

## **STANDING RULES FOR THE ADMINISTRATIVE COMMITTEE OF THE GENERAL BOARD**

(Adopted by Administrative Committee 1970, revised 1972, 1980, 1989, 1994, 1998,  
2009, 2011, 2014, 2019, 2021)

The following rules describe the worshipful work of the Administrative Committee of the General Board of the Christian Church (Disciples of Christ) in the United States and Canada.

### **1. MEMBERSHIP**

- 1.1. The Administrative Committee shall consist of 21 members.
  - 1.1.1. Nine shall be from the voting membership of the General Board.
  - 1.1.2. The Moderators of the General Assembly and the General Minister and President of the Christian Church (Disciples of Christ) serve *ex officio* with vote.
  - 1.1.3. Two representatives named by the Council of General Ministries and two representatives named by the College of Regional Ministers serve *ex-officio* without vote.
  - 1.1.4. The following corporate Officers of the General Assembly of the Christian Church (Disciples of Christ) serve *ex officio* without vote:<sup>1</sup>
    - 1.1.4.1. The Corporate Secretary
    - 1.1.4.2. The Treasurer of the Corporation
    - 1.1.4.3. The Parliamentarian of the General Assembly

### **2. ORGANIZATION FOR WORK**

#### **2.1. Responsibilities**

- 2.1.1. Implement policies and actions of the General Board and assume and discharge such other duties and responsibilities as may be assigned to it by the General Board.<sup>2</sup>
- 2.1.2. Provide for long range planning for the work of the Christian Church (Disciples of Christ), forwarding all resulting proposals for review and evaluation by the General Board and appropriate disposition by the General Assembly<sup>3</sup>.
- 2.1.3. Promote and coordinate activities of the General Ministries to assure that such actions conform to policies of the Christian Church (Disciples of Christ)<sup>4</sup>.
- 2.1.4. Fill vacancies in Offices elected by the General Assembly subject to ratification by the General Assembly at its next regular meeting<sup>5</sup>.

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<sup>1</sup> Paragraph 60 of *The Design*

<sup>2</sup> Paragraph 62 of *The Design*

<sup>3</sup> Paragraph 63 of *The Design*

<sup>4</sup> Paragraph 63 of *The Design*

<sup>5</sup> Paragraph 64 of *The Design*

- 2.1.5. Submit to the General Assembly through the General Board's Governance Committee any recommendations it may deem useful for the development of the effectiveness and efficiency of the life, mission, work and organization of the Christian Church (Disciples of Christ).<sup>6</sup>
- 2.1.6. Be responsible for regular review and evaluation of the budgetary and promotional procedures for financing the various regions, general ministries and institutions of higher education of the Christian Church (Disciples of Christ) in consultation with the General Board's Mission Finance Committee.<sup>7</sup>
- 2.1.7. Prepare the business agenda for the meetings of the General Board and appoint committees not otherwise provided for in the General Board Standing Rules, the Special Rules of Procedure for the General Assembly, or *The Design*.<sup>8</sup>
- 2.1.8. Handle matters of grievance and appeal referred by individual members, ministers, congregations, regions or general ministries.<sup>9</sup>
- 2.1.9. Act on behalf of Christian Church (Disciples of Christ) to maintain 501(c)(3) tax status.<sup>10</sup>

## **2.2. Minutes and Actions**

- 2.2.1. All minutes of the Administrative Committee shall be distributed to the membership of the General Board. Any minutes pertaining to Executive Session shall be filed according to the Office of the General Minister and President Document Retention and Destruction Policy, but shall not be distributed.
- 2.2.2. All actions of the Administrative Committee shall be reported to the next meeting of the General Board and shall be subject to review and ratification.

## **3. Officers**

**3.1. The Moderator** shall preside at the sessions of the Administrative Committee.<sup>11</sup>

**3.2. Other Officers** may be assigned responsibilities in connection with the work of the Administrative Committee by the Moderator and the General Minister and President.

**4. Quorum:** two-thirds of the voting membership of the Administrative Committee shall constitute a quorum.<sup>12</sup>

## **5. Time and Place**

**5.1.** The Administrative Committee shall meet at least two times a year<sup>13</sup>.

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<sup>6</sup> Paragraph 64 of *The Design*

<sup>7</sup> Paragraph 65 of *The Design*

<sup>8</sup> Paragraph 65 of *The Design*

<sup>9</sup> Paragraph 66 of *The Design*

<sup>10</sup> Paragraph 65 of *The Design*

<sup>11</sup> Paragraph 47a of *The Design*

<sup>12</sup> Paragraph 67 of *The Design*

<sup>13</sup> Paragraph 62 of *The Design*

The Moderator team and staff of the Office of the General Minister and President will determine how the Administrative Committee will meet and notify committee members prior to the announced meeting date.

- 5.1.1. If a meeting is to be held electronically, the staff of the Office of the General Minister and President will provide appropriate links and login information to committee members at least seven days prior to the meeting.
- 5.1.2. In the case of electronic meetings, no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
- 5.1.3. For electronic meetings, determination of quorum may be done via review of those who have logged in as participants.
- 5.1.4. Documents for any meeting of the Administrative Committee will be made available to the committee members seven days prior to the meeting regardless of the method of meeting. Exceptions would include financial reports that are unavailable due to the timing of the meeting.
- 5.1.5 These rules shall apply to meetings of the subcommittees of the Administrative Committee whether in-person or electronic.

## **6. Standing Committees of the Administrative Committee in its Role as the Board of the Office of the General Minister and President**

### **6.1. Policy, Planning and Personnel**

- 6.1.1. Consult with the Moderator and the General Minister and President regarding vacancies in Offices elected by the General Assembly.<sup>14</sup>
- 6.1.2. Review the practices related to Human Resources for the Office of the General Minister and President.
- 6.1.3. Create a compensation committee composed of moderator, moderator-elect, and member-at-large, appointed by chairperson of Policy, Planning and Personnel. The compensation committee will annually recommend compensation of the General Minister and President within the approved budget, to the Administrative Committee through the Policy, Planning and Personnel committee.

### **6.2. Finance**

- 6.2.1. Maintain financial policies for the Office of the General Minister and President.
- 6.2.2. Review and recommend action regarding budget(s) for the Office of the General Minister and President.

## **7. Role of the Administrative Committee in Relationship to the General Board**

### **7.1. Business Items**

- 7.1.1. Administrative Committee Business Items shall be filed with the Office of the General Minister and President.
- 7.1.2. Reports and recommendations related to long-range planning for the Christian Church (Disciples of Christ) shall be prepared by the various committees, task forces, commissions and panels.

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<sup>14</sup> Paragraph 64 of *The Design*

- 7.1.3. Proposals requiring action shall be subject to evaluation and review by the General Board and final disposition by the General Assembly.
- 7.1.4. Matters related to the promotion and coordination of the work of the General ministries, to ensure conformity to policies of the Christian Church (Disciples of Christ), may be placed before the Administrative Committee by any recognized ministry or entity of the church through the Office of the General Minister and President. The committee may take the initiative in the consideration of such matters.
- 7.1.5. Recommendations developed by the Administrative Committee for the effectiveness and efficiency of the work of the church shall be submitted through the General Board for action by the General Assembly.
- 7.1.6. Matters related to budgetary procedures for financing the various regions, institutions of higher education and general ministries of the church shall be handled by the Administrative Committee in cooperation with the Mission Finance Committee of the General Board.<sup>15</sup>
- 7.1.7. Matters of grievance on the part of ministers, congregations, regions or boards may be referred to the Administrative Committee through the Office of the General Minister and President. Where other procedures have not been provided by the General Assembly or General Board for the adjudication of such grievances, the Administrative Committee shall handle such matters only after mutually acceptable procedures for dealing with a grievance have been agreed upon by the Moderators and the General Minister and President and all parties involved in the grievance.

## **7.2. General Assembly Business**

- 7.2.1. The Administrative Committee shall review, evaluate and make recommendations to the General Board regarding General Assembly Business, including debate times and recommended action.
- 7.2.2. All such business must be submitted in accordance with *The Design and Special Rules of Procedure for the General Assembly, The Standing Rules for the General Board and the Standing Rules for the Administrative Committee*.

## **8. Requirements for Filing Administrative Committee Business Items**

- 8.1. Administrative Committee business items shall be presented in writing to the Office of the General Minister and President no later than 20 days prior to the convening of the Administrative Committee. Other business may be submitted by members of the Administrative Committee during Administrative Committee meetings.
- 8.2. Each item submitted shall be in a form that indicates whether it is for information only or for action. In cases where action is required adequate information and a concise rationale for the recommendation shall be included.
- 8.3. The authority upon which business items are submitted shall be clearly indicated and shall be consistent with *The Design, The Standing Rules for the Administrative Committee, The Standing Rules for the General Board for*

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<sup>15</sup> Paragraph 65 of *The Design*

the General Board and The Special Rules of Procedure for the General Assembly.

**8.4. Circumstances Requiring Prompt Action**

8.4.1. Situations may arise which in the judgment of the Moderator or of the General Minister and President require immediate action or response by the Administrative Committee within established policy but beyond their individual authorities to act. In such instances, the Moderator, if available, or one of the Vice Moderators, if available, or the General Minister and President, may contact the members of the Administrative Committee and, on approval by a quorum, may take action on behalf of the Administrative Committee.

8.4.2. Any action taken pursuant to this provision shall be immediately communicated to all members of the Administrative Committee in writing and shall be submitted for ratification as the first order of business at the next following regular or special meeting of the Administrative Committee.

**9. Standing Committees of the Administrative Committee in Its Role Related to the General Board**

**9.1. Week of Compassion Board of Stewards**

9.1.1. Operates by its own standing rules that are approved by the Administrative Committee.

9.1.2. The Week of Compassion Offering provides funding for its mission and work.

9.1.3. Reports annually to the Administrative Committee regarding operational matters, including financial reports.

9.1.4. Reports annually to the General Board regarding the overall mission of compassion and disaster relief ministries as funded and coordinated by The Week of Compassion with respect to the overall mission of the church.

9.1.5. The budget and the financial reports of Week of Compassion shall be approved first by the Board of Stewards, and then reviewed by the Finance Committee of the Administrative Committee as part of the Office of the General Minister and President financial review, and forwarded to the Administrative Committee for final approval.

9.1.6. The audit for Week of Compassion is received by the Audit Committee of the General Board as part of the Office of the General Minister and President's audit.

**9.2. Reconciliation Ministry Commission<sup>16</sup>**

9.2.1. Operates by its own standing rules that are approved by the Administrative Committee.

9.2.2. The Reconciliation Offering provides funding for its mission and work.

9.2.3. Reports annually to the Administrative Committee regarding operational matters, including financial reports.

9.2.4. Reports annually to the General Board regarding its responsibility for the Pro-Reconciliation/Anti-Racism priority of the church with respect to the overall mission of the church.

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<sup>16</sup> The name of the Reconciliation Ministry Commission was established by GA-0731.

9.2.5. The budget and the financial reports of Reconciliation shall be reviewed first by the Commission, then by the Finance Committee of the Administrative Committee as part of the Office of the General Minister and President financial review, and forwarded to the Administrative Committee for final approval.

9.2.6. The audit for Reconciliation is received by the Audit Committee of the General Board as part of the Office of the General Minister and President's audit.

### **9.3. Pastoral Commission for Hispanic Ministries<sup>17</sup>**

9.3.1. This Commission shall promote and facilitate a constructive dialogue between the different components of the "*Obra Hispana*" (congregations, conventions, Hispanic Board of Directors and the National Hispanic and Bilingual Fellowship) concerning the nature and mission of the "*Obra Hispana*" within the context of the Christian Church (Disciples of Christ) in the U.S. and Canada.

9.3.2. Membership of the Commission is comprised of the Hispanic Board of Directors, two regional ministers and two voting members of the Administrative Committee. The College of Regional Ministers shall appoint two Regional Ministers for a two-year term, who will serve in alternating classes. The Administrative Committee shall appoint two voting members of the Administrative Committee, who shall serve in alternating classes. The President of the College of Regional Ministers and the General Minister and President shall consult with the National Hispanic Pastor regarding the appointments.<sup>18</sup>

### **9.4. Center for Faith and Giving Board of Stewards**

9.4.1. Operates by its own standing rules that are approved by the Administrative Committee.

9.4.2. Funded by Disciples Mission Fund

9.4.3. The Center for Faith and Giving reports annually to the Administrative Committee, including financial reports.

9.4.4. The budget and the financial reports of the center shall be approved first by the Board of Stewards, and then reviewed by the Finance Committee of the Administrative Committee as part of the Office of the General Minister and President financial review, and forwarded to the Administrative Committee for final approval.

9.4.5. The audit for Center for Faith and Giving is received by the Audit Committee of the General Board as part of the Office of the General Minister and President's audit.

## **10. Organization of Delegated Bodies**

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<sup>17</sup> The Pastoral Commission for Hispanic Ministries does not make policy. The authority to make policy rests with the National Hispanic and Bi-Lingual Assembly.

<sup>18</sup> Pastoral Commission for Hispanic Ministries is referenced in *Article IV of the Constitution and By-laws of the Hispanic and Bilingual Fellowship*.

- 10.1.** All delegated bodies, committee members and committee chairpersons, unless otherwise provided for, shall be appointed by the Moderator in consultation with the General Minister and President, subject to review and ratification by the Administrative Committee.
- 10.2.** Unless otherwise stated, membership of these committees is not restricted to members of the Administrative Committee.
- 10.3.** Standing or Special Committees, Task Forces, Commissions or Panels shall be established to carry out responsibilities as assigned and shall report to the Administrative Committee.
- 10.4. Standing Committees of the General Board**
- 10.4.1. Develop policies and proposals.
- 10.4.2. Have a rotating membership (classes). Consideration shall be given to the needed skill sets and the task of the committee.
- 10.4.3. Have financial support from the Office of the General Minister and President's budget, unless otherwise noted.
- 10.4.4. Have staff assigned from the Office of the General Minister and President.
- 10.4.5. Are subject to periodic review by the Governance Committee of the General Board.
- 10.4.6. Have organizational documents that indicate reporting relationships.
- 10.5. Advisory Committee**
- 10.5.1. Chartered for specific, special, single task and named by the originating body.
- 10.5.2. Assigned membership by the Moderator in consultation with the General Minister and President
- 10.5.3. Funded by parent or originating body or funding arranged by allocation, etc.
- 10.5.4. Assigned staff by the Office of the General Minister and President in consultation with the originating body.
- 10.5.5. May be no less than two years and no more than ten years, as established by the originating body.
- 10.5.6. Reports to the originating body
- 10.6. Task Force**
- 10.6.1. Single purpose and named by originating body.
- 10.6.2. Relatively small membership, not necessarily from the originating body.
- 10.6.3. Single budget allocation from the originating body.
- 10.6.4. Staff may or may not be assigned.
- 10.6.5. Limited to two-year duration or less.
- 10.6.6. Reports to originating body.
- 10.7. Commission**
- 10.7.1. A singular focus beyond the scope of one organization that carries out action and recommends actions to the General Board.
- 10.7.2. Rotating membership from more than one source and elected or confirmed by the General Board or General Assembly

- 10.7.3. Funded by the originating organization.
- 10.7.4. Staff may or may not be assigned.
- 10.7.5. Long-term assignment with a biennial review to determine continuing need
- 10.7.6. Regular reports to appropriate group(s)

#### **10.8. Panel**

- 10.8.1. Experts in a particular area or a field of study that serve a concern of the General Assembly.
- 10.8.2. Membership is not limited to originating body and is elected or confirmed by the General Assembly.
- 10.8.3. Funding provided by originating body.
- 10.8.4. Staff may or may not be assigned.
- 10.8.5. Length is to be determined at the time of approval and or review.
- 10.8.6. Periodic report as designated in the originating documents.

### **11. Recognized and Other Organizations**

- 11.1. Shall be listed on the official Christian Church (Disciples of Christ) website and/or in the Yearbook and Directory.
- 11.2. Require a sponsoring organization.
- 11.3. Shall be approved by the Administrative Committee.
- 11.4. May be asked to report to the Administrative Committee on behalf of the General Board when deemed appropriate.

### **12. Sunset Rules**

- 12.1. All programs and priorities that are mandated by the Administrative Committee shall be limited to a four-year duration unless otherwise specified in the approved Administrative Committee's business item.
- 12.2. This shall be monitored by the governance committee, unless otherwise stated in the enabling action.

### **13. Expenses of Administrative Committee Members**

Shall be reimbursed in accordance with the Travel Reimbursement Policy of the Office of the General Minister and President.

### **14. Amendments**

#### **14.1. Notification**

- 14.1.1 These Standing Rules may be amended at any meeting of the Administrative Committee by a majority vote providing written notification has been submitted to all members of the Administrative Committee at least 30 days prior to the meeting at which the amendment is to be acted upon.
- 14.1.2 They may be amended without the 30-day notification at any meeting of the Administrative Committee by a three-quarters vote of those present.