

THE STANDING RULES

I. Resolution

II. Churches

A. Legal Information for Property of District

III. Pastors

A. Reports

IV. District

A. Administration

B. Conference

C. Finance

D. Directors, Boards and Committees

2015 Standing Rules

I. Resolution

The North Michigan District of The Wesleyan Church hereby pledges itself to declare and defend the Articles of Faith and to operate according to the church policy as prescribed in *The Discipline* of The Wesleyan Church as from time to time legislated and declared, and further pledges itself to promote and support the institutions established and approved by The Wesleyan Church as set forth in *The Discipline*.

II. Churches

A. Legal Information for Property of District

1. All local church property within the district shall be held by the district in accordance with *The Discipline*, paragraph 4680.

2. Property deeds are to read as follows:

The North Michigan District of The Wesleyan Church, Inc. a Michigan Ecclesiastical Corporation, Trustee, 918 Garden Ave, Fremont, MI 49412
The grantee herein, by accepting this deed, agrees to hold the said premise in trust for the use and benefit of the ministry and members of The Wesleyan Church, Incorporated, under the laws of the State of Indiana as The Wesleyan Church Corporation subject to *The Discipline*, regulations, and appointments of said Church as from time to time legislated and declared.

III. Pastors

A. Reports

1. The pastor shall forward an annual service report (ASR) to the chairperson of the District Board of Ministerial Development and to the district superintendent by May 22.
2. All reports shall be submitted by May 22.

IV. District

A. Administration

1. It is recommended that no more than two persons from the same local church in our district shall be elected or appointed to serve on the same district board or

committee.

2. The District Board of Administration shall be responsible to incorporate and maintain the incorporation of the district.
3. The District Board of Administration shall be authorized to appoint the district treasurer and an assistant district treasurer.

B. Conference

1. Each ordained minister, licensed minister, and delegate shall attend all conference sessions and shall only be excused by official action of the district conference when a prior written request for absence is submitted. The chairperson of the conference is authorized to excuse members on request when it is necessary for them to leave the conference.
2. Seven members at large shall be elected to serve on the District Board of Administration, four of whom shall be laity. At large members will be elected for three year terms alternating between laity and ministerial members. The District Board of Administration shall appoint the Assistant District Superintendent (s) and District Treasurer for three year terms and District Secretary shall be elected for three year term.
3. The North Michigan District Conference shall have a nominating committee. This committee shall be elected by the district conference, and shall be composed of three ordained ministers and three laypersons. The district superintendent shall be an ex-officio member and the chairperson.

C. Finance

1. The district fiscal year shall be from May 1 - April 30.
2. All district treasurers' books closing date is May 5, except for final remittance from district auxiliaries.

D. Directors, Boards and Committees

1. The DBA shall appoint the following:
District Higher Educational Secretary, District Director of Global Partners, Spiritual Formation, Children's Ministry, Women's Ministry, District History, District Statistician, District Insurance Committee, District Finance Committee, District Auditor
The DBA may appoint a Pastors Events Committee.
2. All standing committees shall take their offices at the rise of conference and continue in office until successor is elected or appointed.
3. The ordained ministers on the District Board of Ministerial Development shall be the Ordination Council.
4. The district conference shall elect four members (two ordained and two laity) to the District Building Committee for a three year term.

Policies and Procedures

I. Churches

- A. Houses of Worship/Ministry Centers
- B. Construction
- C. Finances
- D. Workers Compensation Insurance
- E. Financial Review/audit of Treasurer's Books
- F. Annual Goals
- G. Pastoral Support
- H. Other Compensation Full Time or Part Time Pastor
- I. Compensation Agreement

II. Pastors

- A. Pastor's Appreciation
- B. Appointment
 - 1. Voting to retain a pastor
 - 2. Newly called Pastor
 - 3. Departing Pastor
- C. Incapacitated Pastor
- D. Education

III. District

- A. Property Owned by The District
- B. District Board of Ministerial Development Ordination Council
- C. Whispering Pines Wesleyan Camp and Conference Center Board
- D. District Treasures submitting reports
- E. Youth Subsidy Fund
- F. Honorariums
- G. Memorials
- H. Advisory Committee as Pastoral Family Care Committee
- I. Ministry Service Recognition
 - 1. Pastoral Years of Service
 - 2. District Superintendent Emeritus
 - 3. Retirement Appreciation
- J. Ministerial Retreat
- K. Events Committee
- L. Women's Retreat Committee
- M. District Superintendent Financial Package
- N. District Superintendent Office Assistance

2014 POLICIES AND PROCEDURES

I. Churches

- A. Houses of Worship/ministry centers
 - Our houses of worship/ministry centers are not to be opened to any other denominations for a series of meetings or regular appointments. This policy may be waived by written authorization from the District Board of Administration.
- B. Construction

All land purchases, sales or structural changes to the parsonages or church buildings shall follow the procedures in the District Church Building Guidelines, as adopted by the DBA.

C. Finances

A church may request the District Board of Administration to approve their United Stewardship Fund assessment be based on "current assessable income" of the present year and this obligation be paid weekly, bi-weekly or monthly.

D. Workers Compensation Insurance

1. The North Michigan District of The Wesleyan Church (through the DBA) shall arrange for a group Workers Compensation Insurance policy. The DBA will appoint a person as a collecting agency.
2. A Worker's Compensation Insurance Information Form shall be filled out annually and submitted to the District Office as requested.

E. Financial Review/Audit of Treasurer's Books

All local church treasurer's books shall have an internal or external financial review/audit on an annual basis in keeping with *The Discipline* 863. A copy of such yearly review/audits shall be reported to the district office within sixty days of the Local Church Conference.

F. Annual Goals

1. Local Board of Administration/Advisory Council shall set goals and action plans at a minimum of every three years and seek to meet those goals annually.
2. Progress toward meeting these goals shall also be reviewed annually by the pastor and the local church board/advisory council.

G. Pastoral Support

1. Full Time Pastor

- a. Parsonage including major kitchen appliances and paid utilities or comparable housing allowance.
- b. Minimum cash salary of \$400.00 per week.
- c. Full medical insurance.

2. Part Time Pastor

- a. May or may not have parsonage including major kitchen appliances and paid utilities or comparable housing allowance or
- b. Less than the minimum cash salary of \$400.00 per week or
- c. Less than full medical insurance paid.

H. Other Compensation Full Time or Part Time Pastor

1. Pension paid (12% of the total salary plus parsonage rental value with utilities or housing allowance).
2. Paid equivalent of full social security.
3. Phone except for personal long distance.
4. Travel expenses as agreed upon with Local Board of Administration/Advisory Council.
5. Paid vacation:
 - a. 15 years of ministry service - 3 weeks minimum
 - b. 15-24 years of ministry service – 4 weeks minimum
 - c. 25 years or more of ministry service - 5 weeks minimum).

The church shall compensate for pulpit supply while the pastor is on vacation.

6. Every effort taken to pay for Family Camp, District Ministerial Retreat and denominational pastor events. Provide compensation for pulpit supply on the Sunday's at the above events. This time away is not part of vacation time.

I. Compensation Agreement

Local Board of Administration/Advisory Council to agree yearly on salary and compensation package with the pastor on or before April 1. In case of a disagreement, the issue for a decision may be appealed to the District Board of Administration.

II. Pastors

A. Pastor's Appreciation

It is recommended that each church have an annual pastor appreciation.

B. Appointment

1. Voting to retain a pastor

All churches who are voting on retaining their pastor shall vote between February 15 – April 15 or as determined by the district superintendent and DBA. The voting shall be done in accordance with the requirements of *The Discipline* 690-722.

2. Newly called Pastor

- a. Moving expenses shall be paid for newly appointed pastors.
- b. Salary and reasonable start date should be agreed upon within 15 days of accepting the call.

3. Departing Pastor

- a. The departing pastor of a church shall be responsible to fill the pulpit through the second Sunday of July *The Discipline* 700.
- b. The church is responsible to pay the salary and benefits of the departing pastor through the second Sunday of July.
- c. This resolution may be altered by prior agreement of the church, the pastor and the district superintendent.

C. Incapacitated Pastor

When a pastor is incapacitated due to sickness or accident for six weeks, the District Superintendent shall meet with the Local Board of Administration/Advisory Council to develop a plan of action. The plan of action will include pastoral responsibilities, review and/or adjust compensation and as recommended must be approved by the district board of administration.

D. Education

The North Michigan District will contribute \$250.00, which may come from the Churchill /Cottle Endowment Scholarship Fund, for every six credit hours completed by North Michigan District pastors who participate in the Indiana Wesleyan University or any other graduate program at a Wesleyan approved Institution subject to the approval of the chairperson of the Board of Ministerial Development. Students must submit a written request to the chairperson of the District Board of Ministerial Development.

I. District

A. Property Owned by The District

The District Board of Administration shall be authorized to buy, lease, mortgage, hold or sell property. They shall be the custodians of all necessary legal documents and the president and/or secretary of the corporation shall be empowered to sign all legal documents in behalf of the District Board of Administration.

B. District Board of Ministerial Development Ordination Council

The ordained ministers on the District Board of Ministerial Development shall be the Ordination Council.

C. Whispering Pines Wesleyan Camp and Conference Center Board

1. The Whispering Pines Wesleyan Camp & Conference Center Board will have a minimum of five members appointed by the DBA to serve for two year terms. At least half of the membership shall be on alternating terms.
2. The DBA will appoint the Director of Whispering Pines Wesleyan Camp & Conference Center Board as recommended by the board.
3. Policies and procedures for the WPWC&C Board will be stated in the District Ministries Policy and Procedure Manual.

D. District Treasures submitting reports

All district treasurers shall submit requested financial information to the district auditor at a date as requested by the District Auditor.

E. Youth Subsidy Fund

There shall be a North Michigan District Wesleyan Youth Camp Subsidy Fund under the direction of the District Youth Executive Committee and district superintendent.

F. Honorariums

All honorariums of district auxiliary boards and committees shall be approved annually by the District Board of Administration.

G. Memorials

There shall be a memorial recognition of The Wesleyan Church of the North Michigan District, both ministerial and laity, who have died during the past year.

H. Advisory Committee as Pastoral Family Care Committee

The district advisory committee to the District Superintendent shall serve as a Pastoral Family Care Committee for advice and direction for the care, support, and counsel of those ministerial members or pastoral families who are in need and up to \$500 annually may be distributed from the district operational fund when professional counseling or financial need is apparent. When the need exceeds \$500.00 the DBA must approve the expenditure as recommended by the Pastoral Family Care Committee.

I. Ministry Service Recognition

1. Pastoral Years of Service

The ministers of the North Michigan District shall be recognized for their service as ministers of the Gospel of Jesus Christ by the chairman of the Board of Ministerial Development. Each minister shall be presented a certificate for every five years of active service as a minister, until retirement.

2. District Superintendent Emeritus

All past district superintendents of the North Michigan District of The Wesleyan Church who have served at least eight years will be given the status of District Superintendent Emeritus. Their names are to be listed in the Conference Journal.

3. Retirement Appreciation

Pastors and evangelists who have served in the North Michigan District for a minimum of 10 years or more and at retirement are actively serving in the district shall be presented with a gift of appreciation in addition to a certificate of years of service.

J. Ministerial Retreat

A District Ministerial Retreat shall be held once a year at a time and place as determined and approved by the DBA.

K. Events Committee

The District Superintendent may recommend the DBA to appoint a Pastor's Events Committee. The DS and spouse will serve as co-chair along with two appointed pastors and spouses who will plan and oversee the District Ministerial or other pastor related events as assigned by the DBA.

L. Women's Retreat Committee

There shall be a North Michigan Wesleyan Women's Retreat for the purpose of a spiritual enrichment and fellowship. See Women's Retreat Committee of Policy and Procedures for responsibilities and functions of the Women's Retreat Committee as stated in the District Ministries Policy and Procedure Manual.

M. District Superintendent Financial Package

The DBA shall annually review and approve the district superintendent's salary and benefits as part of the annual budget that is proposed by the District Finance Committee to the district conference.

N. District Superintendent Office Assistance

There shall be a financial and office provision made for an office assistant and/or secretarial help for the district superintendent's office.

Revised: 4/2014