



POLICY
and
PROCEDURE
MANUAL

OF THE
CENTRAL DISTRICT

PREAMBLE

This booklet contains District Policies, **not** District Bylaws. The purpose is to delineate the District Policies and the procedures to follow in fulfilling those policies. Some of the policies included herein are for direction in properly conforming to the Bylaws of the Central District, The Christian and Missionary Alliance and pertinent state laws.

These policies may be changed at any time upon approval of the District Executive Committee. Under no condition may any policy be changed in such a way that it would be in conflict with any bylaw of the Central District, of The Christian and Missionary Alliance or of any pertinent state.

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POLICIES AND PROCEDURES OF THE CENTRAL DISTRICT

I. Pastoral Personnel

- A. Licensing of district “official workers”
 - 1. All official workers will be approved by the License, Ordination and Consecration Council of the Central District or by the Personnel Office of The Christian and Missionary Alliance in Colorado Springs, Colorado.
 - 2. Retired pastors and missionaries living in the district receive licenses from the Central District.
- B. The calling of officially licensed church staff
 - 1. The Governing Board through the District Superintendent will call all official church staff.
 - 2. The District Superintendent appoints each staff person to serve a church and issues a Christian & Missionary Alliance Official Worker’s License annually.
- C. Resignations
 - 1. When a pastor resigns from his pastorate, the proper procedure is to first inform the District Superintendent, then present his resignation to the Church Governing Board for its action.
 - 2. When this is done, the pastor (or secretary of the Church Governing Board) will read the resignation to the congregation and inform them of the action of the Church Governing Board.
 - 3. The pastor should make no suggestions to the Church Governing Board or the church as to a possible successor.
- D. Pastoral Transition (and/or staff additions)
 - 1. Following the departure of the pastor from the church, the District Superintendent will meet with the Church Governing Board to explain procedures, to establish guidelines, and to review the Constitution of the C&MA regarding Pastoral Staff, Article VIII A5-4 & 5.

2. After the church provides the information requested by the District Superintendent, he will then give to the Church Governing Board “the names of such workers as in his judgment have proper qualifications” for the pastoral staff.
3. The Church Governing Board will not consider any candidate for the pastoral staff without the approval of the District Superintendent.
4. The call to any pastoral staff position is by the Church Governing Board and through the District Superintendent.

E. Unordained Workers

1. Unordained workers will begin a process leading to ordination, typically to be completed within two years.
2. It is expected that unordained men will pursue faithfully the requirements for ordination.
3. If the progress of the unordained man is not satisfactory, the License, Ordination & Consecration Council will ask that he meet with them.
4. Each unordained worker is expected to participate annually in the “Ordination Conference”.
5. Ministers of Music - Council 1996 action plus an interpretation of the action by the Division of National Church Ministries.
 - a. It is expected that Ministers of Music will follow the ordination procedure and be ordained, particularly if the music person is the Minister of Worship.
 - b. The District License, Ordination & Consecration Council has the authority to excuse a man and not require ordination if his ministry is purely in music.

F. Criteria for licensing official workers not serving in a C&MA church ministry

1. Must be an ordained pastor in the C&MA.
2. Must serve in an approved ministry, i.e., Chaplain, Christian counseling, etc.
3. Must be a member of, and regularly attending a Christian and Missionary Alliance Church.
4. Must participate in district functions, i.e., District Conference, Pastors’ & Wives Retreat, etc.
5. A report by the worker will be sent to the district office

annually recounting his ministry in and to The Christian and Missionary Alliance family.

6. Both the request for continued license and the report should be sent to the District Superintendent by August 1 each year. (This will make it possible for this approval to take place before District Conference and be reported to Conference.)

G. Nonclergy Vocational Certificate

1. This is an official classification of nonclergy church professions such as music director, church administrator, professional counselors, headmaster of day school, nursery school administrator or teacher, or other church staff positions.
2. This certificate requires examination and approval by the License, Ordination & Consecration Council and the person will meet as many general requirements for licensing as possible.
3. This certificate does not carry clergy privileges at Council and District Conference nor official licensing.

II. Visitation of District Churches (by the District Superintendent, Director of Church Development and Director of Church Planting)

- A. The District Superintendent, Director of Church Development and Director of Church Planting will visit a church or Governing Board at their initiation or at the invitation of the pastor or Governing Board, or at the initiation of the DEXCOM.
- B. If the District Superintendent, Director of Church Development or Director of Church Planting drops in for a church service, it is important to acknowledge his presence in the service and to officially introduce him to your congregation. Beyond that, you have no obligation to use him in the service.
 1. The purpose of this visitation policy is so the district churches will know the district is interested in them and available to them.
 2. It also shows the relationship that the local church has with The Christian & Missionary Alliance as a denomination.

- C. When invited, the District Superintendent, Director of Church Development and Director of Church Planting are available to speak in district churches, as their schedules permit.
- D. All expenses incurred by the District Superintendent, Director of Church Development and Director of Church Planting on district business are cared for by the district and covered by District Advance budget giving.

III. District Executive Committee (DEXCOM)

- A. Election
 - 1. District Conference elects this committee according to the bylaws.
 - 2. It is responsible for administering the district throughout the year and meets quarterly.
- B. DEXCOM Subcommittee
 - 1. The subcommittee will be comprised of the District Superintendent, the District Treasurer, the District Secretary and one member at large elected by DEXCOM annually.
 - 2. This committee will be empowered to handle items of business between DEXCOM meetings.
 - 3. The subcommittee will also serve as the Budget Committee and be responsible for drafting a proposed budget for presentation to DEXCOM in preparation for District Conference.
- C. DEXCOM Poll
 - 1. Occasionally it is necessary for the entire DEXCOM to be involved in a matter of business between meetings. A poll (either e-mail or telephone) will be taken of individual DEXCOM members.
 - 2. However, if some members object to deciding by polling, a meeting of the DEXCOM will be called.

IV. District Conference

- A. Attendance
 - 1. Attendance of all official workers is required at District Conference.
 - 2. Permission to be absent from conference must be requested by the official worker and granted by the District Superintendent before Conference.
- B. Expenses
 - 1. Each church is responsible for the care of their delegate(s) expenses for District Conference.
 - 2. Upon request, free housing may be arranged for the delegate if his church cannot afford the cost of motel accommodations.

V. Missionary Tours

- A. District Tours
 - 1. Every Alliance church or affiliated church served by an Alliance pastor conducts an annual missionary conference, as required constitutionally.
 - 2. These tours are arranged by the Central District Office.
 - 3. Three tours of two missionaries each will travel across the district for six to seven weeks each fall.
 - 4. A missionary kit for promotion will be sent to each church.
 - 5. The expenses of the missionary tours will be prorated among the churches, and an invoice sent to each church (including the cost of promotional materials).
 - 6. Missionary Conference bulletins may be purchased from the district office.
- B. Interdistrict Tours
 - 1. These tours are arranged by the Office of Missions Mobilization in Colorado Springs, Colorado.
 - 2. The Office of Missions Mobilization bills the costs of these tours to the church.
 - 3. A missionary kit for promotion will be sent to each church.
 - 4. Missionary Conference bulletins may be purchased from the district office.

VI. Church Planting

A. Personnel

1. It is understood that all church planting personnel come under the direct appointment of the District Superintendent.
2. If possible, the church planter should spend a week on the scene to gain knowledge of the core group and the cultural environment of the area before making a decision to accept the appointment. This will afford opportunity to determine the extent of the vision and burden such a man possesses for the people of the community.
3. The scriptural qualifications for a church planter demand that he be a spirit-filled man of faith. Where possible a man of proven pastoral experience, committed to church planting should be sought. In addition, he must be an initiator/developer, a good communicator, and able to relate well to all kinds of people.
4. The pastor must consent to living within the financial provision of his allowance without pursuing additional employment. Any exceptions must be approved by the district office on an individual basis.
5. The pastor will agree to a minimum of a three-year ministry. However, if in the thinking of the pastor, congregation and the district office it is deemed wise to terminate the relationship earlier, this time could be shortened due to unusual circumstances.
6. It is understood that the church will send their pastor to District Conference, and as funds are available he will be sent to the General Council of The Christian and Missionary Alliance.
7. District church planters are encouraged annually to attend Beulah Beach Bible and Missionary Conference or Family Camp, including one Sunday. This is not to be considered vacation time for the pastor.
8. A 'Church Planting Advance' will be held annually for training regarding matters related to church planting and church growth. Expenses for this conference will be the responsibility of the district. Travel expenses will be the responsibility of the church planter.
9. It is understood that each church planter may have at least

two weeks (two Sundays) annually for vacation, exclusive of District Conference, Annual Council or Beulah Beach Camp or Conference. (See district vacation schedule, p.24)

10. Moving expenses for the new pastor will be cared for by the local group.
11. It is expected that the church planter will give constant attention to the pastoral work. If an absence from his ministry exceeds 24 hours, he should advise the church secretary (or a member of the Advisory Council) how and where they can reach him.
12. The church planter will submit a monthly report to the District Director of Church Planting by the tenth of the following month.

B. Church Planting Finances

1. The district provides financial support, realizing that the new church needs to assume full responsibility as quickly as possible.
2. District Conference will approve the pastoral subsidies for the church plants receiving subsidy.
3. The goal is to assist the churches financially for the first two years, at the end of which these churches should be self-supporting.
4. The typical subsidy program covers the first two years. However, it is not automatic. DEXCOM will review the subsidy annually. If a church can assume greater financial responsibility earlier, assistance will end earlier, thus releasing district funds for use in other church planting opportunities.
5. The subsidy schedule will be as follows:
 - a. FIRST YEAR: There will be a 10% reduction each quarter by the district to be assumed by the church. In so doing, by the end of the year the district will be paying 60% weekly and the church 40% weekly.
 - b. SECOND YEAR: There will be a 12% reduction each quarter by the district to be assumed by the church. In so doing, by the end of the year the district will be paying 12% weekly and the church 88% weekly.
6. The district will provide the pastor's salary to the church on a reducing subsidy schedule. These checks will be sent to

the church treasurer and received by the 1st and 15th of each month.

7. The district provides hospitalization and medical coverage throughout the two years of subsidy.
8. As good growth prevails, with accompanying financial stability, the foregoing schedule will be accelerated.
9. A copy of the subsidy schedule will be in the hands of the district office, the church treasurer, and the pastor.
10. Each church will cover expenses for Missions Conference each year.

C. Accredited Church

1. When a minimum of 20 adults has completed the C&MA membership class and desire to become charter members of the new church, and when the District Superintendent, the Director of Church Planting, and the pastor of the church feel it is appropriate, an organizational meeting will be scheduled to receive charter members and adopt the constitution of the C&MA plus the reversionary clause into all documents.
2. The District Superintendent will chair this meeting.
3. A full agenda for this meeting can be obtained from the district office. (see sample agenda, p. 27-28)
4. When these requirements have been fulfilled, the church status will change from a 'Developing Church' to an 'Accredited Church.' The Advisory Committee will be dissolved and the congregation will proceed to elect officers and Governing Board members.
5. The local church will proceed with the process of incorporation (see sample application, p. 29-34)

D. Bylaws

1. After becoming accredited, the church will need to develop and adopt local bylaws not in conflict with the constitution of The Christian and Missionary Alliance. Each church's bylaws will be expressive of their unique situation and their particular philosophy of ministry.
2. Once the church bylaws have been drafted, a copy should be submitted to the district office for review and approval.
3. After they have been approved by the district office and by the local congregation, a copy is to be sent to the district

office for inclusion in the church's legal file.

E. Full-Status Church

1. When the church has been in existence a minimum of three years and has become accredited, it may apply for full-church status.
2. An application must be filled out and submitted to the Church Planting Committee.
3. The Church Planting Committee will then make a recommendation to the DEXCOM regarding full-status of this church.
4. Typically the church must be over 50 in average attendance, self-supporting, and have their first unit of building before full-church status will be granted. However, there are exceptions to this policy that will be made by the DEXCOM in certain circumstances.

F. Church Planting Sunday

1. Each district church is expected to host a 'Church Planting Sunday' once every three years, emphasizing the ministry of church planting in the district.
2. The district office will coordinate this program and initiate the contact with each church.
3. Each church planter is expected to give two Sundays per year to this ministry, preaching in an assigned church, to represent the work of church planting.

VII. Church Planting Committee

- A. The purpose of the Church Planting Committee is to provide counsel and direction for the Central District enabling it to experience significant quantitative as well as qualitative growth.
- B. Its function is to meet regularly with the Director of Church Planting for prayer, evaluation, and planning.
- C. Responsibilities
 1. Review all matters relating to oversight of District church planting

- a. Review monthly reports for all church plants.
- b. Review possibilities for new church starts.
- c. Review plans for purchase of land/building.
- 2. Give counsel regarding such things as:
 - a. Church Planting Banquet at District Prayer Conference.
 - b. Church Planting Advance.
 - c. Church Planting Sunday.
 - d. Church Planting Budget.
 - e. 'Church Planting UPDATE'.
 - f. 'Prayer Partners' newsletter.
 - g. Recommend 'policy' for church planting matters to DEXCOM.
- 3. Assist in establishing goals, plans and strategies for church planting (new church starts).
- D. Selection of committee
 - 1. The DEXCOM appoints four to five members annually to serve on this committee.
 - 2. Besides the Director of Church Planting, who is the chairman, the District Superintendent serves on this committee.

VIII. Church Redevelopment Program

- A. When and how redevelopment is initiated:

When a church has experienced significant decline in attendance (below 50), and finances and the future of the ministry is uncertain, the church (at their initiation) may request to be considered for redevelopment status.
- B. The purpose of redevelopment is:
 - 1. To provide close oversight and direction from the district office.
 - 2. To give financial aid where it is deemed necessary in order to foster church growth and development.
 - 3. To give consultation to assist the church in its future ministry.
 - 4. To suggest programs, seminars and clinics that would be helpful to the growth of the church.

- C. "Redevelopment" status typically involves the following:
 - 1. Pastoral change.
 - 2. Financial subsidy (as needed).
 - 3. An Advisory Committee replaces the Governing Board.
 - a. The Director of Church Development will select members in consultation with the church.
 - b. This committee will function for one year.
 - c. After one year, or when the Advisory Committee and the Director of Church Development feel that the church has progressed to the point of returning to its previous status as a regular district church, a request will be made for such through the Director of Church Development to the DEXCOM.
 - 4. The church must submit monthly church reports to the Director of Church Development noting finance, attendance, and progress being made.

IX. Alliance Church Consultation Program

- A. It is an evaluation and process for assisting plateaued and declining churches to find new direction and growth.
- B. It is begun at the invitation of the church and administered through the district office.
- C. It includes three on sight visits to the church during a twelve-week period.
 - 1. The first for **REFLECTION**
 - 2. The second for **DIAGNOSIS**
 - 3. The third for **PRESCRIPTION**

D. The cost of the consultation program.

Average Church Attendance	Cost per Church
1-50	\$100
51-100	\$200
101-150	\$300
151-200	\$400
200+	\$500

1. Fee schedule adopted by DEXCOM.
2. The fee is paid to the district office.
3. If the church follows through with the consultation program and submits a master plan to the district office within one year of the third visit by the consultant, the district will refund the fee to the church.

X. District Finances

A. Check Writing

1. Authorization will be given to the District Superintendent, the Director of Church Development, the Director of Church Planting, the District Treasurer, and the District Secretary to sign checks.
2. No one will sign a check that is payable to himself.

B. District Support

1. The primary support of the district ministries will be through the District Advance Budget.
 - a. Each church, by conference action (2000), is expected to contribute annually to the District Operating Budget (District Advance) an amount equivalent to: 4.5% in 2001, 5.0% in 2002, 5.5% in 2003 and 6.0% in 2004 of the church's previous year's operating income, excluding building fund and Great Commission Fund

giving. "Building Fund" is defined as the money given in advance of a building project or designated for a special drive for building debt reduction. It does not include money spent for paying the church mortgage monthly.

- b. A report will be sent to each church twice a year with the status of their District Advance giving.

C. District Car Allowance

1. The district will automatically adjust to the maximum mileage rate allowed by IRS for reimbursement of all district travel.
2. Reports and vouchers will be required for all reimbursement.

D. District Reserves Policy

1. The Central District maintains a fiscally conservative position and desires to maintain reserves as follows.

We will seek to have funds:

- a. to cover 3-6 months of general operations
- b. to cover capital improvements (5-10% of the annual operating budget)
- c. to assist churches in trouble (25-50% of the annual operating budget)
- d. to plant churches and help in redevelopment projects beyond what is included in the budget (\$20,000 - \$40,000)

E. District Grants (non-budgeted)

1. It is the policy of the district to give a grant to a church plant when it purchases land or constructs the first unit of their building.
2. DEXCOM will determine the amount of the grant.
3. Special grants or loans may be made to assist churches in unique situations of need.

F. Solicitation of Funds

1. The solicitation of funds from district pastors or churches for any purpose will be allowed only when the DEXCOM approves of the solicitation in the district.
2. The Board of Managers may approve solicitation of The Christian and Missionary Alliance. (Council 1959)

G. Secretarial Staff

1. Salaries will be set by the DEXCOM and approved in the annual budget by Conference.
2. The office secretary is allowed 5 sick days and 2 personal business days per year.
3. Official paid holidays will be the same as those set by the National Office.
4. Vacations will be on the following schedule:
 - a. 0 - 5 years = 2 weeks
 - b. 6 - 14 years = 3 weeks
 - c. 15 - 24 = 4 weeks
 - d. 25 and up = 5 weeks
5. A performance and salary review will be scheduled annually.

XI. Great Commission Fund - The Central District has a goal for each district church to contribute 15% of their local operating budget to the Great Commission Fund.

XII. District Communication

- A. District Newsletter - "Reflections"
 2. A district newsletter called 'Reflections' is produced and sent to all official workers every other month (6 times each year).
 4. The District Superintendent or his appointee shall serve as editor.
- D. Church Planting Communication - 'Prayer Partners'
 1. This publication is sent to all official workers and those who have signed up as prayer partners in the church planting and redevelopment ministries of the district.
 2. The editor of this publication is the Director of Church Planting.
- E. 'Church Planting UPDATE' - bulletin insert (every other month)
- F. District Prayer Directory - is published annually.

XIII. Land/Property

- A. Purchasing land or property.
 1. A district church may acquire, own, dispose of, improve,

encumber, and convey property, real and personal only after presenting the plans to the DEXCOM for approval.

2. Both the construction plans, including: 1) total square footage, 2) a floor plan of the proposed building, and 3) a line drawing of the building, and the financial proposal including 1) the proposed cost of the project, and 2) the financing arrangements (amount to be mortgaged at designated percent, cash raised, etc.) must be presented to DEXCOM, following congregational approval.

B. Remodeling

1. Remodeling which requires financial encumbering must be approved by the DEXCOM.
2. Remodeling existing structures but without incurring debt does not require DEXCOM approval.

XIV. Church Finance Program

- A. Purpose - to assist churches entering a building program or in debt liquidation. It is an organized, consultant-directed program that takes place during a twelve-week period, designed to receive pledges to be given over a three-year period.
- B. It is begun at the invitation of the church and is administered through the district office.
- C. Procedure
 1. Local pastor or church contact the District Office.
 2. The details regarding the costs of the program can be received from the District Office.

XV. District Missions Committee

- A. Purpose:
 - 1. To raise the level of missions awareness and commitment.
 - 2. To encourage involvement in worldwide evangelism.
- B. The committee is appointed by the DEXCOM at their first meeting following District Conference as indicated by district bylaws.
- C. Composition of the committee:
 - 1. Five to seven members.
 - 2. Included in the membership:
 - A. Alliance Women's President.
 - B. Alliance Men's President.
- D. Term of service is one year.

XVI. District Christian Education Ministry

- A. The Director of Christian Education
 - 1. Appointed by the DEXCOM for a three-year term.
 - 2. Gives leadership to the overall District Christian Education ministry.
 - 3. Directs the Christian Education Consultation Program.
- B. Christian Education Committee
 - 1. Composed of eight members
 - a. Three elected for one-year term by District Conference.
 - b. Three coordinators (children, youth, and adults) appointed bi-annually for a two-year term by DEXCOM.
 - C. The Christian Education Director
 - D. One DEXCOM member appointed by and representative of that committee.
- 2. The District Christian Education Committee is responsible to give direction for all Christian Education ministries.

XVII. Insurance

- A. When Bible studies or worship services are started in rented facilities and the public is invited to attend, there should be liability insurance that would also include medical payments of at least \$400- \$500 per person.
- B. When a church purchases its own building, liability insurance should be included in the total insurance package.

XVIII. Tax Exempt Status of District Churches

- A. Until the church is organized and incorporated it operates under the tax exempt status of the district.
- B. Following the organization as a fully accredited church and incorporation these steps must be followed to be included in the Group Exemption (tax umbrella) of The Christian and Missionary Alliance.
 - 1. Obtain a federal identification number.
 - a. This is done by filing Form SS-4 with the Internal Revenue Service.
 - b. This form can be obtained from the nearest IRS office.
 - 2. Following the district notification to the National Office of the establishment of a new accredited church:
 - a. The church will be added to the roster of churches.
 - b. Trust Services will send a letter to each church inviting them to become a part of the group exemption.
 - 3. When the church completes the C&MA form containing the four questions, [1) Your corporate name, 2) Your Federal Identification number, 3) Is the church incorporated? 4) Has the church been organized and has it adopted the Alliance Constitution for churches?] and returns it to the National Office, that church will then be included in the next annual group exemption report to the Internal Revenue Service. A letter will then be sent to the church advising them that they have been included. This report is filed by October 1 each year.
 - 4. The following January or February the National Office will

send the church four copies of the Internal Revenue Service group exemption letter for its official records.

XIX. District Superintendent Search Committee

- A. In the event of the resignation or completion of tenure of the serving District Superintendent, a Search Committee shall be appointed by DEXCOM.
- B. This committee shall be appointed following the District Conference which precedes the District Conference when the election of a District Superintendent will take place. In the event of an emergency, the DEXCOM shall adjust the time frame as needed.
- C. The Search Committee shall be composed of the following:
 - 1. Chairman
 - 2. Six additional members
- D. The responsibility of the Search Committee shall be:
 - 1. To receive resumes of potential candidates.
 - 2. To review resumes to determine qualified persons.
 - 3. To interview those men considered to be prime candidates.
 - 4. To present a recommendation to the Nominating Committee of District Conference along with the biographical material and other information deemed appropriate.
- E. All expenses incurred by the Search Committee, including travel for the committee members, as well as interviewing and travel costs for potential candidates, shall be borne by the district.

XX. Severance Pay for Official Workers

- A. Definition of severance: additional pay and benefits given to employees that are leaving a business
- B. ‘Forced Termination’ (including those who are suspended from ministry under church discipline): The local church shall provide

salary, housing and insurance benefits for a minimum of three months. The local church in consultation with the district superintendent may consider additional support.

- C. ‘Unforced Termination’: The local church shall provide compensation for unused vacation and shall provide one week of salary, housing and insurance benefits for each year of service to that church. The local church may consider additional support beyond this.
- D. If a pastor senses difficulties which seem to threaten his ministry or the church’s solidarity and future, he should contact the district superintendent immediately. If the church’s lay leaders sense difficulties in the pastoral ministries that threaten the pastor’s survival or the church’s solidarity and future, they should contact the district superintendent immediately.

XXI. Sabbatical Guidelines

- A. Definition of a sabbatical: a sabbatical is a time set aside from normal ministry to provide an opportunity for spiritual refreshment, personal growth, professional development, and/or project design.
- B. Purpose of a sabbatical: to provide any full-time official worker serving in the local church or in the district office the privilege to nurture spiritual life, pursue professional development, and reflect on big-picture initiatives. In planning a program for a sabbatical the development of the individual, the growth of the church and the district, and the needs of the congregation and district constituency should be always considered.
- C. Eligibility: any official worker who has served for at least five continuous years in the same ministry setting may be eligible for a sabbatical of up to three months away from the church or district, to be involved in a program established in cooperation with the elders and/or governing board of the local church or in the case of a district worker, the District Executive Committee.

- D. Cost: in order to establish a budget for a sabbatical, the church or district will entertain a request and approve these plans during the organization's budget planning process which covers the year in which the sabbatical will be taken. Funds will be budgeted for professional and spiritual pursuits which may involve some international travel. No sabbatical will cost the church more than \$3,000 per person. The costs for the sabbatical will cover only the employee's expenses.
- E. Accountability: in order to receive approval for a sabbatical, the official worker will meet with the elders and/or governing board or in the case of a district worker, the District Executive Committee, to establish the goals and guidelines for the upcoming sabbatical. A sabbatical is never considered a vacation. The sabbatical policy will not affect the vacation entitlement of the individual. Within one month after returning from a sabbatical, the worker must submit a report outlining the achievements of the sabbatical. One who has been granted a sabbatical will be expected to serve in their current position for at least one additional year or be required to reimburse sabbatical expenses to the church or the district.
- F. Coverage: prior to taking a sabbatical, the individual will work with the elders and/or governing board or District Executive Committee to establish a process which will assure that all necessary work will be covered by others in the church or district.
- G. Remuneration: employees on sabbatical will continue to receive their salaries and benefits.

XXII. Miscellaneous District Items

- A. Christmas Banquet
 - 1. The Central District holds an annual Christmas banquet for all official workers of the district.
 - a. In addition, retired pastors and wives, wives of deceased pastors, missionaries on furlough and retired missionaries living in the district are included.
 - b. Alliance Women's President, Alliance Men's President

- and all lay members of the DEXCOM and their spouses are included.
- 2. It is held the first Friday of December at a location to be announced.
- 3. DEXCOM will appoint a 'Christmas Banquet Committee' to determine location, cost, and plans for the banquet program.

B. Christmas Bonuses

- 1. The office staff (District Superintendent, Director of Church Development, Director of Church Planting and office secretaries) receives an annual Christmas bonus.
- 2. DEXCOM will determine the amount annually.

C. Council Expenses

- 1. Full Council expenses for the Director of Church Development and Director of Church Planting will be provided.
- 2. Council expenses for the wife of the District Superintendent, the wife of the Director of Church Development and the wife of the Director of Church Planting will be provided.

D. District Ministerial Areas

- 1. The district is divided into ministerial areas for the sake of promoting prayer, fellowship, and support.
- 2. The District Office will initiate these areas.
- 3. This listing is found in the District Prayer Directory.
- 4. We encourage regular meetings throughout the district with dates, locations, and programs determined by the pastors in each area.
- 5. The district superintendent will appoint a presbyter for each area.

E. Pastors and Wives' Retreat

- 1. A retreat is scheduled annually at the end of February for all official workers of the district.
- 2. The purpose is fellowship, renewal, and training.
- 3. Churches are strongly encouraged to send their pastor(s) and wives as funds permit.

F.

- Vacation schedule for pastors:
 (District Conference action 1997)
1. 0 - 5 years = 2 weeks
 2. 6 - 14 years = 3 weeks
 3. 15 - 24 years = 4 weeks
 4. 25 years and up = 5 weeks
- (Minimum and cumulative)

G. IDAK Assessment

1. A program to assist workers to find where their natural God given gifts are and thus to aid in a career match.
2. Used primarily in search of church planters.
3. Available through the District Office.

H. License to Solemnize Marriages

1. In Ohio
 - A. Obtained through the Secretary of State
 30 E. Broad Street
 Columbus, Ohio 43215
 Phone - (614) 466-4980
 - B. Fee = \$10
 - C. Sample application included. (p. 35-36)
2. In West Virginia
 - a. Obtained through any Courthouse and the County Clerk.
 - b. Any duly licensed or ordained minister needs only present evidence of his credentials to the County Clerk, pay a nominal filing fee, and he will be certified to “celebrate the rites of marriage” in any county of the state and for as long as he continues to be licensed as a minister, even if later residing out of state.

AGENDA FOR ORGANIZING AN ACCREDITED ALLIANCE CHURCH
 (Suggested Resolutions)

1. Appointment of a Secretary Pro Tem.
 Suggested resolution: BE IT RESOLVED that _____ be elected Secretary Pro Tem for this meeting.
2. Resolution to organize as an accredited Christian and Missionary Alliance church.
 Suggested resolution: BE IT RESOLVED that we, the following named persons, _____, _____, _____, _____, _____, _____ having affixed our signatures to Application for Active Membership Cards for membership in The Christian and Missionary Alliance, a religious denomination incorporated as a not-for-profit corporation under the laws of the State of Colorado and of which Denomination District, incorporated under the laws of the state of _____, is an integral part, do now organize ourselves as an accredited local church of said Christian and Missionary Alliance.
3. Resolution adopting an official name.
 Suggested resolution: BE IT RESOLVED that this organization be know as _____ The Christian and Missionary Alliance, _____ (city and state).
4. Resolution adopting charter membership list.
 Suggested resolution: BE IT RESOLVED that the persons named in Resolution #2 above shall constitute the charter Membership of The _____ Christian and Missionary Alliance, _____ (city and state).
5. Resolution determining closing date for charter membership.
 Suggested resolution: BE IT RESOLVED that all persons completing the Application for Active Membership Cards for membership in The Christian and Missionary Alliance on or before _____ (date) shall be included on the charter Membership list of the church.
6. Resolution for the adoption of The Christian and Missionary Alliance Constitutions.
 Suggested resolution: BE IT RESOLVED that we adopt verbatim the constitution for churches, the Sunday School Constitution(s), the Alliance Youth Fellowship constitution(s), Alliance Women’s local Constitution and the Alliance Men’s local Constitution, as approved by the General Council or the Board of Managers of The Christian and Missionary Alliance.

7. Resolution determining the date of the annual congregational meeting.
Suggested resolution: BE IT RESOLVED that the annual meeting of the _____ (name of organization) shall be held _____ (date decided upon, which should take the following form, e.g.: "The first Tuesday after a Monday in the month of December.")

8. Resolution authorizing the chairman to appoint temporary officers and acting committees until the annual business meeting, or a special congregational meeting is held.

Suggested resolution: BE IT RESOLVED that the chairman of the meeting be and is hereby authorized to appoint temporary officers and a temporary Governing Board. The said appointees shall serve until the congregation shall elect such officers and committee members at a congregational meeting.

9. Resolution to authorize the inserting of the usual reversionary clause in all property deeds and church charter (Articles of Incorporation/Articles of Association).

Suggested resolution: BE IT RESOLVED that the church Governing Board be authorized to take any and all legal steps which are necessary for the insertion in all church property deeds and in the church Charter (Articles of Incorporation/Articles of Association) the following reversion clause of The Christian and Missionary Alliance:

Accredited Churches: This church is connected with and subordinate to its parent religious organization, The Christian and Missionary Alliance, a Colorado non-profit corporation. In consideration of the mutual benefits generated and derived from this relationship, and understanding that The Christian and Missionary Alliance is relying hereon in agreeing to initiate or continue such relationship, this church agrees as follows:

a. Reversionary Events. Any of the following shall constitute a "reversionary event": (1) the termination of this church's existence for any reason, (2) the failure for any reason of this church to be subject to or abide by any of the purposes, usages, doctrines, or teachings of The Christian and Missionary Alliance, (3) the decision or action of this church to disaffiliate or otherwise separate itself from The Christian and Missionary Alliance without the prior written approval of such decision or action by the District Executive Committee (or its equivalent) of the district in which this church is located, or (4) the failure for any reason of this church to qualify as an "accredited church" of The Christian and Missionary Alliance (as such term is defined in the Bylaws of The Christian and Missionary Alliance).

b. Determination of Reversionary Event. The determination of whether a reversionary event has occurred shall be considered and decided by the District Executive Committee (or its equivalent) of the district of The Christian and Missionary Alliance in which this church is located in accordance with procedures established from time to time by the Board of Managers of The Christian and Missionary Alliance. The decision of such District Executive Committee (or its equivalent) shall be final and binding on The Christian and Missionary Alliance,

the district of The Christian and Missionary Alliance in which this church is located, and this church, and may not be challenged by any party in the absence of fraud, collusion, or arbitrariness.

c. Consequences of Reversionary Event. Upon the occurrence of a reversionary event as determined in accordance with b. above, legal title to all real and personal property (tangible and intangible), appurtenances, fixtures, and effects of whatever type then owned, held, or used by this church, without regard to how or from whom acquired, shall, upon the demand of the district of The Christian and Missionary Alliance in which this church is located, revert to and become the property of such district of The Christian and Missionary Alliance. During the period of time between the occurrence of the reversionary event and the complete and final transfer of legal title to the district of The Christian and Missionary Alliance in which this church is located, this church shall hold such property in trust for such district to be used exclusively to further the purposes, usages, doctrines, and teachings of The Christian and Missionary Alliance.

d. Waiver of Certain Reversionary Events. In the event of a reversionary event attributable to differences in doctrine between this church and The Christian and Missionary Alliance, the reversionary process set forth above may be waived upon the approval of (1) at least two-thirds of the active, attending members of this church, (2) the District Executive Committee (or its equivalent) of the district of The Christian and Missionary Alliance in which this church is located, and (3) the Division of Church Ministries of The Christian and Missionary Alliance.

10. Resolution to authorize the incorporation (or association) of the church according to the laws of the state.

Suggested resolution: BE IT RESOLVED that the church Governing Board be authorized to file Articles of Incorporation (or Association) with the Secretary of State of the State of _____.

11. Resolution authorizing filing of copies of all official documents and minutes related thereto in the District Office.

Suggested resolution: BE IT RESOLVED that true copies of all official documents such as deeds, charter, mortgages and all official minutes related to these items, as well as minutes of this current organizational meeting, be prepared and sent to the district office for filing.

12. Adjournment.

INCORPORATING YOUR NONPROFIT ORGANIZATION IN OHIO
~ GUIDELINES AND CHECKLIST ~

1. Select a NAME for your corporation.
 - (a) The NAME you choose for your corporation MUST BE AVAILABLE FOR REGISTRATION. (See Ohio Revised Code Section 1702.05)
 - (I) To be considered available for registration, your proposed name must be “distinguishable upon the records” of the Secretary of State from previously filed corporation names and previously filed trade names. A name is not considered distinguishable from another name if it only differs from another name in one or more of the following manners:
 1. The use of the word “corporation,” “company,” “incorporated,” “limited,” or any abbreviation of any one of those words;
 2. The use of any articles, conjunction, contraction, abbreviation, or punctuation;
 3. The use of a different tense or number of the same word;
 4. Phonetic Spellings (i.e. Quick v. Kwik);
 5. Use of Prepositions (i.e. Galaxy of Homes V. Galaxy Homes);
 6. Use of the same letter or initial (i.e. A. Cable v. AA Cable);
 7. Use of Possessives (i.e. Doyle Motors v. Doyle’s Motors);
 8. Use of number whether Arabic of Roman Numeral (i.e., JJB Holdings, Inc. v. JJB II Holdings Corporation);
 9. Reverse of words (i.e. Kwik Copy v. Copy Kwik).

(PLEASE NOTE THAT THIS LIST IS NOT ALL-INCLUSIVE)

Availability of a name may be checked by calling 614-466-0590, or to assure that your proposed title will be available for registration, you may, prior to incorporating, file a name reservation form with our office.

PLEASE NOTE THAT INCORPORATION UNDER A PARTICULAR NAME IS NOT AUTHORIZATION FROM THE SECRETARY OF STATE TO USE A PARTICULAR NAME; INCORPORATION UNDER A PARTICULAR NAME MEANS THAT THE NAME IS AVAILABLE FOR REGISTRATION PURSUANT TO THE NAME AVAILABILITY STANDARD LISTED ABOVE.

2. The articles of incorporation must indicate the city, village or township AND county in which the corporation is to be located. (See Ohio Revised Code Section 1702.04)
3. The articles must set forth the SPECIFIC purpose(s) for which the corporation is formed. (See Ohio Revised Code Section 1701.04) A general purpose clause is not sufficient for a nonprofit corporation.
 - (a) If your corporation is applying for tax exempt status with the Internal Revenue Service, the language required by the IRS for exempt status should be included in your purpose clause.

Please note that the standard language required by the IRS for tax exempt status will not by itself be sufficient for a purpose clause for articles of incorporation.
 - (b) Tax exempt status is NOT obtained by filing nonprofit articles of incorporation with the Secretary of State’s office. To obtain tax exempt status, you must apply for such status with the IRS. If your nonprofit corporation is applying for tax exempt status, you may wish to obtain Publication Number 557 from the IRS, entitled “Tax Exempt Status for Your Organization.” The Secretary of State’s office does not have or provide any IRS publications.
4. The articles must list the names AND addresses of at least three (3) natural persons who are to be the initial trustees for the corporation. (See Ohio Revised Code Section 1702.04.)
5. The articles must be accompanied by an Original Appointment of Agent. (See Ohio Revised Code Section 1702.04)
6. The address listed for the statutory agent must contain a street and number. Post office box addresses and “building” addresses (i.e., 100 Big Tower) are not acceptable. (See Ohio Revised Code Section 1702.07.)
7. The named statutory agent must acknowledge and accept the appointment of agent. (See Ohio Revised Code Section 1702.07(B), as amended effective October 8, 1992)
8. The filing fee for nonprofit articles of incorporation is \$25.00.
9. All of the incorporators must sign the articles of incorporation, and a majority of the same incorporators must sign the original appointment of statutory agent. (See Ohio Revised Code Sections 1702.04 and 1702.07)



J. KENNETH BLACKWELL
 Secretary of State of Ohio
 30 East Broad Street, 14th Floor
 Columbus, Ohio 43266-0418

Approved _____
Date _____
Fee _____

ARTICLES OF INCORPORATION

(Under Chapter 1702 of the Ohio Revised Code)
 Non-Profit Corporation

The undersigned, desiring to form a corporation, not for profit, under Sections 1702.01 et seq. of the Ohio Revised Code, do hereby state the following:

FIRST. The name of said corporation shall be _____

SECOND. The place in Ohio where its principal office is to be located is _____
 _____ County, Ohio.
 (city, village or township)

THIRD. The purpose(s) for which this corporation is formed is:
 (Please give a brief, but specific, statement of the purpose(s) for which the corporation is being formed.)

FOURTH. The following persons, not less than three, shall serve said corporation as trustees until the first annual meeting or other meeting called to elect trustees.

(Please print or type the names of the trustees. Trustees need not sign.)

_____ (trustee) _____ (street address)

_____ (city) _____ (state) _____ (zip code)

_____ (trustee) _____ (street address)

_____ (city) _____ (state) _____ (zip code)

_____ (trustee) _____ (street address)

_____ (city) _____ (state) _____ (zip code)

NOTE: P.O. Box addresses are not acceptable for cities with populations over 2,000.

IN WITNESS WHEREOF, we have hereunto subscribed our names, this _____ day of _____, 19 _____.

By: _____, Incorporator

By: _____, Incorporator

By: _____, Incorporator

Print or type Incorporators' names below their signatures.

INSTRUCTIONS

1. The fee for filing Articles of Incorporation for a non-profit corporation is \$25.00.
2. Articles will be returned unless accompanied by an Original Appointment of Statutory Agent. Please see Section 1702.06 of the Ohio Revised Code.



J. KENNETH BLACKWELL
 Secretary of State of Ohio
 30 East Broad Street, 14th Floor
 Columbus, Ohio 43266-0418

**ORIGINAL APPOINTMENT OF
 STATUTORY AGENT**

The undersigned, being at least a majority of the incorporators of _____
 _____, hereby appoint
 (name of corporation)
 _____ to be statutory agent upon whom any
 (name of agent)

process, notice or demand required or permitted by statute to be served upon the corporation may be served. The complete address of the agent is:

 (street address)
 _____, Ohio _____
 (city) (zip code)

NOTE: P.O. Box addresses are not acceptable.

 (Incorporator)

 (Incorporator)

 (Incorporator)

ACCEPTANCE OF APPOINTMENT

The undersigned, _____, named herein as the statutory agent for
 _____, hereby acknowledges and accepts the
 (name of corporation)
 appointment of statutory agent for said corporation.

 Statutory Agent

INSTRUCTIONS

- 1) Profit and non-profit articles of incorporation must be accompanied by an original appointment of agent, R.C. 1701.07(B), 1702.06(B).
- 2) The statutory agent for a corporation may be (a) a natural person who is resident of Ohio, or (b) an Ohio corporation or a foreign profit corporation licensed in Ohio which has a business address in this state and is explicitly authorized by its articles of incorporation to act as a statutory agent RC. 1701.07(A), 1702.06(A).
- 3) An original appointment of agent form must be signed by at least a majority of the incorporator; of the corporation. RC. 1701.07(B), 1702.06(B). These signatures must be the same as the signature on the articles of incorporation.

As of October 8, 1992, R.C. 1701.07(B) will be amended to require acknowledgment and acceptance by the appointed statutory agent.



J. Kenneth Blackwell
 Secretary of State
 30 E. Broad St., 14th Floor
 Columbus, Ohio 43266-0418

**APPLICATION FOR MINISTER'S LICENSE
 TO SOLEMNIZE MARRIAGES**

_____, *having*
 (PRINT OR TYPE NAME)
presented credentials showing himself/herself to be a regularly ordained or
licensed minister of the _____
 (DENOMINATION OR NAME OF INDEPENDENT CHURCH)
 _____ *religious society or congregation, hereby requests*
that a license be issued to him/her to solemnize marriages within this State so long
as he/she continues a regular minister in such society or congregation.

_____ DATE	_____ SIGNATURE OF APPLICANT
	_____ STREET ADDRESS
	_____ CITY STATE ZIP
	_____ TELEPHONE

PLEASE INCLUDE A COPY OF YOUR CREDENTIALS AND LICENSE FEE OF \$10.00



J. Kenneth Blackwell
 Secretary of State

OHIO MINISTER LICENSING LAW

SOLEMNIZATION OF MARRIAGE

3101.08 WHO MAY SOLEMNIZE

An ordained or licensed minister of any religious society or congregation within this state licensed to perform marriages, a judge of a county court anywhere in the state, an authorized judge of a municipal court anywhere in the state, a probate judge in their county, the mayor of a municipal corporation in any county in which such municipal corporation wholly or partly lies, the superintendent of the state school for the deaf, or any religious society, in conformity with the rules and regulations of its church, may join together as husband and wife any persons not pro-hibited by law.

3101.09 PROHIBITION

No person, except those legally authorized, shall attempt to solemnize a marriage, and no marriage shall be solemnized without the issuance of a license.

3101.10 LICENSE TO SOLEMNIZE MARRIAGES

A minister upon producing to the secretary of state, credentials of his being a regularly ordained or licensed minister of any religious society or congregation, shall be entitled to receive from the secretary of state a license authorizing him to solemnize marriages in this state so long as he continues as a regular minister in such society or congregation. A minister shall produce for inspection his license to solemnize marriages upon demand of any party to a marriage at which he officiates or proposes to officiate or upon demand of any probate judge.

Section 3 (effective June 4, 1976)

All ministers who are licensed or authorized to solemnize marriages in any county on the effective date of this act are deemed licensed with the secretary of state as provided in sections 111.16, 3101.10, 3101.11, and 3101.12 of the Revised Code as amended by this act.

3101.11 RECORDING WITH THE SECRETARY OF STATE

The secretary of state shall enter the name of a minister licensed to solemnize marriages upon a record kept in the office of the secretary of state.

3101.12 RECORD AND LICENSE AS EVIDENCE OF AUTHORITY

When the name of a minister licensed to solemnize marriages is entered upon the record by the secretary of state, such record and the license issued under section 3101.10 of the Revised Code shall be evidence that such minister is authorized to solemnize marriages in this state.

3101.13 RECORD OF MARRIAGE

A certificate of every marriage solemnized shall be transmitted by the authorized person solemnizing the marriage, within 30 days after the solemnization, to the probate judge of the county where the marriage license was issued. All such certificates filed with the judge, shall be consecutively numbered and recorded in the order in which they are received.

MISCELLANEOUS PROVISIONS

3101.99 PENALTIES

(B) Whoever violates section 3101.09 of the Revised Code shall be fined five hundred dollars and imprisoned not more than six months.

(C) Whoever violates section 3101.13 of the Revised Code shall be fined not more than fifty dollars.

111.6 FEES TO BE COLLECTED

The Secretary of State shall charge and collect, for the benefit of the state, the following fee:

(K) for a minister's license to solemnize marriages, ten dollars.