

PART IV

Church Government

PREAMBLE

LOCAL GOVERNMENT

DISTRICT GOVERNMENT

GENERAL GOVERNMENT

PREAMBLE TO CHURCH GOVERNMENT

The task of the Church of the Nazarene is to make known to all peoples the transforming grace of God through the forgiveness of sins and heart cleansing in Jesus Christ. Our mission first and foremost is to “make Christlike disciples in the nations,” to incorporate believers into fellowship and membership (congregations), and to equip (teach) for ministry all who respond in faith. The ultimate goal of the “community of faith” is to present everyone fully mature in Christ (Colossians 1:28) at the last day.

It is in the local church that the saving, perfecting, teaching, and commissioning takes place. The local church, the Body of Christ, is the representation of our faith and mission. These churches are grouped administratively into districts and regions.

The bases of unity in the Church of the Nazarene are those beliefs, polity, definitions, and procedures as articulated in the *Manual of the Church of the Nazarene*.

The core of this unity is declared in the Articles of Faith of the *Manual*. We encourage the church in all regions and languages to translate—widely distribute—and teach these beliefs to our constituency. This is the golden strand that is woven into the fabric of all we are and do as Nazarenes.

A visible reflection of this unity is represented by the General Assembly, which is the “supreme doctrine-formulating, law-making, and elective authority of the Church of the Nazarene.”

A second reflection is the international General Board, which represents the entire church.

A third reflection is the Board of General Superintendents, who may interpret the *Manual*, approve cultural adaptations, and ordain to the ministry.

The government of the Church of the Nazarene is representative, and thus avoids the extremes of episcopacy on the one hand and unlimited congregationalism on the other.

In global regions served by the church where cultural and political differences may necessitate, adaptations of local, district, and regional church government procedures contained in Part IV, sections 100, 200, 300, may be made. Requests for all such adaptations shall be submitted in writing to and approved by the Board of General Superintendents. (300)

I. LOCAL GOVERNMENT

A. Local Church Organization, Name, Incorporation, Property, Restrictions, Mergers, Disorganization

100. Organization. Local churches may be organized by the district superintendent, or by the general superintendent having jurisdiction, or by an elder authorized by either of them. Official reports of new churches shall be filed with the General Secretary's office through the respective jurisdictional office. (23, 107, 211.1, 538.15)

100.1. Church-Type Mission. New congregational works that have not yet been organized according to paragraph 100, may be registered by the general secretary as a church-type mission, with the approval of the district superintendent where the new work is located. A member of the clergy serving a church-type mission as pastor or as associate shall be considered an assigned minister with the approval of the district superintendent. A church-type mission may be incorporated according to paragraph 102 and receive and report members. (100.2, 107.2, 138.1, 159, 211.6)

100.2. The Multicongregational Church. Organized local churches may enlarge their ministry by establishing Bible classes in various languages using the facilities of these churches. These Bible classes may develop into church-type missions or organized churches. This may result in more than one congregation existing under one church name, with the approval of the district superintendent. In such multicongregational churches where not all the individual congregations

are organized churches, the District Advisory Board, with the approval of the district superintendent and the general superintendent in jurisdiction, may grant to such congregations the rights and privileges of an organized local church subject to the following conditions:

1. Such congregations may not be incorporated separate from the organized local church.
2. Such congregations shall not hold title to property separate from the organized local church.
3. Such congregations shall not incur indebtedness without the approval of the district superintendent, the church board of the organized local church, and the District Advisory Board.
4. No such congregation may withdraw as a body from the organized local church, or in any way sever its relation thereto, except by the express permission of the district superintendent in consultation with the pastor of the local church. (100-100.1)

101. Name. The name of a newly organized church shall be determined by the local church in consultation with the district superintendent and with the approval of the District Advisory Board. (102.4)

101.1. Change of Name. A local Church of the Nazarene may change its name by this process:

1. The local church board submits the proposed change to the district superintendent who shall obtain the written approval of the District Advisory Board;
2. A majority ballot vote in an annual or special meeting of the church membership;
3. The District Advisory Board reports the change to the district assembly, and the district assembly votes approval of the same. (102.4)

102. Incorporation. In all places where the statutes will permit, the trustees shall have the local church incorporated, and the said trustees and their successors shall be the trustees of the said corporation. Where not inconsistent with civil law, the Articles of Incorporation shall set forth the powers of

the corporation, and provide that the corporation shall be subject to the government of the Church of the Nazarene, as from time to time authorized and declared in its *Manual* by the General Assembly of said church. All the property of this corporation shall be managed and controlled by the trustees subject to the approval of the local church.

102.1. Where property is purchased and developed by the District Advisory Board for a local church or where a new church is formed, it is recommended that the District Advisory Board transfer the title to the local church upon the repayment by the local church of the money invested by the District Advisory Board.

102.2. When a local church is incorporated, all property acquired shall be deeded directly to the church in its corporate name when it is possible to do so. (102.6)

102.3. The pastor and the secretary of the church board shall be the president and secretary of the church, incorporated or not incorporated, and shall execute and sign all conveyances of real estate, mortgages, releases of mortgages, contracts, and other legal documents of the church not otherwise provided for in the *Manual* and subject to the restrictions set forth in paragraphs 104-104.3.

102.4. The Articles of Incorporation of each local church shall include the following provisions:

1. The corporate name shall include the words "Church of the Nazarene."
2. The bylaws of the corporation shall be the *Manual of the Church of the Nazarene*.
3. The Articles of Incorporation shall not contain any provision that might prevent the local church from qualifying for any tax exemption available to churches in the same area.
4. Upon dissolution, the assets of the corporation shall be distributed to the District Advisory Board.

The Articles of Incorporation may contain additional provisions when appropriate under local law. No provision, however, shall be included that can cause the property of the local

church to be diverted from the Church of the Nazarene. (101-101.1, 104.3, 106.1-106.3)

102.5. In multicongregational churches, where more than one organized church shares the same facility, incorporation may take place in partnership where local laws allow.

102.6. In localities where incorporation is not possible, the church name shall include the words "Church of the Nazarene" on all legal documents including, but not limited to the property deed(s) and deed(s) of trust. (102.2)

103. Property. The local church considering the purchase or sale of real estate, the erection of churches or church-related buildings, a major remodeling of either, or leasing real property for any reason, shall submit its proposal to the district superintendent and the District Church Properties Board for their consideration, advice, and approval. No indebtedness, whether involving a mortgage or not, shall be incurred in the purchase of real estate or the erection of buildings or a major remodeling of either, without the written approval of the district superintendent and the District Church Properties Board. The local church shall submit quarterly financial and status reports to this board throughout the construction process. (236-237.5)

103.1. In case agreement cannot be reached between the church board and the district superintendent and the District Church Properties Board, the issue may be submitted to the general superintendent having jurisdiction, for a decision. Either the church or the district superintendent may appeal such decision to the Board of General Superintendents for a final decision. All such appeals, rebuttals of appeals, or arguments pertaining thereto, whether to the general superintendent in jurisdiction or the Board of General Superintendents, shall be in writing. A copy of the appeal, rebuttals of appeals, or arguments pertaining thereto by either the church board or the district superintendent shall be sent to the other party involved. The minute record of a church board appeal shall include the appeal resolution, arguments sustaining it, and the record of the vote taken.

104. Restrictions. The local church may not purchase or lease real estate, nor sell, mortgage, refinance with accrual of additional debt, exchange, or in any other way encumber real property, or otherwise dispose of real estate unless approved by a two-thirds vote of the members present at an annual meeting, or at a special meeting properly called. If a church is refinancing an existing debt, and the refinancing arrangement does not increase the debt of the church and does not further encumber the real estate of the church, approval for the refinancing may be granted by a two-thirds vote of the board, without the need to take a congregational vote on the matter. The church board may approve by two-thirds vote of its members present and voting, the disposition of properties donated for the specific purpose of providing funds for the local church. All items above require the written approval of the district superintendent and the District Church Properties Board. (113.3-113.4, 113.7-113.8, 237.3-237.4)

104.1. The real estate of the local church shall not be mortgaged to meet current expenses.

104.2. A local church which mortgages or sells real estate, or receives insurance claims on real estate, shall use the proceeds only for the purchase or capital improvement of real estate, the planting of a new church, or to reduce other real estate indebtedness. Only with the approval of the district superintendent and the District Advisory Board shall any proceeds be used for other purposes.

104.3. Trustees and/or a local church may not divert property from the use of the Church of the Nazarene. (113-113.1)

104.4. Withdrawal of Churches. No local church may withdraw as a body from the Church of the Nazarene, or in any way sever its relation thereto, except by provision of the General Assembly, and upon agreed conditions and plans. (106.2-106.3)

105. Mergers. Two or more local churches may be merged upon two-thirds favorable vote by ballot of the members present and voting at specially called meetings of the churches involved, provided: the merger shall be recommended by a

majority vote by ballot of all the members of the respective church boards, and the merger shall have been approved in writing by the district superintendent, the District Advisory Board, and the general superintendent in jurisdiction.

The merger shall be finalized in a special meeting of the new congregation for the purpose of electing officers and making pastoral arrangements. The district superintendent, or an elder appointed by the superintendent, shall preside.

The organization thus created shall combine the total membership of the former churches, the membership of all departments of those churches, and may combine part or all of the assets and liabilities of those churches subject to the approval of the district superintendent, the District Advisory Board, and the general superintendent in jurisdiction. The merger will also combine the general, educational, and district apportionments.

Upon notification by the district superintendent, the general secretary of the Church of the Nazarene is authorized to remove the names of the inactive churches from the roll of churches.

106. Declaring Churches Inactive or Disorganized. Churches may be declared inactive for a period of transition by action of the District Advisory Board prior to being officially disorganized, reactivated or reorganized.

106.1. A local church may be disorganized as follows:

1. recommendation from the district superintendent;
2. affirmative response from the general superintendent in jurisdiction; and,
3. a two-thirds vote of the District Advisory Board.

106.2. In case a local church becomes inactive or disorganized, or in the event of withdrawal or attempted withdrawal from the Church of the Nazarene (as certified by the District Advisory Board), any church property that may exist may in no way be diverted to other purposes, but title shall pass to the District Advisory Board acting as agent for said district where such has been incorporated, or other authorized agents, for the use of the Church of the Nazarene at large, as the

district assembly shall direct. Local church trustees holding property for the inactive or disorganized church shall sell or dispose of the same only on the order and under the direction of the District Advisory Board or other appointed agent of the district assembly, with the written approval of the general superintendent in jurisdiction; either conveying said property or delivering the proceeds from the sale thereof as directed by the district assembly or its District Advisory Board. (104.4, 106, 225.23)

106.3. No trustee or trustees of an inactive or disorganized church, or a church that withdraws or attempts to withdraw from the Church of the Nazarene, may divert property from the use of the Church of the Nazarene. (104.4, 141-144, 225.23)

106.4. Only officially disorganized churches may be dropped from the records of the general secretary.

106.5. When a local church has been declared inactive, the signatories on all church monetary and/or security accounts must transfer the proceeds of the same to the District Advisory Board for deposit. Refusal to comply authorizes the District Advisory Board by resolution to close all accounts and assume jurisdiction of all assets where the law allows.

B. Local Church Membership

107. Full Membership. The full membership of the local church shall be composed of all persons who have been organized into a local church by those authorized so to do, and all who have been publicly received by the pastor, the district superintendent, or the general superintendent, after having declared their experience of salvation, and their belief in the doctrines of the Church of the Nazarene, and their willingness to submit to its government. The local church leadership shall seek to place every member into a ministry of service and a circle of care and support. (23, 107.2, 111, 113.1, 516.1, 520, 532.8, 538.8-538.9)

107.1. When persons desire to unite with the church, the pastor shall explain to them the privileges and responsibilities of membership in the church, the Articles of Faith, the

requirements of the Covenant of Christian Character and the Covenant of Christian Conduct, and the purpose and mission of the Church of the Nazarene.

After consulting with the Evangelism and Church Membership Committee, the pastor shall receive qualified candidates into the membership of the church in a public service, using the approved form for the reception of members. (21, 28-33, 110-110.4, 228, 704)

107.2. Members of a Church-Type Mission. Where the organization of a local church has not been effected, a church-type mission shall receive and report church members in the annual statistics according to paragraphs 107 and 107.1.

107.3. Voting and Office-bearing. Only those who are full and active members of the local church, and have reached their 15th birthday, may hold office in the church where local law allows, vote in annual or special church meetings, or represent the church as delegates to the district assembly.

108. Fellowship Membership. Where a district makes provision, a local church may have fellowship members who shall have all the privileges of church members, with the exception of voting and holding church office. (205.24)

108.1. Fellowship members may be received into full membership or dropped at any time, at the discretion of the pastor and Evangelism and Church Membership Committee.

109. Inactive Membership. A local church may designate persons as “inactive members” for the reasons stated in paragraphs 109.1 and 109.2. (112.3, 133)

109.1. A member of a local church who has moved to another community and ceases to be active at his or her church of membership should be urged to attend the Church of the Nazarene there and to request a transfer of membership to that church.

109.2. When a member of a church has been absent from all religious services of the church for six successive months without a reason deemed justifiable by the church board, and attempt has been made to encourage him or her to become active when possible, that person’s membership may be declared

inactive upon recommendation of the Evangelism and Church Membership Committee and action of the church board. The person shall be informed by a redemptive letter from the pastor within seven days of the action of the church board. After such action of the church board, the pastor shall update the membership roll of the local church with "Placed on the Inactive Membership Roll by the church board (date)."

109.3. Inactive members shall be included in the full membership of the local church with active members. Membership shall be reported to the district assembly in separate categories, namely (1) active and (2) inactive members.

109.4. Inactive members shall not be eligible to vote in annual or special church meetings or hold office.

109.5. An inactive member may request in writing that the church board return his or her name to the active membership roll of the church. Such request must include a reaffirmation of the vows of membership and renewed participation in the worship activities of the local church. The church board shall respond to the request within 60 days. Full membership may be restored to such a person by recommendation of the Evangelism and Church Membership Committee and action of the church board.

C. Local Church Evangelism and Church Membership Committee

110. The church board shall provide an Evangelism and Church Membership Committee of not fewer than three persons acting in an advisory capacity to the pastor, who shall be the chairperson (138.3). Its duties shall be:

110.1. To promote evangelism in the local church and seek to conserve the fruits of evangelism. (107-107.1, 129.24)

110.2. To study and recommend to the church board and departments ways to emphasize evangelism in the whole life of the church.

110.3. To serve as the local committee to implement both general and district denominational programs of evangelism.

110.4. To urge new converts to qualify for church membership by a consistent devotional life, a study of the Bible and the *Manual*, individually and/or in a pastor's membership class, remembering that members received by profession of faith help to conserve the fruits of evangelism. (20-21)

110.5. To endeavor to bring new members into total fellowship and service of the church.

110.6. To work with the pastor in developing a continuing program of spiritual guidance for new members.

110.7. To recommend to the church board, upon nomination by the pastor, the evangelists for local campaigns. It is recommended that at least one campaign each year be conducted by a tenured, commissioned or registered evangelist.

110.8. No person shall be received into full membership of the local church until the pastor first consults with the Evangelism and Church Membership Committee concerning that person's reception. (107.1)

D. Change of Local Church Membership

111. Transfer. The pastor, when requested by a member, may grant a transfer of church membership (see form in paragraph 817) to any local Church of the Nazarene that may be named, such transfer to be valid for three months only. When the reception of the transfer is acknowledged by the receiving local church, such person's membership in the former local church shall cease. (818)

111.1. Commendation. The pastor, when requested by a member, may grant a Certificate of Commendation (see form in paragraph 815) to any evangelical church that may be named, after which such person's membership in the local church issuing the certificate shall cease immediately. (112.2, 539.5, 815)

E. Termination of Local Church Membership

112. Ministers. When a licensed or an ordained minister has united with the church membership or ministry of a church other than the Church of the Nazarene, the pastor of

the local church in which the minister is a member shall immediately notify the District Ministerial Credentials Board or District Board of Ministry of the fact. The District Ministerial Credentials Board or District Board of Ministry shall investigate and confirm the status of the member of the clergy. If the District Ministerial Credentials Board or District Board of Ministry determines that the member of the clergy will be removed from the Roster of Ministers, the pastor of the local church will also remove the person's name from the membership roll of the church and shall update the membership roll with "Removed by uniting with another church, denomination, or ministry." (532.9, 538.10, 538.13-538.14)

112.1. Laypersons. When a lay member of a local church has accepted membership, license to preach, or ordination from any other religious organizations, or is engaging in independent church or missionary work, his or her membership in the local church shall, because of that fact, immediately cease, except in case that person shall secure the annual written approval of the local church board of the church in which said membership is held, and the annual written approval of the District Advisory Board of the district in which that church is located.

112.2. Release from Membership. The pastor, when requested by a member, may grant a letter of release (see form in paragraph 816), thus terminating such person's membership immediately. (111.1, 112)

112.3. After two years from the date when a person's membership was declared inactive, his or her name may be removed from the church roll by action of the church board. After such action of the church board, the pastor shall update the membership roll with, "Removed by the church board (date)." (109, 133)

F. Local Church Meetings

113. A meeting of the members of a local church for conference and for the transaction of business shall be known as a church meeting. Subject to the applicable law, the Articles of

Incorporation and the Bylaws of government in the *Manual*, the meetings and proceedings of the members of the Church of the Nazarene, local, district, and general, and the committees of the corporation shall be regulated and controlled according to *Robert's Rules of Order Newly Revised* (latest edition) for parliamentary procedure. (34, 104, 113.7-113.8, 115, 518)

113.1. Only those persons who are full and active members and have reached their 15th birthday shall be entitled to vote in church meetings. (107.3, 109-109.4)

113.2. There is no provision for absentee voting in church meetings.

113.3. Business Transactions. Business, including elections, in harmony with the spirit and order of the church, and not otherwise specially provided for, may be transacted at any church meeting.

113.4. Comply with Civil Law. In all cases where the civil law requires a specific course of procedure in calling and conducting church meetings, that course should be strictly followed. (142)

113.5. Presiding Officer. The pastor, who shall be ex-officio president of the local church, or the district superintendent, or the general superintendent having jurisdiction, or someone appointed by the district superintendent or the general superintendent, shall preside at annual or special church meetings. (213.1, 307.10, 516.15)

113.6. Secretary. The secretary of the church board shall be the secretary of all church meetings; in his or her absence a secretary pro tempore shall be elected. (135.4)

113.7. Annual Meeting. An annual church meeting shall be held within 90 days prior to the meeting of the district assembly. Public notice of the annual meeting must be given from the pulpit on at least two Sundays before the meeting. This annual meeting may be conducted on more than one day or in more than one service upon approval by the church board.

113.8. Special Meetings. Special church meetings may be called at any time by the pastor, or by the church board after having obtained the consent of the pastor or of the district

superintendent or of the general superintendent having jurisdiction. Public notice of special church meetings shall always be given from the pulpit in at least two preceding regular services, or in such manner as meets the requirements of civil law. (104, 113.1, 115-115.1, 123-123.7, 137, 139, 142.1, 144)

113.9. Reports. Reports shall be given at the annual church meeting by the pastor, the Sunday School and Discipleship Ministries International (SDMI) superintendent, the president of the Nazarene Youth International, the president of the Nazarene Missions International, the deaconesses, the local ministers, the secretary, and the treasurer of the church board. (135.2, 136.5, 146.6, 152.2, 508, 516.7, 531.1)

113.10. Nominating Committee. A nominating committee shall be used to nominate officers, boards, and district assembly delegates, whose nominations are not provided for elsewhere.

The Nominating Committee shall consist of not fewer than three nor more than seven members of the church, including the pastor. The nominating committee is to be appointed by the pastor, and approved by the church board annually. The pastor shall be chairperson of the committee. All persons nominated by this committee shall affirm that they fulfill the qualifications required of church officers in paragraph 33.

113.11. Elections. At the annual church meeting there shall be an election, by ballot, of the stewards, the trustees, the Sunday School and Discipleship Ministries International superintendent (SDMI), and the members of the SDMI Board, to serve for the next church year and until their successors are elected and qualified. Where laws permit and when it is approved by a majority vote of the church members present, all those elected may serve a two-year term. All those elected shall be active members of that same local Church of the Nazarene.

We direct our local churches to elect as church officers active members of the local church who profess the experience of entire sanctification and whose lives bear public witness to the grace of God that calls us to a holy life; who are in har-

mony with the doctrines, polity, and practices of the Church of the Nazarene; and who support the local church faithfully in attendance, active service, and with tithes and offerings. Church officers should be fully engaged in “making Christlike disciples in the nations.” (33, 127, 137, 141, 142.1, 145-147)

113.12. Where laws permit, and in churches where such procedure and the number to be elected are approved by a majority vote of the church members present, the church board may be elected, and then appropriate proportions designated as stewards and trustees, in harmony with paragraphs 137 and 141. When a church board is elected in this manner, the board shall organize itself into committees to carry out assigned responsibilities. If a church has elected an education committee as part of its board in harmony with 145, that committee will constitute the Education Committee of the church board. Alternative board and committee structure may be used by a local church in organizing itself for ministry and missional action, provided such alternatives are approved in writing by the district superintendent and the District Advisory Board, and such structure complies with civil requirements. (145-145.10)

113.13. Where laws permit, and in churches where such procedure is approved by a majority vote of the church members present at a properly called annual meeting, after receiving the written approval of the district superintendent, a church may elect one-half its church board members for two-year terms, or one-third of its church board members for three-year terms, in either case designating an equal number to be elected annually. When the church board is elected in this manner, the number of stewards and trustees chosen must comply with paragraphs 137 and 141.

113.14. At the annual church meeting, there shall be an election, by ballot, of lay delegates to the district assembly, or, if approved by a majority vote of the church membership at the annual meeting, delegates may be recommended by the pastor and approved by the local church board on the basis of representation fixed by the General Assembly according to paragraphs 201-201.2. All those elected as delegates shall be

active members of that same local Church of the Nazarene. (107.3, 113.11)

113.15. District assembly delegates from a church-type mission (CTM) may be appointed by its pastor based on criteria outlined in paragraphs 33, 201.1, and 201.2. Delegates may also be named by the CTM pastor for district conventions, according to the Nazarene Youth International Charter, Nazarene Missions International Constitution, and the Sunday School and Discipleship Ministries International Bylaws. (100.1, 810, 811, 812)

G. The Local Church Year

114. The administrative year shall run concurrently with the statistical year of the local church and shall be recognized as the church year.

114.1. The statistical year shall close within 90 days prior to the opening of the district assembly; and the new statistical year shall begin the day following its close. The exact date of the beginning and close of the statistical year within these bounds shall be set by the District Advisory Board. (225.1)

H. Calling of a Pastor

115. An ordained elder or licensed minister (elder track) may be called to pastor a church by two-thirds favorable vote by ballot of the church members of voting age present and voting at a properly called annual or special meeting of the church, provided that:

1. The nomination shall have the prior approval of the district superintendent.
2. The nomination shall have been approved by the District Advisory Board when the individual nominated is a member of that same local church, or serving as a paid or unpaid associate of that local church; and
3. The individual shall have been nominated to the church by the church board by two-thirds vote by ballot of all its members.

This call shall be subject to review and continuance as hereinafter provided. (119, 122-125.5, 129.2, 159.8, 211.10, 225.16, 514, 532, 533.4, 534.3)

115.1. Acceptance of a call to pastoral relations shall be given by the minister not later than 15 days from the date of the church meeting voting the call.

115.2. The church board and the pastor should clearly communicate their goals and expectations to each other in writing. (122, 129.3-129.4)

115.3. As soon as practical after a pastor begins serving, the pastor and the congregation may participate in an installation or bonding service. The objective of the service should be to celebrate unity and direction concerning the will of God. Where practical, the district superintendent shall preside.

115.4. Upon issuing a call, the local church will specify the proposed remuneration. The amount of this remuneration shall be determined by the church board. When agreement has been entered into between the church or the church board and the pastor, the payment of the pastor's salary in full shall be considered a moral obligation by the church. If, however, the church becomes unable to continue the payment of the salary agreed upon, such inability and failure shall not be considered a sufficient cause for civil action against the church by the pastor; and in no case shall the church or District Advisory Board be legally responsible in excess of funds raised during the term of the pastor's actual service, and not otherwise designated. If civil action is taken against the church or District Advisory Board by a current or former pastor, a district may take steps to obtain the minister's credential and subsequently drop the minister's name from the Roster of Ministers.

The local church should also make provision for the pastor's traveling and moving expenses. (32-32.3, 129.8-129.9)

115.5. The remuneration of the pastor shall commence on the Monday preceding the first official Sunday of service to the local church.

115.6. Local churches may consider alternative plans for pastoral support in cooperation with their respective districts. (32.3, 129.8)

116. Affirming the value of family and the importance of pastors modeling peaceful and integrated lives, local churches should consider providing a maternity or paternity leave for the pastor and associates. District superintendents should encourage local churches to adopt maternity or paternity leave policies and provide for their development. Such policies may contain the following provisions:

1. Timing and duration of maternity or paternity leave should be determined by mutual agreement of the pastor and church board prior to anticipated childbirth or adoption placement.
2. Maternity or paternity leave should be considered in addition to and separately from vacation.
3. The local church should consult with the pastor and district superintendent to arrange for a supply pastor during the period of maternity or paternity leave.
4. During maternity or paternity leave the pastor's full salary and benefits continue. Any other arrangement shall be placed in writing and signed by the pastor, secretary of the church board, and the district superintendent.

117. The pastor of a church that has been organized for fewer than five years, or had fewer than 35 members voting in the previous annual church meeting, or is receiving regular financial assistance from the district, may be appointed or reappointed by the district superintendent, with the consent of the District Advisory Board. (211.17)

117.1. When a church exceeds 35 voting members or has been organized for at least five years, and its pastor has served as its appointed pastor for at least two years, a process to be moved from "appointed status" may be initiated. Such process must include a church/pastoral relationship review, majority vote of church board members present, approval of the district superintendent, and approval of the District Advisory Board.

The anniversary date for future four-year regular church/pastoral relationship reviews shall be the date of final approval.

118. In case of disagreement between the church board and the district superintendent regarding pastoral arrangements, the church board or the district superintendent may submit the matter to the general superintendent having jurisdiction for his or her decision. From such decision either the church board or the district superintendent may appeal to the Board of General Superintendents. All such appeals, rebuttals of appeals, or arguments pertaining thereto, whether to the general superintendent in jurisdiction or the Board of General Superintendents, shall be in writing. A copy of the appeal, rebuttals of appeals, or arguments pertaining thereto by either the church board or the district superintendent shall be sent to the other party involved. The minute record of a church board appeal shall include the appeal resolution, arguments sustaining it, and the record of the vote taken. If a minister under consideration withdraws his or her name, or if a pastoral candidate is found to be unavailable for consideration, the appeal process should terminate immediately, and the district superintendent and church board shall continue with pastoral arrangements.

119. The call of a pastor who is a licensed minister (elder track) will terminate at the end of the district assembly if the minister's license is not renewed.

120. The pastor desiring to resign from a pastoral assignment shall:

1. First consult with the district superintendent;
2. Provide a written resignation to the church board at least 30 days prior to termination of the pastorate; and
3. Send a copy to the district superintendent.

When the resignation is received by the church board and approved in writing by the district superintendent, the termination date shall be finalized within 30 days.

120.1. The pastor who resigns shall, in cooperation with the secretary of the church board, prepare a correct list of the church membership roll with current addresses. This roll

must correspond numerically with the last published district minutes showing deletions and additions for the current year.

121. Upon the recommendation of the church board and approval of the district superintendent, a congregation may elect co-pastors to serve. In this case, the following stipulations will apply:

1. The co-pastors shall work with the church board, under the direction of the district superintendent, to develop a plan for shared responsibility and authority.
2. Co-pastors are equals in the pastoral office. If required by law, one person shall be officially designated by the church board as the presiding officer, serving as president of the corporation and chairperson of the church board.
3. The church/pastoral relationship review process shall be conducted as provided for in paragraphs 123-123.7.
4. A local church whose pastor has not been appointed and who has served for at least two years may add one or more ministers as co-pastors by following paragraph 115 for this process. Upon approval by the district superintendent and a two-thirds vote of all the church board members, the church will vote whether to add any co-pastor. A co-pastor candidate would need to receive a two-thirds vote of the congregation in order to be approved to serve as co-pastor for that local church.
5. If the necessary two-thirds vote is received, the two-year term would then begin on the same date for each minister. A regular church/pastoral relationship review would be scheduled within 60 days of the second anniversary of the pastoral service of the co-pastors (115, 123-123.7).

121.1. Within sixty days upon the resignation or termination of a co-pastor, the district superintendent, or appointed representative, shall conduct a regular church/pastoral relationship review as outlined in paragraphs 123-123.7. If the church board decides to no longer call a co-pastor, such decision will require the approval of the district superintendent and the two-thirds vote of the local church membership.

I. The Local Church/Pastoral Relationship

122. Every year, the pastor and the church board shall conduct a planning session to renew the expectations and goals of the church and the pastor. The written understanding of goals, plans and objectives between the church and the pastor shall be updated. Such written understanding shall be filed with the district superintendent. (115.2, 129.4)

122.1. Pastors and congregations shall endeavor to articulate a clear understanding of each other's expectations and to resolve differences by sincerely following biblical principles including those found in Matthew 18:15-20 and Galatians 6:1-5. In a spirit of cooperation and reconciliation within the church,

1. Individual or collective members of the congregation shall be encouraged to resolve differences by discussing them face-to-face with the pastor or discreetly with a church board member. Individual or collective members of the church board shall seek to resolve differences by discussing them face-to-face with the pastor.
2. If either of the foregoing face-to-face discussions fails to bring resolution, the complainant shall seek the assistance of one or two spiritually mature members of the congregation or church board in resolving the differences.
3. The persons involved in such small-group efforts shall bring the differences to the full church board only after face-to-face discussions and small-group efforts have failed. If so called upon, the church board shall work at resolving differences in a spirit of love, acceptance, and forgiveness, and in accordance with church discipline. (123-126.2, 129.1)

J. Renewing the Local Church/Pastoral Relationship

123. **The Regular Church/Pastoral Relationship Review.** The church/pastoral relationship shall be reviewed by the church board, meeting with the district superintendent, or an ordained minister or layperson appointed by the district

superintendent, within 60 days of the second anniversary of pastoral service and every four years thereafter. At this review meeting, the question of continuing the church/pastoral relationship shall be discussed. The objective is to discover consensus without the need of a formal church board vote.

123.1. The district superintendent, or an ordained minister or layperson appointed by the district superintendent, shall be responsible for scheduling and conducting the review meeting(s) with the church board. The district superintendent shall determine the review methodology. The review meeting(s) shall be scheduled in consultation with the pastor. The review meeting(s) shall be conducted in executive session (church board, including pastor). At the discretion of the district superintendent, a portion of the review may be conducted in the absence of the pastor. In case the pastor's spouse is an elected member of the board, he or she shall not participate in the review. In addition, other immediate relatives of the pastor may be recused from the review, per the request of the district superintendent or appointed representative.

123.2. A public and/or printed announcement explaining the purpose of this church board meeting shall be conveyed to the congregation the Sunday before the church board and district superintendent meet for the regular church/pastoral relationship review.

123.3. If the church board does not vote to present the question of continuing the church/pastoral relationship to the church membership, the church/pastoral relationship will continue.

123.4. The church board may vote to present to the church membership the question of continuing the pastoral call. The vote by the board will be by ballot and require a two-thirds vote of all church board members present to carry.

123.5. If the church board votes to present the question of continuing the church/pastoral relationship to the church membership, the matter shall be presented at a church meeting properly called for this purpose and held within 30 days following such action. The question shall be presented, "Shall the

present church/pastoral relationship continue?" The vote shall be by ballot and require a two-thirds vote to carry, except where civil law of a given country requires otherwise.

123.6. If the church membership votes to continue the church/pastoral relationship, the church/pastoral relationship shall continue as though such a vote had not been taken; otherwise, the church/pastoral relationship shall end on a date set by the district superintendent not fewer than 30 nor more than 180 days following the vote. If the pastor chooses not to proceed with the vote of the congregation or chooses not to accept the vote, he or she shall submit a resignation. In such case, the church/pastoral relationship shall end on a date set by the district superintendent not fewer than 30 nor more than 180 days following the pastor's decision not to proceed with or accept the congregational vote. (120)

123.7. As a part of the regular review, a report will be made to the district superintendent by the pastor and church board regarding progress toward fulfilling the mission, vision, and core values of the church.

124. The chairperson of the Board of Tellers shall personally inform the pastor of the results of a pastoral vote before any public announcement is made.

125. Special Church/Pastoral Relationship Review. In the interim of regular reviews, a local church board meeting shall become officially a special review only by a majority vote of the entire elected church board with the district superintendent or an elder appointed by the district superintendent present and serving as chairperson.

125.1. This special church/pastoral relationship review meeting shall be conducted in executive session (church board, including pastor). At the discretion of the district superintendent, a portion of the review may be conducted in the absence of the pastor. In case the pastor's spouse is an elected member of the board, he or she shall not participate in the review. In addition, the district superintendent or appointed representative may recuse other immediate relatives of the pastor from the review.

125.2. If the district superintendent and the local church board shall be of the opinion that the question of the continuance of the church/pastoral relationship should be submitted to the church, the district superintendent and the local church board by a two-thirds vote by ballot of all its members present, except where civil law of a given country requires otherwise, may order the question submitted for vote at a special church meeting. The question shall be submitted in the following form: "Shall the present church/pastoral relationship be continued?"

125.3. If by a two-thirds vote by ballot of the church members of voting age present and voting, except where civil law of a given country requires otherwise, the church decides to continue its present church/pastoral relationship, the term of office of the pastor shall continue as though such vote had not been taken.

125.4. If, however, the church fails to decide by such vote to continue the present church/pastoral relationship, the term of office of the pastor shall terminate on a date, set by the district superintendent, not more than 180 days following the vote.

125.5. If the pastor chooses not to proceed with the vote of the congregation or chooses not to accept the vote, he or she shall submit a resignation. In such case, the church/pastoral relationship shall end on a date set by the district superintendent, not fewer than 30 nor more than 180 days following the pastor's decision not to proceed with or accept the congregational vote. (113.8, 123-124)

126. Local Church in Crisis. Upon learning that a local church is approaching crisis, the district superintendent with the approval of the District Advisory Board shall have the authority to impanel a committee to review the situation and implement procedures to avert a crisis. The committee shall consist of two assigned ordained ministers and two lay members of the District Advisory Board, and the district superintendent who shall serve as chairperson. (211.3)

126.1. When in the opinion of the district superintendent and the District Advisory Board, a local church is declared

in crisis—financial, morale, or otherwise—and this crisis seriously affects the stability and future of the church, (a) the question of continued church/pastoral relationship may be submitted to the local congregation by the district superintendent or a member of the District Advisory Board appointed by the district superintendent as if the church board had requested the vote under paragraph 123-123.7, or (b) the tenure of a pastor and/or church board may be terminated with the approval of the general superintendent in jurisdiction, and by the majority vote of the District Advisory Board. The district superintendent, with approval of the District Advisory Board, may appoint members of the church board for any church that has been declared in crisis. Notification of the District Advisory Board action shall be sent to the general superintendent in jurisdiction within 30 days. (211.3)

126.2. When in the opinion of the district superintendent, a local church declared in crisis in accordance with paragraph 126.1 has fulfilled the interventions set in place and is ready to resume its ministry under normal circumstances, the local church may be declared out of crisis by the majority vote of the District Advisory Board. The general superintendent in jurisdiction shall be notified of the District Advisory Board action within 30 days. (211.4)

K. The Local Church Board

127. Membership. Every local church shall have a church board, composed of the pastor, the Sunday School and Discipleship Ministries International (SDMI) superintendent, the president of the Nazarene Youth International (NYI), the president of the Nazarene Missions International (NMI), the stewards, and the trustees of the church, and the members of the SDMI Board when elected as the Education Committee of the church board by the annual church meeting. If the NMI president is the pastor's spouse, and chooses not to serve on the board, the vice president may serve; however, if the president is the pastor's spouse and chooses to serve on the board, he or

she shall not be a part of the church/pastoral relationship review process of the pastor.

There shall be no more than 25 regular members of the church board. Ordained and district licensed ministers with the exception of individuals approved by the pastor and the district superintendent and paid employees of the local church are not eligible to serve on the local church board. The district superintendent, with the recommendation of the pastor and church board, may grant an exception for unassigned district licensed ministers who are students in the Course of Study or in a Nazarene institution of higher education. Such ministers are recused from church board action regarding recommending the minister to the district assembly for renewal of district minister's license.

We direct our local churches to elect as church officers active members of the local church who profess the experience of entire sanctification and whose lives bear public witness to the grace of God that calls us to a holy life; who are in harmony with the doctrines, polity, and practices of the Church of the Nazarene; and who support the local church faithfully in attendance, active service, and with tithes and offerings. Church officers should be fully engaged in "making Christ-like disciples in the nations." (33, 113.11, 137, 141, 145-147, 152.2, 159.4)

127.1. When the annual meeting of a local church comes during a time of pastoral transition, the local nominating committee, chaired by the district superintendent, may, with the approval of the district superintendent, present the congregation with a resolution, no later than 30 days prior to the annual meeting, to retain the current church board for the upcoming church year. This resolution may be adopted by majority favorable vote by ballot of the church members of voting age present and voting at a properly called special meeting of the church. Should the resolution fail to pass, the church board shall be elected by the annual meeting as usual.

128. Meetings. The church board takes office at the beginning of the church year and shall have at least a bimonthly

meeting and shall meet specially when called by the pastor or district superintendent. The church board secretary shall call a special meeting of the board only with the approval of the pastor, or the district superintendent when there is no pastor. Meetings of the church board, including voting, may be conducted electronically. Such meetings and votes shall have the same force and effect as votes at a meeting of members gathered in one room or area. Between the annual church meeting and the beginning of the church year, the newly elected church board may meet for organization purposes, at which time it shall elect a church board secretary and a church treasurer as provided hereafter and any other officer that it shall be their duty to elect. (129.19-130)

129. Business. The **business of the church board** shall be:

129.1. To care for the interests of the church and its work, not otherwise provided for, in harmony with the pastor. (155, 518)

129.2. To nominate to the church, after having consulted with the district superintendent, any elder or licensed minister (elder track) whom it may deem the proper person to become pastor, provided the nomination be approved in accordance with paragraph 115. (159.8, 211.10, 225.16)

129.3. To cooperate with an incoming pastor in the development of a written statement of goals and expectations. (115.2)

129.4. To conduct at least once a year, along with the pastor, a planning session for the purpose of updating a clear written understanding of expectations, goals, plans and objectives. (122)

129.5. To arrange for pastoral supply, with approval of the district superintendent, until such time as a pastor shall be regularly called by the church. (212, 524)

129.6. To provide for the development and adoption of an annual budget for the church, NMI, NYI, SDMI, any child-care/schools (birth through secondary) projecting income and expenditures.

129.7. To assign a committee of the board, whose responsibilities include: (a) monitoring the church budget, (b) report-

ing to the board on the financial conditions and concerns of the church.

129.8. To determine the amount of remuneration and benefits, including retirement benefits, the pastor shall receive, and to review them at least once a year. (32.3, 115.4, 115.6, 123-123.7)

129.9. To provide ways and means for the support of the pastor, the pastoral supply, or any other paid workers of the church; to encourage and support through planning and budgeting the lifelong learning commitment of the pastor and staff. (115.4)

129.10. In order to encourage a healthy pastoral ministry and strong spiritual life of the pastor, the church board, in consultation with the district superintendent, should provide a sabbatical leave for the pastor during each seventh consecutive year of service in one congregation. The timing and duration of the sabbatical shall be determined in consultation with the pastor, church board and district superintendent. It is strongly urged that the pastor's salary continue in full and the church board provide for pulpit supply during the sabbatical period. This topic is to be addressed by the district superintendent as part of the church/pastoral relationship review process that would come after year two and again in year six, once the viability of continuing the relationship has been established. Materials shall be developed and distributed by the Global Clergy Development office to guide local congregations in establishing and implementing a sabbatical leave policy and procedure. At the church board's discretion, such a program may also be implemented for a member of the pastoral staff.

129.11. To determine the financial support and housing allowance an evangelist should receive and notify the person of such minimum support at the time of the call by the church board.

129.12. To license, or renew the license of, at its discretion, any person who has been recommended by the pastor for (a) local minister, or (b) lay minister. (503.3-503.5, 531.1-531.3, 813)

129.13. To recommend, at its discretion, to the district assembly, upon nomination by the pastor, any person who desires to receive a certificate for any of the roles of ministry, including all lay and ministerial candidates aspiring to be recognized for ministries beyond the local church, if such recommendation is required by the *Manual*.

129.14. To recommend, at its discretion, to the district assembly, upon nomination by the pastor, any person who desires the Licensed Minister's Credential or its renewal. (531.5, 532.1)

129.15. To recommend, at its discretion, to the district assembly, upon nomination by the pastor, renewal of deaconess' license in harmony with paragraph 508.

129.16. To elect, upon nomination of the Sunday School and Discipleship Ministries International (SDMI) Board, with the approval of the pastor, a director of Children's Ministries and a director of Adult Ministries. (145.6)

129.17. To approve the Nazarene Youth International (NYI) president elected by the NYI organization of the local church, as provided in the NYI Charter.

129.18. To approve the selection of the administrators of Nazarene childcare/schools (birth through secondary). (151, 159.1, 211.13, 516.10)

129.19. To elect a secretary from among the church membership who meets the qualifications for church officers as specified in paragraph 33. Such election shall be held at the first meeting of the new board. The individual so elected shall serve until the close of the church year and until a successor has been elected and qualified, and has voting privileges only if elected to the church board at a properly called meeting of the members of the congregation. (33, 113.6-113.8, 113.11, 128, 135.1-135.7)

129.20. To elect a treasurer from among the church membership who meets the qualifications for church officers as specified in paragraph 33. Such election shall be held at the first meeting of the new board. The individual so elected shall serve until the close of the church year and until a succes-

sor has been elected and qualified, and has voting privileges only if elected to the church board at a properly called meeting of the members of the congregation. No member of the pastor's immediate family can serve as the local church treasurer without the approval of the district superintendent and the District Advisory Board. Immediate family shall include spouse, children, siblings, or parents. (33, 113.7-113.8, 113.11, 128, 136.1-136.6)

129.21. To cause careful accounting to be kept of all money received and disbursed by the church, including any childcare/schools (birth through secondary) and Nazarene Missions International (NMI), Nazarene Youth International (NYI), Sunday School and Discipleship Ministries International (SDMI), and make report of the same at its regular monthly meetings and to the annual meeting of the church. (136.3-136.5)

129.22. To provide a committee, no fewer than two members of which shall count and account for all money received by the church.

129.23. To appoint an auditing committee or a committee of independent examiners, or such other qualified persons, that shall audit or examine, to at least the minimum standard required by national or state law if applicable, or other recognized professional standards, at least annually, the financial records of the treasurer of the church, the Nazarene Youth International (NYI), the Sunday School and Discipleship Ministries International (SDMI) Board, Nazarene childcare/schools (birth through secondary), and any other financial records of the church. The pastor shall have access to all records of the local church.

129.24. To provide an Evangelism and Church Membership Committee of no fewer than three persons. (110)

129.25. To function, if advisable, as the SDMI Board in churches of no more than 75 members. (145)

129.26. To appoint a trial committee of five in case written charges are pending against a church member. (605)

129.27. To elect, with the written approval of the district superintendent and upon the nomination of the pastor, such paid associates as the local church may designate. (151, 159-159.1, 211.13)

129.28. To elect a local minister or a licensed minister as an unpaid associate pastor only if approval is given annually in writing by the district superintendent. (115.6)

129.29. To provide for a long-range planning committee for the church with the pastor as ex-officio chairperson.

129.30. To adopt and implement a plan to reduce the risk that individuals placed in positions of authority within the church will use the position of trust or authority to engage in misconduct. The plan for each local church must take into consideration its own unique circumstances.

130. The church board, together with the pastor, shall follow plans adopted by the Board of General Superintendents and the General Board for raising the World Evangelism Fund and District Ministry Funds by the local church, and shall regularly remit these amounts to the general treasurer and district treasurer, respectively. (317.10, 335.7)

131. Meaning of Stewardship. Refer to paragraphs 32-32.5.

132. The church board shall perform the duties of a SDMI Board in a newly organized church until such board has been regularly elected. (145)

132.1. The church board and pastor of the newly organized church shall decide when a Sunday School and Discipleship Ministries International (SDMI) superintendent will be elected. (129.25, 145, 146)

133. The church board may remove from the membership roll the name of an inactive church member after a period of two years has elapsed from the date when his or her name was declared inactive. (109-109.4, 112.3)

134. The church board may suspend or revoke the license of any locally licensed person.

135. Church Secretary. The duties of the secretary of the church board are:

135.1. To record correctly and preserve faithfully the minutes of all church meetings and meetings of the church board, and do whatever else may pertain to the office. Board minutes should identify all voting board members as present or absent to clearly document a quorum. (120.1, 129.19)

135.2. To present to the annual meeting of the church an annual report of the major activities of the local church, including statistics on membership. (113.9)

135.3. To see that official papers, records, and legal documents pertaining to the local church, including deeds, abstracts, insurance policies, loan documents, church membership rolls, historical records, church board minutes, and incorporation papers are held in trust in either fireproof or secure safes on the local church premises, or when feasible, they may be placed in safe deposit facilities in local banks or similar institutions. Access to such shall always be shared with the pastor and church treasurer, and care for such shall be delivered immediately to the church secretary's successor in office.

135.4. To be the secretary of all annual and special church meetings; and to be custodian of the minutes and other papers of such annual and special church meetings. (113.6)

135.5. To certify in writing to the district superintendent the results of the vote from the calling of a pastor and the continuation of the church/pastoral relationship. Such certification shall be made within one week of the vote.

135.6. To send to the district superintendent a copy of the minutes of all church meetings and meetings of the church board within three days of such meetings when that local church is without a pastor.

135.7. To sign in conjunction with the pastor all conveyances of real estate, mortgages, releases of mortgages, contracts, and other legal documents not otherwise provided for in the *Manual*. (102.3, 103-104.2)

136. Church Treasurer. The duties of the treasurer of the church board are:

136.1. To receive all moneys not otherwise provided for, and disburse the same only on order of the church board. (129.21)

136.2. To make monthly remittances of all district funds to the district treasurer, and of all general funds to the general treasurer through the appropriate office, except as otherwise provided. (516.9)

136.3. To keep a correct book record of all funds received and disbursed. (129.21)

136.4. To present a detailed monthly financial report for distribution to the church board. (129.21)

136.5. To present an annual financial report to the annual church meeting. (113.9, 129.21)

136.6. To deliver to the church board the complete treasurer's records at such time as the treasurer shall cease to hold the office.

L. The Stewards of the Local Church

137. The stewards of the church shall be no fewer than three or more than thirteen in number. They shall be elected by ballot, at the annual or a special church meeting, from among the members of the church, to serve for the next church year and until their successors have been elected and qualified. (33, 113.7, 113.11, 127)

138. The duties of the stewards are:

138.1. To serve as a church growth committee, unless otherwise provided for, with the responsibilities of outreach, evangelism, and extension, including sponsoring new churches and church-type missions, with the pastor as ex-officio chairperson.

138.2. To provide assistance and support for the needy and distressed. A biblical role of lay leaders is that of ministering in areas of practical service (Romans 12:6-8). Therefore stewards should offer their time and spiritual gifts in acts of service, administration, encouragement, mercy, visitation, and other ministries.

138.3. To serve, at the discretion of the church board, as the Evangelism and Church Membership Committee as outlined in paragraphs 110-110.8.

138.4. To assist the pastor in organizing the church so that Christian service opportunities are available to all members. Special attention should be given to the development of ministries toward those of other cultural and socioeconomic backgrounds in the immediate and nearby communities.

138.5. To serve as liaisons to community Christian action and service organizations.

138.6. To give assistance to the pastor in public worship and Christian nurture in the local church.

138.7. To provide the elements for the Lord's Supper, and when requested by the pastor, to assist in the distribution of the same. (29.5, 515.4)

139. A vacancy in the office of steward may be filled by the local church at a properly called church meeting. (113.8)

140. The stewards shall constitute the Stewardship Committee, whose duty it shall be to promote the cause of Christian stewardship of life resources in the local church in cooperation with the pastor and the Stewardship Ministries office. (32-32.5)

M. The Trustees of the Local Church

141. The trustees of the church shall be no fewer than three or more than nine in number. They shall be elected from among the members of the local church to serve for the next church year and until their successors have been elected and qualified. (33, 113.11, 127)

142. In all cases where the civil law requires a specific mode of election of church trustees, that mode shall be strictly followed. (113.4)

142.1. Where no particular mode of election is required by civil law the trustees shall be elected by ballot at the annual meeting of the local church or at a special meeting properly called for that purpose. (113.7, 113.11)

143. The **duties of the trustees** are:

143.1. To hold the title to church property and manage it as trustees of the local church, where the local church is not incorporated, or where the civil law requires it, or where for other reasons it is deemed best by the district superintendent or the District Advisory Board, subject to the guidance and the restrictions as set forth in paragraphs 102-104.4.

143.2. To give guidance to the development of the physical facilities and to financial planning, unless the church board has provided otherwise.

144. A vacancy in the office of trustee may be filled by the local church at a properly called church meeting. (113.8)

N. The Local Church Sunday School and Discipleship Ministries International Board

145. Each local church shall establish a **Sunday School and Discipleship Ministries International (SDMI) Board**, or an **Education Committee** as part of the church board, at the annual church meeting, to be responsible for the Christian education ministries of the church. In churches of 75 members or fewer, the responsibilities may be performed by the church board. Members are: ex-officio the SDMI superintendent; the pastor; the Nazarene Missions International (NMI) president; the Nazarene Youth International (NYI) president; Children's Ministries (CM) director; Adult Ministries (AM) director; and three to nine persons elected from the church membership at the annual church meeting. The members may be elected for staggered terms of two years and until their successors are elected and qualified. When an elected member vacancy occurs, it may be filled at a properly called church meeting. If a church elects an education committee as part of the church board, it shall follow *Manual* requirements for minimum number of stewards and trustees. Ex-officio personnel shall be members of the committee, though some may not be members of the church board.

We direct our local churches to elect as church officers active members of the local church who profess the experience

of entire sanctification and whose lives bear public witness to the grace of God that calls us to a holy life; who are in harmony with the doctrines, polity, and practices of the Church of the Nazarene; and who support the local church faithfully in attendance, active service, and with tithes and offerings. Church officers should be fully engaged in “making Christlike disciples in the nations.” (33, 137, 141, 146)

The duties and powers of the Sunday School and Discipleship Ministries International Board or Education Committee are:

145.1. To plan, organize, promote, and conduct the ministry of Christian education for the local church. This is to be done subject to the direct care of the pastor, and the leadership of the Sunday School and Discipleship Ministries International (SDMI) superintendent, and the direction of the local church board, in keeping with denominational objectives and standards established by the General Board and promoted through the Global Mission Committee and offices of Adult Ministries (AM), Nazarene Youth International (NYI), and Children’s Ministries (CM). These include both curriculum and program-oriented ministries for adults, youth, and children. The Sunday School/Bible studies/small groups, along with the preaching ministry, provide the core of the church’s study of Scripture and doctrine. Childcare/Schools (birth through secondary) and annual/special ministries and training, such as Caravan, Vacation Bible Schools, and singles’ ministries, provide opportunities through which scriptural doctrines are lived out and integrated into the life of the congregation. (516.15)

145.2. To reach the largest number of unchurched people for Christ and the church, bringing them into the fellowship, teaching the Word of God effectively, and encompassing their salvation; teaching the doctrines of the Christian faith and developing Christlike character, attitudes, and habits; helping to establish Christian homes; preparing believers for membership in the church and equipping them for appropriate Christian ministries.

145.3. To determine the curricula of the various ministries, always using Church of the Nazarene materials to form the basis of biblical study and doctrinal interpretation.

145.4. To plan for and organize the total Sunday School and Discipleship Ministries International (SDMI) of the local church in keeping with the SDMI Bylaws. (812)

145.5. To nominate to the annual church meeting one or more persons approved by the pastor, for election to the office of Sunday School and Discipleship Ministries International (SDMI) superintendent. The nominations are to be made in a meeting with the incumbent superintendent not present.

145.6. To nominate to the church board persons approved by the pastor, to serve as a director of Children's Ministries (CM) and a director of Adult Ministries (AM).

145.7. To elect the Children's Ministries (CM) and Adult Ministries (AM) councils from nominations by the directors of CM and AM with approval of the pastor and the Sunday School and Discipleship Ministries International (SDMI) superintendent.

145.8. To elect all age-group Sunday School/Bible studies/small groups supervisors, teachers, and officers who shall be professing Christians, exemplary in life, and in full harmony with the doctrines and polity of the Church of the Nazarene, from nominations by the Nazarene Youth International (NYI) president and the directors of Children's Ministries (CM) and Adult Ministries (AM). The nominees shall be approved by the pastor and the Sunday School and Discipleship Ministries International (SDMI) superintendent.

145.9. To elect a local director of Continuing Lay Training (CLT), who shall organize, promote, and supervise regular training opportunities for Sunday School and Discipleship Ministries International (SDMI) workers and the entire membership of the church. The SDMI Board shall have the option of naming the CLT director as an ex-officio member to this board.

145.10. To hold regular meetings; and to organize, by electing a secretary and other officers considered necessary, at the beginning of the Sunday School and Discipleship Ministries

International (SDMI) year, which shall be the same as the church year. The pastor or the SDMI superintendent may call special meetings. (114)

146. The Sunday School and Discipleship Ministries International Superintendent. The annual church meeting shall elect by majority vote by ballot, of those present and voting, from among its full members, a Sunday School and Discipleship Ministries International (SDMI) superintendent to serve for one year, or until his or her successor is elected. The SDMI Board, with the pastor's approval, may call for an incumbent SDMI superintendent to be elected by a "yes" or "no" vote. A vacancy shall be filled by the local church at a properly called church meeting. The SDMI superintendent, newly elected, shall be a member ex-officio of the district assembly, the local church board, and the SDMI Board.

We direct our local churches to elect as church officers active members of the local church who profess the experience of entire sanctification and whose lives bear public witness to the grace of God that calls us to a holy life; who are in harmony with the doctrines, polity, and practices of the Church of the Nazarene; and who support the local church faithfully in attendance, active service, and with tithes and offerings. Church officers should be fully engaged in "making Christ-like disciples in the nations." (33, 113.11, 127, 145, 145.5, 201)

The duties and powers of the Sunday School and Discipleship Ministries International superintendent are:

146.1. To have executive supervision of the Sunday School and Discipleship Ministries International (SDMI) in the local church.

146.2. To administer the Sunday School and Discipleship Ministries International (SDMI) in keeping with the SDMI Bylaws. (812)

146.3. To promote programs of growth in enrollment, attendance, and leadership training.

146.4. To preside over the regular meetings of the Sunday School and Discipleship Ministries International (SDMI)

Board, or the Education Committee of the church board, and to lead the SDMI Board in performing its duties.

146.5. To submit an annual budget for Sunday School and Discipleship Ministries International (SDMI) to the church board.

146.6. To make a monthly report to the church board and to submit a written report to the annual church meeting.

147. Children's Ministries (CM)/Adult Ministries (AM) Councils and Directors. The work of Sunday School and Discipleship Ministries International (SDMI) is best organized by age-groups: children, youth, and adults. For each age-group there should be a council responsible to organize and administer the work. Such council is composed of the age-group director and representatives from the Sunday School/Bible studies/small groups and other ministries the church provides for that age-group. The task of the council is to work with the age-group director to plan ministries for that age-group, and to make provisions for the implementation of those plans. All work of the CM and AM councils is subject to approval of its director and the SDMI Board.

The **duties of the age-group directors** are:

147.1. To chair the age-group council that he or she directs and to lead the council in organizing, promoting, and coordinating the total Sunday School and Discipleship Ministries International (SDMI) for persons within that age-group.

147.2. To give leadership to the appropriate age-group of the Sunday School and Discipleship Ministries International (SDMI) by promoting programs of growth in enrollment and attendance for children, youth, or adults in the local church, in cooperation with the SDMI Board.

147.3. To give leadership for additional Sunday, childcare/schools (birth through secondary), annual and special ministries, evangelism and fellowship activities for the age-group he or she represents.

147.4. To nominate to the Sunday School and Discipleship Ministries International (SDMI) Board the leadership for the various ministries assigned to his or her age-group, including

Sunday School/Bible studies/small groups supervisors, teachers, and officers, with exception of Nazarene Youth International (NYI) who will nominate youth Sunday School/Bible studies/small groups supervisors, teachers, and officers. The nominees shall be approved by the pastor and the SDMI superintendent. (33)

147.5. To obtain the approval of the Sunday School and Discipleship Ministries International (SDMI) Board before using supplemental curriculum.

147.6. To provide leadership training for age-group workers in cooperation with the Sunday School and Discipleship Ministries International (SDMI) Board and the director of Continuing Lay Training.

147.7. To submit an annual budget request to the Sunday School and Discipleship Ministries International (SDMI) Board and/or church board, and to administer funds in accordance with such budget approval.

147.8. To receive all reports of the various ministries functioning within the age-groups of the local church under his or her direction. A monthly report of all Discipleship Ministries (Sunday School/Extended Ministries Responsibilities/Discipleship/Bible Study) shall be submitted to the Sunday School and Discipleship Ministries International (SDMI) superintendent.

147.9. To submit a quarterly calendar of his or her age-group activities to the Sunday School and Discipleship Ministries International (SDMI) Board to be coordinated with the total SDMI of the local church.

148. Children's Ministries Council. The Children's Ministries (CM) Council is responsible for planning the total Sunday School and Discipleship Ministries International (SDMI) for children from birth to age 12 in the local church. The council is composed of at least one Sunday School/Bible studies/small groups representative and the directors of any other children's ministry being offered in the local church, such as: children's church, Caravan, Vacation Bible School, Bible quizzing, missions, Cradle Roll, and any others deemed necessary.

The council size will vary with the number of ministries being offered to children in the local church as needs are identified and leadership is available.

The **duties of the Children's Ministries director** are:

148.1. To perform those duties assigned to all age-group directors in paragraphs 147.1-147.9.

148.2. To work with the Nazarene Missions International (NMI) Executive Committee of the local church in appointing a children's mission director. The person appointed becomes a member of both the NMI and Children's Ministries (CM) councils. Nominees for this position shall be approved by the pastor and the Sunday School and Discipleship Ministries International (SDMI) superintendent.

149. Adult Ministries Council. The Adult Ministries (AM) Council shall be responsible for planning the total Sunday School and Discipleship Ministries International (SDMI) for adults in the local church. The AM Council is composed of at least one Sunday School/Bible studies/small groups representative and the directors of any other ministry being offered in the local church, such as: marriage and family life, senior adult ministries, single adult ministries, lay ministries, women's ministries, men's ministries, and any others deemed necessary. The council size will vary with the number of ministries being offered to adults in the local church as needs are identified and leadership is available.

The **duties of the Adult Ministries director** are:

149.1. To perform those duties assigned to all age-group directors in paragraphs 147.1-147.9.

O. The Local Church Nazarene Youth International (NYI)

150. Nazarene youth ministry is organized in the local church under the auspices of Nazarene Youth International (NYI). Local groups are organized under the NYI Charter and the authority of the local church board.

150.1. The local Nazarene Youth International (NYI) shall organize itself according to the NYI Local Ministry Plan (810.100-810.118), which may be adapted in response to local youth ministry needs (see 810.103), consistent with the NYI Charter and the *Manual of the Church of the Nazarene*.

P. Nazarene Childcare/Schools (Birth through Secondary) of the Local Church

151. Nazarene childcare/schools (birth through secondary) may be organized by the local church board(s) after receiving the approval of the district superintendent and the District Advisory Board, and following criteria established by Children's Ministries/Sunday School and Discipleship Ministries International office. The director and school board shall be accountable to and shall submit an annual report to the local church board(s). (129.18, 211.13-211.14, 225.14, 516.15, 517)

151.1. School Closings. In the event a local church should find it necessary to suspend operations of its childcare/school(s), (birth through secondary), it should do so only after consulting with the district superintendent and the District Advisory Board and presenting a financial report.

Q. The Local Church Nazarene Missions International

152. Upon the authorization of the church board, local organizations of the Nazarene Missions International (NMI) may be formed within any age-group in harmony with the NMI Constitution approved by the Global Nazarene Missions International Convention and the Global Mission Committee of the General Board. (811)

152.1. The local Nazarene Missions International shall be a constituent part of the local church and subject to the supervision and direction of the pastor and the church board. (516)

152.2. The president of the local Nazarene Missions International (NMI) shall be nominated by a committee of three to seven members of the NMI appointed by the pastor, who

shall serve as chairperson. This committee shall submit one or more names for the office of president subject to the approval of the church board. The president shall be elected by a majority vote by ballot of the members (excluding associate) present and voting. The president shall be a member of the local church whose NMI is served, a member ex-officio of the church board (or in churches where the president is the pastor's spouse, the vice president may serve on the church board), and a member of the district assembly held immediately prior to his or her year of office. The president shall present a report to the annual meeting of the local church. (113.9, 114, 123, 127, 201)

153. All funds raised by the local Nazarene Missions International (NMI) for general interests of the Church of the Nazarene shall be applied to the World Evangelism Fund with the exception of mission special projects that have been approved by the Ten Percent Committee.

153.1. After primary consideration has been given to the full payment of the World Evangelism Fund, local churches are encouraged to support other global mission work through approved mission specials.

154. Funds for the support of general interests shall be raised in the following manners:

154.1. From gifts and offerings designated for the World Evangelism Fund and general interests.

154.2. From special offerings such as Easter and Thank offerings.

154.3. No part of the above funds shall be used for local or district expense or other charitable purposes.

R. Prohibition of Financial Appeals for a Local Church

155. It shall not be lawful for a local church, its officers, or members, to send appeals to other local churches, their officers, and members, to solicit money or financial assistance for their local church needs or for the interests that they may

support. It is provided, however, that such solicitation may be made to local churches and church members located within the bounds of the assembly district in which the solicitor is located, but only on condition that the solicitation be approved in writing by the district superintendent and the District Advisory Board.

156. Members of the Church of the Nazarene who are not authorized by the General Board or one of its committees shall not solicit funds for missionary or kindred activities apart from the World Evangelism Fund, from congregations of local churches, or from members of such churches.

S. Use of the Local Church Name

157. The name of the Church of the Nazarene, any local church, or any corporation or institution that is a part or in any manner affiliated with the Church of the Nazarene, or any part of any such name, shall not be used by any members of the Church of the Nazarene nor any one or more members thereof, or by any corporation, partnership, association, group, or other entity in connection with any activity (whether of a commercial, social, educational, charitable, or other nature) without the prior written approval of the General Board of the Church of the Nazarene and the Board of General Superintendents, provided, however, that this provision shall not apply to such activities of the Church of the Nazarene as are authorized by its official *Manual*.

T. Church-sponsored Corporation

158. No local church, local church board, district corporation, district board, nor any two or more members of any of them, acting individually or otherwise, shall directly or indirectly form or become members of any corporation, association, partnership, group, or other entity that promotes, sponsors, encourages, or in any manner engages in any activity (whether of a commercial, social, educational, charitable, or other nature) in which members of the Church of the Nazarene are solicited or in any manner sought as prospective par-

ticipants, customers, tenants, clients, members, or associates, or in any activity (whether of a commercial, social, educational, charitable, or other nature) that directly or indirectly purports to be sponsored or operated primarily or exclusively by or for the benefit or service of members of the Church of the Nazarene, without the express prior written consent of the district superintendent, the District Advisory Board, and the Board of General Superintendents.

U. Associates in the Local Church

159. There may be those who feel called to prepare themselves for certain vital lay services in the church, either part-time or full-time. The church recognizes the place of such lay workers, and yet it is basically constituted a voluntary institution, with service to God and others the duty and privilege of all its members according to their abilities. When paid associates in the local church, or any subsidiary and/or affiliated corporations of the local congregation, whether ministerial or lay, become necessary for greater efficiency, it must be such as will not devalue the spirit of free service by all its members or tax the church's financial resources including the payment of all financial apportionments. However, a request may be made in writing for review by the district superintendent and District Advisory Board for exceptions in special cases. (129.27)

159.1. All local paid or unpaid associates who provide specialized ministry within the context of the local church and enter into a relationship of vocational ministry within the church, including directors of childcare/schools (birth through secondary), shall be elected by the church board, having been nominated by the pastor. All nominations must have prior approval in writing by the district superintendent, who shall respond within 15 days after receipt of the request. (159.4, 211.13)

159.2. The employment of such associates shall be for no more than one year and may be renewed upon recommendation of the pastor with the prior written approval of the district superintendent and the favorable vote of the church board. The pastor shall be responsible to conduct an an-

nual review of each staff member. The pastor, in consultation with the church board, may make recommendations for staff development or modifications in job description as indicated by the review. The dismissal of all local associates prior to the end of the employment term (end of fiscal church year) must be by recommendation of the pastor, approval of the district superintendent, and the majority vote of the church board. Notification of dismissal or non-renewal must be given in writing not fewer than 30 days prior to the termination of employment. (129.27)

159.3. The duties and services of such associates are to be determined and supervised by the pastor. A clear, written statement of responsibilities (job description) shall be made available to such associates within 30 days of the beginning of their responsibility to the local church.

159.4. No paid employee of the church shall be eligible for election to the church board. If a church board member should become a paid employee of the church, he or she shall not remain a member of the church board.

159.5. In times of pastoral transition, the stability, unity, and ongoing ministry of the local church is crucial. Consequently, the district superintendent (or a representative appointed by the district superintendent) will work closely with the local church board to implement the following steps which (a) may allow the local church to retain some or all staff for at least a period of time during the transition; (b) will still allow the new pastor freedom to develop his/her own team of associates, if desired; and (c) will allow a board and district superintendent discretion to provide transitioning staff a reasonable amount of time to make necessary personal and professional adjustments. First, upon resignation or termination of the pastor, any associates shall also submit their resignations effective concurrently with the pastor. Second, a local church board may request that the district superintendent approve the continued service of any or all associates. This approval, if granted, could continue until 90 days after the new pastor's assumption of duties or until the incoming pastor nominates

his or her paid associates for the coming year in harmony with paragraph 159. Directors of childcare/schools (birth through secondary) shall submit their resignations effective at the end of the school year in which the new pastor assumes the duties of the office. The chief executive officer of any subsidiary and/or affiliated corporation shall submit his or her resignation at the end of that contractual period in which the new pastor assumes the duties of the office. The incoming pastor may have the privilege of recommending the employment of staff members previously employed.

159.6. Communication with staff members, the church board, and the congregation regarding the effect of paragraph 159.5 on staff members at the time of pastoral change shall be the responsibility of the district superintendent. (211.13)

159.7. The pastor of a congregation having approval to function as a local church according to paragraph 100.2 shall not be considered a staff member.

159.8. Any person serving as paid staff would be ineligible to be called as pastor to the church of which he or she is a member without approval of the district superintendent and the District Advisory Board. (115, 129.2, 211.10, 225.16)