

# Central Pacific District

## Policy and Procedure Manual



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# **POLICIES AND PROCEDURES OF THE CENTRAL PACIFIC DISTRICT**

## **MINISTRY PERSONNEL**

### **Licensing of District “official workers”**

1. All official workers will be approved by the Licensing, Ordination and Consecration Council of the CPD or by the Personnel Office of The Christian and Missionary Alliance in Colorado Springs, Colorado.
2. Retired pastors living in the district receive licenses from the CPD.

### **The calling of officially licensed church staff**

1. The Governance Authority through the District Superintendent will call all licensed church staff.
2. The District Superintendent appoints each licensed person to serve a church and issues a Christian & Missionary Alliance Official Workers License annually.

### **Resignations**

1. When a pastor resigns from his pastorate, the proper procedure is to first inform the District Superintendent, then present his resignation to the Church Governance Authority for its action.
2. When this is done, the pastor (or secretary of the Church Governance Authority) will read the resignation to the congregation and inform them of the action of the Church Governance Authority.
3. The pastor should make no suggestions to the Church Governance Authority or the church as to a possible successor except in cases where a lengthy and comprehensive plan has been developed for staff succession.

### **Pastoral Transitions (and/or staff additions)**

1. Following the departure of the pastor from the church, the District Superintendent will meet with the Church Governance Authority to explain procedures, establish guidelines, review the Constitution of the C&MA regarding Pastoral Staff, and implement the transition process.

2. After the church completes the transition process and submits their work to the District Superintendent, he will then give to the Church Governance Authority “the names of such workers as in his judgment have proper qualifications” for the pastoral staff.
3. The Church Governance Authority will not consider any candidate for the pastoral staff without the approval of the District Superintendent.
4. The call to any pastoral staff position is by the Church Governance Authority and through the District Superintendent.

### **Unordained/Unconsecrated Workers**

1. Unordained/unconsecrated workers will begin a process leading to ordination/consecration, typically to be completed after two years and within 5 years.
2. It is expected that unordained/unconsecrated workers will pursue faithfully the requirements for ordination/consecration.
3. If the progress of the unordained/unconsecrated worker is not satisfactory, the Licensing, Ordination & Consecration Council will ask the worker to meet with them.

### **Criteria for licensing official workers not serving in a C&MA church ministry**

1. Must serve in an approved ministry, i.e., Chaplain, Christian counseling, etc.
2. Must participate in district functions, i.e., District Conference, Couples Retreat, etc.
3. A report by the worker will be sent to the district office annually recounting his/her ministry in and to The Christian and Missionary Alliance family. The report and request for continued license must be sent to the District Superintendent annually.

### **VISITATION OF CHURCHES BY DISTRICT STAFF**

The District Staff will visit a church or Governance Authority at their initiation or at the invitation of the pastor or Governance Authority, or at the initiation of the DEXCOM.

If the District Staff drops in for a church service, it is important to acknowledge their presence in the service and to officially introduce them to your congregation. Beyond that, you have no obligation to use them in the service.

1. The purpose of this visitation policy is so the district churches will know the district is interested in them and available to them.

2. It also shows the relationship that the local church has with The Christian & Missionary Alliance as a denomination.

When invited, the District Staff are available to speak in district churches, as their schedules permit.

All expenses incurred by the District Staff while on district business are cared for by the district and covered by District Partnership Fund (DPF).

### **DISTRICT EXECUTIVE COMMITTEE (DEXCOM)**

#### **Election**

1. Encounter District Conference elects this committee according to the bylaws.
2. It is responsible for administering the district throughout the year and meets quarterly.

### **ENCOUNTER DISTRICT CONFERENCE**

#### **Attendance**

1. Attendance of all official workers is required at District Conference.
2. Permission to be absent from Conference must be requested by the official worker and granted by the District Superintendent before Conference.

#### **Expenses**

1. Each church is responsible for the care of their delegate(s) expenses for District Conference.
2. Upon request, free housing may be arranged (if possible) for the delegate if the church cannot afford the cost of motel accommodations.

#### **Conference Arrangements**

It shall be the responsibility of the District Superintendent to propose dates and locations for Annual District Conference to the DEXCOM for their input and approval.

## **INTERNATIONAL WORKER (IW) TOURS**

1. Every Alliance church or affiliated church served by an Alliance pastor conducts an annual missions focus, as required constitutionally.
2. Tours are arranged, in partnership with the pastor and/or church missions team, by the Missions Mobilizer at the CPD Office.
3. A missionary kit for promotion will be sent to each church from the National Office.

## **CHURCH PLANTING**

### **Personnel**

1. In most situations, church planters will need to undergo a Church Planters Assessment process and attend a Church Planting boot camp.
2. It is understood that the church planter must attend District Conference and any other training events deemed necessary by the District Leadership.
3. If receiving financial support, the church planter will submit a monthly report to the Director of Church Planting by the tenth of the following month.

### **Church Planting Finances**

1. Subsidy schedules will vary according to context and need
2. Each subsidy package will be established between the Director of Church Planting (DS and Planting Team) and the planter and approved by DEXCOM.

### **Accredited Church Status**

When a minimum of 20 adults have completed the C&MA membership class, local by-laws have been developed, and when the District Superintendent, the Director of Church Planting, and the pastor of the church feel it is appropriate, an organizational meeting will be scheduled to move to accredited status. A district office representative will chair this meeting.

## **CHURCH PLANTING COMMITTEE**

The Director of Church Planting will develop a team to work with the church planting and kingdom advancement efforts of the district. This team shall meet regularly for the accomplishment of the agenda and objectives.

## **CHURCH REDEVELOPMENT PROGRAM**

When and how redevelopment is initiated: When a church has experienced significant decline in attendance (below 50), and finances and the future of the ministry is uncertain, the church (at their initiation) may request to be considered for redevelopment status.

### **The purpose of redevelopment is:**

1. To provide close oversight and direction from the district office.
2. To give financial aid where it is deemed necessary in order to foster church growth and development.
3. To give consultation to assist the church in its future ministry.
4. To suggest programs, seminars and clinics that would be helpful to the growth of the church.

### **Redevelopment status can involve the following:**

1. Pastoral change
2. Financial subsidy (as needed).
3. An advisory Committee replaces the Governance Authority
  - \* The District Superintendent will select members in consultation with the church.
  - \* This committee will function for one year.
  - \* After one year, or when the Advisory Committee and the DS feel that the church has progressed to the point of returning to its previous status as a regular district church, a request will be made for such through the DS to the DEXCOM.
4. The church must submit monthly church reports to the DS noting finance, attendance, and progress being made.

## **GUIDELINES FOR RECLASSIFYING ACCREDITED CHURCHES TO DEVELOPING CHURCH STATUS**

When a church experiences any of the following conditions, the local church governance authority may take initiative or the DEXCOM may take initiative in consultation with the local governance authority, to place the church in Developing Church status:

1. Three or more years of declining attendance with average attendance of less than 20 adults who are regularly involved in the life and ministry of the church.
2. Persistent financial problems (e.g., inadequate pastoral support, bills in arrears on a regular basis, declining giving to church budget and Great Commission Fund, etc.)
3. Inability to meet constitutional standards for governance (e.g., less than five qualified persons willing to serve on the governance authority, ongoing conflict in leadership, etc.)
4. The occurrence of a reversionary event as spelled out in the Manual of The Christian & Missionary Alliance.
5. Inability to meet the requirements for accreditation as they appear in the Manual of The Christian & Missionary Alliance.
6. Internal problems or conflict requiring the intervention of an outside party.

**In accordance with the “Policy for what Constitutes a Church,” there are two ways for a formerly accredited church to revert to a developing church:**

1. The local congregation, through their governance authority, in consultation with the District Superintendent, may evaluate its inability to grow and sustain conversion growth; resolve internal conflict; operate successfully under the Uniform Constitution for Accredited Churches; or otherwise become a healthy Great Commission church. It shall appeal through the District Superintendent to the DEXCOM requesting to be placed in the Developing Church status. The church governance authority shall name the District Superintendent as the sole corporate member and DEXCOM shall elect the District Superintendent as the sole director of the corporation as required by state law.
2. The District Superintendent, in consultation with the church governance authority, may investigate the church in which there is sustained decline, lack of conversion growth, conflict, or inability to otherwise operate successfully under the Uniform Constitution for Accredited Churches and make the assessment that the church should be placed in the Developing Church status. He shall present his findings to the DEXCOM and request the determination of that status be approved. This ruling of the DEXCOM shall be binding on the local church. The DEXCOM shall direct the church to appoint the District Superintendent as sole director of the corporation by state law.

**When a church is officially reclassified into Developing Church status, the following will happen:**

1. The constitution and bylaws of the local church will be suspended and it will be governed under the Guidelines for Developing Churches.



2. The local church's official membership roll will be changed to advisory and individuals will be notified of this adjustment.

3. Membership status as defined in the Guidelines for Developing Churches will function until the church is returned to Accredited Status as defined in the Manual of The Christian & Missionary Alliance.

### **PROCEDURE FOR CHURCH CLOSURE**

Should closure become a consideration, the following procedures shall guide that decision. The DEXCOM may close a church if any of the following conditions persist. This decision is at the discretion of the DEXCOM in consultation with the District Superintendent and is binding:

1. The church has been reclassified as a developing church for six to twelve months with no significant change as determined by the DEXCOM.
2. Revitalization strategies have failed to produce significant development
  - \* It has been determined that a further expenditure of funds is not wise.
  - \* Attendance and support for the church continues in decline over a sustained period of time.
  - \* An atmosphere of ongoing conflict is continuing
  - \* No significant new ministry is taking place
  - \* There is a lack of qualified leadership

### **DISTRICT FINANCES**

#### A. Disbursements

1. Authorization will be given to the District Superintendent and the District Treasurer to sign checks.
2. No one will sign a check that is payable to himself, or that he requested.
3. Checks for more than \$10,000 require two authorized signatures.
4. Use of the signature stamp for checks not exceeding \$2,000 is permitted if no signers are available and a check must go out right away.
5. The accounting software used to write checks is password protected.
6. Online bill-pay may be utilized to pay many of the district disbursements. Access to the online bank account is limited to the acting Business Manager and is password protected. These disbursements are also reflected in the monthly bank statement.
7. The monthly bank statement will be opened, reviewed, dated and initialed by the District Superintendent.
8. For benevolent support of counseling needs, disbursements of up to \$1000 may be made at the discretion and authorization of the District Superintendent and will be paid directly to the counselor. Any counseling payments in excess of \$1000 must have prior DEXCOM approval.

## **District Support**

The primary support of the district ministries will be through the DPF. Each church, by conference action (2000), is expected to contribute annually to the DPF (District Partnership Fund) an amount equivalent to 5.0% of the church's previous year's operating income, excluding designated giving. A report will be sent to each church annually (at minimum) with the status of their DPF giving.

## **District Reserves Policy**

The CPD maintains a fiscally conservative position and desires to maintain reserves as follows. We will seek to have funds:

- a. To cover 3-6 months of general operations
- b. DEXCOM will determine the amount of the grant.
- c. Special grants or loans may be made to assist churches in unique situations of need.

## **Solicitation of Funds**

1. The solicitation of funds from district pastors or churches for any purpose will be allowed only when the DEXCOM approves of the solicitation in the district.
2. The board of Managers may approve solicitation of The Christian & Missionary Alliance. (Council 1959)

## **GREAT COMMISSION FUND (GCF)**

The CPD has a goal for each district church to contribute 10% of their local operating budget to the Great Commission Fund.

## **LAND/PROPERTY**

### **Purchasing land or property**

1. A district church may acquire, own, dispose of, improve, encumber, and convey property, real and personal only after submitting of such request to the DEXCOM for approval.

### **Remodeling**

1. Remodeling which requires financial encumbering must be approved by the DEXCOM.
2. Remodeling existing structures but without incurring debt requires DEXCOM approval if the amount is over \$100,000 (according to CPD bylaws).

## **TAX-EXEMPT STATUS OF DISTRICT CHURCHES**

Until the church is organized and incorporated, it operates under the tax exempt status of the district.

Following the organization as a fully accredited church and incorporation, these steps must be followed to be included in the Group Exemption (tax umbrella) of The Christian & Missionary Alliance.

1. Following the district notification to the National Office of the establishment of a new accredited church:
  - a. The church will be added to the roster of churches.
  - b. Trust Services will send a letter to each church inviting them to become a part of the group exemption
2. When the church successfully completes the C&MA application for group exemption and returns it to the National Office, that church will then be included in the next annual group exemption report to the Internal Revenue Service. A letter will then be sent to the church advising them that they have been included.
3. The following January or February the National Office will send the church four copies of the Internal Revenue Service group exemption letter for its official records.

## **Guidelines for Churches in Arrears on Mortgage Loans**

A. The following guidelines are applicable as they relate to all loans considered to be non-performing:

1. Whenever a district church is one month in arrears on a mortgage loan, the pastor or treasurer shall immediately inform the district office personnel of the situation. The district office personnel will discuss the cause of the past due payment and work with the pastor and/or treasurer to address the situation so that it does not become critical. The DEXCOM shall be informed of these situations for their awareness and prayer support.
2. Whenever the district office personnel are notified by the lending institution that a district church's mortgage is one month in arrears and the pastor or treasurer of such a church has not initiated contact as prescribed in point A1, then the district office personnel shall call upon the pastor to assemble a meeting of the church's leadership group to meet with district office personnel and discuss the financial situation with them. ("Leadership group" as mentioned here and elsewhere in these guidelines is the recognized group of people with fiduciary authority and responsibilities such as the Advisory Committee, Elders or Governance Authority.)

B. Whenever a district church is two months in arrears, the district office personnel shall initiate a meeting with the pastor and leadership group of the church. The purpose of this meeting is to

remind the local leadership of the seriousness of its financial obligation, to determine the cause of the arrears, and to address the necessary solutions so that payments can be made in a timely fashion.

C. Whenever a district church is three months in arrears, the DEXCOM shall make a determination regarding actions to be taken.

D. In the case of non-performing loans where the district has legal obligations because the title and loan are in the name of the district or the district had signed on as a guarantor of the loan, the DEXCOM shall determine what action to take after consulting with the lending institution.

E. Before the DEXCOM gives approval to any church's request to mortgage property, the church must sign a statement that indicates that they have presented and read this policy at an official meeting of the leadership group and that they understand and will abide by this policy.

F. Note: The aforementioned guidelines are written in a general form to cover all conventional mortgage loans. The Central Pacific District has a level of fiduciary responsibility for all mortgages in light of the reversionary clause in the Constitution for Churches of the C&MA. We also recognize the special relationship that the district and our churches have with the Alliance Development Fund and the two categories of loans and the responsibility that the district assumes within each category:

1. Loans where the property and the loan are in the name of the local church, but the Central Pacific District has signed on to the agreement as a guarantor since the church may not have adequate financial history to fully justify the loan.
2. In cases where both the property and the loan are in the name of the local church with no direct responsibility of the district for the loan, there are, according to our constitution documents and in the case of ADF loans, policies that dictate some level of indirect oversight on the part of the district for the loan.

## **DISTRICT SUPERINTENDENT SEARCH COMMITTEE**

In the event of the resignation or completion of tenure of the serving District Superintendent, the current Nominating Committee becomes the Search Committee.

### **The responsibility of the Search Committee shall be:**

1. To receive resumes of potential candidates.
2. To review resumes to determine qualified persons.
3. To vet potential candidates through the office of the VP for Church Ministries of the C&MA
4. To interview those men considered to be prime candidates
5. To present a recommendation to Encounter District Conference along with the biographical material and other information deemed appropriate.

All expenses incurred by the Search Committee, including travel for the committee members, as well as interviewing and travel costs for potential candidates, shall be paid for by the district.

## **DISTRICT OFFICE STAFF**

The salary process, vacation time, sick time and other things of this nature are addressed in the CPD Employee Handbook which was created in April, 2018.

## CPD REQUIREMENTS AS PERTAINS TO THE DISTRICT PARTNERSHIP FUND

Giving to the District Partnership Fund (DPF) is an important and necessary means of being a part of the CPD when it comes to family and vision. It is also a part that we cannot overlook when it comes to the people who are in leadership in our district and the churches of which they are a part. However, we also understand it is not the only way of being a partner of the CPD. Therefore, when we consider staff roles and committee members, there is a bigger picture to look at, and we need to take into consideration the various ways that a church is partnering with the CPD and the C&MA beyond financially.

Having said that, the most objective way to determine partnership is financial, which is what is being dealt with in this policy, to clarify and support our bylaws as a district.

There are churches that are a solid part of the CPD family in several ways, but the financial commitment has been challenging for one reason or another. The mandate of every CPD church is stated in our bylaws, which has been approved by vote of our churches at several conference business sessions:

### *ARTICLE VII. DISTRICT CHURCHES*

#### *A. FAIRSHARE SUPPORT OF DISTRICT OPERATION*

*Fairshare support of District operations shall be provided by each church contributing 5% of its general fund receipts, excluding building fund offerings, missions offerings, and designated specials.*

While every CPD church is mandated by our bylaws to participate fully in the DPF, that is especially important when it comes to those who will be setting the example as leaders in our district. Therefore, with the requirements of our bylaws, and in a spirit of grace, the DexCom will retain the ability to work with potential DexCom, Committee, and Staff members as warranted by special circumstances within the following guidelines:

That the church has a written plan approved by DexCom to begin giving to the DPF immediately. Part of that plan will be to increase the percentage of giving to the full 5% of said church's general fund. The church will be given up to 4 years to fully comply with the bylaws in regard to the DPF.

It should also be true that such person would be a tithing member of his/her local CPD church.