

# Appendix 2: STANDING RULES



# CENTRAL CANADA DISTRICT STANDING RULES

## SECTION I - PROPERTY TRUSTEESHIP

### (A) DISTRICT TRUSTEES:

The Trustees shall be the members of the District Board of Administration.

### (B) INSURANCE OF CHURCH PROPERTIES:

Every Local Church shall report annually to the District Office their current insurance coverage, showing the name of the Company and/or agent carrying the insurance, the policy number, the kinds and amount of coverage, and the date of renewal.

### (C) PROCEEDS FROM THE SALE OF ANY LOCAL CHURCH PROPERTY:

When property, or proceeds from the sale of property, come under the authority of the District Board of Administration (DBA) through the provisions of Discipline para. 4720 or 4730, or through any other means, such property or proceeds shall be deployed or invested in a manner consistent with the relevant provisions of The Discipline of the Wesleyan Church. When the funds are not reinvested in property, the DBA's priority shall be investments that generate returns for use in applicable ministry long term. These investments may include, and are not limited to, loans to churches. Loans shall be governed by the interest rate described in Standing Rule Section III: 8-9.

### (D) PURCHASING OR RENOVATING PROPERTY:

- 1) Churches making renovation or improvements will require approval of the District Board of Administration ONLY WHEN the total of all borrowed funds shall exceed 20% of annual Income.
- 2) A local church or auxiliary organization spending more than 20% of the Annual Budget on a renovation or improvement project requires DBA approval as follows:
  - a) Local churches shall request a meeting with the District Building Committee in the early stages of planning, so as to review with them pertinent areas of building plans, finances, etc. to obtain their input before plans are finalized.
  - b) At least two weeks prior to their meeting, the Local Church shall provide the District Building Committee with:
    - i) Building plans including concept and plot plans when feasible
    - ii) The total cost of the structure including land, construction, legal and other fees
    - iii) The total cost of furnishings
    - iv) The amount of cash and pledges on hand toward the project
    - v) The amount of capital to be borrowed and assurance same is available

- vi) The monthly cost of and period of amortization including principal and interest, with the interest rate.
  - vii) The total income for the past year and total projected income for the ensuing year. If possible, the total projected operation costs for the first year of occupying the new or remodeled structure.
- 3) The District Building Committee shall visit all Extension Projects and churches with Building Projects, prior to any recommendation to the DBA.
- 4) The local church is advised to borrow no more than three times its annual income. Any loan beyond 20% of a church's annual income requires DBA approval.

**(E) REGISTERED MORTGAGES AND ENCUMBRANCES:**

It shall be the responsibility of each local church to ensure that all mortgages and other registered encumbrances against local church property have been fully paid, and the mortgage and/or encumbrance discharged, and to see that the same is cleared from registration against the title at the local registry office.

## **SECTION II -DISTRICT PROCEDURES**

**(A) DISTRICT DATES:**

**1) DATE CONFERENCE ACTION BECOMES EFFECTIVE**

All District Conference action comes into effect at the adjournment of Conference unless otherwise stated.

**2) DATE OF DISTRICT CONFERENCE**

The Central Canada District Conference shall be held on the final, full weekend of June, being always completed by June 28th. Any alternate date will be made known at least six months prior to conference.

**3) DISTRICT CALENDAR OF EVENTS**

The District Superintendent shall annually present to the District Board of Administration, for their approval, a District Calendar of Events for inclusion in the District Conference booklet. This calendar shall include known activities involving interaction between district organizations and local churches or pastors. It shall be the responsibility of such organizations to ensure necessary information is received at the District Headquarters at least six weeks prior to Conference.

#### **4) DISTRICT YEAR:**

The District Year for all financial and statistical purposes shall begin on May 1st and close on April 30th. Funds received after May 5th may not be included in reporting for that fiscal year. Local Church Annual Reports must be completed by May 25th.

#### **(B) REPORTS TO DISTRICT CONFERENCE:**

Those reporting to District Conference shall submit a written report to the District Office by May 15th of each year. The District will prepare the Conference Booklet to be posted/distributed at least 10 days prior to Conference. Any report not submitted by the due date must be duplicated by the originator and brought to Conference in sufficient quantities for each delegate to receive one.

#### **(C) DISTRICT MINISTRY ROLES:**

- 1) **RECORD CLERK:** The District Superintendent shall be Record Clerk of all official District documents.
- 2) **ASSISTANT DISTRICT SUPERINTENDENT:** The District shall exercise its option to have one or more Assistant District Superintendents who shall be nominated annually by the District Superintendent and appointed by the DBA.
- 3) **NOMINATING COMMITTEE:** The following guidelines shall apply to the work of the District Nominating Committee:
  - a. At least one of the lay representatives nominated for the District Board of Administration shall be a woman.
  - b. All pastors, in consultation with LBAs, are requested to provide names of eligible candidates who are prepared to let their names serve as nominees to district service roles.
  - c. A short biographical outline for all candidates will be provided to all delegates at the Annual District Conference.
- 4) **STANDING RULES REVIEW COMMITTEE:** The DBA shall appoint an ad hoc Committee following the issue of each newly revised Discipline (typically in the year following a General Conference). This committee will review the District Standing Rules for needed revisions.

**(D) DISTRICT ELECTIONS & APPOINTMENTS (Discipline para.1250)**

The Central Canada District Conference shall elect persons to serve in the following district ministry roles:

- Members of the District Board of Administration
- Members of the District Nominating Committee
- District Superintendent
- District Secretary
- Director of the District Missions Board
- Delegates to the General Conference
- Delegates to the National Conference

The District Board of Administration shall elect/appoint persons to serve in the following district ministry roles:

- District Treasurer
- District Spiritual Formation Director
- District Statistics Coordinator
- Director of Church Planting
- Members of the District Board of Ministerial Development
- Members of the District Board of Review & Reserve members of the same
- Members of the District Board of Church Growth & Evangelism
- Members of the District Building Committee
- Members of the District Camp Board(s)
- Members of the District Missions Board
- and additional District Program Directors or Committee Members needed

**(E) TRAVEL ON DISTRICT ASSIGNMENTS:**

Travel on district assignments will be remunerated as follows: The rate of travel for board, committee and other casual district travel assignments and staff shall be \$0.40 per kilometer, plus reimbursement of necessary public transportation, lodging and meals at cost.

If the distance traveled is over 200 km, it can cost less to rent a car than to reimburse mileage. It is strongly recommended that those who travel explore and, when there are cost savings, take advantage of the rental option.

[Note that through The Wesleyan Church, Emerald Club membership is possible with National Car Rentals. This membership is also accepted by Enterprise Car Rentals.]

## **SECTION III -DISTRICT FUNDS**

### **(A) CENTRAL CANADA DISTRICT CHURCH EXTENSION FUND:**

#### **PURPOSE STATEMENT**

The Central Canada District Church Extension and Church Multiplication Funds shall be governed by the District Board of Administration. The purpose of these funds is to provide financial assistance for church extension and multiplication projects in the Central Canada District of the Wesleyan Church.

#### **ADMINISTRATION**

- 1) Applications for financial assistance from the Church Multiplication Fund shall be considered on an individual basis in the following priority:
  - a) Official district church extension projects, which include, but are not limited to, the purchase or construction of a church plant facility.
  - b) District facilities or properties.
  - c) Renovations or extensions to church facilities of an established or developing church. (Discipline para. 510, 518)
- 2) All applications to the fund shall include the following information:
  - a) The reason for the application with supporting detail and documentation.
  - b) A copy of the minutes containing the appropriate governing body resolution approving the said application.
  - c) A document signed by the secretary of the local church stating the total number of ballots cast and the breakdown of “yes” and “no” votes.
- 3) Applications shall be forwarded to the office of the District Superintendent, who shall submit them to the District Building Committee (if borrowed funds exceed 20% of Local Annual Budget) for their consideration, following which they shall make their recommendation to the DBA.
- 4) Before any loan is approved the prospective borrower shall agree to an amortization schedule presented by the District Treasurer containing the following information:
  - a) The principal amount of the loan.
  - b) The established interest rate (see #9).
  - c) The amount of the amortized payment, including principal and interest.
  - d) The frequency of planned payments (i.e.bi-weekly, monthly, quarterly or other).
  - e) The term agreement of the loan (maximum 3 years) and the amortization period.
- 5) Loans shall bear interest at two (2) percentage points above The Bank of Canada prime interest rate.
- 6) Loans advanced for projects under 3b & c shall be subject to repayment upon ninety (90) days written notice. Such notice shall be sent by registered mail to the address of the borrower.

## REQUEST FOR GRANTS

A borrower may apply to the DBA for a grant provided that:

- a. There is a legitimate financial need.
- b. USF payments are not in arrears.
- c. There is clear evidence on the part of the borrower of their ability to make regular payments on any existing loan in accordance with the repayment schedule.

## REPORTING REQUIREMENTS

- 1) The District Treasurer shall report annually to the DBA on the activities and position of the "fund". The said report shall include the following:
  - a. The name of each borrower.
  - b. The principal balance of the loan.
  - c. The rate of interest of each loan.
  - d. The term of each loan.
  - e. The maturity date of each loan.
  - f. The current status of each loan.
  - g. The status of USF payments of each church to whom a loan has been granted.
- 2) The District Treasurer shall make this report available to the District Conference as part of the annual financial report.

### **(B) SPEARMAN/STANDARD MINISTERIAL STUDENT AID FUND:**

[NOTE: This fund is currently under review by the DBA]

## PURPOSE STATEMENT

The Spearman Ministerial Student Aid Fund exists to provide loan/grants for those students pursuing ordained ministry within the Central Canada District of The Wesleyan Church and her mission fields and to Ordained Ministers pursuing further education to hone their skills and enhance their ministry.

The fund consists of donations made in memory of Rev. Dr. J.S.A. Spearman, former Superintendent of The Central Canada District, and money made available through Brockville Bible College, operated by The Standard Church of America until merger with The Wesleyan Church in 2004. Donations are still accepted to increase the principal deposit of the fund.

Loans/Grants are awarded at the September DBA meeting each calendar year from the interest accrued over the previous Conference year.

## QUALIFYING APPLICANTS

- 1) Licensed Ministerial Students, Licensed, Ministers, and Ordained Ministers of The Central Canada District of The Wesleyan Church, who are in their second or subsequent year of full-time ministerial studies at a Wesleyan college/university or approved seminary.

- 2) Licensed Ministers and Ordained Ministers of The Central Canada District of The Wesleyan Church, who are in their second or subsequent year of part-time ministerial studies under the guidance of their superintendent.
- 3) Pastors of the Ghana, Egypt and Mexico Wesleyan/Standard Churches who are pursuing ministerial studies under the guidance of their superintendent.

#### AMOUNTS

- 1) Full-time ministerial studies at a Wesleyan College/University of approved seminary: Up to \$1,000.00 per year to a maximum of \$5,000.00 per student.
- 2) Part-time ministerial studies at a Wesleyan College/University or approved Seminary: Up to \$500 per year to a maximum of \$2,000 per student.
- 3) Those pursuing ministerial studies on the Mission field: Up to \$750.00 per year to a maximum of \$5,000.00 per student.

#### EXPECTATIONS

Applicants will submit their application form to the District Educational Secretary no later than August 15th of each year. Application forms can be downloaded from the Central Canada District website or requested from the Central Canada District Office.

In the initial year of application, applicants will submit the following items:

- a) A one-page testimony of their conversion and call to ministry, and
- b) Two letters of reference with their application. One from their Pastor testifying to their spiritual ministry and ministerial giftedness. The second from a teacher or employer testifying to their personal integrity and moral character.
- c) In subsequent years of application, applicants will submit a brief summary of their progress since their previous application, and proof that they are maintaining a 'C,' or better, average in their studies.
- d) What if Qualifying Applications exceed the funds available?
- e) Effort will be made to make up the shortfall from other funds.
- f) If necessary, priority consideration will be made based on need, industry, spiritual life, and amounts awarded in previous years.

#### LOAN/GRANT REPAYMENTS

- 1) Loans/Grants are forgiven on the basis of one annual loan/grant forgiven per ensuing year of full-time ministerial service within the Central Canada District of The Wesleyan Church or her mission fields. A year of service cannot be credited in the same year as a loan/grant is received.
- 2) Following graduation, should a student not accept, or continue, a full-time ministerial appointment, as described above, the outstanding balance of his/her loan/grant(s) shall



become due and must be repaid within twelve months. The DBA shall have the authority to offer grace/leniency in extenuating circumstances.

- 3) The District Education Secretary shall keep track of all Loan/Grant forgiveness and repayment tracks and report on the same annually to the DBA at the September meeting.

## **SECTION IV - DISTRICT CAMPS**

### **(A) CAMP TREASURERS:**

All District Camp Treasurers, in their annual financial statements, shall include the valuation of all assets and all liabilities of the camps.

### **(B) SILVER LAKE CAMP BOARD:**

The Silver Lake Camp Board shall be composed of an Executive Committee plus up to six Members at Large. The Executive Officers shall be: The District Superintendent (or his representative), the Executive Director, Camp Chairperson, Camp Secretary and Camp Treasurer. Of the six Members at Large, three shall be elected/appointed by the DBA and up to three more may be appointed by the Executive with DBA approval, to broaden the representation of the Board. The term of service for all positions on the Silver Lake Camp Board that are not ex-officio offices, shall be three years. The terms will be staggered so that all members of the Board will not change at the same time. The term of service shall begin on September 1st after the conference in which they are elected until August 31st of the end of their staggered term. Each member on this board shall be a member of a local Wesleyan church and in compliance with the Leadership Commitments of The Wesleyan Church.

## **SECTION V - CHURCHES**

### **(A) ANNUAL MEETINGS AND ELECTIONS:**

(1) Elections and Annual Local Church Conferences shall be held as early as feasible, preferably in April or May, with Officers, Boards and Committees remaining in office until their successors are elected, with books audited for the portion of the fiscal year already past.

(2) Auxiliary Elections: All auxiliaries shall also elect their officers, if feasible, in April or May.

### **(B) NON-PAYMENT OF USF ASSESSMENT:**

Churches failing to pay their USF assessment in full for three consecutive years may be reclassified as a developing church by the DBA or the District Conference (Discipline para 518:7).

**(C) EXPENSES AT DISTRICT CONFERENCE:**

Each church is responsible for the travel, accommodation, and meal expenses of their pastor(s) and delegate(s) to attend the annual District Conference.

**(D) FUNDS ASSISTING OTHER WORKS**

All funds from local churches and auxiliary organizations designated to assist churches and projects within the District and for the General Church, are to be channeled through the District Treasurer for the purpose of reducing the local church's Assessable Income.

**(E) PASTORAL SALARY AND ASSISTANCE**

1) ANNUAL REVIEW OF PASTORAL SUPPORT (Discipline para. 723): The pastor's cash salary and other benefits, including health insurance and employer contributions for the Wesleyan Retirement Plan (WRP) shall be reviewed annually by the Local Board of Administration or by a Salary/Benefit Review Committee appointed by the LBA. This shall be completed prior to the annual session of the Local Church Conference, whether or not a vote is being taken on the securing or retaining of a pastor. Proper health insurance coverage should be provided by the local church for pastor and family except in cases where adequate coverage is provided through other employment of pastor and/or spouse. Full participation in the Wesleyan Retirement Plan by the local church on behalf of all pastors is expected in the plan of support of all pastors. The obligation, responsibility and liability for both health insurance premiums and employer contributions to WRP belongs solely to the local church. The District and General Church have no obligation, responsibility or liability for these matters either expressed or implied.

2) ANNUAL REVIEW OF STAFF SUPPORT (Discipline para 746): The salaries and benefits of the pastoral staff and other employees of the church, including health insurance and employee contributions for the Wesleyan Retirement Plan, shall be reviewed annually by the Local Board of Administration in a manner parallel to that provided for the pastor.

3) TRAVEL ALLOWANCE: Each pastor shall submit a regular expense report of all driving and incidental expense, lodging, meals, etc., incurred on behalf of the local church, to the Local Church Treasurer. The rate of travel shall be no less than \$0.40 per km and no greater than that allowed as per Revenue Canada. If the distance traveled is over 200 km, it can cost less to rent a car than to reimburse mileage. It is strongly recommended that those who travel explore and, when there are cost savings, take advantage of, this option. [Note: Through The Wesleyan Church, Emerald Club membership is possible with National Car Rentals. This membership is also accepted by Enterprise Car Rentals.]

4) CONTINUING EDUCATION:

- a) Each church shall reimburse their senior/lead pastor at least \$300 per year, and their assistant pastor(s) at least \$200 per year for books, periodicals, or tuition reimbursements to deepen understanding of God's word, enrich spiritual life, and sharpen pastoral skills.

- b) Each church is to pay the cost of their pastor's attendance at a minimum of one continuing education event each year, in addition to the District Ministerial Retreat.
- c) If a local church is unable to finance items (a) and (b), they may make application to the District for financial assistance.

5) PENSION: Each church shall contribute an amount equal to 12% of the pastor's annual salary + housing to the pastor's pension as directed by the pastor in keeping with Wesleyan Retirement Plan policy.

6) SABBATICAL LEAVE GUIDELINES: A Sabbatical Leave is a resource for Pastors and their families to experience an extended time away from the routines of normal ministry and daily life. It is intended to be a separate time away from the local church and not part of the pastor's vacation time. Pastors need to replenish and restore what has been depleted by day-to-day giving of oneself and ministry demands. The Sabbatical Leave is intended to provide an avenue of special renewal for the pastor in a different context and at a different pace from pastoral ministry. It is our hope that a deeper relationship with the Lord, a clearer understanding of God's vision for the church and a fresh perspective for his/her ministry should be realized from the Sabbatical Leave.

Recognizing that normal routines often do not provide for reflection and renewal of the vision and mission of the pastor's ministry, the church may provide a sabbatical leave for the pastoral staff in keeping with the following guidelines:

- (a) The Senior Pastor or any member of the church's pastoral staff, in consultation with the Local Board of Administration and the District Superintendent, may be granted a sabbatical leave as follows:
  - i. Up to a three-month sabbatical leave after six years of continuous service with the present local church.
  - ii. Up to a further three-month sabbatical leave after four more years of continuous service with the same local church.
- (b) In the case of a multi-staff (pastor) situation, only one pastor may be on sabbatical leave at the same time except where the spouse is a member of the pastoral staff.
- (c) The Pastor's proposal and plan for the Sabbatical leave shall be drawn up by the pastor with the input and approval of the District Superintendent and LBA prior to a sabbatical leave being granted.
- (d) On return from the sabbatical leave, the pastor shall report in writing to the LBA, describing to what extent his/her planned activity was met, the immediate personal and professional benefits that he/she obtained and the anticipated impact on his/her ministry in the coming two years. A copy of this report should also be given to the DS by the pastor in order to assist the DBA/DBMD in assessing the ongoing merits of sabbatical leaves.

(e) Vacation time cannot be reduced because of the sabbatical leave, nor can it be used to extend the sabbatical leave.

(f) The timing of the sabbatical leave shall take into consideration the needs of the congregation, the scheduling needs of the Pastor, the reliability of the stated objectives, the probable relevance of the Pastor's future ministry and needs of his/her church.

(g) There must be no hiring of permanent pastoral staff or major shift of ministry focus during a Senior Pastor's sabbatical leave.

(h) The LBA, in consultation with the Senior Pastor and the DS, shall arrange for an Interim Pastor or Pastoral staff member to assume the responsibilities of the Senior Pastor while he/she is on sabbatical leave.

(i) The financial support of the Pastor during the Sabbatical leave will include full salary and benefits. Where financial hardship exists in smaller congregations, a reduced period of Sabbatical leave or a prorated mutually agreed to financial package (approved by Pastor, LBA and DS) may have to be considered. At least four months of advance notice for a planned Sabbatical leave must be given to allow the LBA ample time to prepare a financial plan and present it to the DS for his/her approval.

(j) In the case of a crisis situation in the life of a pastor, some of these guidelines may be waived or altered at the discretion of the D.S. in agreement with the LBA.

[Note: The above guidelines also apply to the District Superintendent with the involvement the General Superintendent and the DBA.]

7) MOVING EXPENSES: The churches calling pastors are to pay their moving expenses.

8) PASTORAL FINANCIAL ASSISTANCE:

All financial assistance from the District for a pastor's salary will be paid monthly to the Local Church Treasurer who shall, in addition to the salary designated by the Local Church Conference, remit same to the pastor. This assistance shall be reported by the Local Church Treasurer to Revenue Canada on a T-4, as salary and insurable for Canada Pension and Employment Insurance purposes. This assistance shall NOT be shown as income on the Local Church Statistical Report of the District Conference.

All aid to churches or pastors will be contingent upon the following:

1. Receipt of all statistical reports: monthly, quarterly, annually or such others as may be necessary to keep the District Informed.
2. Full payment of United Stewardship Fund (General, Education, District) unless assigned relief by the DBA or the District Conference.

3. When aid is granted:
  - a. It will begin with the start of the new fiscal year, May 1st, unless otherwise designated; and subject to review every six months, and subject to adjustment if current information makes it advisable.
  - b. Pastoral salary aid will take into consideration the financial ability of the Local Church and its efforts to upgrade the pastoral salary level.
  - c. The amount assigned is maximum and includes designated funds for that purpose from other churches, donors, sponsors, etc., all channeled through the District Treasurer.
  - d. No church will receive district assistance for more than five consecutive years. Assistance will be reduced 20% per year. Exceptions to these guidelines may be reviewed and approved by the District Board of Administration.
  - e. Any church with a total income of less than \$40,000 per year or in receipt of district assistance may be reassessed in its organizational status by the District Board of Administration. This might be particularly useful in those cases where District appointment of a pastor or other supervision might enable the District to give help with leadership, supplemental finances, and other positive direction.

#### 9) PASTORAL HOUSING:

- a) Each church shall supply all full-time pastoral staff with suitable housing, heat, utilities and telephone (personal long-distance calls excepted). In lieu of these, on mutual agreement between the church and pastor, a housing allowance may be paid.
- b) All residences owned by local churches shall be supplied with a stove (electric or gas), refrigerator, washer and dryer. If these are presently owned by the pastor, they may be sold to the local church if mutually agreeable. These appliances shall, in any event, be in place by the arrival of the next pastor. (It is recommended that living rooms and dining rooms be furnished with window coverings of a neutral shade, suitable for most furnishings.)
- c) The local church Board of Trustees shall inspect church-owned residences, at least annually, preferably semi-annually, in company and in consultation with the pastor. A report, with recommendations as to changes, renovations, redecorating, repairs, etc., shall then be made to the Local Board of Administration.

#### 10) PASTORAL VACATIONS:

- a) Pastors of churches, persons in District Administration or other District services, serving full-time, shall be granted minimum annual vacations, which are not accumulative, based on service within the Wesleyan Church (or equivalency service) as follows:
  - 0-6 months: up to 1 week (on a prorated basis)
  - 6 months to 1 year: up to 2 weeks (on a prorated basis)
  - 1 to 5 years: 2 weeks
  - 6 to 10 years: 3 weeks
  - 11-19 years: 4 weeks
  - 20 & more years 5 weeks

- b) Additional vacation time may be granted as mutually agreed upon by a pastor and a local church. Vacation times do not include District Conference which pastors are expected to attend. Written permission for absence is required if a pastor is unable to attend. Vacation times do not include District Family Camps in which pastors are encouraged to attend and participate.
- c) Outside Speaking Engagements. Each Senior/Lead pastor is to be granted the privilege of accepting a call to minister in special services for two weeks (or two Sundays) elsewhere, providing the time is suitable to the pastor's local church and adequate pulpit supply can be attained.

#### **(F) GUIDELINES FOR CHURCHES & PASTORS**

- 1) PASTORAL VOTE: The pastoral vote shall be taken throughout the District during the month of March. The vote result shall be communicated to the District Superintendent as soon as possible after it is taken, and the decision of the pastor relative to the vote, no later than seven days after official notification of a call by the local church. (See The Discipline, para. 692.6.)
- 2) DISTRICT JOURNALS: District Journals will be available via download from the Resource section of the district website: [www.ccdwesleyan.ca](http://www.ccdwesleyan.ca).
- 3) DISTRICT DIRECTIVES: Pastors and Lay Leaders are reminded to keep local church officers informed of district procedures and their responsibilities.
- 4) DBMD POLICY RECOMMENDATIONS:
  - a) It is recommended that those completing requirements for ordination and going into postgraduate studies be only recommended for ordination providing they are going into full-time studies with the objective of returning to full-time ministry.
  - b) It is recommended that the District Board of Ministerial Development assume an ongoing role in counseling as it relates to its function with pastors, in conjunction with the District Superintendent; and that the DBMD meet either on a regular basis or an on-call basis.
- 5) SALARY CHANGES: All salary and benefit changes enacted by a District Conference shall become effective retroactive to May 1st of the year in which they are made.