

# A.C.E.

## Adopt-A-Church Essentials

### Understanding The Church of the Nazarene

Curriculum Notes

## Workshop Introduction

  This workshop is intended to help the pastor and board of a church desiring to join the Church of the Nazarene, to understanding who Nazarenes are.

❖ As well, it takes them through the process of **registering** the church and **organizing** it in such a way that it will **become** a fully-organized church.

  A fully organized church should be:

-  ❖ Self-**Governing**
-  ❖ Self-**Sustaining**
-  ❖ Self-**Propagating**

## Introduction to the Church of the Nazarene

### *Early Church History*

 Let me tell you a little about the history of the Church of the Nazarene and several key people who were responsible for the beginning of our denomination.

❖ To do that though, we need to see it in the context of the history of Christianity

  The Christian Church as we know it today came into being in the first half of the First Century, following the crucifixion and resurrection of Jesus Christ.

❖ Within 300 years following the outpouring of the Holy Spirit on the day of Pentecost, the Christian Movement was the most powerful force in the Roman world.

➤ In the year 323, Christianity became the official religion of the empire.

## ***Middle Age Church History***

- ✚ During the Middle Ages, several reform movements developed.
  - ❖ In the 16<sup>th</sup> Century, the Protestant Reformation, lead by Martin Luther and others, gave birth to many of the great denominations we know today.
  - ❖ In the early 18<sup>th</sup> Century, the Evangelical Revival occurred in England, led mainly by the ministry of John and Charles Wesley.
    - Their emphasis was on living a victorious life through the presence of the Holy Spirit.
    - From this teaching the Methodist Movement was born.
  
- ✚ As the years passed, the preaching and teaching of the doctrine of the Spirit-filled life, sometimes called sanctification or Christian holiness, began to diminish.
  - ❖ This caused the organization of several new denominations such as the Wesleyan Methodist and Free Methodist churches.
    - They wanted to revive the doctrinal teachings of John and Charles Wesley.

## ***19<sup>th</sup> Century Church History***

- ✚ In the last half of the 19<sup>th</sup> Century widespread Holiness revival broke out among many Protestant denominations.
  - ❖ Out of this revival many “holiness associations” were formed.
    - But the movement was by no means popular.
    - The opposition forced these groups to band together to form encouragement and support.
    - It was out of this movement that the Church of the Nazarene was born.

### 📖 ***Phineas F. Bresee (Founding Father)***

- ✚ In the latter half of the 1800s Dr. Bresee was pastoring First Methodist Episcopal Church in Los Angeles.
  - ❖ During his years there, the membership grew four times the size of any other church in the conference.
    - In his next church, in nearby Pasadena, the membership doubled in his first year as pastor.

✚ Bresee had a deep desire to take the gospel message to the poor and sought an appointment to Peniel Mission, an independent work in inner-city Los Angeles.

❖ Since the Methodist Episcopal Church did not allow appointment to independent ministries, his request was denied.

➤ He then stepped aside from the church's regular system of appointments and worked with the Peniel Mission.

✚ On October 6, 1895, he preached in a rented hall in the city.

❖ Two weeks later, approximately 100 people became the charter members of the very first Church of the Nazarene.

✚ At the same time Bresee was beginning this new church, many other Christian clergy and laymen were being pushed out because of their determination to hold to the doctrine of holiness.

❖ The result was the formation of various area associations made up of independent churches of like belief and practice.

- ✚ In 1908, the Holiness Church of Christ merged with Bresee's group at a meeting in Pilot Point, Texas, creating a united denomination of 228 churches and 10,500 members, with mission work in other parts of the world.

### ***Church of the Nazarene Now***

- ✚ The Church of the Nazarene is now represented in six world regions
  - ❖ It is now made up of more than 2 million people worshiping in nearly 26,000 congregations in 156 countries
  - ❖ Since our beginning, education has been a central part of the Church of the Nazarene's commitment to discipleship making.
    - Today, Nazarenes are blessed with the resources and responsibility of a network of 53 colleges, universities, and seminaries, which provide education for 53,000 students in over 120 world areas
  - ❖ Today there are approximately 700 missionaries and volunteers serving around the world.

- ❖ Each week, Nazarenes worship in more than 212 languages or tribal languages, with literature produced in 90 of these.
  - ❖ The church operates 33 medical clinics and hospitals worldwide.
- ✚ This missionary enterprise is made possible by the contributions of the global Nazarene family.

## ***The Mission of the Church of the Nazarene***

*“To make Christlike disciples in the nations”*

### **Matthew 28:18-20 (NIV)**

*<sup>18</sup> Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. <sup>19</sup> Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, <sup>20</sup> and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."*

- ✚ We are about moving people from ignorance about God and His Church, to being a fully devoted follower of Jesus Christ—ministering to each other, and reproducing themselves
  - ❖ We see that articulated in our vision

## ***The Vision of the Church of the Nazarene***

*“Transforming people, communities, and nations”*

### **2 Corinthians 5:17 (NIV)**

*17 Therefore, if anyone is in Christ, he is a new creation; the old has gone, the new has come!*

### **2 Corinthians 5:20 (NIV)**

*20 We are therefore Christ's ambassadors, as though God were making his appeal through us. We implore you on Christ's behalf: Be reconciled to God.*

## ***The Core Values of the Church of the Nazarene***

- ✚ The Church of the Nazarene is built upon three core values:
  1. Appreciating our Christian Heritage
  2. A Holiness People
  3. A Missional People

- ❖ These three values help us define why we exist and help us in the future to make sure we are continuing to teach, preach, and give life to what these values are all about.

## *Our Christian Heritage*

- + The Church of the Nazarene does not fall into the trap of claiming to be the one true Church.
  - ❖ Some sects, churches, and cults today make those claims.
  - ❖ We declare first of all that “The Church of God is composed of all who have been saved, born again, and converted to faith in Jesus Christ.

## *A Holiness People*

- + God, who is holy, calls us to a life of holiness.
  - ❖ We believe that the Holy Spirit seeks to **Cleanse Us** and **Empower Us**.
  - ❖ The results: renewing us in the image of God; empowering us to **LOVE** God with our whole heart, soul, mind, and strength, and our neighbors as ourselves; producing in us the character of Christ.

## ***A Missional People***

- ✚ God is a sending God...
  - ❖ The Father Sends the Son
  - ❖ The Son Sends the Holy Spirit
  
- ✚ The mission of the church is a subset of the mission of God in the world
  - ❖ The mission of the church is not something with an independent existence
    - The mission of the church is not an end unto itself
    - It only exists as part of the greater mission and work that God is doing in the world
  
- ✚ Another way to look at this is:
  - ❖ It is God who has a mission—not us—not the church.
    - We then join God in HIS mission

## ***The 7 Priorities of the Church of the Nazarene***

- ✚ These are the things we need to place in top priority if we are going to be successful in carrying out the mission?

1. Meaningful Worship
2. Theological Coherence
3. Passionate Evangelism
4. Intentional Discipleship
5. Church Development
6. Transformational Leadership
7. Purposeful Compassion

## ***The Articles of Faith of the Church of the Nazarene***

### **1. The Triune God**

We believe in **One** God, the creator of all things, who reveals Himself as Father, Son, and Spirit.

### **2. Jesus Christ**

We believe in Jesus Christ, who is fully **man** and fully **God** at the same time, who became **like** us to bring about our salvation.

### **3. The Holy Spirit**

We believe in the Holy Spirit, who is **active** in the world, bringing us to salvation.

#### 4. The Holy Scriptures

We believe that the Bible is the word of **God**, providing all we need to know about salvation.

#### 5. Sin: Original & Personal

We believe that we are **all** sinners by both **nature** and **act** and need to know how to be saved.

#### 6. Atonement

We believe that Jesus Christ died on the cross and that by **trusting** in His death, we can be **restored** to a right **relationship** with God.

#### 7. Free Agency

We believe that God has **enabled** us to turn to Him from sin, but that He has not **forced** us to do so.

#### 8. Repentance

We believe that each person must repent, **turn away** from his/her sin, and trust Christ to accept him/her.

## 9. Justification, Regeneration, and Adoption

We believe that when we turn from sin and trust in Christ, the old record of sin is wiped **clean**, and we are born new, becoming part of the **family** of God.

## 10. Entire Sanctification

We believe that **after** being born new, we need the fullness of God's Spirit in our hearts. When we make a **complete** commitment to Him, He cleanses our spirit, fills us with His perfect love and gives us the power to live victoriously.

## 11. The Church

Those who confess Christ as **Lord** and are committed to being equipped as believers for **service** to others.

We believe our mission is to take the hope of the Gospel to our community/world.

## 12. Baptism

We believe in Baptism as a public **Symbol** and testimony of our inward commitment. We urge people to be baptized when they become Christians.

### 13. The Lord's Supper

We believe in the Lord's Supper as a **reminder** of God's love and sacrifice.

### 14. Devine Healing

We believe that God can and does provide physical, mental, and emotional healing. We **pray** for healing. We also believe that God can work through **medical** science.

### 15. Second Coming of Christ

We believe that Jesus Christ is coming again!

### 16. Resurrection, Judgment, and Destiny

We believe that everyone shall face the **judgment** of God with its **rewards** and punishments.

# Steps For The Adopting Of An Existing Church

## **Step 1- Inform the District**

-  Contact the district office to inform the District Superintendent that your church desires to become a Church of the Nazarene
  - ❖ **Manual 100:** Local churches may be organized by the district superintendent, or by the general superintendent having jurisdiction, or by an elder authorized by either of them.
  - ❖ **Manual 101:** The name of a newly organized church shall be determined by the local church in consultation with the district superintendent and with the approval of the district advisory board.

## **Step 2- Register your Church with the GMC**

-  District personnel will facilitate the registration of your church with our Global Ministry Centre in Lenexa, Kansas

## **Step 3 - Registering Your Church With The Government**

### **Step 3A – Obtaining a Business Number**

#### **Applying for A Federal Business Number**

-  Call Canada Revenue Agency (CRA) at 1 (800) 959-5525
  - ❖ Inform them you would like to apply for a BN for a new church
    - You may need to explain that you are not incorporating the church as yet—you need the number for payroll and banking purposes
    - They will inform you how to access the correct application form

- ❖ **NOTE:** Once a church is incorporated, their business number will be replaced by a corporation number

## 🖱 **Step 3B- Obtaining Charity Status**

### **Applying for A Federal Charity Number**

✚ This allows you to issue tax deductible receipts for tithes and offerings, and other donations to the church

- ❖ You can apply for this number online
  - Log on to: <http://www.cra-arc.gc.ca/chrts-gvng/chrts/pplyng/htply-eng.html>
  - This site will have all the information necessary to apply for a Federal Charity Number
- ❖ You will need a letter of authorization from the District Office, including the District Charity Number
  - Once approved, CRA will assign a charity number to your church

## **A Few Friendly Reminders**

-  The General Secretary of the Church of the Nazarene, strongly recommends that a church obtains a business number as soon as possible.
  - ❖ Without it, banks will not open accounts for churches or church organizations.
  
-  After receiving the Business Number, set up an efficient and credible system that will manage withholdings and tax payments from salaries.
  - ❖ It is extremely important that all withholdings are done properly and sent to the correct agencies.



### **Step 4- Obtain Insurance Coverage**

-  Every local church needs to have proper insurance coverage. It is important to have the following coverage:
  -  ❖ Property Insurance
  -  ❖ Liability Insurance (at least \$2,000,000)
  -  ❖ Directors and Officers Insurance
  -  ❖ Child Protection Insurance

- ✚ Research insurance companies for the best coverage and rates.
- ❖ Some of the Insurance Brokers being used by local churches on the Canada Central District are:
  - D.L. Deeks Insurance Services  
500 - 90 Allstate Parkway  
Markham, Ontario L3R 6H3  
<http://www.deeksinsurance.ca/>  
1-800-240-5283
  
  - Broker Force  
608-200 Consumers Road  
Toronto, Ontario M2J 4R4  
<http://www.brokerforce.ca/>  
1-800-263-9870
  
  - Robertson Hall Insurance  
431 Richmond Street, Suite 300  
London, Ontario N6A 6E2  
<http://www.robertsonhall.com/>  
1-800-640-0933

## **Child Protection Policy**

- ✚ Every local church is required to have a child protection policy in place and in use.
  - ❖ Insurance companies will not provide insurance coverage without one.
  - ❖ The District's insurer can refuse to insure the District if all churches do not have a child protection policy in place and in use, and does not have child protection insurance coverage.
  
- ✚ The Church of the Nazarene in Ontario, uses "Plan to Protect" policy.
  - ❖ The policy is customizable to each local congregation
  - ❖ Contact the District Office for details

## **Step 5- Facilitate Incorporation Process**

### **Why incorporate?**

- a) It provides a church or district with a legal identity which is independent of its members.
- b) It provides liability protection to the church's staff, board and members.
- c) It provides a formalized ministry structure within which to operate.

 If a church is not incorporated and a lawsuit is brought against the church for any reason and if the lawsuit results in a financial settlement, then the pastor, the board, and the members may all be found liable for paying the settlement.

- ❖ Churches usually carry liability insurance and Directors & Officers insurance to cover such happenings but it may not always be sufficient.

### **Why do we need by-laws?**

 An incorporated church is required to have bylaws and an association agreement with Canada Central District.

- ❖ If a church is incorporated without bylaws in place it means there are no governance provisions to regulate the organizational structure of the church.
  - There is no statement as to who are the members of the church, what the qualifications for membership are to be, who can be the directors of the church and what qualifications they are to have, what quorum is required to have a valid members meeting etc.
  - For example, the organizational by-law controls the operation of the church, the meeting requirements for both the board and the members, the accountability of the board to the membership, the committee structures, the appointment of staff, the termination of membership and the many other areas as defined in the bylaw.

## **What does the Manual say about incorporation? Refer to Section 102 -102.6**

- ✚ 102. Incorporation. In all places where the statutes will permit, the trustees shall have the local church incorporated, and the said trustees and their successors shall be the trustees of the said corporation.
  
- ✚ 102.4.1 The corporate name shall include the words “Church of the Nazarene.” The name “Church of the Nazarene” shall appear on church signs, official stationery, and church publications.
  
- ✚ 102.4.2 The bylaws of the corporation shall be the Manual of the Church of the Nazarene.
  
- ✚ In Ontario incorporated churches are regulated under the Ontario Incorporation Act.
  - ❖ Where the Manual and the Incorporation Act are not in agreement the Act will take precedence but in creating the general operating by-law for Ontario Nazarene Churches one of the aims was to bring them into harmony wherever possible.

## **How to Incorporate a Nazarene Church in Ontario**

-  When a church is considering incorporation it is mandatory that the church contact the District Office.
- ❖ Churches may not be incorporated without the permission of Canada Central District.
- ❖ In most cases the person at the District office will carry out the incorporation on behalf of the church.

## **Association Agreement**

- ✚ In addition to the General Operating By-law, each incorporated and unincorporated Church is required to enter into an Association Agreement with the District.
  - ❖ This agreement sets out the rights, duties, privileges and obligations of all churches affiliated with Canada Central District Church of the Nazarene.
  
- ✚ Two signed copies are required
  - ❖ One is retained by the local church—the other is filed at the District Office
  
- ✚ The Association Agreement includes:
  - ❖ The relationship between the Local Church and the District
  - ❖ Requirements of affiliation
  - ❖ Rights of affiliation
  - ❖ Termination of affiliation
  - ❖ Conflict Resolution

## **Acquisition of Space for Worship and Ministry**

-  Whether owned, rented, or leased, we understand that facilities for worship and ministry is vitally important to a local congregation.
-  Because we need to be accountable to the greater body, and if a church defaults on it's lease or mortgage payments, the leaser or mortgage company will come after the district for payment, no mortgage or lease should be signed without written approval from the District Superintendent.

## **Step 6 - Open Bank Accounts and Establish Financial Policies**

 Every church **needs** to have bank accounts to receive and disburse funds in an orderly manner.

❖ By doing it right from the beginning creates an atmosphere of authenticity and integrity that encourages faithful giving and eliminates the possibility of problems.

 Make contact with the responsible officer at the bank and inquire what documents are needed for a church to open checking and savings accounts.

❖ Most banks will require:

➤ A copy of the **minutes** designating the signers on the account, or a statement on a letterhead stating those who have been designated as signers.

• The letter should be signed by the pastor and the church board secretary

➤ The church's **Business Number/Incorporation Number**

➤ A **letter** from the District Office recognizing the church as a Church of the Nazarene

 **Bank Account- Checking** The church's checking account should list "Church of the Nazarene" as a part of the legal name of the church.

 **Bank Account-Savings** Churches often find it useful to open a savings account for designated gifts, like the building fund and/or contributions for special projects.

- ❖ By keeping designated gifts separate, the ministry's operating accounts do not expend funds being held for a specific purpose.
- ❖ To keep faith with donors, designated gifts must only be used for the purpose given.

## **Step 7 - Establish Sound Financial Policies**

-  The church plant must do everything possible to establish financial credibility from the beginning.
  - ❖ This is done by following sound financial guidelines that builds trust and creates confidence.

### **Basic Recommendations**

#### **❖ Dual signatures on checks**

- This assures that no individual has sole authority for expending church funds.

#### **❖ Choosing counters**

- A “counting team” should be made up of church members who have the confidence of the entire congregation.

#### **❖ Train the Counting Team**

- These individuals should be coached in how to process offerings, provide needed paperwork for the church’s bookkeeping practices and careful keeping of individual financial records.

- They must also understand the need for unequivocal confidentiality of financial records of both the congregation and individuals.

### ❖ **Pastor's Non-Involvement**

- The pastor should not be involved in counting offerings or signing church checks.
- The pastor's immediate family should not be involved, as well. **Manual 129.20**

### ❖ **Individual Giving Records**

- Accurate donor records are important for every church.
- Various systems are available to assist churches in recording contributions for income tax purposes.
- These giving records need to be kept from the very first offering, even if the church has not formally organized.

## **Bookkeeping Systems**

❖ Various bookkeeping systems are available for Churches.

➤ Be sure that the records are clear and concise for everyone's protection.

### **❖ Check and Balance System**

➤ Most churches separate their finance volunteers and into two groups:

1) Those who receive and process the income and donor records

2) Those who process expense activities, like bill paying and check writing.

➤ Separating these two groups provides a built financial safeguard and protects everyone who helps handle the church's funds.

### **❖ Unified Accounting**

➤ It is advisable to maintain:

- One checking system

- One set of financial records

- One treasurer for the various ministries of the Church.

- A unified budget with one set of financial records help protect the integrity of a church's financial procedures.

### ❖ **Regular Reports**

- Regular reports and updates of the church's financial progress help inform donors of the value of their partnership.
- Regular monthly mailings to contributors can provide information about the church's ministries and even give added inspiration for financial partnerships in ministry.

### ❖ **Annual Audit**

- Most effective churches plan an annual audit of the church's financial records by an outside agency.
  - In the early years of a church's history, informal audits and reviews may be more affordable than formal audits by a certified public accountant (CPA).
  - In either case, an annual letter to all contributors should inform them of the review and assure them their contributions are being managed properly.

## District & World Mission Budgets

- ✚ As part of the team of Nazarene Churches, we join together to fund the mission of making christlike disciples

### District Budget

- ✚ 10% of tithes and offerings raised for the regular operations of the local church
  - ❖ The 10% will not include monies collected for a specific project where all of the money is being spent on that project and is outside of the regular operation of the church

### *District Budget Allocation*

- District General Operations 60.8%
- Education 27.5%
- Ministerial Care Fund 4.5%
- District NMI 2.4%
- District NYI 2.4%
- District SDMI 2.4%

### World Mission Budgets (World Evangelism Fund)

- ✚ 5.5% of the church's income



## **Step 8- Membership**



Members of your church will need to attend a Nazarene Membership Class

- ❖ The District will provide someone to facilitate the class
- ❖ They will be received into membership of the Church of the Nazarene on the day your church becomes a Nazarene Church



## **Step 9 - Contact District Superintendent to Set a Date for the Adoption Celebration Service**



Once all the necessary steps have been taken and you come to a prayerful decision to join the Church of the Nazarene, contact the District Superintendent to set the date of the Adoption Celebration Service



## Step 10 - Forward Documents

 Forward copies of the following documents to the **District Office**

- ❖ Business or Corporate Number
- ❖ Charity Number
- ❖ Insurance Policy
- ❖ Association Agreement
- ❖ Lease or Mortgage