

# Removal of Congregations from the Year Book and Directory (Year Book)

*Regional ministers will find a form linked from the private regional minister website to submit materials electronically. Electronic submission via the form is preferred.*

## Congregationally-Initiated Actions

### Reason: Withdrawal

*The congregation has taken action to withdraw as a recognized congregation of the Christian Church (Disciples of Christ) and the Office of General Minister and President [OGMP] has received a notarized statement from the congregation of its action, which the regional minister has certified (The Design, 9, b, i)*

#### Steps toward removal from the Year Book

1. The congregation has voted to withdraw and notified the regional minister in a notarized statement per The Design.
2. The regional minister certifies the acceptance of withdrawal, according to regional processes, by submitting a copy of this correspondence via the webform to the Vice President of Finance [VPF], the official registrar for the Year Book.
3. Upon receipt of this correspondence from the regional minister, the VPF will direct staff to remove the congregation from the Year Book database per internal procedures, file the correspondence for historical reference, and communicate the withdrawal to other general ministries.
4. The VPF will direct staff to send a letter, from the Office of General Minister and President over the signature of the current GMP via certified mail, notifying the congregation that it may no longer use the Chalice logo, and will need to seek separate 501c3 status, will be sent.

### Reason: Closure

*(The Design does not speak directly to this instance.)*

#### Steps toward removal from the Year Book

1. The congregation has voted to close and notified the regional minister in a notarized statement.
2. The regional minister certifies the acceptance of withdrawal by submitting a copy of this correspondence via the webform to the Vice President of Finance [VPF], the official registrar for the Year Book.
3. Upon receipt of this correspondence from the regional minister, the VPF will direct staff to remove the congregation from the Year Book database per internal procedures, file the

correspondence for historical reference, and communicate the withdrawal to other general ministries.

## Regionally-Initiated Actions

### Reason: Inactivity

*There has been no congregational activity reported in the Year Book and Directory of the Christian Church (Disciples of Christ for a period of five (5) consecutive years and the regional minister certifies that the congregation does not participate in or contribute to area, regional or general church program(s), including participation in Disciples Mission Fund. (The Design, 9, b, ii)*

#### Steps toward removal from the Year Book

1. The regional minister sends an official correspondence (electronic and/or paper) to the board of the congregation indicating the congregation will be removed from the Year Book unless a plan is made to reconnect within 90 days. This correspondence will include:
  - a. parameters for reconnection
  - b. procedures for withdrawal (official congregational vote, notification of regional minister)
  - c. consequences for withdrawal (loss of 501c3 status, removal of Chalice logo)
2. If no response is received within the 90-day period, the regional minister, in accordance with regional bylaws and preferably with regional board approval, will certify the congregation's decision with official correspondence via the online form to the Year Book office stating the congregation's decision.
3. Upon receipt of this correspondence from the regional minister, the VPF will direct staff to remove the congregation from the Year Book database per internal procedures, file the correspondence for historical reference, and communicate the removal to other general ministries.
4. The VPF will direct staff to send a letter, from the Office of General Minister and President over the signature of the current GMP via certified mail, notifying the congregation it has been removed and that it may no longer use the Chalice logo, and will need to seek separate 501c3 status.

### Reason: Detrimental Conduct

*A congregation may also be omitted from the Year Book and Directory by action of a region if the region can demonstrate actions or statements on the part of the congregation that are deemed detrimental to the covenantal relationship with all expressions of the church. When a region takes action to omit a congregation for either of the above stated reasons, the region will send notification of the intent to remove the congregation's listing to the congregation via certified letter. If within thirty (30) days of the notification, the congregation makes no objection to its removal from the listing, then the removal will be final. (The Design, 9, b, iii)*

1. The regional minister sends an official correspondence (electronic and/or paper) to the board of the congregation indicating the congregation will be removed from the Year Book unless a plan is made to reconnect within 30 days. This correspondence will include:
  - a. parameters for reconnection
  - b. procedures for withdrawal (official congregational vote, notification of regional minister)
  - c. consequences for withdrawal (loss of umbrella 501c3 status, use of Chalice logo)
2. If no response is received within the 90-day period, the regional minister, in accordance with regional bylaws and preferably with regional board approval, will certify the congregation's decision with official correspondence via the online form to the Year Book office stating the congregation's decision.
3. Upon receipt of this correspondence from the regional minister, the VPF will direct staff to remove the congregation from the Year Book database per internal procedures, file the correspondence for historical reference, and communicate the withdrawal to other general ministries.
4. The VPF will direct staff to send a letter, from the Office of General Minister and President over the signature of the current GMP via certified mail, notifying the congregation that it may no longer use the Chalice logo, and will need to seek separate 501c3 status, will be sent.

# Appendix

## The Design

### RECOGNIZED CONGREGATIONS

**9.** All congregations listed in the latest *Year Book and Directory* of the Christian Church (Disciples of Christ) shall be recognized congregations of the Christian Church (Disciples of Christ). Other congregations desiring recognition and congregations desiring to withdraw from recognition in the Christian Church (Disciples of Christ) shall follow established procedures for *Year Book and Directory* listing. Congregations that follow the procedures for listing after the publication of the latest *Year Book and Directory* and that are recorded in the *Year Book and Directory* office shall also be recognized congregations.

**a.** A congregation seeking recognition takes congregational action expressing its desire and intention to be a recognized congregation of the Christian Church (Disciples of Christ) and be listed in the *Year Book and Directory*.

The congregation then provides its regional office with a copy of a document containing the declaration of its desire and intention to be a recognized congregation of the Christian Church (Disciples of Christ). The document may be

the congregation's charter, constitution, bylaws, or a notarized statement of the congregation's action.

Regional endorsement of the congregation's request for recognition and listing, attested by the regional minister, is sent to the Office of General Minister and President for filing with the *Year Book and Directory*.

**b.** Once a congregation has been listed, it can be omitted from the *Year Book and Directory* if:

**i.** The congregation has taken action to withdraw as a recognized congregation of the Christian Church (Disciples of Christ) and the Office of General Minister and President has received a notarized statement from the congregation of its action, which the regional minister has certified; or

**ii.** There has been no congregational activity reported in the *Year Book and Directory* of the Christian Church (Disciples of Christ) for a period of five (5) consecutive years and the regional minister certifies that the congregation does not participate in or contribute to area, regional or general church program(s), including participation in Disciples Mission Fund.

**iii.** A congregation may also be omitted from the *Year Book and Directory* by action of a region if the region can demonstrate actions or statements on the part of the congregation that are deemed detrimental to the covenantal relationship with all expressions of the church. When a region takes action to omit a congregation for either of the above stated reasons, the region will send notification of the intent to remove the congregation's listing to the congregation via certified letter. If within thirty (30) days of the notification, the congregation makes no objection to its removal from the listing, then the removal will be final.

**iv.** Regardless of which entity initiates the action, reasonable attempts will be made to renew the relationship between the congregation and the region before removal is finalized. Once the removal is final, the region will notify the congregation that it has been removed from the *Year Book and Directory*. A congregation may appeal the region's action in accordance with paragraphs 17 and 66 of this *Design*.

## RIGHTS AND RESPONSIBILITIES

**10.** In adopting this Design, the Christian Church (Disciples of Christ) affirms that congregations in their freedom in Christ have both rights and responsibilities. As part of the Christian Church (Disciples of Christ), congregations share creatively in the church's total mission of witness and service. Equally, the Christian Church (Disciples of Christ) in its general and regional ministries sustains congregations through commitment to

their welfare and needs. Thus, concern for the integrity of each expression is shared and witness is given to the interrelatedness of the whole church.

**11.** Among the rights recognized and safeguarded to congregations are the rights to manage their affairs under the Lordship of Jesus Christ; to adopt or retain their names, corporate documents, and organization of ministry; to determine, in faithfulness to the gospel, their practices; to own, control, and encumber their property; to organize for carrying out the mission and witness of the church; to establish their budgets and financial policies; to call their ministers; and to participate through voting representatives in forming the corporate judgment of the Christian Church (Disciples of Christ).

**12.** Among the responsibilities by which congregations demonstrate their mutual concern for the mission and witness of the whole church are the responsibilities to proclaim the gospel and administer baptism and the Lord's Supper; to provide for the spiritual nurture of their members and families; to grow in understanding that the church is a universal fellowship, transcending all barriers within the human family, working for reconciliation across racial and ethnic lines; to engage in evangelism; to sustain their ministers in faithfulness and honor and, in matters pertaining to relationships with them, to seek counsel from the regional minister; to be faithful in Christian stewardship, striving to share proportionately in providing the resources for the total life, work, and witness of the Christian Church (Disciples of Christ); to choose voting representatives to the General and Regional Assemblies; to share with other ministries of the church in the establishment and nurture of new congregations; and to seek to realize the oneness of the church of Jesus Christ through cooperation with other congregations and with present and emerging ecumenical structures.

**13.** While congregations are responsive to the needs of general and regional ministries, as established through the participation of the congregations' representatives in the General and Regional Assemblies, all financial support of the general and regional programs of the Christian Church (Disciples of Christ) by congregations and individuals is voluntary.

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**17.** Congregations and individuals exercise their rights and responsibilities by participating through their voting representatives in the General and Regional Assemblies, of which they are a part. In the fulfillment of their ministries, congregations are encouraged to hold in high regard the actions, decisions, and recommendations of these Assemblies, expressing in love any dissent from such actions or positions. Where other procedures have not been provided by the General Assembly or General Board, matters of grievance and appeal may be referred by congregations and individual members through the Office of General Minister and President to the Administrative Committee, as provided in paragraph 66.

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**66.** The Administrative Committee shall prepare the business agenda for the meetings of the General Assembly and the General Board, and appoint committees not otherwise provided for. Where other procedures have not been provided by the General Assembly or General Board, matters of grievance and appeal may be referred by individual members, ministers, congregations, regions, or general ministries to the Administrative Committee for final decision.