

# PROPERTY STEWARDSHIP

We believe it is vital for the strength of our churches to restore, repair, and maintain the buildings we have been blessed with.



# TABLE OF CONTENTS

Properties Board

Properties Team

Facility Survey

Project Information

Parsonage Policy Example

# DISTRICT PROPERTIES BOARD

Manual of the Church of the Nazarene, paragraphs 236-237.5

The District Church Properties Board shall be composed of the district superintendent ex-officio and no fewer than two assigned ministers and two lay members. Members may be elected by the district assembly to serve for a term of four years or until their successors are elected and qualified. The District Advisory Board may serve as the District Church Properties Board upon favorable vote of the district assembly.

The duties of the District Church Properties Board are:

- To advance the cause of constructing church-related buildings within the bounds of the assembly district, in cooperation with the District Advisory Board.
- To verify and conserve the titles to local church property.
- To consider propositions submitted by local churches relating to the purchase or sale of real estate or the erection of church buildings or parsonages, and to advise them concerning the propositions submitted. (103-104)
- To approve or disapprove, in conjunction with the district superintendent, propositions submitted by local churches relative to church building plans and the incurring of indebtedness in the purchase of real estate or the erection of buildings. The Church Properties Board shall normally approve a request to increase indebtedness subject to the following guidelines:
  1. The local church requesting approval to increase indebtedness paid all financial apportionments in full for the two years preceding the request.
  2. The amount of total indebtedness will not exceed three times the average of the amount raised for all purposes in each of the preceding three years.
  3. The details of the planned remodeling or construction shall have been approved by the Church Properties Board.
  4. The amount of indebtedness and the terms of payment will not jeopardize the spiritual life of the church.
- The Church Properties Board may approve requests that do not meet these guidelines only with the approval of the district superintendent and the District Advisory Board. (103-104)

# PROPERTIES TEAM

To strengthen the District Properties Board, the DAB will appoint **advisors** to help with particular projects. As an example, this group will include contractors, appraisers, and other experts that will help to support the board as they make key decisions. These are non-voting members.

It is also important to identify individuals who can help organize **work teams** and engage in the projects that need to be done. While some of the projects will require professionals, we recognize that there are capable and willing individuals across the district who could help to serve churches. We will be seeking a **work team leader** who will help with the logistics of projects, recruiting volunteers, and helping to procure supplies needed.

The district is working toward outfitting a **work team trailer** that will be used for these work projects. In the trailer we will have the basic tools needed to engage in repairs, parking lot sealing equipment, parking lot striping equipment, paint supplies, etc.

If you are interested in requesting a work team to help with a project fill out [this form](#) and a member of the Properties Board will contact you to follow up.

We have a goal of having every Missional Area outfitted with a group that can support the stewardship of properties. We aim to have a member of the District Properties Board, an Advisor, and a Work Team Member in these areas. This will help us respond to emergencies and projects quickly and with people who are geographically proximate to the needs.

# PROPERTY SURVEY

The District Properties Board and Property Team will be partnering to gather information about the condition of our church buildings, parsonages, and other church-owned facilities. This important information will help the District know how to support churches as they steward their facilities. The following page demonstrates the information we will be collecting. You can also find this document online at [www.upstatedistrict.org](http://www.upstatedistrict.org) under the resources page.

We ask every pastor to partner with the members of this group to help us get accurate information.

We would like every church to have a survey on file.

## Church Building, Property and Parsonage Survey



## PROPERTY CARE and STEWARDSHIP

While we acknowledge that the church is not the building, but the people, we also want to care for the facilities we are blessed with. The Upstate New York District has very little debt on our churches and parsonages which should be celebrated! Men and women throughout the history of our ministry here have faithfully given and sacrificed to help us to be where we are today. While a lack of debt is a blessing, deferred maintenance is a reality. Many of our churches have repairs that need to be done and not enough money to accomplish the work. With this in mind, we are recommending churches explore the following options to help care for their facilities:

- First, we recommend that every church on the district have a building savings account. Every month some money should be put into this account to help with the projects that need to be done. Every little bit helps.
- Second, this survey will be completed for every facility owned across the district. The District Properties Board will be reaching out to every pastor to schedule a team to come help with the evaluation. This survey will do two main things. One, it will help the church know what needs to be done to maintain and repair its building. Two, it will help the district know the state of our facilities.
- Third, when a church is desiring to do a building project, purchase property, or engage in a remodel this Property Request form should be filled out.
- Fourth, set fundraising goals at your church. Ask people to give toward the project. Prayerfully save and raise toward the care or expansion of your facility.
- Fifth, if you are needing physical help with a work day or particular project fill out this form and we will work to help you!
- Sixth, if you are in need of financial support for the project begin with the Oldham Little Church Grant foundation.



**This is an example of a policy you need to adapt for your church purposes. Edit it to make it fit what your board and pastor are comfortable with. DO NOT MAKE DECISIONS ABOUT THE PARSONAGE YOUR PASTOR IS CURRENTLY LIVING IN WITHOUT CONSULTING HIM OR HER! If you are between pastors, now is the time to consider your policy.**

### **Parsonage Policy for Such-and-Such Church of the Nazarene**

To help support our pastor we have a parsonage. We believe this resource should be well cared for by the church and the pastoral family. This policy will help to provide guidelines and expectations.

The home is a gift from the Lord! It has been provided through the faithful gifts of many people throughout the years. We as the church commit to continue to care for the home so it remains a comfortable place for our pastor to live. We ask the pastor and his or her family to care for this space as they occupy it, honoring our sacrifice. We will commit to giving our pastor and family the space they need and honor appropriate boundaries knowing that they need their privacy in the home. We ask that they care for it well while they are also tending to our spiritual needs. If we both commit to honor one another we know that the parsonage will be a blessing to all involved.

#### **Church Responsibility**

1. Insurance and liability will be covered for the dwelling. The occupant will cover the renter's insurance to care for the possessions of the house
2. All utilities, including the internet, will be covered
  - a. (Will you cover mowing or snow removal?)
3. Any upkeep will be covered by a designated line item in the budget
  - a. Major problems with the home will be communicated to the church board as soon as they are known. Plans to repair these items should be made as soon as possible so the house is liveable. Major problems include things like, but are not limited to:
    - i. Roof repair
    - ii. Septic or sewer problems
    - iii. Windows
    - iv. Flooring
    - v. Broken appliances
    - vi. Issues with toilets, showers, sinks, or tubs

- vii. Garage doors
- b. A budget should be put in place, and money saved, for important large expenses such as
  - i. Roof replacement
  - ii. Window replacement
  - iii. Exterior or Interior Paint
  - iv. Flooring
  - v. Appliance replacement
- c. Minor projects around the parsonage can be done by the pastor/family or someone they ask to assist
  - i. These items can fall under housing allowance for the pastor and will not be reimbursed
  - ii. Anything reimbursed cannot be counted toward the pastor's housing allowance

### **Pastor's Responsibility**

- 1. Keep up-to-date renter's insurance on personal property
- 2. General upkeep to maintain the house and yard—Please remember that the care taken for this home is a reflection to the community of the church. It should be clean, well cared for, and demonstrate pride of ownership to be a Kingdom witness.
  - a. Grass should be mowed weekly
  - b. Weeds should be cared for and beds maintained
  - c. Leaves should be raked throughout the fall season
  - d. Snow should be removed and walkways clear for safety and access
  - e. Storage should be in the garage or home and not alongside the house
  - f. Garbage should be cared for—if you have items that need to be taken to the dump, please do so as soon as possible to keep the property looking good
- 3. Internal paint
  - a. The pastor is welcome to paint the interior of the home
    - i. Be sure to do this in a manner that keeps the house presentable and usable should you move out. Be sure to care for molding and flooring when painting
    - ii. If using unusual colors you may be asked to repaint to neutral colors when you move out
- 4. Pets are allowed in the home. Care should be taken that pet waste is cleaned up in the yard regularly, pets do not make noise that is disruptive to the neighborhood, and pets are not destructive of floorings or the home and yard.
  - a. Plan to clean the carpets once a year to make sure they stay fresh

### **Opening the Home to the Church**

It is a wise practice for the pastor to open the home to the church at least once a year. This is not for an inspection, but to invite people to enjoy the home they have helped to provide. One way to do this is to consider an open house. Many pastors do this around the Christmas holiday. Opening the house for a drop-in reception of holiday goodies, fellowship, and to see your

decorations is an easy way for people to be ministered to and the home to be available for the church family.

Hosting a board meeting or dinner in the home once a year is another way for people to be able to see the home without an official inspection. It also makes the home a useful tool for ministry to take place.

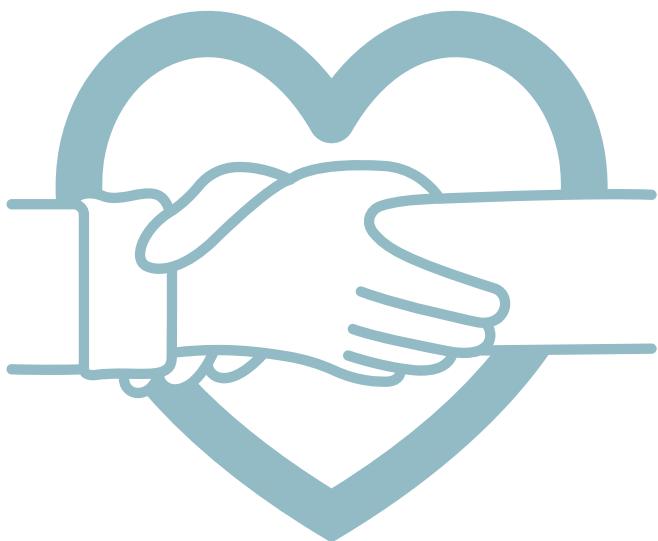
Consider inviting church folks over for game nights, small groups, or meals as another way to make the home available to the church.

### **Inspection**

This should be done with great care. In consultation with the church board, a plan can be made for the stewards or other designees to walk through the parsonage with the pastor. A date should be set with plenty of time for the pastoral family to have the house ready for this visit. The purpose should be for the stewards or other designees to see the home and determine ways to make it even more liveable. There may be things that are noticed in this visit that need to be cared for by the pastor. This should be addressed. But there may be things the pastor/family wants to draw to the attention of the church that needs fixing. Pay close attention to how this can be done to care for your pastor and your property. This should not happen more than one time a year.

# MISSIONAL GRANTS

Funding innovative and impactful  
ministry across the Upstate New York  
District Church of the Nazarene



# TABLE OF CONTENTS

Why and Who?

Process

Rubric

FAQ Page

Application

# WHY GRANTS?

The Upstate New York District wants to be faithful stewards of the resources God has provided to us (Matthew 25:14-30). As we have considered how to do this, the District Advisory Board has created a system to disperse these funds to our churches. This program will help strengthen our witness across the district as we serve our communities and congregations in the name of Jesus.

Two kinds of grants will be considered. First, those that help to strengthen the discipleship ministries of the church. These grants will not be solely internally focused but will include outreach and evangelism. Our core values as a denomination are Christian, Holiness, and Missional. We are looking for projects that develop these values in practical ways in our churches.

Second, we are looking for ministries that help us reach our communities' marginalized populations--the poor, disenfranchised, and oppressed. Phineas F. Bresee, founder of the Church of the Nazarene wrote, "The first miracle after the baptism of the Holy Ghost was wrought upon a beggar. It means that the first service of the Holy Ghost baptized church is to the poor; that its ministry is to those who are lowest down; that its gifts are for those that need them most. As the Spirit was upon Jesus to preach the Gospel to the poor, so His Spirit is upon His servants for the same purpose."

Missional grants will help the local church to grow in its love and service to and for God and neighbor.

# WHO CAN APPLY?

Any board on the Upstate New York District with the approval of the pastor can bring forth a proposal.

# PROCESS

- This packet provides you with everything you need to successfully apply for a grant. Application is not a guarantee of approval and plans should not be made in the hopes that money will be disbursed.
- Prayerfully determine the need you are wanting to meet. Ask: What are the needs in our community? What resources do we already have to meet those needs? What would help us to fully address the need? Talk to the people on your board and in your church to hone your ideas. Take a look at the rubric page to help guide you. There are also some ideas on the FAQ page as you are planning and considering what you might sense the Lord is calling you to.
- Fill out the application in full and submit it to the district office. Be mindful of the Rubric page. The process will go more smoothly if you pay close attention to how you will be evaluated. Due June 6th, 2023.
- Prepare a presentation for an in-person project proposal day, July 8, 2023, at Brooktondale. This should include information from your application, imagery, data, and a compelling story that helps the Missional Grant Team (MGT) understand your vision. Bring a team of people from the church to help in the process. Within two weeks of the presentation day, applicants will be notified of the determination. If all monies are not dispersed after this date, we will consider receiving other applications throughout the year.
- Money will be disbursed to applicants who have received a grant based on the project plan and MGT directives.
- Those awarded grants will make reports to the DAB every six months for accountability.
- If you are denied a grant you can apply the next fiscal year.
- If you are awarded a grant you should not apply for another grant until the payment cycle of the current grant is completed (typically every two years).

Criteria	1 Point Needs Improvement	2 Points Average	3 Points Very Good	4 Points Exceptional	Score
SECTION A: Project/Program Description	<ul style="list-style-type: none"> <li>-Description of project is vague or unclear</li> <li>-The goals of the program are not addressed or clearly stated</li> <li>-The goals do not align with the need stated</li> </ul>	<ul style="list-style-type: none"> <li>-Description of the project is somewhat clear and includes details</li> <li>-The goals of the project are addressed but not clearly stated</li> </ul>	<ul style="list-style-type: none"> <li>-Description of project is very clear with details</li> <li>-The goals are clearly stated</li> <li>-Outcomes of moderate impact and value are described</li> </ul>	<ul style="list-style-type: none"> <li>-Description of the project is exceptionally clear and provides detailed information</li> <li>-Goals are clearly stated</li> <li>-Significant outcomes are described</li> </ul>	
SECTION B: Demonstration of need	<ul style="list-style-type: none"> <li>-Description of need is hard to understand or verbose</li> <li>-It is not clear what the specific need is and there is insufficient information included to support funding</li> </ul>	<ul style="list-style-type: none"> <li>-Description depicting the need is somewhat clear and minimally explains why funding is needed</li> <li>-There is some information to support the need</li> </ul>	<ul style="list-style-type: none"> <li>-Description depicts the need for the project well and the language describes clearly</li> <li>-Data or additional information supports the narrative and shows a clear need</li> </ul>	<ul style="list-style-type: none"> <li>-Description is very clear, concise, and easy to understand</li> <li>-Information and data are included that clearly support the need</li> </ul>	
SECTION C: Desired Outcomes	<ul style="list-style-type: none"> <li>-Little to no outcomes are described</li> </ul>	<ul style="list-style-type: none"> <li>-Goals and desired outcomes are minimally described and are somewhat aligned with the need described</li> </ul>	<ul style="list-style-type: none"> <li>-Outcomes of moderate impact and value are described</li> <li>-There lacks some specificity in what is measurable in outcomes</li> </ul>	<ul style="list-style-type: none"> <li>-Significant outcomes are described</li> <li>-All goals and outcomes are measurable both qualitatively and quantitatively</li> </ul>	
SECTION D: Implementation/ Timeline/ Calendar	<ul style="list-style-type: none"> <li>-Timeline for completion of the work as described does not appear feasible</li> <li>-Limited to no information included with a timeline or calendar</li> </ul>	<ul style="list-style-type: none"> <li>-Describes a feasible timeframe for achieving goals</li> <li>-A basic calendar was included</li> </ul>	<ul style="list-style-type: none"> <li>-Describes a feasible timeframe for achieving goals</li> <li>-A calendar was included, and it was clear and concise</li> </ul>	<ul style="list-style-type: none"> <li>-Describes an excellent timeframe for achieving goals</li> <li>-A comprehensive calendar was included</li> </ul>	
SECTION E: Sustainability	<ul style="list-style-type: none"> <li>-Weak or no sustainability created to ensure a continuation of the work beyond life of the grant</li> </ul>	<ul style="list-style-type: none"> <li>-Somewhat of a sustainability plan created to ensure a continuation of the work beyond life of the grant</li> </ul>	<ul style="list-style-type: none"> <li>-A significant sustainability plan was created to ensure a continuation of the work beyond life of the grant</li> </ul>	<ul style="list-style-type: none"> <li>-A comprehensive and clear sustainability plan is identified to ensure a continuation of the work beyond life of the grant</li> </ul>	
SECTION F: Budget/ Monitoring/ Accountability	<ul style="list-style-type: none"> <li>-Very limited or no plan to ensure a clear focus on goals</li> </ul>	<ul style="list-style-type: none"> <li>-Somewhat of a plan to ensure a clear focus on goals and that the action plan is executed</li> </ul>	<ul style="list-style-type: none"> <li>-A significant plan is created to ensure a clear focus on goals and that the action plan is executed</li> </ul>	<ul style="list-style-type: none"> <li>-Exceptionally designed monitoring plan to ensure a clear focus on goals that assure the action plan is executed</li> </ul>	

# FAQ

- **What is a grant?** It is a gift of financial support that comes with accountability. We want your church and ministry to impact lives for the Kingdom of God. We know not every church has the financial resources it needs to accomplish all the dreams God has brought to you. This partnership will help us invest in what God is calling you to do and help you to do it well. This money does not need to be paid back, but the conditions of the grant need to be met for the funding to continue.
- **What is a Rubric?** It is a tool for you to use as you are creating an exceptional grant proposal. It is also what the MGT will utilize in evaluating each grant proposal we receive. This helps to create a spirit of fairness and consistency in the process of awarding. It may look daunting, but it doesn't have to be. Work square by square and you will be well on your way. If you need help, please contact the district office and a mentor will be assigned to you.
- **I've never done this before!** How does this work? Look over the application, study the Rubric, and check out these resources to get started on setting goals, writing a proposal, and putting together a compelling project.
  - [Setting SMART Goals](#)
  - [How to write a grant proposal](#)
  - [Community Demographics to learn about your community](#)
  - [Determining your "Why?"](#)
- **If you still need help,** we have a limited number of people who can help you as a Missional Grant Mentor. This person will be assigned after you have demonstrated a need and per their availability.
- **How long will this take?** We cannot predict how long the application process will take you. Take your time and fill it out as completely as possible. Once it is submitted if more information is needed you will hear from someone on the MGT. After the project day, you will know within 2 weeks what the decision is.
- **Who approves the grant?** The Missional Grant Team will make the recommendation to the District Advisory Board and DS.
- **What kind of projects are you looking for?** Please prayerfully consider what the Lord is leading you to. Some examples are: care for the homeless, programs for children, food ministry, elder care, work with immigration, prison ministry, sports ministry, English as a Second Language, etc.

# PROPOSAL DAY

We will plan to have the proposal day on the Saturday of Family Camp, at Brooktondale, July 8, 2023, from 1 pm-4:30 pm. If you want to apply for a grant you need to be present, in person, for the Missional Grant Team to meet with you and your team.

- We ask that you come for the entire time and support all of those applying for a grant by watching their presentations.
- We will plan to have audio-visual equipment available for you to use. You will receive a form to fill out with the needs you have as we get closer to the proposal day.
- Have a team help with the proposal presentation. We want to see multiple people from the church helping to shape this vision, share it with the MGT, and implement it if it is funded. This is a great opportunity to develop leaders and work together.
- Each team will have 20 minutes to present and the MGT will have 10-15 minutes to ask questions.
- Invite people from your congregation to come and support your team while you present! Everyone can stay for dinner (cost involved) and the evening service too.

Check out these useful tools as you create your presentation:

[Grant Proposal Example](#)

[100+ Creative Ideas to Engage Your Audience](#)

[Presenting to Grant Makers](#)



## MISSIONAL FUND GRANT APPLICATION

The Upstate NY District provides grants to district churches and church planters who are desiring to start new ministries or revitalize and enhance effective ministries that may be in danger of elimination.

- Funding for these grants fluctuates from year to year based on available resources.
- All grants will have an established end date. This will be determined by the Missional Grant Team (MGT) and will be based on the nature of the ministry.
- Churches can only apply for one grant at a time.
- Grant amounts will be from \$1500 to \$20000 annually\*.

\*An exception may be made by the Missional Grant Team based on the nature of the ministry.

Applications are due June 5, 2023, and the Project Presentation day is July 8, 2023, at Brooktondale. If all the money is not disbursed at the time of the presentations, we will consider receiving applications at another date.

### GENERAL INFORMATION

Name/title of the applicant (please print): \_\_\_\_\_

Relationship to requesting church: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Church: \_\_\_\_\_ EIN#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Website: \_\_\_\_\_

Program/ministry requesting funding: \_\_\_\_\_

Amount requested: \_\_\_\_\_

### GRANT REQUIREMENTS

1. Any church considered for grant funding must meet the following criteria:

- Have paid their allocations in full for a minimum of two years.
- Have a leader selected who will be assessed by the Missional Grant Team.
- Provide a ministry plan of action (see #2 for more explanation).
- Identify existing or potential ministry partners who can help in growing and sustaining the ministry (i.e., other churches, non-profits, local organizations, etc).
- Be committed to potentially matching district funds or an established portion of the project/program costs.

2. In a separate document, please provide a Ministry Action Plan for the project/program.

Include the following:

- Project/program description: Provide the name of the project/program and a concise description of its intent/purpose.
- Statement of need: Describe the issue/problem the project/program attempts to address.
- Desired outcomes: Describe the project/program's objectives in measurable terms and desired outcomes.
- Implementation and timeline: Describe how and when the project/program will be implemented.
- Include a calendar of your plan to evaluate the program's effectiveness at specific time intervals and how that evaluation will take place.
- Budget: Provide all project/program expenses, including necessary training costs and funding from other sources. For example, if you are doing an afterschool program has the Kiwanis been approached for a donation? Have you asked the local school if they would offer funding? Also indicate what portion your church or other entity is providing toward matching funds. We want to know if you are already funding this or how you are willing to invest

3. After receiving a grant: All grant recipients must submit a report detailing the effectiveness of the program to the Upstate NY District Office six months after the project begins. If funding is granted for multiple years, a mid-year report will be expected each year of the grant. This will help the District Advisory Board (DAB) evaluate the grant program's effectiveness.

4. The church must continue to stay up to date on all allocations throughout this process.

#### **SIGNATURE AND SUBMISSION**

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email to: [office@upstatedistrict.org](mailto:office@upstatedistrict.org) or mail your application form and required information to:  
Upstate NY District Church of the Nazarene  
PO Box 258  
Clay, NY 13041

Questions?

Contact the District Office at 315-698-9100 or email [office@upstatedistrict.org](mailto:office@upstatedistrict.org).

# PASTORAL CRISIS PLAN

Crisis preparation is a vital piece of pastoral care. This plan will help us do the best we can to minister to pastors, their families, and those hurt in the church



# TABLE OF CONTENTS

- Why?
- Before a Crisis
- In a Crisis
- Training
- Timeline
- Documentation, Reinstatement, and Review
- Resources

# WHY A CRISIS PLAN?

The Manual of the Church of the Nazarene states in paragraph 225.5 that the district is “to develop and annually review a written, comprehensive plan that is in harmony with Manual directives to guides its efforts in providing a timely, compassionate, and informed response to members of the clergy involved in conduct unbecoming a minister, to their families, and to any congregation involved. (538.20, 539-539-13.)

While our desire is for the Upstate New York District to provide support, resources, and care to our pastors so they don't find themselves in this situation, we know that difficult circumstances may arise. In keeping with our Manual, and because we care for the well-being of pastors, their families, and our churches we want to be prepared to address whatever may come in a healthy manner for all involved.

# BEFORE A CRISIS

## Preventative Care for Pastors

Knowing that creating healthy habits of self-care is vital for the success of our clergy, the district is committed to providing access to the [Full Strength Network](#) for any District Licensee, Elder, or Deacon. District Allocations or other funding will be utilized to provide a subscription for any who sign up throughout the year. The benefits of Full Strength Network are:

- 12 counseling sessions for the member of the clergy and one member of their family
- 12 coaching sessions for ministry
- Access to ministry cohorts across denominations and across the country
- Access to low and no-cost campgrounds and retreat centers for pastors and families.

We recommend all members of the clergy utilize this resource.

## Training and Resourcing

District training for mental health, conflict resolution, and other applicable topics will be offered on Zoom and in person each year. We aim to offer a minimum of three training events for the clergy and interested members of the laity to engage with. These will provide personal enrichment for participants as well as tools they can utilize in their families or local churches to seek health and wholeness. We will make Lifelong Learning credit available for these sessions. This training will be one piece of the mandatory training for those who will be responding to crises on the district (see below under, Response Team).

# PEACE BUILDING: A FUTURE INITIATIVE

## Peace-Building

Conduct unbecoming a minister often stems from stress. Seeking unhealthy outlets for stress can often derail the ministry of an individual. Stress in ministry often builds when conflict is unresolved in our lives and work.

To help our district handle conflict in a Christ-like manner and to be peacemakers in the communities where our churches are planted we are committed to training in Restorative Justice. Pastors and laity are invited to sign up to utilize this training resource that consists of online and in-person training, Bible study, and opportunities to practice.

The principles of Restorative Justice fit beautifully with our Weselyan-Holiness tradition. The basics of this practice are relationship, respect, responsibility, repair, and reintegration. When conflict arises, or harm is caused, we can focus on these principles to help us live the holy lives God calls us to. This [article](#), which is part of the Zehr Institute can help to further explain the details. To see how our district is working toward peace-building, see the plan [here](#). We are envisioning centers of peace and reconciliation across Upstate NY to bless the pastor, family, church, and broader community as we follow the Prince of Peace!

\*This is a future initiative. Pray with us as we work toward this on the district.

# IN A CRISIS

When the District Superintendent becomes aware of a situation needing to be addressed, he or she will contact one of the members of the Response Team pool. This individual will become the leader of the Response Team for the situation in question. In consultation with the District Superintendent, this person will assemble the rest of his or her team from the trained and vetted members of the pool. We recommend that care be taken in involving both genders, diversity of age, and a member of the laity when appropriate. Because each situation is unique this team needs to be prayerfully assembled based on need.

## **Response Team:**

This is a group of pastors and laity from the district and beyond that are on call to support when a crisis occurs. These individuals will become familiar with Manual paragraphs 540-540.12. They will also need to know The Restoration of Clergy in the Church of the Nazarene guide provided by Global Clergy Development. It is an invaluable resource to help the district navigate a crisis well.

Training will be provided as to Manual expectations, roles and responsibilities, and skill building through the district training opportunities. Since this crisis plan is new, we will begin training individuals immediately knowing that crises will come unexpectedly. Moving forward, we will strive not to deploy a person for the Response Team until they have fully completed the prescribed process.

## **Qualifications:**

Each person considered will be nominated by the District Superintendent, the District Advisory Board, a pastor, or can volunteer. If they meet the following criteria, they will enter the training program for the role.

- A follower of Jesus Christ who testifies to the experience of Entire Sanctification and continues to seek to live a holy life by the grace of God
- A clergy or lay member in good standing in the Church of the Nazarene
  - Individuals who do not live within the district bounds may be utilized as appropriate or necessary to support the team in the crisis
- A trustworthy individual who can keep confidence and think clearly about the appropriate pathway forward in difficult situations
- Approval by the District Advisory Board to enter the training
- Someone who has completed the prescribed training protocol to serve in this manner

**Other Considerations:** People with particular skills in conflict resolution, counseling, finances, and other fields will help to strengthen the resource pool. Some of these people may be a part of the Response Team or may be utilized as experts or practitioners in the actual response or information-gathering process.

# TRAINING

Once an individual has been nominated, the District Superintendent or a person designated by the DS, will contact the person(s) and see if they are interested in being considered for the role. If they are in favor of being considered, they will need to be vetted per the qualifications and approved by the DAB to serve. Once this is completed the following training will be provided:

- An introductory meeting that goes over the Manual statements and orients the individual(s) to the “Implementation Guide.” This will happen annually and as new people need to be added to the Response Team pool. It can be led by the DS or an appointed individual as assigned
- Engagement with Training and Resourcing offered by the district for all interested pastors and laity (see page 1). These events will be held a minimum of three times a year and will provide useful tools for those involved in the Response Team
- Specialized training for this process as provided for participants

# TIMELINE

**1st 24 hours**—District Superintendent notifies the appropriate member of the Response Team

- If there is potential for self-harm or the harm of others, appropriate professionals must be notified
- If a crime has been committed, appropriate professionals must be notified
- If a minor has been abused, appropriate professionals must be notified

**Within three days**—A Response Team is created, roles are designated, and a timeline is set

- Roles include who will connect with the pastor, spouse, children, church board secretary, etc.
- The timeline will determine:
  - when individuals will reach out to their particular person(s) of responsibility
  - a meeting time for the team to regather
  - when to contact the Jurisdictional General Superintendent and the denominational legal counsel

**Within 7-10 days**—A plan of action is in place that addresses the situation as it is currently known

- This is the plan of triage care for all involved—it may involve pastoral care for all involved, a letter to the board or congregation, a planned visit by the DS, etc.
- Flexibility must be considered as more information comes to light, people engage at different times and paces, and circumstances change
- The DAB should be notified within the first week so they are aware of what is happening

**Variable, preferably within 30 days**–Based on the circumstances, the Response Team will provide the District Superintendent with a comprehensive plan of care for all of the individuals involved

- This plan will encompass all involved with care taken to reach out to the family and children
- This plan will outline expectations of the pastor that will be provided to him or her in writing
- This plan will include an estimated budget for what is being provided or required
  - The local church, district, and even pastoral family may be requested/required to help fund this plan depending on circumstances
  - This should also include what the costs are for the Response Team– mileage, meals, money to help with pastoral care items as needed

# DOCUMENTATION

All recordings and documents that are collected through the process by the Response Team will be provided to the District Office digitally and in paper copy. They will be retained in confidential files both online and in the office. These documents might include:

- Written testimony
- Phone logs
- Email messages
- Accusations
- Interview Notes
- Recordings of meetings or interviews
- Record of the plan created
  - Documentation of how this care is carried out should be kept as well. Each Response Team member should have a log of phone calls, emails, texts, meetings, etc., that demonstrates the manner in which the care has been offered. This does not need to be copies of these items, but a log or chart that can be added to the file.

# REINSTATEMENT

If the pastor goes through this process and it is evident that he or she would like to be reinstated, and it is of the opinion of the Response Team that this should be considered, and the Manual allows for this process to take place, the Board of Ministry will consider the application for reinstatement at its regularly scheduled annual meeting. See [Manual paragraph 540.8](#) for information on this process.

# REVIEW

This plan will be reviewed, revised, and approved by the District Advisory Board each year, three months before the District Assembly is held. It will then be made available in the District Handbook and on the District Website annually.

If changes need to be made before the above date, the DAB has the right, in consultation with the DS, and the Response Team members, to amend the document to be the most useful to the district.

# RESOURCES

Following are a variety of resources for use by pastors, laity, and the Response Team

## Financial:

<https://www.crown.org/crownonline/>

<https://goodfaithaccounting.com/>

<https://compassinitiative.org/>

## Extended Counseling Options:

<https://www.alongsidecares.net/>

## Spiritual Directors

Syracuse: <https://www.spiritualrenewalcenter.com/our-mission>

Albany: [http://www.consultationcenteralbany.org/our\\_programs.html](http://www.consultationcenteralbany.org/our_programs.html)

Rochester: <https://www.mercyspiritualitycenter.org/spiritual-direction>

Buffalo: <https://kingshouse.com/services/spiritual-direction/>

## Books

*Strengthening the Soul of Your Leadership* Ruth Haley Barton

*A General Theology of Love* Thomas Lewis, et al

*Hush: Moving from Silence to Healing After Childhood Sexual Abuse*, Nicole Braddock Bromley

*The Body Keeps the Score*, Bessel van de Kolk

*The Back Side of the Cross: An Atonement Theology for the Abused and Abandoned*, Diane Leclerc and Brent Peterson

*Boundaries*, Dr. Henry Cloud and Dr. John Townsend

*Suffering and the Heart of God*, Dr. Diane Langberg

## Attachment Theory

<https://www.freetoattach.com/> Filled with resources! Todd Frye works at MidAmerica Nazarene



## **Upstate New York District Church of the Nazarene Investment Strategy**

### **Purpose**

As recipients of resources gained from the sale of closed churches we are mindful of the importance of proper stewardship. Stewardship is multi-faceted when it comes to these dollars. First, we want to utilize what we have for new ministries, to support existing churches, and to care for our pastors. Second, we want to carefully manage these dollars so they sustain our ministries. Third, we want to monitor the market realities, cultural challenges, and risks that could impact these dollars.

### **History**

The dollars the district has invested in the Stock Market have been raised through the sale of closed churches. These dollars have been invested and have seen gains and losses as the market fluctuates. We have not taken a draw on these investments in the past, but began looking to see how that would work if we decided to begin utilizing these dollars for ministry. Our investments were in a Charles Schwab account and the Nazarene Foundation.

When scenarios were drawn up to take a 3-5% draw each year it became clear that this would spend down our principal substantially because of market volatility and our needs. Other ideas were then investigated to determine if there was a different way for us to handle these dollars.

### **Decision**

The District Advisory Board voted to move our investments out of the stock market and into annuities for a variety of reasons:

1. Complete protection of principal. We have put roughly \$2.3 million into annuities for 8 years. When those eight years are over we will have \$2.3 million dollars to reinvest however the board decides
  - a. Benefit: Market volatility will not diminish our holdings
  - b. Drawback: When the market value increases, we will not see the benefits
2. A steady 4.35% rate of return over eight years with the potential benefit of compound interest
  - a. Benefit: We will have roughly \$100,000 in cash annually to fund new mission initiatives. This is \$800,000 over the eight years, not accounting for compound interest.
  - b. Drawback: None
3. Access to 10% of these dollars annually in case of emergency.

- a. Benefit: We can access money if needed, although that need is minimal given cash on hand and insurance.
- b. Drawback: Lack of liquidity. To draw more than 10% out of the annuities will require penalties.

4. No fees
  - a. Benefit: This saves the district portfolio \$9000 in management fees annually. It also saves a potential of \$60,000 annually depending on market fluctuations, our usage of dollars, and other investment factors that result in fees.
  - b. Drawback: None

### **Future**

At the time of the writing of this strategy and decision making we have three church buildings that may be sold and another church that has closed. If and when those properties sell, discussion will be had by the District Advisory Board, experts on investing, and with mission in mind, to determine what will happen with those additional funds. While we have moved what we have into annuities, there is no guarantee that we will move all of our money into this form of investing in the future.



## Upstate New York District Church of the Nazarene Vehicle Policy

### Purpose

Upstate New York District Church of the Nazarene provides a safe and reliable vehicle to the District Superintendent as a tool for ministry. Traveling to the churches across our district is a vital part of successfully accomplishing our shared mission.

### Type of Vehicle

- **Safety:** A rating of four stars or more on the [NHTSA's](#) scale. Other safety features like backup cameras, blind spot notifications, etc. should also be considered.
- **Mileage:** To be stewards of God's good creation a vehicle with excellent gas mileage is important. It also enables us to save money on the expense of gasoline. Consideration of the gas mileage or a hybrid vehicle should guide the selection. Paying attention to the octane requirement of the vehicle will help to save money on gasoline as well.
- **Size:** Knowing a DS will need to transport people and items, the vehicle needs to be comfortable and useful for this work,
- **Price:** The new vehicle will be purchased with district funds and the trade-in or resale value of the previous vehicle. Consideration of resale value should factor into the purchase of a district vehicle
- **Repairs and Maintenance:** Consideration should be given to the expense of routine maintenance and repairs. Certain vehicles are more expensive when it comes to oil changes, tire replacement, and repairs.
- **Reliability:** When looking for a district vehicle research should be done on the reliability of the vehicle. This can easily be discovered and should factor heavily into the decision-making process.

### Usage

Because the DS and their family members are representing the district at all times, this vehicle can be driven whenever and wherever they travel across the district or for district business (ENC trustee meetings for example). It can also be used for everyday use in town—grocery store, errands, doctor's appointments, etc. It would be preferable for a personal vehicle to be used for vacations, personal trips, and other travel that is not explicitly local or district related. If the district vehicle is used for a trip outside of the above categories, the DS must pay for their own gas for that travel.

The DS does not have to track mileage. Gas and toll expenses come out of the DS expense account—receipts must be kept and turned in, the expense account spreadsheet must be completed and submitted to the District Treasurer, and reimbursement can be expected one week after the submission of the expense report.

### **Authorized Driver(s)**

The District Superintendent and spouse can drive the district vehicle if they qualify based on this policy.

Others may drive the vehicle in case of an emergency.

### **Replacement**

The vehicle should be replaced every four or five years or when the vehicle approaches 90-100k miles. This will assure a reliable vehicle that doesn't require extensive repairs and has a good resale value.

The DS, or a representative assigned by the DS, will research a vehicle that fits this policy and present a recommendation to the District Advisory Board for discussion and approval. No recommended purchase price is a part of this policy because of the unknown nature of the prices of vehicles, resale value, etc. This will be evaluated on a case-by-case basis.

Attention should be given to the kind of car selected. Make and model should be considered as this vehicle will be seen across the district. Thought should be given to how the vehicle will be perceived by pastors, church people, and other constituents. The Church of the Nazarene was founded on simplicity and frugality. It should not be the cheapest car, as seen in the policy requirements, but it should be a vehicle that honors the sacrifices of those who pay district budgets.

### **Maintenance**

It is the responsibility of the DS to be sure the vehicle has routine maintenance. The district will cover the expenses for this out of the vehicle line item in the budget.

Car washes will also be covered by the district as maintaining how the vehicle looks is important. It is also crucial to wash the car throughout the winter months so that rust does not set in.

There are times when small things break down, tires need replacement, or an extra repair is needed in the midst of routine maintenance. These things do not require special approval to be done unless the amount is over \$1500. The DS is authorized to spend in this way and then it must be reported in the DAB report and noted in the budget line item.

### **Accidents**

The district will cover the price of insurance on the vehicle. In case of an accident, the insurance company should be immediately notified. The DAB should also be notified as soon as possible for their awareness.

### **Requirements**

- A valid driver's license
- No felony convictions in the last 36 months
- Operation of the vehicle in a responsible way
- Obedience of traffic laws
- Use of seat belts
- Adherence to the manufacturer's recommendations for service, maintenance, and inspection
- Maintaining NY State inspection and licensing requirements for the vehicle—The district pays for this
- Reporting the occurrence of a moving violation to the DAB
- Keeping the vehicle locked when it is not in use
- Storing vehicle in the garage of the district parsonage

*Created 11/2022*



## District Superintendent's Expense Account

### Purpose

The District Superintendent is provided an expense account for the executing of ministry on the district. The amount of the account will be determined each year through a recommendation of the DS to the District Advisory Board. In working on the annual budget the DAB will provide the District Treasurer with the amount they deem appropriate for the budget. This will be added to the annual budget that will be completed through the District Assembly Finance Committee and presented to the District Assembly to be voted on. The amount will not be determined by the District Assembly but will be embedded in the annual budget.

### Categories of Spending

#### Travel

- Gas for the district car or for the District Superintendent's personal vehicle if used for district business
- Hotels for travel on the district, to ENC meetings, to District Superintendent meetings, and to other events that are a part of the DS's work
- Airline Costs for travel to District Superintendent meetings and for other purposes that serve the district.
- Registration fees for denominational conferences, District Superintendent gatherings, and other events that serve the work of the DS on the district
- Meals while traveling
- Toll fees
- Parking fees—airports, hotel, or paid street parking
- Other travel—bus, train, or other travel expenses that are in direct service to the district

#### Education

- Conferences, classes, and other enrichment to assist the District Superintendent in his or her role of leading should be covered

#### Hospitality

- Meals with pastors and church folks
- Meals or events provided at the parsonage
- Snacks or meals that are not covered in district meetings or through a different line item can come out of this fund

#### Gifts

- Gifts for pastors and their families upon the installation of a new pastor
- Token gifts for church visits

- Flowers for bereavement
- Other gifts as needed

### **Subscriptions**

- There are particular subscriptions that serve the district and others that serve the District Superintendent. Those that are for the DS should be deducted from this fund

### **Other**

- The DS is authorized to spend available funds for the ministry of the district as he or she sees fit. There will be occasions when something outside of the norm is necessary for the fulfillment of our mission. Care should be taken that this kind of spending does not overspend this budget or take away from the other uses that are vital to the role of the DS.

### **Reimbursement**

At this time the district allows the DS to utilize her own credit card for reimbursement. If there is a desire to change this, the DAB will take action and will amend this policy.

For reimbursement, the DS will fill out the monthly expense report provided by the District Treasurer and provide all receipts. The District Treasurer will remit reimbursement to the DS within one week of the submission of the expense report.