

MICHIGAN REGION OF THE MISSIONARY CHURCH MANUAL

**Includes Regional Bylaws, MMLI Bylaws, Handbook on
Personnel, Policy and Procedure and various Documents**

2020 – 2021 Edition



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OVERVIEW OF THE MICHIGAN REGION

Vision, Mission, and Driving Passion

Our Vision: *“Every church mobilizing believers to intentionally lead people to Christ and make disciple-makers.”*

Our Mission: *“To strengthen churches and groups of churches that reproduce and multiply devoted followers of Jesus Christ.”*

Our Driving Passion: *“The Missionary Church is a family of churches under the authority of Jesus Christ, committed to the Bible and the Great Commission.”*

- We pursue relationship with God as our top priority.
- We depend on the Holy Spirit through prayer.
- We introduce people to the gospel and multiply disciples everywhere.
- We value, strengthen and multiply churches.
- We develop Spirit-led leaders to advance God’s mission in the world.

**BYLAWS OF THE
MICHIGAN REGION OF THE MISSIONARY CHURCH¹**

ARTICLE 1

REGIONAL IDENTIFICATION

A. NAME

The name of this corporation will be the Michigan Region of the Missionary Church, formerly known as the Michigan District of the Missionary Church.

B. LOCATION

The location of the corporation is the city of Burton, in the county of Genesee, State of Michigan. The address of the corporate registered office in Michigan is: 1091 Creekwood Trail, Burton, Michigan 48509-1500. This location will be known as the Michigan Regional Resource Center.

C. RELATIONSHIP

The Michigan Region is a subsidiary of the Missionary Church, Incorporated with offices at 3811 Vanguard Drive, Fort Wayne, Indiana 46809-3304. It is responsible for the promotion of the vision, mission, and priorities of the Missionary Church within the boundaries established for it by the parent organization. The Constitution of the Missionary Church will govern the Michigan Region in all matters concerning doctrine, policy, and practice.

D. GOVERNMENT

The Michigan Region will be governed by the Regional Conference that will function according to the Constitution of the Missionary Church, Inc. and the General Conference of the Missionary Church, Inc.

E. INCORPORATION

The corporation - formed on the basis of a merger-agreement between the members of the Michigan Conference of the United Missionary Church, a Michigan Ecclesiastical Corporation, and the Missionary Church Association, Great Lakes District, an Ohio Non-Profit Corporation, and called the Michigan District of the Missionary Church at the time of the merger - will be known in law as the Michigan Region of the Missionary Church, a Michigan Ecclesiastical Corporation. The corporation will be organized on a non-stock basis.

ARTICLE 2

REGIONAL CONFERENCE

A. COMPOSITION

The Regional Conference will consist of all credentialed ministers of the Missionary Church, Inc. resident in the Region and its districts, the Regional Oversight Council, the Regional Nominating Committee, the officers of the Michigan Missionary Loans and Investments, Inc., and one lay delegate from each full-member church within the Region and its districts for each 50 members or major fraction thereof (1-75: 1 delegate; 76-125: 2; 126-175: 3; 176-225: 4; etc.). Delegates will be elected by and from the members of each church or appointed by the church or elder board. Any change of delegate must be certified by a letter from either the Church Board or the Pastor to the Michigan Regional Resource Center before seating the delegate in the Regional Conference bar. Affiliate Churches and unorganized Church Multiplication projects may send non-voting delegates to Regional Conference. Those holding Lay Ministry Licenses in the Region are not members of Regional Conference unless he or she is sent as a delegate of a full-member church or is serving as the senior pastor of a full-member church or church multiplication project recognized by the Region or one of its districts.

B. DUTIES

¹ These Bylaws were adopted May 3, 2011 by the Michigan District Conference and went into effect July 1, 2011.

1. The Regional Conference will have the authority to exercise care and discipline over the churches and ministers within its boundaries in order to maintain integrity in doctrine, policy, and practice according to the Constitution of the Missionary Church, Inc.
2. It will elect or appoint its own officers, boards, and committees including the Regional Director, members of the Regional Oversight Council, and others as needed.
3. It will recommend to the General Oversight Council of the Missionary Church, Inc. the approval of new churches for membership in the Denomination. This responsibility will be transferred to districts when fully organized.
4. It will recommend the establishment of new districts within the Region and the guidelines governing such according to the policies established by the General Oversight Council.
5. It will license, commission, and ordain ministers in keeping with the provisions of the Constitution of the Missionary Church, and will certify them to the Missionary Church President who will issue the credentials. This responsibility will be transferred to districts when fully organized.
6. It will conduct conferences and ministries in the Region as needed. It will implement and promote the ministries of the Denomination.
7. It will receive the reports of the Regional Director and other officers, pastors, workers, boards, etc. as may be required. It will submit required reports to General Conference.
8. It will be the prerogative of the Regional Conference to make recommendations to the Missionary Church General Conference.
9. It will receive and act on resolutions from districts, churches, boards, and committees, etc. All resolutions must arrive at the Regional Resource Center at least thirty days prior to the Regional Conference in order to be considered. All resolutions, other than procedural motions, that are presented at Regional Conference will be referred to a study committee for recommendation.

C. MEETINGS

1. Annual Regional Conference: It will meet annually. The Regional Oversight Council will select the date, time, and location of the Annual Regional Conference and provide an advance notice of at least 90 days. Proposed bylaw amendments will be published with the notice of the meeting.
2. Quorum: A quorum will consist of those members present at a duly called meeting.
3. Special Regional Conference: The Regional Oversight Council may call a Special Regional Conference. The Regional Oversight Council will select the date, time, and location of the Special Regional Conference and provide an advance notice of at least 30 days. Its membership will consist of all those eligible to participate in the previous Annual Regional Conference.

ARTICLE 3

REGIONAL OFFICERS

The offices of the Michigan Region will be the Regional Director, the Vice-Chair of the Regional Oversight Council, the Regional Secretary, and the Regional Treasurer.

A. REGIONAL DIRECTOR

1. SELECTION

- a. The Regional Director will be an ordained minister in the Missionary Church nominated by a Special Nominating Committee of six, three lay members and three

ordained ministers, appointed by the Regional Oversight Council. The committee will solicit input for possible nominees. All nominees for Regional Director must be selected in consultation with the President of the Missionary Church and must be ratified by the Ministry Leadership Council and the General Oversight Council of the Missionary Church.

- b. The Regional Director will be elected by the voting members of the Michigan Region for a term of four years and must operate within the authority of God's Word, the Constitution of the Missionary Church, and the Bylaws of the Michigan Region.
- c. The Regional Director must receive a 60% majority to be elected for his first two terms. After two consecutive terms in office, he must receive a 75% majority vote to continue in office for each additional term.
- d. The newly elected Regional Director will assume office on July 1 in the year of the election and will be an advisory member of all boards and committees until he assumes office.

2. ACCOUNTABILITY

- a. The Regional Director will be accountable to the Michigan Regional Conference and the Regional Oversight Council, providing both with appropriate reports regarding his ministry.
- b. The Regional Director will also be accountable to the office of the President of the Missionary Church and represent the Michigan Region on the Ministry Leadership Council of the Missionary Church. He will submit to the General Conference of the Missionary Church a full report of the work of the region, including a summarized statistical report.

3. DUTIES

- a. The Regional Director will seek to fulfill the vision, mission, and priorities of the Michigan Region and be responsible to uphold the Word of God, the Constitution of the Missionary Church, and the Michigan Region Bylaws.
- b. He will recruit, develop, and equip leaders, mission district directors, and district directors within the region and assist them in developing strategies to fulfill the vision, mission, and priorities of the Region.
- c. He will help churches with strategies for growth and multiplication and the implementation of those strategies.
- d. He will supervise all churches, districts and ministers in the Michigan Region and have authority, in consultation with the Regional Oversight Council, to visit and address local church boards or congregations to safeguard the Region's churches, districts and members.
- e. He will oversee the work of the Regional Ministries Coordinator, the Regional Resource Center, and the various ministries of the Region.
- f. He will chair the Regional Conference, the Regional Oversight Council, and the Ministry Multiplication Team.
- g. He will be an ex-officio member of all councils, boards, committees, task forces, ministry teams within the Region, its mission districts, and its Districts.

B. VICE CHAIRPERSON OF THE REGIONAL OVERSIGHT COUNCIL

1. SELECTION

- a. The Vice Chairperson will be selected from the membership of the Regional Oversight Council.
- b. The Vice Chairperson will serve for a four-year term, staggered with the term of the Regional Director. The Vice Chairperson's term will begin July 1.

2. DUTIES

- a. The Vice Chairperson will chair the Regional Nominating Committee.
- b. The Vice Chairperson will chair the Regional Oversight Council and the Regional Conference at the request of or in the absence of the Regional Director.
- c. The Vice Chairperson will fulfill other duties delegated by the Regional Director and/or the Regional Oversight Council.

C. SECRETARY

1. SELECTION

- a. The Secretary will be appointed by the Regional Oversight Council.
- b. The Secretary will serve for a four-year term staggered with the term of the Regional Treasurer. The Secretary's term will begin July 1.

2. DUTIES

- a. The Secretary will record and keep the minutes of the Regional Conference and the Regional Oversight Council.
- b. The Secretary will present a report to the Regional Conference summarizing the work of the Regional Oversight Council.
- c. The Secretary will oversee the publication of the minutes and reports of the Regional Conference.
- d. The Secretary will fulfill other duties delegated by the Regional Director, the Regional Oversight Council, or the Regional Conference.

D. TREASURER

1. SELECTION

- a. The Treasurer will be appointed by the Regional Oversight Council.
- b. The Treasurer will serve for a four-year term staggered with the term of the Regional Secretary. The Treasurer term will begin July 1.

2. DUTIES

- a. The Treasurer will receive, hold, and disburse monies as the Region decides in keeping with its policies, directives, and budgets.
- b. The Treasurer will submit financial reports as requested by the Regional Director, the Regional Oversight Council, or the Regional Conference.
- c. The Treasurer will calculate the annual Regional ministry shares for each church according to the formula established by the Regional Conference and the requirements of the approved Regional budget and communicate that amount to each church.

ARTICLE 4

REGIONAL MINISTRIES COORDINATOR

A. SELECTION

- 1. The Regional Ministries Coordinator (RMC) will be nominated by the Regional Director and appointed by the Regional Oversight Council.
- 2. The Regional Oversight Council will decide the terms of service, salary, and benefits.

B. ACCOUNTABILITY

- 1. The Regional Ministries Coordinator (RMC) will be accountable to the Regional Director.
- 2. The RMC will serve as an advisory member of the Regional Oversight Council and the Ministry Multiplication Team.
- 3. The RMC will provide appropriate reports regarding his ministry to the Regional Oversight Council, the Ministry Multiplication Team, and the Michigan Regional Conference.

C. DUTIES

1. The Regional Ministries Coordinator will serve as an assistant to the Regional Director in the fulfillment of the vision, mission, and priorities of the Michigan Region.
2. The RMC will coordinate pastoral care for Regional ministers and their families in times of need, transition, and/or crisis.
3. The RMC will oversee pastoral placement in the Region, following the Regional Handbook on Policies and Procedures.
4. The RMC will oversee credentialing matters in the Region.
5. The RMC will manage the support staff and ministries of the Regional Resource Center.
6. The RMC will represent the vision, mission, and priorities of the Region in local churches and assist congregations with special occasions and services.
7. The RMC will fulfill other duties delegated to him by the Regional Director.

ARTICLE 5

REGIONAL BOARDS AND COMMITTEES

A. REGIONAL OVERSIGHT COUNCIL

1. COMPOSITION

- a. The Regional Oversight Council will have ten voting members and will be composed of the Regional Director, Regional Secretary, Regional Treasurer, and seven other members, elected for staggered four-year terms by the Regional Conference. Four of the seven are to be credentialed ministers in the Region and the other three are laypersons. In addition, the Regional Ministries Coordinator will serve as an advisory member.
- b. The Regional Director will serve as chair of the Council.
- c. The Regional Secretary and Regional Treasurer will be appointed for staggered four-year terms.
- d. The Council will select from its membership a Vice Chair who will also serve as Vice Chair of the Regional Conference.

2. DUTIES

- a. The Regional Oversight Council will seek to fulfill the vision, mission, and priorities of the Michigan Region and give oversight to all churches, mission districts, and districts within the Region. It will be the trustee of the Region and serve as its Board of Directors. It will meet regularly with a minimum of four meetings per year.
- b. It will employ ministry and support staff within the confines of the Regional budget and establish appropriate job descriptions for those employed.
- c. It will represent the interests of the Regional Conference and have full authority to transact business that may arise between the Annual Regional Conferences. It will make plans for the Regional Conference, ratify all nominees for election by the Regional Conference, and appoint and oversee the work of all necessary boards, committees, ministry teams and task forces.
- d. It will approve all credentialing matters and will annually certify to the Denomination a list of all ordained and licensed ministers under the jurisdiction of the Region. This responsibility will be transferred to districts when fully organized.
- e. It will approve new churches for membership in the Missionary Church and will certify such to the Denomination. This responsibility will be transferred to districts when fully organized.
- f. It will ratify the Ministry Multiplication Team decisions regarding ministry policies, strategies, and organizational structures, including the formation and

funding of mission districts and full districts. It is recommended that the Council meets at least twice a year with the Ministry Multiplication Team for prayer and consultation.

- g. It will assume all fiduciary responsibilities for the Region including such duties as the Regional budget preparations and annual Regional shared ministries, matters of stewardship, and general economic oversight. It will be authorized to:
 - Receive and to hold in trust monies, gifts, and legacies
 - Acquire, loan, or borrow money
 - Purchase, sell, improve, convey, or exchange real estate held by the Region or other property such as stocks, bonds, mortgages, and other securities
 - Serve as the trustees for estates and gifts in conformity with the laws of the state
 - Approve all special financial appeals to the churches
 - Authorize any two of its officers to negotiate loans and mortgages it approves and sign appropriate documents on behalf of the Region. Such approval will be subject to satisfactory arrangements concerning Region shared ministries funds.
 - Approve a local church's purchase or selling of real estate, building or remodeling projects, and/or borrowing of money at a value greater than 20% of the church's average annual income (less bequests) for the preceding three years. It may authorize representatives from the Region to meet with local church leaders for review of plans and consultation.
- h. It will have full authority to handle all emergency matters related to all churches, ministers, and districts within the Region. By a two-thirds vote, it will have authority to take appropriate steps to address the problem(s) and, if necessary, exercise discipline over churches or ministers in order to maintain the integrity of the Missionary Church and preserve the unity and testimony of the churches, ministers, and districts within the Region. It will represent the Region as the arbitrator in all appeals related to due process as outlined in the Missionary Church Constitution.
- i. It will assume the supervision and governance of a local church if its membership falls below 15 baptized adult members (16 years or older). This arrangement will continue as long as the Council deems necessary. This responsibility will be transferred to districts when full organized.
- j. It will conduct an annual review of the Regional Director. If the Regional Director can no longer serve, resigns, or is removed for disciplinary reasons, it is empowered to appoint an interim director until the next Regional Conference.

B. MINISTRY MULTIPLICATION TEAM

1. COMPOSITION

- a. The Ministry Multiplication Team will be composed of the Regional Director, district directors, mission district directors and other members appointed by the Regional Oversight Council. In addition, the Regional Ministries Coordinator will serve as an advisory member.
- b. The Regional Director will chair the team.

2. DUTIES

- a. The Ministry Multiplication Team will seek to fulfill the vision, mission and priorities of the Michigan Region and be primarily responsible for leadership development, strengthening the local church, and church/district multiplication.
- b. It will recruit and develop leaders for the Region and the districts within its geographic area. This will include pastors, church planters, and district and Regional leaders.

- c. It will formulate strategies and ministry resources for strengthening the local church.
- d. It will be responsible for planning and guiding strategies, implementation, and structural support for the formation of mission districts and districts.
- e. It will be accountable to the Regional Oversight Council and make appropriate recommendations to them regarding leadership development, strengthening the local church, and church/district multiplication. It is recommended that the two groups meet together at least twice a year for prayer and consultation.

C. NOMINATING COMMITTEE

1. COMPOSITION

- a. The Nominating Committee will be composed of the Vice Chair of the Regional Oversight Council and six members, three lay members and three credentialed ministers, appointed by the Regional Oversight Council.
- b. The Vice Chair of the Regional Oversight Council will chair the committee.

2. DUTIES

- a. The Nominating Committee will prepare the Regional Conference ballot for the election of members to the Regional Oversight Council.
- b. It will prepare the ballot for the annual meeting of Michigan Missionary Loans and Investments, Inc., in consultation with their President.
- c. It will also prepare any additional ballots for other boards and committees as determined by the Regional Conference or Regional Oversight Council.

D. OTHER MINISTRY TEAMS, BOARDS AND COMMITTEES

The Regional Conference and the Regional Oversight Council may add other boards, committees, ministry teams and task forces to fulfill the vision, mission and priorities of the Region. The Regional Oversight Council will determine composition, selection process (appointment or election), and duties for such groups.

ARTICLE 6

REGIONAL FINANCES

- A. The Michigan Region will be self-supporting in its operation. Its fiscal year will be January 1-December 31.
- B. The Regional Oversight Council will prepare and present an annual budget for the approval of the Annual Regional Conference.
- C. The Regional Treasurer will calculate the annual Regional ministry shares for each church according to the established formula approved by the Regional Oversight Council, the Regional Conference, and the requirements of the approved Regional budget and will communicate that amount to each church.
- D. The Regional Oversight Council, in consultation with the Ministry Multiplication Team, will approve financial guidelines for churches in mission districts.
- E. Churches in full districts will give a percentage of their ministry shares as determined by the Regional Oversight Council to the Region with the balance remaining in the district.
- F. When a church requests signatures from the Regional Oversight Council as security for borrowing money, that church will make satisfactory arrangements to pay past ministry shares (for the current and preceding year) and agree to pay future ministry shares on time.

ARTICLE 7

DISSOLUTION

In the event of dissolution, the assets of the Region will be distributed to the Missionary Church, Inc.

ARTICLE 8
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised will govern the Regional Conference in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Regional Conference may adopt. In the same manner, each local church and all other entities of the Michigan Region will be governed by Robert's Rules of Order Newly Revised.

ARTICLE 9
AMENDMENTS

These Bylaws may be amended by the Regional Conference by a two-thirds vote of the Regional Conference members, providing that these amendments do not conflict with the Constitution of the Missionary Church.

RULES OF ORDER
Adopted April 30, 2019

1. The Regional Director or his appointee will serve as Chairman at Regional Conference.
2. The Chair will nominate any Conference committees not covered by the Bylaws.
3. The Conference body will elect all committees.
4. Each member will be permitted to speak for five minutes on each motion, amendment, or subject on the floor that allows debate. Each member desiring to speak will respectfully address the chair, and be recognized by the chair before speaking in debate. A member may not speak the second time on the same question until all others who wish to speak the first time have had an opportunity to speak. Exceptions may be granted by the Conference body by 2/3 vote, who also may by 2/3-vote limit debate to less than five minutes.
5. In order to stop debate and bring a question to a vote, a member will rise, be recognized by the chair and state, "Mr. Chairman, I call for the Question." A second, and a 2/3 vote is required to immediately end debate and vote on the question. Calls of "question" from the body, without proper recognition by the chair will be ignored.
6. The times of meetings during the Regional Conference Session will be established when the "Agenda" is adopted. Any deviation from the stated times will require a 2/3 vote to "Suspend the Rules".
7. All nominations from the floor will require a second to be approved.
8. The Chair will announce vote results according to Robert's Rules of Order unless the body decides to keep the numbers secret by majority vote. When there is no election for nominees for an office on a first ballot, the tally of votes will be announced, and a second ballot will be taken, containing all the names that appeared on the first ballot. If there is still no election after the second ballot, the name having the least number of votes will be dropped. After each successive ballot, one additional name of the nominees having the least number of votes will be dropped from the ballot until an election is valid.
9. The Regional Conference will establish the bar.

Michigan Region Mission District Guidelines

How a New District/Network Begins in the Michigan Region

January 2015 edition

The Missionary Church and the Michigan Region are committed to the multiplication of disciples, groups of disciples and churches. Church multiplication that is disciple-making based is one of the most effective means for reaching people with the message of the gospel. One of the main reasons why the Michigan Region was formed was, and still is, to see multiple districts developed within the Region. These districts, sometimes called networks, will make it their purpose to see more people come to Christ and learn to follow him with new churches planted and established as a result. These guidelines provide some of the policies and structure for implementing our Regional vision for new districts.

We understand that this document does not contain bylaws or rules, but guidelines which may need to be adapted and changed as new situations arise and as multiple districts develop and mature in the Region. Regional and local district leadership will seek to keep in step with God's Spirit as new challenges and opportunities present themselves. It is the heart's desire of the Michigan Region to pursue our single purpose to glorify the Lord Jesus and to reject any attitude of competition within the Region and/or the districts.

How are Mission Districts Formed?

A leader, a church, groups of leaders or churches, or Regional leadership may propose the establishment of a mission district. This proposal will always be done in consultation with Regional leadership and within the Regional guidelines. A written proposal for the formation of a mission district is to be submitted to the Regional Ministry Multiplication Team, presenting the vision, member churches, and some specific objectives of the proposed mission district.

When a mission district has 5-10 churches or church plants, a steering committee will be selected in consultation with Regional leadership. As the mission district moves toward full district status, district leadership may develop working by-laws, incorporate (if appropriate), conduct its own district events and ministries, and establish its budget and ministry shares under the direction and with the approval of the Regional leadership.

- ***Important characteristics for the recognition of a mission district/network:***
 - **A visionary leader** who has demonstrated the ability to recruit and develop dynamic leaders, disciple-makers and church planters. Also, that leader is intentionally working on his own personal ministry to be disciple-making based;
 - **A demonstrated mission-focus**, multiplication of ministries and disciple-making behavior by the applicant group desiring to be a mission district; meaning they have already planted or are involved in planting at least one new church and have intentional disciple-making based ministry growing in the lives of the pastors and churches of the group.
 - **A committed group of pastors, planters or churches** who will partner together to formulate and pursue the goals of the mission district.

- ***Provisional status***
Existing churches or groups of churches (usually 1-5 churches) that desire to form a mission district/network can be given provisional status until they fulfill the criteria to become a mission district. (See doc. – Provisional Status)

How are Mission Districts Funded?

- Guidelines for Written Proposal
A written proposal must be submitted to the Regional Oversight Council for the formation of a mission district. This proposal will include a statement of vision and strategy with details of an annual budget outlining projected expenses and sources of income. The Regional Oversight Council will determine the amount of church ministry shares to be assigned for mission district development and church planting.
- ***Guidelines for Mission District Funding***
Funding for mission districts will come from the following sources with a base responsibility of all churches giving 4% of their annual average receipts, less bequests, for the previous three years.
 - a. New church plants: 75% of the total ministry shares from new churches will remain in the mission district, while 25% of ministry shares will be given to the Region.
 - b. Existing churches in the district: A percentage of ministry shares received by the Region from existing churches will be returned to the mission district based upon the formulas outlined in the bullet statement below.
 - c. Contributions from existing churches in the district: Churches may contribute directly to the mission district above the amount of their ministry shares.
 - d. Other sources of support may come from Regional asset funds, grants or gifts from other entities, organizations or individuals.
- ***Guidelines for Ministry Shares from Existing Churches***
The ministry shares of existing churches, which are approved to become a mission district, will be divided as follows under the direction of the Ministry Multiplication Team of the Region in consultation with the leaders of the mission district:
 - a. While there are 1-5 churches/plants in the new mission district or under 1,500 in combined worship attendance, 100% of the existing church ministry shares will go to the Region with the understanding that a percentage of that money may be returned to the mission district based upon need. Provisional Status with no change in the ministry share obligations may be granted to a group of churches, if neither of the above conditions is met.
 - b. When there are 6-10 churches in the mission district or a smaller number of churches with a combined worship attendance of over 1,500, 70-90% of existing church ministry shares will go to the Region, while 10 - 30% ministry shares are assigned to the mission district;
 - c. When there are 11-15 churches/plants in the mission district, 50-70% of existing church ministry shares will go to the Region, while 30-50% of existing church ministry shares will be assigned to the mission district.
 - d. Once a mission district becomes a full district, all churches in that district will give 25% of their ministry shares to the Region and 75% will remain in the district.
- ***Guidelines for Ministry Shares from New Church Plants***
New church plants or adopted churches in a mission district will be expected to pay ministry shares from the time of their establishment or adoption. The new plants/churches will pay 25% of their ministry shares to the Region and 75% will remain in the mission district. Only

the churches that existed when the mission district was formed will be subject to the changing percentage formulas listed previously.

- ***Guidelines for Mission Districts that form without Existing Churches***
The church plants in a new mission district where there are no existing churches will pay 25% of their ministry shares to the Region and 75% of the ministry shares will be utilized for the development of the new district and church planting within that mission district.
- ***National Ministry Shares***
All churches and church plants will pay a 2% ministry share to The Missionary Church.

How do Mission Districts function in the Region? ¹

- ***Ministerial Credentials***
The Regional office and Regional credentialing committee will process the credential applications within the Region initially. When a mission district has 5-10 churches/plants, the Region may begin to assist the mission district leadership to form a district credentialing team. The Regional Oversight Council will handle credentialing approvals until the mission district becomes a full district.
- ***Church Membership/Incorporation***
The Regional Oversight Committee will approve the applications of churches desiring membership in the Missionary Church until a mission district becomes a full district. Full districts will then approve new churches subject to the Constitution of the Missionary Church and Michigan Regional By-laws. The Regional Oversight Committee will approve incorporation until a mission district becomes a full district.
- ***Regional Conference***
Because we value the development of relationships and in order to cultivate a spirit of unity in our Region, ministers in the Michigan Region will be expected to attend the Regional Conference. Once a mission district has 5-10 churches, that district may hold a district conference at a time that does not conflict with the Regional Conference. The leadership of all mission districts and full districts will be expected to report at the Regional Conference on the developments within their districts.
- ***District Boundaries***
While affinity through common vision will be the driving force for mission districts, we recognize that many districts will form within specific geographical boundaries within the Region. Like-minded pastors and churches in a certain area will join together to form and build a new district. No existing church will be compelled to join a district. That church will remain under Regional authority. It is our desire, however, to see all our churches within the area of a new mission district join enthusiastically in the work of that district. Situations may arise where like-minded leaders and churches desire to form a mission district that overlaps or crosses Regional or district geographical boundaries. These proposals will be pursued in a spirit of cooperation and consultation between the regions and districts involved. Denominational leaders will also be consulted.

How do Mission Districts become Full Districts?

A mission district must generally meet the following criteria to become a full district:

- ***For stability and strength as a district:***
 - 15 churches and church plants (with at least 10 organized churches);
 - Combined average worship of 1500 people;
 - Combined church membership of 750 people;
 - Capability of handling organizational and financial responsibilities.
- ***For relationships and multiplication:***
 - 5-7 years of relationship as churches;
 - A warm spirit of cooperation between leaders and churches;
 - A vision for district growth and the multiplication of churches and disciples.

Once these milestones have been reached, the mission district may apply to the Regional Oversight Council to become a full district. In accordance with the Constitution of the Missionary Church, the Regional Conference will take formal action to establish the full district.

How are Mission District Directors Selected and What is Their Role?

District and/or mission district directors will be selected by the Regional Director in consultation with the Regional Oversight Council and the leadership of the district or mission district and in accordance with the Constitution of the Missionary Church.² The selection will be affirmed by the pastors and delegates of the local churches within the district or mission district. Directors will provide oversight and leadership to churches, pastors and new works in his district or mission district.

A mission district director may be a pastor of a local church in that mission district. It is anticipated that he will initially give 15-20% of his time to the mission district. As the district grows in size and finances, eventually a district or mission district director may transition from volunteer to part-time or even full-time status.

¹ See Article XVI D of the Missionary Church Constitution for additional information on the basic structure of a district and of the selection and duties of the district director.

Michigan Region of the Missionary Church

Application for Starting a Mission District/Network

The Missionary Church and the Michigan Region are committed to the multiplication of disciples, groups of disciples, churches and groups of churches, which we call districts or networks. The structural part of this vision for the Michigan Region is to see multiple district/networks developed under the umbrella of the Region. These new district/networks will make it their purpose to launch disciple making and church planting movements.

Note: The term “network” is preferred by some because of its emphasis upon personal relationship, while “district” refers more so to a boundary or organizational relationship. The term “district” will be used to refer to either throughout the rest of this document.)

New groups of churches are called “mission districts” first, because they are on mission to expand the Kingdom of God and second, because they are like a mission in the beginning stages of launching new ministry. As the mission district matures in numbers of churches, combined worship attendance and capacity to handle its own organizational and financial responsibilities, it can apply to become a full district. A provisional status may be given to a group of churches applying to become a mission district, until they fulfill the required criteria to become fully established as a district.

The birth process for a mission district begins when a leader, a church, groups of leaders or churches, or the Regional leadership propose the establishment of a mission district. This proposal will always be done in consultation with Regional leadership and within the context of the *Region’s Mission District Guidelines*. A written proposal and application for the formation of a mission district is to be submitted to the Regional Ministry Multiplication Team, outlining the vision for multiplication of disciples, churches and groups of churches, names of applicants and objectives for the proposed mission district.

(See the Michigan Region Mission District Guidelines for more details on this process.)

Important characteristics critical for any mission district proposal:

- A visionary leader who can recruit and develop dynamic leaders and church planters. ¹
(Pg. 3)
- A demonstration of missional, multiplication behavior, which means they are intentionally reaching out to lost people and have recently planted at least one new church.
- A group of pastors who are “spiritually passionate” about fulfilling their calling.
(See attached document – *Spiritually Passionate Pastors*)
- A committed group of pastors, planters or churches who will partner together and build a team of churches to formulate and pursue the goals of the mission district.
- A majority of the pastors and churches who are currently multiplying disciples ² (Pg. 3)
- Church lay leadership “buy in” by a vote of the local church boards of the congregations involved in the application. It is understood that this step may not yet have taken place at the time of this application.

1. **Names of Leaders involved in this application to date:**

2. **List the group of churches involved in the proposal** to begin a mission district: **Note:** A document confirming the action of each local church’s approval to participate in the proposed mission district, will be required at some point in the process before approval for any level of mission district status (i.e. provisional, mission or full district).

3. **State the guiding motivation or passion** behind the vision to begin a mission district.

4. **State any behavior demonstrated by the leader(s), pastors or churches, which would give evidence of a passion for evangelism, disciple-making, missional behavior* or multiplication.** (attach a separate sheet if necessary)

**Note: “...disciple-making, missional behavior”*

- Intentional ministry focused on the mission of reaching unreached people
- “Disciple making is defined as intentional involvement in some aspect of helping people move from pre-Christian to devout Christian to a reproducing Christian.

5. **Attach any other information** in a separate document(s) that may help the Ministry Multiplication Team to understand the proposal for a mission district. This document could include documents such as the written mission district proposal, demographics study, other milestones that include On Mission or other training opportunities, coaching commitments, and any other information that explains the vision for the proposed mission district.

Spiritually Passionate Pastors

A statement on the implementation of the vision of the Missionary Church, which compels us in the recruitment and development of spiritually passionate pastor leaders.

“To the elders among you, I appeal as a fellow elder, a witness of Christ's sufferings and one who also will share in the glory to be revealed: Be shepherds of God's flock that is under your care, serving as overseers — not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; 3 not lording it over those entrusted to you, but being examples to the flock. And when the Chief Shepherd appears, you will receive the crown of glory that will never fade away.

(1 Peter 5:1-4, NIV)

What do “spiritually passionate pastors” look like? What kind of motivations, attitudes and behaviors are demonstrated in the way they daily live their lives? As people observe them what do they notice when they get to know a spiritually passionate pastor?

- They are **on a life-long journey of learning how to daily spend time alone with the Lord** in prayer and in His Word through interactive communication with God.
“...he went up on a mountainside by himself to pray.” (Matthew 14:23)
- **They have a sense of the “calling from God” upon their lives** to serve the Kingdom of God and the Body of Christ. They often have a personal story of a strong, historical leading of the Spirit of God into ministry, yet that “calling” continually motivates them through life, differently than if it were a mere job.
“I urge you to live a life worthy of the calling you have received” (Ephesians 4:1)
- **They somehow display fervor and zeal in their demeanor and conduct.** While giving room for different kinds of personalities, this quality is sometimes referred to as enthusiasm or passion, but it includes the aspect of initiative and zeal that comes from the Holy Spirit.
“Never be lacking in zeal, but keep your spiritual fervor, serving the Lord.”
(Romans 12:11)
- **They demonstrate a concern for the lost and the making of disciples.** They share in the heart of Christ who taught us to be ready to leave the ninety nine and search for the one. The spiritually passionate pastor, while himself learning to follow Christ, is intentionally and continually helping people to move from pre-Christian to devout Christian to a reproducing Christian, growing in the competencies and character of Christ.
“...do the work of an evangelist, discharge all the duties of your ministry.”
(2 Timothy 4:5)
- **They have a high value for ministry to the body of Christ, His church.** They have a desire to be shepherds and to learn about what it means to lead and protect the sheep.
“Be shepherds of God's flock that is under your care, serving as overseers — not because you must, but because you are willing.” (1 Peter 5:2)

PASTORAL BENEFITS COMMITTEE REPORT
GUIDELINES FOR PASTORAL SALARY AND BENEFITS
Adopted 1994 (updated November 2011)

These guidelines are intended for the use of the Missionary Churches of the Michigan Region, in the evaluation of their pastoral compensation and in the preparation of annual budgets. When adopted by Regional Conference, these guidelines become our recommended standard for the year and until modified. The Region Director shall use them as a reminder to church boards at the appropriate time each year.

Scriptural Foundation

Who serves as a soldier at his own expense? Who plants a vineyard and does not eat of its grapes? Who tends a flock and does not drink of the milk? When the plowman plows and the thresher threshes, they ought to do so in the hope of sharing in the harvest. If we have sown spiritual seed among you, is it too much if we reap a material harvest from you? The Lord has commanded that those who preach the gospel should receive their living from the gospel. 1 Corinthians 9:7, 10-11, 14

The elders who direct the affairs of the church well are worthy of double honor, especially those whose work is preaching and teaching. For the Scripture says, "Do not muzzle the ox while it is treading out the grain," and "The worker deserves his wages." 1 Timothy 5:17-18

Full Time Compensation

1. Definition of "Full Time"

It is understood that most full time pastors will invest 50-60 hours a week in ministry.

Note: For the purpose of worker's compensation and disability insurance an employee must be employed a minimum of 30 hours a week.

2. Minimal Full Time Compensation Package

A full time pastor should receive an appropriate cash salary, a housing allowance and/or use of a parsonage, health insurance, long-term disability, and Missionary Church pension. Otherwise, the pastor should be free to supplement his income with outside employment.

3. Establishing the Pastor's Compensation Package

- A. Responsibility Factor - Consider the size of the congregation and the ministries it provides.
- B. Training and Experience Factor - Consider education, ordination and years in active ministry.
- C. Cost of Living Factor - Consider annual adjustments to reflect changes in the cost of living.
- D. Non-Statistical Growth Factor - Consider the pastor's contribution (his leadership, planning, communication, spiritual guidance, etc.) to the spiritual growth of the members.
- E. Whether the pastor's wife works or not should not be a factor in establishing the pastor's salary.
- F. Consultation with a resource such as Church Law and Tax Report's *Annual Compensation Handbook for Church Staff* (www.churchlawtoday.com) or online at the U.S. Department of Labor Compensation Statistics (www.bls.gov).

4. Pastor's Salary and Benefits

Estimate the median salary and benefits (taxable and non-taxable) of a similar professional person working in your community as the base from which the following considerations are then made:

- A. Cash Salary.
- B. Housing - parsonage and utilities or an adequate housing allowance.
- C. Telephone - the church should provide for telephone service in the parsonage, except for the pastor's personal long distance calls.
- D. Health insurance - for the family. In certain cases, health insurance premiums paid by the church are taxable income to the pastor. Please consult with an insurance agent and/or a certified public accountant.
- E. Long-term Disability Insurance.
- F. Retirement Fund (e.g. 403b, 401k). It is recommended that each pastor begin a 403b tax sheltered annuity (e.g., Guidestone) or some like tax-sheltered savings program early in their career. Contributions made on a "deferred compensation" basis are free of income and self-employment tax, are portable, simple and can be started with \$50 or \$100 per month." The plan can be employee and/or employer funded.
- G. Social Security - at least one-half of self-employment tax on the pastor's salary and on his housing allowance or the parsonage fair rental value.
- H. Paid Vacation - for all full-time ministers: (Cumulative Pastoral Career Experience)
 - 0-5 years experience = 2 weeks,
 - 6-12 years experience = 3 weeks,
 - 13-20 years experience = 4 weeks

Over 20 years of experience = 5 weeks

NOTE: The pastor and church board should establish a vacation time policy. (e.g., when vacation is used, how many weeks in a row are allowable, whether unused vacation time is cumulative for future years, etc.)

- I. Sabbatical Rest. To honor long-term service to a local congregation, the church is encouraged to consider offering their pastor a 30 to 90 day sabbatical rest after 10 years of service. This shall not be considered vacation time, nor shall it be considered time to candidate for another position.
 - J. All additional monies received from the church such as Christmas gifts and additional cash for FICA are cash salary and should be included in the wages section of the W-2.
5. **Business Expense and Health Reimbursement Plans (MERPs or FSAs)**
- A. Continuing Education - the church should cover expenses for the pastor to at least one seminar a year, besides the Regional and National Conferences.
 - B. Entertainment Account - to cover his expenses for ministry related meals and hospitality.
 - C. Mileage - provide for mileage reimbursement at the IRS rate, or some other adequate car allowance. Mileage reimbursement by a mileage log, usually submitted on a monthly basis.
 - D. Health costs reimbursement. These can be **employee** funded through a cafeteria plan, or **employer** funded by creating reimbursement funds for Co-Pays and deductibles in the health insurance plan. Both plans are non-taxable, if a fully accountable program is used and payment is given only when a receipt is submitted - usually on a monthly basis
6. **Miscellaneous**
- A. It is recommended that the church encourage its pastor to take a day off each week.
 - B. It is recommended that the church send its pastor and treasurer to a church tax seminar.
 - C. Salary and benefits packages for all paid church staff should be structured so as to take maximum advantage of the tax laws and to avoid unnecessary tax liability.
 - D. Churches should include pastoral counseling liability and sexual misconduct liability in their insurance coverage. An amount larger than the amount included in the basic policy is recommended.
 - E. Churches should purchase workers' compensation insurance.
 - F. Churches are encouraged to participate in the annual Pastor Appreciation Day.
 - G. Churches are urged to cover the expenses for the pastor to attend the annual Region ministers' retreat, pastor and spouse retreat, Region and General Conferences. (Not to be considered a part of vacation, continued education, or seminar allowance.)
 - H. Churches are to encourage their pastor to attend a Region camp and not consider it as vacation.
 - I. According to the IRS pastors are unique and must be considered employees for income tax purposes and as self-employed for Social Security / Medicare. Withholding is not required from salary payments, but earnings must be reported on a W-2, not a 1099 miscellaneous form. No housing allowance or provided housing value should be included in the wage section of the W-2. Housing is subject only to self-employment tax.
7. **Other Benefits a Church May Wish to Consider**
- A. Library Allowance - the church may wish to make provision for a Pastoral Library Allowance to cover the purchase of books and periodicals, which he deems helpful for an effective ministry.
 - B. Equity Allowance - if a parsonage is provided, the church might consider giving the pastor a monthly equity allowance to compensate for the equity he would build up if he were to own his own home.
 - C. Additional Life Insurance. The church can purchase up to \$50,000 in term Life without it being taxable to the pastor.
 - D. Supplement to the Missionary Church Pension Program. (e.g. 403b T.S.A.) It is recommended that each pastor begin a 403b tax sheltered annuity or some like tax-sheltered savings program early in their career. Contributions made on a "deferred compensation" basis are free of income tax and self-employment tax, are portable, simple and can be started with \$50 or \$100 per month."

PASTORAL REVIEW AND EVALUATION
Michigan Region of the Missionary Church
PLEASE COMPLETE AND RETURN BY FEBRUARY 15

I. GENERAL INFORMATION

PASTOR'S NAME	POSITION (e.g., Senior Pastor, Youth Pastor, etc.)
CHURCH NAME	YEARS _____ MONTHS _____ LENGTH OF TIME IN POSITION
DATE OF EVALUATION	FROM _____ TO _____ EVALUATION PERIOD
PRESENT SALARY	TIME SINCE LAST SALARY INCREASE

II. PURPOSE OF EVALUATION

The purpose of this form is to serve as a communication tool between the pastor and the church board/elder board to evaluate the pastor's performance and to find ways for growth and improvement. Please think in terms of how the pastor has been doing, not what he is potentially capable of doing.

The Region Office is requesting that each church implement the following evaluation timetable:

The Church Board or Elder Board shall meet between October 15- January 28 each year, in the Pastor's absence to review the Pastor's work, salary, and benefits. After the review the church board shall meet with the pastor as soon as possible to present a summary of the evaluation. (The annual pastoral review does not imply the necessity of an annual congregational vote of confidence.)

III. GUIDELINES FOR EVALUATION

- ◆ Duplicate this form for your leaders to complete.
- ◆ **Compile a master copy with a summary of the average scores and comments, so that the information may be presented to the pastor. Comments should be initialed.**
- ◆ Please be objective, fair and realistic in your evaluation. Avoid anonymous comments.
- ◆ Look for ways to affirm and encourage your pastor. Remember the Golden Rule.
- ◆ Discuss and agree with your pastor a procedure for the annual pastoral review.
- ◆ The results of this evaluation are to be first shared with the pastor and then the board.
- ◆ Keep this evaluation confidential between the pastor and the board.
- ◆ **Send the Region Director a copy of the summary of the average scores and comments signed by both the pastor and vice-chairman. Please return by February 15**

IV. OVERALL RATING KEY

- 5 - **Excellent**: performance is outstanding; makes significant contributions; superior performance.
- 4 - **Good**: performance exceeds requirements; highly effective.
- 3 - **Satisfactory**: performance of duties is constant and effective.
- 2 - **Needs Improvement**: performance is sometimes less than satisfactory; a weak area.
- 1 - **Unacceptable**: performance is consistently unsatisfactory; marked improvement is necessary.

Ministry Performance Factor	Rating: 5 - Excellent 4 - Good 3 - Satisfactory 2 - Needs Improvement 1 - Unacceptable	Comments
1. Sermon Content & Impact Understandable, Biblical, well-illustrated, well prepared, practical application, faces issues squarely, helps me.		
2. Sermon Delivery Keeps my attention, communicates clearly, passionate, enthusiastic, from his heart, calls for response		
3. Relating to Others Considerate & tactful, servant heart, loves people, approachable, hospitable, creates & maintains healthy relationships		
4. Personal Integrity Trustworthy, faithful, respectful, appropriate conduct with opposite sex, regarded as a growing Christian		
5. Work Habits Demonstrates initiative, dependable, follows through, good overall work ethic, motivated within, puts forth effort		
6. Accessibility Has regular work hours, returns calls, responds to messages, available to talk		
7. Demonstrates Leadership Has vision, communicates vision for future, has goals, anticipates the next step of improvement for the church, leads the church		
8. Training & Equipping Helps leaders lead, conducts training, facilitates discipleship, assists others in discovering their ministry		
9. Spiritual Vitality & Growth Shows evidence of meaningful devotional life, demonstrates fruit of the Spirit, has character, passion to become like Christ, wants to know God		
10. Creates Ownership of Ministry Builds the team, motivates others to get involved, demonstrates recruitment skills, frequently meets with leaders, has influence for the purpose of the church		

<p style="text-align: center;">Ministry Performance Factor</p>	<p>Rating: 5 - Excellent 4 - Good 3 - Satisfactory 2 - Needs Improvement 1 - Unacceptable</p>	<p style="text-align: center;">Comments</p>
<p>11. Organizational Skills Balances priorities, good use of time, well organized, meets deadlines, shows high regard for order, delegates, delegates tactfully</p>		
<p>12. Family & Home Shows love & care for spouse & family, spouse is supportive of ministry, spiritually leads his family, parsonage(if applicable) is well maintained inside and out</p>		
<p>13. Relates to the Unchurched Builds bridges & develops rapport with unchurched people, has friendships outside the church, teaches people to reach out</p>		
<p>14. Professional Self-improvement Attends training events regularly, shows evidence of reading and study, openness to evaluation, is well informed and up-to-date</p>		
<p>15. Response to the Community Genuine spiritual concern for the community, leads church to meet needs of community, organizes efforts to impact church's neighborhood</p>		
<p>16. Adaptable & Flexible Open to change, responds positively when plans change, handles emergencies efficiently, handles multiple projects, has back-up plan</p>		
<p>17. Builds Community Creates harmony, effectively resolves conflict, creates team-spirit, teaches people to love others</p>		
<p>18. Resilience Stamina, persistence to “keep going” even with opposition, handles discouragement prayerfully, able to handle “criticism” with grace.</p>		
<p>19. Exercises Faith Calls church to prayer, encourages people to trust God, growing faith in God to enable his ministry, prays for God to meet “big needs.”</p>		
<p>20. Connection to Region/ Denomination Attends & promotes Region and Denominational conferences & events, encourages relationships with other Missionary Churches.</p>		

OVERALL RATING AVERAGE: _____
(Add rating scores for each category then divided by number of categories for overall rating average)

ADDITIONAL COMMENTS:

PLAN OF ACTION FOR GROWTH AND IMPROVEMENT:

PASTOR'S RESPONSE AND COMMENTS:

We have participated in a review of this evaluation and overall performance....

PASTOR'S SIGNATURE

CHAIR/ VICE-CHAIRMAN'S SIGNATURE

DATE

DATE

MAKE THREE COPIES OF THIS EVALUATION:

- [1] Church Board Copy
- [2] Pastor's Copy
- [3] Region's Copy

PLEASE COMPLETE AND RETURN BY FEBRUARY 15

Michigan Resource Center, Missionary Church - 1091 Creekwood Trail - Burton, Michigan 48509
E-mail: office@mcmichigan.org – FAX: 810-742-8102

PASTORAL SALARY WORKSHEET
Michigan Region of the Missionary Church

Due February 15

Minister's Name _____

Church Name _____

1. SALARY	20 _____	20 _____
A. Cash Salary	\$ _____	\$ _____
B. Utilities (amount paid by church)	_____	_____
C. Social Security (above cash salary)	_____	_____
TOTAL SALARY	\$ _____	\$ _____
2. HOUSING		
A. Fair Rental Value (for parsonages)	\$ _____	\$ _____
B. Housing Allowance paid to Pastor	_____	_____
TOTAL SALARY & HOUSING	\$ _____	\$ _____
3. BENEFITS (not considered as salary by IRS)		
A. Parsonage Telephone (Region policy is for churches to pay for the phone in the parsonage, except for the pastor's personal long distance calls)	\$ _____	\$ _____
B. Hospitalization/Medical	_____	_____
C. Long Term Disability	_____	_____
D. Pension - Denominational	_____	_____
E. Other (e.g. 403b) _____	_____	_____
_____	_____	_____
TOTAL SALARY, HOUSING & BENEFITS	\$ _____	\$ _____
4. BUSINESS EXPENSE (not considered salary by IRS)		
A. Travel Allowance: flat rate or mileage at _____ cents per mile	\$ _____	\$ _____
B. Entertainment Allowance	_____	_____
C. Educational Improvement: professional growth, books, periodicals, seminars, etc.	_____	_____
D. Other _____	_____	_____
TOTAL COMPENSATION PACKAGE	\$ _____	\$ _____

OTHER NOTES and POLICIES

1. Vacation time agreement _____

2. Conferences and Seminars _____

3. Other _____

4. Other _____

**PLEASE COMPLETE AND RETURN TO THE RESOURCE CENTER
BY FEBRUARY 15**

**Michigan Resource Center, Missionary Church - 1091 Creekwood Trail - Burton, Michigan 48509
E-mail: office@mcmichigan.org – FAX: 810-742-8102**

**THE MICHIGAN REGION OF THE MISSIONRY CHURCH
MONTHLY REPORT FORM**

1091 Creekwood Trail, Burton, MI 48509

Phone: 810-742-7462 FAX: 810-742-8102

E-Mail: office@mcmichigan.org

PLEASE SUBMIT BY THE 7TH DAY OF THE FOLLOWING MONTH

PASTOR:	
CHURCH:	
CITY:	
MONTH:	

UPDATES:

Praise Reports: <i>What is God doing?</i>	
Opportunities: <i>What opportunities can be shared with other churches?</i>	
Challenges: <i>What struggles/challenges are you facing?</i>	
Prayer Requests: <i>How can we pray for you this month? Is the request private or public?</i>	

STATISTICS:

Average Worship Attendance		New Members	
Average Sunday School Attendance		New Contacts*	
Average Small Group Attendance		Network Follow-up Contacts*	
Conversions		Pastoral Calls*	
Baptisms			

*Each of these items is intended to reflect purposeful contacts with people
New Contacts = connections made with new people not previously related to you or the church.
Network Follow-up Contacts = ongoing contacts with the unchurched or with believers you are discipling.
Pastoral Calls = intentional ministry contacts (e.g., hospital call, home visits, counseling, etc.)

PLEASE DUPLICATE THIS FORM AS NEEDED

Return a copy to the Resource Center by mail, e-mail or fax and retain one copy for your records

1091 Creekwood Trail, Burton, MI 48509

E-mail: office@mcmichigan.org FAX: 810-742-810

CHURCH OFFICERS

PLEASE SUBMIT TO THE RESOURCE CENTER BY FEBRUARY 15

CHURCH NAME	
PASTOR	

BOARD CHAIRMAN (If Pastor, just fill in pastor)	
Address	
City/Zip	
Phone (Home)	
Phone (Work or Cell)	

BOARD VICE-CHAIRMAN	
Address	
City/Zip	
Phone (Home)	
Phone (Work or Cell)	

TREASURER	
Address	
City/Zip	
Phone (Home)	
Phone (Work or Cell)	

BOARD SECRETARY	
Address	
City/Zip	
Phone (Home)	
Phone (Work or Cell)	

YOUTH DIRECTOR	
Address	
City/Zip	
Phone (Home)	
Phone (Work or Cell)	

CHILDREN'S DIRECTOR	
Address	
City/Zip	
Phone (Home)	
Phone (Work or Cell)	

CHRISTIAN EDUCATION	
Address	
City/Zip	
Phone (Home)	
Phone (Work or Cell)	

MEN'S DIRECTOR	
Address	
City/Zip	
Phone (Home)	
Phone (Work or Cell)	

WOMEN'S DIRECTOR	
Address	
City/Zip	
Phone (Home)	
Phone (Work or Cell)	

PLEASE SUBMIT BY FEBRUARY 15

**Michigan Resource Center, Missionary Church - 1091 Creekwood Trail, Burton, MI 48509
E-mail: office@mcmichigan.org FAX: 810-742-8102**

REGIONAL CONFERENCE DELEGATES

PLEASE SUBMIT TO THE REGION OFFICE BY FEBRUARY 15

TYPE OR PRINT CLEARLY

CHURCH NAME: _____

DELEGATES: 1. _____

Address: _____

City Zip

2. _____

Address: _____

City Zip

3. _____

Address: _____

City Zip

4. _____

Address: _____

City Zip

More Delegates can be listed on back of this form.

ALTERNATES: 1. _____

Address: _____

City Zip

2. _____

Address: _____

City Zip

Formula for Lay-Delegate Representation (Regional Bylaws Article 2, A.):

One lay delegate from each full-member church within the Region and its districts for each 50 members or major fraction thereof (1-75: 1 delegate; 76-125: 2; 126-175: 3; 176-225: 4; etc.). Delegates will be elected by and from the members of each church or appointed by the church or elder board. Any change of delegate must be certified by a letter from either the Church Board or the Pastor to the Michigan Regional Resource Center before seating the delegate in the Regional Conference bar. Affiliate Churches and unorganized Church Multiplication projects may send non-voting delegates to Regional Conference.

**THE MICHIGAN REGION OF THE MISSIONARY CHURCH
LAY WORKER'S LICENSE APPLICATION**

Description:

A lay worker's license is a one-year renewable license granted to members of local Missionary Churches in the Michigan Region for specific ministries that necessitate formal recognition (e.g., hospital visitation, prison ministry, etc).

Instructions:

Carefully review the qualifications, rights and duties of a lay worker license found in the Constitution of the Missionary Church (Article XII, E, 4) before making application. After counseling with your pastor and receiving an official recommendation from the governing board of your local church, please complete this form, give one copy to your pastor and send another copy to the Resource Center, along with the official recommendation of the local board. This application only needs to be completed one time. The license may be renewed on an annual basis by official request of the local board.

Special Notice:

A lay worker's license does **not** grant ministerial privileges (e.g., baptisms, weddings, etc.) and is not recognized by the Internal Revenue Service for tax purposes (e.g., housing allowance).

NAME: (Last) _____ **(First)** _____ **(Spouse's Name)** _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: (____) _____ **E-MAIL:** _____

OCCUPATION: _____ **EMPLOYER:** _____

CHURCH: _____ **PASTOR:** _____

1. How long have you been a member of a local Missionary Church? _____
2. Have you read the Articles of Faith and Practice for the Missionary Church? _____
3. Have you read the Position Papers of the Missionary Church? _____
4. Are you in complete agreement with the Articles of Faith and Practice for the Missionary Church and its Position Papers? _____ If your answer is no, please explain: _____

_____ (use backside if necessary)
5. Please describe the nature or type of ministry for which this lay worker's license is requested:

6. Have you ever been convicted of criminal charges? _____ If so, please explain: _____

7. Have you or your spouse been previously married? _____ if so please explain: (use backside)
8. Do you agree to submit to the authority of the local church and the Michigan Region and will you voluntarily surrender this license upon request of the local church or the Region? _____

I, hereby, affirm that the above information is true and request a lay worker's license from the Michigan Region of the Missionary Church.

(Signature)

(Date)

Due November 30

Return with church recommendation and personal testimony to:

Michigan Resource Center, Missionary Church - 1091 Creekwood Trail, Burton, MI 48509

E-mail: office@mcmichigan.org FAX: 810-742-8102

MINISTRY TRAINING SCHOLARSHIP APPLICATION
THE MICHIGAN REGION OF THE MISSIONARY CHURCH

The Michigan Region of the Missionary Church offers a limited number of scholarships for students enrolled in one of the following programs: El Camino, and the Pastoral Leadership Institute (PLI). Carefully note the following guidelines:

1. The student must be a member (or a regular attendee) of a Michigan Region Missionary Church, enrolled in one of the Region-approved training programs (see above), and receive a letter of recommendation from his/her pastor.
2. The student may submit scholarship applications for a maximum of two classes per year. Each class requires an individual application form.
3. The maximum scholarship available per class is \$100.00.
4. The completed and signed application, along with a letter of recommendation from the pastor, must be postmarked at least two weeks before the start of the class for which scholarship funds are being requested.
5. If a student receives a scholarship, but withdraws from that course for reasons other than extenuating circumstances (e.g., medical reason, death of a family member, etc.), he/she is ineligible for future scholarships.
6. The scholarship fund is administered by the Michigan Region of the Missionary Church.

Please complete the following:

Name: _____

Address: _____

City: _____ Zip Code _____

Home Phone: (____) _____ Cell (____) _____

E-mail: _____

Church: _____ Pastor: _____

Training Program: (Check one)

____ Christian Ministries Institute

____ El Camino

____ Pastoral Leadership Institute

Course to be taken: _____

Start date for the course: _____

Total cost for the course: _____

I have read the above guidelines and make application for a scholarship from the Michigan Region of the Missionary Church.

Signature

Date

Print Name

Send this form to:

Michigan Resource Center, Missionary Church - 1091 Creekwood Trail, Burton, MI 48509

E-mail: office@mcmichigan.org FAX: 810-742-8102

CHURCH FINANCIAL/AUDIT GUIDELINES

Sound financial controls and audit procedures protect the church against fund loss, misappropriation, and/or error. They also protect the reputations of both the church and those responsible for financial matters.

SOUND FINANCIAL CONTROLS – A REASONABLE CHECKS & BALANCES SYSTEM

- ◆ Financial responsibilities should be divided between 2 or more knowledgeable, trustworthy people, who have been members in good standing for a number of years and are not experiencing either personal or business financial crisis.
- ◆ Adequate separation of duties should, at a minimum, insure that the person or people keeping the church financial records, signing checks, and/or reconciling the bank accounts are not the same people as (or closely related/affiliated to/with) those who count the offerings and make the deposits, or (of course) those who conduct the financial audits.
- ◆ Responsibility for counting the offerings and making deposits should ***always*** be handled by ***at least two unrelated individuals*** and preferably by rotating teams of 3 or more individuals.
- ◆ The collection/deposit system should include: safeguard of funds between collection, counting, and deposit (deposit on the same day as collection is preferred); a protected area for counting; a form (in duplicate or triplicate) to record and report collections sent (along with deposit slip copy) to responsible party/parties other than those counting/making the deposits.
- ◆ Periodic (quarterly is preferred) statements should be sent to donors detailing dates and amounts received, with discrepancies, if any, resolved immediately.
- ◆ Regardless of size, every church ought to have an annual budget, which is approved by the board, congregation, or both.
- ◆ Church accounting records should be orderly, legible, and maintained in a standard format with accounts updated regularly. Data should be easily and logically transferable into monthly and year to date financial statement format (a standard computer accounting software package is preferable).
- ◆ Timely financial reports should be prepared monthly and be available for review by the board and/or others responsible. Detail should be sufficient to quickly assess whether expenditures are appropriate; to determine whether receipts are covering expenditures; and to track both cash and investment balances and any church indebtedness.
- ◆ Standard procedures should be in place and followed to document and approve all expenditures.
- ◆ Petty cash should be kept to a minimum (under the control of one individual) and expenditures from petty cash well documented (maintenance of a ledger recommended).
- ◆ Reimbursements should require completion of an expense reimbursement form with appropriate documentation attached, and payment should be made by church check (never taken out of cash receipts).
- ◆ If internal expertise is not available, an outside payroll service should be used.

INTERNAL AUDIT PROCEDURES

- ◆ Review compliance with financial control procedures, including timeliness.
- ◆ Verify cash balances on the year end financial statements are the same as in the accounting records and reconcile with the year end bank statements.
- ◆ Reconcile year end accounting records and financial statements with those for the previous year end.
 - Verify that the total of receipts per accounting records, financial statements, bank statements, and donor records are the same (or are easily reconcilable, with any adjustments being well documented and sensible).
 - Reconcile year-end cash to cash at the previous year end (i.e. Do cash balances for the latest year end equal cash balances for last year end plus receipts for this year less expenditures for this year?). Note: any adjustments (i.e. for inter-fund transfers, etc.) should be well documented, verifiable, and meet the test of reasonableness.
 - Reconcile contractual indebtedness balances.
- ◆ Select December and 1 or 2 other months (at random), and a sample (12-25) of checks from the remaining months (include the largest amounts and a random sample of other checks), reviewing all accounting entries and back up documentation to test:
 - Accuracy (i.e. compare payees and amounts on cancelled checks with payees and amounts shown in the accounting records, and verify appropriateness of expense category in the accounting records and on the financial statements);
 - Reasonableness (vendor/payee, and expenditure type and amount seem appropriate);
 - Proper approval;
 - To determine whether bills (i.e. utilities, vendors, lease, bank/financial institution indebtedness) are being paid on time and recorded in the proper month on financials (i.e. make sure checks clear within a reasonable time period and aren't being held for payment later than check date);
 - To make sure bills are not being held over to future months for recording to make the books appear in balance (particularly at year end) when, in reality, the church is building unrecorded payables.
- ◆ Review a sample (12-25) of year-end donor records (include the ½ dozen or so largest records and a random sample of others), reviewing all accounting entries and backup documentation to test for accuracy, reasonableness, and compliance with donor wishes.
- ◆ Review payroll records for:
 - Accuracy, reasonableness, and proper approval.
 - Timely, appropriate reporting and payment of withholding taxes.

- ◆ Review such other project accounting or miscellaneous transactions as may seem appropriate (i.e., building construction, special projects, larger miscellaneous expense categories, etc.) for accuracy, reasonableness, and proper approval.
- ◆ Review to determine appropriate, approved insurances are paid and in force.

SUMMARY COMMENT

Every church is different. One size does not fit all. As a result, some modification or adaptation of the above guidelines may be required to help them fit. However, in all cases:

- ◆ The rule should be that appropriate checks & balances are developed and maintained.
- ◆ Local financial control and audit procedures should be documented in writing, sufficiently detailing each step in the process (i.e. where money should be counted; where money should be kept between counting and depositing it at the bank; the form, including detail required, to be completed by the counters; etc.)
- ◆ Written procedures should be reviewed by the church board, at least annually, to insure both compliance and continued appropriateness.

Michigan Region of the Missionary Church
Michigan Missionary Loans & Investments, Inc.
1091 Creekwood Trail
Burton, Michigan, 48509
Phone: (810) 742-7462 Fax: (810)742-8102
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MICHIGAN REGION HANDBOOK ON PERSONNEL, POLICY AND PROCEDURE
Updated by the Regional Oversight Council (2017)

SECTION 1

PERSONNEL

MINISTRY EXECUTIVES

The selections, duties and working relationships of the Regional Director and the Regional Ministries Coordinator are found in the Michigan Region Bylaws (Articles 3 and 4).

MINISTRY STAFF

Staff and contracted worker job descriptions and compensation package details are prepared by the Regional Ministries Coordinator in consultation with the Regional Director and subject to the approval of the Regional Oversight Council. See Michigan Region Employee Handbook for information on full-time and part-time staff and contracted workers in the Michigan Region.

COORDINATORS

CHURCH MULTIPLICATION COORDINATOR – currently an unfilled position

1. SELECTION

The Regional Church Multiplication Coordinator will be nominated by the Regional Director in consultation with the Ministry Multiplication Team and appointed by the Regional Oversight Council, which will decide the term of service, salary, and benefits.

2. DUTIES

- a. The Church Multiplication Coordinator will facilitate church multiplication in the Michigan Region.
- b. He will target new areas for church multiplication within the Region.
- c. He will communicate the vision and the needs of church multiplication in churches.
- d. He will challenge and recruit gifted, qualified men to serve as church planters.
- e. He will secure training, coaching, and supervision for church planters.
- f. He will raise funds for new church multiplication projects through local churches and interested parties.
- g. He may be assigned other duties by the Regional Director.

3. WORKING RELATIONSHIP

- a. The Church Multiplication Coordinator will be accountable to the Regional Director, and will consult with him regularly.
- b. He will chair the Church Multiplication Team.
- c. He will serve as a member of the Ministry Multiplication Team.

YOUTH MINISTRIES COORDINATOR – position ended August 2015

1. SELECTION

The Regional Youth Ministries Coordinator will be nominated by the Regional Director in consultation with the Regional Ministries Coordinator and appointed by the Regional Oversight Council, which will decide the term of service and compensation.

2. DUTIES

- a. The Youth Ministries Coordinator will facilitate youth ministries in the Region.
- b. He will give oversight to the work of the Youth Ministry Team and its various ministries.
- c. He will serve as a resource person for local churches to assist with their youth ministry needs in the areas of promotion, training, curriculum, networking, and leadership development.

3. WORKING RELATIONSHIP

- a. The Youth Ministries Coordinator will be accountable to the Regional Ministries Coordinator and will consult with him regularly.
- b. He will chair the Regional Youth Ministry Team.

FAMILY AND CHILDREN’S MINISTRIES COORDINATOR – currently an unfilled position

1. SELECTION

The Regional Family and Children Ministries Coordinator will be nominated by the Regional Director in consultation with the Regional Ministries Coordinator and appointed by the Regional Oversight Council, which will decide the term of service and compensation.

2. DUTIES

- a. The Family and Children Ministries Coordinator will facilitate family and children’s ministries in the Region.
- b. The Coordinator will give oversight to the work of the Family and Children Team and its various ministries.
- c. The Coordinator will serve as a resource person for local churches to assist with their family and children ministry needs in the areas of promotion, training, curriculum, networking, and leadership development.

3. WORKING RELATIONSHIP

- a. The Family and Children Ministries Coordinator will be accountable to the Regional Ministries Coordinator and will consult with him regularly.
- b. The Coordinator will chair the Family and Children Team.

SECTION 2

REGIONAL BOARDS, MINISTRY TEAMS, AND COMMITTEES

A quorum for all boards and committees will be a majority of its members.

BROWN CITY CAMP BOARD

1. COMPOSITION

The Brown City Camp Board will consist of ten members (at least five laymen) elected by the Regional Conference for staggered terms of three years each. The Brown City Camp Director and Children’s, Youth and Young Adult Directors will be advisory members. Newly elected

members will begin their term on September 1, each year. New members will serve as advisory members between Regional Conference and Sept. 1. The Regional Director or his representative is an ex-officio member of this board.

2. DUTIES

- a. The Brown City Camp Board will organize itself.
- b. It will coordinate Family Camp, which will be held over the first and second Sundays of August, and arrange the service schedule, programs, speakers, workers and volunteers needed for Family Camp.
- c. It will raise and disburse funds necessary for the ministry of the camp.
- d. It will maintain all camp property.
- e. It will approve all plans for private dwellings, camp buildings and sewer systems.
- f. It will approve and exercise oversight for the use of the campgrounds and all meetings.
- g. It will oversee camp lot agreements and the renting or loaning of any camp equipment.
- h. It will develop and implement a camping ministry philosophy, subject to the approval of the Regional Oversight Council and the Regional Conference.
- i. It will be accountable to the Regional Oversight Council and present an annual report to the Regional Conference.

MANCELONA CAMP BOARD

1. COMPOSITION

The Mancelona Camp Board will consist of six to eight other elected members for staggered terms of three years. The treasurer will be appointed by the Mancelona Camp Board. In addition, the Camp's Children's Director, Youth Director, and Caretaker will be advisory members and will submit reports to the Board. Newly elected members will serve as advisory members of the Board until their September meeting, at which time they will replace the members whose terms have expired and become full voting members. The Regional Director or his representative is an ex-officio member of this board.

2. DUTIES

- a. The Mancelona Camp Board will organize itself.
- b. It will coordinate Family Camp, which will begin the third or fourth Sunday of July and continue through the following Saturday, and arrange the service schedule, programs, speakers, workers and volunteers needed for Family Camp.
- c. It will raise and disburse funds necessary for the ministry of the camp.
- d. It will maintain all camp property.
- e. It will approve all plans for private dwellings, camp buildings and sewer systems.
- f. It will approve and exercise oversight for the use of the campgrounds and all meetings.
- g. It will oversee camp lot agreements and the renting or loaning of any camp equipment.
- h. It will develop and implement a camping ministry philosophy, subject to the approval of the Regional Oversight Council and the Regional Conference.
- i. It will be accountable to the Regional Oversight Council and present an annual report to the Regional Conference.

CHURCH MULTIPLICATION TEAM (CMT) – currently inactive

1. COMPOSITION

The Church Multiplication Team will consist of the Regional Church Multiplication Coordinator and four to eight individuals actively involved in Regional and/or local church multiplication. The Regional Oversight Council, in consultation with the Church Multiplication Coordinator, will

annually approve the composition of the Church Multiplication Team. Where practical, at least one member will be a layman, and one will have actual church planting experience. The Regional Church Multiplication Coordinator will serve as chair. The Regional Director or his representative is an ex-officio member of this team.

2. DUTIES

- a. The Church Multiplication Team will organize itself.
- b. It will raise and administer funds for church multiplication in the Region.
- c. It will promote the Biblical concept of church multiplication in the Region.
- d. It will serve under the direction of the Ministry Multiplication Team to recruit experienced, successful, Spirit-led pastors for planting churches and developing a church multiplication movement in the Region.
- e. It will sponsor seminars and training for church multiplication personnel.
- f. It will provide supervision for church multiplication projects in matters of church planter assessments, mission statements, demographic studies, core recruitment, finances, etc.
- g. It will be accountable to the Ministry Multiplication Team and provide regular reports to the Regional Oversight Council and the Ministry Multiplication Team and an annual report to the Regional Conference.

STRENGTHENING THE LOCAL CHURCH TEAM (SLC)

1. COMPOSITION

The Strengthening the Local Church Team will consist of four to eight individuals actively involved in Regional and/or local church health. The Regional Oversight Council, in consultation with the Regional Director, will annually approve the composition of the Strengthening the Local Church Team. Where practical, at least one member will be a layman. The Regional Director or his representative is an ex-officio member of this team. The Regional Ministries Coordinator will be an advisory member of the team.

2. DUTIES

- a. The Strengthening the Local Church Team will organize itself.
- b. It will provide resources and training to strengthen local churches in the Region.
- c. It will supervise the coaching of pastors and churches by developing and deploying individual coaches for local church assignments.
- d. It will initiate, appoint leaders, and monitor the Pastor Clusters to encourage, equip, and empower our pastors and associates.
- e. It will promote and sponsor seminars and leadership development for its leaders, and training events for churches and their people.
- f. It will monitor the health of local churches and the ministry of the Healing, Encouragement and Reconciliation Team, and work alongside redevelopment projects.
- g. It will oversee the finances of the Strengthening the Local Church Team budget.
- h. It will be accountable to the Ministry Multiplication Team and provide regular reports to the Regional Oversight Council and the Ministry Multiplication Team and an annual report to the Regional Conference.

HEALING, ENCOURAGEMENT, AND RECONCILIATION TEAM (HEART)

1. COMPOSITION

The Healing, Encouragement and Reconciliation Team will consist of four to eight Regional ministers and/or laymen. The Regional Oversight Council, in consultation with the Regional Director and Regional Ministries Coordinator, will approve the composition of the team.

Members will serve for two years and may be asked to serve consecutive terms at the discretion of the Regional Director. The Regional Director or his representative is an ex-officio member of this team. The Regional Ministries Coordinator will be an advisory member of the team.

2. DUTIES

- a. The Healing, Encouragement and Reconciliation Team (HEART) will organize itself. The Regional Director or, at his discretion, the Regional Ministries Coordinator will give supervision to the ministry of HEART.
- b. It will provide pastoral care for Regional ministers and/or their families in difficult situations.
- c. It will inform and, when necessary, involve Mission District Directors in matters related to that Mission District's pastors and/or churches.
- d. It will assist pastors and/or churches in resolving pastor-parish conflicts.
- e. It will address potentially divisive issues within the local church.
- f. It will seek to give wise direction, facilitate open, respectful discussion and bring resolution and healing to the church and/or its pastor.
- g. It will handle all matters in confidence.
- h. It will work in consultation with the Regional Director and the Regional Oversight Council and will have the authority of the ROC, when necessary, to implement binding decisions on the congregation, church leadership and/or the pastor.
- i. It will follow the steps outlined in the Constitution of the Missionary Church for Due Process.
- i. It will be accountable to the Regional Oversight Council and provide regular reports to the Regional Oversight Council and the Strengthening the Local Church Team and an annual report to the Regional Conference.
- j. These responsibilities will be transferred to districts when fully organized.

YOUTH MINISTRY TEAM (YMT) currently inactive

1. COMPOSITION

The Youth Ministry Team will consist of the Regional Youth Ministries Coordinator, Regional Ministries Coordinator, and four to eight individuals actively involved in Regional and/or local church youth ministries. The Regional Oversight Council, in consultation with the Youth Ministries Coordinator, will annually approve the composition of the Youth Ministry Team. The Youth Ministries Coordinator will serve as chair. The Regional Director or his representative is an ex-officio member of this team.

2. DUTIES

- a. The Youth Ministry Team will organize itself.
- b. It will plan, implement, promote and oversee various youth ministries in the Region.
- c. It will serve as a resource for training and promotion of youth ministries in local churches.
- d. It will assist the Brown City Camp and Mancelona Camp Boards as needed with the Regional youth camp ministries.
- e. It will be accountable to the Regional Oversight Council, provide regular reports to the Regional Oversight Council and the Ministry Multiplication Team, and submit an annual report to the Regional Conference.

FAMILY AND CHILDREN MINISTRY TEAM (FACT) currently inactive

1. COMPOSITION

The Family and Children Ministry Team will consist of the Regional Family and Children

Ministries Coordinator, Regional Ministries Coordinator, and four to eight individuals actively involved in Regional and/or local church children's ministries. The children's camp directors will be members of the team by virtue of their positions. The Regional Oversight Council, in consultation with the Family and Children Ministries Coordinator, will annually approve the composition of the Family and Children Ministry Team. The Regional Director or his representative is an ex-officio member of this team.

2. DUTIES

- a. The Family and Children Ministry Team will organize itself.
- b. It will plan, implement, promote and oversee various family and children ministries in the Region.
- c. It will serve as a resource for training, networking, consultation and promotion of family and children ministries in local churches.
- d. It will assist the Brown City Camp and Mancelona Camp Boards and their children's camp directors as needed with the children's camp ministries of the Region.
- e. It will be accountable to the Regional Oversight Council, provide regular reports to the Regional Oversight Council and the Ministry Multiplication Team, and submit an annual report to the Regional Conference.

BUILDING COMMITTEE

1. COMPOSITION

A Regional Building Committee of four persons will be appointed annually by the Regional Oversight Council, for protection and assistance of Regional churches with building programs. The Regional Director or his representative is an ex-officio member of this committee.

2. DUTIES

- a. The Regional Building Committee will organize itself.
- b. It will be available to meet with church boards for discussion and planning of building projects, as pertains to site, location, architecture, and cost.
- c. It will make periodic inspections of building sites at the direction of the Regional Director or the Regional Oversight Council.
- d. It may invite one or more qualified persons to act in an advisory capacity.
- e. It will carry out any other duties assigned by the Regional Director or Regional Oversight Council and submit periodic reports to the Regional Oversight Council and an annual report to the Regional Conference.

3. POLICY

- a. Before a church buys real estate, builds, or remodels at a cost greater than 10% of their average annual income for the preceding three years (except bequests), it will notify the Regional Director and the Regional Oversight Council of its intentions.
- b. The Regional Director or Regional Oversight Council may request the Regional Building Committee to meet with the board of the applicant church for discussion and planning.
- c. The Regional Director or Regional Oversight Council may request the Regional Building Committee to make periodic inspections of the building site.

PASTORAL BENEFITS COMMITTEE

1. COMPOSITION

The Pastoral Benefits Committee will consist of the Regional Ministries Coordinator and six members appointed by the Regional Oversight Council for staggered terms of three years,

maintaining a balance of three ministers and three laymen. The Regional Director or his representative is an ex-officio member of this committee.

2. DUTIES

- a. The Pastoral Benefits Committee will organize itself.
- b. It will prepare an annual revision of guidelines for Regional churches in establishing salary and benefits for pastors.
- c. It will report to Regional Conference, with recommendation for adoption of the guideline standards for the Region.

ORDINATION AND LICENSING COMMITTEE

1. COMPOSITION

The Ordination and Licensing Committee will consist of the Regional Ministries Coordinator and three ordained ministers appointed by the Regional Oversight Council for staggered terms of three years. The Regional Director or his representative is an ex-officio member of this committee.

2. DUTIES

- a. The Ordination and Licensing Committee will organize itself.
- b. It will interview candidates for licensing or ordination.
- c. It will submit recommendations to the Regional Oversight Council.

BYLAWS COMMITTEE

1. COMPOSITION

The Bylaws Committee will consist of the Regional Ministries Coordinator and three members appointed by the Regional Oversight Council for staggered terms of three years. The Regional Director or his representative is an ex-officio member of this committee.

2. DUTIES

- a. The Bylaws Committee will organize itself.
- b. It will review the Regional Bylaws.
- c. It will submit recommendations to the Regional Oversight Council.

SECTION 3

FINANCES

REGIONAL RECEIPTS PROCEDURE

1. All funds from churches, camp meetings, conferences, retreats, seminars, etc. that relate to the ministries of the Michigan Region, including ministry shares,* will be sent to the Michigan Region of the Missionary Church, 1091 Creekwood Trail, Burton, MI 48509.
2. The Bookkeeper at the Resource Center will supply remittance slips to local churches and issue appropriate receipts and/or charitable donation slips for funds received.
3. The Regional Treasurer and/or Regional Bookkeeper will submit financial reports to the appropriate Board, Ministry Team or Committee. Such reports are to be submitted quarterly or upon request by such entity.

* Current Ministry Shares for the local church, as established by the Michigan Conference, are calculated at a rate of 4% of the annual average total receipts, less bequests, for the previous three years of record. There is a 20% cap to the limit that ministry shares may increase for a local church in any given year.

4. All churches in the Region are to submit to the Resource Center their ministry shares in a timely manner, either as monthly or quarterly payments. If a church encounters difficulty in fulfilling its ministry share commitment, that church is to promptly notify the Regional Oversight Council of its financial situation so that alternative arrangements can be made.

REGIONAL EXPENSE PAYMENT PROCEDURE

1. The Regional Treasurer will oversee all operational expenses and distribution of funds stated in the Regional Budget or authorized by the Regional Oversight Council. Such expenses will be paid by the Regional Bookkeeper under blanket order.
2. Requests from a secretary or chair of a Board, Ministry Team or Committee for payment of expenses will be paid by the Regional Bookkeeper under blanket order. Any requests for payments exceeding budget allotment must be authorized by the Regional Oversight Council.
3. Payments of REGULAR periodic disbursements such as Church Multiplication subsidies, interest payments, etc., will be authorized by the respective secretary or board chair for payment by the Regional Bookkeeper under blanket order.
4. Payments of NON-REGULAR disbursements will be authorized by the respective secretary or board chair of the Board, Ministry Team or Committee before payment by the Regional Bookkeeper.

LOCAL CHURCH AUDIT GUIDELINES

1. ANNUAL AUDIT

The Church Board will arrange for an annual audit/review of the church's financial records. Auditor/s will be elected by the Local Church Conference or appointed by the Church Board to audit all treasury books and/or financial records at least annually and when the treasury changes hands. It will be the responsibility of each Church Secretary to forward a copy of Local Conference requests and recommendations to the Resource Center at least thirty days prior to Regional Conference.

2. QUALIFICATIONS FOR AUDITOR(S):

- a. The auditor(s) should possess knowledge of accepted principles of bookkeeping
- b. They should have experience in handling financial matters.
- c. They must be persons other than the treasurer, financial secretary, persons presently controlling church financial records or immediate relatives to such persons. If no one is available from the congregation, an outside auditing service should be secured at reasonable cost.

3. PROCEDURES: Auditors should take the following steps at year-end and at times when a change of treasurers is made for any treasury in the local church:

- a. Reconcile last bank statement with checkbook balance.
- b. Reconcile cash on hand plus the check book balance with the amount of cash shown on the books.
- c. Check in detail that receipts are properly allocated. The church treasurer's books may be spot checked or checked in detail for one month only.
- d. Check that disbursements are properly authorized and distributed to proper accounts.
- e. Check treasurer's annual report for accuracy, opening and closing balances. The opening balance must be identical to the closing balance of the previous year.
- f. Look for any possible weaknesses in accounting practices and suggest change or improvement.
- g. Auditors should follow all above procedures before Annual Local Conference and report their findings to the Local Conference.

SECTION 4

PASTORAL RELATIONS

1. SELECTION

The pastor will be chosen by the vote of the duly convened Local Conference for the specific purpose of voting for a pastor. The pastor will be chosen from eligible ministers in the Missionary Church or those approved by the Regional Oversight Council. A 60 percent majority of members votes cast will be required for selection. Proxy and absentee votes are not allowed.

2. TERM

The term of service will be an indefinite period. A pastor will serve his pastorate until:

- a. He resigns.
- b. He fails to receive a favorable vote of confidence.
- c. He is removed by action of the Regional Oversight Council.

3. ANNUAL REVIEW

- a. The Church Board or Elder Board will meet between October 15 - January 28 each year, in the Pastor's absence, to review the Pastor's work, salary, and benefits. After the review, the Church Board will meet with the pastor as soon as possible to present a summary of the evaluation. (The annual pastoral review does not imply the necessity of an annual congregational vote of confidence.)
- b. Following the review (including consultation with the pastor), if a majority of the Church Board (as determined by a ballot vote) favors a vote of confidence by the membership, the vote will be taken in a properly announced meeting of the Local Conference. This membership vote will take place before the second Sunday of February. The Regional Ministries Coordinator will be informed in advance of the date of the vote of confidence.

4. VOTE OF CONFIDENCE

- a. A vote of confidence may be called for by the Church Board or the Pastor. This vote must be held after January first and before the second Sunday of February. Two weeks' notice by public announcement will be given before the vote. A sample ballot will be provided by the Regional Ministries Coordinator.
- b. The Regional Director and/or the Regional Ministries Coordinator, after counsel with the Pastor and Church Board, may call for a vote of confidence at any time of the year, subject to the approval of the Regional Oversight Council.
- c. Following a vote for Pastor, the Regional Ministries Coordinator will be informed of the result of the vote as soon as possible, then within 24 hours the Church will send an actual written tally of the votes to the Regional Ministries Coordinator.
- d. If the Pastor receives less than 60% of the votes cast by the membership, a pastoral change will be made.
- e. In case of pastoral change, when the Pastor is unable to take his vacation before moving, upon agreement between the Pastor and the Church Board, the accrued vacation of that immediate year in value will be paid besides his regular salary.

5. PASTOR'S PREFERENCE

- a. Pastors wanting to change will notify their Church Board by February 15.
- b. All ministers, through their annual report, will indicate their ministry intentions for the coming year to the Regional Ministries Coordinator by February 15.

6. AVAILABILITY LIST

- a. After February 15, the Regional Ministries Coordinator will compile a list of churches seeking a pastor, and of ministers available from the Regional Ministers' Roster, interested ministers from other Regions and/or districts, and ministers outside the Missionary Church, who have been approved by the Regional Oversight Council.
- b. Immediately after February 15, the Regional Ministries Coordinator will submit the names of available ministers to the Church Boards or Search Committees of those churches needing pastors, and the list of available churches will be made public.
- c. Should the Church Board feel that none of the "available" ministers would be suitable for their church, the Regional Ministries Coordinator may submit the names of ministers in the Missionary Church, who may be approachable.
- d. Churches are to give serious consideration to the ministers of the Michigan Region before seeking pastors outside the Region or the Missionary Church.

7. REGIONAL MINISTRIES COORDINATOR'S DUTIES

- a. The Regional Ministries Coordinator will serve as a liaison between the Regional Oversight Council, the Pastor and the Church Board or congregation.
- b. He will have the prerogative to advise the Church Board regarding the vote of confidence or pastoral candidates.
- c. He will notify the leadership of another Region or District, if a pastor from that other Region or District is being considered for a church in the Michigan Region.
- d. He must give approval to the Church Board or Search Committee, if they desire to consider a minister who is not on the availability list. Such a minister will be required to follow the credential process of the Missionary Church should they receive a call to one of the churches in the Region.
- e. He will provide sample ballots for a vote of confidence or a candidate vote.
- f. He will work with the Regional Oversight Council and the church when a vacancy arises and, if needed, assist in helping the church secure the services of an interim pastor.

8. PASTORAL MOVES

Pastoral moves will normally be made after the public schools close for summer vacation, as near as possible to June 30th. Exceptions may be negotiated by the Church Board between incoming and outgoing pastors with the knowledge of the Regional Ministries Coordinator.

9. PASTORAL COMPENSTION

- a. Local churches are to strive to provide a complete compensation package in accordance with the Regional Guidelines for Pastoral Benefits.
- b. Pastors will annually report their salary and benefits to the Region and the Denomination. Where churches are not following the guidelines recommended by the Region, the Regional Oversight Council is authorized to evaluate the situation and to encourage, admonish or request the church to move toward the guidelines in steps as they are able.
- c. When a pastor leaves a church, but is without a church assignment and full-time income from a secular job, the Regional Oversight Council may at its discretion authorize that pastor to received \$200.00 per week for up to eight weeks after moving from the church.
- d. A monetary gift, as authorized by the Regional Oversight Council, will be presented to each candidate for ordination.

10. CHURCH MEMBERSHIP

When a Pastor moves from service in one Missionary Church to another, his membership and the valid membership(s) of his family who move with him will be transferred automatically.

SECTION 5

PROCEDURES

LOCAL CHURCH PROCEDURES

1. Local churches will adhere to the Constitution of the Missionary Church and the Regional Bylaws in all matters related to faith, practice, organization, finances, and church polity.
2. The Regional Oversight Council will approve new churches for membership in the Missionary Church and shall certify such to the denominational office. This responsibility will be transferred to districts when fully organized. A certificate of membership in the denomination will be issued by the proper denominational officers.
3. The fiscal year for local churches will be January 1 through December 31.
4. Local churches will cooperate with the Regional Oversight Council and the Region in maintaining a file of copies of current Incorporation papers, property deeds, and loan documents.
5. Any church that chooses not to use the word "Missionary" in its name must openly identify itself as "a ministry of the Missionary Church" or some similar phrase, in its literature and media.
6. Local Conference meetings will be held at least annually, and will consist of eligible members sixteen years or older.
 - a. Notice of the meeting will be given at least two weeks in advance.
 - b. A quorum will be those members present in a meeting duly called for the transacting of the business at hand.
 - c. The annual local conference will include the reports of the pastor, the treasurer and various boards, committees and ministries of the church as determined by the Church Board.
7. The treasurer is to provide the Church Board with regular financial reports and should make monthly or quarterly ministry share payments to the Region and, if appropriate, the District.
8. Any appeals made throughout the Region by a local church or a member of that church for ministry support and/or funding, if not already approved by the Regional Conference, must be approved by the Regional Oversight Council.
9. When members move from one Missionary Church to another, their membership may be transferred if the parties concerned agree. After a written transfer has been sent to the Pastor in charge, the names of transferring members will be placed on the membership list of the receiving church.
10. The use of church facilities will be under the supervision of the Church Board, which will establish usage guidelines and approve meetings and activities in advance.
11. Each Church will submit all required Denominational, Regional, and District reports according to published guidelines of the Missionary Church.
12. Each Church will welcome the Regional Director or his representative to greet and/or preach annually to the congregation

BROWN CITY AND MANCELONA CAMP BOARDS PROCEDURE

1. The Brown City Family Camp shall be held over the first and second Sundays of August and the Mancelona Family Camp shall begin the third or fourth Sunday of July and continue through the following Saturday.
2. Each Camp Board shall appoint a platform chair for their respective family camps.
3. The service schedule, programming and various ministries shall be arranged by the respective Camp Board in consultation with the Regional Resource Center.
4. Membership and Duties for each Camp Board are found in Section 3 of this handbook.
5. Additional guidelines for the Boards shall be:
 - a. Raise and disburse funds necessary for the ministry of the camp.
 - b. Maintain all camp property.
 - c. Secure the services of evangelists, workers, caretakers, and other necessary help.
 - d. Approve all plans for private and camp buildings and sewer systems.
 - e. Approve the use of grounds for all services, rental groups, and other activities.
 - f. Exercise oversight or conduct all meetings on the grounds.
 - g. Oversee the lot agreements, renting, or loaning of any camp equipment.
 - h. Administer regulations outlined in camp lot agreements.
 - i. Develop philosophy, goals and policy for camp ministries and submit them to Regional Oversight Council for ratification.