Fund, or to diminish the opportunities for responsible stewardship by present or future members.

Management of all funds will be done in a manner consistent with the faith and values of the Christian Church (Disciples of Christ) in the United States and Canada.

**II.    DEFINITIONS**

**Corpus:**

Corpus is defined as the total money donated to a particular fund by all donors.

**Permanent Funds:**

A permanent fund is a fund where the corpus may not be used and only earnings on the fund are used for the benefit of the organization.

**Funds with Donor Restrictions:**

A Fund with Donor Restrictions is any cash balance that has been earmarked for specific or limited use. Often associated with funds held by donations to nonprofit organizations or endowments, donors alone can direct the usage of those assets. Restrictions apply to the corpus of the fund and any earnings.

**Funds without Donor Restrictions:**

Funds without Donor restrictions are grants or donations received that are not earmarked for specific use. The recipient directs the usage of these assets.

### **III. PERMANENT FUND POLICY**

#### **A. Sources of Permanent Funds (Inflows)**

1. Individuals or congregations or groups may donate to any Permanent Fund at any time.
2. Unless otherwise specified by the Donor, all proceeds from the sale of local or regional church property will be placed in the Michigan Legacy Permanent Fund.
3. Additions to the corpus of a Permanent Fund may be received in the form of bequests, the residual value of charitable trusts and charitable gift annuities, life insurance proceeds, proceeds from the sale of assets, and other such end-of-life instruments. Unless otherwise specified by the Donor (individual or congregation), all unrestricted end-of-life gifts received by CCMR will be added to the Michigan Legacy Permanent Fund and be governed by this Policy.
4. Gifts to a Permanent Fund may come in forms other than cash, including stocks, bonds, real estate, and tangible property. All unrestricted bequests and gifts received in any form other than cash will be converted to cash at its fair market value as soon as practical.
5. On some rare occasions, the CCMR may want to refuse a gift or bequest to a Permanent Fund. This should be done by the Regional Board upon the recommendation of the Stewardship and Finance Commission.
6. New Permanent Funds may be established and added to Exhibit 1 with the approval of the Regional Board.
7. A change in the administrative responsibility for a Permanent Fund must be approved by the Regional Board.

#### **B. Uses of Permanent Funds (Outflows)**

1. The corpus of a permanent fund is not available for use.
2. Only the income disbursed by the Christian Church Foundation (CCF) annually is available for use by CCMR. If not used in the current year, the income remains available for use in the future.

3. The income disbursed by CCF to CCMR from the Michigan Legacy Permanent Fund shall be distributed as follows: This distribution ensures that income from the Michigan Legacy Permanent fund provides CCMR with income for current needs, future needs and Crystal Conference Center needs.
  - a. 70% to the Michigan General Fund (Regional Operating Fund)
  - b. 10% to a Regional Capital Fund
  - c. 20% to Crystal for use of the Crystal Commission
4. See Exhibit 1 for all CCMR permanent funds and the administrative responsibility for the funds.

### **C. Administration of the Michigan Legacy Permanent Fund**

The administration of the Michigan Permanent Fund shall be the responsibility of the CCMR Stewardship and Finance Commission and the Regional Board in consultation with the Regional Minister, subject to final approval by the Regional Board.

The responsibilities of the Stewardship and Finance Commission in administering this fund will be to:

1. Meet at least twice a year or more frequently if deemed to be in the best interest of the Fund and maintain minutes of each meeting. Minutes will be stored electronically as recommended by and made accessible by (and to) Treasury Services.
2. Store documents that accompany gifts to the Michigan Legacy Permanent Fund electronically as recommended by and made accessible by (and to) Treasury Services.
3. Publicize the Michigan Permanent Fund to the Region, sponsor planned giving seminars, contact prospective Donors and promote other opportunities which will bring growth to the Michigan Legacy Permanent Fund.
4. Distribute Michigan Legacy Permanent Fund income annually as detailed in section B. Uses of Permanent Funds (Outflows). Item #3.
5. Prepare a budget for the coming calendar year by June 1 each year.
6. Review the activity and performance of the Michigan Legacy Permanent Fund and provide a written annual report to the Regional Board. Such report shall include a list of new gifts received, investment transactions, amount spent for ministry, and total value of the Michigan Legacy Permanent Fund at year end.
7. Recognize Donors and honor those faithful stewards, if they so wish, who have included the Region in their end-of-life estate plans.
8. Faithfully encourage all members in the church to consider making provisions in their financial planning to provide a gift to the Michigan Legacy Permanent Fund.

### **D. Administration of Other Permanent Funds**

The administration of other Permanent Funds shall be the responsibility of the assigned Commission/Constituent Group and the Regional Board in consultation with the Regional Minister, subject to final approval by the Regional Board.

The responsibilities of the Commissions and constituent groups in administering these funds will be to:

1. Meet at least annually, or more frequently if deemed to be in the best interest of the Fund and maintain minutes of each meeting. Minutes will be stored electronically as recommended by and made accessible by (and to) Treasury Services.
2. Based on the available income from your Permanent Fund, plan events/activities for your Commission for the coming calendar year.
3. Prepare a budget for the coming year by June 1 each year and submit to the Stewardship and Finance Commission for presentation to the Regional Board for approval. The Stewardship & Finance Commission will assist as needed.

#### **IV. FUNDS WITH DONOR RESTRICTIONS POLICY**

##### **A. Sources of Funds with Donor Restrictions (Inflows)**

1. Individuals, congregations, or groups may donate to a Fund with Donor Restrictions at any time,
2. Special Offerings may add to a fund with Donor Restrictions (Pentecost Offering).
3. Special gifts may be made to address a specific need of the ministry.
4. Funds with Donor Restrictions may receive income from Non-Owned Endowments
5. Capital Funds usually contain Donor Restrictions either for a specific purpose or a specific time duration.
6. CCMR may apply for grants to address a specific need of the ministry.
8. CCMR may, on occasion, need to refuse a gift or bequest (if CCMR has no need or intent to implement the restricted use), Reasons for this action might include if the donor restriction is not in line with the Region's mission priorities, if the Region is unable to use the gift as intended, or if the gift does not seem to be in the best interests of the donor or the regional church. In such instances, if it is impractical or unwise to seek a modification of the gift restriction, the gift would be returned to the Donor or the Donor's estate.
7. New Funds with Donor Restrictions may be established by CCMR and added to Exhibit 2 with the approval of the Regional Board.
8. A change in the administrative responsibility for a funds with Donor restrictions must be approved by the Regional Board.

##### **B. Uses of Funds with Donor Restrictions (Outflows)**

1. The corpus of a Fund with Donor Restrictions is available for use in accordance with the donor's instructions.
2. Income earned by the Funds with Donor Restrictions is available for use in accordance with the donor's instructions. If not used in the current year, the income remains available for use in the future.
3. See Exhibit 2 for all CCMR funds with Donor Restrictions and the administrative responsibility for the funds.



### **C. Administration of Funds with Donor Restrictions**

The administration of Funds with Donor Restrictions shall be the responsibility of the assigned Commission/Constituent Group and the Regional Board in consultation with the Regional Minister, subject to final approval by the Regional Board.

The responsibilities of the Commissions and constituent groups in administering these funds will be to:

1. Meet at least annually, or more frequently if deemed to be in the best interest of the Fund and maintain minutes of each meeting. Minutes will be stored electronically as recommended by and made accessible by (and to) Treasury Services.
2. Ensure that adequate record-keeping is maintained for Donor Restricted gifts and that all Donor restrictions are honored.
3. Based on the available restricted funds for your Commission, plan events/activities for your Commission for the coming calendar year.
4. Prepare a budget for the coming calendar year by June 1 each year and submit to the Stewardship and Finance Commission for presentation to the Regional Board for approval, The Stewardship & Finance Commission will assist as needed.

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## **V. FUNDS WITHOUT DONOR RESTRICTIONS POLICY**

### **A. Sources of Funds without Donor Restrictions (Inflows)**

1. Individuals or congregations or groups may donate to a Fund without Donor Restrictions at any time,
2. Gifts originating from the Kickstart campaign.
3. Special Offerings may add to a Fund without Donor Restrictions (Christmas Offerings flow into the General Fund for the region.)
4. Special gifts may be made to a Fund without Donor Restrictions. (Blessing Box offerings flow into the Women's Ministries Fund.)
5. A portion of gifts to DMF are received by a Fund without Donor Restrictions. CCMR receives 68% of the gifts made to DMF in the General Fund; the remaining 32% is used to support the general ministries of the church.,
6. New Funds without Donor Restrictions may be created and added to Exhibit 3 with the approval of the Regional Board
7. A change in the administrative responsibility for a Fund without Donor Restrictions must be approved by the Regional Board.

### **B. Uses of Funds without Donor Restrictions (Outflows)**

1. All of the funds in a Fund without Donor Restrictions are available for use by the owner of the fund for any purpose they consider appropriate. The recipient directs the use of Funds without Donor Restrictions.
2. See Exhibit 3 for all Funds without Donor Restrictions that are held by CCMR and the administrative responsibility for the funds.

### **C. Administration of Funds without Donor Restrictions**

The administration of Funds without Donor Restrictions shall be the responsibility of the assigned Commission/Constituent Group and the Regional Board in consultation with the Regional Minister, subject to final approval by the Regional Board.

The responsibilities of the Commissions and constituent groups in administering these funds will be to:

1. Meet at least annually, or more frequently if deemed to be in the best interest of the Fund and maintain minutes of each meeting. Minutes will be stored electronically as recommended by and made accessible by (and to) Treasury Services.
2. Based on the available Funds without Donor Restrictions for your Commission, plan events/activities for your Commission for the coming calendar year.
3. Prepare a budget for the coming calendar year by June 1 each year and submit to the Stewardship and Finance Commission for presentation to the Regional Board for approval. The Stewardship & Finance Commission will assist as needed.

## **VI. INVESTMENT MANAGEMENT**

- A.** All permanent and restricted funds of CCMR will be invested with the Christian Church Foundation.
- B.** The Christian Church Foundation will manage all invested funds of the Michigan Region in a manner consistent with the faith and values of the Christian Church (Disciples of Christ) in the United States and Canada.
- C.** It is recommended that other funds use the Christian Church Foundation if they decide to establish an investment account. Any such investment should be reviewed by the Stewardship & Finance Commission and approved by the Regional Board.

## **VII. DISBURSEMENT OF INCOME**

- A.** The Christian Church Foundation establishes a percentage of income to be disbursed based on the performance of each fund. Typically, this percentage is in the 3-5% range. The annual spending percentage is the income percentage established each year by the Christian Church Foundation that allows for continued growth of the Fund.
- B.** Income from the Michigan Legacy Permanent Fund, North Oakland Endowment for Crystal and the Regional General Fund will be disbursed to the CCMR and Crystal Conference Center annually.
- C.** In order to be good stewards of the assets, income earned by all other funds will not be disbursed unless requested for ministry by the administrator of the fund. The income will remain available for ministry in future years.
- D.** Any disbursement of funds over \$5,000 must be presented to the Regional Board for approval.
- E.** All payments (disbursements from any fund) are approved by the Regional Minister.

## **VIII. AMENDING PROCEDURES**

Any amendments to the Permanent Fund Policy, the Funds with Donor Restrictions Policy or the Funds without Donor Restrictions Policy must be approved by a  $\frac{3}{4}$  majority vote at the Regional Assembly either regularly scheduled or specially called.

## **IX. FUND TRUSTEES**

Oversight of the Permanent Funds, Funds with Donor Restrictions, and Funds without Donor Restrictions held by CCMR will be performed by the Regional Board, whose elected officers shall serve as Trustees of the Funds.

## **X. TERMINATION**

In the event that the Christian Church (Disciples of Christ) in Michigan should terminate its ministry or cease to be affiliated with the Christian Church (Disciples of Christ), the assets of the Christian Church (Disciples of Christ) – Michigan Region shall be transferred to the Christian Church Foundation, Inc., of the Christian Church (Disciples of Christ) with instructions concerning assets future use (subject to approval by the Regional Board).

## **XI. RESOURCES**

For items that are not specifically covered in these policies, there are a number of resources to consult:

Stewardship & Finance Commission  
Treasury Services in the Office of the General Minister & President  
The Christian Church Foundation

Once resolved, these items should be conveyed to the Stewardship & Finance Commission for a possible amendment to the policies.

**Exhibit 1: Permanent Funds held by CCMR**

<b><u>Fund Name</u></b>	<b><u>Corpus</u></b>	<b><u>06/30/2022 Available</u></b>	<b><u>Responsibility of Commission/Constituent Group</u></b>
Congregational Transformation and Development	\$218,017	\$48,310	Church Growth & Vitality
Jubilee/Fuller Scholarships for Camp	\$29,162	\$1,762	Crystal Commission
Michigan Legacy Permanent Fund	\$128,341	\$0	Stewardship & Finance
North Oakland Endowment for Crystal Conference Center	\$714,966	\$0	Crystal Commission

**Exhibit 2: Funds with Donor Restrictions held by CCMR**

<b><u>Fund Name</u></b>	<b><u>Corpus</u></b>	<b><u>6/30/2022 Available</u></b>	<b><u>Responsibility of Commission/Constituent Group</u></b>
CTS Seminarian Scholarship		\$48,032	Commission on the Ministry
Reconciliation		\$12,206	Reconciliation
Oreon Scott Grant		\$1,178	Grant Document
Crystal Conference Center		\$94,234	Crystal Commission
Crystal Capital Fund		\$88,634	Crystal Commission

**Exhibit 3: Funds without Donor Restrictions held by CCMR**

<b><u>Fund Name</u></b>		<b><u>06/30/2022 Available</u></b>	<b><u>Responsibility of Commission/Constituent Group</u></b>
Michigan General Fund (Regional Operating Fund)		\$177,625	Stewardship & Finance
Michigan Capital Fund		\$10,000	Stewardship & Finance
STEM Fund		\$7,527	STEM Board
Women's Ministries Fund		\$3,371	Women's Ministries
Men's Ministries Fund		(\$581)	Men's Ministries
East District Assembly		\$111	East District

# **Christian Church (Disciples of Christ)**

## **Michigan Region**

### **Employee Policy Handbook For Salary Employees**



*2022 Edition  
Updated July 2022*



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# ***Welcome!***

## **100 Introduction to Christian Church Michigan Region**

### **110 Brief Information about the Christian Church (Disciples of Christ)**

**The Confession of the Christian Church (Disciples of Christ):** As members of the Christian Church, We confess that Jesus is the Christ, the Son of the living God, and proclaim him Lord and Savior of the world.

– *Preamble to The Design of the Christian Church (Disciples of Christ)*

**The Vision of the Christian Church (Disciples of Christ):** To be a faithful, growing church that demonstrates true community, deep Christian spirituality and a passion for justice.

– *Micah 6:8*

**The Mission of the Christian Church (Disciples of Christ):** To be and to share the Good News of Jesus Christ, witnessing, loving and serving from our doorsteps “to the ends of the earth.”

– *Acts 1:8*

**Mission Imperatives of the Christian Church (Disciples of Christ):** As the Christian Church (Disciples of Christ), led and empowered by the Holy Spirit, we believe God calls us to strengthen congregational life for this mission. To accomplish this, we shall:

Become the Good News by:

- nurturing faith
- teaching discipleship
- fostering Disciples identity

Share the Good News by:

- emphasizing ministry with children, youth, young adults and families
- doing evangelism
- establishing new congregations

Serve from “our doorsteps to the end of the earth” by:

- engaging in outreach ministries
- showing compassion
- embodying unity and justice

In accepting these imperatives, we affirm our need to strengthen relationships among congregational, regional, institutional and general ministries. We also affirm our need to share mutually and more fully our gifts, testimonies, and life in Christ, across the boundaries of our racially and culturally diverse church family, and with our ecumenical friends and global partners.

## 120 Mission of the Christian Church Michigan Region (CCMR)

Our mission is to nurture and support congregations, encourage initiatives of Christian stewardship, promote ecumenical activities, and provide resources for ministry, outreach and education.

## 130 Vision of the Christian Church Michigan Region (CCMR)

As the Christian Church (Disciples of Christ) Michigan Region, we imagine ourselves as:

- **CALLED** into service by a loving God, inspired by Jesus Christ, and guided by the Holy Spirit
- **COMMITTED** to using our resources to spread the love of God as we seek to be a movement for wholeness in a fragmented world
- **GIFTED** to support each other in the tasks we share and cannot do alone
- **CREATED** as a community among our churches to encourage one another in our individual and unique ministries
- **ENGAGED** in equipping the saints for service to our neighbors near and far

## 140 CCMR Priorities

- \* Discover and develop new ways to support, engage and strengthen our congregations, clergy, and region in a covenantal partnership with the assistance of Regional Associate Ministers.
- \* Commit to promoting unity in diversity through the work of anti-racism
- \* Develop educational opportunities, drawing upon gifts of clergy and lay leaders in the region and beyond.
- \* Engage our congregations, members, and Region in a covenant of partnership by strengthening our communication and connection with each other.

## 150 The Administrative Structure

The Personnel Commission serves as the human resources department for the CCMR. It is responsible for the administration of employee relations consistent with established and approved policies and procedures and for the development of procedures. All employees are accountable to the Personnel Commission chair. The CCMR has one employee in its oversight: the Administrative Assistant. The CCMR shares our Regional Minister with CCIW, who along with the Personnel Commission chair, serves as supervisor to the Administrative Assistant.

## 160 Regional Minister

The CCMR shares our Regional Minister with CCIW. The Regional Minister is paid through CCIW. CCIW receives a fee from CCMR which pays for services of the CCIW. The Regional Minister serves for an indefinite term and is a full-time position. The Regional Minister serves as bishop for all churches included within the Michigan Region, and as supervisor to the Regional Administrative Assistant.

## 170 Regional Administrative Assistant

The Regional Administrative Assistant is a paid, part-time position. The Regional Administrative Assistant serves to support the Regional Minister, as well as fostering healthy relationships with pastors and congregations, while maintaining duties and responsibilities involving the regional office functions.

## 200 General Policies

### 210 Required Notification to Supervisors

#### 210.1 Personnel Commission Notifications

The task of administering CCMR employee records and related matters has been assigned to the Personnel Commission, led by the chair of the commission. This commission may be contacted for information on such matters as salary computation and interpretation of CCMR Human Resources policies.

Employees are required to notify the Personnel Commission within thirty (30) days with any change in name, address, phone number, marital status or number of dependents.

#### 210.2 Other Notifications to Supervisor

If illness or any situation occurs which will prevent an employee from reporting to work, the employee will notify the supervisor or an alternate designated by the supervisor. This must be done as far in advance as possible, and no later than one (1) hour after the time that the employee ordinarily reports to work.

The employee must notify the supervisor each day of any absence, unless this requirement is waived at the discretion of the supervisor. Notification can be sent via email to both supervisors.

### 220 Soliciting for Causes

Solicitation or receiving solicitation for any cause during work time or in work areas is not permitted. Work time is defined as the time assigned for the performance of actual job duties. Solicitation during authorized meal and break times is permitted. In addition, distribution of any leaflets that are not job related is prohibited in work areas.

### 230 Use of Office Phone & Computers - Privacy

Employees are permitted to make limited use of office telephones for local calls concerning pressing personal business during lunch or rest periods. Please do not abuse this privilege. Urgent incoming calls will be directed to you. Employees are required to reimburse the CCMR for any charges resulting from their personal use of the telephone.

Employees and employers share a relationship based on trust and mutual respect. However, the CCMR retains the right to access all CCMR property including computers, desks, file cabinets, storage facilities, and files and folders, electronic or otherwise at any time. Employees should not entertain any expectations of privacy when on company grounds or while using company property.

All documents, files, voice-mails and electronic information including e-mails and other communications on company property belong to the CCMR, not the employee. Therefore, employees should have no expectation of privacy over those files or documents

### 240 Use of Cell Phones

Personal use of employee's cell phones must be restricted to break periods and meal periods only, except in the event of an emergency.

### 250 Use of Regional Credit Card

Administrative assistant will have access to a Regional-owned credit card for Regional business only. This is to be used **only** to make purchases and track expenditures utilized during the usual operation of Regional business. This takes effect after 1 year of service. Receipts and reports documenting credit card usage will be provided regularly to the Regional Minister for approval for Treasury Services.

### 260 Dress Code

The dress code for the CCMR Regional office is business casual.

## 270 Public Demonstration

CCMR employees are permitted to peaceably assemble and demonstrate their opinions during their non-working hours as long as they do not violate applicable laws or CCMR regulations and policies. Such demonstrations should not interfere with open and clear ingress and egress for all Office operations and should reflect respect for property and personal rights.

## 280 Non-Smoking & Drug-Free Work Policy

CCMR recognizes the health hazards associated with smoking, secondhand smoke, alcohol and drug usage, and is committed to providing an environment that sustains and enhances the general health and well-being of its constituents and visitors. In order to meet this standard for wellness, smoking and/or the use of tobacco products (cigarettes, cigars, pipes, chew, and any other use of tobacco), illegal drugs or alcohol will not be permitted within the Office.

Smokers who choose to smoke outside are requested not to smoke near building entrances and to ensure the proper disposal of smoking materials.

## 290 Confidentiality

Employees should not discuss confidential business with anyone other than individuals specifically approved by the employee's supervisor. When questioned on a confidential matter concerning the CCMR, employees should immediately refer the request to the appropriate office, the Regional Minister, or to the Personnel Commission.

Commented [JD1]:

# 300 Employment Definitions

## 310 Regular Part-time Employee

A regular part-time employee:

- works on average, between 20 – 25 hours per week, not to exceed 29 hours per week.
- is eligible for holiday pay.
- is eligible for vacation pay.

## 320 Introductory Employee

An introductory employee is:

- ☐ in his/her first ninety (90) calendar days of employment,
- ☐ or in the first ninety (90) calendar days of a new job assignment,
- ☐ or in the first ninety (90) days following any change of status. Supervisors may waive the introductory period for current employees that undergo a status change.

For the first ninety (90) calendar days of employment, all employees are considered to be on an introductory basis

A satisfactory performance appraisal upon completion of the introductory period changes the status of the employee from introductory to "regular" unless the employee has been hired specifically for casual or temporary work.

If you take off any time in excess of one continuous work week during the introductory period, the introductory period will be extended by that length of time. The introductory period may be extended at the discretion of CCMR for no more than (30) days.

## 330 Probationary Employee

An employee placed on probation for any work-related reason is ineligible for salary/wage increases. However, eligibility remains for employee benefits.

## 400 Employment

### 410 Employment At Will

Administrative employees are employees at will for an indefinite period. All employees may terminate their employment at any time and for any reason or for no reason. Similarly, all employees are subject to termination at any time, for any reason or for no reason, with or without cause or notice.

Supervisory and management employees have no authority to make any representations to employees or applicants that alter the at-will nature of employment or imply that discharge will occur only for cause.

This policy may not be modified by any statements contained in this Handbook or any other handbooks, employment applications, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, are to create an express or implied contract of employment for a definite period, nor any express or implied contract concerning any terms or conditions of employment. Statements of specific grounds for termination set forth in this Handbook or any other documents are examples only, not all-inclusive lists, and are not intended to restrict the CCMR's right to terminate employees under this employment-at-will policy.

### 420 Posting of Open Positions

Once a Job Requisition has been approved by all necessary parties, the process for filling a new or vacated position may begin. The following outlines the minimum posting requirements for various types of positions within the CCMR. Only the minimum posting requirements are described. Additional posting methods may be utilized for hard to fill positions.

#### Full and Part-Time Hourly Positions

The Personnel Commission will coordinate the posting of position vacancies for a minimum period of five (5) business days by utilizing the following:

- ☐ Social Media, including Indeed.
- ☐ CCMR's website.

### 430 Equal Employment Opportunity

The CCMR provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the CCMR complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The CCMR expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age genetic information, disability or veteran status. Improper interference with the ability of the CCMR's employees' ability to perform their job duties may result in discipline up to and including discharge.

### 440 Work Schedule

Office hours for part-time administrative employee normally are based on a time segment of five hours daily, with regular work hours recommended from 9 a.m. to 2 p.m., Monday through Thursday.

## 500 Wage and Salary Administration

CCMR pay rates are evaluated relative to the pay for similar jobs in the various regions of the Christian Church (Disciples of Christ). The CCMR's financial condition is also a factor in this review. Listed below are examples of possible types of increases. Individual employees may or may not receive increases depending on the factors indicated and/or the CCMR's financial condition.

### 510 General Increases

General, across-the-board increases may be awarded at the discretion of the Personnel Commission to those employees with a rating of higher than competent on their current performance review. Normally such increases are effective January 1.

### 520 Re-Evaluation

In accordance with the job classification process, a position may be re-evaluated, upon request, to recognize significant changes in job content and may be assigned a different pay rate. An employee whose position has been reassigned to a higher job rate may be eligible for a salary/wage increase if his/her current salary is below the salary range minimum. Normally, such increases are effective January 1.

### 530 Payment Schedule

Paychecks are issued monthly by direct deposit account on the last business day of the month.

### 540 Payroll Deductions

Each pay period your deductions will be listed on your check. Social Security and income tax deductions are required by law. These deductions depend upon your earnings and the number of your dependents and are based on information furnished by you on your state and federal tax forms. Other deductions are made only if authorized by you. Any change in name, address, marital status or number of dependents must be reported to the Personnel Commission immediately to ensure proper credit for tax purposes.

## 600 Employee Benefits

### 610 Time Off Benefits

#### 610.1 Holidays

For the employee, the CCMR will observe the following holidays:

- *New Year's Day*
- *Martin Luther King Day*
- *Good Friday*
- *Memorial Day*
- *Juneteenth*
- *Independence Day*
- *Labor Day*
- *Thanksgiving*
- *Christmas Day*

Holidays are observed on a paid basis for any holiday falling on a Monday – Friday basis for all regular part time employees. If any holiday falls on a Saturday or a Sunday, at the discretion of the CCMR, the holiday may be celebrated on the Friday preceding or the Monday succeeding such holiday



### 610.2 Vacation

For the employee, vacation days are eligible for the following lengths of service:

- 0-1 year service: 0 days of paid vacation
- 2-5 years service: 4 days of paid vacation
- 6-10 years service: 8 days of paid vacation
- 11+ years service: 12 days of paid vacation

Vacation dates need to be approved by supervisor including Personnel Commission chair at least one (1) week ahead of time. If employee needs additional time off beyond days allotted for vacation, these will be taken without pay, and also must be approved ahead of time by the supervisor including Personnel Commission chair. Vacation days will not accrue if not taken within a given year.

## 620 Other Benefits

### 620.1 Crystal Conference Center yearly weekend stay

Employees are granted a free weekend (Friday – Sunday) stay every year at Crystal Conference Center in Pioneer Cottage. This should be arranged with clearance through the supervisor and through the Crystal Conference Center system.

This takes effect after 1 year of service, and cannot accrue if not used in a year. (Note: Crystal fills quickly, make sure to schedule far in advance in order to procure stay).

## 630 Employee Leave Policies

### 630.1 Sick and funeral Leave

Situations may arise where an employee needs to take time off to address personal matters, medical or other health concerns, including things like funerals. The CCMR requests that employees provide notification to their supervisor as soon as practicable when taking time off.

### 630.2 Jury Duty Time Off

The CCMR understands that occasionally employees are called to serve on a jury. Employees who are selected for jury duty must provide a copy of their jury summons to a supervisor. Time taken for jury duty is granted on a paid basis. The check received for jury duty must be endorsed and provided to CCMR.

### 630.3 Military Leave

Employees called to active military duty, military reserve or National Guard service may be eligible to receive time off under the Uniformed Services Employment and Reemployment Rights Act of 1994. To receive time off, employees must provide notice and a copy of their report orders to an immediate supervisor. Military leave is granted on an unpaid basis. Upon return with an honorable discharge, an employee may be entitled to reinstatement and any applicable job benefits they would have received if present, to the extent provided by law.

## 700 Employee Development

### 710 Performance Reviews

Performance reviews are an integral part of the management and development philosophy of the CCMR. Performance reviews are intended to foster the growth and performance of each employee while increasing their effectiveness in fulfilling the mission and objectives of the CCMR. Performance reviews are normally conducted annually by the supervisor and Personnel Commission jointly. Observations and recommendations are documented on the form and discussed during the formal performance review.

The original review form is to be forwarded to the Personnel Commission where it will become part of the employee's file. Performance reviews for introductory employees may be conducted every 30 days throughout the duration of the 90 day introductory period.

## **800 Resolving Conflict**

The procedure for resolving conflict consists of the following steps:

1. The employee normally should attempt to resolve the conflict with the immediate supervisor.
2. If the immediate supervisor is the perceived problem, the employee should attempt to resolve the conflict with the chair of the Personnel Commission.

The employee must document the conflict in writing.

## **900 Termination of Employment and Employee Conduct**

### **910 Resignation**

Resignation is a voluntary act initiated by the employee to terminate employment with the employer. Although advance notice is not required, the CCMR requests at least two (2) weeks written notice of resignation from **all** employees. A terminating employee's service cannot be extended by taking unused vacation or sick time. Following an employee's last day worked, all benefits will end.

When an employee has a resignation date that falls ten (10) or less calendar days from a holiday, the employee is not eligible for holiday pay and must utilize vacation days in order to be paid for the holiday. In the case of multi-day holidays, the ten (10) day requirement runs from the last day of the holiday.

### **920 Job Elimination**

Occasionally, it may be necessary to eliminate a position or positions because of changes in a program or other circumstances. If this should occur, the employee(s) affected will be given as much notice as possible.

### **930 Inability to Work**

An employee who is medically unable to perform his/her job and has exhausted all available CCMR approved leave may be terminated.

### **940 Exit Procedures**

The employee must return all CCMR property (including, but not limited to identification card, CCMR credit cards, and keys) before the final paycheck will be issued. Personnel Commission shall be contacted prior to an employee's departure to coordinate the termination process with as much notice as possible. The final paycheck will be issued on the last regularly scheduled pay date and will include any severance and/or vacation pay owed the employee.

### **950 Final Wages**

#### **950.1 General Rule**

Except as otherwise stated in the Resignation, Job Elimination and Death of an Administrative Employee sections of this handbook, all administrative employees leaving the employment of the CCMR at any time for any reason shall receive the following as final pay:

1. Salary/wages through the last day of employment.
2. Less any amount due the CCMR.

#### **950.2 For Employment Terminated Due to Job Elimination**

For administrative employees terminated due to job elimination at any time, severance pay will consist of the following:

1. Salary/wages through the last day of employment
2. Less any amount due CCMR.

Final compensation will be restricted to base salary/wages with no provisions for bonuses.

#### **950.3 Following the Death of an Administrative Employee**

Following the death of a full-time administrative employee, final pay will be paid to the employee's estate and will consist of the following:

1. Salary/wages through the last day of employment
2. Less any amount due CCMR.

### **960 Causes for Discipline or Dismissal**

Certain standards of employee conduct are necessary for the efficient operation of the CCMR and for the benefit and safety of all employees. Employees are expected to abide by the policies in this handbook and refrain from conduct that interferes with operations, discredits the CCMR, or is offensive to fellow employees or other members of the CCMR community. Failure to adhere to these standards will not be tolerated. The CCMR reserves the right to determine the appropriate level of discipline, up to and including termination, for any behavior problem.

Administrative employees may be suspended with or without pay (depending on the circumstances) or dismissed for cause at any time, regardless to length of employment or contract status. Causes for dismissal include, but are not limited to:

1. Unsatisfactory job performance, including violation of any policy in this handbook.
2. Any act of workplace harassment.
3. Falsification of information on an employment application.
4. Willful disregard for CCMR safety or security rules.
5. Immoral, indecent or disorderly conduct, including racial jokes and slurs and all other abusive, profane or threatening language.
6. Insubordination.
7. Misrepresenting a reason for sick leave or other leave of absence; failure to report absences.
8. Leaving work without notification or permission.
9. Unauthorized use or removal of CCMR equipment, property or documents; or the unauthorized use of CCMR equipment or property for personal ends or profit.
10. Engaging in acts of violence, theft, sabotage or threatening violence.
11. The possession, distribution, manufacturing or use of illegal drugs. Abuse of controlled substances prescribed or not prescribed by a physician. The consumption of alcohol or being under the influence of alcohol during work hours.
12. Falsification or alteration of documents (including, but not limited to: travel expense reports, reimbursement requests, security incident reports, etc.); or falsification or alteration of other CCMR documents or records.
13. Conviction of any crimes under state or federal laws, whether the criminal act occurred while on duty or off duty.
14. Other reasons which constitute just cause.

These grounds for dismissal or discipline are provided by way of example only and are not intended to constitute an exhaustive list of the grounds for disciplinary action and termination.

#### **960.1 Steps preceding Dismissal**

When the CCMR deems it appropriate, prior to the termination of any employee in accordance with the Causes for Discipline or Dismissal section of this handbook the following steps may take place:

1. The employee may receive a verbal warning describing the deficiency or policy violation, **and information on its seriousness**. Documentation of the warning will be placed in the employee's file in the Personnel Commission.
2. The employee may receive a written warning defining the standard of performance expected of the employee and a deadline for improvement. The written warning will point out the escalating consequences of failure to improve performance and a copy will be placed in the employee's file in the Personnel Commission.
3. The employee may be placed on probation with the warning that failure to improve performance within the amount of time stipulated will result in termination of employment. At the end of the probation period, a written performance evaluation, detailing the results of the probation, will be conducted and placed in the employee's file in the Personnel Commission.
4. The employee may be suspended. However, dismissal may be affected without the necessity of a prior warning.

#### **960.2 Absenteeism and Tardiness**

Employees who display habitual tardiness or absenteeism will have the matter brought to their attention in a discussion with their immediate supervisor to determine the causes, with the hope that the situation can be remedied. If the pattern continues after this discussion, the employee will be subject to further discipline and possible dismissal.

#### **960.3 Probation**

An employee may be placed on probation for unsatisfactory performance or misconduct. This is an administrative action short of dismissal when there is a reasonable chance of the behavior or performance being rectified. The probation period shall not exceed twelve (12) months. The employee will have a performance appraisal prior to being placed on probation, at which time a specific written plan for correcting the behavior or performance will be agreed upon by both the employee and supervisor. During probation, the employee's behavior or performance will be consistently monitored. An employee on probation is ineligible for salary/wage increases. However, the salary/wage increase can be reinstated after a successful probationary period, but it will not be retroactive to the original date of increase. Prior to or at the end of the probationary period, the employee will either be reinstated or dismissed.

#### **960.4 Suspension**

An employee may be suspended for misconduct or for performance considered detrimental to the CCMR. Suspension will be without pay and is considered a procedure short of termination to allow time for the investigation of the alleged misconduct. Upon completion of suspension and investigation of the offense, the employee will be terminated, put on probation, or reinstated. If the employee is reinstated, back pay may be allowed depending on the circumstances surrounding the suspension.

#### **960.5 Sexual Harassment**

The CCMR promotes an environment free of sexual harassment and will not tolerate conduct by any individual that harasses a student, staff, faculty or visitor, disrupts or interferes with a staff work performance, or creates an intimidating, offensive, or hostile environment.

Unwelcome sexually harassing or offensive conduct is prohibited. This policy applies to all staff and others on or off CCMR property or participating in a CCMR sponsored event or activity. Prohibited conduct includes but is not limited to:

- ☐ Sexual flirtations, touching, advances, or propositions
- ☐ Sexually explicit language or gestures
- ☐ Sexually graphic or suggestive comments about an individual's dress or body
- ☐ Contributing to an offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual jokes or stories

☐ Explicit or implicit threats or comments that an individual may be affected in a tangible way in exchange for engaging (or not engaging) in sexually-related conduct

If you believe that the actions or words of an individual constitute sexual harassment of you or any other CCMR staff or visitor, such conduct should immediately be reported to the Personnel Commission.

The CCMR will investigate complaints of sexual harassment promptly and impartially. The CCMR will not tolerate adverse treatment of any individuals because they report sexual harassment or provide information related to such complaints. While the CCMR will protect the confidentiality of sexual harassment complaints to the extent possible, it also has a legal responsibility to formally investigate any and all complaints. Depending on the specific circumstances, it is the CCMR's general practice that individuals who allege sexual harassment will be kept informed of the investigation process and the ultimate outcome of their complaint. Any individual who is found to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge.

## **970 Technology Use Policy**

### **970.1 Application**

Equipment and information technology operated by the CCMR are available for the use of staff generally.

### **970.2 Penalties for Violation**

Violation of this policy may result in revocation of utilization privileges, administrative discipline or immediate termination of the violator's relationship with the CCMR and could lead to criminal and civil prosecution. The CCMR is authorized by anyone utilizing its information technology facilities to cooperate with government and civil authorities in the prosecution of any criminal and civil matter against any person who violates this policy, including disclosure of any records, information, data, images, communications, recordings or other evidence in the custody of, or accessible by, the CCMR.

### **970.3 User Responsibility for Compliance**

Utilization of any CCMR information technology facility constitutes acceptance of the terms of this Information Technology Acceptable Use Policy. Users acknowledge they have read and understand this Information Technology Acceptable Use Policy and they shall be personally responsible for their acts or omissions in connection with utilization in derogation of this policy.

### **970.4 Authorized Uses**

Authorized uses of the CCMR information technology include:

- ☐ Learning activities facilitating the CCMR's instructional objectives.
- ☐ Research conducted in support of the CCMR's endeavors.
- ☐ Utilization by specifically authorized persons for the administration of the CCMR and its programs.
- ☐ Communication necessary for the purposes of the CCMR and its programs.
- ☐ Communications between staff and others outside the CCMR containing messages or information, the content of which is not in conflict with this policy.

### **970.5 Unauthorized Uses**

Unauthorized uses of the CCMR's information technology facilities include:

- ☐ Any utilization infringing on the rights or liberties of another.
- ☐ Illegal or criminal use of any kind.
- ☐ Utilization involving communications, materials, information, data, or images prohibited by legal authority as obscene, pornographic, threatening, abusive, harassing, discriminatory, anti-social, or in violation of any other CCMR policies.

- ☐ Accessing, viewing, printing, storing, transmitting, disseminating, or selling any information protected by law or subject to privilege or any expectation of privacy.
- ☐ Utilization that causes or permits materials protected by copyright, trademark, service mark, trade name, trade secret, confidential, or proprietary data and information statutes, or communications of another, to be uploaded to a computer or information system, published, broadcasted, or in any way disseminated without authorization of the owner.
- ☐ Any attempts to access any resources, features, contents or controls of the information technology facilities or other computer system that are restricted, confidential, privileged or that you are otherwise not authorized to use.
- ☐ Utilization of resources causing damage to or altering the operation, functions, or design of the information technology facilities or content or of any other computer system or network.
- ☐ Granting access to persons not authorized by the CCMR to any CCMR information technology, either by intentional action such as disclosure of account information or unintentional action such as failure to log off.
- ☐ Commercial, profit-motivated or partisan political use not related to CCMR programs.

## **1000 Travel Expenses**

### **1010 Reimbursement of Travel Expenses**

CCMR employees who incur reasonable and necessary business-related expenses such as mileage, parking, meals and lodging, will be reimbursed by the CCMR after receipt of an expense report. Expense reports should be submitted within 30 days after the expense is incurred. It must then be signed by a supervisor, then forwarded to the Business Affairs office with receipts.

## **1100 Emergency Procedures**

### **1110 Fire**

If the fire is small and contained, an attempt should be made to put it out with one of the extinguishers located throughout the building. If unsuccessful in extinguishing the fire, or if it is spreading and not contained, locate staff to report the location of the fire and then vacate the building. Please notify the Lansing Fire Department whenever there is an uncontrollable fire, even if it has been extinguished. Failure to do so warrants criminal prosecution. Therefore, all uncontrollable fires, regardless of size, require activation of the alarm and immediate notification of the Lansing Fire Department.

### **1120 Inclement Weather Policy/Office Closings**

The CCMR will authorize office closing when hazardous weather or other conditions are predicted or occur that present serious threat to the CCMR's safe and efficient operation and the well-being of its employees and guests. The decision to close CCMR offices shall be made by the Regional Minister or his/her designee.

#### **Safety**

Regardless of what official status the CCMR is in, the decision to report to work or stay at work during inclement weather conditions must be an individual decision, given the unique situation of each individual. Safety should always be the primary factor in making this decision. Essential employees, of course, have a heightened level of responsibility in terms of making arrangements to safely get to and stay at work during periods of closure and are required to be in contact with their supervisor.

### **1130 Power Outage**

In the case of a power outage during work hours, contact the utility company for information on the nature and duration of the outage. Based upon this information, the supervisor will decide whether or not to discontinue working or reassign work duties to home.

### **1140 Reporting an Emergency**

The purpose of this policy is to ensure that appropriate CCMR departments and personnel are made aware when Emergency Services are called to the Regional office. Nothing in this policy should be interpreted as preventing an individual from first calling 911 if there is an emergency. In the event of an emergency, call 911

## **1200 Keys and Building Security**

In order to ensure effective physical security, the following procedures shall be observed:

1. Individuals receiving keys are personally responsible for accountability and safekeeping. Assigned keys are not to be transferred, loaned or in possession of any other person.
2. Unauthorized duplication of keys is prohibited.
3. Loss of any key must be reported immediately to the appropriate supervisor.
4. All keys must be returned Personnel Commission upon termination. Return of all keys and clearance of key records will be required before granting of final compensation or benefits upon separation from CCMR.
5. Do not admit any unauthorized person to any building or facility at any time. Persons found in unauthorized areas may be subject to prosecution.
6. Employees should be sure that lights are turned off, windows closed, and the room or facility is secure before departing. This is particularly important if you are the last one to leave.
7. Safeguarding CCMR and personal property is an individual responsibility. Be sure that equipment, valuables, and other materials are secured before you depart.
8. All injuries/accidents must be immediately reported to your immediate supervisor and to Personnel Commission.

## **1300 Health and Safety Rules**

### **1310 Environmental Health and Safety Policy**

The safety policy of CCMR is based on the conviction that the well-being of our employees is our first consideration. Providing a safe place of employment for all employees is a top priority. Each employee must also recognize and accept personal responsibility for safety. This includes complying with all safety rules, proper use of safety devices and personal protective equipment, offering constructive suggestions for office safety improvement and full cooperation and support for all safety programs.

Protection of employees from injury or occupational disease is a major continuing objective. The CCMR will make every effort to provide a safe, healthy work environment. All employees must be dedicated to the continuing objective of reducing risk of injury. Employees shall work in compliance with established safe work practices and procedures.

Every employee must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the University.

It is in the best interest of all parties to consider health and safety in every activity.

## 1320 Employee Obligations

Understand and obey all safety rules.

Know the specific hazards on your job and how to avoid them.

Report any hazards (unsafe acts and/or conditions).

Report all accidents resulting in injury, illness or property damage, as well as near misses.

Know what to do in case of workplace emergencies.

During the Coronavirus pandemic, follow all State, City, and CCMR guidelines to ensure the safety of all who come to the office. This includes **always wearing face masks** while working with others in the office, and maintaining approved social distancing, and hand-washing protocols.



## Appendix I - Drug-Free Workplace Policy

### A I-100 Drug-Free Workplace Act

The Drug-Free Workplace Act of 1988 requires applicants for federally funded grants and contracts to certify that they will institute affirmative steps to prohibit the unlawful manufacture, distribution, possession, and use of controlled substances in the workplace.

The following outlines the steps to be taken if an employee of the CCMR is guilty of unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace.

Depending on the degree of the offense the employee will either:

1. Serve an unpaid suspension period of five (5) days or more, depending on the degree of the offense.
2. Serve a probationary period of at least one (1) year.
3. Participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

If the employee's behavior continues to be detrimental to the other employees and/or to the CCMR, employment will be terminated immediately.

## Appendix II – Social Media Policy

### A II -100 CCMR Social Media Policy

In the Christian Church Michigan Region (CCMR), we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all associates who are employed by the CCMR.

#### GUIDELINES:

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with CCMR, as well as any other form of electronic communication. The same principles and guidelines found in CCMR policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of CCMR or CCMR's legitimate business interests may result in disciplinary action up to and including termination.

#### Know and follow the rules.

Carefully read these guidelines, the CCMR Statement of Ethics Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful

conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

#### **Be respectful.**

Always be fair and courteous to fellow associates, members, or people who work on behalf of CCMR. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Regional policy.

#### **Be honest and accurate:**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about CCMR, fellow associates, members, customers, suppliers, people working on behalf of CCMR or competitors. Post only appropriate and respectful content. Maintain the confidentiality of CCMR private or confidential information. Confidential information or secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

#### **Respect disclosure laws.**

Do not create a link from your blog, website or other social networking site to a CCMR website without identifying yourself as a CCMR associate. Express only your personal opinions.

Never represent yourself as a spokesperson for CCMR on your personal pages. If CCMR is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your personal views do not represent those of CCMR, fellow associates, members, customers, suppliers or people working on behalf of CCMR. If you do publish a blog or post online related to the work you do or subjects associated with CCMR, make it clear that you are not speaking on behalf of CCMR. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of CCMR."

#### **Using social media at work**

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by the Regional Minister and President. Do not use CCMR email addresses to register on social networks, blogs or other online tools utilized for personal use.

**Retaliation is prohibited:**

CCMR prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

**Media contacts:**

Associates should not speak to the media on CCMR's behalf without contacting the Regional Minister and president first. All media inquiries should be directed to them. If you have questions or need further guidance, please contact the Personnel Chair.

## 1400 Acknowledgement of Receipt of Handbook

### Acknowledgement of Receipt for Employee Handbook

(Employee Copy – Keep with handbook)

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading, understanding and complying with the information contained in this Handbook as well as any other work-related materials

I understand that the handbook is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the Christian Church (Disciples of Christ), Michigan Region, is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and [enter authorized person's name].

I acknowledge that CCMR may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the CCMR's sole discretion.

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(Signature of Employee)

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(Date)

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(Personnel Commission Representative or Regional Minister)

## Acknowledgement of Receipt for Employee Handbook

(Employer Copy – Detach and retain for records)

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading, understanding and complying with the information contained in this Handbook as well as any other work-related materials

I understand that the handbook is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the Christian Church (Disciples of Christ), Michigan Region, is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and [enter authorized person's name].

I acknowledge that CCMR may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the CCMR's sole discretion.

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(Signature of Employee)

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(Date)

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(Personnel Commission Representative or Regional Minister)

**CRYSTAL CAPITAL CAMPAIGN COMMITTEE:**

The Regional Board approved the formation of a Capital Campaign Committee for the Dining Hall at Crystal. You are being asked to approve this committee and the initiation of a capital campaign with the primary goal of improving the accessibility of the Dining Hall. Details such as the total amount of the campaign and anything included in the project will be determined by this committee.

**Capital Campaign for Crystal --- Dining Hall**

Pam	Morgan	Susanne Coleman	Michael Dirksen
Diana	Payton	Emilee Szyewicze	Bill Terkeurst
Isaac Etheridge		Vickie Wright	

Ex Officio:

Ron Osgood

Tim Murtaugh

Teresa Dulyea-Parker Motion:

## **CONSTITUTION AND BYLAWS REVIEW**

It has been several years since Constitution and Bylaws have been reviewed. The Regional Board approved the following Committee members to conduct a review of our Constitution and Bylaws over the next year and report back to the Regional Board and the Regional Assembly.

Constitution and Bylaws Review Committee:

Lynn Hockenhull

Armand Aronson

Brenda Etheridge

Anne McCauslin

Barb Hemphill

Alan Terlep

## **Partnership Committee of Christian Church Illinois-Wisconsin (CCIW) and Christian Church Michigan Region (CCMR)**

“Covenant Sunday,” which focused on worship and Isaiah 42.9, was the appropriate launch of our new regional partnership with the Christian Church in Illinois-Wisconsin. January 2 was the first step in our theme for this year here in Michigan, “Making Connections.”

Under the leadership of our new shared Regional Minister, Rev. Dr. Teresa Dulyea-Parker, work continues with Teresa connecting with congregations searching for new ministers, addressing special needs related to pastoral leadership and care. Our three Regional Associates, Bishop John Harvey, East District, Rev. Doug Morgan, West District, and Rev. Bob Larimer, North District, have focused on connecting and providing support of pastors in their districts, as well as connecting with congregations.

A Joint Partnership Committee has been established with Michigan representatives including Neil Topliffe, Co-chair, Lynn Hockenhull, Brenda Etheridge, and Mitzi Hall. Together, the committee has been exploring ways in which we might find mutual areas of support and connection. The group’s first task was the “Covenant Sunday” launch in January.

Our partnership has been demonstrated most directly in Michigan in several ways:

1. Covenant Sunday January 2 which provided print resources for use in congregations plus live feed video sermon by our new Regional Minister, Teresa Dulyea-Parker
2. Clergy Retreat attended by more than 60 clergy from both regions, held at retreat center in Dewitt MI. The keynote leader was Rev. Dr. David Anderson Hooker. The Partner regions received a special grant from the Oreon E. Scott Fund to cover a major portion of the cost of the retreat.
3. Women’s Retreat keynote leader was our Regional Minister, Teresa Dulyea-Parker
4. Three Meet-and-Greet events with Teresa were held in Blaine, Grand Rapids, and Detroit in late August, providing an opportunity for church leaders to meet Teresa and catch her vision for our region in the coming months.
5. Joint hybrid Regional Assembly in October will allow registrants to participate online or in person. Michigan host congregations will be Serenity (Detroit), Cascade (Grand Rapids), and Triumphant Temple of Praise (Flint).
6. Exploring how our two regional Commissions on Ministry might work more closely together to provide stronger support for mentoring and training of clergy candidates in the ordination and commissioned tracks.
7. Robust attention has been given to communications with clergy, churches and leaders in our region. Angee Byrd and Jeff Parker, CCIW staff, are providing communications and social media leadership for CCMR, along with our Regional Minister.
  - a. Teresa Dulyea-Parker has added all Michigan clergy to her frequent email updates, lifting up pastoral concerns with clergy colleagues in both regions, news and event updates.
  - b. The launch of The Light newsletter for Michigan Disciples leaders is being distributed biweekly via email. To sign up go to [www.michigandisciples.org](http://www.michigandisciples.org).
  - c. Regular updates several times a week are posted on our Facebook page, [www.facebook.com/michigandisciples](http://www.facebook.com/michigandisciples).



The Partnership committee members are looking toward 2023, building shared opportunities for leader training opportunities in support of congregations. It also is developing opportunities for congregations in each region becoming a partner/support congregation with one in the other region.

**Annual Review**

A review of the first year of our partnership will be carried out by the Joint Partnership Committee early in 2023 with report and recommendations for continuing the Covenant Partnership going to the CCIW Leadership Committee and CCMR Regional Board in March 2023.

Neil Topliffe

Covenant Partnership Committee Co-Chair

8/2022

I am very sure that I was called to be Moderator. I have struggled these past few years trying to understand exactly what I was supposed to do in this position. As it turns out, it wasn't anything that I was supposed TO DO. IT WAS WHO I WAS SUPPOSED TO BE!

I must thank Pastor Eugene James for his encouragement. And thank you, Neil Topliffe. The scripts you prepared for me helped Regional Assemblies run smoothly. For all the loving support I received, THANK YOU!

The most important lesson I have learned is that love is MOST IMPORTANT. LOVE FOR GOD AND LOVE FOR MY BROTHERS AND SISTERS IN CHRIST. It has been a privilege to serve the Christian Church (Disciples of Christ) Michigan Region. And pray to continue to serve. Thank you, Rev. Teresa Dulyea-Parker, for being you. Your gentle spirit and brilliant mind are serving our Michigan Region at a time when strong leadership is greatly needed.

With a Grateful Heart,  
Mitzie Hall

## Report to the Regional Board August 2022

We started our relationship with United Camps, Conferences and Retreats, (UCCR) in 2019. The marketing efforts of UCCR have worked very well. We have seen financial progress each year, and as we have experienced an increase in users of the facility, we are coming closer and closer to breaking even. In 2021 we were within \$1700. With all our reservations for this current year, it has been projected that we will end the season about \$3000 in the red. This is great news, and it would not have been possible without UCCR.

We changed the registration process in 2020. No longer do we have paper registration forms. It is all done online. Before the registration form is submitted it must be complete and the payment of the fee has to be made with a credit card. There have been some challenges to this change, but all in all, it is working well. We are getting complete information, accurate information, and legible information. Additionally, we are receiving the fees up front which saves us from having to track down late payments. Another benefit of this change is that now we have digital archives with contact information of past campers.

We are thankful for Sarah Beth Simons and Neil Topliffe for making this transition smooth by moving us to an online registrations system using a financial registration service that is integrated directly to the Region's financial system. They also developed the registrations forms for each camp.

We have made many improvements to our conference center lately.

Thanks to volunteers from Blaine Christian Church, we have new shingles on the Beeches Cabin. We also want to thank Vickie Wright for helping us find a good source for materials.

We have a beautiful new dock. It is much easier to install and uninstall. Instead of ladders, it has stair steps which make it much easier to get on and off.

We have Internet Access for Missions house, Pioneer Cabin, The Chapel, Fellowship Hall, The Oaks and Cedar Lodge.

A Time Capsule containing material from the 100th anniversary celebration was buried during Elementary camp. It is to be opened in 2043 during the 125th anniversary celebration. Thanks to Diane Phelps for making the marker. It is located near the peace pole outside the chapel.

We are pleased with the numbers of registrations for our camps and for the first time we had a very successful day (Grandparent) camp. This is because we are offering consistent high-quality events and the word is getting around.

We had an outbreak of COVID during our elementary camp. About 10 persons (counselors and campers) tested positive. We responded immediately in accordance with our policy. We contacted the health department and the department of state licensing. All the parents of the campers were informed and invited to come and pick up their camper if they wished to. No one did. Most of the positive tests occurred on the last day of camp or after the camp was over. There were also COVID issues with the Family of God camp.

Operating a Conference Center is complicated and expensive. Our buildings are 50 - 60 - almost 70 years old. Problems have arisen especially in the dining hall. Thanks to our site director, Eric Strommer, who has addressed all these challenges. We are happy to report that the camp was ready for our opening in late May. We had a significant number of volunteers for our work weekend to prepare the facility for our campers and our renters.

We have a “wish list” that we would be happy to share with anyone who would like to see it.

We are making plans for next year. We want to have an open house in early June, inviting particularly cottagers and Michigan Disciples. We are planning two new camping events, a

Young Adult Christian Fellowship weekend and a second family camp.

We are instituting a “bring a friend” policy, giving a partial scholarship for everyone who brings someone who has never attended a camp at Crystal Conference Center before.

Gratitude for the members of the commission:

Dave Cook, Vickie Wright, Jill Forton, Eli Burton, Michael Dirksen, Erika Dvorak  
Extra help from Emily Basten, Neil Topliffe and Ron Osgood

Grateful for our Regional Minister, Teresa Dulyea-Parker for her presence and support.

Timothy Murtaugh  
Chair, Crystal Commission

**Report to the Regional Board  
Of the Christian Church (Disciples of Christ) Michigan Region  
October 14, 2022**

**Commission/Committee:** Disciple's Men's Fellowship

**Chairperson:** Russ Tiller/John McCauslin

**Committee/Commission Members:** Russ Tiller, John McCauslin, Doug Morgan,

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Based upon the Priorities of the Michigan Region for the years 2020-2022 as listed here:

- “ Refresh, Renew, Revitalize, Transform our congregations: actively strengthening our leadership through the commissions of the region and Regional Elders.
- “ Resource congregations and pastors for Conflict Management.
- “ Endeavor to build unity while understanding and respecting our diversity.
- “ Resource congregations to be missional.
- “ Commit to training, mentorship and educational opportunities focused on our youth as our future and current church and denominational leaders.

**Our Commission/Committee reports the following activities and programs:**

The Disciples Men Fellowship Fall Retreat was held September 16-18, 2022. Dr. Ron Allen and Dr. Bob Cornwall were our leaders/ speakers and presented history and documentation on “Second Thoughts on the Second Coming”. There were 28 men that were in attendance, which included our speakers. It was a beautiful weekend that included a lot of interaction and good fellowship among the attendees. The online registration process is very helpful to the Committee Chairs and seems to be accepted and easier to maneuver through.

**Concerns of your group at this time:**

Despite the early established date for the retreat, and early publicity, a majority of the registrations come in about two weeks before closing registration. It would be helpful to know how to get commitments earlier.

We also wish to acknowledge the Illinois/Wisconsin Regional Office for their quick and helpful assistance during the transition in the loss of the Michigan Regional Office Administrator. Peggy O’Neil was so helpful and responsive. She turned a major concern that developed just a couple weeks before the Retreat, into a minor adjustment. Thanks to anyone else that may have been missed.

**Actions/recommendations your group is bringing to the Board:**

Please place the date of **September 15-17, 2023** on the Regional Calendar (and alert the churches to include on their calendars) as this is the scheduled date for the Disciple Men’s Retreat in 2023.

**Future projects under consideration:**

Now that the retreat is behind us, we will begin to prepare for 2023.

**Report to the Regional Assembly  
of the Christian Church (Disciples of Christ) Michigan Region  
October 15, 2022**

**Commission/Committee:** Disciples Women \_\_\_\_\_

**Staff Consultant:** \_Sarah Beth Simonds \_\_\_\_\_

**Retreat Planning Committee Members:** \_Carole Enwright, Vicki Kirby, Tina Nelson, Nora Shumake, Kathy Linville, Angela David, Vickie Wright, Sheilia Weaver, Rev. Teresa DulyeaParker

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Many thanks to the planners, keynote speakers, and participants of the Women's Retreat over the past two years.

The Retreat Planning Committee works diligently to prepare for the retreat, and covers a multitude of items. The retreat has been our only regional or district event for the past several years.

For both 2021 and 2022 we had over forty participants enjoy the fellowship of the retreat, and we had new participants for both years. We have been blessed to have Tina Nelson take pictures for the past two years, and the pictures provide a narrative story that we can enjoy after the event has ended. We enjoy fellowship, praise, laughter, relaxation, study, and wonder at the beauty of God's creation through activities at the retreat. We encourage, strengthen, and sustain one another. The retreat ends with Sunday morning worship in the Chapel.

Registration fees and monies collected from our basket raffle go to pay for retreat expenses. Our Sunday Worship offering is donated. After payment of all our expenses, Women's Ministries has \$3,573 to work with for events in 2023.

Rev. Brenda Etheridge and Sister Vickie Kirby have agreed to lead our regional Women's Ministries for 2023.

Respectfully submitted,

Sarah Beth Simonds

**Report to the Regional Assembly  
of the Christian Church (Disciples of Christ) Michigan Region  
October 15, 2022**

**Commission/Committee:** \_Stewardship & Finance\_\_\_\_\_

**Chairperson:** \_Sarah Beth Simonds\_\_\_\_\_

**Committee/Commission Members:** \_Neil Topliffe, Ron Osgood, Teresa Dulyea-Parker (ex officio)

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Our Commission/Committee reports the following activities and programs:

The Stewardship & Finance Commission has met almost monthly since the last Regional Assembly, in addition to many emails and phone calls. Items completed/addressed in the past year include:

- Distributed the cash from our property sales to funds. We distributed the cash with five goals in mind:
  - 1) maintain enough cash for regional expenses for one year
  - 2) restore the corpus of the North Oakland Endowment for Crystal.
  - 3) establish an endowment for the Michigan Region
  - 4) establish a capital reserve fund for the region and
  - 5) be clear, be fair, and complete the transaction currently.The distribution of cash to the various funds was approved by the Regional Board in March and was completed by May month end
- Preparation of Fund Policies document.
- Annual Fund donations – Giving Fuel pages
- Website updates for Giving options on [Michigandisciples.org](http://Michigandisciples.org)
- Addressed/defined the qualities that are valuable when serving on the Stewardship & Finance Commission Our list appears at the end of this report.
- Currently recruiting new members for Stewardship & Finance Commission
- Preparation of the budget for 2023 for all funds and approval by the Regional Board.
- Designation of the \$11,909 remaining in the Christian Church Foundation account #361 as part of the Michigan Region endowment.
- Review of current year financial statements
- Minutes produced from all meetings – available for review upon request.

Concerns of your group at this time:

We would like to add some voices and diversity to our Commission. If you know someone that would be a good fit for our Commission, please let one of us know!

During some of my time as Treasurer, I was working pretty much alone, with the help of Treasury Services. Then Neil Topcliffe joined me on the Commission, and has been very helpful. Ron Osgood has served on the commission since the beginning of this year, and Teresa has been attending our meetings faithfully. Their voices have invaluable by asking questions, probing for answers, and keeping us on the right track! I'm very thankful for Neil, Ron, and Teresa's participation on the Commission.

*"If you want to go quickly, go alone. If you want to go far, go together" – African proverb*

Actions/recommendations your group is bringing to the Assembly:

The Regional Board recommends that the Regional Assembly approve the document for adoption. See Addendum #1.



## **Stewardship & Finance Commission Member Qualifications**

### **General qualifications**

- Leadership
- Integrity
- Trustworthiness
- Active membership in local congregation
- Good communication skills
- Demonstrates stewardship in support of local congregation, regional church and/or Disciples Mission Fund
- Time available to commit – not hard, but does require a commitment of time
- Curious nature – willing to ask questions
- Broad understanding of the covenantal relationship among the local church, regional church and the general church of the Disciples in our stewardship and support.
- Commitment to prepare for and attend meetings

### **Technical qualifications:**

- Comfortable with numbers/spreadsheets
- Financial acumen
- Skills/experience in one or more of the following areas:
  - Fund raising
  - Policy making
  - Property management
  - Liability insurance

**Report to the Regional Assembly  
of the Christian Church (Disciples of Christ) Michigan Region  
2020 Virtual Assembly  
August 6, 2021**

**Commission/Committee:** \_Communications Committee \_\_\_\_\_

**Chairperson:** \_Neil Topliffe \_\_\_\_\_

**Committee/Commission Members:** \_\_\_\_\_

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Our Commission/Committee reports the following activities and programs:

1. Maintained and updated Michigan Disciples and Crystal Conference Center websites, adding news, events, banners and other information on a regular basis.
2. There have been 46 "Michigan Disciples eNews" distributed via Mailchimp since the last Assembly. To be added to the list send an email to [info@michigandisciples.org](mailto:info@michigandisciples.org).
3. Email notices have been emailed to ministers and church leaders on a regular basis from the Regional Office
4. Facebook #michigandisciples page has 280+ readers and followers, an increase of 60 over last year. More than 100 new posts were added in the past year.
5. Concerns of your group at this time:  
New leadership will be needed for this committee and the various social media platforms in the coming year.

Actions/recommendations your group is bringing to the Board:

None

Future projects under consideration:

None

<p><b>Please return</b> to the Christian Church (Disciples of Christ) Michigan Region. You may return by e-mail to <a href="mailto:ccmr@michigandisciples.org">ccmr@michigandisciples.org</a>, by fax to 517/372-2705, or by U.S. mail to 2820 Covington Court, Lansing, Michigan 48912.</p>
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