

NEW CHURCH CHARTER CHECKLIST



The purpose of this checklist is to aid “congregations in formation” in the process of becoming a “Chartered”, or recognized, congregation of the Christian Church (Disciples of Christ) in the United States and Canada.

This checklist mirrors the Church Covenant, [Part 1](#) and [Part 2](#) and is intended to guide relationship building between the new congregation and the Arizona Region. Our hope is when all items on this list have been accomplished the Region and new congregation will be living in covenant together and formalizing the relationship (Charter) will be the next natural step. Refer frequently back to the Church Covenant, [Part 1](#) and [Part 2](#) while using this checklist.

Use this checklist as a means of exploring the topics listed with regional leadership and the New Church Ministry Team. Some of the items will be easy to know when they are completed (for example establishing your congregation as a corporation in Arizona through the Corporation Commission). Others are a process of learning and will be “completed” through ongoing conversations with the New Church Ministry Team, regional leadership, and other Arizona Disciples congregations. You will find details of each item in the (draft) [New Church Charter Process document](#).

Please read all the documentation provided in your New Church Packet provided by the Arizona Regional New Church Ministry Team. The items listed below are typical tasks however, there are times when your congregation or the New Church Ministry Team may adjust or add tasks as appropriate. Each year you will meet with the New Church Ministry Team, updating them on your ministry for the previous year. Your pastor will also meet with regional leadership throughout the year. If you have any questions about or during this process, please contact the Regional Office at any time.

Task

Date Completed

Congregational Vitality

Mission and Vision

- Provide a congregational statement that demonstrates an understanding of Disciples’ beliefs and practices which is to include:
 - Vision and Mission statements
 - Core values
 - Beliefs and practices
 - Reasons the congregation wants to be Christian Church (Disciples of Christ) chartered church

Covenant and Commitment with the Christian Church (Disciples of Christ)

- Monthly or quarterly support of Disciples Mission Fund
- Participation of congregational leadership and members at Regional Gatherings
- Participation in National Convocation, NAPAD, or Obra Hispana (as applicable)
- Meeting of congregational leaders with the appropriate regional leaders for discussion of Disciples’ beliefs and practices
- Publicize events and special offerings of the Regional and General Churches
- Uphold the “Ethical Guidelines for Congregational Conduct”

Leadership and Ministry

- Pastor’s participation in Disciples New Church Ministry Leadership Academy
- Senior Minister is Commissioned or Ordained DOC clergy with Ministry standing in Arizona

- Ministers Commit to “Ministerial Code of Ethics”

Congregational Sustainability

Governance

- Constitution and By-laws
- Documents should sufficiently provide for:
 - Replacement of a pastor
 - Financial accountability system that demonstrates good practices
- Established Corporation in Arizona
 - Articles of Incorporation
 - Articles should name the Christian Church (Disciples of Christ) Inc. in Arizona as the recipient of assets should the church close or cease to be affiliated with the Christian Church (Disciples of Christ).

Finances

- Financially support a pastor (intentionally full or part time)
- Have sufficient income to pay for needed space and resources
- Have sufficient income to provide a variety of programs
- Have sufficient income to perform outreach in immediate community

Administration

- Obtain appropriate insurance - typically liability and property
- Federal Employer Identification Number (F-EIN): _____
- Use of ALEX system for Yearbook Reporting
- Final Meeting with New Church Ministry

Final Steps

Complete only once requested by the New Church Ministry Team

- Minutes from Congregational Meeting affirming desire to become a Chartered Christian Church (Disciples of Christ) congregation in Arizona _____
- Letter from the Board requesting Official Charter _____
- List of Charter Members _____
- Sign Covenant Documents _____
- Plan and celebrate Charter at church (invite Region) _____
- Celebrate Charter at next Regional Assembly _____