

C.O.R.E.

Church Organization and Registration Essentials

Steps for Registering, Organizing, and
Growing a Church Plant

Curriculum Notes

CORE Schedule

Session- Saturday	FN Pg	SH Pg	Time (Mins)	Trainer	Schedule
Welcome/Devotional			15		
Introduction <ul style="list-style-type: none"> • Parent Affiliated Congregation (PAC) 	3	3	10		
Biblical Principles	5	6	10		
Objections/Answers	8	9	10		
Step 1- Inform the District	10	10	5		
Step 2-Register Church Plant with GMC	11	11	10		
Step 3-Register Church with the Government <ul style="list-style-type: none"> • Obtaining A Business Number • Obtaining Charity Status 	13	14	10		
Step 4- Obtain Insurance Coverage <ul style="list-style-type: none"> • Plan to Protect 	15	16	20		
Break			15		
Step 5- Facilitate Incorporation Process <ul style="list-style-type: none"> • Why Incorporate • How to Incorporate • Association Agreement • Acquisition of Space 	26	27	20		
Step 6 - Open Bank Account	49	52	5		
Step 7 - Establish Financial Policies <ul style="list-style-type: none"> • District Finance Committee Report 	50	54	10		
Growing Your Church Plant (Outreach) <ul style="list-style-type: none"> • Membership Points 	61	66	10		
Step 8-10- Official Organization	67	76	10		
Prepare and Present Church Organization Timeline	69	79	20		
Total Time			3 Hrs		

Introduction

☞ This course is intended to take the church planting pastor and the mother church pastor through the process of **registering** the church plant and **organizing** it in such a way that it will **become** a fully-independent church (within the structure of the denomination) able to plant its own churches.

☞ A fully organized church should be:

- ☞ 1. Self-**Governing**
- ☞ 2. Self-**Sustaining**
- ☞ 3. Self-**Propagating**

☞ Parent Affiliated Congregation

☞ **What is a PAC?**

- ☞ • A PAC is a ministry that is reported as *affiliated* with a parent church.
- ☞ • PAC has a leader or pastor who is responsible for pastoral care of the group, and is connected with a parent church.




☞ **Why PAC?**

- ☞ • We want to recognize and celebrate the vision that has been cast by the parent church!
- ☞ • The PAC designation was created to address the needs of churches beginning creative new congregations, who had no way of reporting those new works. Ethnic congregations, organic churches and multi-sites are notable examples.
- ☞ • If these affiliated congregations are not registered, they do not receive literature, are not identified via official channels, and do not appear in any database and thus are "off the grid" and unidentifiable for collaborative efforts, networking, and mutual encouragement.




☞ **What's the difference between a PAC and a Church Type Mission (CTM)?**

- ☞ • PACs are one type of a Church Type Missions.
- ☞ • PACs are CTMs which are affiliated with a parent church.




What's the difference between a PAC and a small group?

-  • A small group is a ministry of a local church. Members of a small group are involved in other ministries of that local church
-  • A PAC provides regular opportunities for worship, teaching, pastoral/peer care, and outreach. Members use their gifts and graces through the PAC and not through the mother church.
-  • A small group which is started to reach new people could become a PAC.

How are PAC statistics reported?

-  • All PACs are assigned a unique church number. A PAC will appear in the District Journals and with Headquarters.
-  • Both the Parent Church and PAC will fill out the Annual Pastor's Report
-  • There is great flexibility in how the statistics are divided up, since in all reports they can appear together.

What about "Funding the Mission"?

-  • PACs are not a new method of increasing giving.
-  • Whether the parent congregation reports the income or the PAC reports the income is entirely between the parent church and the PAC.
-  • Congregations registered as PACs contribute to "Funding the Mission" based on reported income.

Biblical Foundation

🔑 This is **Christ's** Church! Organizing a local congregation around the mission Christ has given us to make Christ-like disciples, helps the local church to be effective. There are biblical foundations which support the need to organize. The following are a few Scriptures that show God's instruction about having order and structure.

🔑 **Numbers**

The Old Testament book of Numbers, as tedious as it is to read, is an example of God's focus on being organized for effectiveness.

"The theme of descendants marks the first event in Numbers, the census of Israel's fight men; the huge number which results (over 600,00) demonstrates the fulfillment of God's promise to Abraham of innumerable descendants, as well as serving as God's guarantee of victory in Canaan."(Dennis T Olson)

Chapters 1-10 describe how Israel is to be organized around the Sanctuary, God's dwelling place in their midst, under the charge of the Levites and priests, in preparation for the conquest of the land." (Jean-Louis Ska)

Right from the very beginning, even at creation, we see organization in God's handiwork as well as His instructions to His people.

🔑 **The Choosing of the Seven**- Acts 6:1-7

🔑 When we **Organize**:

- All the **essentials** in the church and community are **accomplished**

Before the Hellenistic Jews complained and the disciples organized seven men to take care of the widows, the essential ministry of care for the needs of each other was being neglected.

🔑 When we Organize:

- No one and **nothing** is **left out**

Were it not for the disciples organizing seven men to oversee the care of the widows, they would have continued to fall through the cracks.

📖 When we Organize:

- The **mission** of the church **moves ahead**

Verse 7 tells us that because they organized themselves, the Word of God spread and there was multiplication of disciples. Even priests-those who had been critical of Christ and Christians- began coming to faith.

📖 When we are organized, the mission of making **Christ-like** disciples becomes focal and we are more **effective**.

📖 1 Corinthians 14:40

But everything should be done in a fitting and orderly way

Paul was writing to the church in Corinth, one of his daughter churches. He's giving them instructions about the need for order in worship services. He lays out detailed instructions and then wraps it up with this statement that "everything should be done in a fitting and orderly way." We have all been in worship services that were chaotic. No one knew what to do and who should do what. Paul says, that ought not to be so.

- 📖 • Disorganization is **counter productive**
- 📖 • No one knows what **to do** and who **does what**

When there is no order to things, chaos ensues and focus is lost. Organization helps us focus our goals and eliminates confusion. This is the case, not only in worship service, but also in all aspects of the ministry of a local congregation.

📖 **Proverbs 16:3**

Commit your actions to the Lord, and your plans will succeed.

- 📖 • Christ is the **boss**. He is the one who **establishes** our **plans**. Christ is the head of the Church. He is the one who has said, "I will build my Church...". He has a plan for your congregation.
- Our **job** is to **seek** His **plans** and be **committed** to them. God's plans, done with godly wisdom, in God's timing, will always succeed.

Conclusion

Those in the harvest field, the ones heading for an eternity without Christ, deserve a Church that is effective in its mission to them.

Organizing your congregation around the mission of the making Christ-like disciples, goes a long way to effectiveness in accomplishing this mission.

*“There is nothing like the church when it’s working **right**. The local church is the hope of the world.” (Bill Hybels)*

Objections/Answers

- Why would a church planting pastor not want to register or organize the new church?
- Discussion time
 - *Instructor:* Have trainees discuss their objections to organizing

Here are some possible reasons for not organizing (*for instructor only*)


- Don't want to be hindered by structure
- Don't want to pay budgets
- Don't want to report
- Don't want accountability

- Discussion Time
 - *Instructor:* Have trainees discuss the answers to their objections


Here are some possible answers (*for instructor only*):


- Spiritual Authority and Accountability: Paul made churches accountability to him but if he didn't know about them, we wouldn't have letters to the Ephesians, Philippians, etc.
- If you are not on the grid then you will not get the benefits
- Registering qualifies you for the HOPE grant
- Spiritual Authority: I don't want to be restricted by authority. Then why does anyone in your church attend your church? Do you have all the gifts? All the wisdom? All the ideas? Why are you the pastor?

- Who would want to be disorganized?

 *Instructor:* Share story of the Toyota pickup (below)

I have a very good 2002 Pickup truck in my garage, 90% of it is together but 10% has not been organized and assembled yet. The radiator, the Transmission cooler, the fan etc. are not yet on the truck. It is a truck just not yet fully organized. Many churches are in the same condition. Let's organize them.



-  • Can we over organize?
 - *Yes, you don't have to have every bucket full. Begin where you are.*

-  • Closing thought: Don't over organize, don't under organize. Find the perfect place where your church is. Find the balance. What is the best organizational structure for you at this point in your church plant?
- Be self-aware. If you like structure and bullet points, be aware and avoid it. If you a free flying by the seat of your pants type of person, be aware. Organization is based on your church's needs not your personality type.



Steps for Registering a NewStart

Step 1- Inform the District




Contact the district office to inform the DS of your church plant and to get approval of the new church name.

-  a. **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. Official reports of new churches shall be filed with the General Secretary's office through the respective jurisdictional offices.
-  b. **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 Plant with the GMC

-  • Similar to a birth certificate, this registration shows you belong to the Nazarene family of churches-an official identification with the Church of the Nazarene. It gives the GMC staff names and addresses and other details about your developing church. The registration number assigned to your church will remain with the church for its entire history and is used for communication, reporting, research and other family connection benefits.
-  • Register at www.usacanadaregion.org
 - Under “Districts” go to...
 - **“Register a Church Form”**
 - Fill out the form
 - Submit
 - After receiving the email confirmation, please forward the email to the **District Office**

Let's Talk about the Annual Pastor's Report (APR) and Budgets

-  • On the APR, under Evangelism, the mother church pastor can record the number of church plants which are associated with the church (PAC)
 - The names of these church plants will also be on the first summary page of the mother's church's APR
 - The church plant's name will have the option of filling out its own APR once it is registered. The mother church pastor can fill out as much of the information as he/she wants to.
-  • Once the church plant has organized, the pastor will be required to fill out the form on his/her own.
-  • **Any money given to the church plant whether it be rent, salary for the church planting pastor, utilities, etc. can be considered a Point-to-Point item. This lowers the recorded income of the church thus lowering the amount that needs to be paid to budgets.**



A Few Friendly Reminders

- Partners-The USA/Canada Evangelism and New Church Development Office wants to **serve you** in every possible way.
- Contact information is listed at the back of the student notebook.
- Priority-This registration step is the **first** priority in starting a church. As long you have started **meetings** of any kind, you are ready to register your new church.
- Pre-organization- The church plant does **not** have to be officially **organized** to receive a registration number.
- We are pleased to register any ministry that is started with the intent of becoming a church.
- Turn Around Time- Once you have completed all the information requested, you should receive confirmation within a **week**.

Step 3 - Registering Your New 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

- Door to Denominational Communications—The General Secretary strongly recommends that a church obtains a business number as soon as possible.
- Business Number Required—Even when the district or sponsoring local church is writing payroll cheques for the new church, the business number

should be secured. Without it, banks will not open accounts for churches or church organizations.

- **Good Record System**—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:
 1. D.L. Deeks Insurance Services
500 - 90 Allstate Parkway
Markham, Ontario L3R 6H3
<http://www.deeksinsurance.ca/>
1-800-240-5283

 2. Broker Force
608-200 Consumers Road
Toronto, Ontario M2J 4R4
<http://www.brokerforce.ca/>
1-800-263-9870

 3. 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

The following is an Introduction to Plan to Protect. For the complete Plan to Protect Manual and to book a training session, contact the District Office.

Policies and Procedures Manual

A Plan to Protect

The Children, Youth and/or
Vulnerable Adults and Leaders

At

**The Church of the Nazarene
Canada Central District**

The Church of the Nazarene Canada Central District has a spiritual, moral and legal obligation to provide a secure environment for children participating in church programs that are under the auspices and authority of the church. Child abuse is a criminal act as well as a violation of human conscience and dignity. It is a violation of God's moral law within the trusted context of relationship. It is criminal behavior that causes emotional, physical and spiritual trauma to victims, and has destructive consequences for abusers. The devastating effects on the credibility of the church ministry and the name of Christ make it essential that the church take all appropriate steps to prevent abusive incidences from occurring.

All references to: "Canada Central District Church of the Nazarene", "Canada Central District", "The Church of the Nazarene Canada Central District", or "District" refer to The Church of the Nazarene in Ontario.

All references to: "The Manual" refer to The Manual of the Church of the Nazarene 2001-2005

All references to "parent" should be taken to mean parent/guardian

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Canada Central District
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Introduction

The Church's Vulnerability

This document addresses the issue of physical and sexual abuse, particularly in the context of children, youth and vulnerable persons, it recognizes the spiritual, legal and moral obligation that the Church of the Nazarene Canada Central District has in preventing such activities. It acknowledges the necessity for the denomination in Ontario to have unified, consistent and thorough policies and practices in this area. It describes the underlying philosophy of the Church and defines the principles and policies that must govern its response. It provides materials and resources to local churches in the preparation of their own prevention plans. Finally, it provides a prevention plan for the Canada Central District.

In absence of intentional preventive policies, churches can be extremely vulnerable to charges of abuse, whether proven to be true or not. This arises for the following reasons.

1. **Trust:** Churches generally strive for an atmosphere of trust.
2. **Lack of Screening:** Churches often allow newcomers, of whom little background is known, to become involved in children's or youth ministries. Because of shortage of help and high turnover, potential staff members are often not screened as carefully as they ought.
3. **Opportunity:** Unsupervised nurseries, children's programs, and youth activities (especially outings and overnight events) are all potential risk situations.

Churches need to understand the extent of their liability. Churches are not "guarantors" of the safety and well-being of children. They are not absolutely liable for every injury that occurs on their premises or in the course of their activities. Generally, they are responsible only for those injuries that result from their negligence. Victims of molestation who have sued a church often allege that the church was not providing adequate supervision

The Civil and Legal Liability of the Church

Increasingly and often more dramatically, the church and its personnel (i.e. staff, directors, officers and ministers) are being held accountable for the acts of individual abusers within the church even though neither the church, nor its leaders were aware of the abuse or condoned it. Churches are being sued in Civil Courts for damages sustained by victims and their families. Those victims and their families are attempting to hold churches accountable by alleging that:

- the church is vicariously liable for the acts of its personnel, be they paid staff or volunteer staff, regardless of whether the church was itself negligent or even knew of the abuse
- the church was negligent in its hiring or accepting personnel, whether paid or volunteer, and
- the church was negligent in the supervising or monitoring of its personnel or membership. (“Hammar, Richard, et al. Reducing the Risk of Child Sexual Abuse in Your Church. Church Law and Tax Report, Updated June 1994.”)

Chapter 1

The Spiritual and Moral Responsibility of the Church

Everyone who teaches, helps or cares for children, youth and/or vulnerable persons under the auspices of *the Canada Central District* is required to follow the policies and procedures as defined in this document. The Leadership Team has reviewed and adopted them as official policy.

This plan is designed to assist Ministry Leaders in their recruiting of workers and, to the greatest extent possible, provide for the safety of the children served by these workers.

The gospel of Mark records that when people brought little children to Jesus, He took them in his arms, put His hands on them and blessed them. As a church, it is our desire to bring children to Jesus, too.

On Canada Central District, we recognize that we are a reflection of God's love to those in our care and we take our responsibility to them seriously. In our ministry to children we must follow carefully what the scriptures teach:

- 1.01** Avoid every kind of evil. (1 Thess. 5:22)
- 1.02** But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people. (Eph. 5:3)
- 1.03** But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea. (Matt. 18:6)
- 1.04** If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan. (Matt 18:15-17)

These procedures are therefore set forth to provide a safe and nurturing environment in which we can bring our children to the Savior. We view ourselves as partners with parents, seeking to provide quality care and instruction in our ministry to the family. All of our procedures are designed to protect and promote growth in God for each child and adult involved.

Chapter 2

Understanding the Need

2.0 Reducing the Risk of Child Sexual Abuse

Canada Central District has a mandate to minister to individuals, families, adults, youth and children. In that context, *Gateway community Church* stresses the sanctity of human life and the importance and worth of each individual as a child of God.

The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our nation and society. Unfortunately, churches who have children's programs are not insulated from this alarming trend. In response to this trend, it is our commitment to provide reasonable protective care to all preschoolers, children, youth and vulnerable persons attending any programs sponsored by Canada Central District. We feel compelled to establish procedures for the prevention of child abuse.

Although the Canada Central District has been fortunate in never having any substantiated incidents of child abuse or molestation happen in the church, we recognize that formal policies and procedures will help prevent the opportunity for abuse to arise in the future.

We believe that childhood innocence is a gift given by God. Children are naturally trusting. Children readily place their faith in adults who care for them. It is our responsibility as a church to safeguard that trust. Childhood innocence is a gift that we must **Plan to Protect** within our church.

2.01 Good risk management practices, including prevention procedures, do not detract from Christian ministries. They help the organization and leaders by:

- a) Better protecting the children, youth and adults in its care.
- b) Avoiding situations where volunteers and employees are placed in adverse situations and safeguarding them with procedures to defend against false allegations.
- c) Providing a positive testimony to the community by adhering to standards that equal or exceed society's requirements.
- d) Demonstrating that the organization's leaders (i.e. board members and staff) have exhibited due diligence and care in accordance with statutory duties and legal obligations.
- e) Avoiding unnecessary litigation that can drain the organization's time and resources away from its operations and ministries.

- 2.02** It is the concern of the church that the leadership and workers not be subject to false accusations of improper conduct towards children, youth and vulnerable persons. Abuse prevention plans must provide procedures for church workers as to acceptable conduct. They must also establish due process for handling allegations and complaints that ensures fairness to all parties involved.
- 2.03** The Church of the Nazarene Canada Central District desires to be a community of faith that manifest the love of God demonstrated in His eternal plan of salvation; the grace of our energizing transforming presence of the Holy Spirit.

The Church strives to be a loving, redemptive, nurturing fellowship. A safe place where the dignity of each person is affirmed. We recognize, however, that we live in a broken, sinful world and that even the church is not exempt from this reality. The spiritual root of all forms of abuse is the irresponsible and selfish use of power, including influence that comes in the form of otherwise legitimate and God-given trust.

“Children have neither power nor property. Voices other than their own must speak for them. If those voices are silent then children who have been abused may lean their heads against window panes and taste the bitter emptiness of violated childhoods.”

Justice Francis T. Murphy

2.1 It Can Happen in Any Church

Incidents of molestation can occur in any church - including ours. Churches have traditionally accepted the services of anyone expressing an interest in working as a volunteer with children or youth. Churches are by nature trusting and unsuspecting institutions. Asking sensitive questions of those who are giving their time and talent can be seen as distasteful by church leaders. No one wants to offend potential workers, especially longtime church members with a history of good service. These qualities can make a church susceptible to incidents of child molestation.

- 2.10** There are few topics that create more emotion than that of child abuse, especially if it is sexual in nature.

Ed begins attending First Church. After a few weeks, he volunteers to work with the youth group. Church staff members do not know Ed, but they are delighted to have another worker. He is put to work immediately. The youth group has an overnight activity a few months later. Following the activity, two minors report that they were sexually molested by Ed. The parents of one of the minors contact a lawyer, and a \$3 million lawsuit is brought against Ed, the church and the church board. The parents claim that the church (and the church board) acted negligently by not doing any background investigation before using Ed as a volunteer worker.

Impact

A single incident of child molestation can devastate a church and divide the congregation. Members become outraged and bewildered. Parents question whether their own children have been victimized. The viability of the church's youth and children's programs is jeopardized. And church leaders face blame and guilt for allowing the incident to happen.

2.11 Such incidents often result in massive media attention, sometimes on a national scale. Television stations conduct live interviews from church property on the evening news. Front page stories hit the local paper. Community residents begin to associate the church with the incident of molestation. But far more tragic is the emotional trauma to the victim and the victim's family, and the enormous potential legal liability the church faces. If a trial ensues, the issue stays alive in the media for months, sometimes even years.

In making sure the Gateway Community Church is a safer place, we will be:

- a) Safeguarding preschoolers, children, youth and vulnerable persons of our church from abuse.
- b) Protecting the church staff and volunteer workers from potential allegations of sexual abuse
- c) Limiting the extent of legal risk and liability due to any such sexual abuse.

Step 5- Facilitate Incorporation Process

Why Incorporate?

1. 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.

2. 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.

3. 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 person at Canada Central District who is responsible for incorporation of churches. 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. The following is a brief guide on the steps required to incorporate a church.

The components of an application for Incorporation of a Church in Ontario are:

1. The application form listing the name and address of the church to be incorporated and the full names, addresses, and occupation of all persons who are to be the first directors of the corporation.
2. The Objects
3. Special Provisions
4. Ancillary Special Provisions
5. An Ontario NUANS name search report.

1. The Application Form

Application Forms can be obtained from the following link:

[http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/007-07109~6/\\$File/07109E.pdf](http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/007-07109~6/$File/07109E.pdf)

To open, highlight the link, press and hold Ctrl and click on the link. Only the first and last pages are to be filled in. The remaining pages are prepared as shown below.

2. The Objects – Attachment 1

The Ontario Government has developed a set of Objects and Special Provisions which have been pre-approved for a religious organization. It is not necessary to use only the Objects and Special Provisions which have been pre-approved but on Canada Central District the pre approved objects are preferred. Any other objects should be approved by the District.

Any variation to the pre-approved Objects or Special Provisions will require the prior approval of the Public Guardian and Trustee before the Application for Letters patent can be filed.

3. Special Provisions – Attachment 2

The District has prepared a customized set of Special Provisions which must be used by all churches in their application for incorporation. Of major importance is clause (f):

“Upon the dissolution of the corporation and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of to the “Church of the Nazarene in Ontario”, also known as Canada Central District Church of the Nazarene, a charitable organization that is a qualified donee pursuant to the provision of the Income Tax Act, R.S.C. 1985 c.1 (5th Supp.) as amended, provided if said organization is not a charitable organization that is a qualified donee at the time of such dissolution, to charitable organizations that carry on their work solely in Canada.”

4. Ancillary Special Provisions – Attachment 3

Although not always required it is helpful to include the standard Ancillary Special Provisions as they may be helpful to the church board when reviewing various responsibilities.

5. NUANS Ontario Name Search – Attachment 4

Before an application for incorporation can be submitted an Ontario-biased NUANS must be carried out to ensure that the name chosen for the incorporated church is not the same as or close to a name already registered. The name search is carried out by companies licensed to do so. The District has contacts which will provide this service at a reasonable cost.

Attachment 1 – The Objects

The Objects are section 4 on page 2 of the application form.

2.

4. The objects for which the incorporation is incorporated are:
Objets pour lesquels la personne morale est constituée:
 - (a) To preach and advance the teachings of the Christian faith and the religious tenets, doctrines, observances and culture associated with that faith.
 - (b) To establish, maintain and support a house of worship with services conducted in accordance with the tenets and doctrines of the Christian faith.
 - (c) To support and maintain missions and missionaries in order to propagate the Christian faith.

Attachment 2 – The Special Provisions

The Special Provisions are Section 5 on Page 3 of the application form.

3.

5. The special provisions are:

Dispositions particulieres

The corporation shall be carried on without the purpose of gain for its members and any profits or other accretions to the corporation shall be used in promoting its objects.

La personne morale doit exercer ses activites sans rechercher de gain pecuniaire pour ses membres et tout benefice ou tout accroissement de l'actif de la personne morale doit etre utilise pour promouvoir ses objets.

- (a) The corporation shall be carried on without the purpose of gain for its members and any profits or other accretions to the corporation shall be used in promoting its objects.
- (b) The corporation shall be subject to the *Charities Accounting Act* and the *Charitable Gifts Act*.
- (c) The directors shall serve as such without remuneration and no director shall directly or indirectly receive any profit from their positions as such, provided, that directors may be paid reasonable expenses incurred by them in the performance of their duties.
- (d) The borrowing power of the corporation pursuant to any by-law passed and confirmed in accordance with section 59 of the *Corporations Act* shall be limited to borrowing money for current operating expenses, provided that the borrowing power of the corporation shall not be so limited if it borrows on the security of real or personal property.
- (e) If it is made to appear to the satisfaction of the Minister, upon report of the Public Guardian and Trustee, that the corporation has failed to comply with any of the provisions of the *Charities Accounting Act* or the *Charitable Gifts Act*, the Minister may authorize an inquiry for the purpose of determining whether or not there is sufficient cause for the Lieutenant Governor to make an order under subsection 317(1) of the *Corporations Act* to cancel the letters patent of the corporation and declare them to be dissolved.

- (f) Upon the dissolution of the corporation and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of to the “Church of the Nazarene in Ontario”, also known as Canada Central District Church of the Nazarene, a charitable organization that is a qualified donee pursuant to the provision of the Income Tax Act, R.S.C. 1985 c.1 (5th Supp.) as amended, provided if said organization is not a charitable organization that is a qualified donee at the time of such dissolution, to charitable organizations that carry on their work solely in Canada.
- (g) To invest the funds of the corporation pursuant to the Trustee Act.
- (h) For the above objects and as incidental and ancillary thereto, to exercise any of the powers as prescribed by the *Corporations Act*, or by any other statutes or laws from time to time applicable, except where such power is limited by these letters patent or the statute or common law relating to charities.

The Special Provisions are an additional section on Page 3A of the application form.

3A

Ancillary Special Provisions

- (a) To accumulate from time to time part of the fund or funds of the Corporation and income therefrom subject to any statutes or laws from time to time applicable.
- (b) To solicit and receive donations, bequests, legacies and grants and to enter into agreements, contracts and undertakings incidental thereto.
- (c) To acquire by purchase, contract, donation, legacy, gift, grant, bequest or otherwise any personal property and to enter into and carry out any agreements, contracts or undertaking incidental thereto, and to sell, dispose of and convey the same, or any part thereof, as may be considered advisable.
- (d) To acquire by purchase, lease, devise, gift, or otherwise, real property, and to hold such real property or interest therein necessary for the actual use and occupation of the Corporation or for carrying on its charitable undertaking, and, when no longer so necessary, to sell, dispose of and convey the same or any part thereof.
- (e) To employ and pay such assistants, clerks, agents, representatives and employees, and to procure, equip and maintain such offices and other facilities and to incur such reasonable expenses, as may be necessary, provided that the Corporation shall not pay any remuneration to a director in any capacity whatsoever.

- (f) To co-operate, liaise, and contract with other charitable organizations, institutions or agencies which carry on similar objects to that of the corporation.
- (g) To demand and compel payment of all sums of money and claims to any real or personal property in which the Corporation may have any interest and to compromise any such claims and generally to sue and be sued in its corporate name.
- (h) To draw, make set, endorse, execute and issue cheques and other negotiable or transferable instruments.
- (i) To pay all costs and expenses of, or incidental to, the incorporation.
- (j) To acquire and hold land for the purposes of a place for worship and residence for its religious leader.

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.

Please have two copies signed as indicated on the last page, retain one and return the other to the district office.

The intent of the Manual in sections 104 & 106 is reflected in the Association Agreement, specifically:

Manual

- 104 Restrictions
- 104.4 Withdrawal of Churches
- 106 Declaring Churches Inactive/Disorganized

Association Agreement

- 2.05 Termination of Affiliation
- 2.06 Consequences on Termination of Affiliation
- 2.07 Disorganized, Withdrawal, Attempted Withdrawal

ASSOCIATION AGREEMENT

THIS AGREEMENT ("Agreement") is entered into effective as of the _____ day of _____, 20__.

BETWEEN:

_____, a non-profit charitable corporation incorporated under the laws of the Province of Ontario, with its Head Office in the _____ of _____

(hereinafter referred to as the "**Church** ")

CHURCH OF THE NAZARENE IN ONTARIO, a non-profit charitable corporation incorporated under the laws of Canada, with its Head Office in the City of _____, in the Province of _____.

(hereinafter referred to as the "**DISTRICT**")

1. PREAMBLE

- 1.01 The Church is a non-share capital corporation incorporated by Letters Patent issued by the Province of Ontario on the ___ day of _____, ____, with charitable objects to establish, maintain and conduct a Christian church in order to teach, preach, promote and advance the spiritual teachings of the Christian faith and the religious tenets, doctrines, observances and culture associated with that faith in accordance with the principles, beliefs, policy, definitions and procedures as articulated in the Manual of the Church of the Nazarene.
- 1.02 The District is a non-share capital corporation incorporated in the Province of Ontario in June 7th, 1957.

- 1.03 The Church has been incorporated to carry on its charitable purposes as an affiliated Christian church of the District and has objects that are consistent with the provisions of the Manual of the Church of the Nazarene as adopted by the persons at the Twenty-sixth General Assembly of the Church of the Nazarene and whose objects and purposes will remain consistent with the provisions of subsequent manuals adopted at the subsequent General Assemblies of the Church of the Nazarene, as such General Assemblies are described in the Manual, Part IV, Chapter III regarding general government (herein called the "Manual").

2. AFFILIATION

2.01 RELATIONSHIP BETWEEN THE CHURCH AND THE DISTRICT

(a) Affiliated Church

The Church and the District acknowledge and agree that both organizations share similar charitable objects of presenting the Gospel of Jesus Christ in accordance with the practices of the Church of the Nazarene as set out in the Manual and to further the practices of the District. The parties hereto have entered into this Agreement to ensure that the Church will carry on its charitable programs and activities in ways that are consistent with the practices of the District as set out in the Manual. The Church acknowledges and agrees that in order for it to be associated or affiliated with the District and to hold itself out as a member church of the Church of the Nazarene (an “Affiliated Church”), it must comply with the terms and provisions of this Agreement. The Church has entered into this Agreement to define the terms under which the Church will carry on its charitable objects in association with the charitable objects of the District.

(b) Separate and Distinct Entities

Notwithstanding the affiliation between the Church and the District, the parties hereto confirm that they are separate and distinct corporate entities with their own independent boards of directors that manage the affairs of each entity.

(c) Not a Merger

This Agreement does not constitute a merger, amalgamation or consolidation of the Parties and each entity remains solely responsible and liable for its respective claims, debts, obligations and liabilities.

(d) No Partnership or Joint Venture

Nothing in this Agreement shall be construed to constitute a partnership or joint venture between the parties

2.02 TERM OF AGREEMENT

This Agreement, which shall regulate the relationship between the parties, shall come into effect as of _____ (the "Effective Date") and shall continue for an indefinite term unless the Agreement is terminated upon the occurrence of one or more of the events set out in Section 2.05.

2.03 REQUIREMENTS OF AFFILIATION

Integral to being an Affiliated Church, the Church covenants and agrees that during the term of this Agreement it will comply with all the following requirements:

(a) Charitable Objects

The activities of the Church shall be conducted solely in accordance with the charitable objects set out in its Letters Patent.

(b) Application of the Manual

The charitable objects for the Church shall be carried out subject to the Articles of Faith of the Church of the Nazarene as contained in the Manual, as amended from time to time. The policies adopted by the General Assembly of the Church of the Nazarene from time to time and those policies set out in the Manual shall be the policies of the Church.

(c) Distribution of Assets on Dissolution

The Letters Patent for the Church will provide that in the event of dissolution or winding up of the Church, all of the remaining assets of the Church after payment of all liabilities and fulfillment of all obligations shall be distributed to the Church of the Nazarene in Ontario, also known as the Canada Central District Church of the Nazarene, or its successor, being a registered charity in accordance with the provisions of the *Income Tax Act* (Canada), as amended from time to time, provided that any special or restricted purpose trust funds held by the Church shall be transferred to a new trustee appointed by the directors of the Church to be applied in accordance with the applicable terms of trust; provided, however, if the Church of Nazarene in Ontario is not then a qualified donee pursuant to the provisions of the *Income Tax Act* (Canada), all such remaining assets shall be distributed to Church of the Nazarene in Canada.

(d) Incorporating Documents

The Letters Patent and General Operating By-law for the Church shall be in a form that is consistent with the provisions of the Manual.

(e) Approval Required for Fundamental Changes

The Church will not proceed with the adoption, implementation, or undertaking of any of the following fundamental corporate changes without first obtaining the written consent of the District, which consent will not be unreasonably withheld:

- (i) any fundamental change to its ministry program or objectives that would contradict or otherwise prejudice the terms of the affiliation between the Church and the District as provided for pursuant to the provisions of this Agreement; or
- (ii) the amalgamation of the Church with any other corporation or entity, or its continuance as a church in association with any other denomination other than a church that is affiliated with the District.

(f) Use of Associated Status Designation

The Church agrees to describe its relationship with the District as being "Affiliated with The Church of the Nazarene", or such similar designation as may be determined by the District from time to time on all letterheads, signs, brochures, advertising and all other forms of communication, whether in print or by electronic means that makes reference to the District.

(g) Modification of the Terms of Affiliation

The Church agrees that the District may modify or waive compliance in whole or in part with any of the above mentioned requirements of Affiliation without prejudicing the right of the District to enforce any other term or terms of this Agreement.

2.04 RIGHTS OF AFFILIATION

Provided that the Church complies with the terms of this Agreement, the District agrees that the Church shall be entitled to the following rights:

- (a) the right of the Church to designate itself as an affiliate member of the Church of the Nazarene;
- (b) all rights, privileges and entitlements of a local church within the Church of the Nazarene as set out in the Manual; and

- (c) the right of the Church to obtain resource materials, administrative services, and such other benefits as are available to a local church of the District as may be available from time to time, provided that any costs associated therewith shall be at the sole expense of the Church.

2.05 TERMINATION OF AFFILIATION

The right of affiliation provided for in this Agreement herein shall automatically terminate upon the occurrence of one or more of the following events:

- (a) upon the dissolution or winding up of the Church or, in the reasonable opinion of the District, it is imminent that one or more of these events will take place;
- (b) upon the Church losing its status as a registered charity under the *Income Tax Act* (Canada) after the expiry of any applicable appeal period and/or the completion of any appeal that the Church may have undertaken in that regard;
- (c) if the Church has indicated its intention to terminate its affiliation with the District for any reason, provided that the Church has given the District 180 days' prior written notice of its intent to terminate the Agreement;
- (d) if the Church breaches any of the requirements of this Agreement and fails to remedy such default to the satisfaction of the District within sixty (60) days after receiving prior written notice of default from the District;
- (e) if the Church commits an act of bankruptcy, becomes insolvent or makes a proposal to its creditors, or if a petition of bankruptcy is filed against the Church, or if a receiving order is made against the Church Corporation, or if the Church takes or attempts to take advantage of any federal or provincial law now or hereinafter in effect for relief of debt, or if in the reasonable opinion of the District it is imminent that one or more of these events will take place; or
- (f) if the Church engages in conduct that in the reasonable opinion of the District reflects unfavourably or detrimentally upon the District, its name, goodwill, trade-marks, official marks, or reputation, and the Church fails to cease such conduct to the satisfaction of the District within fourteen (14) days after receiving written notification of default from the District.

2.06 CONSEQUENCES ON TERMINATION OF AFFILIATION

Upon the termination of Affiliation, the following shall occur:

- (a) This Agreement and the rights afforded to the Church shall automatically cease, save and except for the survival of any outstanding obligations of the Church under this Agreement;
- (b) The Church shall cease to describe itself as being "Affiliated with The Church of the Nazarene". In this regard, the Church shall immediately change all of its letterhead, documentation, brochures, advertising, signs and any other printed or electronic presentation to delete any reference to the said Affiliation;
- (c) The Church shall immediately take all necessary steps to apply for a change of name of the Church or any operating and/or business names to a name(s) that is not the same or confusing with the existing name of the Church or any of the other previous names of the Church;
- (d) The Church shall return to the District any manuals, books, videos, tapes, computer software, and any other materials or means bearing any trademark, symbol or logo of the District in its possession within 30 days of the termination; and
- (f) If requested by the District, the Church shall agree to issue a joint press release indicating the end of the Affiliation between the District and the Church and to provide the District with a written and an electronic copy of the mailing list of the members, donors and supporters of the Church, as well as notification to such persons of the end of the Affiliation between the Church and the District.
- (g) the Church shall immediately transfer to the District all right, title and interest in all real property held by the Church and the District shall thereupon indemnify and save harmless the Church from any and all claims or causes of action arising by reason of any mortgage security registered against the real property of the Church and which mortgage security was first approved by the District prior to its registration.

2.07 DISORGANIZED, WITHDRAWAL, ATTEMPTED WITHDRAWAL

- (a) Property and Other Assets. In the event the Church becomes inactive or disorganized, as such terms are used in the Manual, or withdraws or attempts to withdraw from the Church of Nazarene, the assets of the Church, including but not limited to any real property owned by the Church, shall pass to the Church of the Nazarene in Ontario, also known as Canada Central District Church of the Nazarene, or its successor, for

the use of the Church of the Nazarene at large as the District shall direct. The Church or the trustees of the Church shall, on the direction of the District Advisory Board or other appointed agent of the District and with the written approval of the General Superintendent, either convey title to the assets and real property or apply the proceeds realized from the sale in such manner as directed by the District or the District Advisory Board.

- (b) Inactive Church. If the Church is declared inactive, the signatories on all accounts and securities of the Church shall transfer such accounts and securities to the District Advisory Board for deposit. In the event the Church fails to comply, the church hereby authorizes the District Advisory Board by resolution to close all such accounts and assume full control over all securities of the Church and delivery to the financial institution of a copy of this Agreement shall be conclusive evidence of the authority of the District Advisory Board to take such action and such financial institutions are hereby directed to comply with the instructions of the District Advisory Board.

3. CONFLICT RESOLUTION

3.01 CONFLICT RESOLUTION

The Church and the District accept the Holy Scriptures as the inspired Word of God. They believe that God desires that they resolve their disputes with one another within the Church and that they be reconciled in their relationships in accordance with the principles stated in 1 Corinthians 6:1-8, Matthew 5:23-24, Matthew 18:15-20 and other pertinent portions of scripture.

3.02 PROCEDURE FOR CONFLICT RESOLUTION

Accordingly, the Church and the District hereby agree that, if any dispute or controversy arising out of or related to this Agreement and any modifications hereof or its performance, is not resolved in private meetings between the parties pursuant to Matthew 5:23-24 and 18:15, then, as a condition precedent to the institution of any lawsuit or action, (the dispute or controversy shall be subject to Christian Mediation and arbitration in accordance with Matthew 18:16 as follows:

- (a) The dispute shall be submitted first to a panel of three Christian peacemakers, with the Church selecting one, the District selecting the other, and the two peacemakers so appointed selecting the third within 30 days of the first peacemaker being appointed. The said three peacemakers shall attempt to mediate the dispute at the joint expense of both parties (unless the peacemakers direct otherwise) within 60 days of the appointment of the third peacemaker;

- (b) The number of peacemakers may be reduced to one upon the mutual agreement of both parties; and
- (c) If the matter is not resolved through such mediation, then the said peacemakers shall arbitrate the dispute and decide all issues in accordance with the *Arbitrations Act* (Ontario). The award of the peacemakers shall be final and binding upon the parties, and judgment upon the award may be entered by any court having jurisdiction.

4. GENERAL PROVISIONS

4.01 GOVERNING LAW

The laws of the Province of Ontario shall govern the validity of this Agreement, the construction of its terms, and the rights and responsibilities of the parties. It is the intent of the parties to fully comply with all applicable provincial and federal law. and international laws. If any provision of this Agreement is determined not to be in compliance with applicable statutes, that provision shall immediately be regarded as null and void, and this Agreement shall otherwise continue with the parties cooperating in good faith to modify this Agreement as required so as to most fully accomplish the original goals, objectives, and stated purposes of this Agreement.

4.02 AMENDMENT

This Agreement may not be modified or amended except with the written consent of each of its parties hereto.

4.03 ASSIGNMENT

Except as otherwise provided to the contrary, this Agreement shall be binding upon and enure to the benefit of the parties, their respective successors and permitted assigns. Neither party may assign its rights hereunder except with the prior written consent of the other party hereto.

4.04 FURTHER ASSURANCE

The parties hereto agree that they will, from time to time at the reasonable request of either of them, execute and deliver such instruments, conveyances and assignments and take further action as may be required pursuant to the terms hereof to accomplish the intent of this Agreement.

4.05 TIME OF THE ESSENCE

Time shall be deemed to be of the essence with respect to all time limits mentioned in this Agreement.

4.06 ENTIRE AGREEMENT

This Agreement shall constitute the entire agreement between the Church and the District pertaining to the subject matter hereof and supersedes all prior and contemporaneous agreements (except as specifically provided for in this Agreement), understandings, negotiations and discussions whether oral or written of the parties and there are no warranties, representations or other agreements between the parties in connection with the subject matter hereof except as specifically set forth herein.

4.07 NOTICE

All notices, requests, demands, or other communications (collectively called "Notices") by the terms hereof required or permitted to be given by one party to any other party, or to any other person shall be given in writing by personal delivery or by registered mail, postage prepaid, by facsimile transmission, or E-Mail to such other parties as follow:

In the case of the Church:

Fax#:

E-Mail:

In the case of District:

THE CHURCH OF THE NAZARENE IN ONTARIO

Fax#

E-Mail:

or at such subsequent address given by such person to the other parties hereto in writing from time to time.

All such Notices shall be deemed to have been received when delivered or transmitted, or, if mailed, 48 hours after 12.01 a.m. on the date following the day of the mailing thereof. If any Notice shall have been mailed and if regular mail service shall be interrupted by strikes or other irregularities, such Notice shall be deemed to have been received 48 hours after 12.01 a.m. on the day following the resumption of normal mail service, provided that during the period that regular mail service shall be interrupted all Notices shall be given by personal delivery or by facsimile transmission.

4.08 SEVERABLE COVENANT

If any covenant or obligation set forth in this Agreement or the application of it to either party or to particular circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Agreement or the application of such obligation to the parties or circumstances other than those to which it is held invalid or unenforceable shall be separately valid and enforceable to the fullest extent permitted by law.

4.09 HEADINGS

All headings in this Agreement are inserted for convenience and reference only and are not to be considered in the construction or interpretation of any provisions of this Agreement.

4.10 GENDER

Words used herein which refer to male persons shall include female persons.

4.11 SURVIVAL

Section 2.06 shall survive the termination of this Agreement.

4.12 COUNTERPARTS

This Agreement will be executed in several counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall be one and the same instrument.

4.13 TRANSMISSION BY FACSIMILE

The parties hereto agreed that this Agreement may be transmitted by facsimile or such similar device and that the reproduction of signatures by facsimile or such similar device will be treated as bindings if originals and each party hereto undertakes to provide each and every other party hereto with a copy of the Agreement bearing original signature forthwith and upon demand.

4.14 INDEPENDENT LEGAL ADVICE

The Church and the District confirm that they have each obtained or had the opportunity to obtain independent legal advice before executing this Agreement and have made their own independent enquiries concerning the matters referred to in this Agreement, including all due diligence searches as may be necessary.

IN WITNESS WHEREOF the Church has executed this Agreement this _____ day
_____ of _____, deemed to be effective as of the
_____ day of _____, 2____, as attested
to by its duly authorized signing officers.

NAME OF CHURCH

Per: _____

Name:

Title

Per: _____

Name:

Title:

We have authority to bind the Corporation.

IN WITNESS WHEREOF the District has executed this Agreement this _____
day of _____, _____, deemed to be effective as of [effective date], as attested to
by its duly authorized signing officers.

**THE CHURCH OF THE NAZARENE IN
ONTARIO**

Per: _____

Name:

Title: District Superintendent

Per: _____

Name:

Title: Secretary

We have authority to bind the Corporation.

Acquisition of Space for Worship and Ministry

Introduction:

Whether owned, rented, or leased, we understand that facilities for worship and ministry is vitally important to a local congregation. The following from the manual needs to be followed when seeking such a space.

From the Manual:

103. Property

The local church considering the purchase or sale of real estate, the erection of churches or church-related buildings, a major remodeling of either, or leasing real property for any reason, shall submit its proposal to the district superintendent and the District Church Properties Board 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 superintendent and the District Church Properties Board. The local church shall submit quarterly financial and status reports to this board throughout the construction process. (233-234.5)

104. Restrictions

The local church may not purchase or lease real estate, nor sell, mortgage, refinance, exchange, or in any other way encumber real property, or otherwise dispose of real estate unless approved by a two-thirds vote of the members present at an annual meeting, or at a special meeting duly called. The church board may approve by two thirds vote of its members present and voting, the disposition of properties donated for the specific purpose of providing funds for the local church. Both items require the written approval of the district superintendent and the District Church Properties Board. (113.3-113.4, 113.7-113.8, 234.3-234.4)

Additional Note:

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
 - Note: 2 signatures per check is better than one
 - The church's **Business Number/Incorporation Number**
 - The **letter** from the District Office recognizing the church as a Church of the Nazarene

(Instructor: The following is for informational purposes only.

It does not need to be read aloud. The information is included in the student handbook)

Bank Account- Checking The church's checking account should list "Church of the Nazarene" as a part of the legal name of the church. References in the bank records should also include sponsor church or district's tax ID number if the New Church is not yet organized.

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 “teller team” (offering counters) should be made up of church members who have the confidence of the entire congregation. As part of policy a system of fiscal checks and balances should be established so no one who counts money should be authorized to sign checks.
- **Train the Tellers-** 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. His 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 New Churches at reasonable prices. Be sure that the records are clear and concise for everyone's protection.
- **Check and Balance System-** Most churches separate their volunteers and staff into two groups: (1) Those who receive and process the income and donor records, and (2) Those volunteers and staff 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, and one treasurer for the various ministries of the New Church. A unified budget with one set of financial records helps protect the integrity of a church's financial procedures.
- **Regular Reports-** Regular reports and updates of the church's financial progress helps 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 FINANCE COMMITTEE REPORT 2014-15

SECTION 1 - FINANCE

We, the District Finance Committee, submit the following recommendations and direct that the senior pastor of each Church distribute a copy of the report to each local member of their Church Board, to be reviewed by them at the first Board Meeting following the District Assembly.

A. WORLD EVANGELISM FUND ALLOCATIONS

1. Budget Base

That all local churches are challenged to give at least 5.5% of its income to the World Evangelism Fund (WEF). Church income is defined as any donation received by a church that qualifies as a charitable donation.

B. DISTRICT AND EDUCATION ALLOCATIONS

1. Budget Base

- a. That the budget base for all funds other than World Evangelism Fund will be based on a tithe of regular tithes and offerings. The details of the calculation of this tithe are explained in part E below.
- b. That the allocation of each dollar received by the District for the tithe under this part will be allocated as follows:

<i>District General Operations</i>	60.8%
<i>Education</i>	27.5%
Ministerial Care Fund	4.5%
District NMI	2.4%
District NYI	2.4%
District SDMI	2.4%

C. SPECIAL RECOMMENDATIONS

1. That the District Superintendent be granted five weeks vacation to be taken at his/her discretion.
2. That our people be encouraged in stewardship of their possessions as this relates to wills, annuities, and life loans on behalf of all the Ministries of the Church, i.e.: General, District, Educational and Local.
3. That every church participate in the Nazarene Theological Seminary offering on Sunday **January 25, 2015**, or at a time convenient to the local church schedule.

4. That the local church board, have all local treasurer's books audited annually (129.23, Manual 2009-2013). (For churches needing assistance in having their books audited, contact the District Treasurer for individuals who can perform the audit of your records).
5. That the travel expense be \$0.25 per kilometre for all district meetings. This figure will include all toll charges. This is not an appropriate guideline to be used for pastoral vehicle reimbursement calculations referred to in Section 2 Point 4.
6. That the Church Board designates at least two members to be responsible for the signing of cheques and that the pastor or his/her spouse not be involved in this process. The pastor or his/her spouse should not be involved in the counting or handling of church funds.

D. REMITTANCES

1. All World Evangelism Funds made payable to: Church of the Nazarene Canada, shall be sent to 20 Regan Road, Unit 9, Brampton, ON, L7A 1C3
2. Church tithe funds made payable to: Church of the Nazarene in Ontario shall be sent to the District Treasurer: Mr. Donald L. Tweedle, CPA, CA, **2414 Earl Grey Ave, Pickering, ON, L1X 0B9**. Remittances should be sent in order to reach the District Treasurer's office by the 10th of the following month.
3. That all missions specials funds including deputation offerings be remitted to the appropriate treasurer by the 10th of the following month.

E. ADDITIONAL GUIDELINES

WORLD EVANGELISM FUND

The calculation for the World Evangelism Fund is 5.5% of total charitable giving less amounts received for the World Evangelism Fund and approved Missions specials. For additional information the World Evangelism Fund including rare circumstances and designated giving, go to www.fundingthemission.org.

Please note that Canadian law supersedes ecclesiastical action and for more information on Canadian law requirements, please see the Canada Revenue Agency website at www.cra.gc.ca/charities .

DISTRICT TITHE SYSTEM

GENERAL PRINCIPLE

The general principle behind the budget allocation formula is that the 10% requirement will apply to the tithes and offerings raised for the regular operations of the local church.

BUDGET ASSIGNMENT

The budget formula will be comprised of two components: one to calculate the World Evangelism Fund and one to calculate the rest of the budgets.

BASE FOR CALCULATION

For purposes of calculating the budgets to be remitted (other than WEF), the tithe is based on regular tithes and offerings of the local congregation and missions (including but not necessarily limited to NMI, NYI, SDMI) less WEF paid in the year.

The tithe 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

EXEMPTIONS

The church may raise funds for purposes other than the regular operation of the church. Some exemptions are recognized as being outside of the tithe policy and are therefore automatically exempt without need to apply to the District Advisory Board for approval. In other circumstances, the local church can apply to the District Advisory Board for exemption of the funds to be raised from the budget base for the 10% tithe. Application should be made to the District Advisory Board no later than 60 days prior to the date that the raising of funds is to commence.

For greater certainty, exemptions will generally be granted for the following circumstances:

APPLICATION TO THE DISTRICT ADVISORY BOARD REQUIRED

1. Capital projects. Capital projects will generally be defined to include:
 - a) any new improvement to the physical facility; or
 - b) Significant repairs or replacement of physical facility exceeding \$20,000 or 10% of regular tithes and offering, whichever is less.
2. Funds for debt reduction campaigns
3. Funds for building campaigns.

ITEMS AUTOMATICALLY EXEMPT

4. Rental income including income from daycares
5. Missional funds e.g. Canadian Food Grain bank funds, Work & Witness project funds (not travel and other personal use funds),
6. General church specials (e.g. NTS) and other specially designated denominational offerings (e.g. Hunger and Disaster relief, compassionate ministries)
7. Government grants such as grants received for summer student employment

The local church should be prepared to provide an accounting of the funds raised and money spent on any project or fundraising campaign for which an exemption has been granted.

SECTION 2 - PASTORAL SUPPORT

Because of the love and esteem we have for our pastors, we make the following recommendations:

SALARY

1. Each local church should review the pastor's support package at least annually, such as at the time of setting the annual church operating budget. Each church should endeavor to provide a reasonable increase in salary and benefits. Each church board secretary will

advise the district superintendent in writing that a review has been made and indicate what the pastor's revised compensation package is (this is required for long-term disability benefit calculations). Guidance can be sought in determining a suitable compensation package by referring to Statistics Canada website (www.statcan.gc.ca) and referring to information under the "Average hourly wages for employees by selected characteristics and profession" and searching for information particular to your region. An appropriate comparison group for this purpose is the "Occupations in social science, education, government service and religion" category of the statistics. AS at April 2014, the average annual wage rate for this is \$65, 520. (Consideration should be given to the fact that pastors are generally eligible for the clergy residence income tax deduction which increases the value of the package to the pastor. Assuming that the clergy residence deduction would be 1/3 of the total compensation, a pastor salary of \$58,000 would yield approximately the same after tax income as the amount mentioned above without the benefit of a clergy residence deduction).

2. In recognition of the value of higher education, we recommend that in addition to the compensation package determined above, that the package be increased for the following educational levels achieved:

Master's Degree	i.e.: M.A., M.Div., etc.	3,000.00 per yr
Doctorate Degree	i.e.: D.Min., PH.D., etc.	6,000.00 per yr.

HOUSING

3. Suitable housing arrangements in keeping with the community. This should be in the form of a housing allowance (as part of the pastor's compensation package), a church-provided parsonage, or a church-rented accommodation. Canada Revenue Agency guidelines must be taken into account when setting the pastor's compensation package. Reference should be made to form T1223 for guidance on the calculation of the clergy residence deduction.
 - a) Where the church provides a parsonage, the church shall pay all expenses, such as rent or mortgage, taxes, insurance and utilities and equip it with a stove, refrigerator, freezer, washer, dryer, drapes, and carpeting as necessary.
 - b) Where the church does not supply a parsonage, then in addition to basic salary, the pastor's compensation package should be adequate to cover monthly mortgage installments, property taxes, insurance and utilities or rent if applicable.

VEHICLE

4. There are two methods under current Canadian tax law for the local church to compensate the pastor for the use of the pastor's vehicle for local church ministry purposes. The first method is a non-taxable reimbursement of professional expenses, and the second method is a taxable benefit to the pastor, included in employment income for tax purposes and reflected as additional income on the T4 slip:
 - a) Non-taxable reimbursement of professional expenses - must be based on the total usage of the pastor's vehicle for church-related work. A log of mileage must be kept by the pastor that reflects both church kilometres and personal kilometres. The

reimbursement by the church would be reflected by the pastor's submission of an expense report claiming the church kilometres reimbursed at a rate determined by the local church board from time to time.

- b) Taxable reimbursement - the church would pay the pastor a fixed car allowance that would be included in the pastor's income for tax purposes and reflected as part of the pastor's compensation on the T4 slip. The amount of this taxable benefit would be determined by the church board from time to time, and would not require the submission of any documentation by the pastor to the church. The pastor, in turn, could claim a deduction for employment-related vehicle expenses on their personal income tax return.

HEALTH BENEFITS

- 5. Each church should provide for the supplemental health costs of the pastor and his family through participation in the District health plan. Care should be taken to avoid duplicating coverage with a spouse's plan. (Information may be obtained from the district office. Please note that there is a time limit for application to the plan, the pastor or full-time employee must be registered within 30 days of their hire date). Any change to the pastor's salary or family situation requires a statement of change form to be provided to Standard Life in order for future benefits to be based on the correct information.

RETIREMENT SAVINGS

- 6. Each local church put a minimum of 5.0% of the pastor's total remuneration package into the Canadian Group Registered Retirement Savings Plan or a personal RRSP plan of the pastor's choice. We also recommend that the Pastor invest an equal amount of his/her own funds towards his/her retirement plan.

VACATION/TIME OFF

- 7. Each local church grants its pastor(s) with paid vacation based on career total length of full-time pastoral service in accordance with the following schedule:
 - 1-2 years 2 weeks vacation
 - 3-5 years 3 weeks vacation
 - 6-19 years 4 weeks vacation
 - 20 years and over 5 weeks vacation

The timing of the vacation should be of the pastor's choosing in consultation with the local church board, and the local church should pay for pulpit supply (see section 13). Participation in denominational responsibilities such as camps, pastors' retreats, District or General Assembly is not considered part of the pastor's vacation. Pastors are encouraged to take the full vacation allotment each year as a time of rest and renewal. Each church is encouraged to establish a written policy to deal with unused annual vacation if any exists. In order to promote the pastor's wellbeing, when the pastor's regular day off falls on a statutory holiday, then an alternate day should be taken off instead.

DENOMINATIONAL ACTIVITIES

8. The local church should pay all expenses for the pastor and spouse to District Assembly and Clergy and Spouses' retreat and that a fund is established for the pastor's General Assembly expenses.

EXPENSE REIMBURSEMENTS

9. The pastor should be reimbursed for any authorized entertaining expenses incurred on behalf of the church.
10. Church boards should authorize the pastor to purchase items for the library.

CONTINUING EDUCATION

11. The local church should encourage its pastor to attend short-term courses relevant to ministry, providing for travel, registration, and incidental expenses, and providing pulpit supply in his or her absence.

SABBATICAL LEAVE

12. Each local church should provide their pastor a paid sabbatical or study leave of at least three (3) months after the completion of seven (7) consecutive years of service to that congregation in accordance with the Manual article # 129.10. In order to encourage the lifelong learning of the pastor in spiritual, emotional, and educational dimensions, the church board, in consultation with the district superintendent, should consider supporting a sabbatical/study leave for the pastor during the seventh consecutive year of service in one congregation. (Nazarene Manual 2009-2013).

INTERIM PASTOR

13. Where a minister is called to a church and community for a resident, interim period, the minister's support should be at the level prescribed in the pastoral support section of this report, recognizing the increased ministry the resident minister will provide. (Depending on the age of the interim minister, health and retirement benefits may not apply.)

PULPIT SUPPLY

14. Ordained elders, licensed ministers, or lay speakers supplying our church pulpits be remunerated an amount commensurate with the size and financial strength of the church using their services, but not less than \$120 per service in smaller churches and \$170 per service in medium to larger churches plus travel and entertainment, where required. Automobile round trip travel should be paid at least the same rate as described elsewhere in this report or as set by the local church. If the travel is by public conveyance, actual travel expenses including entertaining costs should be reimbursed and connecting transportation be provided.

DISTRICT BUDGET 2014-15

Budget 2013-14

Budget 2014-15

DISTRICT SUPPORT

Brampton Spanish	\$6,000
Cambridge Preston	2,400
Grace @ The Sharing Place	27,160
London Spanish	7,200
Manantial Ministries	12,000
New Horizon	3,600
Orkney	3,600
Ottawa Haitian	8,640
Star of David Haitian	4,800
Woodstock	4,800

	80,200

MINISTRY ASSESSMENT AND TRAINING

Pastoral meetings	2,000
Clergy/Spouse Retreat expenses	3,200
Ministerial Assessment Centre	2,000

	7,200

NEW STARTS

Seminars and training	500
Planter's meetings	500
Travel	500

	1,500

CHAPLAIN SALARY AND BENEFITS 77,500

SALARIES AND BENEFITS

District Superintendent	65,310
Assistant District Superintendent	30,625
District Office staff	28,870
District Administrator	33,995
Payroll costs and health plan	22,550

	181,350

HONORARIA

District Secretary	2,390
District Treasurer	5,360
Missionaries in Residence	2,000
Tyndale Seminary Wesley Chair	2,000

	11,750

HOUSING

District Superintendent	20,500
Assistant District Superintendent	8,750
District cottage	3,000

	32,250

TRAVEL

District Superintendent - car	9,500
District Superintendent – other	3,500
Assistant District Superintendent – car	8,750
Cuba partnership	1,000
Boards and committees	3,000

	25,750

STAFF CONFERENCE EXPENSES 5,000

DISTRICT COMMUNICATIONS 1,000

OFFICE ADMINISTRATION

District office occupancy costs	10,400
Bank charges	2,000
Telephone, fax and internet	6,000
Postage and miscellaneous	1,400
Gifts and remembrances	3,600
Office supplies	2,400
Photocopier costs	2,000
Insurance – directors, church plants	3,200

	31,000

PROFESSIONAL FEES

Legal	2,000
Audit and accounting	10,000

	12,000

DISTRICT ASSEMBLY EXPENSE	6,000
CONTINGENCY	-
TRANSFERS TO RESERVES/FUNDS	
General Assembly	2,500
TOTAL DISTRICT MINISTRIES EXPENSES	\$475,000
DISTRICT REVENUES	
General Church field allocation	6,500
General Church grant Quebec initiative	40,000
National Church grant Quebec initiative	40,000
Interest on Endowment Fund investments	20,000
Government grant for chaplain	78,700
Donations	1,500
Assembly offering	1,000
Tithe receipts from churches	263,000
Tithe receipts from church-type missions	24,300
TOTAL DISTRICT REVENUES	\$475,000
SURPLUS/(SHORTFALL)	\$ -

Respectfully Submitted

Donald L. Tweedle, Chair

Gord Evans, Secretary

Expanding Your New Church (Outreach)

How to increase your database (Responsibility List)

- **Community Awareness**— Ask God what needs are in the community and, as a church, find a way to meet these needs. Let your community know that you are in existence. If your church disappeared tomorrow, would the community know or care?
- **Interaction:** List five things your church could provide for the needs in your community
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- **Secure bulk mailing account from Canada Post**—This is the link for information:
http://www.canadapost.ca/cpo/mc/business/productsservices/marketing/default.jsf?LOCALE=en&s_kwcid=AL!4354!3!52115109258!e!g!!canada%20post%20bulk%20mail&f_id=VA5iFgAABCluNebV:20141009153355:s
- **Possible Outreach Events**—In our Canadian context, some events must be planned that are only meant to break the soil and begin to build relationships with those in the community. Other events must be planned where the gospel is shared with those who attend. The following are a few ideas for possible events.
 - **Family Fun Fair:** Organize a family fun fair in the local part. Have fun activities like jumping castle, slip slides, free hotdogs and hamburgers, and music.
 - **Backpack give-away:** Give away backpacks filled with school supplies.
 - **Turkey give-away:** Give away free turkeys and turkey dinner fixings at thanksgiving.
 - **Christmas goodie bags:** Give away bags filled with candy, cookies, fruit, and a toy to children the Sunday before Christmas. Offer department store gift cards as an incentive for the parents.
 - **Christmas Hampers:** Provide Christmas Hampers for families in need. Include non perishable food items, a turkey, and gift cards for Christmas presents.
 - **Easter Egg Hunt:** Put a ticket in each egg and have a drawing for prizes such as bikes, scooters, gift cards, etc.
 - **March Break Day Camp:** Offer free babysitting for elementary children during March Break when parents have to work but schools are on vacation.
- **Follow Up After Events**—Acquire contact information for all recipients of “free” items. Follow up with notes, phone calls, and/or visits after the outreach event.
- **Membership Workshop**—Train staff and lay leaders to lead people through membership class using the following membership worksheet.
 - **Note:** PACS/Church Type Missions shall receive and report church members in the annual statistics according to 107 and 107.1. (Manual 107.2)

Membership Points

The History of our Church

John Wesley was the founding father. He lived in a time when there were two extremes in the religious world. The Catholics believed in “works only.” A person had to do many rituals and follow certain regulations in order to be a Christian. The other extreme was Calvinism. Calvinist believed a person was saved “no matter what.” They believed God’s grace covered everything a person did whether right or wrong. In their opinion, a person could not fall from this grace.

John Wesley and the Armenians chose the middle road. They believed a person had the choice to accept God’s grace or not accept it because everyone had a “free will.” Once a person accepted God’s grace they would naturally produce works and would internalize the Christian disciplines such as church-attendance, private devotions, corporate prayer, compassionate ministries, etc.

Our MISSION:

To Make Christlike Disciples In The Nations

Our VISION:

Transforming people, communities, and nations.

Our CORE VALUES:

We Are a CHRISTIAN People:

We believe that Christ is the centre of everything!

We Are a HOLINESS People:

God, who is holy, calls us to a life of holiness. We believe that the Holy Spirit seeks to do in us a second work of grace, or “entire sanctification” – cleansing us from all sin, renewing us in the image of God, empowering us to love God with our whole heart, soul, mind, and strength, and our neighbour as ourselves, and producing in us the character of Christ. Holiness in the life of the believer is most clearly understood as Christlikeness.

We Are a MISSIONAL People:

We are a sent people, responding to the call of Christ and empowered by the Holy Spirit to go into all the world, witnessing to the Lordship of Christ and participating with God in the building of the Church and the extension of His kingdom.

Our PRIORITIES:

- Meaningful Worship
- Theological Coherence
- Passionate Evangelism
- Intentional Discipleship
- Church Development
- Transformational Leadership
- Purposeful Compassion

We Want Every Member To:

- Attend a worship service
- Be involved in a small group
- Be involved in a ministry
- Tithe (10% of income)

All Members Should:

- Profess to a saving knowledge of Jesus
- Pursue a life of holiness and entire sanctification (See “We are a Holiness People” above)
- Multiply Themselves by sharing the gospel with others

How To Establish A “Spiritual BASE” In Your Life

Believe God made me to love me and to live for His purposes.

“...everything got started in God and finds its purpose in him.” **Colossians 1:16 (Msg)**

“Long before He laid down earth's foundations, He had us in mind, had settled on us as the focus of His love...” **Ephesians 1:4 (Msg)**

Admit I've lived for myself, then accept God's free forgiveness which was paid for by Jesus.

“We're all like sheep who've wandered off and gotten lost. We've all done our own thing, gone our own way. But God has plied all our sins, everything we've done wrong, on Him (Jesus).”
Isaiah 53:7 (Msg)

Jesus personally carried the load of our sins in His own body when He died on the cross so that we can be finished with sin and live a good life from now on.” **1 Peter 2:24 (Living)**

"Saving is all His idea, and all His work. All we do is trust him enough to let Him do it. It's God's gift from start to finish!" Ephesians 2:8 (Msg)

Switch to living for God's purposes for my life.

"...give yourselves to God...and surrender your whole being to Him to be used for righteous purposes." Romans 6:13 (TEV)

Express my desire for Jesus to become Lord (Leader) of my life...To be entirely sanctified

"May God himself, the God of peace, sanctify you through and through. May your whole spirit, soul and body be kept blameless at the coming of our Lord Jesus Christ." 1 Thessalonians 5:23 (NIV)

Membership Covenant:

I Will Protect The Unity Of My Church!

- *By acting in LOVE toward other MEMBERS!*

"Have a sincere love for your fellow believers, love one another earnestly with all your hearts." 1 Peter 1:22 (TEV)

- **By refusing to GOSSIP**

"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs..." Ephesians 4:29

- **By FOLLOWING the LEADERS**

"And further, submit to one another out of reverence for Christ." Ephesians 5:21 (NLT)

I Will Share The Responsibilities Of My Church

- **By PRAYING for its GROWTH**

"To the church ... we always thank God for you and pray for you constantly." 1 Thessalonians 1:2

- By **BUILDING RELATIONSHIPS** the **UNCHURCHED** and sharing **CHRIST** with them

"Go out to the roads and country lanes, and urge the people there to come so my house will be full." **Luke 14:23 (NCV)**

- By warmly **WELCOMING** those who **VISIT**

"So, warmly welcome each other into the church, just as Christ has warmly welcomed you; then God will be glorified." **Romans 15:7 (LB)**

I Will Serve The Ministry Of My Church

- By **DISCOVERING** my **GIFTS** and **TALENTS**

"Serve one another with the particular gifts God has given each of you..." **1 Peter 4:10(Ph)**

- By being **EQUIPPED** to **SERVE**

"God gave...some to be pastors and teachers to prepare God's people for works of ministry, so that the body of Christ may be built up..." **Ephesians 4:11-12**

- By **DEVELOPING** a **SERVANT'S** heart

"Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Jesus Christ...who took on the very nature of a servant..." **Philippians 2:3-4, 7**

I Will Support The Testimony Of My Church

- By **ATTENDING FAITHFULLY**

"Let us not give up the habit of meeting together...but let us encourage one another." **Hebrews 10:25**

- By **GIVING REGULARLY**

"Each one of you, on the first day of each week, should set aside a specific sum of money in proportion to what you have earned and use it for the offering." **1 Cor. 16:2**

- By **LIVING** a **GODLY** life

"But whatever happens, make sure that your everyday life is worthy of the gospel of Christ." **Philippians. 1:27 (Ph)**

Step 8- Contact District Superintendent to Set a Date for the Organizational Service

- Once a church plant has reached self-governing, self-sustaining, and self-prorogating it is ready for full organization.
- Official organization must be done by the district superintendent, general superintendent, or an elder authorized by either of them.
- According to the **Manual**, “An official report must be submitted to the USA/Canada Regional New Church Development office.” (**Manual**, paragraph 100)




Step 9- Forward all Documents

- Forward all documents of organization to the **District Office**
- These include registration number, EIN, incorporation papers, etc.

Step 10- After the Organizational Service

- Go to: www.usacanadaregion.org
- Click on Districts
- Click on: Church Organizational Form
- Fill out Form

A Few Friendly Reminders

-  • **Celebrate**- The Organization Sunday is a great day of achievement for this new ministry. What was once a vision has now become a reality. Work with your district superintendent to make it a big, historic day.
 - We encourage the church to have a reception for charter members and all in attendance, secure a photographer to record the day in pictures as you celebrate this new Church of the Nazarene.
-  • Affirm the **Mother Church**- Be sure to include key people from the mother church in the celebration of your Organization Sunday.
-  • Get the **Timing** Right- A church plant should be officially organized when it has become self-governing, self-sustaining, and self-prorogating. As an indigenous congregation, now it joins other Nazarene churches in our

mission as both a Great Commission and a holiness church, transforming the world by making **Christ-like** disciples and spreading scriptural holiness to all nations.

- Take care to follow the leadership of your district superintendent and the hopes of your mother church and pastor.

Church Organization Timeline (COT)

Take the 10 steps and prepare a church organization timeline based on the particulars of your church. Place these 10 steps on a timeline, leading up to the date of the Organizational Service.

Items to think about...

- What we have done
- Paperwork Issues
- Outreach Issues
- Membership Issues
- Organizational Issues