

COMMUNITY OF CHRIST
Greater Pacific Northwest USA Mission Center
GUIDELINES AND OPERATING PROCEDURES
 January 1, 2004

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I. OVERVIEW

The Greater Pacific Northwest USA Mission Center (GPNWMC), established January 1, 2004, is a jurisdiction of the Community of Christ. At present, there are 46 participating congregations or groups:

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| Albany, Oregon | Montesano, Washington |
| Anchorage, Alaska | Myrtle Point, Oregon |
| Auburn, Washington | Neilton, Washington |
| Bellingham, Washington | North Bend, Oregon |
| Bend, Oregon | Olympia, Washington |
| Bremerton, Washington | Portland, Oregon |
| Bridgeport, Washington | Puyallup, Washington |
| Cedarcrest, Washington | Rainier Valley, Washington |
| Cottage Grove, Washington | Redmond, Oregon |
| Cowlitz Valley, Washington | Renton, Washington |
| Crystal Springs, Washington | Roseburg, Oregon |
| East Wenatchee, Washington | Salem, Oregon |
| Eastside, Washington | Samish, Washington |
| Ellensburg, Washington | Seaside, Oregon |
| Eugene, Oregon | Selah, Washington |
| Fairbanks, Alaska | Sequim, Washington |
| Garden Grove, Washington | Southridge, Washington |
| Grants Pass, Oregon | Tuality CC, Oregon |
| Highland Park, Washington | University Place, Washington |
| Klamath Falls, Oregon | Wasilla, Alaska |
| Lacamas Heights, Washington | Woodburn, Oregon |
| Lincoln City, Oregon | Woodland Park, Washington |
| Medford, Oregon | Yakima, Washington |

Total congregational enrollment is approximately 6,000. The geographic area of the mission center includes: (1) western and central Washington; (2) western and central Oregon; (3) all of Alaska.

These Guidelines and Operating Procedures reflect the principles under which the programs of the mission center are administered. Periodically, as needs arise, the Mission Center Council will revise this document and present it to the Mission Center Conference for approval. Copies of the revised document will be sent to each congregation for review prior to the Conference. If there is a conflict between these guidelines and the World Church policies, the World Church policies take precedence.

II. CONGREGATIONS

A. Leadership

The pastor is the presiding officer of the congregation. The pastor is annually elected at an appropriately convened congregational conference or business meeting. Normally, a representative of the Mission Center (e.g. member of Mission Center Council, Mission Center staff member, other designee) presides during the pastor election.

The congregational Financial Officer is appointed by the Mission Center Financial Officer in consultation with the pastor and annually sustained at a congregational conference. The congregational financial officer is responsible for accounting and reporting finances and monitoring legal and risk management issues.

The Mission Center Financial Officer is a signatory on all congregational bank accounts.

Other than for the pastor and financial officer, a congregation is free to organize as it deems necessary to promote its particular vision of the church's mission in its community.

B. Priesthood Calls

The congregational pastor, Mission Center President or Field Apostle initiates calls to the offices of deacon, elder, priest, and teacher. After receiving administrative approval as per the guidelines set by the First Presidency, the call is presented to the candidate. If accepted by the candidate, the call is presented to a congregational conference for approval. Prior to ordination, the candidate also is expected to complete the educational requirements set by the First Presidency.

Congregational conferences do not approve calls to the offices of bishop, evangelist, high priest, or seventy. These priesthood calls are processed through World Church officers and approved at either the Mission Center Conference or World Conference.

C. Congregational Conferences

Normally, congregational members and the Mission Center President are given at least two weeks' notice prior to any congregational conference. Congregations may consider legislation and business issues relating to congregational affairs. They may also consider legislation relating to the affairs of the mission center or World Conference and recommend enactment of same by the Mission Center Conference.

Congregational conferences are convened at least once annually and include: (1) election of pastor; (2) sustaining of financial officer; (3) election of delegates and alternates to the Mission Center Conference (4) approval of annual budget (5) and for congregations belonging to the Lewis River Campground and Camp Remote Associations, the election of directors to serve on Campground Association Boards.

D. Emerging Congregations

Emerging congregations shall be defined as in the World Church By-laws:
Section 8. Emerging Congregations. In the early stages of congregational development, groups such as house churches, expansion groups, cell groups, etc., may be established by the Mission Center President or the field apostle. By definition, such groups are not fully self-sufficient and require significant support from other congregations or the mission center. The groups may have conferences from time to time as necessary with the approval of the Mission Center President. The mission center leadership with the approval of the field apostle shall establish lines of administration. Lines of financial accountability shall be established by the mission center leadership based on guidelines established by the Presiding Bishopric and with the approval of the field apostle. Such groups may be granted

full congregational status by the field apostle in consultation with the mission center leadership and with a vote of those who will make up the proposed congregation.

However, emerging congregations shall also be understood to include congregations that are in the final stages of life. Such congregations will require support from the mission center, whether financial, leadership, or program. Lines of administrative and financial authority shall be established consistent with the World Church By-laws, that is, by the mission center leadership in consultation with the field apostle.

E. Youth Worker Protection

All adults who have ongoing contact with youth under the age of 18 must be “Registered Youth Workers” as defined by the World Church Forefront Ministries. These adults include, but are not limited to: Sunday School teachers, youth leaders, retreat and camp staff, home visitors, and transportation providers. All priesthood members are expected to become Registered Youth Workers.

Youth who are 15-17 years old who wish to work as assistants to adult Registered Youth Workers must complete the process to become “Registered Youth Worker Assistants.”

Any person serving as staff or a counselor-in-training for an activity must be at least 3 years older than the people they are supervising.

F. Financial Audit

Each congregation submits an annual audited financial statement to the Mission Center President and Financial Officer by April 1st of the following year. The statement includes reconciled account balances and a summary of the income and expenses for the calendar year. The congregation should select an auditor who is familiar with good accounting practices. Normally, a member of the congregation serves as the auditor. If the congregation is unable to find an appropriate auditor, the Mission Center Financial Officer will assist in identifying someone for the task.

III. MISSION CENTER STAFF

A. President and Financial Officer

The World Church appoints the Mission Center President (MCP) and Mission Center Financial Officer (MCFO) through procedures established by the First Presidency. The Mission Center Conference annually sustains the GPNWMC President and Financial Officer.

The Mission Center President and Mission Center Financial Officer are the primary representatives of the World Church and are responsible for the care and direction of the GPNWMC congregations. The MCP supervises the congregational support ministers, congregational pastors, mission center program directors and administrative staff. MCFO supervises the congregational financial officers. The MCP and MCFO also consult with the Mission Center Council and solicit diverse perspectives and feedback from members to enhance the programs and administration of the GPNWMC. The MCFO provides an

annual report to the Mission Center Conference, including an audited financial statement.

B. Congregational Support Ministers

World Church ministers assigned to the GPNWMC, and not serving as MCP or MCFO, provide ministry primarily as congregational support ministers (CSM). In addition, the GPNWMC President will appoint volunteer CSM's to assist in this critical role for congregational development. Each CSM supports a group of congregations and their pastors. They are available to provide ongoing congregational ministry and periodic mission center assignments. Each CSM also focuses on a ministry specialty as a functional assignment (including but not limited to: youth and children's ministries, church planting, peace and justice ministries, missionary outreach, financial development, recovery ministries, ethnic ministries, etc.). The CSM's have minimal administrative responsibilities and are supervised by the Mission Center President.

C. Council

The purpose of the GPNWMC Council is to advise the Mission Center President on issues affecting the mission, programs and ministry of the members in the mission center. The Council is not an administrative or legislative body, though it may make recommendations concerning administrative policy to the Mission Center leadership. Members of the Council, however, may be asked to attend congregational conferences and provide a facilitating presence when important issues are discussed, such as the election of a pastor or the launch of a building program.

Members of the Council are appointed by the Mission Center President and annually sustained by the Mission Center Conference. The Mission Center President selects seven people from the Mission Center: one from Alaska, three from Washington and three from Oregon. Normally, individuals do not serve more than five consecutive years on the council.

The council meets using various communication technologies as well as physical meetings. Meetings are normally convened twice a year or on an "as-needed" basis.

D. Program Directors

Activities sponsored by GPNWMC are coordinated by program directors appointed by the Mission Center President. If the activity does not have a line item in the mission center budget, the activity is presumed to be self-financed; that is, income from the activity pays for the expenses. Each activity director should prepare a budget for his or her activity prior to the event. Approval of the budget by mission center leadership may be required.

Mission Center sponsored activities include, but are not limited to: camps, caravans, retreats, reunions, classes and training sessions, Mission Center Conferences. These activities are in addition to the many congregational programs to which members from other congregations are invited and welcomed.

A Youth Camping Team (YCT) is appointed by the Mission Center President and sustained annually during the Mission Center conference. The purpose of the YCT is to (1) recommend to Mission Center President, directors for youth camps, retreats, and caravan; (2) recommend policy and procedure for administering the youth camping assistance funds for Remote, Lewis River, and Samish Island as provided for in the Mission Center budget; (3) create training opportunities and set consistent camping guidelines for all Mission Center youth camping; and (4) schedule a mission center wide, comprehensive calendar of youth camping events.

E. Recorder

The GPNWMC Recorder, appointed by the Mission Center Financial Officer, coordinates the membership records' issues of the mission center. For congregational recorders not using the MIS/Shelby system, additions and changes to membership life events are sent to the GPNWMC Recorder who then mails semi-annual reports back to them. For congregational recorders using the MIS/Shelby system who need assistance, the GPNWMC recorder is available for consultation.

F. Missionary Coordinator

The GPNWMC Missionary Coordinator, appointed by the MCP, is responsible for upholding the missionary imperative with mission center congregations. The primary focus of this position is the missionary task with emphasis on the witnessing dimension of the Sharing Goal and the supporting of congregational missionary coordinators, missionary elders, seventy and witnessing disciples.

G. Secretary

The GPNWMC Secretary, appointed by the Mission Center President, takes minutes of the Mission Center Conference business sessions and notes specific items of interest reported during the year.

H. Administrative Support

The GPNWMC employs individuals to work as administrative staff. These individuals provide secretarial, bookkeeping, record keeping, communication, and scheduling of support functions.

IV. CAMPGROUNDS

Three campgrounds operate in the GPNWMC. Samish Island Campgrounds is located in Bow, Washington. Lewis River Campgrounds is located near Battle Ground, Washington. Remote Campground is located near Remote, Oregon. Each campground is supported by an Association of congregations and has its own set of bylaws governing the stewardship of the campground. The campground board manages and maintains record keeping for the financial and day to day operating needs of the campground. Normally, funding from the mission center budget is not needed to sustain the operations of the campgrounds. The mission center, however, may be requested to facilitate capital improvement projects. Members of the Board are elected at an annual campground association meeting according to association bylaws. See Appendix A, B, C for Campground bi-laws

V. TRAINING AND EDUCATION CENTERS

A. Purpose

The GPNWMC, with the concurrence and support of congregations, sets up training and education centers to facilitate inter-congregational and community learning and fellowship opportunities. These centers are equipped with appropriate site access, space accommodations and audio-visual equipment. Ideally, every congregation would have adequate facilities to promote regular training and education activities; however, the GPNWMC focuses on specific locations to maximize resources. These locations include the facilities of congregations in and surrounding Portland, Oregon, Eugene, Oregon, Alaska and Seattle, Washington.

B. Minimum Criteria

The minimum criteria for a location to be a viable training and education center are:

- (1) Ease of access for community members and church members from several congregations.
- (2) Table seating and adequate parking for at least 50 people.
- (3) Adequate heating and cooling systems for year-round use.
- (4) Adequate kitchen facilities for meal preparation.
- (5) Adequate restroom facilities.
- (6) Adequate audio-visual equipment for multi-media presentations.

VI. RETREATS, CAMPS, REUNIONS

A. Youth Retreats

The GPNWMC sponsors youth retreats to enhance congregational ministries. The retreats are organized by program directors that may either be volunteers or compensated staff. All counselors are registered youth workers and the guidelines of the World Church Forefront Ministries and Risk Management departments are followed. Every youth or child attending a retreat has a registration form signed by a parent or legal guardian.

GPNWMC retreats will use the following financial approach: (1) the event will cover the registration expenses of the staff; (2) registration costs will be kept as close as possible to the level of actual expenses; (3) will provide whole or partial scholarships for youth with financial needs may be provided. Many congregations also provide financial support for their youth attending the retreats.

At present, the GPNWMC planned annual youth retreats are:

- Jr/Sr High Fall Retreat – Samish Island Campground
- Jr/Sr High Fall Retreat – Lewis River Campground

B. Young Adult Retreats

The GPNWMC will strive to find local leadership for young adult activities including special events and retreats. Compensated staff may also be utilized. Specific details of these activities vary depending upon the young adult population and program directors.

C. Adult Retreats

The GPNWMC sponsors adult retreats to supplement congregational ministries. The retreats are organized by program directors that may either be volunteers or compensated staff. These retreats are financially self-supporting.

At present the annual adult retreats are:

- Women's Retreats – Seattle and Portland areas
- Singles Retreats
- Aaronic and Evangelist Retreats

D. Summer Youth Camps

The GPNWMC sponsors summer youth camps as significant extensions of congregational ministries. The camps are organized by program directors that may either be volunteers or compensated staff. All counselors are registered youth workers and the guidelines of the World Church Forefront Ministries and Risk Management departments are followed. Every camper has a registration form signed by a parent or legal guardian.

GPNWMC camps will use the following financial approach: (1) the event will cover the registration expenses of the staff; (2) registration costs will be kept as close as possible to the level of actual expenses; (3) whole or partial scholarships for youth with financial needs may be provided. Many congregations also provide financial support for their youth attending the camps.

At present, the planned annual youth camps are:

- Primary Camp (K-3) – Lewis River, Samish Island
- Junior Camp (Kids Kamp) – Remote, Lewis River, Samish Island
- Jr High Girls and Boys Youth Camp – Remote, Lewis River, Samish Island
- Sr High Youth Camp – Remote, Lewis River, Samish Island
- Northwest SPECTACULAR
- Caravan

E. Summer Reunions

The GPNWMC sponsors summer family and adult camps (reunions) as significant extensions of congregational ministries. The camps are organized by program directors that may either be volunteers or compensated staff. Normally, guest minister(s) from outside the mission center, and mission center staff person(s), are invited to provide lead ministry.

At present, the planned annual summer reunions are:

- GPNWMC Remote Family Reunion – Remote Campgrounds
- GPNWMC Lewis River Family Reunion – Lewis River Campgrounds
- GPNWMC Samish Island Adult Reunion – Samish Island Campgrounds
- GPNWMC Samish Island Family Reunion – Samish Island Campgrounds
- GPNWMC Samish Island Singles Reunion – Samish Island Campgrounds
- GPNWMC Alaska Reunion – Alaska

GPNWMC reunions will use the following financial approach: (1) the event will cover the registration expenses of guest ministry; (2) registration costs will be kept as close as possible to the level of actual expenses; (3) whole or partial scholarships for persons

with financial needs may be provided. Many congregations also provide financial support for members who attend reunions.

VII. MISSION CENTER CONFERENCES

(as amended 1/1/24)

A. Representation:

- i. All members in good standing within the mission center are eligible to be members of the mission center conference. Upon approval by the Western Field Apostle, mission center conferences will be non-delegate meetings in which members will be allowed to participate and vote either in person or by virtual or other electronic means.
- ii. Only members of the Greater Pacific Northwest USA Mission Center may deliberate and vote in mission center conferences, except under one of the following circumstances:
 - (a) A member in good standing in Community of Christ who has changed their place of residency but whose membership record transfer has not yet been processed into the GPNW USA Mission Center may be given the right of voice and vote by action of the assembly.
 - (b) The privilege of voice, but not vote, in the conference's deliberations also may be extended as a courtesy to non-members who have special information or interest in the issue. Giving such a privilege is up to the assembly.

B. Mission Center Business Items

- i. The purpose of conferences is to conduct the business of the GPNWMC and invite all members and friends connected with the mission center to gather for worship, conferring, encouragement, challenge and fellowship. The focus is to help congregations and individuals fulfill their Christian calling. The agenda will include worship, legislative sessions, committee meetings, campground Association meetings, classes and training, and fellowship. Legislative sessions will primarily focus on approving the budget, sustaining officers, handling legislative items and approving priesthood calls to the offices of bishop, evangelist, high priest and seventy.

C. World Conference Issues

- i. Delegates to World Conference are elected at the Mission Center Conference. Normally, candidates are listed by congregation on the election ballot. Mission Center business sessions also may approve legislation for presentation to the World Conference. Only delegates have voice and vote when these issues are presented at the Mission Center Conference.

VIII. BUDGET AND ASSESSMENTS

(as amended 1/1/23)

A. Budget Preparation and Approval

The Mission Center President and Financial Officer prepare the GPNWMC budget with input from others, including but not limited to GPNWMC staff, GPNWMC Council, and program directors. The budget is sub-totaled in four segments: Ministerial Support, Office Support, Administrative Support; and Ministry Support. One of the key

responsibilities of the Mission Center Council is to review the budget and provide comments on the line items. Normally, the Mission Center Council meets at least four weeks prior to the Mission Center Conference to review the budget. The budget is sent to the members of the mission center for review at least two weeks before the Mission Center Conference. The budget is approved by a Mission Center conference vote of delegates.

B. *Congregational Contributions.*

Normally, congregations contribute a significant portion of the Mission Center income through congregational allocations and contributions.

(a) Allocations consist of a flat amount per congregation of \$1,500.00 per year. Allocations are due to the mission center by the end of the first quarter of the fiscal year.

(b) Contributions consist of congregations' generous responses to the ministries and services provided by the mission center and may come in any amount throughout a fiscal year. Congregations should consider a gift to the mission center at business meetings preceding the start of the Mission Center's fiscal year in January. The MCFO shall prepare and send suggested contribution amounts to pastors each year at the end of the third quarter for the following year.

C. *Investment Earnings.*

Normally, a portion of the Mission Center expenses are covered by earnings on investments in the Operating Investment Fund held within the World Church Affiliate Investment Pool. A best practice of four (4) percent of the previous 5-year average of the Fund's balance is available for financing the Mission Center budget, regardless of the actual rate of return. However, the conference may approve a greater or lesser percentage when approving the Mission Center Budget.

IX. INTERNAL CONTROL PROCEDURES FOR FINANCES

A. *General Principles*

Internal control procedures for mission center finances are in place to protect the church as well as the individuals charged with the responsibility of handling the funds, accounts, income and expenses. A general principle of internal control is that no individual has sole authorization to receive funds, disburse funds, make journal entries and/or set up accounts. An internal auditor approved by the Presiding Bishopric of the church annually audits the Mission Center books and prepares a statement to the Mission Center Conference.

B. *Financial Statements*

The Mission Center Financial Officer provides quarterly income and expense statements and balance sheet reports to the Mission Center Council by the 5th week following the end of the quarter (May 10, August 10, November 10, February 10). The GPNWMC follows a fiscal year beginning on January first. In addition, the Mission Center Council may request additional reports be sent to selected individuals who have specific expertise in reviewing financial statements.

C. *Bank Accounts*

The Mission Center Financial Officer is responsible for all Mission Center accounts and funds. Normally, another signatory is appointed by the MCFO to facilitate uninterrupted payment of bills. The Presiding Bishop of the church also is a signatory on all Mission Center accounts. The Mission Center bookkeeper is not an account signatory.

In some situations, bank accounts are opened and maintained for specific program purposes. These programs typically have a high number of income and expense transactions not directly processed by the Mission Center Financial Officer or bookkeeper. Examples are:

- Reunion accounts
- Campground accounts
- Youth activity accounts

The appointed program financial officer, the Mission Center Financial Officer and one or two other designees are the signatories on the account. These accounts are annually audited as part of the Mission Center finances.

D. Receiving and Disbursing Funds

Normally, all funds received as income to the GPNWMC are logged (date, payer, amount, description) by the Administrative Assistant and forwarded to the bookkeeper or Financial Officer for deposit and recording on the electronic financial accounting system. Copies of deposited checks are kept in the Financial Officer's or bookkeeper's files.

Normally, all disbursed funds on behalf of the Mission Center are made by checks prepared by the bookkeeper or Financial Officer and signed by the Mission Center Financial Officer or the designated signatory. Copies of checks are kept in the Financial Officer's or bookkeeper's files.

Normally, all bank statements are opened by the Mission Center Financial Officer, or a designee, for review and reconciliation to the bank account(s) and prior to the bookkeeper performing a reconciliation to the general ledger.

X. APPENDICES

- A. World Church By-Laws*
- B. Remote Campground By-Laws*
- C. Lewis River Campground By-laws*
- D. Samish Island Campground By-Laws*