

**DESIGN**  
**For**  
**CHRISTIAN CHURCH (DISCIPLES OF CHRIST)**  
**CENTRAL ROCKY MOUNTAIN REGION**

Approved: Regional Assembly, Grand Junction, April 24, 2004

**PREAMBLE**

In response to the call of God through the Holy Spirit and in recognition of the essential oneness of the Church in Jesus Christ, we, the congregations of the Central Rocky Mountain Region of the Christian Church (Disciples of Christ) hereby establish this Design.

**ARTICLE I**

**NAME**

*Section 1. Identification:*

The name of this body shall be The Christian Church (Disciples of Christ), Central Rocky Mountain Region, hereafter referred to as CRMR.

*Section 2. Area:*

The CRMR currently includes congregations of Utah, Colorado, Wyoming, and congregations that may be accepted into association.

**ARTICLE II**

**PURPOSE**

The purpose of the CRMR shall be to fulfill the intent of God as revealed through Holy Scripture and in the life, death and resurrection of Jesus Christ; to empower mission, witness and service among the churches of the Region; to establish, recognize and nurture the congregations in the Region by providing resources, counsel and pastoral care to ministers and congregations; and to participate fully in the worldwide mission of the whole Church.

*Section 1. The centrality of the Gospel:*

Proclamation and embodiment of the Gospel, both corporately and individually, shall remain the core of all ministry within the CRMR.

*Section 2. Ministry Development:*

The development and implementation of ministries in CRMR congregations shall seek to fulfill the Great Commission, and the First and Second Great Commandments.

*Section 3. Guidance:*

The following questions shall guide each ministry team, task force and mission group:

- a) Does this ministry promote true community?
- b) Does this ministry promote deep Christian Spirituality?
- c) Does this ministry reflect a passion for justice?

*Section 4. Fellowship:*

To provide opportunities for CRMR congregations to enjoy the blessings of fellowship in Christ's name and to engage in free and orderly dialogue in regards to all matters pertinent to the faith and practice of the church.

*Section 5. Organization:*

To provide a missional structure through which ministries of CRMR congregations may be strengthened and coordinated with the service and witness of the Christian Church (Disciples of Christ) in regional, general and ecumenical manifestations.

*Section 6. Mutual Accountability:*

To live in covenant with other manifestations of the Christian Church (Disciples of Christ) including the general units, regions, congregations and such ecumenical partnerships affirmed by the CRMR. In light of this affirmation, the Christian Church (Disciples of Christ) CRMR affirms our ecumenical relationship with the United Church of Christ, Central Rocky Mountain Conference, and that of our two denominations. In particular, this partnership includes mutual recognition of Ministerial Standing and our Joint Global Ministries Partnership.

*Section 7. Advice and Counsel to Congregations:*

To provide advice and counsel to local congregations while recognizing and affirming the congregational polity of the Christian Church (Disciples of Christ).

*Section 8. Professional Support:*

To set and maintain standards of ordained and licensed ministerial competencies, to offer continuing education opportunities and to provide pastoral support for the professional leadership of the church.

### **ARTICLE III**

#### **MEMBERSHIP AND PARTICIPATION**

*Section 1. Identity:*

The CRMR consists of all Christian Church (Disciples of Christ) congregations, administrative units and others who petition for and, upon recommendation of the Regional Board, are affirmed by the Assembly.

*Section 2. Admission of Member Congregations:*

A congregation may apply for membership in a format designated by the Regional Board and/or officers of the CRMR, which shall include submission of:

- A. A written acceptance of the CRMR Design.

- B. The Articles of Incorporation and the Constitution and/or Bylaws of the congregation requesting membership.
- C. An agreement to advance the ministries, aims and mission of the CRMR, and comply with the CRMR polity requirements.

*Section 3. Acceptance:*

A congregation shall be received into membership upon endorsement by the Regional Board and approved by two-thirds of the voting representatives at an Assembly.

*Section 4. Disaffiliation:*

- A. The Regional Board, at the request of others or on its own initiative, may submit an action to the Regional Assembly requesting the disaffiliation of a congregation from membership in the CRMR.
- B. A congregation shall be disaffiliated from membership in the CRMR by a two-thirds vote of the voting Assembly representatives.
- C. A congregation voluntarily withdrawing from the Christian Church (Disciples of Christ) shall automatically be disaffiliated from membership in the CRMR. Notification of such withdrawal shall be in writing from the Board of the withdrawing congregation to the Regional Board.

*Section 5. Mission:*

Congregations of the CRMR shall promote, support, and cooperate in advancing the cause of Christ as it is represented in the life and work of the CRMR.

*Section 6. Districts:*

- A. The purpose of district organizations is to provide for geographic representation to the Regional Board and to empower implementation of local, regional and General Church mission and ministry priorities.
- B. The Regional Board shall consolidate, expand or otherwise modify the districts and their boundaries with the approval of existing districts whose boundaries may be changed.

## **ARTICLE IV**

### **OFFICERS**

*Section 1. Elected Officers:*

Officers of the CRMR shall be Moderator, Vice-Moderator, Secretary and Treasurer.

*Section 2. Description of Duties:*

- A. Moderator  
The Moderator shall preside at business meetings of Assemblies, the Regional Board, the Executive Committee and the Nominating Committee, and shall fulfill the usual duties of a presiding officer.

B. Vice-Moderator

The Vice-Moderator shall serve as the chairperson of the Assembly Committee, the Mission and Issues Committee, and in the absence of the Moderator, shall perform the duties of the Moderator.

C. Secretary

The Secretary shall be responsible for the Minutes and Records of all regular and special business meetings of the Executive Committee, the Regional Board and the Assembly.

D. Treasurer

The Treasurer shall serve on the Executive Committee and Finance Committee and shall be responsible for monitoring the CRMR staff procedures for receiving, recording and depositing all funds in the proper accounts. The Treasurer shall receive or delegate the receiving of funds from offerings at the Regional Assembly. The Treasurer shall be responsible for the disbursement of all funds according to the authority designated to the Treasurer by the Regional Board, and make an annual summary report to the Regional Board following the close of the fiscal year.

*Section 3. Term of Office:*

All officers shall be elected for a two-year term (or until a successor is elected or appointed) and may succeed themselves in the same office for one additional consecutive term.

*Section 4. Qualifications:*

The following qualifications for office shall apply:

- A. The officers shall include, as much as possible, a balanced membership regarding ethnicities, gender, laity and clergy.
- B. Paid staff members shall not be officers.
- C. All officers must hold membership in a Christian Church (Disciples of Christ) CRMR congregation.

*Section 5. Election of Officers:*

Officers shall be elected at the Regional Assembly.

*Section 6. Vacancies:*

The Regional Board shall fill a vacancy in any office. Recommendations of persons to fill such vacancies shall come from the Executive Committee in consultation with the Regional Minister.

## **ARTICLE V**

### **THE REGIONAL ASSEMBLY**

*Section 1. Purpose:*

The Regional Assembly shall meet in accordance with the provisions of this Design and shall be hereafter designated as the Assembly. It shall:

- A. Be structured to provide opportunities for spiritual nurture, fellowship and worship; to conduct the business of the CRMR; to empower and advance

the mission and ministries of the CRMR and the whole church; to provide opportunities for discussing missional and social issues.

- B. Recognize the responsibility of the local and regional manifestations of the church to consider social issues, concerns and injustices, and seek appropriate and/or alternative means of responding to such Christian concerns in a manner that reflects the love of God and the purpose of the Church.

*Section 2. Time and place:*

The Regional Assembly shall convene biennially during the off year of the General Assembly. The time and place of the Assembly shall be officially designated and announced by the Regional Board at least ninety (90) days in advance of the Assembly. The Assembly Committee (Article IX, Section 4) shall plan and coordinate Assembly activities.

*Section 3. Assembly Business:*

All business sessions of an Assembly shall be open to all members of CRMR congregations. Business shall be conducted as follows:

- A. All business and agenda items shall be referred to CRMR congregations at least thirty (30) days prior to the Assembly.
- B. A Mission and Issues Committee (Article IX, Section 5) shall present agenda items to the Assembly. The Mission and Issues Committee meets only if there are resolutions, which come before the Assembly. This committee should also be prepared to meet during the Assembly, should an emergency resolution come to the Assembly.
- C. The business session shall hold election of officers, consider issues, adopt/amend the Design and consider such other business as may come before it.

*Section 4. Voting Representatives:*

Voting shall be by certified representatives, each of whom must be a member of a CRMR congregation, and present at the Assembly. Voting representatives shall be certified by a Credentials Committee (Article IX, Section 4-B) and include:

- A. Representatives from congregations. Each member congregation shall be entitled to three (3) voting representatives plus one (1) additional voting representative for each 100 participating members or major fraction thereof above 300 participating members. Membership of each congregation shall be as reported in the most current Year Book.
- B. Ordained and Licensed Ministers with standing in the CRMR.
- C. Members of the CRMR Board who are not otherwise voting members.
- D. Retired ordained ministers with standing in the CRMR.

*Section 5. Quorum:*

A quorum for conducting business at an Assembly shall be at least 40 % of the voting representatives certified by the Credentials Committee as registered and present at the Assembly.

*Section 6. Nonvoting Participants:*

All people attending the Assembly, not certified representatives, who register for the Assembly may be nonvoting participants.

*Section 7. Special Assemblies:*

Special Assemblies of the Region may be called when two-thirds of the congregations shall declare that such necessity exists.

## **ARTICLE VI**

### **THE REGIONAL BOARD**

*Section 1. Purpose:*

The Regional Board shall be the governing body of the CRMR, and shall conduct its business in accordance with the Design and the Non-profit Corporation Act of the state of Colorado.

*Section 2. Membership:*

- A. Voting members of the Regional Board shall include all members of the Executive Committee of the CRMR, and the president and one at-large member from each district. All persons serving on the Regional Board shall hold their membership in a CRMR congregation.
- B. Nonvoting members include the Executive Regional Minister and other paid CRMR ministry staff, and CRMR representatives to the General Board.
- C. No person may serve in more than one elected position, except where provided for in this Design.
- D. Representatives of related and/or funded units of the church may be invited as participants without vote.

*Section 3. Meetings:*

- A. The Regional Board shall hold two (2) or more meetings annually.
- B. Special meetings may be called by the Moderator, the Executive Committee, or upon written request of five (5) Regional Board members.
- C. A minimum of a two-week written notice is required for all regular meetings. A one-week notice (including the statement of purpose) is required for special meetings.
- D. A quorum shall consist of a majority of the voting members listed in Section 2.

*Section 4. Duties:*

The Regional Board shall:

- A. Have power to fill a vacancy in any office which occurs between Assemblies.
- B. Receive and act upon recommendations of the CRMR ministerial staff, Executive Committee, and others representing ministry and mission groups.
- C. Approve and support the mission and ministry priorities of the CRMR.
- D. Annually review the purpose and goals of all ministry areas, fellowships and standing committees representing ministry and mission groups.

- E. Approve the time and place of the Assemblies.
- F. Submit business items to the Regional Assembly for consideration and/or action.

*Section 5. Term of Office:*

The term of office for each member of the Regional Board elected by the Regional Assembly or selected by the districts of the Region shall begin on July 1<sup>st</sup> after the member's election, and continue until June 30<sup>th</sup> of the second year thereafter.

## **ARTICLE VII**

### **EXECUTIVE COMMITTEE**

*Section 1. Purpose:*

The Executive Committee shall oversee the ministries of CRMR, act upon emergency items, conduct all other business delegated to it by the Regional Board and act on behalf of the CRMR between meetings of the Regional Board.

*Section 2. Membership:*

- A. The Executive Committee is composed of the elected officers of CRMR, the chair of the Personnel Committee, the chair of the Finance Committee, the chair of the Ministry Commission, and the President of the CRMR Foundation.
- B. The Executive Regional Minister and Regional Ministry Staff shall be ex-officio without vote.

*Section 3. Meetings:*

- A. The Executive Committee shall hold a minimum of four (4) meetings annually. Special meetings may be called by the Moderator, the Executive Regional Minister and/or three (3) members of the Executive Committee.
- B. A two-week written notice shall be given for regular Executive Committee meetings. Special meetings may be called by mutual agreement of the members of the Executive Committee.
- C. A quorum shall consist of a simple majority of the voting members listed in Section 2.

*Section 4. Duties:*

- A. Executive Committee
  - 1. Review priorities, mission and ministries of the CRMR.
  - 2. Receive and review all plans and recommendations of all committees, task forces and ministry areas.
  - 3. Study and make recommendations to the Regional Board upon all matters affecting the general policy, program, budget, and structure and be responsible for supervision of all committees, task forces and ministry areas.
  - 4. Nominate five (5) members for the Personnel Committee for Regional Board approval.

5. Select five (5) members for the Assembly Committee. A rotation process shall be established to maintain continuity of the Assembly Committee.
  6. Recommend to the Regional Board the replacement of any member of the Regional Board, committee, task force, and ministry area who cannot or fails to fulfill duties and responsibilities.
  7. Recommend to the Regional Board the creation or dissolution of additional committees and/or task forces and/or ministry areas.
  8. Present the annual budget to the Regional Board.
- B. Personnel Chair  
The Personnel Chair shall oversee the Personnel Committee and in the absence of both the Moderator and Vice-Moderator shall perform the duties of the Moderator (appointed by the Moderator and approved by the Regional Board).
- C. President of the CRMR Foundation  
The President of the CRMR Foundation shall be the primary liaison between the Regional Board and the CRMR Foundation.
- D. Finance Chair  
The Finance Chair shall be the primary liaison between the Regional Board and the Finance Committee.
- E. Ministry Commission Chair  
The Ministry Commission Chair shall be the primary liaison between the Regional Board and the Ministry Commission.

## **ARTICLE VIII**

### **CRMR MINISTRIES**

#### *Section 1. Purpose:*

Ministry areas, fellowships and standing committees may be established or abolished to insure the continuing mission of the CRMR.

#### *Section 2. Formation:*

- A. The purpose, size and description of responsibility of each proposed ministry focus will be presented to the Executive Committee, and when appropriate, to the Regional Board for confirmation. Such requests must outline how the ministry relates to budget, time, mission priorities and personnel concerns.
- B. Suggested names of members of these groups will be presented to the Moderator.
- C. Transition:
  1. All ministries established under the previous Constitution and Bylaws shall submit documentation to the Regional Board under the guidance of *Section 2, A*; and conforming to the guidelines proposed in Article II, *Section 3: Guidance*.
  2. The Regional Board will conduct a review and evaluation of every ministry in the region annually.

*Section 3. Task Forces:*

- A. Task forces may be requested in order to assume specific responsibilities for special projects that are of a relatively specific time and focus.
- B. The purpose, size and description of responsibilities of each proposed task force will be presented to the Executive Committee for confirmation. The request for the task force must outline how the proposal relates to budget, time, ministry priorities and personnel concerns.
- C. Suggested names of chairpersons and task force members will be presented to the Moderator and Executive Regional Minister.

**ARTICLE IX**

**MINISTRY AREAS, STANDING COMMITTEES,  
TASK FORCES AND FELLOWSHIPS**

The Regional Board shall establish and/or dissolve such ministry areas, standing committees, task forces and fellowships as may be necessary to fulfill the mission of the CRMR. Task forces shall be ad hoc in nature.

*Section 1. Personnel Committee:*

- A. Membership  
The Personnel Committee shall consist of the Chairperson and four (4) members nominated by the Executive Committee and approved by the Regional Board.
- B. Term of Office  
Members shall be appointed on a rotating basis to serve a two-year term (with a limit of two consecutive terms). Members are to be selected on the basis of their understanding and knowledge of personnel policies and practices as well as their understanding of the mission and ministry priorities of the CRMR.
- C. Duties
  1. The Personnel Committee shall have responsibility for coordinating personnel and employee-relations activities for the CRMR and its staff, relating to employment, job performance and policy direction, in accordance with the Personnel Manual.
  2. The Personnel Committee shall be responsible for submitting, to the Executive Committee, any suggested revisions in policy to the Personnel manual of the CRMR.
  3. The Personnel Committee shall conduct an annual performance review of the Executive Regional Minister and shall review, for informational purposes, staff appraisals conducted annually by the Executive Regional Minister.

*Section 2. Nominating Committee:*

- A. Membership  
The Nominating Committee shall consist of the Moderator (Chair), Vice-Moderator, Personnel Chair and the at-large members of the districts who

are members of the Regional Board. No one congregation may have more than one (1) member on the Nominating Committee.

**B. Term of Office**

Each district shall be represented by its elected at-large representative to the Regional Board to serve a two-year term with a limit of two (2) consecutive terms.

**C. Duties**

1. The Nominating Committee shall prepare a slate of nominees for Regional Board officers for presentation to the Assembly.
2. No one congregation shall have more than one (1) member nominated for Regional Board officers.
3. The Nominating Committee shall inform the Assembly of others elected to the Regional Board, such as district presidents and at-large members

**D. Nominating Procedure**

1. The Nominating Committee shall nominate persons who are participating members of a CRMR congregation, are actively involved in the CRMR and/or general manifestations of the Christian Church (Disciples of Christ). It shall seek to continuously involve new persons throughout the regional structure.
2. Every effort shall be made to assure a balance of men, women, ministers, lay people and ethnic minorities on the Regional Board.
3. The Nominating Committee will establish a rotation process to maintain continuity, and yet change, throughout the regional structure.
4. All terms of office are for a two-year period with a limit of two consecutive terms.
5. After a person has served their period of eligibility on the Regional Board they are ineligible to be elected to any regional position for a period of one year.
6. No person may be nominated to more than one elected position in the CRMR simultaneously.

*Section 3. Finance Committee:*

**A. Membership**

The Finance Committee shall consist of the Finance Chair (appointed by the Executive Committee), the Treasurer, the President of the CRMR Foundation, and at least three (3) members at-large from the region (not more than one member from any one congregation).

**B. Duties**

1. Prepare and present the annual ministry and administrative budget to the Executive Committee on a timely basis.
2. Review the budget quarterly and make recommendations to the Executive Committee.
3. Work closely with the Treasurer and Executive Committee and Regional Ministry Staff to provide sound, mission focused, financial stewardship of CRMR funds.

*Section 4. Assembly Committee:*

**A. Membership**

The Chairperson of the Assembly Committee is the Vice-Moderator. Other members of the committee are the pastor of the host congregation and at least five (5) members nominated by the Vice-Moderator and approved by the Executive Committee.

B. Duties

2. Plan and coordinate the activities of the Assembly and report regularly to the Executive Committee.
3. Select three (3) persons to serve as a Credentials Committee for the purpose of certifying voting delegates at the Assembly
4. Establish a budget and set registration fees for the Assembly, subject to Executive Committee approval.

*Section 5. Mission and Issues Committee:*

A. Definition and Purpose

The Mission and Issues Committee considers items that speak to the Church's concerns related to spiritual, moral, ethical, ecumenical, political and justice issues. The Committee shall receive, consider and report items to the Assembly for dialogue.

B. Membership

The Mission and Issues Committee shall consist of the Vice-Moderator (Chair) and two (2) members appointed from each district by the Executive Committee.

C. Term of Office

District members are elected for a term of two (2) years and may be re-elected for one (1) consecutive two-year term.

D. Procedure

1. Items to be considered at the Assembly should be submitted to the Executive Regional Minister no later than 120 days prior to the Assembly. The Mission and Issues Committee will study the suggestions and choose the items for consideration by the Assembly. They will then prepare a study document to be sent to each congregation no later than 30 days prior to the Assembly.
2. The Mission and Issues Committee will arrange for Assembly time for speakers to join in dialogue. A sense-of-the-Assembly ballot may follow the dialogue. (A Sense-of-the-Assembly ballot is an expression of the Assembly concerning a missional, moral, ethical, or polity matter confronting the Church, the nation or the world, and the Assembly's discernment about it). The primary purpose is to commit ourselves to hear one another on the important opportunities and challenges that shape our life and work as the Church. Results of the Sense-of-the-Assembly ballot will be announced to the Assembly as soon as possible and the results will also be reported via the CRMR website or other means within the Region. The Regional Board and the appropriate ministry teams, task forces, etc. shall be guided by those results.
3. Items may be presented by any member congregation, by any related and/or funded agency, by ten (10) individual CRMR congregational members, or by the Regional Board, or by any organization of the CRMR.

4. Emergency items will be considered on an “as needed” basis by the Mission and Issues Committee prior to and/or during the Assembly.
- E. Meetings  
The Mission and Issues Committee shall meet at least sixty (60) days prior to the meeting of the Assembly and/or at other times as needed.

## **ARTICLE X**

### **REGIONAL MINISTERIAL STAFF**

#### *Section 1. Composition and Call:*

The Regional Ministerial Staff shall be composed of the Executive Regional Minister, Associates and/or Assistants as deemed necessary by the Regional Board. The Regional Board upon recommendation of a Search Committee shall call the Executive Regional Minister and any Associate Regional Minister (s).

#### *Section 2. Executive Regional Minister:*

##### A. Duties

1. Shall be responsible for the administration of the permanent office of the Executive Regional Minister, and of the business, finances and ministries of the CRMR, subject to the directives contained in this Design, and shall be custodian of all records of the CRMR.
2. Shall serve as a pastor to the pastors and pastor-at-large to congregations.
3. Shall be ex-officio member without vote of the Regional Board, Executive Committee, and all committees, task forces and ministry teams.
4. Shall hold regular meetings for discussion, coordination, implementation and evaluation of ministry throughout the CRMR.
5. Shall represent the CRMR in all denominational and ecumenical interests (or designate a representative).
6. Shall be accountable to the Regional Board.
7. Shall designate ecumenical representatives whose names shall be presented to the Regional Board for confirmation.

##### B. Denominational Affiliation

Shall be a member of a Christian Church (Disciples of Christ) congregation. Upon beginning the ministry, he/she will place membership in a CRMR congregation.

##### C. Termination of Office

Termination shall be in accordance with policies outlined in the Personnel Policies Manual (See Appendix I, page 113).

#### *Section 3. Additional Regional Staff:*

##### A. Duties

The Associate and/or Assistant Regional Minister(s) shall work at the direction of, and under the supervision of, the Executive Regional Minister. Special areas of work will be determined by the Executive Regional Minister, taking into account particular skills, schedules and the needs of the CRMR. Associate and/or Assistant Regional Ministers shall serve as ex-officio without vote.

B. Termination of Office

Termination shall be in accordance with policies outlined in the Personnel Policies Manual (See Appendix I, page 113).

*Section 4. Administrative Assistant and Support Staff:*

A. The Administrative Assistant and support staff shall be employed, supervised and dismissed by the Executive Regional Minister.

B. Employment and termination shall be in accordance with the Personnel Policies Manual (See Appendix I, page 113).

**ARTICLE XI**

**OFFICES AND TRANSACTIONS**

*Section 1. Principal Office:*

The principal office of the CRMR shall be located in the metropolitan area of Denver, Colorado.

*Section 2. Transactions:*

The Regional Board shall have full power to acquire and dispose of real and personal property, by itself or in association with other entities; to borrow and loan money and give and receive security thereto; to invest and reinvest monies and properties which may come into its hands; to conduct such activities under the Internal Revenue Code of 1954, as currently amended, Section 501 ( C ) (3) governing tax-exempt, nonprofit corporations and according to the laws of the State of Colorado.

**ARTICLE XII**

**MINISTRY COMMISSION**

The Ministry Commission shall be responsible for those areas that relate to the professional ministry. This shall include such areas as recruitment, licensing, ordination and standing of ministers, ministerial support, clergy ethics, continuing education, and other similar concerns. For the CRMR Policy and Criteria for the Order of Ministry document, see Appendix C of the Design.

A. Membership

Includes the chair of the Ministry Commission (appointed by the Executive Committee), the chair of the Theological and Education Institute, the chair of the Committee on Ethics, the chair of the Committee on Standing and two (2) members chosen by the Executive Committee in Consultation with the Executive Regional Minister.

B. Duties

1. Oversees the work of the member committees and resolves any conflicts in programming and scheduling.
2. Establishes and oversees the Policy and Criteria for the Order of the Ministry, changes of which must be ratified by the Regional Board.

- 3. Plans for yearly clergy convocation.
- C. Term of Office  
Members are elected for a term of two (2) years and may be re-elected for one (1) consecutive two-year term
- D. Meetings  
The Ministry Commission shall hold a minimum of four (4) meetings annually. The Chair of the Ministry Commission may call special meetings as needed.

## **ARTICLE XIII**

### **FINANCES**

#### *Section 1. Fiscal Year:*

The fiscal year of the CRMR shall be from January 1 through December 31.

#### *Section 2. Treasury:*

- A. The CRMR shall operate under a single treasury.
- B. Funds may be deposited in one or more financial institutions as authorized by the Executive Committee.
- C. Bills shall be paid only upon the authorization of the Executive Regional Minister or Treasurer and the appropriate staff or ministry person. Expenditures for items not in the approved budget must receive Regional Board approval in advance, after being recommended by the Finance Committee and/or the Executive Committee.
- D. A monthly financial report shall be made available to the Finance Committee members.
- E. Receipts are required before payment of bills/expenses will be authorized.

#### *Section 3. Bond:*

All officers or employees of the CRMR who handle or have access to the funds of the CRMR shall be bonded as directed by the Executive Committee. The bond shall be paid for by the CRMR.

#### *Section 4. Annual Budget:*

- A. The annualized budget for each committee, task force or ministry area shall originate in each respectively, and then be submitted to the Finance Committee.
- B. The Executive Committee in recognition of needs shall receive the annual budget of the CRMR and areas of work related to the CRMR, and shall submit the budget to the Regional Board for approval.
- C. The Executive Committee, subject to Regional Board approval, shall have the authority to make adjustments to the annual budget during the fiscal year to meet unforeseen circumstances as they might arise. As appropriate to the stated mission and ministry, priorities of the Regional Board shall honor all specific and designated funds, donor directives and all current contractual agreements.

- D. Neither the Regional Board nor its officers shall incur any indebtedness on behalf of the CRMR for current budgetary expenses. However, this limitation shall not apply to capital expenditures made upon the authorization of the Regional Board.

*Section 5. Responsibility:*

- A. The Finance Committee shall have oversight responsibility for all funds held in the Treasury. Additional personnel or agents may be employed upon the recommendation of the Executive Committee and with approval of the Regional Board for oversight of these funds.
- B. The CRMR Foundation shall have oversight responsibility for all permanent invested and endowment funds.

*Section 6. Function:* The CRMR is authorized to receive and accept cash, checks, gifts, real estate or other securities. Permanent and endowment funds, and income therefrom, shall be lodged with and managed by the CRMR Foundation.

- A. The Regional Board, upon the recommendation of the Finance Committee, shall establish an investment policy for the handling of accrued funds.
- B. The CRMR shall not loan any of the funds, to any member of the staff, to any member of the Regional Board, or to any church, unless the Regional Board first approves such a loan.
- C. The President of the Foundation or the President's designee shall make a report of permanent and endowment funds, including interest, to the Executive Regional Minister, the Executive Committee and the Regional Board at their respective meetings, and when requested.

*Section 7. Handling of Permanent and Endowment Funds:*

- A. The CRMR Foundation shall designate the financial institution(s) in which the permanent and endowment funds shall be kept.
- B. Withdrawal from permanent and endowment funds shall be by the CRMR Foundation in consultation with the Executive Committee or the Regional Board.

*Section 8. Authority to Execute Papers:*

- A. The Moderator and Treasurer are authorized and empowered to sign and execute deed, mortgages, contracts, agreements, annuity bonds and other legal documents for and in the name of the CRMR with written approval of the Regional Board.
- B. The Moderator and Treasurer are authorized and empowered to borrow money and provide securities to complete whatever transactions are necessary to carry out actions authorized by the Regional Board.

*Section 9. Financial Review:*

- A. The Executive Committee shall be authorized to employ a qualified public accountant subject to the approval of the Regional Board.
- B. An annual financial review or audit shall be made at the close of each fiscal year of all funds, accounts, operational budget, permanent and endowment funds, and all other financial holdings of the CRMR.

- C. The annual financial review or audit will be completed by the end of the first quarter and a copy of the same shall be filed with the Executive Regional Minister of the CRMR and the President of the Church Finance Council in Indianapolis, IN.

## **ARTICLE XIV**

### **DISTRIBUTION OF FUNDS**

In case of a radical change in form or dissolution of the CRMR, any residue funds, after all financial claims or obligations have been satisfied, shall be forwarded to the General Offices of the Christian Church (Disciples of Christ) located in Indianapolis IN, in accordance with the Internal Revenue Code of 1954, as currently amended, Section 501 ( C ) (3) governing tax-exempt nonprofit corporations and according to the laws of the State of Colorado.

## **ARTICLE XV**

### **DISTRICTS**

#### *Section 1. Purpose:*

- A. The purpose of districts is to provide for appropriate geographic participation in regional ministries and to enable implementation of congregational, regional and general church mission priorities.
- B. Each district shall organize itself as it so chooses, and may create and carry out its own ministries.

#### *Section 2. Relationship to the CRMR:*

- A. Nominations
  - 1. Each district may elect the following persons to serve on the Regional Board: president and one member at-large.
  - 2. Each district is requested to elect, bi-annually, for a two-year term, two (2) members to the Regional Assembly Issues Committee.
- B. Eligibility for successive terms and service in a regional position is covered in Article VIII, Section 2-D.

## **ARTICLE XVI**

### **PARLIAMENTARY AUTHORITY**

The rules contained in the most current edition of Robert's Rules of Order Newly Revised shall govern the CRMR in all cases to which they are applicable and in which they are not inconsistent with this Design and/or any special rules of order that the CRMR may adopt.

## **ARTICLE XVII**

### **AMENDMENT OF DESIGN**

This Design may be amended at any Regional Assembly by a two-thirds vote, provided that the amendment has been submitted in writing to the Regional Board at least 90 days prior to the Assembly. If approved by the Regional Board, the amendment(s) shall be published on the website of CRMR and through a general mailing to the churches in the CRMR at least 30 days prior to the Assembly.