

STANDING RULES OF THE NORTH CAROLINA WEST DISTRICT

A. DISTRICT ADMINISTRATION

1. District Board Members-At-Large Ratio

The number of lay members-at-large on the District Board of Administration shall equal the number of ministerial members-at-large.

2. Conference Year Beginning and Ending

The conference year shall begin May 1st and conclude April 30th.⁽²⁰⁰⁵⁾

3. District Leader and Committee Reports to Annual Conference

Reports of district leaders and committees to the annual conference shall be due in the district office by May 25th.

4. District Nominating Committee

The District Nominating Committee shall be elected by a plurality of votes. The two nominees receiving the most votes from the ministerial and lay nominees in each zone shall be elected. Those not elected shall serve as alternates in the order of votes received.⁽²⁰⁰⁹⁾

5. Church Assessment Phases

Each new church shall follow the same pattern of assessment of District Budget as is outlined for USF Budget in *The Discipline*. Accordingly, each new church shall have its District Budget phased in over the first four years of its operation by setting the assessment at 25% of the regular assessment at the end of year one and increasing the amount 25% each year so as to arrive at a 100% assessment level by the end of year four.⁽²⁰⁰⁷⁾

6. Unified Church Assessment

The District Budget and United Stewardship Fund shall be 10.25% (General USF 2.75%, Education Instructive Fund 3.25%, and District Budget 4.25%) of the local church's assessable income for the preceding fiscal year and shall be remitted to the District Office (2010) monthly. An additional one (1) percentage point may be assessed to provide for development expenditures and operations and maintenance costs for the South Mountain Retreat and Conference Center. The District Budget increase for this item could be adjusted from time to time by the District Board of Administration as needed, but could not exceed a total of the one (1) percentage

point without the express approval of the District Conference.⁽²⁰⁰⁸⁾

7. District Travel Reimbursement

District Officials and Committees traveling on District business shall be reimbursed at the prevailing IRS rate in place as of January 1st of the current calendar year.⁽²⁰⁰⁷⁾

B. LOCAL CHURCH ADMINISTRATION

1. Deadline for Church Statistical Reports

Annual statistical reports shall be sent to the District Superintendent not later than May 25th.

2. Church Roll Revision and Officer Elections

All churches shall endeavor to hold their annual business meeting, for the purpose of revising the church roll and the election of church officers, no later than April 15th. Newly elected church officers will assume the duties of their office on the first day of May.

3. Deadline for Standing Rules Proposals

All Standing Rules Proposals for the District Conference must be submitted to the chairman of the District Conference Action Committee not less than thirty (30) days prior to the Annual Conference Session. By two-thirds vote of the Conference Action Committee the cut-off date may be waived.

4. Deadline for Pastoral Votes

When a pastoral renewal of call vote is necessary, according to *The Discipline*, the vote shall be taken on or before, the second Sunday in March.⁽¹⁹⁹⁵⁾

5. Church Business Conferences

All churches shall follow the guidelines stated in *The Discipline*, when conducting local church conferences. In the event Quarterly Conferences are not conducted, reports for the quarter shall be made available in written form to the local church. Annual church conferences are required; quarterly conferences are optional as the local church conference may choose. See ¶ 630 of *The Discipline*.

6. Church Budget

Each LBA shall submit a proposed church budget for the coming year to its annual church conference according to *The Discipline*, and forward an adopted

budget to the District Office to be placed in the church's file with the first Quarterly Report.

7. Membership Roll Guidelines

When adjusting the report of church membership on roll, all unaccounted for members reported in the statistics of the previous conference year should be reported as "withdrawal" or "for other reasons". All members on the church roll in excess of the number previously reported to District Conference should be reported as "received".

8. Membership Reporting For Circuits or Charges

In the event a circuit or pastoral charge is divided, the former pastor of the charge shall report to the District Statistical Committee the actual membership of each church, which constituted the charge and shall make that report to the committee by April 25th.

C. PASTORAL EXPECTATIONS

1. Tithing

All persons receiving District appointment shall be required to practice storehouse tithing and those who do not comply with this requirement shall not be reappointed.

2. Revival Meeting Restriction

In order to properly safeguard the welfare and interests of the local churches and District, no pastor shall engage in revival meetings off his/her charge that would involve more than twenty-one (21) days or more than three (3) Sundays during any one conference year, without permission from two-thirds majority of church members present and voting, along with the permission of the Executive Committee of the DBA.

D. PROPERTY

1. District Property

All real property of the North Carolina West District, including real property held by local churches of the District, shall be deeded and used in accordance with *The Discipline*; further, the District Trustees shall determine that all deeds are properly drawn in accordance with *The Discipline* before such deeds are recorded.

The District Trustees of the North Carolina West District are empowered to execute all necessary legal documents involving district property, including deeds, notes, deeds of trust, and

mortgages. Notes, deeds of trust, and mortgages shall be approved only by the trustees after determination that such loans are in the best interest of the District. The transfer of district real property including that of local churches shall be executed only by the trustees upon the approval of the District Superintendent and the Executive Committee of the District Board of Administration.

2. Appeals from Other Churches

Many times, appeals from other NC West District Churches are received by pastors and churches for financial assistance, or for building programs, when the pastors and churches do not know whether the property is deeded properly, in a suitable location, or whether the prospects are favorable for a permanent location. In order that pastors and churches may know whether it is appropriate to make contributions when appeals from other churches are received, these appeals must be approved by the DBA.

3. Property Insurance Rules

The DBA shall designate the District Trustees as a special Property, Casualty and Liability Insurance Committee with authorization to obtain the services of at least one professional insurance person who will assist in periodically reviewing the insurance on all Church property. The following guidelines shall apply:

- This Committee shall recommend the appropriate coverage for Church property including, if necessary, hiring professional appraisers to determine the value of the property.
- This Committee shall report any uninsured or underinsured property to the DBA.
- The North Carolina West District shall be a "named insured" by the next renewal date on all properties that are properly deeded to the local Church and the District.
- The District shall require that each local Wesleyan Church carry Worker's Compensation coverage in accordance with state law.
- The pastor's quarterly report forms shall be modified to include appropriate insurance information as determined by the Property, Casualty and Liability Insurance Committee.

4. Church Debt Exclusion

No church property within the District shall be encumbered to pay Pastor's salary, current expenses, or budget claims, either General or District.

OFFICIAL POLICIES AND PROCEDURES

A. DISTRICT ADMINISTRATION

1. District Representation at National Meetings

The District Superintendent is the representative of the North Carolina West District to meetings such as the annual convention of the National Association of Evangelicals and Christian Holiness Partnership. The Assistant District Superintendent is the alternate representative to these meetings. Expenses shall be paid by the District.

2. South Mountain Trust Fund

The N.C. West District is accountable for operational expenses of South Mountain Retreat and Conference Center, and usage fees may not be sufficient to fully cover year-to-year operations; therefore, Estate giving to South Mountain Retreat and Conference Center, not directed otherwise, shall be placed in a Trust Fund, which will serve to endow the retreat center for operational expenses using the annual earnings from the fund. After a Trust Fund for SMRCC is established, a vote by the District Conference shall be required to redirect those funds. ⁽²⁰⁰⁰⁾

All funds from combined South Mountain Use Fees and Keystone Fund earnings that remain after South Mountain operational expenses are met for any district year shall be placed in the South Mountain Keystone Investment Fund. ⁽²⁰⁰²⁾

3. Reduction in Unified Budget Base Due To Major Building Program

Donations for approved, major building programs may be excluded from the base on which the unified budget is computed annually. In order for a local church to exclude donations designated for a building program, the procedures below shall be followed:

- A church which proposes a major building program and desires to have designated funds excluded from the unified budget base will present the total building program, including plans, project budgets, proposed funding and a proposed completion date for the project to the DBA by February 28th of the year preceding the year in which the church wishes to begin their exclusion.
- The DBA will consider and approve for exclusion, those projects it believes are justified by the proposal submitted.

- The DBA shall publish annually, by April 30th, a list of churches for which building programs have received approval for exclusion of donor designated donations for the year beginning May 1.

Funds must meet the following criteria to qualify for exclusion from the Unified Budget Base:

- Be given and designated by the donor for the approved building program,
- Be segregated into a designated building fund account,
- Be used for the approved building project. Funds previously excluded, and not used for the approved project, will be added to the budget base. ⁽²⁰⁰³⁾

4. South Mountain Board

The South Mountain Board shall have the responsibility of developing and operating the South Mountain Retreat and Conference Center and shall have several sub-committees to oversee and execute the major divisions of responsibility, namely:

- (1) Planning and Development,
- (2) Operation and Maintenance, and
- (3) Programming.

The South Mountain Board shall be established as follows:

- Membership of the South Mountain Board shall consist of the director or designated representative from the following auxiliaries of the District (Kids Camp, Wesleyan Youth, Wesleyan Women, Wesleyan Men, and Adult Ministries) and six at-large members elected to staggered terms by the District Conference.
- The Chairperson and Treasurer of the South Mountain Board shall be nominated by the District Executive Committee and elected by the DBA.
- The District Nominating Committee shall nominate the at-large members.
- The South Mountain Executive Committee shall consist of the Chairperson, Treasurer, and the Sub-Committee Chairpersons.
- The South Mountain Executive Committee shall recommend the Sub-Committee Chairpersons to the South Mountain Board for election.

- The South Mountain Executive Committee shall elect all other Sub-Committee members.
- Each Sub-Committee shall have a minimum of three members.
- Every South Mountain Board member shall serve on at least one Sub-Committee.
- The South Mountain Board Chairperson shall report to the DBA quarterly on the action of the South Mountain Board and annually to the District Conference.
- The Treasurer shall develop policies for handling monies, reporting, receipting donations, developing safeguards and accountability, and paying all bills pertaining to South Mountain. ⁽²⁰⁰³⁾

5. Editing of Standing Rules and Policies

The District Secretary has the authority to edit standing rules and policies approved by the District Conference to conform to the approved editorial style and denominational and district terminology. ⁽²⁰⁰⁹⁾

B. LOCAL CHURCH ADMINISTRATION

1. Local Church Wesleyan Student Scholarship Funds

It is important that young people be informed of the advantages of attending a Christian college, encouraged to choose a Christian college, and supported psychologically, spiritually, and financially while attending a Christian college.

Accordingly, each local Wesleyan church shall present to their LBA annually, by March 1, the following proposal for consideration of the Local Church Conference. The local church is to report the proposal's adoption or rejection (relative to their local church) annually to the District Superintendent's office by May 25th.

The (name of local church) church does commit itself to providing scholarship funds in the amount of (\$250 – 500 suggested) per student, per year from (name of local church). This scholarship is to be used in church matching scholarship funds in accordance with the colleges' regulations and is open only to students from (name of local church). The student must be accepted in full standing and continued in good academic and character standing with normal progress toward a degree with a GPA of 2.0 or better on a 4.0 scale.

The colleges at which this may be used are:

- Any college/university of The Wesleyan Church
- Any Christian college approved by the DBA.

Each church is urged to prayerfully consider the effects this scholarship may have in encouraging and helping to make possible attendance at a Christian college for their own members. ⁽¹⁹⁹³⁾

2. Day Care / Day School Organization Requirements

The Director shall use these steps for starting a Day Care/Day School in a local church:

- The Local Board of Administration shall determine the need for a Day Care / Day School in the community and write a statement of purpose for the Day Care / Day School.
- The Local Board of Administration, or a sub-committee it appoints, shall explore the requirements and regulations of city / county / state, to determine how these will affect the church in preparation to open a Day Care / Day School. The plans for meeting any financial obligations related to start-up and sustaining the Day Care / Day School shall be included.
- The Local Board of Administration shall present the plan to a properly called meeting of the Local Church Conference for approval; an approving vote authorizes the Local Board of Administration to go forward with the plan.
- The Local Board of Administration shall present to the District Board of Administration the plan for approval. The presentation is to be in writing, including the results of the congregational vote and a summary of the plans for implementation.
- The Local Board of Administration shall establish a separate treasury for the Day Care / Day School.
- Adequate insurance must be obtained, including both liability and medical.

C. CHURCH TO PASTOR RELATIONS

1. Pastoral Call Guidelines

Whereas, calling the pastor is one of the most important acts that the local church can take. These guidelines are meant to provide guidance to assist the church in this important process, and to provide a framework for the pastoral candidates to work within.

Only one pastoral candidate at a time shall be presented to the congregation for a message. A decision by the local board of administration to recommend a pastor for a congregational vote, and the vote, if recommended, must take place before another candidate is considered. (Discipline 691:1)
A minister, who has agreed to give a candidating message and to submit to a pastoral vote at one church, cannot do the same with another church until the first candidating situation is resolved. If the local board of administration does not recommend the candidating pastor for a congregational vote within seven days the waiting restriction no longer applies. (Discipline 691:3) ⁽²⁰¹¹⁾

A pastor shall notify his/her Local Board of Administration immediately upon giving another church permission to vote on his/her name. The terms of the proposed salary schedule and benefits shall be presented in writing at the initial interview.

Based on similar qualifications, the salary and benefits of an incoming pastor should be the equivalent of the base salary and benefit package of the outgoing pastor.

Any church calling a prospective pastor for an interview or a trial sermon shall be responsible to pay travel expenses, including transportation, meals and lodging. ⁽¹⁹⁹⁹⁾

2. Moving Expenses

The Church calling a pastor to serve it shall pay his/her moving expenses to the church, including the expense of re-titling and licensing of up to two vehicles when state lines are crossed, the amount not to apply on his/her salary.

3. Vacation Weeks

Annual paid vacation shall be granted to pastors who have served The Wesleyan Church as follows:

- 2 weeks minimum vacation
- 3 weeks vacation for 10 - 19 years of service
- 4 weeks vacation for 20 or more years of service

Vacation in excess of two weeks shall be contingent on the pastor not having been away from his/her church over 14 days or two Sundays in special services or revivals.

The local church shall pay for the pulpit supply while the pastor is on vacation. ⁽²⁰⁰⁴⁾

4. Pension

The local church should pay full retirement benefits for pastors through the Wesleyan Pension Plan (The Wesleyan Discipline, par. 723). The Wesleyan Pension Plan defines full retirement benefits as 12% of cash salary including allowances for social security and the fair value of a church provided parsonage plus housing allowances. ⁽²⁰¹⁰⁾

4. Parsonage Facilities

Each church shall either equip its parsonage with heating facilities, major appliances, and provide for utilities or provide a housing allowance.

5. Minimum Full-Time Salary

Churches should recognize that if they cannot provide adequate salary, they must allow the pastor to supplement his/her income through other means to adequately provide for his/her family, in accordance with 1Timothy 5:17-18. All church pastors making below \$ 450.00 per week, plus full Social Security, Pension, and Family Health Insurance, may seek and hold employment outside the Church. The pastor shall notify the Local Board of Administration before taking this step. ⁽²⁰⁰⁵⁾

6. Annual Conference Expense

Since the pastor, assistant pastor(s), and local church delegates are representatives of the local church to District Conference; the local church shall be responsible to cover all their expenses for the full conference session, except those expenses covered by the District. ⁽¹⁹⁹⁵⁾

7. Pastor's Sabbaticals

A proposed sabbatical for a pastor must be jointly recommended by the pastor and the Local Board of Administration. The recommendation must be presented to the District Superintendent at least three months in advance of the recommended sabbatical.

The request, presented in writing, must include all of the following information:

- The vote of the LBA, certified by the signature of the pastor and Local Church Secretary;
- The length of the sabbatical (four weeks minimum);
- The specific dates of the sabbatical.

The approval of the requested sabbatical or a modification will then be considered by the District Superintendent who will send a written response to the pastor and the vice-chair of the LBA from the church submitting the request.

A church granting a sabbatical will be responsible for:

- Approving financial provisions and benefits through the tenure of the sabbatical;
- Arranging for and payment of pulpit supply in the absence of the pastor;
- Securing responsible persons to provide pastoral care in the absence of the pastor (i.e. weddings, funerals, visitation, counseling, etc.).

A Pastor taking a sabbatical will be responsible for:

- Giving rationale for the sabbatical (i.e. extended trip, educational pursuits, physical rest, emotional rejuvenation, etc.);
- Being sensitive to the calendars of the local church, district and denomination in scheduling a sabbatical;
- Being responsive to the special needs of the congregation during his/her absence (i.e. funerals, crises, etc.).⁽²⁰⁰⁵⁾

8. BENEFITS FOR RETIRED MINISTERS

As a means of assisting qualifying retired ministers with their on-going health care costs, The District provides the following benefits:

- \$1,200.00 per year, paid \$300.00 each quarter, to assist with the payment of Medicare premiums or other health care coverage.
- Payment of 50% of out of pocket Prescription Drug costs, after an annual deductible of \$280.00. All out of pocket Prescription receipts should be sent to The District Office at the end of each quarter. After the deductible has been met, the District will reimburse those excess costs at the prescribed rate.
- These payments do not qualify as health care benefits and will be reported to recipients on form 1099.

This open program is available to all qualifying retired ministers. A qualifying minister shall have

ten consecutive years of pastoral ministry in the North Carolina West District immediately prior to retirement. The service must be in an appointed position that grants the minister voting rights at District Conference.

D. CHILDREN AND YOUTH MINISTRY RECOMMENDATIONS

1. Workers Screening & Training

Each local church should implement a policy for recruiting, screening, hiring and regular training of youth and children's staff and/or volunteer workers. Criminal background checks, as well as previous employment and all references should be checked for those in supervisory capacities with children and youth, including but not limited to paid staff.⁽²⁰¹⁰⁾

2. District Volunteers Policy & Training

All District Kids and Youth Camp Counselors/ Volunteers shall have a background check complete and on file with the camp director before they are allowed to work with NC West Camps in any capacity. The camp leadership shall also provide on-site training for all camp counselors/volunteers.⁽²⁰¹⁰⁾

3. "Two-Adult" Rule

Each local church should follow the "two-adult rule," which requires no fewer than two adults be present at all times during any church-sponsored program, event, or ministry involving children. In cases where this places a great stress upon the congregation, the second adult may be a roving superintendent or monitor during the meeting or teaching time, and the doors must be left open.⁽²⁰¹⁰⁾

4. Liability Insurance

Every church should be insured for the scope of its ministry with coverage that includes a sexual misconduct policy that covers paid and volunteer staff along with an umbrella policy for additional liability coverage.⁽²⁰¹⁰⁾

5. Local Church Training

Training sessions for all workers with children and youth should be held annually. All workers should be informed of the state requirements in reporting abuse to law enforcement and child protective services. North Carolina mandates reporting, if there is reasonable cause to suspect child abuse. Incidents should be reported to the authorities and

the District Superintendent as soon as they are known. ⁽²⁰¹⁰⁾

6. First Aid Training

A local church should offer training for first aid and CPR on an annual basis for all workers with children/youth or always have phone access to a person who has first aid and CPR training. ⁽²⁰¹⁰⁾

7. Age Considerations

If youth, under the age of 18, work with children, they should be doing it in a training capacity with an adult. We suggest staff and volunteers are at least 5 years older than the oldest child being supervised. ⁽²⁰¹⁰⁾

8. Room Access & Visibility

Each room set aside for children/youth should have a door with a window, a half door or an open door with a gate. If there is no window, the door must be left open at all times. ⁽²⁰¹⁰⁾

9. Precautions for Counseling

Counseling is expected to be confidential in nature, but it is for the protection of both parties that such sessions take place where other people are nearby even though not within hearing distance. The pastor's study and staff offices should have a clear glass window in the door or the door should be left ajar. ⁽²⁰¹⁰⁾

10. Parental Information and Permissions

Ministry leaders should give full information regarding events, including time of departure, destination, and time of return and contact information. Written permission should be received from parents for child's/student's participation. Medical information and release forms for every child or student should be on file and accessible to the group leader on overnight trips. ⁽²⁰¹⁰⁾

11. Accountability Relationship

All pastoral staff should be in a healthy accountability relationship. Pastors will be asked quarterly to report on the health of their accountability relationship. Pastors and staff are encouraged to take advantage of LDJ and other times where they can build relationships with those who are facing the same struggles that they may face in ministry and life. ⁽²⁰¹⁰⁾

E. PROPERTY

1. Building and Repairs Authorization Requirement

Every Pastor, Church, or Building Committee contemplating erecting new buildings, or contemplating a capital campaign for such, must first consult the Building and Church Property Committee in their Zone. Authorization must be granted by the proper Committee for any repairs, which incur debt, or any major remodeling. All Churches, Building Committees, and Pastors must comply with the direction of the Building and Church Property Committee. The District Trustees shall withhold the signing of papers for loans until the Trustees are satisfied by a written report from the Building and Church Property Committee that the local church has complied with their instructions. It is recommended that the Church calling the Committee in its Zone pay the expenses of this Committee.

This requirement permits repairs to be made to church property, to restore it to original condition, free of debt, without contacting the Building and Church Property Committee. Authorization must be granted by the proper Committee for any repairs, which incur debt, or any major remodeling.