

Standing Rules

I. CROSSROADS DISTRICT CORPORATION

A. OFFICERS AND PROCEDURE OF CORPORATION

CD-1. Inasmuch as the Crossroads District is incorporated as the Crossroads District of The Wesleyan Church, Inc., and the District Board of Administration serves as the Board of Directors, the District Superintendent shall serve as President of the Corporation and the District Secretary shall serve as Secretary of the Corporation.

CD-2. The District Board of Administration shall serve as the Board of Trustees for the Crossroads District of The Wesleyan Church, Inc.

CD-3. Whereas, since during the year it may be desirable to sell or exchange properties belonging to the District Corporation or Local Churches and it may be needful to sell or exchange such properties; therefore, be it resolved, the District Board of Administration be hereby authorized to execute such deeds and when ordered the President and Secretary of the District Corporation are empowered to sign and transfer such deeds. The Secretary of the District Corporation shall record the sale of properties in the Annual District Conference Journal after the words: "Crossroads District of The Wesleyan Church has ordered the sale of the following property."

CD-4. Each auxiliary, board and committee shall have two signatories for its financial accounts (banking, savings, etc.). The signatories shall not be related by family. In the event there is only one person able to serve as a signatory, the district treasurer shall serve as the additional signatory. Each auxiliary, board and committee shall inform the District Board of Administration of its signatories and advise of any changes as they occur.

CD-5. Whereas, since during the year it may be desirable and necessary to borrow money or mortgage district corporation property; therefore, be it resolved, the District Board of Administration be and is hereby empowered to sign all papers necessary to execute such loans. The secretary of the district corporation shall record in the Annual District Conference Journal the transaction of said loan after the words: "Crossroads District of The Wesleyan Church has ordered the execution of the following loan."

II. CHURCHES

A. HOUSE OF WORSHIP

CD-6. Our houses of worship should not be open to any evangelist or minister of any other church to hold a series of meetings or to maintain regular appointments for another congregation; provided however, that usual denominational courtesies are to be extended to other ministers in occasional appointments. A waiver of the above, be it a contract or lease of building, must be obtained through the District Board of Administration of the Crossroads District.

B. PASTORAL SUPPORT

CD-7. Pastoral support shall be reviewed each year (Discipline 723) and the District Standing Rule, CD-7, in its entirety shall be reviewed by the Local Board of Administration at the time of each salary review. We recommend the following guidelines for pastoral support (to be communicated by the District Superintendent to each Vice-Chairperson by February 1 of each year).

- (a) Cash salary: \$650 per week minimum (for all pastors who are employed full-time by the church).
- (b) Wesleyan Pension: Wesleyan Pension Plan, based on cash salary, cash housing allowance and reimbursement of self-employment (Social Security) tax. If instead of a cash housing allowance, the pastor is provided with a parsonage, an amount equal to thirty percent (30%) of the cash items above, plus the amount paid for utilities shall be added to determine the housing base for pension payment. The assessment paid to The Wesleyan Pension Fund on behalf of the pastor shall be twelve percent (12%) of the total.
- (c) Expenses which shall be paid for or reimbursed to the pastor:
 - (i) Workers compensation insurance;
 - (ii) Social Security equivalent based on salary and housing;
 - (iii) Mileage reimbursement for local church ministry use of personal vehicle, at standard Internal Revenue Service allowable rate;

- (iv) Parsonage or housing allowance;
 - (v) Parsonage utilities;
 - (vi) Retreat expenses; and
 - (vii) District Conference expenses
- (d) Expenses to be considered:
- (i) Other Conference, retreats and district sponsored events
 - (ii) Library expense;
 - (iii) Continued education expense;
 - (iv) Professional entertainment expense;
 - (v) General Conference expense;
 - (vi) Secretarial help; and
 - (vii) Pastor's Sabbatical.

After seven years of continuous service to the same local church an ordained pastor shall be allowed a sabbatical of not less than four weeks. The Local Board of Administration, the pastor and the District Superintendent must mutually agree upon the details of the sabbatical in principle and in writing. (cf. Discipline 724).

The above salary amount shall be considered only as a minimum and increased for specific churches depending on the financial strength of the church, average morning worship attendance and educational qualifications of the pastor. The Local Board of Administration shall consider inflation as well as performance when discussing and deciding on the annual increase in salary and other allowances for their pastor. Churches must recognize that if they cannot support their pastor on the minimum basis, they must allow the pastor the privilege of partially supplementing his/her income in accord with 1 Timothy 5:8.

CD-8. All churches shall pay the moving and transportation expenses for incoming pastor(s). When the district demands the service of anyone, it shall bear the moving expense if any expense shall be incurred.

CD-9. The vacation time of a pastor in the Crossroads District shall be based on the number of years the pastor has served under appointment in professional ministry and the minimum vacation shall be determined as follows:

- (a) Up to ten years: three weeks;
- (b) Eleven to nineteen years: four weeks;
- (c) Twenty to twenty-nine year: five weeks;
- (d) Thirty years and up: six weeks; and
- (e) External ministry or continuing education up to two weeks beyond vacation.

No more than one year's vacation allotment may be accumulated and no payment shall be provided for unused vacation.

The pastor's salary shall be continued during any district event and while serving in other district assignments. It is further understood that a pastor will not be absent more than three consecutive Sundays without special permission from the Local Board of Administration; and that the cost of pulpit supply, while the pastor is on approved vacation, shall be borne by the local church.

CD-10. Each church desiring to add an associate/assistant pastor or lay assistant shall provide, in writing, the following to the District Board of Administration:

- (a) A statement of need of an assistant pastor or lay assistant;
- (b) Provision for proper support, including workers compensation insurance;
- (c) An outline of duties as set forth by the Local Board of Administration and/or the Local Church Conference; and
- (d) Records that show complete payment of Combined Stewardship Fund for the previous two years.

Exception of these requirements may be made by two-thirds vote of the District Board of Administration. Any person employed to assist the pastor in ministerial capacity, whether minister or layman, must be approved by the District Board of Administration and be under the direction of the District Board of Ministerial Development. The title "pastor" shall be restricted to persons thus approved.

CD-11. In the event of an accident or illness which incapacitates the pastor, the Local Board of Administration shall meet with the District Superintendent or an appointed representative, and another member of the District Board of Administration (appointed by the District Superintendent) who shall confer with regards to continued salary and benefits for the pastor during the time of convalescence. The interests of the pastor and local church shall be considered at this meeting. Pulpit supply during such convalescence will be the responsibility of the local church.

C. PASTORAL VOTE

CD-12. For churches taking a recall vote on pastors, the vote shall be taken on, or between, the second and third Sundays of March—no later than March 15.

CD-13. All pastoral votes shall be reported immediately to the District Superintendent. (An online form is provided on the district website.) In the event of a pastoral change the Local Board of Administration, under the leadership of its Vice Chairperson, shall consult with the District Superintendent concerning possible candidates (Discipline 705:3).

CD-14. Any church calling a prospective minister for an interview shall inform the minister, within one week of the interview, of the action taken concerning them and shall pay travel expenses.

D. EVANGELISTS, CHRISTIAN WORKERS AND CONSULTANTS

CD-15. No church shall call an evangelist, other Christian worker or any ministry-related consultant from outside our denomination without the written approval of the District Superintendent (Discipline 1310:24).

E. LOCAL CHURCH CONFERENCE

CD-16. The annual session of the Local Church Conference (Discipline 630:1) shall be held no later than the third Sunday of May, with officers to take office no later than June 1. The General Church Pastor Portal (under Churches/Leaders) should be updated with the church's election of new officers with past officers being removed.

CD-17. The Treasurer's books of the local church shall close on April 30.

CD-18. Each local church shall update their church profile on TWC Hub with the election of their District Conference Lay and Alternate Lay Delegates, immediately upon their election (Discipline 830:4) and no later than the year-end reports deadline.

F. LOCAL BOARD OF ADMINISTRATION

CD-19. It is the duty of the Local Board of Administration to provide sufficient property and liability insurance for all buildings and vehicles owned and operated by the local church (Discipline 782:29, 856:8). The district shall be listed as "additional insured" on all property policies. Coverage shall be reviewed annually. It is the duty of the Local Board of Administration to ensure that workers compensation insurance is provided for all paid staff.

G. LOCAL BOARD NEW CHURCHES

CD-20. Whenever the district plants a new church, the USF obligation for that church shall be phased in over the first five years of its operation in the following manner: For the first year of operation there will be no obligation; for the second year the assessment will be set at 25 percent of the regular assessment; for the third year at 50 percent; for the fourth year at 75 percent; and for the fifth year at 100 percent. (Discipline 2005:3d).

III. PASTORAL DUTIES

A. THE SACRAMENTS

CD-21. The sacrament of the Lord's Supper shall be observed at least once each quarter and monthly observance shall be encouraged (Discipline 725:6). An opportunity for Christian baptism shall be extended at least twice each year for those who are prepared to receive this sacrament.

B. REPORTS

CD-22. Each church lead/solo pastor is responsible for a completed statistical report on the General Church Pastor Portal (under Churches/Stats) by a date set annually by the district office. (Discipline 725:32).

CD-23. When a credentialed minister does not submit a satisfactory annual service report (ASR), that person may be called to appear before the District Board of Ministerial Development (DBMD).

CD-24. All reports required by the district office shall be completed and filed by the requested date.

C. DISTRICT CONFERENCE INFORMATION

CD-25. The pastor shall meet with the church at the earliest date after conference for the purpose of familiarizing the people with the action of the conference.

D. PROPERTY TAX EXEMPTION

CD-26. Each pastor shall be responsible for filing the state property tax exemption forms for the local church before the deadline. A copy of the filing shall be sent to the district office to arrive no later than May 10. (This will include Forms 136, 103 and 104.)

IV. DISTRICT CONFERENCE

A. TIME DESIGNATIONS

CD-27. Each annual District Conference shall be held, preferably in June, with the exact date to be set by the General Superintendent in cooperation with the District Board of Administration. The location shall be determined by the District Board of Administration (Discipline 1112).

CD-28. The district fiscal year begins May 1 and ends April 30.

CD-29. Except for such emergencies as resignation, removal or death, a pastoral change shall take place on the Monday following the second Sunday of July (Discipline 700).

CD-30. The yearly closing date for the District Treasurer's books shall be May 10. All monies shall be in the District Treasurer's possession by said date.

B. REFERRAL TO BUDGET COMMITTEE

CD-31. Before action is taken on any financial item presented from the conference floor, it shall be referred to the District Budget Committee for study and recommendation.

C. CONFERENCE ORGANIZATION

CD-32. The conference bar shall be established by the District Superintendent.

CD-33. There shall be a Courtesy Committee of two members appointed by the District Superintendent. The District Superintendent shall designate one to be the chairperson.

CD-34. There shall be a Committee of Tellers appointed by the District Superintendent.

D. CONFERENCE JOURNAL

CD-35. The District Superintendent shall be permitted to select secretarial help during the conference season and with the preparation of the Annual District Conference Notebook and Journal at a rate set by the District Board of Administration.

CD-36. The Combined Stewardship Assessment as established by the District Conference shall be communicated to the church immediately following conference and said assessments shall be listed in the Annual District Conference Journal.

CD-37. The Standing Rules shall be numbered consecutively in the Annual District Conference Journal and the prefix "CD" shall be used to indicate "Crossroads District."

E. MINISTERIAL SERVICE RECOGNITION

CD-38. A citation with the heading, "Ministerial Service Recognition" or some other appropriate heading shall

be presented to all persons who have been appointed in a licensed, commissioned or ordained capacity for each five years of service to The Wesleyan Church or its predecessor bodies and at the time of retirement shall receive a citation showing the complete number of years of active service.

CD-39. There shall be a tribute to ministers who have joined the "Church Triumphant" during the past conference year published in the Annual District Conference Journal.

V. DISTRICT BOARD AND COMMITTEES

A. ELECTED BY THE CONFERENCE

CD-40. The District Conference shall elect a Nominating Committee of three ministers and three laypersons. The District Superintendent shall serve as chair. Members other than the chair shall not succeed themselves. The Nominating Committee shall present to the District Conference nominations for all District Officers except District Superintendent, Assistant District Superintendent and District Treasurer.

It shall present nominations as provided for by The Wesleyan Church Discipline and all boards and committees, as directed by the District Conference (Discipline 1172-1175). The District Nominating Committee shall bring to the District Conference, the names of qualified persons who exhibit Christian grace and a spirit of cooperation. For clergy nominations this shall include leadership in evangelism, church growth and stewardship.

CD-41. In addition to the ex-officio members on the District Board of Administration, provided by The Wesleyan Discipline, there shall be 10 members-at-large elected by the District Conference. Six of the total membership shall be laypersons. Members shall be elected for 3-year terms with approximately one-third being elected each year. No member shall be nominated immediately after completing their 3-year term. In any year when the number of General Conference delegates apportioned to the district shall be equal to, or at least 50% greater than, the number of members-at-large on the DBA, the District Conference shall cast a single ballot to elect those members-at-large of the DBA as ex-officio delegates to General Conference.

B. ELECTED BY THE DISTRICT BOARD OF ADMINISTRATION

CD-42. There shall be a District Conference Action Committee consisting of the District Superintendent, District Treasurer, three ministers and three laypersons elected by the DBA (Discipline 1250:4). Any resolutions or memorials to be considered by the District Action Committee must be submitted to the district office by March 31 of that year.

CD-43. The election of district committees and directors, including the treasurer, as summarized in Discipline 1250 shall be delegated to the District Board of Administration. The DBA may elect up to four Assistant District Superintendents in accordance with Discipline 1320-1327, and may have one full-time district official (Discipline 1327).

CD-44. The District Board of Administration shall authorize the Fairmount Board of Trustees to elect members of the Board of Trustees, with the final approval of the District Board of Administration.

C. TERM OF SERVICE

CD-45. The term of service for each board and committee, other than the District Board of Administration, is July 1 through June 30. Each standing district board and committee is to conduct an organizational meeting by September 1.

VI. DISTRICT

A. BOARD OF ADMINISTRATION

CD-46. The District Board of Administration shall be empowered, where necessary, to make transfer of monies between district funds.

CD-47. The District Board of Administration shall not fail to designate 25 percent of the district operating budget to the Great Commission Fund.

B. SUPERINTENDENT

CD-48. The District Superintendent shall not fail to execute the duties of the office (Discipline 1300-1310) and be amenable to the General Board and the District Board of Administration for leadership of the district.

CD-49. The District Superintendent shall give general supervision to the work of the district. The District Superintendent or an appointee of the District Superintendent shall visit each church within the district according to a schedule approved by the District Board of Administration.

CD-50. The District Superintendent shall employ staff as approved by the District Board of Administration.

C. MILEAGE

CD-51. The standard mileage rate used for district travel shall be the rate allowed by the Internal Revenue Service.

D. HONORARIUM

CD-52. No annual honorarium of \$600 or greater will be issued until the district office receives a form indicating the name, address, phone number and social security number of the recipient of the honorarium. (An online form is provided on the district website.)

VII. COMBINED STEWARDSHIP FUND (CSF)

A. PURPOSE AND PROCEDURES

CD-53. The Combined Stewardship Fund is a unified budget for the financial support of designated general church interests, the general education institutions and the Crossroads District operation. It shall consist of three parts:

- (a) The USF-General Fund shall provide support for the general church administration, general benevolent institutions, ministerial training and other general church ministries;
- (b) The EIF-Education Institutions Fund shall provide support for the approved general education institutions; and
- (c) The DSF-District Stewardship Fund shall provide support for the Crossroads District.

CD-54. The CSF-Combined Stewardship Fund shall be determined annually by a percentage (CD-55) of the assessable income of all churches for the previous fiscal year, which shall be computed in the following manner:

- (a) Base Income. The base income shall be the total income of a local church and all of its departments for the previous fiscal year less money received:
 - (i) From loans (borrowed money);
 - (ii) From the sale, rental or lease of property;
 - (iii) From grants from other entities, including the general church, districts, governments, corporations, and other non-profits;
 - (iv) From a bequest through a will, trusts, and estates;
 - (v) From daycare centers, day schools, retirement homes, nursing homes, and such enterprises (cf. 782:35);
 - (vi) From investment earnings;
 - (vii) From designated funds for major building projects that have been approved by the District Board of Administration (2005:3b);
 - (viii) From money raised for district or denominationally approved church plants and sent through the district or the Church Multiplication and Discipleship Division;
 - (ix) From money raised for urban missional churches.
 - (x) Additionally, funds that were received from assessable contributions that were dispersed to the following will be exempt from the base income:

For offerings and approved projects of or event registrations operated by:

The Communications and Administration Division

The Church Multiplication and Discipleship Division
The Education and Clergy Development Division
The Office of the General Superintendent
The Office of the General Treasurer/Chief Financial Officer
The Global Partners Division

For contributions to Hephzibah Ministries

For contributions to Wesleyan Native Ministries
For contributions to World Hope International
For contributions to World Hope Canada

CD-55. The percentage for determining the district portion of the Combined Stewardship Fund (CSF) shall be:

- a) 4% for income up to \$499,999;
- b) 3% for income of \$500,000 to \$999,999;
- c) 2% for income of \$1,000,000 to \$1,999,999; and
- d) 1% for income over \$2,000,000 (designated for the Great Commission Fund).

CD-56. Each local church shall be promptly notified of the amount assigned by the district by the person appointed by the district superintendent. If a church fails to meet the assigned obligation (general and district combined), the local church shall give a detailed written explanation to the District Board of Administration, signed by the pastor, vice chairperson and treasurer, as to why this obligation was not paid in full. The explanation shall also include the balances in all local church accounts as of April 30. The detailed explanation, with signatures, is to be received by the district office by May 30.

CD-57. The Local Church Treasurer shall send the Combined Stewardship Fund to the district on a monthly basis.

CD-58. The District Building Committee shall not recommend the building plans or the borrowing of funds for building for any church whose stewardship obligations are not paid to date for the current year.

CD-59. Churches may request DBA approval to pay CSF as a real-time tithe on general funds received. This approval must be requested in writing and reviewed annually.