

STANDING RULES

A. ANNUAL DISTRICT CONFERENCE MEETING

SR-1 Dates of District Conference

The District Conference shall meet annually at a place and date of its own choosing and at a time as decided upon by the General Superintendent in cooperation with the District Board of Administration.

SR-2 Bar of Conference

The bar of the conference shall be recommended by the District Secretary and established at the first sitting of the District Conference.

B. DISTRICT OFFICERS, BOARD AND COMMITTEES

SR-3 District Offices

The Northwest District Board of Administration shall appoint persons to a Family Camp Committee.

SR-4 The Camp Board Cedar Camps Board

(a) Membership: The Cedar Canyon Camp Cedar Camps Board shall be elected by and amenable to the District Board of Administration.

(b) Duties: The Cedar Canyon Camp Cedar Camps Board shall have general oversight of the district campground campgrounds, Cedar Canyon Camp and Cedar Springs Camp. It shall be responsible for establishing all campground policy, and for overseeing the rental of all grounds and facilities by all Wesleyan and non-Wesleyan groups.

(c) Capitol Improvement & Borrowing: The Cedar Camps Board is empowered to initiate capital improvement projects and to borrow such funds as is wise and necessary to accomplish these projects. Major capital improvement projects and all borrowing must be approved by the District Board of Administration.

SR-5 The District Board of Administration

The District Board of Administration shall be composed of the district officers named in the Discipline (cf. 1203) and ten twelve members-at-large (six laypersons and six ordained ministers) elected by the District Conference.

SR-6 The District Conference Nominating Committee

There shall be a District Conference nominating committee, as provided in the Discipline (cf.1172). The District Superintendent shall be chairman, ex-officio. Five additional ministerial members and five lay members shall be elected by the District Conference.

SR-7 The District Treasurer

The DBA shall have the authority to appoint the District Treasurer.

~~SR-8 District Health Insurance Treasurer~~

~~The DBA shall have the authority to appoint the District Health/Insurance Treasurer.~~

SR-9 Northwest District Stewardship Funds (“D.S.F.”)

Money for district work shall be provided by assessing each local church an amount equal to four and three quarters (4.75) percent if the previous year's ~~budget was~~ ~~assessments were~~ paid in full or an amount equal to five and one quarter (5.25) percent if the previous year's ~~budget is~~ ~~assessments were~~ not paid in full in both cases exempting: money received from loans, the sale of property and funds received through wills and other fund-raising documents. ~~Each local auxiliary treasurer shall channel District Stewardship Funds through the local Church Treasurer to the District Treasurer.~~ In compliance with General Conference action, exempted from the DSF assessable base will be 100% of giving to Global Partners and Wesleyan Native Ministries ~~beginning with FY '97. The Easter offering to the General Department of Church Multiplication and Discipleship, the Wesleyan Women “Heart of Ministries” offering, and the Hephzibah Ministries, Inc. offerings shall be exempted beginning with FY '98.~~

Churches engaged in a major building project or fund drive which has been granted District Board of Administration approval may have their base income reduced by the amount of designated funds received for the approved project. (See The Discipline of the Wesleyan Church, paragraph 2005(3B).

All churches shall be subject to full assessment on all assessable income up to \$500,000. Above that amount there shall be a graduated reduction in the percentage applied as follows: \$500,000 to \$1,000,000 – 1%, \$1,000,000 to \$2,000,000 – 2%, on the amount over \$2,000,000 no budget assessment on the amount over \$2,000,000.

For the first four years of its existence, a new church's base income for calculation of USF obligation will be a percentage of the base income as follows: The percentage will be 0 percent during the first Conference year following its commencement; 25 percent of the previous year's base income during the second year following its commencement; 50 percent of the previous year's base income during the third year following its commencement; 75 percent of the previous year's base income during the fourth year following its commencement and 100 percent of the previous year's base income during and after the fifth year following its commencement.

SR-10 Aid to Churches

All pastors and churches receiving aid from the district shall send a monthly statement of money received from the local church, from secular work, from all other district sources, and that an itemized report of church disbursements be included. This report is to be sent to the District Treasurer. Subsequent payments are not to be made by any treasurer until the previous month's statement is received. In addition, information regarding money received from the above sources is to be included in the regular quarterly report to the District Superintendent.

SR-11 District Conference Travel Expense

Each appointed pastor, associate pastor, and assistant pastor who attends district the annual conference shall receive travel expense based on 50% of the IRS allowed mileage reimbursement rate, providing the church or circuit he pastors has paid the major portion of their district and general church assessments United Stewardship Fund for the year, and providing he sends in all annual reports postmarked are submitted by May 25. Retired ministers who have actively served under pastoral appointment in the Northwest District and currently reside in the District who attend the Conference shall also be reimbursed at the same rate. This travel expense shall be paid from the District Stewardship Fund.

SR-12 Committee Members' Travel Expense

Travel expenses shall be paid from the treasurer of the appropriate district fund for all committee members doing district work based on 50% of the IRS allowed mileage reimbursement rate, and 7% of the IRS rate for each additional pastor or committee member in the same vehicle.

SR-13 Receipts

All those who receive funds for the district including the District Treasurer, the District WY Treasurer, the District WW Treasurer, and the District Treasurer of Wesleyan Men shall make out all receipts in triplicate, one copy for the district file, one copy for the treasurer remitting, and one copy for the pastor.

SR-14 Instruction to Treasurers

- (a) Banking: The treasurers of the various funds shall hold such funds in a bank that is a member of the Federal Deposit Insurance Corporation, in the name of the Northwest District. All disbursements shall be made by check and shall be signed by the treasurer, as treasurer of the fund.
- (b) Financial Reports: Five days before the district conference convenes, the treasurer of each district fund shall submit to the district auditing committee bank statements for the beginning and close of the fiscal year, duplicate receipts (and/or other than the treasurer's account book, giving the source and date of all money received), all cancelled checks, and the treasurer's account books.
- (c) District Fiscal Year: The closing date of the fiscal year shall be April 30.
- (d) Closing Date for Treasurers: All treasurers of the auxiliary funds of the district are

to close their books on May 15. The District Treasurer is to close his the books by May 31.

C. REPORTS

SR-15 Statistical Blanks Reports

All annual statistical reports are to be sent and postmarked submitted by May 25.

SR-16 Annual Service Reports

Annual service reports are to be sent to the District Superintendent, postmarked submitted by May 25.

SR-17 Lists of Lay Delegates to District Conference

Each pastor is to send (email or mail) the District Superintendent the local church conference report, postmarked by May 25. All Names of district conference delegates credentials shall be sent submitted to the District Secretary postmarked by May 25.

SR-18 Reports on File

Copies of the annual service reports are to be kept in the files of the District Superintendent.

D. LOCAL CHURCHES AND PASTORS

SR-19 The Pastor's Moving Expense

When a church calls a new pastor, it shall plan with him an equitable way of financing his moving expenses.

SR-20 The Pastor's Salary

In addition to cash salary, it is recommended that full-time pastors should be compensated with:

- A. Either a parsonage and utilities or a housing allowance.
- B. Payments to Wesleyan Pension Fund, according to WPF bylaws.
- C. Reimbursement for actual miles traveled for ministry purposes at the current IRS rate.
- D. Each church shall be responsible to the pastor of the previous year for his/her salary during his attendance at District Conference, Winter Retreat, and district-sanctioned camps. Camp meeting. Each year the pastor shall receive his salary during his attendance at the District Youth Camp, Children's Camp, and Winter Retreat.

SR-21 The District Matching Pension Program

The Northwest District shall establish a minimum contribution level by the church of \$1,500 per year for each pastor, and shall match pension dollars contributed by any church for their pastor(s) up to \$750 to the Wesleyan Pension Fund, if that church is unable to meet this obligation and the Pastor's Pension Fund is adequately funded. This matching fund will be reviewed annually by the DBA for recommendation to the District Conference.

*Contributions must be made quarterly at least to assure the pastor(s) is covered by the life/disability insurance provided by WPF.

SR-22 The Pastor's Vacation

It is directed that each pastor receive an annual paid vacation of at least two weeks, including two Sundays; after ~~ten (10)~~ five (5) years of service in the ministry, three weeks, including three Sundays; and after ~~twenty (20)~~ ten (10) years of service in the ministry, four weeks, including four Sundays (years of service not limited to Northwest District of the Wesleyan Church). These are minimum standards only.

SR-23 The Pastor's Illness

In the event of a major accident or lingering illness, which incapacitates the pastor, the local church will continue to provide all salary and benefits during convalescence. Remuneration for pulpit supply will be the responsibility of the church. Should it appear after 90 days that return to full health and ministry is not imminent, one of the following options may be exercised:

- (a) The pastor may offer his/her resignation.
- (b) The Local Board of Administration may consult with the District Board of Administration which may, after considering the best interests of the pastor and the local church, make a final determination regarding the tenure of the pastor.

SR-24 Pastor's Attendance at District Events

The Northwest District expects each ~~pastor~~ ordained or licensed minister who is under appointment to attend Northwest District Conference, and Winter Retreat. All local churches are recommended to endeavor to pay the registration and other expenses incurred ~~by their pastoral families~~ to attend these District events.

SR-?? Termination or Early Resignation of a Pastor

In the event that a pastor resigns or is terminated prior to the completion of his/her call, the following stipulations shall govern decisions made concerning severance pay and benefits.

- (a) If severance pay and benefits are given, they shall be limited to a maximum of 60 days following the pastor's last day of employment. Any severance package longer than 60 days must be approved by the District Board of Administration.
- (b) Vacation time must be used prior to the pastor's last day of employment. Unused vacation time cannot be compensated for in additional pay unless approved by the District Board of Administration.