



**SOUTH
COASTAL
DISTRICT**

**Standing
Rules
2011**

2011 STANDING RULES

SECTION I: CHURCHES/PASTORS

- A. The Local Church Treasurer is authorized to close the church books on May 31 before District Conference.
- B. All property of the local churches is to be deeded to the trustees of the local church and held in trust for the use and benefit of the members and ministers of The Wesleyan Church. The trust clause in Paragraph 4610 of The Discipline (2008 Edition) shall be included in all property deeds.
- C. On behalf of its pastor, each church shall pay monthly into the Wesleyan Pension Fund an amount equal to 12% of the pastor's total compensation, which shall consist of cash salary, utilities, and housing as described below:
 1. **Cash Salary:** The amount of money paid including cash housing allowance, bonuses, and any part of the Social Security tax which may be reimbursed, but excluding non-accountable business allowances for travel and accountable business expense reimbursements and occasional fees.
 2. **Utilities:** The allowances paid to cover the cost of utility bills, or an approximation of the annual amount of utility bills, if paid by the church.
 3. **Housing:** If provided rent-free living quarters, housing is assumed to be 30% of the combined total of cash salary, plus utilities.
- D. All Wesleyan churches in the district are encouraged to use Wesleyan literature, available from the Wesleyan Publishing House, in their Sunday Schools, Vacation Bible Schools, and Leadership Training Courses.
- E. Each church shall pay, in advance, the expenses of the pastor and delegate(s) to the District Conference (including room, board, and travel).
- F. Each church shall pay, in advance, the expenses of each pastor and spouse to the annual Minister's and Mates Retreat..
- G. All ministers of the district shall be responsible to attend the District Conference sessions. Satisfactory reason for any absence shall be supplied in writing to the District Superintendent.
- H. "Except for such emergencies as resignation, removals, or deaths, pastoral changes shall take place on the Monday following the second Sunday of July" (The Discipline, 2008 Edition, Paragraph 700).
- I. All charges and stations to which a pastor shall move shall pay the moving and transportation expense of said pastor.
- J. Each pastor shall be entitled to an annual vacation with pay in accordance with the years of service in the ministry, namely:
 1. **Annual Time Agreement***
 - a. 1 year of service - 16 days, including 2 Sundays
 - b. 5 years of service - 18 days, including 2 Sundays
 - c. 10 years of service - 24 days, including 3 Sundays
 - d. 15 years of service - 27 days, including 3 Sundays
 - e. 20 years of service - 32 days, including 4 Sundays

*Additional time may be granted by the Local Board of Administration.

2011 STANDING RULES

2. Additional Time

When any pastor has served in excess of 25 years, additional vacation time may be granted by the local Church Board of Administration in consultation with the District Superintendent.

3. Bonus

It is suggested that one week's salary be given as a vacation bonus.

4. Sabbatical

Every Wesleyan Church is encouraged to provide a sabbatical leave for its pastor(s) at least every seven years of service. A sabbatical shall be for a minimum of four weeks in excess of vacation time with financial provisions, as approved by the Local Board of Administration (cf. 723) (Discipline 724: - 2008)

- K. Each local church is encouraged to permit the pastor to be absent at least two weeks for outside speaking engagements (revivals, retreats, etc.) per year, covering two Sundays.
- L. All absences from the pulpit by the pastor shall be mutually planned and agreed upon by both the pastor and the local church board.
- M. All pastors shall be required to report to the District Superintendent on forms provided for that purpose on a monthly and timely manner.
- N. Each pastor is required to file a complete annual church statistical and financial report on line at (<http://www2.wesleyan.org/statistical/login.php>) by June 15th. Failure to complete will require a meeting with the DBA.
- O. All pastors and churches shall promote the full payments (100%) of all General, Educational and District budgets. When a church fails to pay in full, the pastor and the vice chairperson of the local church board shall submit a letter from the treasurer and pastor as to why. In addition, they may be called to appear before the DBA for further explanation.
- P. Annually there shall be an agreement entered into between the church or the church board and the pastor in reference to the pastoral support package. The pastor's salary shall be considered a moral obligation by the church. However, if 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 be legally responsible in excess of funds raised during the term of the pastor's actual service. The local church and/or LBA and the pastor shall work out a satisfactory agreement to be approved by the DBA.
- Q. All churches and pastors in the district shall respect and obey copyright laws concerning the copying or duplication by any means of copyrighted materials (example: copyrighted songs, both music and words). Before copyrighted materials may be duplicated in any manner, either (1) permission shall be secured from the copyright holder with appropriate payment of any required royalties, or (2) the church shall purchase from a copyright licensing agency (example: Christian Copyright Licensing, Inc,) a license which gives specific right to such duplication.
- R. Each church shall be required to provide adequate liability and loss insurance and provide a current copy of the coverage to the district office for their records.
- S. The senior or solo pastor may nominate and the Local Board of Administration shall elect the Vice Chairperson of the Local Board of Administration.

2011 STANDING RULES

Any *Supply Pastor*, appointed by the District Board of Administration, shall be seated as a delegate to District Conference.

U. All *Supply Pastors* will meet annually with the District Board of Ministerial Development for guidance, accountability and encouragement in their ministerial calling, equipping and preparation.

SECTION II: DISTRICT SUPERINTENDENT

- A. The district superintendent shall submit a report of official activities and an overview of the district ministry to the DBA at its regularly scheduled meetings.
- B. The district superintendent shall conduct no more than three weeks of speaking engagements outside the district.
- C. The district superintendent shall be given a vacation with pay as provided for pastors in Standing Rule #10. If so desired, one of the weeks allowed speaking engagements may be converted to an additional week of vacation.
- D.. The district superintendent shall exercise administrative supervision over the district camps and visit other camps within the district as schedule allows.
- E. When non-Wesleyan speakers and workers are used, the district superintendent has the right to refuse their services and employment. The Discipline (2008 Edition), Paragraph 1310:21, Duties of the District Superintendent.

SECTION III: DISTRICT

- A. The District Board of Administration Executive Committee shall consist of the district superintendent, assistant district superintendent (s), district treasurer and district secretary.
- B. The DBA shall serve as the Conference Action Committee.
- C. A memorial page in the annual *Conference Journal* in honor of any of our ordained ministers, pastors, their spouses, or district officials who passed away during the preceding conference year shall be prepared by the District Secretary.
- D. The District Treasurer is authorized to close the district books 20 days before the annual district conference convenes.
- E. The DBA, being the trustees of the South Coastal District of The Wesleyan Church, together with the District Superintendent, is empowered to execute all necessary papers and mortgage deeds when securing loans for the district or for any church needing funds for an expansion program, liquidating any district, local church, or parsonage indebtedness, provided:
 - 1. That the party or parties requesting such action shall set forth in writing the true nature and purpose for which the loan is requested. This writing is to become a permanent part of the records of the DBA. The borrower shall be responsible for repayment of said loan.
 - 2. When the District Superintendent and the DBA are satisfied that the object for which the loan is sought is both necessary and desirable. In case of necessity, in order that a duly authorized expansion, building, remodeling, or relocating program may be carried out, or in case of the claim of a municipal government,

2011 STANDING RULES

state highway department, or any other governmental agency, the District Superintendent is duly empowered to sign any and all deeds and papers for the transfer of real property that is now or hereafter may be held in trust by said trustees, provided that the party or parties requesting such action shall set forth in writing the true nature and purpose for which transfer or sale is requested (this writing is to become a permanent part of the records of the DBA), and where the transfer or sale of such district, local church, parsonage, or other real estate has been approved or authorized by the District Superintendent and the concurrence of two thirds of the DBA and provided further that the said Board and Superintendent are both satisfied that the object for which the transaction is sought is both necessary and desirable.

- F. The office expenses of the District Superintendent, Assistant District Superintendents, District Secretary, and District Treasurer shall be paid by the district.
- G. All legal documents of the district shall be locked in a fireproof safe, and the same shall be held in custody of the District Superintendent.
- H. The District Building Committee shall be composed of the District Superintendent as Chairman and other members elected by the District Board of Administration. See *The Discipline* (2008 Edition), Paragraph 1345:1,2,3 and Paragraph 1233:31.
- I. The Council on Ordination shall consist of the ordained ministers of the District Board of Ministerial Development.
- J. All reports from departments and auxiliary report to the District Conference shall be submitted to the District Office no later than June 11th. The preferred method of submission of the report is as email, fax, or file.
- K. All district boards, committees, auxiliaries, etc. shall furnish minutes of all meetings to the District Secretary and to the District Superintendent.
- L. July 30th of each year shall be the deadline for having all materials for the annual *District Conference Journal* in the hands of the District Secretary.
- M. The DBA Executive Committee shall serve as the District Budget Committee, which shall annually submit a district budget proposal to the DBA for consideration and adoption. A report shall be submitted to the District Conference.
- N. In computing the district USF budget assessments for the churches, all churches shall be subject to full assessment on all assessable income up to \$500,000. Above that level, there shall be a graduated reduction in the percentage applied. For that portion of a church's assessable income between \$500,000 and \$1,000,000, there shall be a reduction of one percent. For that portion between \$1,000,000 and \$2,000,000 there shall be a reduction of two percent. For that portion that exceeds \$2,000,000 there shall be no assessments.
- O. The DBA shall assess newly planted churches on an escalating scale for all district budget items as follows: No budget for the first budget year, a minimum of 25 percent for the second year, (a minimum of 50 percent for the third year, a minimum of 75 percent for the fourth year, and 100 percent for each year thereafter.

2011 STANDING RULES

- P. No district monies shall be invested or granted to any *Developing Church* which does not have its property deeded to The Wesleyan Church in accordance with Standing Rule #2.

SECTION IV: DISTRICT CELEBRATION / CAMPS

- A. The District Ministries Board shall be chaired by the Spiritual Formation Director and shall include the following ministry leaders:
1. District Superintendent
 2. District Wesleyan Youth Director
 3. District Wesleyan Women Director
 4. District Wesleyan Men President
 5. District Director of Missions
 6. Kid's Camp Director
 7. Youth Camp Director

SECTION V: PASTOR'S SALARY

- A. A church may expect full-time service from its pastor if all of the following *minimum* requirements are met:
1. The cash salary is a minimum of \$491 per week as of 2011 and a cost of living will be calculated each year thereafter to reflect accordingly.
 2. A parsonage or housing allowance, plus utilities or utilities allowance, is provided.
 3. 100% of the pastor's Social Security self-employment tax (SECA) is paid.
 4. The church pays the full Wesleyan Pension Fund assessment for the pastor (12% of the pastors "total compensation" – see definition of "total compensation" in Standing Rule #3).
 5. The church pays an allowance for the pastor's health insurance, in full or in part, in an amount consistent with the church's financial ability.
 6. The church establishes an accountable expense reimbursement plan for the pastor, in full or in part, in an amount consistent with the church's financial ability. The accountable expense reimbursement plan should include the pastor's church related expenses, such as mileage, meals, office expense, out-of-town lodging, etc.
 7. The church establishes a Medical Reimbursement Plan as per request of the pastor and established within the guidelines of the IRS.
 8. If the church cannot meet the minimum salary requirements then the pastor shall be permitted to serve in a bi-vocational role.

SECTION VI: BUILDINGS, CONSTRUCTION AND LOANS

- A. All churches seeking to add a building or construct a new facility must meet the following three (3) stages for full approval by the District Building Committee (DBA Executive).

Stage 1 - Concept Approval- This is an initial approval stage that informs the district in a written presentation that the church is considering a building project. This may or may not include rough drawings, cost estimates and fiscal data. A statement of need is required. This stage occurs six (6) months before the project goes public.

Stage 2 - Facility/Financial Approval - Includes loan security, financial health of the congregation, pledges from leadership team, blueprints/drawings, projected fiscal and ministry impact and approval by the local church board.

Stage 3 -Final Approval - All loans have been secured and the local church conference has approved the project.