

West Virginia North District

District Policies & Procedures Manual

Table of Contents:

Preface	2
West Virginia North District Church of the Nazarene	2

Policies - Ministerial	3
Basic Understanding Between Pastor and District Superintendent	3
Communications (M&M Newsletter, Echoes, Annual Visits, Special Visits)	4
District Website	5
Quarterly Reports	5
Summersville Camp Rules	6
Calling of a Pastor	7
Initial Call	8
Written Understanding	8
Bonding Service	9
Annual Planning Session	10
Regular Review	10
Procedures for Resigning from Your Local Church	11
Procedures for Issuing a Local License	12
Interview Guidelines for Local Licensed Minister	12
Renewal of a Local Licensed Minister	13
Ministerial Code of Ethics	14

Policies - Financial	16
Local Church Finances	16
Sample Local Church Financial Policy	17
Suggested Local Church Outline of Control	19
Local Church Records	20

Policies - Properties	21
Church Property Application Process & Requirements	21

Forms	29
Outlined list of forms provided	29

Preface:

WEST VIRGINIA NORTH DISTRICT CHURCH OF THE NAZARENE

The West Virginia North District was established by vote of the 1982 West Virginia District Assembly and the Official organization on August 2-3, 1983, at Summersville, West Virginia. Fifty active churches comprised the district at the time of organization. Three of these were newly planted churches. At the present time, we have a total of fifty-two churches.

The Manual designates the West Virginia North District as "that portion of the state of West Virginia north of Cabell, Putnam, Kanawha, Fayette, Nicolas, Greenbrier, and Pocahontas counties, and west of Pendleton and Grant counties - excluding Berkeley, Jefferson and Morgan Counties".

Mountaineer Country of West Virginia North District is a pleasing patchwork of old and new, high-tech and down-home, front-burner energy and back-porch relaxation. The patchwork begins with our people; mostly descendants of European immigrants who came in the last century for coal mining and steel production. Add the mountain bikers, hikers, rafters, rock climbers, sportsmen and nature lovers drawn by the region's mountains, rivers, forests and trails. Piece it together with a vibrant intellectual, artistic and sports community made of tens of thousands of students at colleges, along with the state-of-the-art technological centers these schools support. Finally, mix in pioneer history come to life, the best Italian food you've ever tasted, arts and crafts, joyful festivals and your own back road discoveries, and you've got the colorful quilt that is Mountaineer Country.

West Virginia North is a diverse ministry field with opportunities in rural to medium sized communities. Our district currently has 52 churches with 2 potential NewStart locations and 6 additionally targeted areas for future development. We maintain close contact with our churches and pastors with annual visits by the Superintendent and one of the strongest camp programs in the denomination, shared with West Virginia South District.

Pastors with a heart for people, who desire to become a part of community life in rural towns or growing midsize cities, will find a welcoming environment for ministry. Our worship environment ranges from traditional to cutting edge. Most of our churches are looking for blended celebration that understands our heritage but looks to the future by seeking to meet the needs of people.

The population of our district is approximately 810,000. We have churches in twenty-four of the twenty-nine counties of the district with goals to establish a new work in every unreached county. This is our assigned area of service - a wonderful place to live with wooded hills, rushing streams, abundant wild life, and best of all, the wonderful people who make up this part of Wild, Wonderful West Virginia.

It is our sincere prayer that we shall see the West Virginia North District develop to its full potential as a vital spiritual force in this present time of opportunity. To do so, we challenge each pastor and church to be a loving, caring, sharing member of our district family. May the love that has characterized our fellowship and the teamwork that has been evident from the start continue always.

We trust that this handbook will be an asset to every church and pastor. It should remain with the designated church office should there be pastoral transition. Duplicate it locally as you may desire, but always keep it as a ready reference in the local church and add to it those items we will be sending to update and improve it.

Policies - Ministerial:

STANDARD PRACTICES

Basis for Understanding Between District Superintendent and Pastors

In order that we might better fulfill our respective ministries, work together harmoniously, and thus glorify God, it is important that we know what is expected of each other. Both of us must understand our duties and relationships as outlined in the Manual, Paragraphs 412-421 and 206-214. In addition to these duties, may I suggest the following points of agreement?

A. THE PASTOR MAY EXPECT FROM THE DISTRICT SUPERINTENDENT:

1. Support, understanding and guidance for your ministry.
2. "Pastoral Care", in so far as time and distance permit.
3. Confidence in counseling.
4. Sincere friendship and equal consideration regardless of your church size.
5. An effort to encourage the local church board to provide adequate pastoral support.
6. Fair requests for district involvement, short of serious interruption of the local church program.
7. Noninterference in implementing local programs within the limitations of the Manual.

B. THE DISTRICT SUPERINTENDENT MAY EXPECT FROM THE PASTOR:

1. Acceptance and support of the programs and doctrines of the Church of the Nazarene and local implementation of such within the guidelines of the Manual.
2. Creativity inspired of the Holy Spirit in leading the local church.
3. Genuine love and care for the local congregation.
4. Local leadership resulting in the payment of all denominational budget allocations.
5. Adequate care for local church records, business and administration.
6. Support and cooperation with the district superintendent in his efforts to implement programs and lead the district.
7. Cooperation with District Assembly recommendations.
8. Local leadership resulting in the growth of the local church.
9. Full time attendance at the District Assembly, District NYI, NMI, and Sunday School Ministries Conventions, and participation as requested.
10. Cooperation with the district camp meeting and youth camp programs both by personal attendance and by local church promotion resulting in the support of these programs by the local congregation, and by serving on the staff of at least one youth camp staff for one week each year.
11. Completion and prompt return of quarterly reports to the district superintendent on forms supplied for that purpose.
12. High priority given to attendance at the Annual Ministers/Mates Conference, and at area or zone pastors and mates meetings.

13. Support for MVNU, our East Central Educational Region college, and a genuine effort to influence qualified young people to enroll and attend.
14. Conscientious effort resulting in leading the local church to qualify for the WVN District Church Excellence Award (Mountaineer Merit Award).
15. And, from the pastor's spouse, a person exemplary of Christian grace. One not necessarily functioning in an official office, but one whose interest and support is obvious for his/her spouse, and for his/her church; one who faithfully attends the services of both the local church and district meetings, and who is willing to serve as needed, according to his/her gifts and abilities.

COMMUNICATIONS:

Ministers & Mates Communication

This publication shall be used as a means of communicating current district news and promotional items. It will include vital information and is for the parsonage family. It is not intended for posting on bulletin boards or sharing with others as public information. Occasionally, other items will be communicated as timing permits.

North Mountain State Echoes

Our official district bulletin is published quarterly and sent in bulk mailings to the churches. Local churches may submit articles with pictures relating to special church events or achievements. Of special interest are new Nazarenes, outstanding revivals and buildings completed. Copies of the Mountain State Echoes should be placed in a prominent place for members to pick up or could be distributed one to a family at the door.

Ministers Meetings

The annual **Ministers and Mates Conference** (Retreat) shall be held the first Tuesday-Thursday of February. We request that the General Superintendent in jurisdiction be with us one of his/her two years of assignment. In alternate years, speakers are chosen by the District Superintendent and Advisory Board with desire to meet needs of our pastoral ministry.

The **Minister's Fall Retreat**, better known as "Pastors Camp", shall be a time of relaxed fellowship at the District Campground in Summersville, WV. It shall take place the last Tuesday-Thursday of September as the camp schedule permits and shall be solely for fellowship, retreat, and recreation. (There shall be no scheduled boards or committee meetings at this event.)

Zone Meetings will be a desired way of building relationships within our ministry areas. The district calendar will offer recommended dates for a gathering of worship, fellowship, celebration and music by the churches of each zone. The Ministerial Zone Coordinator will be asked to plan for these events in cooperation with the pastors of each zone.

Additional **TEAM Meetings** shall be planned as schedule and availability of guest speakers permit.

These Conferences/Retreats are an integral part of our program on the West Virginia North District. Full attendance is expected and should not be considered optional. Expense for these is an obligation of the local church.

Annual Visit

It is the policy of the district for our superintendent to endeavor to make a traditional annual visit to each church on the district each year. It will probably be held alternately on Sunday mornings and Sunday evenings. Unless other arrangements are made for a special event, the superintendent will plan to bring the sermon.

If it is requested, the superintendent will meet with the church board for a brief meeting during this annual contact. The pastor should plan to open the meeting with prayer and introduce the DS. The DS will be glad to help the pastor in any way during the annual visit. Several weeks before the annual visit, the pastor will be contacted to arrange the date and time of the meeting.

Special Visits

The DS will be available to visit the pastor, the church or the church board whenever there is a special need. During times of unusual tension and stress between the pastor and the church board a written request for a joint meeting is required for the superintendent's presence at the meeting.

(unless Manual paragraph 123-124 is being requested)

District Website

The district website, www.wvnd.org, has been established for communication within our district as well as potential outreach for our churches. The site will be maintained by the district office. It will include announcements, calendar, special events, resources for local church use, and many of the forms that are included in this handbook. Suggestions for additional resources that could be provided by this site are welcome. Check the website for updated versions of the forms.

Quarterly Reports

All of the pastors shall submit a quarterly pastor's report to the district office. Blank report forms shall be sent from the district office to each pastor. Completed forms shall be returned promptly. The intention is simply to keep in touch with the progress, or needs, of the local church, the pastor, and the pastor's family. The mid-year report is a requirement of the General Church. Special care should be given in the statistical questions for the mid-year report. This form may change from quarter to quarter depending upon data needed for Advisory Board, Home Missions, General Church, or other specific needs.

Summersville Nazarene Camp Standard Rules

The West Virginia Nazarene Camp is jointly owned and operated by the West Virginia North District and West Virginia South District Church of the Nazarene, for the glory of God; the proclamation of the Gospel of Jesus Christ, emphasizing Holiness Evangelism, the preservation of the faith delivered to the saints; the growth and strengthening of the Church of the Nazarene, especially its ministry to youth.

1. No smoking, drinking of intoxicating beverages, unauthorized use of drugs, or swearing on camp property.
2. Loud, boisterous, rowdy conduct shall not be permitted at any time.
3. No stereo or tape decks allowed at any time in dorms.
4. In courtesy and cooperation with other campers living on the grounds, all loud conversations and noise must cease at 11:00 pm.
5. Speed limit on the grounds is 10 M.P.H. Emergency traffic only below the parking area at the top hill after 11:30 pm.
6. All pets shall be tied or kept in private cottages.
7. No pets to be kept in any dorm at any time.
8. All individuals staying on the grounds must be registered, including cottage residents and those staying with them.
9. All trailers must be registered before parking.
10. No cottage shall be built on a leased lot without plans being approved by the Camp Building Committee. All cottage owners must have periodic maintenance and repair in order to maintain an acceptable level of compliance.
11. All campers living on the grounds during Assembly and Camp Meeting are expected to attend both the morning and evening services.
12. All campers assigned a room by the registrar must use the room or secure a change by the registrar.
13. Dress: Modesty is the guiding principle relating to dress--
 - A. Both men and women are to dress modestly at all times while on camp property.
 - B. Nothing shorter than knee-length clothing is acceptable.
 - C. Boys/Men are to wear shirts at all times outside the dorms.
 - D. Shoes are to be worn at all times.
 - E. Ladies slacks are permitted during recreational periods.
 - F. Campers are to dress neat and clean for all worship services and the evening meal.
14. It is required that physical contact between dating individuals be limited to holding hands. No petting at any time.
15. Any camper who is disciplined and suspended from any camp will be suspended for one year.
16. Bicycles, skate boards, and roller blades are prohibited on the roadways and sidewalks.

Calling of a Pastor / Pastoral Transition

The following items shall be the guidelines of West Virginia North District regarding the calling of a pastor/pastoral transition. A copy of this section will be sent to the local church board secretary as deemed necessary by the DS.

I. WHEN YOUR PASTOR HAS RESIGNED

- A. Hold steady! This is God's Church. He will direct our minds to His will. We must always be open to His leadership and avoid any action which reflects human manipulation. Our first concern is to locate "God's Person".
- B. Thoroughly acquaint yourself with Manual procedures and rules concerning calling a new pastor. Every church board member should have a personal copy of the 2005 Manual. Read carefully the information under "Calling of a Pastor".
- C. The Church Board should defer all pastor and personnel discussion and action until the initial meeting with the District Superintendent. All contacts with and relating to prospective pastors shall be made by the District Superintendent.
- D. Plan a meaningful "Farewell Fellowship" time for the leaving pastor and family with appropriate gifts and expressions of appreciation.
- E. Be sensitive to special assignments of pastor or members of his family (teachers, officers, etc.) Arrange for replacements. Do not assume that the new pastor and family will automatically do these things.
- F. Give much thought and prayer to pastoral leadership. Give special attention to the sick, the discouraged, and the needy in the congregation who need pastoral care. Be optimistic, be encouraging.

II. CALLING THE NEW PASTOR

- A. At the initial meeting with the Board, the type of pastor needed, salary scale, and prospective names will be discussed. Members of the Board will be given opportunity to submit names. A "Local Church Information Profile" will be prepared for prospective pastors.
- B. Names and resumes of prospective pastors will be submitted by the District Superintendent to the Board at the initial or a subsequent meeting.
- C. Upon review of resumes and qualifications, the Board will be asked to vote to interview one person they may choose. An interview does not commit the church or prospective pastor to any call or contract. It is an interview only. The Board will interview and decide on one person at a time.
- D. When a prospective pastor is brought in (at church expense), the meeting will be conducted as follows: introductions of Church Board/prospective pastor (his or her family will not always be present), questions from the church board directed to prospective pastor, and questions from prospective pastor directed to church board.
- E. Following the interview, the prospective pastor will leave the meeting and the Board will continue in session. A ballot will be distributed to the Board for a "Yes" or "No" vote on whether it is their desire to recommend the prospective pastor to the congregation.

F. When a prospective pastor receives a favorable vote (a majority of total members present of the Board), announcement will be made according to Manual rule in two regular services that a congregational vote will be taken. The approval of the District Superintendent is required. The prospective pastor will be notified of the Board action by the District Superintendent. When the congregational vote is taken the prospective pastor will be notified again and asked for his decision. The Board Secretary or Interim Pastor will preside at the congregational meeting, or the DS will designate someone to conduct the business meeting.

G. In the event that the prospective pastor does not accept the call of the congregation, the District Superintendent will call a meeting of the Church Board and the procedure will be repeated with another prospect according to the action of the Board.

III. OTHER IMPORTANT MATTERS

A. Since at least thirty days normally go by before the new pastor arrives an interim supply ministry must be agreed on. The District Superintendent functions as pastor for all legal matters in the interim.

B. Plans must be made for moving the new pastor in, cleaning and preparing the parsonage for occupancy, and making needed repairs.

C. Types of calls:

An **Elder** is initially called for the remainder of the Assembly year and two years.

A **Licensed Minister** initially called for the remainder of the assembly year and one year.

A **Local Preacher, Supply Pastor, or Lay Pastor** may not be voted on by the congregation, but is appointed by the District Superintendent in conjunction with the Church Board.

A **Pastor of a Church** organized for less than five years, or has less than 35 voting members, or is receiving financial assistance from the district, may be appointed by the District Superintendent with the consent of the General Superintendent having jurisdiction and the District Advisory Board.

GIVE CAREFUL ATTENTION TO 2005 MANUAL PARAGRAPH 115 THROUGH 123.

Calling of a Pastor - Paragraph 115-119.1

Pastor/Church Relationship - Paragraph 120-120.2

Reviewing the Call of the Pastor - Paragraph 121-123

The Initial Call

Local Church Information Profile

1. This is a pattern form that helps the church board think about its present ministries and ideas for the future. (located in FORMS) It will be provided by the DS during the pastoral search meetings of the church board.
2. Important issues should be written down that will help gain a good preliminary understanding of the church.
3. Information gathered on this form is to aid the District Superintendent in communicating with a pastoral candidate.
4. The pastoral candidate will benefit most from this information.
5. Its greatest significance is that it will help form a part of the "written understandings."
6. This process should precede the interview.

Pastor Information Profile

1. This is a written form that a District Superintendent may want any prospective pastor to fill out even though a resume has been submitted. (located in FORMS)
2. It is assumed that resumes that will be used as addendum.
3. It is to be used by the District Superintendent, with the local church board, and prior to a pastoral call.
4. Information on this “profile” is primarily for the church’s benefit.
5. It is to help in matching the church with the best possible pastoral candidate.
6. This information helps form a part of the “written understandings.”
7. This process precedes a formal invitation to consider an interview or a pastoral call.

The Written Understanding

1. This should be written and agreed to before the pastoral candidate accepts the call. Otherwise it has limited value for establishing a meaningful covenant with the church.
2. The easiest place for this to be worked out is in the interview process itself. A suggested form is included in the FORMS section of this policy handbook.
3. One alternative to using this form is for the pastor to put it in a letter following the interview, signed by the pastor, sent to the church board secretary to be signed, forwarded to the district superintendent for his signature
4. Another alternative is for the district superintendent, if present or consulted, to summarize the issues from the interview itself and send copies of a letter to the pastoral candidate and the secretary of the church board to sign.
5. The “written understandings” are not static. New relationships will develop and the church will change. New leadership and different people will require the covenant to be reviewed and revised regularly. To maintain the best communications this covenant should be looked at seriously every year.

The Bonding Service

The district superintendent will provide a written bonding ceremony to be included as the worship folder for this service. He/she will offer the message and conduct the bonding ceremony at the close of the service.

Annual Planning Session

(Manual 120)

Every year, the pastor and the church board shall conduct a planning session to renew the expectations and goals of the church. The written understanding, goals, plans, and objectives between the church and the pastor shall be updated. (115.2, 129.4)

Pastors and congregations shall seek a clear understanding of each others' expectations and sincerely follow biblical principles to resolve differences in a spirit of reconciliation within the church. Biblical principles for resolving differences in Matthew 18:15-20 and Galatians 6:1-5 include:

1. Seek to resolve differences by discussing them face-to face.
2. If face-to-face discussion fails to bring resolution, seek the assistance of one or two others in resolving the differences.
3. Bring the differences to the church board only after face-to-face discussion and small-group efforts fail.
4. Christians are obligated to work at resolving differences in a spirit of love, acceptance, and forgiveness.

Regular Review

(Manual 121)

The Regular Review with the District Superintendent is scheduled to evaluate the relationship of the pastor with the local church. It shall be held within 60 days of the second anniversary of pastoral service and every four years thereafter. The local church board with the District Superintendent or a person appointed by him will take part in this review. Survey questions will be sent beforehand to the church for the board members to provide the superintendent with information in order to prepare.

REFERENCE POINTS:

1. The "written understandings" either in the form of a letter or a covenant similar to the one supplied in this packet.
2. Any updates on the goals and expectations supplied by the pastor and/or the church board.

THE CRITICAL QUESTIONS: (for the church board to consider)

1. To what extent has the church achieved the goals it set for itself two years ago?
2. To what extent was the pastor facilitating the church in achieving each of the goals?
3. To what extent was the board able to work together among its members and with the pastor to achieve the goals?

OBJECTIVE:

... to gain consensus of support without the need of a formal church board vote. (However, a strong vote of confidence should not be discouraged.) Consensus -- After thorough discussion and all persons feel their opinions have been honored, the body is brought to general agreement to support the majority opinion.

OUTCOME:

1. An appropriate celebration with thanksgiving and expressions of appreciation.
2. If negative responses require immediate attention the District Superintendent will respond appropriately.

Procedures for Resigning From Your Local Church

Read carefully the standard practice procedures to be followed when a pastor is beginning the process of resigning his current pastorate to accept a call to another parish.

1. Before initiating any public or private announcement of intention of resignation, discuss such plans with the District Superintendent. The DS will work to establish a proper strategy to follow in meeting with the local church board, and in making the announcement public.
2. A "brief" written request shall be submitted to the District Superintendent requesting:
 - A. Release from the current pastoral assignment. (See Manual, paragraph 119)
 - B. Release from all district committee and district board assignments, should the new assignment require district transfer.
 - C. Transfer of "district ministerial membership" to the receiving district, concurrent with the date of your final day of service in your local church. (Note: "district" membership is not synonymous with "local church" membership.)
 - D. The West Virginia North District Secretary shall be contacted regarding this transfer of membership.
3. The pastor shall meet with the local church board early in the week (preferably on Monday or a Tuesday) to offer to them a **written** resignation (Manual, paragraph 119). Ensure that the resignation is formally accepted by the vote of the board and is made a part of the official minutes of the board meeting.
4. As required by the Manual, paragraph 119.1, the pastor will need to prepare a correct and current list of all church members, including addresses. A copy of this list is to be given to the church board secretary and conveyed to the succeeding pastor, and a copy of this list is to be forwarded to the District Superintendent. Manual paragraph 122.1 reads as follows:

"The pastor who resigns shall, in cooperation with the secretary of the church board, prepare a correct list of the church membership roll with current addresses. The roll must correspond numerically with the last published district minutes showing deletions and additions for the current year."
5. If the pastor is currently enrolled in the course of study, he/she should contact the secretary of the WVN District Ministerial Studies Board and request that the transcript of the study course work be forwarded to the secretary of the Ministerial Studies Board of the receiving district.

Procedures for Ministerial License

Minister's Code of Ethics

As a minister of the West Virginia North District, the following code of ethics shall be applicable.

I am a minister of the Lord Jesus Christ, called of God to proclaim the unreachable riches of His love. Therefore, I voluntarily adopt the following principles in order that through dedication and self-discipline I may set a more worthy example for those whom I seek to lead and serve.

I. MY PERSONAL CONDUCT

- I will cultivate my devotional life, continuing steadfastly in reading the Bible, meditation and prayer.
- I will endeavor to keep physically and emotionally fit for my work.
- I will be fair to my family and will endeavor to give them the time and consideration to which they are entitled.
- I will endeavor to live within my income and will not carelessly leave unpaid debts behind me.
- I will strive to grow in my work through comprehensive reading and careful study and by attending conventions and conferences.
- I will be honest in my stewardship of money.
- I will not plagiarize.
- I will seek to be Christ-like in my personal attitudes and conduct toward all people regardless of race, class, or creed.

II. MY RELATIONSHIP TO THE CHURCH WHICH I SERVE

- I will dedicate my time and energy to my Christian ministry and will maintain strict standards of discipline.
- In my preaching I will exalt the Bible and will be true to my convictions, proclaiming the same in love.
- I will maintain a Christian attitude toward other members of the church staff and will not expect the unreasonable of them.
- I will not seek special gratuities.
- In my pastoral calling, I will respect every home I enter for I am a representative of Christ and the Church.
- In my administrative and pastoral duties, I will be impartial so no one can say truthfully that I am pastor of only one group in the church.
- I will strive with evangelistic zeal to build up my church, but will maintain a Christian attitude at all times toward members of other religious bodies.
- I will under no circumstances violate confidences that come to me as a minister.
- I will strive to strengthen the congregation when leaving a pastorate regardless of the circumstances.

III. MY RESPONSIBILITY TO FELLOW MINISTERS

- I will refuse to enter into unfair competition with other ministers in order to secure a pulpit or place of honor.
- I will seek to serve my fellow ministers and their families in every way possible.
- I will refrain from speaking disparagingly about the work of either my predecessor or my successor.
- I will refrain from frequent visits to a former ministry field and if, in exceptional cases, I am called back for a funeral or a wedding, I will request that the current resident minister conduct the service.
- I will never embarrass my successor by meddling in the affairs of the church I formerly served.
- I will be courteous to my predecessor when he returns to the ministry.
- I will be thoughtful and respectful of retired ministers.
- I will, upon retirement from the active ministry, give my pastor loyal support.
- I will not gossip about other ministers.
- I will hold in sincere respect any minister whose work is well done, regardless of the size or nature of the field he serves.
- I will consider all ministers my co-laborers in the work of Christ and even though I may differ from them, I shall respect their Christian earnestness and sincerity.

IV. MY RELATIONSHIP TO THE COMMUNITY

- I will strive to be human in all my relationships to the community but never lower my ideals in order to appear “a good fellow”.
- I will be considerate of the working hours of business and professional men and will not consume their time with unimportant matters.
- I consider that my first duty to my community is to be a conscientious pastor and leader of my own congregation, but I will not use this fact as an easy excuse to escape reasonable responsibilities that the community calls upon me to assume.

V. MY RELATIONSHIP TO MY DENOMINATION

- I will at all times recognize that I am a part of a world-wide Christian holiness denomination that has made large contributions to my church, my education, and my ministry. In view of this fact, I acknowledge a debt of loyalty to my communion and will strive to fulfill my obligations by cooperating in its efforts to extend the Kingdom of God.

VI. MY RELATIONSHIP TO THE CHURCH UNIVERSAL

- I will give attention, sympathy and, when possible, support to the Church Universal, recognizing that my local church and denomination is a part of the Church of the Lord Jesus Christ.

Policies - Financial:

Local Church Finances

Accounting

It is the duty of the Church Board to "cause careful account to be kept of all money received and disbursed by the church, including any weekday schools and all auxiliaries, and make report of the same at its regular monthly meetings and to the annual meeting of the church". (Manual 129.22)

The Board shall "provide a committee, no fewer than two members of which shall count and account for all money received by the church". Manual 129.23.

Furthermore, the Church Board is expected "to appoint an auditing committee which shall audit, at least annually, the financial records of the church, the Nazarene Youth International, the Sunday School Ministries, Nazarene day-care/preschool/weekday school, and any other financial records of the church". Manual 129.24

Planning the Budget for Local Churches

Every church should develop an annual budget to be used as a guide for its financial affairs. The Pastor should initiate the budget recommendations after he has reviewed the past year's financial record and anticipated the cost of financing the new year's overall program. This should be done at least two months before the District Assembly.

The Pastor's budget recommendations should be presented to the Finance Committee or the Board of Stewards for their consideration. The Finance Committee or the Stewards should then submit the budget to the Church Board for adoption. Pastors of Home Mission Churches should present the budget to the District Superintendent not later than six weeks before the District Assembly.

Enclosed herein is a "suggested" budget form. It is intended to be used as a guide to assist you in developing a budget tailored especially for your local church needs. In preparing the budget, the pastor should first determine the Disbursements. He must then balance these Disbursements with a budget of Receipts. Departmental and special disbursements should be met by corresponding departmental and special receipts. All other disbursements totaled must be met by means of tithes and church offerings.

If it is discovered that the budget is not working at the end of the first quarter, do not despair. Review the entire financial picture and review your budget to bring it into line with your new unanticipated needs. Work your budget until your budget works for you.

Sample Statement of Local Church Financial Policy

I. RECEIPTS AND RECORDS

Persons named by the church board shall constitute a counting committee; at least two of which shall count and account for each offering received.

A committee, named by the board, shall constitute an auditing committee and shall audit all financial records for the year, or a public accountant may be employed by the board for this purpose.

All financial records shall be kept in efficient form for reporting and reference.

II. DISBURSING OF CHURCH FUNDS

All monthly bills shall be paid upon receipt if possible, subject to the advice of the pastor and unless otherwise directed by the church board.

All budgets, except the General Budget, shall be paid monthly over a ten month period (10% per budget per month) beginning with the month of August.

Departmental heads shall be responsible for directing payment by the treasurer in accordance with authorization from the department boards and councils.

III. ESTABLISHED SALARIES AND REMUNERATION

A. Pastor

- The pastor's salary shall be \$_____ per week.
- Car allowance shall be \$_____ monthly.
- A parsonage shall be furnished with utilities, excepting personal long distance telephone calls.
- Remuneration shall be given yearly equivalent to Social Security payments for that year.
- Tax-sheltered annuity shall be provided in the amount of \$_____ per month.
- The pastor shall be covered by the group insurance program and monthly premiums shall be paid by the church.
- The pastor shall have one day per week free of regular pastoral duties and in the event of continuous duties he may accumulate such days to a total of three.
- The pastor shall be granted _____ weeks vacation with pay yearly at the time of his choosing and in harmony with the church program.
- Expense reimbursement shall be given when attending church conferences and meetings away from home.
- Vacation pay and Christmas bonus equal to one week's salary shall be paid each year.

B. Paid Employees

1. Secretary

The secretarial assistant shall be secured by recommendation of the pastor and board approval at the rate of \$_____ per hour.

2. Janitors

Hourly wage of \$_____ per hour for 40 hours maximum.

Group insurance coverage (Y / N)

Social Security

Vacation with pay shall be _____ weeks.

C. Evangelists

The church shall pay the sum of \$_____ for a series of evangelistic services to an evangelist or team of workers for a meeting of approximately one week duration.

Meetings of lesser or greater duration shall be adjusted by the rate of \$_____ per service.

An allowance of \$_____ per week per worker shall be given for food.

Advertising shall be limited to \$_____ for a week's meeting.

D. Supply Ministers-Guest Ministers

Supply and guest ministers shall be given a remuneration of \$_____ per service or \$_____ for a given Sunday for both services unless otherwise authorized by the church board.

IV. ASSEMBLY AND CONVENTION EXPENSE

Delegates, ex-officio and duly elected delegates to district conventions and assemblies shall be given expense allowance for their services by the respective departments of the church as authorized by that department. The church shall pay \$_____ per delegate.

V. OBLIGATING THE CHURCH

No person shall obligate the church without authorization. The pastor may authorize such purchases as may be necessary in the implementation of the church program to the extent of individual expenditures of \$_____ or a total of purchases up to \$_____ during a given month.

Necessary office and janitorial supplies may be purchased by the secretary or janitor subject to the advice of the pastor.

Routine repairs and maintenance costs of the church properties may be authorized by the trustees.

Expenses and maintenance of the church-owned vehicles shall be authorized by the transportation committee subject to the advice of the pastor.

VI. POLICY REFERENCE AND REVISION

Copies of this policy shall be retained by the pastor, secretary and chairman of the finance committee. Any inquiry regarding the financial policy of the church may be directed to the pastor, secretary or chairman of the finance committee. This financial policy shall be reviewed by the finance committee yearly in July and upon recommendation of the committee it shall be revised by the church board.

Suggested Local Church Outline for Control

Following is a summary of how we have organized the business office of a Church to establish internal control over cash receipts and disbursements keeping with good accounting principles and in conformity with the requirements of the Manual.

Following are those persons responsible for handling funds with a brief description of their responsibilities:

TREASURER: Keeps the books, authorized to sign checks, pays all church bills, salaries, etc. Does not count money or make bank deposits.

ASSISTANT TREASURER: Authorized to sign checks and does so only in Treasurer's absence. Does not count money nor make bank deposits.

SIGNATURES REQUIRED ON CHECKS: We do not recommend two signatures as this is generally ineffective. We have found that where two signatures are required, one person often signs blank checks or does not carefully review what is signed. We believe it is better to make one person entirely responsible.

NUMBER OF ACCOUNTS: We recommend a centralized treasury with one checking account and one treasurer handling all funds for the Church and all auxiliaries.

FINANCE SECRETARY: Maintains individual giving records and provides each contributor with a quarterly record of their giving. All identified giving is recorded on the individual giving record whether it be by check or envelope. The finance secretary may be a member of the money-counting committee.

PHYSICAL CONTROL OF MONEY: After the offering is taken, a member of the money-counting committee, along with an usher, should place the money in the church safe unless it is to be counted immediately. After counting, the money should be returned to the safe or taken immediately to the bank and placed in the night depository. At no time should anyone be asked to be responsible for the security of money in his sole possession or in his home. It should be in the church safe or in the bank. The smallest church can afford a safe. If you consider the possible consequences of a person having to be responsible for money without proper safekeeping, you realize a church can't afford not to have a safe. If safekeeping is not available at the church, the offering should be placed in a lock bag, deposited in the night depository at the bank and when convenient, two members of the committee can go to the bank and count.

PAYMENT OF CHURCH EXPENSES: The Treasurer pays all church bills and salaries. Salaries are authorized by the church board and expenditures for operating expenses are supported by supplier invoices and statements. The bank statement and all invoices are mailed to the church office where they are available for the pastor's review.

Suggested Policy By George Whitley, CPA

Local Church Records

In addition to the many duties of a pastor outlined under "Ministry and Christian Service - The Pastor" in the Manual of the Church of the Nazarene, it is vital that great care be given to accurate records.

While the Manual does not specify who keeps the record of church membership, it does indicate the pastor's responsibility in maintaining accurate records. (Example - Manual 413.13) Careful record should be kept in a book such as the "Ideal Church Record" available at Nazarene Publishing House. In order to be sure names and numbers reported are accurate, a numbered/alphabetized list of current members should be prepared for each annual meeting. When a pastor resigns, this list with addresses must be prepared and "must correspond with the last published district minutes showing deletions and additions for the current year." (Manual par. 119.1)

Marriages should be recorded by the pastor for future reference along with baptisms and dedications. They should be accurately entered in the 'Ideal Church Record', computer database or other accurate recording method. While certificates should be prepared and presented for membership, weddings, dedications, etc., it is still the pastor's duty to see that the church has a permanent record for future reference.

It is also highly important that the church board secretary or some other authorized person keep accurate record of special events, so vital for future use in publicity and anniversary celebrations. Photos are especially appreciated by congregations in reviewing their history.

Don't trust your memory; enter these things into permanent record as they take place!

Policies - Properties:

CHURCH PROPERTIES APPLICATIONS

When your church plans to purchase property, sell property, construct a new edifice, make major renovations (usually any amount over \$5,000) or borrow money, you must make application for approval for the project by the District Board of Church Properties. (See Manual, par. 103-104.2.) Please contact the District Superintendent for application forms when the occasion for any of the above situations arises. Major renovation or building programs will require the use of BUILDING SOURCEBOOK II, available through the Nazarene Publishing House.

These forms are available online at the district website as well as in this document in the FORMS section.

District Board of Church Properties

This statement is given for the purpose of giving guidance and assistance to all local churches who are contemplating the purchase of land, building, or the construction of buildings. This is to inform the churches of the purpose, policies, and procedures by which the District Board of Church Properties shall function.

I. THE PURPOSE OF THIS BOARD

1. This Board is given the responsibility to advise the local church in the purchasing of land, buildings, or the construction of buildings along wise and sound lines.
2. Your District Superintendent is available for counsel with the pastor and/or Church Board or Building Committee. His experience in this field can be of immeasurable value to the local church. Consult with him in the formative stages and throughout the project.
3. The churches are asked to follow the Manual procedures and the following instructions as hereby set forth by this Board. We seek to avoid the high risk of unsound building adventures. The Board is able to give perspective, information, and counsel that will benefit the local church and pastor.
4. The duties of this Board are enumerated in the 2005 Manual, paragraphs 234-235.5

II. APPROVAL IS NECESSARY

1. The local church contemplating the purchase of real estate, or the erection of a church building or parsonage, or a major remodeling of either, shall submit the proposition to the District Superintendent and the District Board of Church Properties for their consideration, advice, and approval. No indebtedness, whether involving a mortgage or not, shall be incurred in the purchase of real estate or the erection of buildings or a major remodeling of either, without the written approval of the District Board of Church Properties.
2. The District Board of Church Properties must consider all propositions for the purchase of real estate, or the erection of church buildings or parsonages and to advise them concerning the propositions submitted. See the 2005 Manual, page 123, paragraph 235.4.

3. The District Board of Church Properties must approve or disapprove, in conjunction with the District Superintendent, propositions submitted by the local churches relative to the incurring of indebtedness in the purchase of real estate or the erection of buildings.

III. STEPS IN THE SELLING OF CHURCH OR PARSONAGE PROPERTY

1. The pastor should consult with the District Superintendent on the proposed plan to sell the property and the use of money received from the sale of the same, before the proposition is presented to the congregation for a vote.
2. The church board should consider the proposition by taking into account all the related facts. When they come to agreement on a proposal they shall recommend it to the church membership for their vote. The membership shall vote at a duly called special church meeting. See 2005 Manual, paragraph 103 and paragraph 113.13.
3. The pastor shall submit all the facts on the proposition to the District Superintendent and the District Board of Church Properties must give their written approval for the sale. 2005 Manual, paragraph 103.
4. The trustees are authorized, by the vote of the congregation and the approval of the District Superintendent and the District Board of Church Properties, to sell the property, deliver the deed to the purchaser, and dispose the money received from the sale as voted by the membership.

IV. STEPS IN BUYING LAND OR CHURCH BUILDINGS OR PARSONAGE

1. The pastor should consult with the District Superintendent in the formative stages. The Superintendent will be interested in knowing the need for the purchase, the location, the size, the terrain, the condition, the price and the ability of the church to undertake the financial obligations.
2. The church board should elect a Building Committee or act in this capacity.
3. The building committee shall consider the needs of the church, securing the necessary facts to determine what is required to best serve the purpose of the church. They should seek out suitable sites and buildings which can be purchased.
4. The building committee should recommend to the church board a certain site or building for their consideration and approval.
5. The church board should consider the recommendation and approve or disapprove the purchase and financing plan.
6. The approved proposition is submitted to the District Board of Church Properties for their advice and written approval or disapproval. The District Superintendent must give his written approval of the proposition.
7. The pastor, after consultation with the church board, shall duly call a special church meeting for the purpose of having the membership vote on the specific proposition. A two-thirds vote of members present is necessary. See 2005 Manual, paragraphs 103 and 113.13.
8. After the church board, the District Board of Church Properties, the district superintendent, and the membership at the special church meeting, have approved the proposition, the Trustees are authorized to sign contracts, mortgages, and necessary legal instruments to execute the purchase.
9. In preparation for the purchase of any property the following resolutions must be adopted by the church membership.

- A. Vote of congregation to purchase said property.
- B. Vote of congregation to borrow (if needed) a certain amount of money to purchase property.
- C. Vote of congregation to mortgage said property or to give a Deed of Trust to secure the loan.
- D. Designate the elected Trustees to sign all papers necessary in the purchase of the property and the securing of the loan.
- E. All Trustees must be recorded with the County Clerk.
- F. Proper resolutions must be read to the congregation three consecutive Sundays, in conformity with State law, before the vote is taken.

V. STEPS TO CONSTRUCT CHURCH BUILDINGS OR PARSONAGE

1. A church building committee shall be elected by the church board or act in this capacity.
2. The pastor and the building committee shall consult freely with the District Superintendent during the formative stages of the program. The experience and knowledge of the Superintendent can be valuable to the local church in all stages of the building program.
3. The building committee shall consider the church building needs and agree on proposals to meet these needs, securing literature and suggestions from the Division of Church Growth of the General Church in Kansas City, MO. Complete studies should be made on the communities served by the church and projections on anticipated population and membership growth.
4. The building committee recommends an over-all plan to the church board for their consideration and approval.
5. The church board votes to engage an architect to prepare preliminary plans, not final working drawings, in consultation with the building committee and District Superintendent.
6. The District Church Properties Board strongly recommends that a licensed architect be used to prepare the plans. Also that the plans be sent to the General Department of Church Schools for their suggestions and evaluations.
7. The church board approves the preliminary plans.
8. The building committee determines the method of constructing the building; such as, 1) contracting out the building to a general contractor after securing bids, 2) the church serving as the contractor and securing bids for sub-contracts as needed, or 3) do it yourself.
9. The building committee shall secure sound estimates of the total cost of the building and furnishings and submit to the church board a sound plan for financing the project.
10. The church board submits the proposition to the District Board of Church Properties.
11. The church board votes to approve the building plans, as approved, and the plan for financing the project.
12. The church board submits the proposed plans, financing and projected cost to the church membership for their approval in a called special church meeting.
13. The church board authorizes the final plans or working drawings to be prepared and approved by the necessary state and local authorities.
14. The building committee shall secure bids and/or estimates on the building and have these approved by the church board.
15. The building committee shall make arrangements with a bank or lender to finance the building and furnishings.

16. The written approval of the District Superintendent and the District Board of Church Properties must be secured.
17. Contracts can be signed and obligations incurred to complete the project.
18. The church board should designate a "Sub-Committee" within the building committee and empower the committee to make "on-site" decisions.

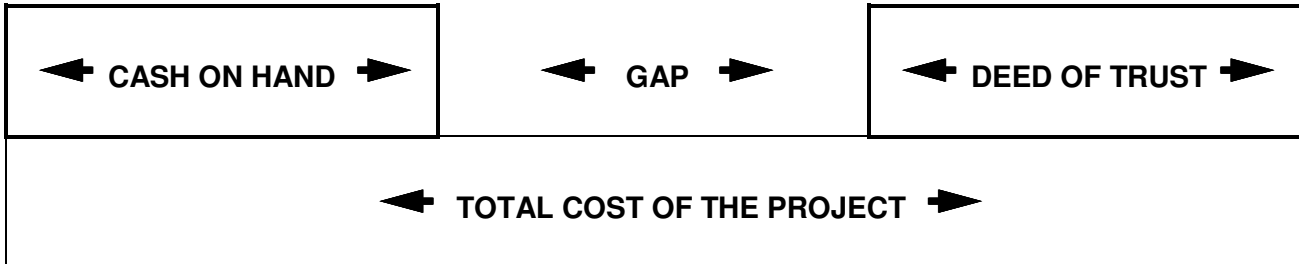
VI. DATA TO BE SUBMITTED TO THE DISTRICT CHURCH PROPERTIES BOARD

1. The long range plan for the development of the church facilities.
2. The present proposition under consideration.
 - A. Give all data concerning the purchase of land, such as; location, size, terrain, zoning and any other related information.
 - B. Give all data concerning the purchase of buildings, such as; location, zoning, type of construction, size, state of repair, repair or remodeling costs, price and adaptability to church use.
 - C. Give all data in the construction of a building, such as; site, compliance with zoning and building codes, plot plan, design of building, floor plan, method of construction, total cost of the project including land, building and furnishings.
 - D. Give complete financial report of the local church and her past record (5 year minimum) in meeting her obligations, such as; local expenses, pastor's care, payment of all church budgets, and the ability to take on the additional mortgage payment.
 - E. State the total indebtedness you are seeking approval for and give evidence that the church can raise the necessary money to make mortgage payments.
 - F. Give evidence of the desire of the congregation for this project and their willingness to make it a success.
 - G. State the concern of the pastor for this project and his willingness and faith to bring it to a successful completion.

VII. KEY POINTS TO BE CONSIDERED BY THE DISTRICT BOARD OF CHURCH PROPERTIES

1. The local church must show the need for the land and/or building.
2. The church must evidence increasing morale and dedication to an expansion program.
3. The proposed plan must be adequate, feasible, and in the best interest of the local church.
4. The church must be in a sound financial position as evidenced by increasing giving, paying all local bills, providing an adequate pastor's salary, and paying all the budgets.
5. The complete financing of the proposed project shall be submitted to this board:
 - A. Present assets including cash on hand, value of church and parsonage property, net income from sale of property, pledges and any other assets.
 - B. Present liabilities including any mortgages on church and/or parsonage property showing balances due, monthly payments, and name of lender.
 - C. Present total cost of proposition, including land, building, landscaping and furnishings.

- D. Present total indebtedness to be incurred. \$ _____
- E. Show how you will finance this indebtedness. By a Deed of Trust _____;
Other _____; Total amount to be financed \$ _____; Interest rate ____%;
Years to pay off _____; name and address of lender _____
- F. Show a Deed of Trust commitment from a bank or lender.
- G. Show the ability of the church to carry the indebtedness and the plan adopted by the church board to secure the additional monthly payments.
- H. Demonstrate that sufficient money is available to complete the project.



Ways to close the gap:

1. Raise more money before starting.
2. Raise more cash during construction.
3. Increase the mortgage, yet under the maximum debt limit.
4. Reduce the cost by economizing in design, layout, materials, method of construction. A little of each.

VIII. GUIDELINES THAT DETERMINE DEBT LIMIT

The following “guidelines” are used by lending institutions and District Boards of Church Properties. They help to determine the maximum debt-limit a church can prudently carry. It is essential that each church keep the debt as low as possible.

1. The morale and dedication of the congregation to accomplish this project.
2. The attitude and ability of the local church to meet her local, district and general church obligations.
3. Confidence in the ability of the pastor to lead the church in a successful completion of the project.
4. The total indebtedness should not exceed 60% to 75% of the appraised value of the land, buildings, and furnishings. A qualified appraiser should determine value of the completed project.
5. The total indebtedness should not exceed from 2 to 3 times the total raised for all purposes in one year. In cases where there has been an unusual rise in the income for one year, the board should average the income over the last three years.
6. At no time should the debt payment be more than 25% of church annual income excluding the church auxiliaries.

IX. GUIDELINES IN APPLYING FOR A BANK LOAN

1. Provide a brief history of the local church.
2. List of the elected church trustees.
3. A full financial report for the past five years, taken from the District Minutes.
4. Sunday School enrollment, church membership and average attendance.
5. A balance sheet listing all the church assets and liabilities.
6. State method of repayment such as tithe, fund campaign commitments, etc.
7. Copy of preliminary plans.
8. Copy of the Church Manual with appropriate paragraphs marked.

District Approval forms for the Purchase, Sale, and Construction of property and facilities are located in the FORMS section of this handbook and will be updated periodically on the district website.

X. REASONABLE ACCOMMODATIONS (For the Disabled)

In response to action taken at the 1988 Annual Assembly of the West Virginia North District, the District Board of Church Properties has indicated that greater attention should be given in planning new buildings and remodeling of existing structures to accommodate the needs of those who are disabled.

Since many of our churches are small in size, the concept of “reasonable accommodations” should be the order of the day for most churches in consideration of the needs of the handicapped.

However, there are larger congregations in the more heavily populated areas that have now or may have potential disability groups. These disabilities in common may require some type of accommodations in regard to communication of worship services, special programs, ministries, and printed materials, and barrier-free access.

In addition to the standard applications herein provided, those submitting plans for District Church Properties Board approval should indicate provisions being made for barrier-free access for the disabled and ill.

XI. GUIDELINES FOR CHURCH LOAN PROCEDURES - West Virginia Code

Paragraph 33-1-5 of the West Virginia Code provides the following:

A conference, synod, presbytery, convention, association, official board, or other ecclesiastical body or individual representing any church, religious sect, society, or denomination within this state, as also any individual church, parish, congregation or branch, when holding any property separately from the church, denomination, society or sect as a whole, within this State, may from time to time, and whenever occasion may arise, appoint, in such manner as such ecclesiastical body or such individual church, parish, congregation or branch may deem proper, a trustee or trustees for its real and personal property. The body appointing may remove such trustee or trustees, or any of them and fill all vacancies caused by death, removal or otherwise.

Therefore, the person who will hold property for the church is the trustee. A church may have one or more trustees and when the trustees are executing a document to transfer property or a document to encumber property owned by the church all of the trustees should be required to sign the document.

A certificate of appointment executed by the secretary, clerk or other officer in charge of the records of the church or church organization must be recorded in the “church trustee” record book in the office of the Clerk of the County Court of the County in which the church or the property is located.

Each time the trustees sign a deed or deed of trust, it is necessary to check the County Court records to be certain that the recordation of the trustees is up-to-date as of the last action of the governing body.

It is necessary to determine if the property in question is owned by an individual church or is owned by the hierarchical church organization under which the individual church exists. This may differ between denominations. However, in using the Presbyterian Church organization as an example, the property is owned by the individual church and that individual church is authorized by the Presbytery which is the next higher court or hierarchical organization.

The trustee or trustees of any church or church organization may only sell or convey any property, real or personal, owned by the church or church organization upon the direction of a majority of the members of the governing body of that church or church organization. This means that a resolution has been adopted by the governing body authorizing the trustees to act. This action would usually take the form of selling or conveying church property or executing a lien upon church property such as in the case of giving a deed of trust as collateral for a loan to the church.

Before the documents evidencing a transfer of church property may be signed or the placing of a lien on church property by the trustees may take place, the church shall cause to be published a notice describing the real estate or property and stating that the same will be sold and conveyed or that it will be subjected to a lien as the case may be on or following a designated date.

This notice must be published as a class II legal advertisement once a week for two successive weeks in the newspaper having a publication area including the county where the land is situated or, in lieu of such publication, the notice may be read at the principal services of the church or church organization on at least two separate occasions during a period of two weeks. It must be noticed that no conveyance or lien instrument shall be made or become effective until the notice has been published or read as mentioned above. An affidavit certifying the facts regarding the publication or the reading of a notice shall accompany and be recorded with any deed of conveyance or any instrument which creates a lien.

SUMMARY

Only the duly elected trustees of the church may act to sell the property or place a lien on property.

The trustees are elected by the governing body of the church or church organization.

A certificate of appointment designating the trustees by name must be recorded in the office of the county clerk of the county in which the church or property is domiciled.

Action to sell property or place a lien on property must be approved by the governing body of the church or church organization in a meeting called for that purpose.

Notice of the intended action must either be published in the newspaper in the county in which the property is located or the notice must be read at least twice during the regular services of the church or church organization over a period of two weeks.

An affidavit certifying that the publication has been made or the reading has taken place must accompany the lien instruments and be recorded therewith.

Paragraph 35-1-8 of the WV Code limits the quantity of real estate trustees may take and hold for a church or church organization as follows:

- a. Not to exceed 4 acres of land in an incorporated city, town or village, and
- b. Not to exceed sixty acres out of such city, town or village. Any loan to a church for acquiring land should not be made if the land holdings of the church, after consummation of the loan, will exceed these limitations.

Special note: In addition to the actions required by law each church or church organization has its own particular procedure for handling the sale or acquisition or encumbering of property and each has its own method of appointing or electing trustees. It would be well for the loan officer to question the person representing the church as to what their particular procedure may be.

Forms:

WEST VIRGINIA NORTH DISTRICT CHURCH OF THE NAZARENE

The following are standard forms used in cooperation with the district office and boards. Updated copies will be posted on the district website as needed. These forms include the following:

- Board of Properties FORM I Application for approval to purchase property
- Board of Properties FORM II Application for approval to construct buildings
- Board of Properties FORM III Application for approval to finance or refinance property
- Application for Local Minister's License
- Nomination Form for District Positions in preparation for District Nominating Committee
- Local Church Budget Preparation Sample letter to department heads
- Local Church Budget Analysis Suggested Worksheet
- Local Church Budget Planning Suggested Worksheet
- General Superintendent's Growth Award Criteria
- Sample Local Church Board Agenda
- Sample Local Church Annual Meeting
- Request for Letter of Release
- Application For Consideration of Ministry on West Virginia North District

Form I:

Application for Approval to Purchase Property

CHURCH: _____

Type of property:

- € Land (Lots _____ Acreage _____ Size _____)
- € Existing Building (Lots _____ Acreage _____ Size _____)
- € House for Parsonage (Lots _____ Acreage _____ Size _____)
- € House for Rental (Lots _____ Acreage _____ Size _____)
- € Other (specify) _____

Location of proposed property:

Condition and age of buildings:

Describe land: (appearance, neighborhood, condition)

Proposed use of property:

Purchase price:

Value of present church properties:

Indebtedness on present properties:

Total income for all purposes last year:

Were all budgets paid in full? YES ____ NO ____ (If not explain) _____

Church Board action on proposed purchase Date _____

Members Present ____ For ____ Against ____

Church Membership Vote (According to Manual Par 103.104) Date _____

Members Present ____ For ____ Against ____

Pastor's Signature _____

Date _____

(For District Use Only)

DISTRICT BOARD ACTION

Date _____ Ballots Cast ____ For ____ Against ____

Approved ____ Not Approved ____

Qualifications for Approval:

Secretary, Board of Church Properties

Form II:

Application for Approval to Construct Building

CHURCH: _____

Type of construction: Sanctuary - Worship Center _____ Parsonage _____
Education Building _____ Fellowship Building _____
Major Remodeling (describe) _____

Architect or Designer _____

Are plans submitted with application? Y / N Previously _____ To Follow _____

Total floor space in proposed building (sq. ft) _____

Contractor _____

Contractor Supervisor (No General Contract) _____

Estimated cost of construction per square foot _____

Estimated cost of furnishings _____

Target date for construction: Beginning _____ Completion _____

Present value of church & parsonage properties \$ _____

Present indebtedness on all properties \$ _____

Total income for last year \$ _____

Were all budgets paid in full? Y / N (If not, explain) _____

Church Board action on proposed purchase Date _____

Members Present _____ For _____ Against _____

Church Membership Vote (According to Manual Par 103.104) Date _____

Members Present _____ For _____ Against _____

Pastor's Signature _____ Date _____

(For District Use Only)

DISTRICT BOARD ACTION

Date _____ Ballots Cast _____ For _____ Against _____

Approved _____ Not Approved _____

Qualifications for Approval:

Secretary, Board of Church Properties

Form III:

Application for Approval of Financing or Refinancing

CHURCH: _____

Purpose of Financing: Vacant Property _____ Parsonage _____
Education Building _____ Fellowship Building _____
New / Other (describe) _____

Value of church and parsonage property \$ _____

Present indebtedness \$ _____ Monthly Payments \$ _____

To whom are you indebted? _____

Proposed new indebtedness \$ _____ Total including old \$ _____

Name of lending institution _____

Duration of loan _____

Other financing (bond program, etc.) _____

Amount already raised in building fund (cash) \$ _____

Amount pledged toward new building or purposes \$ _____

Total income for last year \$ _____

Were all budgets paid in full? Y / N (If not, explain) _____

Church Board action on proposed purchase: Date _____

Members Present ____ For ____ Against ____

Church Membership Vote (According to Manual Par 103 and 104) Date _____

Members Present ____ For ____ Against ____

Pastor's Signature _____ Date _____

(For District Use Only)

DISTRICT BOARD ACTION

Date _____ Ballots Cast ____ For ____ Against ____

Approved ____ Not Approved ____

Qualifications for Approval:

Secretary, Board of Church Properties

Application for Local Minister's License:

Church: _____ **Candidate:** _____

Candidate Information:

Address: _____

Date of Birth: _____ Sex: M / F

Married: _____ Single: _____ Divorced: _____

Place of Employment: _____
(Describe circumstances of employment on another sheet if needed)

Describe your conversion experience:

Are you sanctified? _____ Describe your personal experience of being sanctified wholly:

How have you come to sense God's call upon your life?

What is your calling to be? A pastor, evangelist, missionary, or other?

Are you prepared to undertake the study and preparations necessary to become an ordained minister in the Church of the Nazarene?

Are you in harmony with the Church of the Nazarene, its doctrines, polity, and practices? Please note any questions or differences:

What is your practice of Bible study?

Describe your devotional life.

In what form of Christian service have you been engaged? (Include activities and offices held.)

If granted a license to preach, will you faithfully follow the guidance of your pastor and avail yourself of opportunity to serve the Church?

Will you proceed to follow the prescribed course of study necessary in the training of a minister in the Church of the Nazarene, as set forth in the Sourcebook for Ministerial Studies?

Nomination for District Positions:

Church: _____

In preparation for the District Nominating Committee, it would be helpful to have a list of laymen whom you would recommend for consideration. Please return this form to the district office by June 9.

Name #1

Address

Occupation / Place of Employment

Local Church Offices / Positions held

Name #2

Address

Occupation / Place of Employment

Local Church Offices / Positions held

Name #3

Address

Occupation / Place of Employment

Local Church Offices / Positions held

Name #4

Address

Occupation / Place of Employment

Local Church Offices / Positions held

Local Church Budget Preparation:

Sample Letter to Department Heads

Date: _____

To: Department Heads, Board Committee Chairman, Pastoral Staff

From: Chairman of Finance Committee

Re: Preparation of church budgets for Fiscal Year

It is time for the Finance Committee to recommend to the Church Board the financial budget for the coming church year. This budget is based on the requests submitted by department heads, committee chairmen and pastoral staff.

Enclosed please find a list of the budget line items as they fall under the responsibility of representative boards and committees. In some cases there will be overlapping.

You are aware that we all need to be careful to stay within our ability to spend. This year has shown that we may need to be more realistic in our planning and budgeting. Plan your budget with at least a _____ % (reduction / increase) in mind over last year's asking budget.

Please submit this asking budget to the Finance Committee prior to _____ (date). If you have any questions, please contact the chairman of the Finance Committee.

Pastor

Local Church Budget Analysis 20

LOCAL		Month	Year
(1a)	Buildings and Equipment	_____	_____
(1b)	Pastor's Housing	_____	_____
(2)	Indebtedness on Property	_____	_____
(3a)	Pastor's Salary	_____	_____
(3b)	Pastor's Employee Benefits	_____	_____
(4a)	Associate Pastor's Salaries	_____	_____
(4b)	Associate Pastor's Employee Benefits	_____	_____
(5)	Local Church Expense	_____	_____
	Secretary Salary	_____	_____
	Custodian Salary	_____	_____
	Social Security (Employee)	_____	_____
	Maintenance	_____	_____
	Evangelism	_____	_____
	Office Expense	_____	_____
	Utilities	_____	_____
	Administration	_____	_____
	Miscellaneous	_____	_____
(6)	Local Departmental Expense	_____	_____
	Sunday School	_____	_____
	NYI	_____	_____
	NMI	_____	_____
(7)	Other Benevolence (Local)	_____	_____
(8)	Total Local Interests	_____	_____
DISTRICT			
(10)	District (Includes Camp and Home Missions)	_____	_____
(11)	District Departmental Expense	_____	_____
	Sunday School	_____	_____
	NYI	_____	_____
	NMI	_____	_____
(12)	Other Benevolence (District)	_____	_____
(13)	Total District Interests	_____	_____
EDUCATIONAL (Schools and Colleges)			
(15)	MVNU Budget	_____	_____
(16)	Nazarene Bible College	_____	_____
(17)	Nazarene Theological Seminary	_____	_____
(18)	Total Educational Expense	_____	_____
GENERAL			
(20)	General Budget	_____	_____
	Church	_____	_____
	NMI	_____	_____
	Sunday School	_____	_____
(21)	Approved Specials (not in General Budget)	_____	_____
	Church	_____	_____
	NMI	_____	_____
(22)	Pensions Budget	_____	_____
(23)	Other Benevolence (General)	_____	_____
(24)	Total General Interests	_____	_____
(25)	Grand Total Expenditures	_____	_____

Local Church Budget Planning:

Sample Local Church Budget Planning Worksheet

RECEIPTS	YEARLY	MONTHLY	WEEKLY
1. LOCAL CHURCH RECEIPTS			
a. Tithes & Loose Offerings	\$ _____	\$ _____	\$ _____
b. Building Fund or Debt Reduction	\$ _____	\$ _____	\$ _____
c. Special Evangelism	\$ _____	\$ _____	\$ _____
d. Midweek Service Offerings	\$ _____	\$ _____	\$ _____
e. Special Interests	\$ _____	\$ _____	\$ _____
f. _____	\$ _____	\$ _____	\$ _____
g. TOTAL LOCAL CHURCH RECEIPTS	\$ _____	\$ _____	\$ _____
2. SUNDAY SCHOOL RECEIPTS			
a. Sunday School Offerings	\$ _____	\$ _____	\$ _____
b. Caravan	\$ _____	\$ _____	\$ _____
c. American Bible Society Offerings	\$ _____	\$ _____	\$ _____
d. _____	\$ _____	\$ _____	\$ _____
e. TOTAL SUNDAY SCHOOL RECEIPTS	\$ _____	\$ _____	\$ _____
3. NAZARENE MISSIONS INTERNATIONAL RECEIPTS			
a. Annual Pledges (Faith Promise Plan)	\$ _____	\$ _____	\$ _____
b. Local Chapter Offerings	\$ _____	\$ _____	\$ _____
c. General Budget giving:			
(1) Prayer and Self-Denial	\$ _____	\$ _____	\$ _____
(2) Easter Offering	\$ _____	\$ _____	\$ _____
(3) Thanksgiving Offering	\$ _____	\$ _____	\$ _____
d. Alabaster	\$ _____	\$ _____	\$ _____
e. Local Dues	\$ _____	\$ _____	\$ _____
f. Deputation Offering	\$ _____	\$ _____	\$ _____
g. Local Convention Offering	\$ _____	\$ _____	\$ _____
h. World Mission Radio Offering	\$ _____	\$ _____	\$ _____
i. Memorial Roll	\$ _____	\$ _____	\$ _____
j. Special Projects (Approved Specials)	\$ _____	\$ _____	\$ _____
k. _____	\$ _____	\$ _____	\$ _____
l. _____	\$ _____	\$ _____	\$ _____
m. TOTAL NMI RECEIPTS	\$ _____	\$ _____	\$ _____
4. NAZARENE YOUTH INTERNATIONAL RECEIPTS			
a. Weekly Offerings	\$ _____	\$ _____	\$ _____
b. Youth Week Offerings	\$ _____	\$ _____	\$ _____
c. Special Project	\$ _____	\$ _____	\$ _____
d. _____	\$ _____	\$ _____	\$ _____
e. TOTAL NYI RECEIPTS	\$ _____	\$ _____	\$ _____
DEPARTMENTAL RECAP (Receipts)			
1. TOTAL LOCAL CHURCH RECEIPTS	\$ _____	\$ _____	\$ _____
2. TOTAL SUNDAY SCHOOL RECEIPTS	\$ _____	\$ _____	\$ _____
3. TOTAL NMI RECEIPTS	\$ _____	\$ _____	\$ _____
4. TOTAL NYI RECEIPTS	\$ _____	\$ _____	\$ _____
5. GRAND TOTAL DEPARTMENTS	\$ _____	\$ _____	\$ _____

Sample Local Church Budget Planning Worksheet pg 2

DISBURSEMENTS		YEARLY	MONTHLY	WEEKLY
1.	<u>LOCAL OPERATING EXPENSES</u>			
a.	Church utilities	\$ _____	\$ _____	\$ _____
b.	Church telephone	\$ _____	\$ _____	\$ _____
c.	Parsonage utilities	\$ _____	\$ _____	\$ _____
d.	Parsonage telephone	\$ _____	\$ _____	\$ _____
e.	Taxes	\$ _____	\$ _____	\$ _____
f.	Insurance	\$ _____	\$ _____	\$ _____
g.	Advertising	\$ _____	\$ _____	\$ _____
h.	Postage	\$ _____	\$ _____	\$ _____
i.	Office supplies	\$ _____	\$ _____	\$ _____
j.	Program materials	\$ _____	\$ _____	\$ _____
k.	Furnishings & equipment	\$ _____	\$ _____	\$ _____
l.	Parsonage furnishings	\$ _____	\$ _____	\$ _____
m.	Custodial supplies	\$ _____	\$ _____	\$ _____
n.	Nursery supplies & equipment	\$ _____	\$ _____	\$ _____
o.	Flowers	\$ _____	\$ _____	\$ _____
p.	_____	\$ _____	\$ _____	\$ _____
q.	_____	\$ _____	\$ _____	\$ _____
r.	TOTAL LOCAL OPERATING EXPENSES	\$ _____	\$ _____	\$ _____
2.	<u>STAFF EXPENSES</u>			
a.	Pastor's salary	\$ _____	\$ _____	\$ _____
b.	Pastor's travel allowance	\$ _____	\$ _____	\$ _____
c.	Pastor's Social Security	\$ _____	\$ _____	\$ _____
d.	Pastor's insurance	\$ _____	\$ _____	\$ _____
e.	Associate Pastor's salary	\$ _____	\$ _____	\$ _____
f.	Associate Pastor's benefits	\$ _____	\$ _____	\$ _____
g.	Secretarial salary	\$ _____	\$ _____	\$ _____
h.	Custodian's salary	\$ _____	\$ _____	\$ _____
i.	General Assembly Fund	\$ _____	\$ _____	\$ _____
j.	Assembly delegation fund	\$ _____	\$ _____	\$ _____
k.	Guest speakers (not evangelists)	\$ _____	\$ _____	\$ _____
l.	_____	\$ _____	\$ _____	\$ _____
m.	_____	\$ _____	\$ _____	\$ _____
n.	TOTAL STAFF EXPENSES	\$ _____	\$ _____	\$ _____
3.	<u>BUILDING FUND (Debt Reduction)</u>			
a.	Savings for expansion	\$ _____	\$ _____	\$ _____
b.	Mortgage & Loan payments	\$ _____	\$ _____	\$ _____
c.	_____	\$ _____	\$ _____	\$ _____
d.	_____	\$ _____	\$ _____	\$ _____
e.	TOTAL BUILDING FUND	\$ _____	\$ _____	\$ _____

DISBURSEMENTS		YEARLY	MONTHLY	WEEKLY
4.	<u>BUILDING & MAINTENANCE</u>			
a.	Current maintenance	\$ _____	\$ _____	\$ _____
b.	Capital reserve	\$ _____	\$ _____	\$ _____
c.	TOTAL BUILDING & MAINTENANCE	\$ _____	\$ _____	\$ _____

Sample Local Church Budget Planning Worksheet pg 3

5.	<u>FAIR SHARE BUDGETS</u>			
a.	Unified Budget	\$ _____	\$ _____	\$ _____
b.	Educational Budget	\$ _____	\$ _____	\$ _____
c.	Pensions & Benevolence Budget	\$ _____	\$ _____	\$ _____
d.	World Evangelism Fund Budget	\$ _____	\$ _____	\$ _____
e.	TOTAL FAIR SHARE BUDGETS	\$ _____	\$ _____	\$ _____
6.	<u>SPECIAL EVANGELISM</u>			
a.	Evangelist's honorarium	\$ _____	\$ _____	\$ _____
b.	Literature & advertising	\$ _____	\$ _____	\$ _____
c.	Miscellaneous meeting expense	\$ _____	\$ _____	\$ _____
d.	_____	\$ _____	\$ _____	\$ _____
e.	TOTAL SPECIAL EVANGELISM	\$ _____	\$ _____	\$ _____
7.	<u>SPECIAL INTERESTS</u>			
a.	_____	\$ _____	\$ _____	\$ _____
b.	_____	\$ _____	\$ _____	\$ _____
c.	_____	\$ _____	\$ _____	\$ _____
d.	TOTAL SPECIAL INTERESTS	\$ _____	\$ _____	\$ _____
8.	<u>CONTINGENCY FUND</u>	\$ _____	\$ _____	\$ _____

DISBURSEMENT RECAP

1.	TOTAL LOCAL OPERATING EXPENSES	\$ _____	\$ _____	\$ _____
2.	TOTAL STAFF EXPENSES	\$ _____	\$ _____	\$ _____
3.	TOTAL BUILDING FUND	\$ _____	\$ _____	\$ _____
4.	TOTAL BUILDING & MAINTENANCE	\$ _____	\$ _____	\$ _____
5.	TOTAL FAIR SHARE BUDGETS	\$ _____	\$ _____	\$ _____
6.	TOTAL SPECIAL EVANGELISM	\$ _____	\$ _____	\$ _____
7.	TOTAL SPECIAL INTERESTS	\$ _____	\$ _____	\$ _____
8.	TOTAL CONTINGENCY FUND	\$ _____	\$ _____	\$ _____
9.	GRAND TOTAL LOCAL CHURCH BUDGET	\$ _____	\$ _____	\$ _____

NOTE: This budget is designed to be used within the framework of a FOUR (4) WEEK MONTH and a FORTY-EIGHT (48) WEEK YEAR. The additional week each quarter and the four additional weeks annually will provide a buffer or pad.

Sample Local Church Budget Planning Worksheet pg 4

DEPARTMENTAL DISBURSEMENTS		YEARLY	MONTHLY	WEEKLY
1.	<u>SUNDAY SCHOOL</u>			
a.	Local expense	\$ _____	\$ _____	\$ _____
b.	District expense (dues)	\$ _____	\$ _____	\$ _____
c.	Caravan	\$ _____	\$ _____	\$ _____
d.	District convention	\$ _____	\$ _____	\$ _____
e.	Children's Church	\$ _____	\$ _____	\$ _____
f.	American Bible Society Offering	\$ _____	\$ _____	\$ _____
g.	_____	\$ _____	\$ _____	\$ _____
h.	_____	\$ _____	\$ _____	\$ _____
i.	_____	\$ _____	\$ _____	\$ _____
j.	TOTAL SS DISBURSEMENT	\$ _____	\$ _____	\$ _____
2.	<u>NAZARENE MISSIONS INTERNATIONAL</u>			
a.	General Budget (Prayer/Self-Denial, Easter & Thanksgiving Offerings)	\$ _____	\$ _____	\$ _____
b.	Local chapter expense	\$ _____	\$ _____	\$ _____
c.	Special projects (Approved Specials)	\$ _____	\$ _____	\$ _____
d.	Alabaster	\$ _____	\$ _____	\$ _____
e.	Deputation (Missionary Offering)	\$ _____	\$ _____	\$ _____
f.	Radio Broadcast offering	\$ _____	\$ _____	\$ _____
g.	District obligations	\$ _____	\$ _____	\$ _____
h.	General Expense	\$ _____	\$ _____	\$ _____
i.	Medical Plan (DSA/Memorial Roll)	\$ _____	\$ _____	\$ _____
j.	L.I.N.K.S.	\$ _____	\$ _____	\$ _____
k.	District convention	\$ _____	\$ _____	\$ _____
l.	Furlough fund	\$ _____	\$ _____	\$ _____
m.	Local Missionary convention expense	\$ _____	\$ _____	\$ _____
n.	_____	\$ _____	\$ _____	\$ _____
o.	_____	\$ _____	\$ _____	\$ _____
p.	_____	\$ _____	\$ _____	\$ _____
q.	TOTAL NMI DISBURSEMENTS	\$ _____	\$ _____	\$ _____
3.	<u>NAZARENE YOUTH INTERNATIONAL</u>			
a.	Local expense	\$ _____	\$ _____	\$ _____
b.	District expense (dues)	\$ _____	\$ _____	\$ _____
c.	Youth Week	\$ _____	\$ _____	\$ _____
d.	District Convention	\$ _____	\$ _____	\$ _____
e.	Special project	\$ _____	\$ _____	\$ _____
f.	_____	\$ _____	\$ _____	\$ _____
g.	_____	\$ _____	\$ _____	\$ _____
h.	_____	\$ _____	\$ _____	\$ _____
i.	TOTAL NYI DISBURSEMENTS	\$ _____	\$ _____	\$ _____
<u>DISBURSEMENT RECAP</u>				
1.	TOTAL SUNDAY SCHOOL	\$ _____	\$ _____	\$ _____
2.	TOTAL NMI	\$ _____	\$ _____	\$ _____
3.	TOTAL NYI	\$ _____	\$ _____	\$ _____
4.	TOTAL LOCAL CHURCH (pg.2 line 9)	\$ _____	\$ _____	\$ _____
GRAND TOTAL BUDGET (Local Church & all Departments)		\$ _____	\$ _____	\$ _____

General Superintendent's Growth Award:

Worksheet for meeting Growth Award Criteria

New Nazarene Criteria

Average worship attendance reported last year:	(a)
New Nazarene goal (see table below):	(b)
New Nazarenes reported this year (professions of faith PLUS those transferred from other denominations):	(c)

Is line (c) at least as large as line (b)? If so, continue to the other criteria; if not, then the church is not eligible for the General Superintendent's Growth Award this year.

Last year's worship attendance:	This year's New Nazarene goal:
0 to 49	6 new Nazarenes
50 to 79	9 new Nazarenes
80 to 99	12 new Nazarenes
100 to 399	12% of last year's worship attendance or 43 new Nazarenes
400 to 899	11% of last year's worship attendance
900 or more	100 new Nazarenes

Financial Criteria

Were all assigned financial responsibilities met this year? (This includes World Evangelism Fund, pensions, regional college and all district obligations.) If so, continue to the final criteria; if not, then the church is not eligible for the General Superintendent's Growth Award this year.

Sponsorship Criteria

On a separate worksheet, the church calculates whether it is a New Church Sponsor this year. This information is recorded on the Annual Report, Page 1.

Is this church a New Church Sponsor this year? If so, see the final instruction line; if not, then the church is not eligible for the General Superintendent's Growth Award this year.

If this church met all three criteria, please notify the District Secretary as quickly as possible. The District Secretary must order the awards three weeks prior to the district assembly. The church will then be recognized at the upcoming district assembly, and an award presentation will be planned.

Sample Local Church Board Agenda:

Meeting to be held within the first 15 days of each calendar month. (Manual, paragraph 128.)

1. Call to Order
2. Scripture and Prayer
3. Roll Call
4. Approval of Minutes of the last meeting
5. Pastor's Report
6. Treasurer's Report
7. Department Head Reports
 - A. Chairman, Sunday School Ministries
 - B. NYI President
 - C. NMI President
8. Standing Committee Reports (*)

A. Trustee	E. Evangelism and Membership
B. Stewards	F. Worship and Program
C. Education	G. Buildings and Property
D. Finance	H. Other Standing Committees
9. Special Committee Reports
10. Miscellaneous Old Business
11. Miscellaneous New Business
12. Adjournment

(*) Committees should meet prior to the board meeting. They should consider the pastor's recommendations and initiate action for those items within the scope of their responsibility.

Sample Local Church Annual Meeting:

Suggested Meeting Agenda

1. Call Meeting to Order
2. Prayer
3. Scripture: (I Corinthians 13)
4. **ANNUAL MEETING.** (Manual, 113.7) "An annual church meeting shall be held within 90 days prior to the meeting of the District Assembly, public notice of the same always being given from the pulpit at least two Sundays preceding. This annual meeting may be conducted on more than one day or in more than one service upon approval by the church board."
PRESIDING OFFICER. (Manual, 113.5). "The pastor, who shall be ex-officio president of the local church, or the district superintendent, or the general superintendent having jurisdiction, or someone appointed by the district superintendent, shall preside at annual or special church meetings."
5. Report of the Church Secretary and minutes of the previous meeting.
6. ELECTIONS: (Appoint Board of Tellers)
 - A. () If electing the Whole Board by one ballot - (Manual, 113.10)
 - B. () Stewards (3-13 members) (Manual, 137)
 - C. () Trustees (3-9 members) (Manual, 141)
 - D. () Chairman, Sunday Schools Ministries (Manual, 146)
 - E. () Members, Sunday School Ministries (3-9 Members)
 - a. Church Board may serve as SDMI if less than 75 church members - (Manual, 145)
 - b. If SDMI is acting as the Education Committee, see (Manual 145)
 - F. () Lay Delegates to the District Assembly.
2 Delegates up to 50 church members and 1 delegate for each additional 50 members or major part thereof – (Manual, 201.1)
() Other church officers
7. REPORTS:
 - A. Pastor
 - B. Local Ministers
 - C. Deacons & Deaconesses
 - D. Sunday School Chairman
 - E. NMI President
 - F. NYI President
 - G. Stewards
 - H. Trustees
 - I. Secretary
 - J. Treasurer
 - K. (Auditor)
 - L. Other
8. NEW BUSINESS:
9. Adjourn Meeting with Prayer

Request for "Letter of Release"

RELEASE OF MEMBERSHIP IN THE CHURCH OF THE NAZARENE

Date _____

To Whom It May Concern:

I hereby request that, as of the date inscribed above, I be granted a "Letter of Release" from the membership of the _____ Church of the Nazarene.

I further resign from any and all offices I now hold.

Signed

EXCERPT FROM THE "MANUAL"

112.2 Release **from Membership**. The pastor, when requested by a member, may grant a letter of release (see form 813.3) thus terminating such person's membership immediately. (111.1)

Application For Consideration:

REQUEST FOR CONSIDERATION OF MINISTRY ON WEST VIRGINIA NORTH

Basic Information

Name: _____

Address: _____

Date of Birth: _____ Sex: M / F

Married: _____ Single: _____ Divorced: _____

Place of Employment: _____
 (Describe circumstances of employment on another sheet if needed)

Home Phone: _____

Office Phone: _____

E-Mail: _____

Education

School / College Attended	What Degree / When Completed?	Focus of Study / Degree Title
1		
2		
3		
4		
Other		

Former Assignments (Within Ministry)

Church / Institution Name	Position Held	Description
1		
2		
3		
4		
5		

Personal Information

Where were you raised? _____
Where were you Converted? _____
Describe your conversion: _____
Describe your Call to preach: _____
Do you hold District License? Y / N What is your roll code? _____
Are you Ordained? Y / N What Year / What District? _____
Have there been any lapses in your active ministry? Y / N (if so, _____)
How long have you currently been involved in active ministry? _____

Describe your present ministry:

Community type / location
Membership Attendance AM Sunday School Attendance
Any details or important information:

What is your current Salary?
What is your current Housing: (home / parsonage / allowance)?
What are your hobbies / personal activities?

District ministries in which you are involved?

Any special honors or achievements?

Do you have any debts that would hinder your ministry?

If you have pastored previously, have you paid your budgets in full?

Have you ever been subject to disciplinary action regarding your ministerial license or ordination in this or any other denomination? Yes [] No [] If yes, please describe in detail, including the date, location, cause/allegation and action taken

Have you ever been charged with a crime? Yes [] No [] If yes, please describe in detail, including the date, location and action taken.

Have you ever had serious complaint taken to the DS concerning you? Yes [] No [] If yes, please describe in detail, including the date, location, cause/allegation and action taken.

Have you ever had accusation of sexual misconduct? Yes [] No [] If yes, please describe in detail, including the date, location, cause/allegation and action taken.

Talk to me about your philosophy of pastoral leadership and ministry, church growth and the role of the pastor in building the church.....

How would you describe your preaching style / ministry style?

What Books / Magazines / Conferences & Training have influenced you in the last 12 months?

What are the most significant trends in our society at this moment and how do they effect the church / your ministry?

Rank the following in order of your strengths and proficiencies:

(scale of 1-5 High being 5, Low being 1, - place your response next to left of each item)

	Preaching		Music		Personal Evangelism
	Leading Small Groups		Counseling		Administration
	Working w/ Individuals		Visitation		Leadership Training
	Teaching		Youth Work		Christian Education

Family Information

Name of Spouse: _____ Date of Birth: _____

Where was your spouse raised? _____

Spouse's Educational background: _____

Your Spouse's skills / hobbies etc.: _____

Does your Spouse work outside the home? _____

Does your Spouse wholeheartedly agree with your call to ministry? _____

Do you have children? (Their names and ages)

Provide the Names and Addresses for References:

Your current DS:

A Fellow Pastor:

A Layman:

Signature

Date

Thank you for filling out this Questionnaire for ministry applicants. This information will be shared with church boards and/or senior pastors where you are being considered for a ministry assignment. Please include a picture of your family if possible.

