

ADMINISTRATIVE POLICY 8:

Guidelines for Church Resource Center Advisory Board

PURPOSE

The Church Resource Center is an ecumenical organization of the Central States Synod of the Evangelical Lutheran Church in America, the Christian Church (Disciples of Christ) of Greater Kansas City and Heartland Presbytery, Presbyterian Church (USA). The mission of the Church Resource Center is to enrich the ministries of the participating denominations by enlisting the financial and programmatic support of these denominations, and addressing their needs for shared educational materials. The resources provided by the Church Resource Center may be borrowed or rented for use in congregations, or at denominational events, and include such categories as education, evangelism, mission, social justice, stewardship and worship.

ORGANIZATION

The Church Resource Center Advisory Board will meet at least quarterly on a date established by a majority of the Board members. The purpose of each meeting is to cover administration, promotion and review materials. Each meeting will begin with a devotion and the appointment of a person to take minutes. Three representatives from each participating denomination are to be chosen in such a fashion as each denomination decides, but preferably in rotation appointments of three years each. Such staff as designated by each denomination will serve as ex-officio members. The Church Resource Center Advisory Board will appoint a Moderator, whose term is one year. Every effort will be made to rotate this offices among the denominations. The Moderator establishes the agenda for meetings with the Resource Center Directors. The income of the Church Resource Center Revolving Fund comes from two sources: rental of resources and subscriptions. It is dispersed for new resources, (print and media), items such as shipping cartons and storage cases, and miscellaneous expenses of the Advisory Committee as needed. The Financial Manager of Heartland Presbytery keeps records of the funds in the CRC Revolving Account.

RESPONSIBILITIES

1. Serve as a liaison between the Church Resource Center and congregations. Each representative is an important link between the Center and the denominations.
2. Serve as a support and advisory group to the Directors.
3. Provide a variety of means to acquaint congregations and the denominations with resources and services through events such as fairs and workshops.
4. Develop and interpret policies and procedures that will enable the smooth operation of the Center.
5. Plan the future development of the Church Resource Center.

6. Evaluate and coordinate the physical environment of the Church Resource Center.
7. Purchase materials, supplies and equipment for the Center out of moneys available through the Church Resource Center Revolving Fund.
8. Authorize per-item expenditures of over two hundred dollars (\$200.00). (Per-item expenditures of two hundred dollars or less are at the discretion of the Directors.)
9. Assist the Directors in preparing a written annual report, when requested.
10. With the Directors, establishes subscription rates and rental fees.

OWNERSHIP

Ownership of the resources and equipment of the center is by the Central States Synod of the Evangelical Lutheran Church in America, Heartland Presbytery of the Presbyterian Church (USA), and the Christian Church (Disciples of Christ) of Greater Kansas City. The Church Resource Center resources are shared for use on a first come basis.