

MIDAMERICA DISTRICT



District Handbook and Policies

Revised: July 2014

PURPOSE

To provide church governing boards and licensed workers with a handbook of policies and information regarding the various ministries of the MidAmerica District.

IMPLEMENTATION

To provide the local Alliance church with a guide by which they can formulate policies and bylaws which are in conformity to district and denominational policies and procedures.

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THE MIDAMERICA DISTRICT

District Handbook and Policies: A Guide to Use

The MidAmerica District Conference has adopted various policies designed to enhance the ministry and growth of the local Alliance church. This handbook is provided for the pastoral staff and governing board to use as a guide in developing local church bylaws, policies, and programs.

IMPLEMENTATION

Certain topics in this handbook deal with information having to do with the various ministries of the district. Other topics deal with established policies which the local church will use as a guide. In that policies are brought to conference floor, debated, and adopted by the official delegates from district churches, it is expected that each church will hopefully implement these at the local level.

ACCOUNTABILITY

Every Christian and Missionary Alliance church is governed by the same uniform constitution and each district is also governed by a uniform constitution. These constitutions are found in the current *Manual of The Christian and Missionary Alliance*. It is the responsibility of the pastor, staff, and elected leadership to be thoroughly familiar with the *Manual of The Christian and Missionary Alliance* to assure that the local church bylaws and policies are in conformity to that of the parent denomination.

In the Preamble to the Uniform Constitution for Districts of The Christian and Missionary Alliance, it states:

District organization in The Christian and Missionary Alliance is designed to help churches grow and to provide for the regional relationships which are indicated in the New Testament. While the local assembly is the primary visible form of the church, the relationships beyond the congregation are essential if the local church is to fulfill its function in fellowship, evangelism, church development, extension, and world missions.

Therefore, The Christian and Missionary Alliance churches of this district are united in governance, fellowship, and service in order to promote unity of faith, in the fullness of Jesus Christ as Savior, Sanctifier, Healer, and Coming King, and to facilitate the spread of the gospel at home and abroad under the guidance and enabling of the Holy Spirit.

In the Uniform Constitution for Accredited Churches of The Christian and Missionary Alliance it states in ARTICLE II - RELATIONSHIP:

This church is connected with and subordinate to its parent religious organization, The Christian and Missionary Alliance, a Colorado non-profit corporation. In consideration of the mutual benefits generated and derived from this relationship, and understanding that The Christian and Missionary Alliance is relying hereon in agreeing to initiate or continue such relationship, this church agrees to be subject to and abide by the terms and conditions of Article XV hereof relating to the reversion of property of accredited churches.

DISTRICT PERSONNEL

District Superintendent

The District Superintendent serves all the official workers of the district as their pastor and confidant. He is available for various services and ministries both to the workers and the congregations such as: a preaching ministry in the churches, conducting evaluations of pastors, staff and churches, supervising the district funds, moderating difficulties which arise from time to time in churches, providing training for pastors, staff and church leadership.

Assistant to the District Superintendent

The Assistant to the District Superintendent is accountable to the District Superintendent and the District Executive Committee. He will receive tasks and assignments from the District Superintendent as deemed necessary. He is available to minister in churches through training and preaching.

District Office Administrative Assistants

The District Office Administrative Assistants are accountable to the District Superintendent. They are responsible for managing the many functions of the district office. The Administrative Assistants are responsible for preparing the annual missionary tours, assisting in planning the District Conference and Workers' Retreat, monitoring the budget and carrying out assignments given by the District Superintendent.

District Workers

All persons holding C&MA credentials in the MidAmerica District are individuals who have been licensed by the district. The term "Workers" is a generic word, simply meaning those who are accredited pastors, assistant or associate pastors, and other individuals who have been approved for ministries which are in conformity to the Bylaws of The Christian and Missionary Alliance.

A licensed worker is directly accountable to the District Superintendent and the District Executive Committee. Each person holding credentials is expected to participate in district ministries, committees, and conferences.

Pastoral Changes

The District Superintendent must be contacted immediately when the pastor or church governing board contemplates a pastoral change. This is necessary in order that the Superintendent may assist both the pastor and congregation to experience an orderly change.

The church governing board must work through the District Superintendent in finding names of potential candidates. The same procedure applies to all pastoral staff positions in that they must be licensed by the MidAmerica District. Please note that no person can be considered unless they have been preapproved for license by The Christian and Missionary Alliance. The district will provide the church governing board with a handbook of procedures to assist them with the candidating process.

Pastoral Support Policies

The MidAmerica District Conference has adopted five policies which relate directly to pastoral support issues. The purpose of these policies is to provide the pastoral staff and church with guidelines which will accomplish two major objectives:

1. Provide workers with opportunity to gain physical rest, spiritual refreshment, and continuing improvement of ministerial skills and gifts.
2. Provide Alliance churches with pastoral leadership who are prepared to give wholehearted energy, time, and resources resulting in the healthy growth and development of the local church.

Each church is asked to implement these policies either in the form of bylaws or by governing board action. The District Superintendent will regularly check with each governing board to make sure these policies are being followed by the local church.

Policy #1

Annual Vacation: Each credentialed worker shall receive annually 30 days noncumulative vacation.

Policy #2

Sick Leave or Special Days: Each credentialed worker shall receive annually at least five (5) sick days for the pastor or family members, or five (5) special days for personal needs. This is noncumulative.

Policy #3

Financial Support: Each worker shall receive a basic cost of living salary increase to compensate for normal inflation and other factors. In addition, each church is asked to evaluate the support level of the worker and provide merit increases. A standard compensation guide is available for the governing board. The guide will provide the church with the salary levels normal for the particular community, location, church size, and other considerations.

Policy #4

Sabbatical Program: Each credentialed worker shall participate in the District Sabbatical Program as follows:

1. The sabbatical is for the purpose of spiritual refreshment and intellectual disciplines. It must be beneficial both to the pastor and to the church in which he is currently serving.
 - a. Every three years he will be eligible for a 30-day sabbatical, and the same every three years thereafter.
2. The pastor will apply through his governing board to the District Superintendent under the following conditions: (This must be done in order to be considered for a district grant.)
 - a. The sabbatical may not be used for candidating.
 - b. The pastor must agree to remain with the church for at least one full year after the sabbatical. Should he leave for other than emergency or special situations, he will be required to repay the church for the sabbatical time.
 - c. The application must state what the pastor expects to accomplish during the sabbatical.
 - d. Upon completion of the sabbatical, the pastor will submit a report to the governing board and Superintendent stating what was accomplished and how it applies to the growth and development of the church.
 - e. Should the pastor move to another church in the district, he must start over again to qualify for the full sabbatical program.
 - f. The pastor must apply for the sabbatical at least six months in advance and take responsibility for arranging pulpit supply and programs. He must also take responsibility for preparing his church leaders to oversee the church in his absence.
 - g. The church will continue to pay the pastor throughout his sabbatical as well as compensate the pulpit supply.

An application form is provided with this handbook.

Policy #5

Missions Trips: Each church is asked to adopt a plan by which the pastor and spouse will be able to visit a selected Alliance mission field for the purpose of gaining personal insight and ownership of the vision of the Alliance. It has been found that when a pastor visits an Alliance mission field, his interest and concern for missions is greatly heightened and is transferred to the

local church. It is recommended that, where possible, key lay leaders also visit an Alliance mission field.

Specifically, each church is asked to open a special savings account and place designated money, whether from the budget or from gifts, in this fund. Over a 2-3 year period, with good planning, there should be sufficient funds to care for the transportation costs. In the majority of cases, lodging and meals will be provided on the field. The trip should be approved through the District Superintendent in order to assure that the trip will be a ministry working experience. An application form is provided and must be submitted first to the church governing board and then to the District Superintendent. (This must be completed in order to be considered for a district grant.)

WORKER RESPONSIBILITIES

District Conference

The biennial District Conference is conducted in a local church or conference center in a different geographical location of the district every other year. **All licensed workers are required to attend.** When there are emergencies or special circumstances that would prohibit a worker from attending, he/she should contact the District Superintendent in order to be excused. It is recommended that each local church open a special savings account and set aside funds on a monthly basis to ensure the attendance of the pastoral staff. Churches that fail to do this often find themselves struggling at the last minute to find sufficient funds.

Conference is the highest legislative body of the district. Licensed workers represent the local church along with two or more lay delegates from the church. Each church is encouraged to send official lay delegates in order to participate in this very important function. Conference action becomes binding upon all pastors and churches. Each is expected to carry out the actions of conference at the local church level. District Conference is not to be considered vacation time, rather it is a requirement of the district that all credentialed workers attend and participate. On the off year, credentialed workers and delegates from the district will meet at General Council to approve the budget and receive a district update. Workers are encouraged to attend but are not required to attend General Council.

Manual of The Christian and Missionary Alliance

The *Manual of The Christian and Missionary Alliance* contains general bylaws and the uniform constitution for accredited churches. This manual is the official guide for all matters pertaining to denomination, district and church government. It should be studied by pastors and church governing boards in order to better understand the objectives of The Christian and Missionary Alliance.

District Bylaws

Following the *Manual of The Christian and Missionary Alliance*, the district bylaws are the most important source of information concerning the MidAmerica District. They have been formulated over many years to meet the various ministry needs so the whole district can function properly. They are revised periodically to keep abreast of changing times.

General Council

General Council is the highest legislative body of The Christian and Missionary Alliance. It meets biennially in various locations of the United States, usually in the latter part of May or early June. All credentialed workers should attend as accredited delegates. Each local Alliance church is responsible for providing the expenses for its pastor to attend. General Council is not to be considered as vacation for the pastor. It is a time of work and participation in the business of the denomination. It is recommended that a special savings account be opened and budgeted funds be set aside monthly to ensure there are sufficient finances for attendance by the pastor at this important meeting.

All accredited Alliance churches with a membership of 150 or less may send two lay delegates. An additional lay delegate may be sent for each additional 100 members or fraction thereof. Affiliated churches should send their pastor, but do not have the privilege of sending official lay delegates. Corresponding delegates (observers) are welcome to attend all public meetings, but they are not granted voting privileges.

Licensing, Ordination and Consecration Council

The District Licensing, Ordination and Consecration Council is charged with the responsibility of licensing and ordaining individuals for ministry in The Christian and Missionary Alliance. Guidelines for ordination have been prepared for use by men seeking ordination and women seeking consecration. Mentors are assigned to each for assistance in preparing the candidates. The LO&CC will provide ordination guidelines to each unordained pastor. The District Superintendent will conduct Ordination and Consecration services in each local church for pastors.

Workers' Retreat

The Workers' Retreat is conducted yearly. **Attendance is required for all credentialed workers** and is not to be considered as vacation time for the pastor. When there are emergencies or special circumstances that would prohibit a worker from attending, he should contact the District Superintendent in order to be excused. This retreat is planned to provide inspiration, fellowship, and challenges for personal and church development. **It is vital for each worker to be present.** The local Alliance church is responsible for the costs of sending their pastor and the pastoral staff. As with all other conferences, it is recommended that special funds be set aside monthly for these expenses.

DISTRICT BENEFITS AND SERVICES

District Operating Budget (DOB)

Benefits of Giving to the DOB

The MidAmerica District of The Christian and Missionary Alliance is known for taking bold and visionary steps of faith. Though we have a vast geographical region of five states with almost sixteen million people, it has not dampened our resolve to reach as many people as possible with the gospel of Jesus Christ. In fact, the greater the task, the more exciting the challenge!

It is our desire to see every church experience consistent spiritual and numerical growth, thus we constantly work at finding ways to help each church develop and grow. It is also our vision to open healthy, growing new churches.

In order to continue our aggressive advance of the gospel, it requires the full support of each church, large and small alike. District Conference adopted a district bylaw which requires each church to give 6% of its general operating fund to the District Operating Budget in order that the goals can be accomplished.

The below noted benefits all accrue to the local church because of its sacrificial contribution. The list will assist the pastor and governing board to understand the importance of this bylaw.

Procedure for Funding the MidAmerica District Operating Budget

District Bylaw - Section 2, B. Finance

The support of the District Budget shall be provided through a contribution based on a percentage of the local church's general fund. This percentage would only pertain to the operational fund of the church and would not include payments on buildings or to building funds or any missionary funds, both home and foreign, or any other designated funds. The percentage rate shall be six percent (6%).

1. GENERAL BENEFITS

- a. District Conference:** Each church is provided the opportunity to be directly involved in district administration through elected delegates to Conference. Numerous benefits are realized by churches which participate through the spiritual ministry of the special speakers whose honorariums and transportation costs are provided by the district. Approximately one half of the expenses for Conference are covered by Conference registration fees; the other half is the district's responsibility.
- b. District Office:** The central link to the local church is the district office where district personnel are available daily to handle a multitude of church problems and needs. Salaries of staff and all administrative costs are the district budget responsibility.
- c. District Superintendent:** The administration of the district is carried on by the District Superintendent, who is available to each church for consultation, liaison with the National Office, counseling with pastors, visits to churches, and church health and development assistance.

- d. **Rivercrest Bible Camp:** The District Superintendent serves on the Board of Rivercrest and promotes the ministry throughout the district. The district has assisted the camp financially many times over the years.

2. SPIRITUAL BENEFITS

- a. **Calling of New Pastors:** The District Superintendent visits with the governing board in the local church during the time of pastoral change. Travel and related expenses for this important ministry are included in the administrative budget.
- b. **Installation of Pastors:** The District Superintendent arranges for a meaningful installation service for the new pastor at the outset of his ministry, being personally present to conduct the service. Travel and other costs are necessary and provided by the administrative budget.
- c. **Licensing, Ordination and Consecration Council:** New pastors and those being ordained are examined by this council, which must meet a number of times each year. The travel and incidental expenses of this important council are covered from the district administrative budget.
- d. **Special Events:** Events such as ground breakings, dedication of buildings, mortgage burnings, worker retirements and many other special occasions are the responsibility of the District Superintendent. The travel and incidental expenses must be covered by the administrative budget.
- e. **Meetings with Governing Boards:** The District Superintendent frequently meets with governing boards for various types of consultations, instruction, inspiration, and encouragement. Again, travel and incidentals come from the administrative budget.
- f. **Superintendent's Ministry to Congregations:** In addition to meetings with the church leaders, the District Superintendent is frequently asked to speak to the congregation for deeper life emphasis, evangelism, missions, and church health. This expense comes out of the administrative budget.
- g. **Emergency Assistance to Churches:** The District Superintendent is available to deal with church emergencies of many kinds. The expense of this can be greater than travel and incidentals, especially if there has been some kind of damage to property.

3. PASTORAL BENEFITS

- a. **Workers' Retreat:** This annual event is provided for the building up and edifying of the pastor and his wife so that they will be able to function at a higher level in the local church.
- b. **Pastor Consultations:** The District Superintendent frequently meets with pastors for consultations, exhortation, and evaluation in order to develop strong leadership for the local church. This includes personal visits at the pastor's home as well as telephone counseling. This necessary encouragement is vital to strong, healthy churches.
- c. **Pastor's Wife Ministries:** This ministry directly benefits the church in that a strong parsonage family builds even stronger congregations. The wife of the District Superintendent is able to minister with him on these trips.
- d. **Tax and Legal Matters:** The District Superintendent is responsible to assist pastors with tax and legal matters which enable him to maximize his salary. This is often unnoticed and unknown, but is made possible through budget provisions.
- e. **Personal Assistance to Pastors:** Often the benevolent fund amount is exceeded due to unusual or special needs of workers. The district budget must cover these important matters.

4. EDUCATIONAL BENEFITS

- a. **Training for Pastors:** Supervision and instruction for pastors of established churches and church plants is provided by the district. Travel for the Superintendent and his Assistant, as well as materials and many related items are necessary expenses.
- b. **Scholarships:** Provision is made for pastors to avail themselves of partial scholarships in areas of health and development which enhances their ministries to the local church.
- c. **Missionary Tours:** The budget provides many services for the smoother operation of the missionary tours not covered by the tour expenses, which cover only travel and per diem.
- d. **Committees:** The various district committees function throughout the year to provide special services for the churches which enable them to grow and develop. Missions, Youth, DEXCOM, LO&CC, as well as special subcommittee meetings are all essential and necessary expenses.

- e. **Regional Church Networks:** There are annual training events in the regions of the district. These are done through the Regional Church Networks and regional groupings. RCN Coordinators are funded to oversee each region and RCN clusters are given an annual amount for the cluster meetings.

5. FINANCIAL BENEFITS

- a. **Loans and Grants:** DEXCOM approves Alliance Development Fund loan applications and requests for grants to churches. As funds are available, direct grants of district funds may be made to the churches in need of expansion, property purchase or building programs.
- b. **Benevolent Fund:** This fund has been established to assist district pastors facing emergency needs. It is administered by the Superintendent as requests are made known.
- c. **Funding of Church Multiplication, Health and Development:** Funds for the support of church multiplication, church health, and RCN Coordinators shall be provided from the District Operating Budget.
- d. **Funding for Church Planting:** The MidAmerica District places an amount in the budget each year for church planting subsidies which are used to assist new churches. Our primary method is to see existing churches bring on staff an assistant pastor who will eventually plant a daughter church. It is our desire to assist the existing church with some district funds to help support this special pastor while he develops the initial core group.

Contribution Policy

A written acknowledgement should be provided to substantiate a charitable contribution of \$250 or more and will contain the following information:

- 1) Name of the person or organization
- 2) Amount of cash contribution
- 3) Description (but not value) of non-cash contribution
- 4) Statement that no goods or services were provided by the organization, if that is the case
- 5) Description and good faith estimate of the value of goods or services, if any, that organization provided in return for the contribution.
- 6) Statement that goods or services, if any, that the organization provided in return for the contribution consisted entirely of intangible religious benefits, if that was the case.

Capitalization Policy

A capitalized fixed asset is property, such as equipment, buildings, and land with a cost or value equal to or greater than \$2,000 at the date of acquisition, effective July 1, 2007, and an expected useful life of more than one year. Capitalized fixed assets are acquired for the use in normal operations and are not for resale.

Assets costing below \$2,000 are expensed in the fiscal year of purchase.

The only exception allowable is for the capitalization of low cost equipment for the initial outfitting of a tangible capital asset or operational unit, or an expansion or renovation to either. Equipment for this treatment should be budgeted and charged to the capital project as equipment.

Costs incurred to keep a fixed asset in its normal operating condition that do not extend the original useful life of the asset or increase the asset's future service potential are not capitalized. These costs are expensed as repairs or maintenance.

Summary

The District Superintendent, District Executive Committee and Assistant to the District Superintendent are committed to the wise and judicial use of all funds provided by the churches to the District Operating Budget.

An annual audit by a professional auditing firm is submitted to the District Conference and C&MA National Office, providing churches the assurance that all funds are dispersed according to the wishes of Conference and C&MA policy.

DISTRICT SERVICES

District Newsletter

The MidAmerica District newsletter is published monthly and emailed to all credentialed workers and interested persons. Its purpose is informational and inspirational.

Rivercrest Bible Camp

Rivercrest Bible Camp is located near Fremont, Nebraska on about 100 acres of beautiful land next to the Platte River. It can house approximately 150 people and has plans for significant expansion. The director, a board of pastors, and laity give leadership. With the winterization of the cabins it is expected to have a year-round program.

Okoboji Bible and Missionary Conference

The Okoboji Lakes Bible and Missionary Conference, an independent summer conference affiliated with The Christian and Missionary Alliance and the MidAmerica District, was founded by Dr. R. R. Brown, then pastor of the Omaha Gospel Tabernacle, now known as Christ Community Church. This conference is operated by an independent board of directors for the purpose of promoting missions and Biblical preaching. This camp is listed in the *Official Directory of The Christian and Missionary Alliance* under the MidAmerica District.

SCHOOLS

Crown College

Crown College is the regional college of The Christian and Missionary Alliance and is located at St. Bonifacius, Minnesota. Each district has a representative that serves on the Board of Directors. Each official worker and church is encouraged to give loyal support to the college in the areas of finance and student recruitment.

Alliance Theological Seminary

Alliance Theological Seminary (ATS), located in Nyack, New York, is the Alliance Seminary for the United States. Local churches and individuals contribute to the support of the seminary directly. Churches are encouraged to contribute to the seminary and to actively recruit students.

DISTRICT OPPORTUNITIES

District Vision

The MidAmerica District will serve, unite, and coordinate the efforts and activities of the congregations and pastors of the district as they fulfill the mission and vision of The Christian and Missionary Alliance.

District Mission

The mission of the MidAmerica District is to extend the kingdom of Jesus Christ by:

- **Caring** for our district pastors and families
- **Calling** our people to holiness
- **Cultivating** home missions
- **Challenging** our churches to world missions
- **Creatively** assisting our churches with growth

These are concerns we believe the Lord would have us aggressively pursue as a district family of pastors and congregations. Please prayerfully consider each as you work on the vision, goals, and objectives of your local church.

District Objectives

1. **Renewal:** We believe that through Spirit-empowered preaching of God's Word resulting in prayer, lives changed, conversions and baptisms, there will be renewal from on high.
2. **Evangelism:** As we begin to see our neighbors, friends and families through the eyes of God as they really are, lost, we should then begin to have a strong focus on preparing Christians to be active witnesses individually and corporately.
3. **Church Planting:** As a family line dies out without reproducing, so will a denomination. Church planting is a pure form of evangelism. Every church can start a Bible study in a neighboring town with the intention of seeing it become a new church.

Many helps can be provided by the district office in leading your church through a step-by-step process in starting a daughter church.

4. **Cross-cultural Church Planting:** America is a nation of immigrants. They come from Asia, South America, Mexico, Europe, Africa, and the island world. Let us pray that God will give us many open doors of opportunity to reach these people with the gospel of Christ.
5. **Great Commission Fund:** This is how each person and church can personally help proclaim the gospel to people around the world. Pray that every church in the district will participate.

Great Commission Women Ministries

Great Commission Women Ministries (GCW) promotes the resourcing and equipping of women in the local church. The desire of GCW is that each woman will know Jesus personally, reach out to others with God's love, and maintain meaningful relationships within the body of Christ, both locally and globally. Each local church is encouraged to have at least one person (preferably a woman) designated to receive communications from the District GCW director in the form of monthly prayer updates, quarterly newsletters and annual ministry materials. This person serves as a liaison between the GCW District Team and the local church, distributing materials and communicating information to the local church. Each local church is encouraged to provide financial support as requested by the District GCW Director for Alliance international workers and approved special projects. The MidAmerica District GCW Leadership Team is responsible for receiving and disbursing these funds.

Home Bible Studies

Every church is asked to pray about each county which touches their own and seek to start a Bible study in one or more of the neighboring towns. Eventually this can become the foundation of a new church. Just about any church can do this!

Alliance Life Magazine

The *Alliance Life* (alife) is the official publication of The Christian and Missionary Alliance, providing news of the worldwide work of The Alliance and articles of inspiration and instruction from the Word of God. Each pastor is asked to urge every family of the church to subscribe. Subscriptions are free through the National Office.

District Executive Committee (DEXCOM)

As per the C&MA Policy and Procedure Manual for districts and churches, the purpose of DEXCOM is fourfold:

- 1) Provide district leadership: What does God want to do in this region?
- 2) Promote mission: Coordinate resources in a specific geographical region and worldwide.
- 3) Provide pastoral care: Not only care for local church leaders, but with respect to the church itself, coming alongside struggling churches.
- 4) Provide governance: United with a uniform constitution and legal corporation.

The ultimate authority of a district is District Conference. DEXCOM is elected by the district and accountable to the district. When a district gathers as a conference (A4-1, Article II, Uniform Constitution of a District) DEXCOM has a responsibility to report to District Conference with the DEXCOM Secretary providing the report. This report needs to be in writing and included in the district conference minutes.

As a legal corporation, DEXCOM is accountable to the State of Nebraska with a fiduciary responsibility as a trusted representative pursuing the purposes granted as a nonprofit corporation. DEXCOM and the district superintendent are accountable to the members of the district. The district superintendent is the legal president of the corporation; the DEXCOM is the legal board of directors (A4-3). DEXCOM is responsible for the administration of the district with the district superintendent functioning within the policies determined. No president of the corporation is the law unto himself; he shares the responsibility. DEXCOM is not an advisory committee without power; DEXCOM is a fully empowered board. DEXCOM is to evaluate the district superintendent via his reports and through an annual evaluation

DEXCOM is made up of eight pastors and laymen, plus the District Superintendent, who serves as chairman. The Assistant to the District Superintendent is an ex-officio member and attends the meetings to report and bring recommendations regarding his sphere of ministry

DEXCOM meets at least twice annually or may be called into session for emergencies or other urgent matters. Telephone conference calls are utilized to deal with issues which may arise between meetings. (See *Appendix xi-xii* for DEXCOM Member Orientation and DEXCOM Member in Training.)

Missionary Conferences

Every Alliance church, whether fully accredited, a church plant, or affiliated, will conduct an annual missionary conference. Ideas and resources for planning a missions conference are available from the Office of Missions Mobilization. For detailed information on how the annual missions tour is planned, please contact the district office.

EDUCATIONAL ASSISTANCE POLICY

The MidAmerica District recognizes that the educational development of its' workers is important to the ministry of The Christian and Missionary Alliance and the kingdom at large.

Licensed workers who have completed one year of continuous service in the MidAmerica District are eligible to apply for educational assistance for studies at the undergraduate or graduate level at an accredited educational institution. The licensed worker will be eligible for up to \$1,000 a year in grant monies, not to exceed the actual cost of education, as long as funds are available.

Application Procedure

1. The licensed worker should complete the Application for Educational Assistance available in the district handbook and submit it to the District Office.
2. The licensed worker will be notified of approval following the next regularly scheduled DEXCOM meeting.
3. The application, course description, and reports of grades will be kept in the worker's permanent personnel file in the District Office.

Guidelines for Application

1. Educational assistance is dependent upon the availability of funds. The total annual amount paid to each applicant will not exceed 80 percent of the annual total for tuition, books, and fees up to \$1,000 a year. Funds will be disbursed through the DEXCOM of the MidAmerica District.
2. Assistance is not retroactive to cover courses enrolled in prior to completion of one year of continuous service within the MidAmerica District.
3. Educational assistance will be treated as a grant and will be paid directly to your account of your educational institution.
4. Payment will be made to the educational institution upon proof of your enrollment. Completion of the course is expected, and proof of completion will be requested. The District Office will also need student's account number and address of educational institution.

CONFLICT OF INTEREST POLICY

Disclosure of Personal Interest

Each officer of the MidAmerica District, whether elected or appointed, each member of the District Executive Committee of the MidAmerica District, and each employee of the MidAmerica District shall disclose in writing to the District Executive Committee (or to the parties to which the District Executive Committee has delegated authority and responsibility for such matters) the nature and extent of all interests he/she may have in any corporation, business, or organization having a business or fraternal relationship with the MidAmerica District or that is connected with and subordinate to the MidAmerica District other than accredited churches as defined herein (each, a "Related Entity"). An officer of the MidAmerica District, member of the District Executive Committee, or district employee shall be deemed to have an interest in a Related Entity if he/she (or any member of his/her immediate family) has a legal, equitable, or fiduciary interest in or position with the Related Entity, including, but not limited to, as a director, officer, shareholder, partner, trustee, beneficiary, employee, agent, or representative of the Related Entity.

- a. Disclosure shall also be made by any such officer, members of the District Executive Committee, or employee who is an officer, director, stockholder, or has some interest in any other corporation, business, or operation not having a direct business or fraternal relationship with the MidAmerica District itself but having a business or fraternal relationship with a corporation, business, or operation which in turn has a relationship with the MidAmerica District.

- b. Such disclosure is to be made by officers, members of the District Executive Committee, or employees within thirty (30) days of the date they become officers or members as to any interest then existing or within thirty (30) days after such interest is acquired.
- c. The District Superintendent will prepare a form to serve as a guide for disclosing the information required, in which case the disclosure shall be made on such form as same may be revised from time to time.
- d. The information disclosed in the form shall be confidential, shall remain on file with the corporate secretary, and shall be made available annually to the auditors.

Discussion on Interest of Member

In the event that the District Executive Committee's discussion centers on, or is related to, a Related Entity, each member or officer having an interest in the Related Entity shall, after due expression of his/her concerns and after opportunity for questions is given, excuse himself/herself from the room during further debate and subsequent vote. The member or officer may be allowed to participate in the debate and to vote on the matter in question whenever, in the judgment of at least two-thirds of the remaining members of the District Executive Committee, the best interests of the MidAmerica District would be served thereby.

It is further understood that no District Executive Committee member will bring any matters to the District Executive Committee that deals with his/her personal welfare.

NATIONAL OFFICE MINISTRIES

The Alliance Development Fund

The Alliance Development Fund (ADF) provides loans for the purchase or construction of church facilities. ADF is designed primarily for new churches, but established churches may also utilize this excellent program. Application is made through the ADF Office, but must first be approved by the District Executive Committee.

Individuals are encouraged to invest in ADF bonds at excellent interest rates and have the wonderful assurance that their funds are being used to advance the kingdom!

Alliance National Health Plan

A National Health Plan is available to all licensed workers in The Alliance. This excellent plan is very competitive with major insurance companies and is self-funded by the denomination. Included is not only health coverage, but other coverage such as dental, vision, life insurance, and long term disability. A worker may apply within the first 30 days of accepting an official call to a district church. For a packet of information, please contact the Benefits Office at the National Office.

Annual Report

Each pastor is required to provide a statistical report to the District Office by mid-January. This report is prepared and required by the National Office. Accurate records are essential to properly

evaluate the church's progress and for good administration. Information obtained from these reports is most beneficial to the district and the denomination.

C&MA Retirement Plan

The C&MA Retirement Plan is a 403(b) tax deferred contribution plan. Any licensed and/or ordained official worker of the C&MA or church staff who works at least 28 hours per week may enroll. Participation in the plan is voluntary for the employee/pastor. However, once the employee/pastor elects to participate, the church is obligated to contribute. More information and enrollment forms may be obtained by contacting the Benefits Office of the C&MA National Office in Colorado Springs, Colorado (1-800-700-2651).

Church Planting Grants

The Office of Church Ministries at the National Office provides a limited number of one-time special grants for some new church starts. The Assistant to the District Superintendent must apply for and administer the grants.

APPENDIX

**MIDAMERICA DISTRICT
OF THE CHRISTIAN AND MISSIONARY ALLIANCE**

PASTORAL LIFE AND EXPECTATIONS

ALLIANCE LIFE SUBSCRIPTION: The *Alliance Life* magazine is the official written communication of The Christian and Missionary Alliance. As an Alliance pastor, it is necessary that you be informed and that you encourage the church to also subscribe so they will be informed as to events of our missionaries and mission fields. Official notices of Council are posted in the *Alliance Life* and reports of the Council are also given afterwards. You will also find Bible studies and other items of great importance. It is unthinkable that an Alliance pastor would not subscribe to the *Alliance Life* magazine and not want his church to do so as well. Be sure your church knows that you subscribe to *Alliance Life* and encourage each family to do so also. Subscriptions to *Alliance Life* are free. Contact the National Office to subscribe.

WORKERS' RETREAT: District Workers' Retreat is an annual event. It is a time when all the credentialed workers of the district gather together for a time of fellowship and ministry development. Usually a speaker is brought in to give us some fresh direction on some aspect of ministry that directly relates to the work in our churches. Sometimes the messages/workshops are directed at how to be a better servant of the Lord Jesus. **In any event, attendance is mandatory at the District Workers' Retreat and a written letter requesting being excused from attendance is required.**

DISTRICT CONFERENCE: District Conference is held biennially and all official workers are required to be present. As stated in the MidAmerica District Handbook, the District Conference is the highest legislative body of the district. It is where policies are formed, ministries are examined, and projections made. Matters are discussed at Conference that will become binding upon the work of every district church and every official worker must be present. Because your church is unaccredited (a developing Alliance church) at the beginning, they cannot send voting delegates to the District Conference. Thus, you are the only one who can address any issue relating to the ministry of your church. If you are not present, you will not be included in the process, but will be affected by the outcome.

Great Commission Women Ministries

Great Commission Women Ministries (GCW) promotes the resourcing and equipping of women in the local church. The desire of GCW is that each woman will know Jesus personally, reach out to others with God's love, and maintain meaningful relationships within the body of Christ, both locally and globally. Each local church is encouraged to have at least one person (preferably a woman) designated to receive communications from the District GCW director in the form of monthly prayer updates, quarterly newsletters and annual ministry materials. This person serves as a liaison between the GCW District Team and the local church, distributing materials and communicating information to the local church. Each local church is encouraged to provide financial support as requested by the District GCW Director for Alliance international workers and approved special projects. The MidAmerica District GCW Leadership Team is responsible for receiving and disbursing these funds.

HOW THE MIDAMERICA DISTRICT WORKS TOGETHER

The accredited churches of the MidAmerica District send their pastor(s) and lay delegates to the MidAmerica District Conference biennially. Those churches which are affiliated with The Christian and Missionary Alliance also may send their pastor if he is a credentialed worker within the MidAmerica District. Affiliated churches may also send one corresponding delegate to the District Conference, without power to vote or to take part in debate. Unaccredited churches may also send their pastor if he is a credentialed worker in the MidAmerica District, but no corresponding delegates.

As the MidAmerica District Conference meets, ministries are evaluated, recommendations are made, policies are formulated, and legislation is voted upon, which, if passed, governs the DEXCOM (District Executive Committee) and the District Superintendent for their enactment. The DEXCOM, under the chairmanship of the District Superintendent, is charged with the administration of the district within the confines of the district bylaws and the directives of District Conference.

As a matter of distinction, please note the differences that exist between an accredited and an unaccredited church. These distinctions are made in order to encourage your church to become accredited (organized) as soon as possible.

A Developing Church	An Accredited Church
Is governed by an Advisory Committee which is appointed by the District Superintendent for six month terms.	Is governed by a Governing Board which is elected by the church at its annual business meeting. Terms are for one year unless otherwise stated.
Matters discussed at the Advisory Committee meetings are subject to approval of the District Superintendent before they can be acted upon.	Church is self-governing. The District Superintendent has input into major decisions.
Land and buildings to be purchased must be done in the name of the MidAmerica District. Prior approval must be secured from the District Superintendent and the District Executive Committee (DEXCOM). Only District representatives are to sign legal leases and/or purchase property. Land is purchased/leased in the name of the District.	The church is able to purchase land and buildings in the church's name. Prior approval must be secured from the District Superintendent and the District Executive Committee (DEXCOM).
The church is permitted to send their pastor to the MidAmerica District conference and to the General Council of the C&MA.	The church is permitted to send their pastor and lay delegates to Conference and to Council as outlined in the C&MA Manual.

**MIDAMERICA DISTRICT
APPLICATION FOR EDUCATIONAL ASSISTANCE**

Student Section

Name: _____ Social Security Number: _____

Permanent Home Address _____ City _____ State _____ Zip _____

Cell Phone: _____ Home Phone (if applicable): _____

Date Service Began in MidAmerica District: _____

Educational Institution

Name of Educational Institution: _____

Address _____ City _____ State _____ Zip _____

Phone Number of Finance Office: _____

Student's Account Number: _____

Program/Course Information

Name of Program or Course: _____

Description of Program or Course: _____

Date of Course or Courses being taken: _____

Cost of Course or Program: _____

Grant is for Fiscal Year: July _____ to June _____

DEXCOM Information (to be completed by District Office)

Date of DEXCOM Minutes when considered: _____

Amount of grant: _____

Approved: _____ Disapproved: _____

**MIDAMERICA DISTRICT
APPLICATION FOR SABBATICAL**

Please carefully examine the district policy statement regarding the sabbatical.

Name: _____ Date: _____

Church: _____

Beginning date at this church: _____

Dates requested for Sabbatical: From _____ to _____

Purpose of this sabbatical: (What do I want to accomplish?)

What I plan to do on this sabbatical (specifics):

1. _____
2. _____
3. _____

How this sabbatical will assist me to improve as a pastor: _____

How this sabbatical will benefit my church: _____

Secretary, Church Governing Board
(Approval must be in official minutes.)

District Superintendent

**MIDAMERICA DISTRICT
APPLICATION FOR ALLIANCE MISSIONS TRIP**

Date: _____

Name: _____ Church: _____

Church Address _____
Street City/State Zip

Spouse: _____

Purpose of missions trip: _____

Expectation of how trip will benefit local church: _____

Field you wish to visit: _____ Reason: _____

Are you willing to visit a field other than the one of your preference? _____

Are you willing to reside in a national home on the field? _____

Are you interested in having a working ministry on the field? _____

Date of trip: From _____ To _____ Transportation cost: _____

Have you ever visited an Alliance mission field? Field: _____ Date: _____

Was it a sight-seeing excursion? _____ Was it a working ministry? _____

Has the full church governing board approved this trip? _____

How will this trip be financed? _____

Secretary, Church Governing Board

District Superintendent

**STATEMENT OF INTEREST OF PRINCIPAL OFFICERS AND DISTRICT EXECUTIVE
COMMITTEE MEMBERS OF THE MIDAMERICA DISTRICT OF
THE CHRISTIAN AND MISSIONARY ALLIANCE**

This form is to be completed in accordance with the District Handbook and Policies for the MidAmerica District of The Christian and Missionary Alliance, herein simply known as the MidAmerica District. This confidential information shall remain on file with the MidAmerica District Office and shall be made available annually to the auditors. If additional space is needed for any item, additional sheets may be attached.

- a. **Disclosure of Interests.** Each officer of the MidAmerica District, whether elected or appointed, and each member of the MidAmerica District Executive Committee shall disclose in writing to the District Executive Committee of the MidAmerica District the nature and extent of all interests he/she may have in any corporation, business, or organization having a business or fraternal relationship with the MidAmerica District or that is connected with and subordinate to the MidAmerica District. An officer of the MidAmerica District or member of the District Executive Committee shall be deemed to have an interest in a Related Entity if he/she (or any member of his/her immediate family) has a legal, equitable, or fiduciary interest in or position with the Related Entity, including, but not limited to, as a director, officer, shareholder, partner, trustee, beneficiary, employee, agent, or representative of the Related Entity.
- b. **Time and Manner of Disclosure.** Within thirty days of the date they become officers or members as to any interest then existing or within thirty days after such interest is acquired.

* * * * *

Name of person reporting _____

Address _____

Position with The MidAmerica District of The C&MA _____

* * * * *

1. Name and address of other corporation, business or operation

a. _____

b. _____

- c. _____
d. _____
2. Position or relationship held in other corporation, business or operation
a. _____ b. _____
c. _____ d. _____
3. Interest held
a. _____ b. _____ c. _____ d. _____
4. Present value of the interest held
a. _____ b. _____ c. _____ d. _____
5. When the interest was acquired
a. _____ b. _____ c. _____ d. _____
6. Value of the interest when acquired
a. _____ b. _____ c. _____ d. _____
7. The consideration paid
a. _____ b. _____ c. _____ d. _____
8. From whom the interest was acquired
a. _____ b. _____
c. _____ d. _____
9. Other information _____

Date

Signature

RESOLVED, that all officers, whether elected or appointed, and all members of the District Executive Committee of the MidAmerica District who also serve as officers, directors, stockholders or have some interest in other corporations, businesses or operations having a business or fraternal relationship with the MidAmerica District shall promptly disclose in writing the nature, extent and value of any such interest they may have in such other corporation, business or operation; and it is further

RESOLVED, that disclosure shall also be made by any such officer or member of the District Executive Committee of the MidAmerica District who is an officer, director, stockholder or has some interest in any other corporation, business or operation not having a direct business or fraternal relationship with the MidAmerica District itself but having a business or fraternal relationship with a corporation, business or operation which in turn has a relationship with the MidAmerica District; and it is further

RESOLVED, that the disclosure to be made should include but not be limited to the following facts:

1. Name and address of such other corporation, business or operation.
2. The position or positions held in such other corporation, business or operation.
3. The interest held. Interest shall be defined as a direct or indirect pecuniary or material benefit accruing to such officer or member or to the immediate family of such officer or member as the result of any claim, account or demand against or agreement with such corporation, business or operation.
4. The present value of the interest held.
5. When the interest was acquired.
6. The value of the interest when acquired.
7. The consideration paid.
8. From whom the interest was acquired.
9. Such other information as the officer or member feels is necessary or the District Executive Committee of the MidAmerica District may reasonably require so as to fully and completely disclose the nature, extent and value of such interest.

ADOPTED BY MIDAMERICA DISTRICT DECEMBER 2012.

Date _____

Signature _____

Name and address of corporation, business or subsidiary operation	Position or relationship	Interest held	Present value	Date the interest was acquired	Value when interest was acquired	Consideration paid	Interest was acquired from whom?	Other information

MIDAMERICA DISTRICT DEXCOM MEMBER ORIENTATION

1. **Being a DEXCOM member is:**

- A privilege – you are elected to serve.
- A responsibility – to be here, to prepare, read the material, and participate.
- A challenge – to pray over the material and to seek God and His agenda.
- A blessing – you will have kingdom impact.

2. **Being a DEXCOM member requires:**

- Sensitivity – listen to others, be kind, and courteous.
- Commitment – to be at the meetings, to prepare for the meeting, and to participate in the meetings.
- Authenticity – be real, tell the truth, and seek to please only God.
- Objectivity – put God’s interests and the interests of the District before your own.
- Flexibility – unity, it is all about God’s agenda and the mind of Christ.
- Patience – some will get it before others, learn to be patient.
- Creativity – think outside the box, God is the creator.
- Focus – stay engaged.

3. **Being a DEXCOM member means:**

- You will pray – pray first!
- You will prepare – again read all your material before the meetings.
- You will listen – not sleep, or carry on independent conversations.
- You will participate – speak up, ask questions, and vote.
- You will decide.
- You will keep confidences – when we leave the DEXCOM meeting, we are one committee who all made the decision. We do not discuss the debate or who debated outside of the meeting room. **WE MUST KEEP CONFIDENCES!** Failure to keep confidences is reason for discipline.
- You will accept assignments.
- You will lead – the people who elected us expect more than our attendance at the meetings.

4. **Being a DEXCOM member means living a missional life.**

- No greater cause than to give your life for your neighbor, the bank teller, the kid’s teacher, the store cashier...so that they come to Jesus. Please don’t look past them as you look at the District and the world (the Alliance World). We each need to have a dozen non-churched, nonbelievers who are actively and intentionally a part of our lives; this is how we lead a denomination that wants to reach the world. **Please Think Global – But Live Local**

5. Being a DEXCOM member means being:

- Serious about your ministry.
- Not taking yourself too seriously
- Living out a personal missional life.
- Keeping your eyes on eternity.

This is what we need from you as a DEXCOM member!

DEXCOM Members Covered Expenses

1. Mileage will be covered to and from the meetings at 40 cents per mile, or at the lowest current air fare plus parking and mileage, whichever is least expensive. This is the same policy utilized by the National Office for the Board of Directors' meetings.
2. If needed, a room will be reserved and paid by the District Office at the Hawthorn Suites. A spouse may accompany a DEXCOM member, however, meals and other expenses for the spouse are at the committee member's expense. Extra days at the hotel will be at committee member's expense. While attending meetings, committee members are expected to join DEXCOM for meals.
3. Meals will be provided during the meetings. If a meal is necessary while traveling to or from the meeting, it will be reimbursed with a properly documented receipt.

DEXCOM MEMBER IN TRAINING

1. All of the above applies to a DEXCOM member in training.
2. A member in training has the privilege to ask questions and debate issues, but does not have the privilege of voting. Only elected DEXCOM members can vote.
3. A member in training is expected to attend the DEXCOM meeting in its entirety; no leaving early or arriving late.