



GENERAL BOARD POLICY

THE WESLEYAN CHURCH WORLD HEADQUARTERS
FISHERS, INDIANA

Foreword

Paragraph Numbering

The basic unit in this *Policy* is the paragraph. The paragraphs are numbered by four digits in order in parenthesis through the entire volume, but with numbers skipped to allow for future additions and amendments. Paragraphs may be divided into subparagraphs which may be divided yet again into other subparagraphs by use of numbers and letters in a sequential pattern.

Abbreviations

C&A	Communication and Administration Division
CFO	Chief Financial Officer
CMAD	Church Multiplication and Discipleship Division
COC	<i>Policy for Committee on Chaplains</i>
DBA	District Board of Administration
DBMD	District Board of Ministerial Development
DISC.	<i>The Discipline of The Wesleyan Church</i> (current edition)
EC	Executive Cabinet
ECD	Education and Clergy Development Division
EX DIR	Elected General Officer of a Division
ES	<i>General Board Policy on Standards for Educational Institutions</i>
GB	General Board
GBP	<i>General Board Policy</i>
GP	Global Partners Division
GEN SEC	General Secretary
WIF	Wesleyan Investment Foundation
WNM	Wesleyan Native Ministries
WPF	Wesleyan Pension Fund
WPH	Wesleyan Publishing House
TWC	The Wesleyan Church

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GENERAL BOARD

A. ORGANIZATION

0500. General Board Officers. The General Board, at its organizing session after General Conference, shall elect a vice-chair. The General Superintendent shall serve as the chair of the General Board (*Disc. 1630*).

0502. Concurrent Duties. The Chair and vice-chair shall also be the chair and vice-chair respectively of the Board of Directors of The Wesleyan Church Corporation and its precedent corporations, the Committee on Memorials, the Executive Board, the Committee on Special Nominations, and the Executive Cabinet.

0505. The Chair. The Chair shall preside over all regular and special sessions of the General Board, Executive Board, Board of Directors, Committee on Memorials and Special Nominations Committee; shall appoint all committees not otherwise provided for; and shall perform such other duties as are incidental to the office and as are properly required by the General Board (0660:1; *Disc. 1765*).

0507. The Vice-Chair. The vice-chair shall perform the duties of the chair when the chair is absent or disabled and shall fulfill such other duties as may properly be required by the General Board.

0509. Vacancies. Whenever a vacancy shall occur among the area representatives, the area representatives of that area in which the vacancy has occurred shall caucus with the General Superintendent and present one or more nominations to the General Board for the filling of the vacancy (*Disc. 1655:11*).

0510. Sessions.

- (1) **Regular Sessions.** The General Board shall meet at a location approved by the Executive Cabinet for its regular semiannual sessions on the first Tuesday of May and Tuesday and Wednesday following the second Thursday in November, with the exception of the year of General Conference when the spring session will begin on the third Tuesday of March. The General Board will meet at the conference location prior to the General Conference, on a date set by the General Superintendent (GB-598, 5/95).
- (2) **Special Sessions.** A special session may be ordered by the General Board, the Executive Board, or the General Superintendent. All members shall be notified at least ten days before the convening of a special session (0660:1; *Disc. 1620*).
- (3) **Agenda.** The Executive Director of Communication and Administration shall prepare an agenda for each session of the General Board and its Executive Board by listing the items submitted by each general official. An order of business shall be established for the presentation of such items (0712).
- (4) **Open Sessions.** The sessions of the General Board or the Executive Board shall be open to responsible leaders of The Wesleyan Church to attend, except when in executive session.
- (5) **Consent Agenda.** A consent agenda may be used in any meeting to present as a block such routine, non-controversial items as may require General Board approval. All board members will receive a copy of the consent agenda in advance of the meeting. It shall be understood that any member may request that an item be "extracted" (removed) from the consent agenda and placed on the regular agenda. No second or vote is necessary for the removal (GB-220, 5/15).

0515. Special Sessions Expenses. Whenever a special session of the General Board is called at the request of a specific institution or agency of the Church, the expenses shall be paid by the involved institution or agency unless otherwise excepted by the General Board.

0518. Poll Votes. A resolution approved by an authorized mail poll vote shall have full force and effect as if adopted in session.

B. EXECUTIVE BOARD

0520. Duties. In addition to the duties listed in *The Discipline*, paragraphs 1750–1785, the Executive Board shall be responsible to:

- (1) Select the auditor of The Wesleyan Church Corporation's annual audit, for which a recommendation will be received from the audit selection committee (0816:1).
- (2) To appoint a special committee for test audits when there is a change of leadership in the interim of a fiscal year involving an executive responsible for management of funds (0820).
- (3) To nominate for election by the General Board one or more nominees for the office of General Treasurer/Chief Financial Officer. The General Superintendent shall give the Executive Board a job performance-related evaluation of and a specific recommendation for each incumbent willing to stand for re-election by the General Board. The General Superintendent shall canvas, screen, interview and recommend to the Executive Board one or more potential candidates for any open position to be elected by the General Board for which no incumbent is available, with the Executive Board reserving the option to interview any candidate(s) itself (GBES-23, 11/07).
- (4) To elect an Executive Board lay member each year in the fall meeting to review credit card and expense report reimbursements for the General Superintendent and the General Treasurer/Chief Financial Officer (GB-274, 11/10).
- (5) To implement, in conjunction with the General Superintendent, a process of goal setting on an annual (or longer) basis, with emphasis on the priority functions established by the General Board.
 - (a) An instrument will be developed that would be applicable for evaluating the General Superintendent.
 - (b) Evaluations shall be done by the full General Board on a frequency to be determined by the Executive Board, which shall serve as the interactive board for review with the General Superintendent and the development of a summary report for the General Board (GB-296, 11/10).
- (6) To designate single owner limited liability subsidiary corporations as indicated in *Discipline* 4310:10, as delegated by the General Board and to assume the responsibilities contained in *Discipline* 4320:2, 3, 7, and 8, as delegated by the General Board (GB-224, 5/15).

C. EXECUTIVE CABINET

0525. Membership. The Executive Cabinet members are: The General Superintendent, Executive Director of Communication and Administration, Executive Director of Church Multiplication and Discipleship, Executive Director of Education and Clergy Development, Executive Director of Global Partners, General Treasurer/Chief Financial Officer, and content expert(s) to be elected by the General Board annually (*Disc.* 1990).

0528. Organization and Procedure.

- (1) **Chair.** The General Superintendent shall serve the Executive Cabinet in the same capacities.
- (2) **Secretary.** The Executive Director of Communication and Administration is secretary of the Executive Cabinet by virtue of office.

- (3) **Quorum.** A two-thirds majority of all the members of the Executive Cabinet shall constitute a quorum.
- (4) **Voting.** A two-thirds majority vote of those present and voting shall be required in all matters.
- (5) **Reporting.** The General Superintendent shall report to the General Board their actions.

0530. Duties and Powers.

- (1) To be amenable to and to care for all matters delegated to it by the General Board (GB-78, 11/00).
- (2) To review and coordinate the ministries of the several offices, departments, agencies, and auxiliaries of the Church and of the subsidiary corporations with offices at the World Headquarters, approving any programs of cooperation between such units (*Disc.* 1990).
- (3) To recommend to the General Board any deletions, amendments, or otherwise changes to the *Executive Cabinet Manual*.
- (4) To approve personnel policies and wage scales for all those employed by The Wesleyan Church World Headquarters (excluding general officials).
- (5) To elect three additional members of the Committee on Chaplains to work with the General Superintendent as chair and to direct the work of that committee.
- (6) To elect two General Officers and five other persons to serve with the General Superintendent as members of a Task Force on Public Morals and Social Concerns.
- (7) To authorize publications and to establish the policies which govern them.
- (8) To take proper action upon the recommendation of the Executive Director of Church Multiplication and Discipleship in authorizing the entering of new fields and the closing of old ones; in the creation of a developing or established district as set forth in *The Discipline* 1006; 1036; 1038; or the reclassification of a developing district (*Disc.* 1042–1045).
- (9) To approve such candidates for service under the Church Multiplication and Discipleship Division as the *General Board Policy* for that division shall require, and as recommended by the Executive Director of Church Multiplication and Discipleship.
- (10) To act on the recommendations of the Executive Director of Church Multiplication and Discipleship for grants to new churches and for redesignating funds raised for disqualified or discontinued projects.
- (11) To take proper action upon the recommendation of the Global Partners Division, authorizing the entering of new fields and the closing of old ones.
- (12) To pass on the appointment of candidates or reappointment of current missionaries for world missions service (or in the interim, by the General Superintendent) as recommended by the Global Partners Division.
- (13) To approve changes in the Operations Manual or the Personnel Handbook for the Global Partners Division.
- (14) To approve the making of loans guaranteed by the Global Partners Division.
- (15) To recommend to the General Board the establishment, merger or dissolution of auxiliaries; and to adopt financial policies for the same.
- (16) To make such recommendations as it deems wise to the General Superintendent and/or the General Board.

D. STANDING GENERAL BOARD COMMITTEES

0542. Audit Committee. There shall be an Audit Committee nominated by the Executive Board and elected quadrennially by the General Board composed of three or more members of The Wesleyan Church which shall include one or more financial “experts” with an understanding of nonprofit GAAP financial statements and/or the need for and components of internal controls. The Committee shall be elected by the General Board at the November General Board meeting after the Audit and Financial Reports are presented and have been accepted by the General Board. When the proposed Audit Committee members are presented to the General Board, a brief resumé of each proposed member shall be given to the Board demonstrating their qualifications. These members must be independent and members who are not World Headquarters employees, do not have conflicts of interest, and are able to meet at least twice a year. The General Board shall designate one committee member as chair. The General Treasurer/CFO shall serve as a nonvoting resource person to the Audit Committee. It shall be the duty of the Audit Committee to act on behalf of the General Board and oversee all material aspects of World Headquarters’ financial reporting, internal control, and audit functions. The Audit Committee shall have the authority and responsibility to evaluate and make recommendations to the Executive Board of the General Board. The following shall serve as the Audit Committee Charter:

1. Committee Role

The committee’s role is to act on behalf of the General Board and oversee all material aspects of World Headquarters’ financial reporting, internal control, and audit functions. The audit committee’s role includes a particular focus on the qualitative aspects of financial reporting, organization process for the management of risk, effectiveness of the internal control process, and compliance with significant, applicable tax, legal, ethical, and regulatory requirements. The role also includes coordination with other board committees and maintenance of strong, positive working relationships with management, external auditors, counsel, and other committee advisors.

2. Committee Operating Principle

The committee shall fulfill its responsibilities within the context of the following overriding principles:

- (1) **Communications.** The Chair and others on the committee shall, to the extent appropriate, maintain an open avenue of contact throughout the year with the General Superintendent and the auditors to strengthen the committee’s knowledge of relevant, current and prospective organizational issues.
- (2) **Meeting Agenda.** Committee meeting agendas shall be the responsibility of the committee Chair, with input from committee members. The Chair may ask the General Superintendent and general officers and key committee advisors, and perhaps others, to participate in this process.
- (3) **Meeting Attendees.** The committee may request attendance by the General Superintendent, general officers, counsel, external auditors or others as necessary to participate in committee meetings or assist in carrying out the committee’s responsibilities. Periodically (at least annually), the committee shall meet in private with only the committee members. It shall be understood that external auditors or legal counsel may at any time request a meeting with the audit committee or committee Chair with or without management (General Officers) attendance. In any

case, the committee shall meet at least annually in executive session separately with external auditors.

- (4) **Meeting frequency.** The committee shall meet at least once a year. Additional meetings shall be scheduled as considered necessary by the General Board, the committee, or the Chair.
- (5) **Reporting to the General Board.** The committee, through the committee Chair, shall report periodically to the full board (as deemed necessary, but at least once a year at the time of the presenting of the annual external audit). In addition, summarized minutes from committee meetings shall be available to each board member prior to the meeting of the General Board.

3. Committee Responsibilities

(1) Financial Reporting.

- (a) Review and assess the financial statements before they are released to the public or filed with funders or regulators.
- (b) Review and assess the key financial statement issues and risks, their impact or potential effect on reporting financial information, the processes used by management to address such matters, related auditor's views, and the basis for audit conclusions.
- (c) Approve changes in important accounting principles and the application thereof in both interim and annual financial reports.
- (d) Advise financial management and the external auditors that they are expected to provide a timely analysis of significant financial reporting issues and practices.
- (e) Review the management letter and review management's response to the management letter.

(2) Risks and Controls.

- (a) Review and assess the organization's operating and financial risk management process, including the adequacy of the overall control environment and controls in selected areas representing significant risk.
- (b) Review and assess the organization's system of internal controls for detecting accounting and financial reporting errors, fraud and defalcations, legal and tax code violations, and noncompliance with *The Discipline or General Board Policy* of conduct. In that regard, review the related findings and recommendations of the external auditors, together with management's responses.
- (c) Review the results of the annual audits of directors' and officers' expense accounts and management perquisites prepared by the external auditors.
- (d) Review and assess the effectiveness and efficiency of the internal control process and the results of the internal audits with the Board, the General Superintendent and CFO.

(3) External Auditors.

- (a) Instruct the external auditors that they are responsible to the General Board and the audit committee as representatives of The Wesleyan Church Corporation. In that regard, confirm that the external auditors will report all relevant issues to the committee in response to agreed-upon expectations.
- (b) Review the performance of the external auditors.

- (c) Obtain a formal written statement from the external auditors as to their independence. Additionally, discuss with the auditors any relationships or non-audit services that may affect their objectivity or independence.
- (d) Consider, in consultation with the external auditors, their audit scopes and plans to ensure completeness of coverage, reduction of redundant efforts, and the effective use of audit resources.
- (e) Review and approve requests for any consulting services to be performed by the external auditors and be advised of any other study undertaken at the request of management that is beyond the scope of the audit engagement letter.
- (f) Review with management and the external auditors the results of the annual audits and related comments in consultation with other committees as deemed appropriate, including any difficulties or disputes with the administration, any significant changes in the audit plans, the rationale behind adoptions and changes in accounting principles, and accounting estimates requiring significant judgments.

(4) Other Responsibilities.

- (a) Review and recommend changes of the committee's charter to the General Board.
- (b) Oversee administration of the organization's Conflict of Interest Policy, including the review and approval of significant conflicts of interest and related party transactions (GB-355, 5/2007).

0545. Compensation Committee. There shall be a Compensation Committee, comprised of all the voting members of the Executive Board, with the exception of the General Superintendent. The committee shall determine the compensation package of the General Superintendent and consider recommendations from the General Superintendent related to Executive Cabinet member compensation for inclusion in the annual budget adopted by the General Board. The committee may call upon the General Treasurer/CFO or others as resource persons for the purpose of fulfilling its duties. The committee shall elect its own chair and secretary. It may meet by conference call or other electronic means (GB-094, 5/09).

0550. Banking Resolutions Committee. A committee consisting of the president or vice-president of The Wesleyan Church Corporation, the General Treasurer/CFO and the General Secretary shall be authorized and empowered to approve by unanimous vote the opening, closing and subsequent changes to general peripheral bank accounts. The secretary shall report such approvals to the next regularly scheduled meeting of the General Board (GB-836, 11/91).

0552. Interim Property Conveyance Committee. A committee consisting of the president or vice-president of The Wesleyan Church Corporation, the General Secretary and the General Treasurer/CFO shall be authorized and empowered to acquire, purchase, encumber, sell, dispose of or otherwise convey any real property belonging to The Wesleyan Church Corporation or its precedent corporations, provided such transactions are of a routine or technical nature and further provided they are in keeping with the General Board policies and guidelines. The General Secretary shall be authorized and empowered to make, execute, and deliver all written instruments of conveyance necessary to affect such transactions. The secretary shall present a brief report of such actions to the General Board at its next regular session for information (GB-475, 5/86).

0554. Stocks and Bonds Committee. A committee consisting of the president or vice-president of The Wesleyan Church Corporation, the General Treasurer/CFO and the General Secretary shall be empowered by unanimous vote to authorize execution and delivery of any and all written instruments of assignment and transfer related to stocks and bonds (GB-135, 11/92).

0557. Risk Committee. A committee consisting of two members of the General Board and four members of management (General Secretary, Assistant General Secretary, General Treasurer/CFO, and Director of Information Technology) be formed to proactively identify, assess, provide assistance in mitigating significant risks, and to periodically report to the General Board (GB-073, 5/17).

0558. Investment Committee. A committee consisting of the General Treasurer/CFO, the C.E.O. of the Wesleyan Investment Foundation, and the Wesleyan Pension Fund and three additional members who are external to the World Headquarters, appointed by the Executive Board to serve four years. The committee chairman and secretary shall be appointed by the Executive Board. The Investment Committee shall be responsible to recommend new policies and/or changes to existing General Church investment policies with final authority to approve said policies residing with the General Board (GB-764, 11/95, revised by General Board GB-131, 5/09). (See Appendix III: GB-121, 11/13.)

0559. Gift Acceptance Committee. A committee consisting of the General Superintendent, the General Secretary, and the General Treasurer/CFO, whose decisions shall be guided by the Gift Development and Acceptance Policy (see Appendix IV), (GB-261, 11/15).

E. POLICIES

0560. Official policies may be adopted by the General Board for each division, office, or agency, by a majority vote of those present and voting. The General Secretary shall be responsible to prepare and publish these policies and distribute them to all the members or as directed by the General Board.

0562. The *General Board Policy* may be amended or revised by a majority vote of those present and voting. A resolution of amendment should be prepared the same as a resolution for amending *The Discipline*.

F. CONFLICT OF INTEREST POLICY

0565. Conflict of Interest Policy.

(1) **Purpose.** The purpose of the Conflict of Interest Policy is to protect the Corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Corporation. This policy is intended to supplement, but not replace, any applicable state laws governing conflicts of interest applicable to nonprofit corporations.

(2) **Definitions.**

(a) Interested Person.

i. General Rule. Any person who is a "disqualified person" within the meaning of Treas. Reg. §53.4958-3 is an "interested person" for purposes of this policy. Thus, any person who is, or during the preceding five years was, in a position to exercise substantial influence over the affairs of the Corporation is an "interested person." If an individual or entity is an interested person with respect to the Corporation or any entity affiliated with the Corporation, he or she is an interested person with respect to all affiliated entities.

ii. Particular persons. Any person who is, or who was during the past five years, a director, principal officer, or member of a committee with board delegated powers, and who has a direct or indirect financial interest, as defined below, is an "interested person." In addition, the spouse, ancestors, siblings, and descendants (and spouse of any ancestor, sibling, or descendant) of any such person is an interested party. Finally, any business, trust, or estate, at least 35 percent of which is owned by one or

more interested persons, is itself an interested person. Other factors, e.g., being the founder of the Corporation, a substantial contributor to the Corporation, or a key executive who is not an officer, will also be taken into account in determining whether an individual or entity is an interested person.

- (b) Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - i. an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement.
 - ii. a compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement; or
 - iii. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.
 - iv. a financial interest of an interested person does not per se constitute a conflict of interest. Upon disclosure of the potential conflict of interest, the appropriate decision-making body decides whether a conflict actually exists.
- (c) Compensation includes direct and indirect remuneration, as well as gifts or favors that are substantial in nature.

(3) Procedures.

- (a) Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence and nature of his or her financial interest and must be given the opportunity to disclose all material facts, to the directors and members of committees with board-delegated powers that are considering the proposed transaction or arrangement. Any person compensated by the Church, directly or indirectly, individually, or collectively, is precluded from participating in discussion and voting on matters pertaining to that person's own compensation, compensation of a relative, or the transfer of assets to an entity that compensates the individual. For purposes of the restriction described in the preceding sentence, approval of a general budget or similar action that does not involve a decision about specific compensation of an individual does not represent approval of the compensation arrangement for any particular person and will not violate this restriction regardless of the fact that the general budget or its equivalent includes amounts allocated to compensation of individuals who vote to approve the general budget or its equivalent. Notwithstanding, upon request, such person may provide information regarding such compensation to the decision-making body.
- (b) Determining whether a conflict of interest exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- (c) Procedures for Addressing the Conflict of Interest.
 - i. An interested person may make a presentation at the board or committee meeting, but after the presentation, he or she shall leave the meeting

during the discussion of and the vote on the transaction or arrangement that results in the conflict of interest.

- ii. The chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - iii. After exercising due diligence, the board or committee shall determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
 - iv. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors or committee members whether the transaction or arrangement is in the Corporation's best interest and for its own benefit, and whether the transaction is fair and reasonable to the Corporation. The board or committee shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.
 - v. Each agreement with an interested person shall contain an appropriate provision permitting the agreement to be modified or terminated in the event that the Internal Revenue Service determines that any transaction that is the subject of the agreement is an excess benefit transaction within the meaning of §4958 of the Internal Revenue Code.
 - vi. For purposes of this policy, a disinterested person is one who is not an interested person with respect to the transaction, who is not in an employment or other financial relationship with any disqualified person with respect to the transaction, and who does not have any other material financial interest that may be affected by the transaction.
- (d) **Violations of the Conflicts of Interest Policy.**
- i. If the board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - ii. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

(4) **Records of Proceedings.** The minutes of the board and all committees with board authority shall contain:

- (a) the names of the persons who disclosed or otherwise were found to have a financial interest in connection with a transaction or arrangement, and the nature of the financial interest; and
- (b) the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

(5) **Compensation Committees.** A voting member of the board of directors, or of any committee whose jurisdiction includes compensation matters, and who receives compensation, directly or indirectly, from the Corporation for services is precluded

- from discussing and voting on matters pertaining to that member's compensation. However, such a person is not prohibited from providing information to the board of directors or any committee regarding compensation of similarly situated persons.
- (6) **Annual Statements.** Each director, principal officer, and member of a committee with board-delegated powers shall annually sign a statement which affirms that such person:
- (a) has received a copy of this Conflict of Interest Policy;
 - (b) has read and understands the policy.
 - (c) has agreed to comply with the policy; and
 - (d) understands that the Corporation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- (7) **Periodic Reviews.** To ensure that the Corporation operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
- (a) whether compensation arrangements and benefits are reasonable and are consistent with the results of arm's-length bargaining.
 - (b) whether acquisitions of goods or services result in inurement or impermissible private benefit.
 - (c) whether partnership and joint venture arrangements conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the Corporation's charitable purposes and do not result in inurement or impermissible private benefit; and
 - (d) whether agreements to provide goods or services further the Corporation's charitable purposes and do not result in inurement or impermissible private benefit.
- (8) **Use of Outside Experts.** In conducting the periodic reviews provided for in Section 7, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring that periodic reviews are conducted (GB-222, 5/15).

G. GENERAL CONFERENCE RELATED POLICIES

0570. General Conference Expense Policy. Expenses of all General Board members and their spouses including travel, lodging and meals, shall be reimbursed for the trip to and from General Conference, during the pre-General Conference session, during the General Conference and during the organizing General Board session.

0572. Journal Dedication. Each edition of the *General Conference Journal* shall be dedicated to the memory of Church leaders who have died during the quadrennium providing they have served as a general officer and have had a continuing, distinguished influence in The Wesleyan Church until the time of death (GB-45, 11/84).

0573. Special Committee on Nominations:

- (1) Related to General Superintendent Nominations:
 - (a) Incumbency:
 - i. When an incumbent General Superintendent's term of office is expiring and the General Superintendent is available for continued service, the reelection vote shall be a 'yes/no' ballot (GBES-027, 11/19).

(2) Candidacy:

- (a) Within the first ten days of September of the year preceding General Conference, a survey will be delivered to each voting delegate, seeking the names of up to three ordained ministers for consideration as General Superintendent candidates, to be returned to the General Secretary's office within 14 days of the initial communication.
- (b) The General Secretary will confirm the eligibility of each person nominated and provide the names to the Executive Board.
- (c) The Executive Board will meet by conference call within two weeks of the voting completion to consider the results of the survey, and to narrow the field of candidates to a group to be initially interviewed.
- (d) Subsequent telephone interviews will be conducted by one or more members of the Executive Board to determine the nominated minister's interest and suitability for the office of General Superintendent. The Executive Board will determine which and how many persons should be interviewed by the entire General Board at its fall meeting.
- (e) The General Board in executive session will interview said candidates and determine one or more persons to nominate to the General Conference for election by ballot, allowing for nominations from the floor (GB-196, 11/14).
- (f) Related to General Conference Nominations:
 - i. The General Superintendent shall give the Executive Board a job performance-related evaluation of and a specific recommendation for each incumbent willing to stand for re-election by the General Conference. The General Superintendent shall canvas, screen, interview and recommend to the Executive Board one or more potential candidates for any open position to be elected by the General Conference for which no incumbent is available, with the Executive Board reserving the option to interview any candidate(s) itself. The Executive Board will make the recommendations for nominations to the Committee on Special Nominations (GBES-23, 11/07). When a non-incumbent General Superintendent is elected by the General Conference, a special meeting of the Committee on Special Nominations shall be convened at an appropriate time prior to the election of Executive Directors of divisions, for the purpose of receiving the newly elected General Superintendent's recommendations on nominations for Executive Directors (GB-197, 11/14).
- (g) Related to General Officer Vacancies:
 - i. Whenever a general officer position becomes vacant through death, removal, or resignation, the General Superintendent shall be empowered to immediately begin the search for a person(s) to fill the position. The General Superintendent may canvas, screen, interview, and recommend to the Executive Board one or more potential candidates for any open general officer position with the Executive Board reserving the option to interview any candidate(s) itself also. The Executive Board will make recommendations for nominations to the General Board (EB-048, 11/09; GB-190, 11/09).

0574. General Conference Memorials. Whenever the General Board acts upon matters relating to General Conference Memorials, it will be recognized that it is acting as the Committee on Memorials.

- (1) Memorials to the General Conference may be assigned to a subcommittee of the Committee on Memorials by the General Superintendent and the General Secretary.

- (2) The subcommittee shall decide whether each memorial is recommended, not recommended, recommended with an amendment, or whether a substitute is recommended and submit their conclusions as recommendations to the full Committee on Memorials.
- (3) Memorials originating outside of the Committee on Memorials shall be retained in their original form with only necessary editing. Memorials originating with the General Board, or the Committee on Memorials shall be edited and issued in a proper form.
- (4) The memorials shall be returned to the General Secretary, with a record of the recommendation, signed by the subcommittee secretary, for distribution to the entire Committee on Memorials.

0575. Mission Unit Representation. Mission unit representation at the North American General Conference shall be established by mid-quadrennium by the General Board upon recommendation of the Executive Director of Global Partners (GB-422, 3/12).

- (1) Each administrative area of Global Partners Division will be represented by up to four persons, recognizing that all areas may not be equally represented due to area size and ministry presence.
- (2) The selection of these representatives will be made by the Executive Director of Global Partners in consultation with national leaders, the area directors, and the General Superintendent.
- (3) The conference expenses of these representatives will be borne by the North American General Conference.
- (4) The international representatives would participate in an international rally and be present during the early period of conference business proceedings, during which time any items of possible international impact are likely to be on the agenda.
- (5) Established national/regional conferences may send up to two representatives, with transportation expense borne by the sending conference and on-site conference-related expenses (lodging and meals) borne by the North American General Conference.
- (6) These provisions apply only to mission units of Global Partners Division and do not in any way alter or adjust the manner in which fraternal delegates are invited/selected (GB-206, 3/15).

H. MINISTERIAL RESTORATION

0580. Biblical Basis for Restoration. God's design and purpose for all people is to be saved from sin, transformed into the image of Christ, filled with the love of God, and to live a life of holy love on behalf of others (Matt. 22:36–40; Luke 19:1–9; John 1:12; Rom. 3:23; 5:19–21; 8:1; 2 Cor. 3:18; Eph. 2:8–10; 4:22–5:18; Gal. 5:13–14; 1 Thes. 4:3–8; 3:8; 1 John 3:16).

Wesleyans celebrate the optimism of God's grace to transform humanity, while at the same time recognizing that it is still possible for a Christian to sin. In addition, it is surely God's desire for ministers to carry out their leadership responsibilities with due diligence according to the grace given by God.

This is true for ministers as well as Christians in general. When ministers do fall, whether through sin or other reasons, they nevertheless continue to remain the object of God's redemptive love and desire for spiritual restoration and interpersonal reconciliation. There are several examples of restoration of ministers in the New Testament, including Peter who denied Christ in the hour of His greatest need, yet was restored personally by Jesus (Luke 22:32; John 21:15–22), and the other ten apostles (excluding Judas).

Sin is always to be taken seriously because of its inherently destructive nature towards God's will for individuals, relationships, institutions, systems, society, and the created order. Likewise, extreme leadership negligence, emotional burnout, and other life experiences also take their toll. Even still, God's grace is greater than our sin and shortcomings. All people, including ministers, have an advocate in the person of Jesus (1 John 2:1, 2). Since the Church is the body and presence of Christ in the world (1 Cor. 12:27; Eph. 1:22, 23), including when addressing disciplinary matters (Luke 18:15–20), the process of investigation, spiritual restoration, and restoration of credentials (when applicable) is to be carried out in the same spirit of compassion and grace that Jesus himself manifested.

The New Testament is clear that believers are to deal firmly yet compassionately with the offender in order, if possible, to bring about a restoration to grace and fellowship (1 Cor. 5:1–5, 9–13; 2 Tim. 2:24–26; Titus 3:10, 11). In fact, Paul admonishes those who are spiritual to restore gently and with humility those caught in a sin (Gal. 6:1, 2). Being self-aware of one's own redemption from sin helps temper one's disposition and response toward others who sin (Lk. 18:9–14; Gal. 1:1, 2; 1 Tim. 1:15), remembering that Jesus came to take away our guilt and sin, not to condemn. It is the responsibility of the church to lead those who express remorse for their sin to the freedom and restoration provided by the Gospel of Christ.

0585. General Board Consideration of Restoration. The *General Board Policy on Church Discipline* (5236; 5245:3) specifies that the restoration of a minister who has been guilty of sexual immorality must, upon recommendation of the district board of administration, be approved by the General Board, providing the restoration has the recommendation of the General Superintendent. Deliberation by the General Board on restoration matters must be conducted in executive session (GB-138, 5/18).

See Appendix I for the balance of the *General Board Policy on Ministerial Restoration*.

I. Disaster Response and Wesleyan Emergency Relief

0600. Disaster Response. The North American General Conference of The Wesleyan Church engages in three levels of domestic and international disaster relief—*Preparedness, Response, and Recovery*.

The Church's **preparedness strategy** calls for ongoing communications and public relations to keep our constituents informed about the need for volunteer training and generous giving in normal times that enable us to take action quickly when disasters strike, particularly in areas where Wesleyans are affected.

Our **response strategy** is to help meet basic humanitarian needs, like non-emergency medical care, food, water, and shelter to mitigate the worsening of disaster situations. This typically calls for providing direct financial assistance, coordination of volunteer service, and cooperation with local church leaders in the areas affected by the disaster.

Our **recovery strategy** may range from home reconstruction and the rebuilding of churches and schools to long-term food assistance, job training, and other avenues for community development.

The following protocols are designed to assist Wesleyan personnel in determining appropriate disaster response.

- (1) **Disaster Response Awareness.** It is the responsibility of the office of the General Superintendent, in cooperation with the Communication and Administration Division, to inform the Church about disaster response opportunities, best practices, and inspiring stories and examples of individual and corporate Wesleyan engagement in ministries of compassion.
- (2) **Disaster Response Preparation.** The Church may host training and certification events at its discretion for Wesleyan disaster response volunteers, in partnership with

other faith-based organizations, such as World Hope International, Poured Out Ministries, and other cooperating denominations.

- (3) **Disaster Assessment and Disaster Response Declarations.** The General Superintendent shall establish contact with appropriate local or district church leaders, Global Partners Division personnel, or other ministry partners and request their help in making early damage assessments as soon as possible.
- (a) The WERF Committee may declare a domestic or international crisis to be a “disaster level event to which the General Church will respond,” which shall authorize the appropriate Headquarters division personnel to initiate disaster response protocol for fundraising (see 5. Wesleyan Emergency Relief Fund), volunteer solicitation, and other response.
 - (b) Domestic disaster response in the United States or Canada will be limited to crises for which a disaster declaration has been declared by federal authorities, or those that involve multiple Wesleyan churches or member families as victims, subject to the issuance of a disaster-level emergency declaration by the General Superintendent.
 - (c) General Church response to disasters beyond the United States or Canada shall be in situations for which the WERF Committee has issued a disaster-level emergency declaration and typically are limited to circumstances where local Wesleyan churches, leaders, or missionary personnel can be directly involved in delivering assistance. In these situations, the Global Partners Division will conduct an initial assessment and determine whether to recommend General Church action to the WERF Committee. The WERF Committee will review the recommendation of Global Partners and determine whether WERF will be activated. If the WERF Committee chooses not to activate WERF, Global Partners may still raise funds and mobilize volunteers to respond.
- (4) **Disaster Response Communications.** The General Superintendent shall designate a spokesperson who will review, deliver, and feed all communication releases related to Wesleyan disaster response efforts occurring in domestic and international settings.
- (5) **Wesleyan Emergency Relief Fund (WERF).** It is the responsibility of the General Superintendent to develop a communication strategy for promoting contributions, special appeals, and major gifts to the Wesleyan Emergency Relief Fund. Up to 10 percent of all WERF donations may be set aside (as determined by the General Superintendent) to provide a reserve for future disaster response requests, to pay costs related to WERF administration and fund raising, and to provide training, mobilization resources, and support services for ensuring the long-term capacity of the Church to respond to future crises.
- (6) **Disaster Relief Volunteer Coordination and Networking.** The Church shall work with district superintendents, regional disaster relief coordinators and/or site managers for domestic crises, to recruit and supervise teams of volunteers. The Wesleyan Church Corporation shall assume no insurance or legal liability for the unauthorized activity of individuals, local churches, or districts engaging in disaster response situations.
- (7) **Disaster Relief Partnerships.** The General Superintendent is responsible for reviewing and approving all organizations with which General Church agencies may establish formal partnerships or memoranda of understanding as the basis for coordinated disaster response activities (GB-239, 11/15).

J. CORPORATE FUNCTIONS

0620. Board of Directors. The General Board, duly constituted and organized as set forth in *The Discipline*, shall be and constitute the Board of Directors of The Wesleyan Church Corporation and of each of its precedent corporations (*Disc.* 4210).

0622. Election of Officers. The board of directors shall elect by any accepted method a president and vice-president for The Wesleyan Church Corporation and its precedent corporations at the organizing session after General Conference (GB-40, 6/92). They shall serve for four years or until the adjournment of the next General Conference and until their successors are elected and qualified.

0624. Official Signatories. The president shall sign with the secretary all certificates, contracts, or other instruments of the corporation(s) as authorized by the board of directors or its Executive Board; shall act with the treasurer/CFO in borrowing money for and on behalf of the Corporation(s) when so authorized by the board of directors or its Executive Board; and shall perform such other duties as are incident to the office and as are properly required by the Board of Directors.

0626. Duties.

- (1) **Vice-President.** The vice-president shall exercise the functions of the president during the absence or disability of the president and shall have such powers and fulfilling such duties as may be assigned from time to time by the board of directors.
- (2) **Secretary.** The secretary shall have charge of the seals of The Wesleyan Church Corporation and its precedent corporations, shall sign with the president all corporate records, documents, contracts, and instruments when so required, and shall perform such other duties as are incident to the office and as may be properly required by the board of directors.
- (3) **Treasurer/CFO.** The treasurer/CFO is authorized for and on behalf of The Wesleyan Church Corporation and its precedent corporations to open checking and or savings accounts, to draw and sign checks against said accounts, to endorse for deposit or negotiate any negotiable instruments and orders for the payment of money, which endorsements may be made in writing or by a stamp, and shall perform such other duties as are incident to the office and as may properly be required by the board of directors.
 - (a) The president and treasurer/CFO are authorized to borrow money for and on behalf and in the name of The Wesleyan Church Corporation and its precedent corporations when so authorized by the board of directors or its Executive Board and to sign, execute, and deliver the notes and any necessary instruments to affect such transactions.
 - (b) In the event that the treasurer/CFO is incapacitated, the president shall be the first alternate to serve in the place of the treasurer/CFO, and the vice-president shall serve as the second alternate, with both alternates to serve respectively in the order named.

K. THE WESLEYAN CHURCH INTERNATIONAL *DISCIPLINE* TEMPLATE

0640. In the case where the *International Discipline Template* is adopted by a mission unit only the non-editorial omissions, additions and/or alterations of this material need be included in the presentation of *Discipline* submissions to the General Board (GB-0424, 11/07; copies available from General Secretary or Executive Director of Global Partners).

L. AMENDMENTS

0642. These bylaws may be amended at any regular or special meeting by a majority vote of all the members of the General Board.

GENERAL SUPERINTENDENT

A. DUTIES

0650. The General Superintendent shall devote full time to supervising, coordinating, and promoting the various branches of The Wesleyan Church.

1. Spiritual

0655. The spiritual responsibilities of the General Superintendent shall be to:

- (1) be a steward leader of this Church and its vision.
- (2) maintain personal integrity by establishing a spiritual accountability partner, spending daily time in God's Word and prayer, and living a balanced and pure life.
- (3) possess compassion for the lost, the poor, and the disenfranchised.
- (4) ensure the implementation of the vision of the Church in collaboration with the Executive Cabinet.
- (5) travel throughout the Church, giving such spiritual leadership and inspirational ministry as the need demands and the opportunity affords. All travel and speaking engagements are coordinated through the office of the General Superintendent.

2. Executive

0660. The executive responsibilities of the General Superintendent shall be to:

- (1) preside as chair over the General Conference, General Board, and Executive Board and to call for a special session of the Executive Board (1760; 5279; 5365).
- (2) supervise the General Treasurer/CFO as a direct report.
- (3) act as the president of the Corporation and fulfill the duties thereof.
- (4) network strategically with other denominations, fellowships, and organizations, or appoint representatives to do so.
- (5) mentor/coach and participate in established national/regional conferences (2615).
- (6) recommend nominations for Executive Directors of Divisions to the General Board for election by the General Conference.
- (7) recommend nominations for the General Treasurer/CFO and Content Experts to the Committee on Nominations for election by the General Board (*Disc.* 1990).
- (8) report to each session of the General Conference concerning official duties (*Disc.* 1590:7); and to report annually to the General Board concerning official duties, personal ministry and the goals, objectives, and plans for The Wesleyan Church (*Disc.* 1655:22, 25).
- (9) work in collaboration with the Executive Cabinet and the General Treasurer/CFO to prepare the annual budget.

3. Administrative

0665. The administrative responsibilities of the General Superintendent shall be to:

- (1) maintain professional integrity by attending educational workshops, reviewing publications, and establishing professional networks.
- (2) counsel with the general officials to assure they administer their work in harmony with *The Discipline*, the respective *General Board Policy*, and any other directives from the General Conference, the General Board or its Executive Board.
- (3) hold the Executive Director of each division accountable for goals set in collaboration with the General Superintendent and the Executive Cabinet, and to submit annually to the Executive Board the evaluations of the officers of the Executive Cabinet.
- (4) serve as or to appoint the chair of the General Conference Planning Committee which is comprised of the Executive Cabinet and any others appointed by them (1570, 1576).
- (5) work in collaboration with the Executive Director of Global Partners to strategically determine the best use of the General Superintendent's presence in overseas gatherings.
- (6) supervise subsidiary corporations as specified in *The Discipline* 4300–4310.
- (7) recommend to the General Board any modifications to *The Discipline* made necessary when conflict over church administration arises at the local, district, or General Church level (1797).
- (8) serve as an ex officio member of the International Conference and International Board of General Superintendents.
- (9) designate the Chief Financial Officer as the emergency contact person in the absence of the General Superintendent.
- (10) appoint fraternal delegates and representatives for The Wesleyan Church to other denominations or religious organizations unless otherwise provided for by the General Conference or the General Board.
- (11) visit annually and conduct an administrative survey of each educational and benevolent institution; to approve the bylaws (4350:2); to review, as needed, the records and minutes of affiliate corporations (4350:7, 9); and to exercise care lest any adjunct entity create the impression of being a part of any entity of The Wesleyan Church (4370:5).
- (12) meet with any governing board, district board of administration, committee, or other official body, at the discretion of the General Superintendent, and make those recommendations deemed necessary to uphold *The Discipline* and carry out the directives of the General Conference (350:4), the General Board (1655) or its Executive Board (1785).

4. Districts

0670. The responsibilities of the General Superintendent related to districts shall be to:

- (1) exercise general supervision over each district and the work of its superintendent; to schedule and conduct a minimum of one personal conference each year with each district superintendent, counseling the district superintendent regarding annual district plans and objectives and receiving reports of activities and progress toward objectives during the past year (1310:30); and to meet periodically with each district board of administration to evaluate the service of and financial provision for the district superintendent (1218) and to evaluate the performance of the district board of administration.
- (2) arrange the dates for the district conferences, in consultation with district superintendents, so the General Superintendent may be present; to approve a

- reconvened session of a district conference (1115); and to appoint a General Official as a General Church representative to a district conference whenever the General Superintendent is unable to attend (350:3).
- (3) work with district superintendents and district boards of administration to establish four-year missional goals, and to annually evaluate progress toward meeting those goals.
 - (4) conduct a formal evaluation of district superintendents prior to any vote to reelect to office.
 - (5) consult with a district board of administration prior to a search for a new district superintendent regarding its vision, the type of leadership necessary to accomplish the vision, and to recommend specific persons capable of accomplishing the vision as nominations for district superintendent to a district conference; to counsel a district board of administration in the appointment of an acting or interim district superintendent (1303:7); to chair the special nominating committee named to select nominees for the office of district superintendent (1303:8); and to have charge of the service of installation of a district superintendent (5930).
 - (6) conduct new district superintendent orientations and in-service training; and create on-going mentor/coach relationships, and other judicatory training events, in conjunction with peer-to-peer district superintendents' meetings.
 - (7) recommend to the General Board the reclassification of a developing district to the status of established district.
 - (8) preside over the ordination of ministers (3070:6; 5750–5792), the commissioning of ministers (3059:1; 5800), and lay workers (5850) or lay missionaries when present (1310:26; 1405), and to deliver the address or, if absent, to appoint a representative to preside over the ordination service and deliver the address; and to sign all credentials, certificates, and other forms incidental to this office. If the General Superintendent is unable to be present to preside over a district's service of ordination or commissioning of ministers, first to be considered to represent the General Superintendent will be a former General Superintendent in good standing (1310:26, 1405, 3059, 3091, 5752).
 - (9) receive recommendations from the Education and Clergy Development Division and respective districts and give final approval regarding the transfer of any ordained, commissioned or licensed minister into a district (1915), in concurrence with the district superintendent of that district (313:6; 1310:21; 3100:1), as well as the reception of a minister from another denomination (3104).
 - (10) consult, when needed, with a district board of administration concerning the purchase, location, encumbrance, sale, transfer or other disposition of real property used for district purposes such as a district parsonage, headquarters or campground (4150; 4840:1); to receive from each district superintendent property conveyance reports on approved forms (1310:13); and to approve the purchase, conveyance or mortgage of any local or district property of a district placed under discipline (4870; 5066).
 - (11) work with appointed representatives and the Executive Cabinet to recommend to the General Board any merger, division, or realignment of districts (1060).

5. Educational Institutions

0675. The responsibilities of the General Superintendent toward educational institutions shall be:

- (1) relate directly to the presidents of Wesleyan educational institutions regarding the vision and goals of their institutions and how these impact The Wesleyan Church.

- (2) attend board of trustees meetings of each educational institution at the discretion of the General Superintendent.

6. Judicial Supervision

0680. The responsibilities of the General Superintendent related to districts shall be to:

- (1) carry out judicial responsibilities as set forth in the *General Board Policy on Church Discipline* 5206; 5209; 5239; 5242; 5245; 5279; 5282; 5365; 5375.
- (2) receive recommendations from the Education and Clergy Development Division and respective districts and give final approval for recommendation to the General Board that the disciplinary requirements have been met for the restoration of a minister, and to forward such request and certification to the Executive Director of Communication and Administration.
- (3) consult with the Executive Board regarding the discipline of ministers, officers, churches, and districts (*General Board Policy on Church Discipline*, 5245:2).
- (4) consult with the Executive Board before issuing any official ruling on points of Church law and interpretations of *The Discipline of The Wesleyan Church* when properly requested to do so or whenever deemed necessary for the proper administration of the Church:
 - (a) A request for such a ruling shall be submitted, in writing, by the following for the work under their jurisdiction: the General Board, the Executive Board (1785), a General Official, the governing board of an institution or subsidiary corporation, a district conference (1180:40) or a district board of administration (1233:27).
 - (b) A ruling may be appealed to the General Board of Review by the party submitting the original request or by the General Board (370; 375:2; 1180:40; 5445:2). All appeals must be filed with the Executive Director of Communication and Administration within 60 days after the date the official ruling is published by the General Superintendent. An official ruling that is not upheld by the General Board of Review shall be null and void, unless the action of the General Board of Review is overruled by the General Conference (375:2; 380).
- (5) Rule on the legality of an official action by a district conference, any district board or committee, or a district official as follows: Any three or more members of The Wesleyan Church within a district may request such a ruling and shall submit their petition in writing, signed by each petitioner (323:6). The General Superintendent shall decide if the official act in question, in whole or in part, is deemed properly taken according to the Constitution (200–385), or other provisions of *The Discipline* (155–185), stating reasons for the ruling in writing. If the action is ruled as contravening the Constitution, or other provisions of *The Discipline*, it shall be null and void. Appeals from the decision of the General Superintendent may be made by the petitioners or the district board of administration to the General Board of Review (375:2).
- (6) Submit a report of all official rulings on points of law, interpretations of *The Discipline* or other formal judicial acts to the next session of the General Board or its Executive Board for their information, and to the next session of the General Conference for final review and approval (1590:23). Upon approval by the General Conference, such rulings shall become the law of the Church and shall be incorporated into the appropriate section(s) of *The Discipline*. A record of such rulings shall be inserted in a special appendix of the next issue of *The Discipline* as follows:

The General Superintendent on (date) officially interpreted (identify item) and the General Conference on (date) sustained (GC-), thereby authorizing this provision to mean: (insert the ruling).

- (7) Request a ruling from the General Board of Review on the constitutionality of an act of the General Conference (375:1), the legality of an act of any General Church board (375:3), and the legality of any issues arising between a district and the General Conference (375:6), (5445:1, 3, 4).
- (8) Canvas, with the Executive Cabinet, the vote taken by the several district conferences on an amendment to the Constitution and the Essentials originating in the General Conference and, when the amendment has received the required majority, to declare it effective as constitutional law (1590:2).

COMMUNICATION AND ADMINISTRATION DIVISION

A. DUTIES

0700. The Executive Director of Communication and Administration, serving as General Secretary, shall exercise leadership in this office in keeping with *The Discipline* (2105–2110), *the General Board Policy for the Communication and Administration Division*, *The Executive Cabinet Manual* and any other directives as may be given by the General Conference, the General Board, or its Executive Board (*Disc.* 1990; 2110).

0701. The Communication and Administration Division serves The Wesleyan Church as a channel through which information can pass between the World Headquarters and the local church, district, ecclesiastical, and para-church agencies.

0702. The division is to sponsor and promote a denominational presence by utilizing the various media avenues.

0703. The division serves as a comprehensive repository of contemporary and historical information gathered from multiple denominational as well as other sources.

0704. The division is to provide forms for annual clergy, local church, and district reporting.

0705. The duties of the Executive Director of Communication and Administration are as follows:

1. General Secretary Duties

- (1) Serve as secretary of The Wesleyan Church Corporation.
- (2) Serve as secretary to:
 - (a) The General Conference
 - (b) The General Board
 - (c) The Executive Board
 - (d) The Board of Directors of The Wesleyan Church Corporation and its precedent corporations:
 - i. To record accurately and completely the proceedings of each session.
 - ii. To preserve them in permanent form.
 - iii. To send copies of the Executive Board minutes promptly to all members of the General Board for information and review.
 - iv. To serve as Chair of the Denominational Editing Committee.
- (3) To issue the official notices and communications on behalf of these governing bodies unless otherwise directed.
- (4) To notify all individual members of each regular and special session of the General and Executive Boards.

- (5) To issue the call for a special session of the General Conference.
- (6) Be the custodian of all official archives:
 - (a) Documents, books, photographs and other historical materials related to The Wesleyan Church and its precedent bodies.
 - (b) Minutes of the meetings of:
 - i. General Board.
 - ii. Subsidiary corporations.
 - iii. Trustee boards of general educational institutions.
 - iv. District conferences.
 - v. Judicial bodies:
 - (a) Records of the General, district and local boards of review.
 - (b) Ministerial credentials when such have been voluntarily surrendered and/or removed by judicial process.
 - (c) All legal documents and property records for The Wesleyan Church and The Wesleyan Church Corporation and its precedent corporations.
 - (d) The articles of incorporation and bylaws of The Wesleyan Church.
 - (e) All legal documents and property records of subsidiary and institutional corporations.
 - (f) All agreements for bequests, gift annuities, charitable trusts, and other planned gift arrangements for the various ministries of the Church.
 - (g) All records of merged or dissolved districts, institutions, or agencies that have not been transferred to successor organizations, unless deemed to have no historical value by the General Secretary or representative.
 - (h) A copy of each periodical or regular publication of any General Office or institution of The Wesleyan Church.
- (7) Maintain compliance with approved electronic and print document retention and destruction policies.
- (8) Appoint and supervise the work of a recording secretary for the General Conference, the General Board and the Executive Board.
- (9) Develop forms and systems for gathering, reporting, archiving, and analyzing vital statistics, historical data, and official directory information for General Church entities, General Church boards and personnel, district leaders, ministerial personnel, local churches, and local church leaders, securing input from the Executive Cabinet for developing annual local church statistical report forms and ministers' annual service report forms.
- (10) Edit new editions of *The Discipline of The Wesleyan Church* following each General Conference, produce the official General Conference Journal, and maintain up-to-date *General Board Policy* manuals and official minutes.
- (11) Produce and maintain a database that includes relevant information for World Headquarters, all credentialed personnel (clergy) within the North American General Conference of The Wesleyan Church, district officers, Wesleyan educational institutions, and other relevant subsidiaries and agencies.
- (12) Make available relevant database information to all divisions and offices at World Headquarters, and to all pastors and ministers in The Wesleyan Church.
- (13) Oversee the denomination's data gathering from local churches and districts by:
 - (a) producing forms with attendant instructions essential for gathering data.
 - (b) conveyance of forms and instructions to appropriate offices.
 - (c) tabulation and analysis of data.
 - (d) archiving all data for future reference.

- (14) Serve as a resource center for Wesleyan clergy of para-church organizations, benevolent ministries and other denominations.
- (15) Evaluate and retain the official correspondence files of each General Church office, division or other agency if deemed by the Executive Director of Communication and Administration to be of permanent value.
- (16) Administer the use of all mailing lists at the World Headquarters.

2. Communication, Editing, and Publishing Duties

- (1) Initiate and manage the production of denominational multi-media services, as approved by the General Board with the goal to:
 - (a) engage in evangelization at the General Church level.
 - (b) offer comfort and instruction, enabling spiritual growth and the pursuit of the sanctified life of Wesleyan members, as well as other believers.
 - (c) provide a venue for passing along news, information, and announcements of interest to the denomination.
 - (d) relay prayer requests.
- (2) Be responsible for the production and maintenance of The Wesleyan Church denominational website and social networking experiences, supervising, updating, and maintaining content in all formats that complies with communication policies and guidelines.
- (3) Be a resource and advise when requested, and assist as possible, other Wesleyan Church General divisions and agencies, as well as local churches and district offices, regarding the use of all forms of media.
- (4) Serve as editor-in-chief of the official magazine of the denomination and any other publication assigned by the General Board or the Executive Cabinet.
- (5) Serve as an editorial consultant to other divisions of The Wesleyan Church.
- (6) Serve as denominational editor.
- (7) Serve as the denominational publisher in approving books and other materials (under the aegis of the Wesleyan Publishing House or other corporate imprimaturs) when such have been approved by the Executive Cabinet, which serves as the General Church book committee, as well as other materials to be printed without one of the official imprimaturs.
- (8) Acquire resources produced by local churches and Wesleyan writers to recommend to division Executive Directors or the book committee on the basis of their potential for use by a wider market and assist in their publication and distribution.
- (9) Research, develop, edit, publish, market, and distribute other publications, first impression and denominational identity and information pieces, curriculum materials, religious literature and supplies in consultation and collaboration with the general officials, divisions, agencies, auxiliaries, and institutions of The Wesleyan Church.
- (10) Develop, in consultation with other World Headquarters division editors, an "Editorial Manual of Style," to be used for all World Headquarters publications.
- (11) Serve as chair of the General Conference Editing Committees.
 - (a) *The Discipline of The Wesleyan Church.*
 - (b) *The General Conference Journal.*
- (12) Serve as information consultant and denominational representative involving The Wesleyan Church denomination and national and international secular media outlets and/or consortiums.

- (13) Serve as the repository of all trademarks, copyright, and intellectual property rights belonging to The Wesleyan Church Corporation.
- (14) Oversee public relations, internal and external communications, crisis communications to protect the Church when facing potential challenges to its reputation, media and creative services, publishing operations, and information technology for the General Church.
- (15) Coordinate translation services for materials as requested by General Officers or authorized division personnel.
- (16) Serve as the image and brand guardian for The Wesleyan Church, creating, reviewing and approving all official logos and visual identity guidelines; producing and revising a standardized manual of style for denominational publications, letterheads, general officials' annual reports, projected audiovisual templates, web banners and sites, promotional items, exhibits, displays, advertisements, and other materials intended for public distribution; and holding all General Officers and divisions accountable for observing mutually agreed quality standards.
- (17) Provide expert editorial assistance, graphic design, web design, and project management services (including writer's contracts, copyright procurement or permissions, copyright management, production, and distribution services) to all General Officers and divisions to ensure that all published materials are in harmony with the Articles of Religion, Guides and Helps to Holy Living, and Elementary Principles of The Wesleyan Church, and that they conform to branding and quality assurance standards approved by the Executive Cabinet.

3. Legal Duties

- (1) Serve as legal officer for The Wesleyan Church Corporation and its precedent corporations which includes the following:
 - (a) Prepare and process legal documents as prescribed and instructed by the appointed attorney for the denomination, in concert with directives from the General Conference, the General Board or its Executive Board.
 - (b) Sign legal papers as authorized by the proper governing bodies.
 - (c) Be the liaison between the denominational legal counsel and the various offices, divisions, and auxiliaries of the General Church.
 - (d) Issue to the appropriate body each official policy adopted by the General Conference, the General Board, and its Executive Board as required.
- (2) Maintain a legal resource and referral network to inform, advise or consult local churches, districts, general officials, and other Church entities and leaders regarding legal matters; be responsible for filing legal documents and doing necessary legal research on behalf of the General Church; and review and evaluate issues of organizational legal compliance, analyzing and suggesting alterations for all legal documents and contracts obligating The Wesleyan Church Corporation prior to their execution.
- (3) Present a resolution to the General Board for the restoration of a minister when authorized to do so by the General Superintendent.

4. Administrative Duties

- (1) Submit to the General Board one nomination for consideration of election to the office of Assistant General Secretary for The Wesleyan Church Corporation and all precedent corporations.
- (2) Preside over, in consultation with the General Superintendent, the employment of division directors.
- (3) Coordinate training for district and local church administrative leaders involved in local church governance.
- (4) To maintain careful and accurate records of division work and finances.
- (5) Develop potential revenue streams to assist in funding division priorities and services.
- (6) Prepare the annual division budget for coordination with the budgets of the other administrative offices in keeping with the approved policies and procedures (*Disc.* 1655:23).
- (7) Prepare the specific division vision, mission, strategic plan, core values, and general duties in collaboration with the General Superintendent and present to the Executive Cabinet for ratification and to the General Board for final approval.
- (8) Report to the General Conference concerning official duties (*Disc.* 1590:7), annually to the General Board concerning official duties and personal ministry (*Disc.* 1655:22), and at other times as requested by the General Superintendent or the General Board (GB-xxx, 11/22).

B. GENERAL BOARD AND EXECUTIVE BOARD ORGANIZATION

1. Order of Business

0710. Assistant Secretary. The Executive Director of Communication and Administration/General Secretary is authorized to have an assistant recording secretary, if so desired.

0712. Agenda. The Executive Director of Communication and Administration shall prepare an agenda for each session of the General Board and its Executive Board by listing the items submitted by each General Official chair. An individual member may present recommendations to the General Board through the General Superintendent. Such a recommendation should be presented in writing in the form of a resolution in sufficient time before the session to permit preparation of copies for distribution to the other members. An order of business shall be established for the presentation of such items as follows:

- (1) The General Superintendent shall be first in the order of business for each session.
- (2) Other items of business shall follow the Executive Cabinet in a fixed order of rotation. General Officers would present their items in an order determined by the General Superintendent. The order for General Board meetings would be: General Superintendent, Executive Cabinet, Executive Board, officers reporting to the General Superintendent, Corporation, general business, and executive session.
- (3) All General Officers shall give an annual report (*Disc.* 1655:22). The General Treasurer/Chief Financial Officer, C.E.O. of Wesleyan Investment Foundation and denominational publisher shall report at the fall meeting of the General Board. All other officers and directors of subsidiaries shall report at the spring meeting of the General Board.

2. Minutes

0714. Editing Committee. There shall be an editing committee empowered to review and to approve the record of the proceedings of the General Board and its Executive Board which shall be appointed at the first meeting of the new quadrennium.

0716. Distribution. The minutes of the General Board shall be distributed to the members and honorary members of the General Board.

0718. Executive Sessions. The minutes of an executive session shall be available upon request to General Board members.

3. Voting

0722. Notices. The Executive Director of Communication and Administration/General Secretary shall issue the official notices of all General Board elections and actions unless otherwise directed. The general officials shall notify those individuals in their departments of General Board actions related to their divisions.

0726. Poll Votes. The Executive Director of Communication and Administration shall poll the General Board members for a mail vote when so authorized by the General Board chair, or, in his/her absence, by the vice-chair. A resolution approved by a mail vote shall have full force and effect as if adopted by the General Board in session. The results shall be submitted to the General Board at its next session for information.

4. Miscellaneous

0728. Transportation and Housing. The Executive Director of Communication and Administration shall be responsible to arrange for transportation to and from the airports and for the housing of General Board members for any regular or special sessions.

0729. News Releases. The Executive Director of Communication and Administration is requested to issue news releases immediately following the General Board sessions to district superintendents and others deemed appropriate for whatever use those receiving the releases care to make of them.

C. WESLEYAN PUBLISHING HOUSE

0750. Duties of Publisher. The denominational publisher shall exercise leadership in this office in keeping with *The Discipline*, *The Executive Cabinet Manual* and any other directives as may be given by the General Conference, the General Board or its Executive Board. The duties of the denominational publisher are to:

- (1) Serve as the leader in casting vision, developing goals and implementing strategic plans for meeting the ministry resource needs of pastors, laity and ministries of The Wesleyan Church for the purpose of evangelizing the lost, discipling the believers, equipping the Church and ministering to society.
- (2) Enhance the publishing efforts of the Wesleyan Publishing House by developing on-going relationships with both new and established authors and writers throughout The Wesleyan Church.
- (3) Maximize opportunities to reach new markets with resources produced by Wesleyan Publishing House.
- (4) Serve as business manager for such publications as are assigned by the General Conference, the Executive Cabinet, or the General Board.

- (5) Present all respective recommendations to the General Board, the General Superintendent or the Executive Cabinet in keeping with approved policies.
- (6) Cooperate with divisional and auxiliary editors, in matters of overlapping concern and responsibility.
- (7) To cooperate with general officials and other executives in the marketing and distribution of such materials as have been authorized by the Executive Cabinet or the General Superintendent, and to market and distribute such other resources as deemed wise.
- (8) To prepare an annual budget for the Wesleyan Publishing House in keeping with the approved policies and procedures (*Disc.* 1655:23; 1785:4).
- (9) To employ such personnel as are necessary for the carrying out of these duties, subject to the limitations of the annual budget adopted by the General Board.
- (10) To report to each session of the General Conference concerning official duties (*Disc.* 1590:7), annually to the General Board concerning official duties and personal ministry (*Disc.* 1655:23), and at other times as required.

GENERAL TREASURER/CHIEF FINANCIAL OFFICER (CFO)

A. Duties

0800. The General Treasurer/CFO shall exercise leadership in this office in keeping with *The Discipline, General Board Policy for the General Treasurer/CFO, Executive Cabinet Manual* and any other directives as may be given by the General Conference, the General Board or its Executive Board (*Disc.* 1976; 1990). The duties of the General Treasurer/CFO are:

- (1) To maintain a central treasury, consisting of all funds which belong to The Wesleyan Church Corporation and its offices and divisions; to receive, to hold, to disburse and to manage such funds; and to provide a centralized accounting service for the same.
- (2) To issue regular reports to the executives for the funds related to their responsibility, and to provide them with other special reports and financial information which will be helpful for a more efficient administration or as may be requested.
- (3) To serve as financial consultant for each of the offices and divisions, and to coordinate the keeping of financial records.
- (4) To submit a complete financial report to the General Board annually and to each session of the General Conference.
- (5) To submit all records and funds for an annual audit to be directed by the General Board and at any other time when requested to do so.
- (6) To be bonded to the amount set by the General Board, to be paid for by the Church.
- (7) To coordinate the preparation of proposed budgets of the offices and divisions to receive and to compile the budgets for approval by the Executive Board and General Board.
- (8) To provide standardized forms and procedures for remittances by district treasurers.
- (9) To be responsible for the fiscal management and accountability for the funds received from bequests, devises, annuities, wills or other special gifts and to perform this same duty for the subsidiary corporations unless otherwise provided for by their respective bylaws or other directives from the General Board.
- (10) To manage and to coordinate the various insurance programs at the World Headquarters.
- (11) To provide personnel services for the offices and divisions.
- (12) To serve as a member of the General Conference Planning Committee.

- (13) To employ such personnel as are necessary to the carrying out of assigned duties, subject to the limitations of the annual budget and personnel policies adopted by the General Board.
- (14) To present all recommendations to the General Board or its Executive Board in keeping with their approved policies.
- (15) To oversee the work and performance of Information Technology serving all offices and divisions. Information Technology shall:
 - (a) be responsible for the purchase, lease, inventory, and maintenance of all hardware, software, and systems.
 - (b) be responsible for cyber security strategies, policies, and practices designed and implemented to protect electronic information from unauthorized access or theft.
 - (c) develop, review periodically, and make recommendations regarding electronic communication security policies, as well as document retention and destruction policies, for approval by the Executive Cabinet.
 - (d) train World Headquarters personnel in the operation of communications equipment, software, or systems (*Editorially moved from Communication and Administration Division, October 2017*).
- (16) To report annually to the General Board concerning official duties and personal ministry, to each session of the General Conference, and at other times as required.
- (17) To initially approve clergy housing allowance employees of The Wesleyan Church Corporation, and that such approvals be reported to the Executive Board for confirmation at regularly scheduled meetings.
- (18) To issue procedures for worker classification and proper payroll/1099 reporting; accountable-plan administration; documentation of approvals, role definitions, services, and reasonableness support; and accurate financial reporting and disclosure ensuring stipends further the mission and comply with applicable law.
- (19) This section shall be reviewed at least biennially and updated for changes in ECFA standards or applicable law.

B. Fiscal Assets

0810. Central Treasury. The General Treasurer/CFO shall maintain and administer a central treasury for the offices and divisions of The Wesleyan Church Corporation as follows:

- (1) All cash balances shall be a part of the central treasury for the purpose of investment.
- (2) The General Treasurer/CFO may invest any cash balance available in short-term certificates of deposit or other demand deposit savings accounts, the earnings of which shall accrue to the General Fund. The General Treasurer/CFO shall have authority concerning such investments:
 - (a) To choose the depository bank or other savings institution for such investments.
 - (b) To transfer funds from savings accounts or cash in certificates of deposit on maturity to maintain a proper checking account balance.
 - (c) To meet cash demands, during the interim before certificates of deposit mature by borrowing an amount up to the value of such certificates, provided that the borrowing will not exceed the date of maturity for such certificates.
- (3) The General Treasurer/CFO shall adhere to the following guidelines in investing corporate funds:
 - (a) Money Market accounts, \$1 million ceiling.

- (b) Primary bank, \$2 million ceiling in addition to checking.
- (c) Secondary banks, \$1 million ceiling.
- (d) Certificates of Deposit Federally insured, \$250,000 ceiling per institution.
- (e) U.S. Government Bonds and notes, no ceiling (GB 5/87).
- (f) Wesleyan Investment Foundation, up to \$15 million.
- (g) Funds relating to endowments, trusts, annuities and board-designated funds may be invested through money managers with the selection of the money managers based on the recommendation of the General Treasurer/CFO and approved by the Executive Board (GB-67, 11/92).

0813. Stock Transfer Authorization. The General Treasurer/CFO is fully authorized, under the direction of the General Board, to transfer, convert, endorse, sell, assign, set over and deliver any and all shares of stock, bonds, debentures, notes, subscriptions, warrants, evidence of indebtedness or other securities now or hereafter standing in the name of or owned by The Wesleyan Church Corporation and its precedent corporations, and to make, execute, and deliver any and all written instruments of assignment and transfer necessary or proper to effectuate the authority hereby conferred.

0814. Bonding. The General Treasurer/CFO shall be responsible to secure adequate fidelity bond insurance for general officials and employees involved with the handling of money, negotiable securities and merchandise (GB 5/87).

0816. Auditor.

- (1) **Auditor Selection Committee.** A special committee, consisting of the General Superintendent, the General Board vice-chair, the General Treasurer/CFO, and the General Secretary, shall comprise the committee to recommend annually the auditing firm for approval by the Executive Board (GB-398, 5/94).
- (2) **Management Letter.** Items highlighted in the auditor's management letter shall be referred by the General Treasurer/CFO to the General Official under whose responsibility it falls for study and corrective steps.

0820. Special Audits. A special test audit may be conducted in all cases where a change of leadership shall occur at a time other than at the end of the management of funds:

- (1) The special test audit shall be performed internally by a special audit committee of not less than three persons appointed by the Executive Board.
- (2) The supervision of the special test audit shall be by the Executive Board who shall also receive the report of the special audit committee and report the same through the General Board.
- (3) The term "special test audit" shall be understood to include at least the following elements:
 - (a) the examination of balances (both assets and liabilities).
 - (b) the verification of recent financial statements.
 - (c) the verification of bank accounts (reserves, savings, and checking) (GB 11/82).

C. PLANNED GIFTS

0826. Planned Gift Administration Fees. A standard set of guidelines to establish fees that The Wesleyan Church Corporation may charge for planned gift administration related to assets held in trust for others per the following schedule:

- (1) **Gift Annuities.** A one-time administrative charge will be made for each newly issued annuity for which the final beneficiary is not The Wesleyan Church Corporation, its

various divisions or subsidiaries, at the time the agreement is entered into. The fee is based on the following schedule:

- 5 percent on the first \$5,000.
- 4 percent on the next \$10,000 (\$5,001 to \$15,000).
- 3 percent on the next \$15,000 (\$15,001 to \$30,000).
- 2 percent on the next \$30,000 and above (\$30,001 and up).

(2) **Trusts.** Two charges may be levied on each trust. The charges may be taken from any remainder designated for the ministries of the Church, whether they be local, educational, or general in nature. No charge will be deducted for any remainder to be distributed to a non-church remainderman. However, in computing the charges, the total trust balance may be considered.

(a) **Administrative Charge.** This may be computed for each year that the trust is in existence based on the trust value at the beginning of each year:

- 5 percent on the first \$500,000.
- 4 percent on the next \$500,000 (\$500,001 to \$1 million).
- 3 percent on the next \$500,000 and above (\$1,000,001 and up).

(b) **Distribution Charge.** A one-time charge of one percent of the balance of the trust at the time of distribution.

(3) **Life Use Agreements.** No charge will be made against life use agreements (GB-502, 11/86).

0828. Contracts. The annuity contracts are to be executed by the General Secretary on behalf of The Wesleyan Church Corporation.

0830. Annuity Fund. The annuity gift monies are to be placed in the annuity fund until the expiration of contract, at which time the contribution portion of the annuity becomes available to the intended beneficiary.

0832. Income-and-Expense Policy. The interest income and the administrative expense for gift annuities managed by The Wesleyan Church Corporation shall be governed by the following regulations (GB 11/85).

- (1) All administrative expense of a gift annuity contract shall be paid from the principal of the initial annuity amount.
- (2) Gift annuities shall assume the earnings rate established by the Committee on Gift Annuities.

0834. Distribution Policy. The funds received from wills and bequests will be administered as follows:

- (1) The General Treasurer/CFO shall provide all pertinent information to each beneficiary of a will or bequest at the time the funds are received.
- (2) Income from wills/bequests designated for a specific project/endowment will be used as directed.
- (3) All income from planned gifts (wills, bequests or other planned gifts), unless otherwise donor-specified, will be placed in a quasi-endowment fund for the intended office or division.
- (4) When circumstances prevent the using of funds as intended by the donor, the Executive Cabinet shall have power to recommend how such funds shall be used and report their action to the Executive Board.

D. NET ASSETS

0850. Emergency Reserve Fund. This is a designated fund established to meet financial emergencies arising in the General Church including offices, divisions and non-district subsidiary

entities. Additions to this fund will be made from unrestricted proceeds from estates and matured planned gifts received by the General Church, and USF Operating Fund end of year budget. The Executive Cabinet, based on the recommendation of the General Treasurer/CFO, may spend up to five percent of this reserve fund for exigencies without approval from the General Board. Withdrawals greater than five percent require General Board approval. In the event the Emergency Reserve Fund is less than \$500,000 at the end of a fiscal year, an amount equal to four percent of USF-general receipts shall be added to the fund in the next budget cycle (Revised, GB-239, 5/10). The fund goal is six months USF operating fund receipts.

0854. Quasi-endowment Funds. Offices and divisions may have an interest-bearing quasi-endowment fund(s). Sources of income include distributions from planned gifts, memorials and estate gifts not otherwise restricted, discontinued designated funds, and interest. The General Treasurer/CFO may authorize the expenditure of the greater of \$100,000 or 25 percent of the fund principal annually. Expenditures exceeding these limitations must be approved by the Executive Board.

0860. United Stewardship Fund Definition of Base Income. The finances of a local church include income and expenses for work inside and outside the local church. Unrestricted tithes and offerings used to calculate the base income in support of the General Fund, Education Fund, and Multiplication Fund for each local church, the work of the church is defined as:

The funds that are used to cover the ministry expenses incurred inside the local church. These expenses include:

- Human resources (payroll and benefits)
- Local church ministry expenses (children, youth, worship, discipleship, etc.)
- Church assessments (district and General)
- Property expenses (maintenance and debt payments)
- Outreach (local mission and benevolence). These are normal, operational budgeting items.

There are also funds that are contributed for expenses outside of the local church. These are often restricted for certain uses either by the donor or by the local church's budgeting policy. Those items not considered part of unrestricted tithes and offerings which should not be included in determining base income are:

- Wills and bequests
- Donor restricted gifts for missions
- Donor restricted gifts for building campaigns in excess of normal monthly payments
- Contributions for emergency relief or pass-through donations
- Grants received from other organizations
- Enterprise income (rentals, daycare, schools)
- Denominational ministry/event initiatives (conventions)

This list is illustrative and not exhaustive.

0864 Fund Rates and Caps.

1. The General Fund (2.75%) and Educational Fund (3.25%) shall be reduced over the next four fiscal years beginning with 2023-2024. Reductions will be designated for the Church Multiplication (CM) Fund. After full phase-in, the new levels will be General Fund (2.475%), Education Fund (2.775%) and Church Multiplication Fund (1% per *Disc.* 2005:2a).
2. Cap levels will be increased over the same four-year time frame by a total of 10%; a 2.5% increase annually. (*Disc.* 2005:3)
3. The General Board consider submitting a memorial every fourth General Conference (beginning in 2038) for a modest increase in the USF tier caps to nominally adjust for inflationary impact.

4. The Church Multiplication Fund will be collected and set aside on the district level (*Disc.* 2015:1). Funds shall be disbursed in accordance with paragraph *Disc.* 2000:3 after General Superintendent review and approval (*Disc.* 4725, 4735).

USF Transition – Rates and Base							
	General			Education			Multiplication
	TieTier 1	Tier 2	Tier 3	Tier 1	Tier 2	Tier 3	
FY 22-23	2.750%	2.290%	1.830%	3.250%	2.710%	2.170%	0.000%
FY 23-24 25%	2.681%	2.219%	1.756%	3.131%	2.594%	2.057%	0.250%
FY 24-25 50%	2.613%	2.147%	1.681%	3.013%	2.478%	1.944%	0.500%
FY 25-26 75%	2.544%	2.076%	1.607%	2.894%	2.362%	1.831%	0.750%
FY 26-27 100%	2.475%	2.004%	1.532%	2.775%	2.246%	1.718%	1.000%
FY 22-23	50 500,000	50 500,000	1,000,000	500,000	500,000	1,000,000	-
FY 23-24 25%	512,500	512,500	1,025,000	512,500	512,500	1,025,000	2,050,000
FY 24-25 50%	525,000	525,000	1,050,000	525,000	525,000	1,050,000	2,100,000
FY 25-26 75%	537,000	537,500	1,075,000	537,500	537,500	1,075,000	2,150,000
FY 26-27 100%	550,000	550,000	1,100,000	550,000	550,000	1,100,000	2,200,000
CM Funds are held at the district level in designated account to be disbursed after GB approval of CM Budget.							

0866. Church Multiplication Fund Accountability.

1. A district's Church Multiplication budget is to be submitted no later than 30 days following the district's fiscal year end. The General Superintendent will review the proposed budget and respond to the district within 21 days of receipt.
2. The General Superintendent's response will be based on the chart outline below.
3. During the first year of fund assessment (FY23-24), the district is to submit a Church Multiplication budget for review based on an estimated funding with the intended focus on providing an opportunity for all parties to become familiar with the process based on the chart referenced below.
4. Starting in FY24-25, districts are to submit a proposed Church Multiplication budget to the General Superintendent based on no less than the amount collected in the preceding fiscal year.

Response Indicator	Status of Funding
A - Approval	Funds approved to be disbursed as scheduled.
B - Bridge	Funds approved with preference to shift toward clearer multiplication use in future.
C - Clarification	Further information needed for determination.
D - Decline	Does not appear that funds are budgeted for a church multiplication effort.
District Superintendents or Church Multiplication directors are encouraged to explain unique or uncommon CM budget line items.	

E. UNITED STEWARDSHIP FUND

0870. District Year Adjustment. Whenever a district changes its fiscal year so that the following district fiscal year is lengthened or shortened, the procedure for adjusting the USF obligation shall be as follows:

- (1) This annual obligation so calculated is to be prorated during the adjusted fiscal year by adding or subtracting one-twelfth of the annual obligation for each month of deviation from a regular twelve-month fiscal year, depending on whether the adjusting fiscal year is lengthened or shortened.
- (2) The calculation of the USF obligation for the fiscal year following the adjusting fiscal year, requires a **new** computation of a true twelve-month base income for the adjusting fiscal year. To create a twelve-month base income for the adjusting fiscal year, divide the total base income by the number of months in the adjusting fiscal year and multiply the result by twelve.

F. Budget Procedure

0872. Supervision. The General Treasurer/CFO shall provide leadership and general supervision of the budget process for the operating offices and divisions as set forth in *The Discipline* and in this *Policy (Disc. 1976)*. The General Treasurer/CFO shall instruct the offices and divisions the specific dates for the preparation and submission of budgets, assist the concerned officials as necessary with the computation of line items in the budgets, review all budgets submitted as to the validity of data in relationship to approved programs, provide standardized forms and procedures, relate proposed budgets to available funds, and monitor the relationship between the approved budgets and the actual expenditures.

0878. Salary Compensation Principle and Policies. There is to be a strategically driven set of criteria that shall be the basis for salary and wage decisions that is consistent, applied fairly, and easily understood by all employees and reflects the nature of the World Headquarters.

0879. Principles.

- (1) To have a job classification system of organizing and arranging jobs having similar characteristics of work, qualification, and level of difficulty and responsibility that can be treated together in the same manner by title, salary, and recruitment standards.
- (2) To attract and retain productive, reliable employees that support and reflect the mission of the World Headquarters.
- (3) To have a structured pay scale for specific jobs that reflects the relative importance and skills required to perform each job.
- (4) Compensation will be primarily in the form of salaries and hourly rates.
- (5) Provide generous fringe benefits to protect our employees, and their families, from financial stress resulting from sickness and accidents, provide wellness programs, and retirement savings opportunities.

0882. Salary and Wages Budgeting. Funds budgeted for salary and wages may not be appropriated for non-salary and wages expenses without the approval of the General Treasurer/CFO and the General Superintendent.

0886. Wesleyan Publishing House Budget. The presentation of an income-and-expense budget shall be required of the Wesleyan Publishing House since it is a business operation with the emphasis on effective planning.

0892. Deficit Spending. It shall be the policy of the General Church to live within available funds and to guard against deficit spending, as set forth in the following guidelines:

- (1) **General Church Deficits.** The General Treasurer/CFO shall alert the Executive Cabinet when for 90 days receipts are five percent or more below projected income or expenses exceed income in the USF Operating Fund Budget. Upon such determination, immediate consultation shall be established between the General Superintendent, the General Officer over the office or division affected, and the General Treasurer/CFO who shall present their findings and recommendations to the Executive Cabinet for appropriate and immediate adjustments.
- (2) All adjustments shall be reported by the General Treasurer/CFO as information to the Executive Cabinet and General Board, with subsequent reports as may be advisable and necessary.

0894. Divisional Deficits. Deficits are the responsibility of the respective divisions and offices. A deficit occurring in the operating portion of a divisional budget will be reviewed by the Executive Board. An operational deficit may be justification for a reduction in the budget allocation for the year following the deficit.

0895. Budget Surpluses. Budget surpluses of divisions and offices primarily supported through USF funds, are not carried over to future years but accrue to the benefit of the USF Operating Fund.

G. The Wesleyan Church World Headquarters

0904. Automobiles, Mileage and Travel Advance.

- (1) **Purchase/Sale Policy.** Church-owned automobiles provided for use of General Officers may be purchased by the individual executive, with a maximum purchase price approved annually by the General Superintendent, based on recommendations from the General Treasurer/CFO. The approved prices shall allow an appropriate differential for the General Superintendent vs. other General Officers. The respective officials shall have discretion to dispose of the old automobiles at a price established by the General Treasurer/CFO (GB-861, 3/96).
- (2) **Authorization.** Church-owned or leased automobiles shall be limited to general officials.
- (3) **Carpool.** Any cars other than those provided for general officials shall be placed in a vehicle pool under the direction of the General Treasurer/CFO to accommodate General Official travel only.
- (4) **Mileage Rate.** The mileage rate for non-church vehicles shall be the maximum fixed rate allowed by the Internal Revenue Service as deductible for tax purposes.

0914. Leases and Contracts. All equipment leases, real-estate leases, and non-real estate contracts in excess of \$5,000 shall be reviewed, prior to execution, by the office of the General Secretary from a legal standpoint and the office of the General Treasurer/CFO for budgeting implications, after which the General Treasurer/CFO and/or the General Secretary shall execute all contracts.

0916. Equipment Expenditure. Purchases of depreciable property (such as equipment) and amortizable property (such as computer software) over \$10,000 for use within North America require approval by the General Treasurer/CFO before purchase. Exceptions to this *Policy* shall be granted to Global Partners Division field expenditures (GB-275, 11/10).

0917. Depreciation and Amortization Policy. Purchases of depreciable property and amortizable property for use in North America with a cost more than \$10,000 and similar property to be used for the benefit of Global Partner field operations with a cost more than \$50,000 shall be depreciated using the straight-line method at rates designed to depreciate the cost of assets over estimated useful lives as follows:

Software	3-10 years
Furnishings and Equipment	3-15 years

Vehicles	3 years with 10 percent salvage value
Land Improvements	10-20 years
Buildings and Improvements	10-30 years

(GB-275, 11/10)

H. The Wesleyan Church Corporation Whistle Blower Policy

0920. The Wesleyan Church Corporation Whistle Blower Policy is to be included in the Employee's Handbook (GB-430, 11/07). The policy is designed to solicit and encourage employees to report serious concerns about misconduct, dishonesty, fraud, or any illegal practice occurring in the execution of The Wesleyan Church Corporation's activities. As Christians, we must see our relationship with our employer or our fellow employees as one of unilateral blind loyalty. Yet, we should always be reverently mindful of the Holy Scriptures, such as those contained in Matthew 18:15–17.

- (1) Employee concerns about misconduct, dishonesty, fraud, or illegal practices should be reported to the General Superintendent. If the alleged wrongdoing involves a General Superintendent, then a member of the Executive Board should be notified instead.
- (2) The Wesleyan Church Corporation will make every possible effort to protect the reporting employee's confidentiality. There will be no punishment or other retaliation for the reporting of allegations under this policy.
- (3) The person alluded to in the number one paragraph above will ensure that all allegations are investigated and will confer with the supervising General Officer to obtain their decision on whether a further investigation is appropriate and, if so, what form(s) it should take (GB-430, 11/07).

I. Intellectual Property Policy

0930. Definition. Intellectual property is defined under Federal law as the creation of a work, design or product. The product may be an invention, literary work, computer software, music, photographs, sound recording, artwork, videos, ideas, among other works as defined and included in and under United States Copyright Law, 17 USC §101. It is critical to understand where the law vests ownership of all such works created by employees or non-employees.

0932. "Work Made for Hire."

- (1) A 'work made for hire', that is, work prepared by an employee within the scope of his/her employment or specifically commissioned by the employer, and all rights associated with such work are owned by the employer, unless otherwise agreed. Conduct of an employee is within the scope of employment if the work is of the type the employee is employed to perform, occurs during work time, and is performed, at least partially, to serve the employer. An employee is defined by common law interpretation of State employment and IRS laws. Works created by an employee of The Wesleyan Church shall be owned exclusively by The Wesleyan Church as works made for hire. Ownership includes all rights, including copyright in and to all works and any derivative works, reproduction and reuse rights anywhere in the world, in all languages and in any form or media. Use of any work made for hire without the express written permission of The Wesleyan Church is prohibited.
- (2) Employees may not use The Wesleyan Church resources to produce works not intended to serve the employer, The Wesleyan Church. Such resources include but are not limited to computers, printers, copiers, personnel, and supplies. Works created through the use of the resources of The Wesleyan Church that are not intended to serve the employer will be considered the property of The Wesleyan Church.

0934. Exceptions. Exceptions to this policy may be granted as indicated herein.

- Commissioned works that are not accepted by, published or utilized by The Wesleyan Church;
 - Works created by the employee, on the employee's own time, using the employee's personal resources, that are not within the scope of employment;
 - Creation of the work is the direct subject of a written agreement between the employee and The Wesleyan Church, and which written agreement expressly states that the work and all its rights shall be owned by the employee;
 - The Wesleyan Church expressly authorizes an exception to this policy in writing, specifically allowing use of its resources and/or employee to own the work.
 - Intellectual property created by independent contractors shall be governed by the written agreement under which each such contractor is engaged.
- (1) Exceptions to this policy may only be granted jointly by the Executive Director of Communication and Administration and the General Treasurer/CFO or their respective designees. All such exceptions must be made only after the Executive Cabinet member that is administratively responsible for the requesting employee has granted approval.
 - (2) At no point will the sermons prepared by clergy employees of The Wesleyan Church be considered works made for hire. Ownership of any sermons will remain the exclusive property of its author. Unless subject to a separate written agreement, this policy serves to grant to the author of any sermons that were prepared prior to the adoption of this policy a perpetual, worldwide, royalty-free, exclusive license to use, reproduce, distribute, and create derivative works of those sermons.
 - (3) An employee who is considering or who is in the process of creating intellectual property that the employee believes is not a work made for hire and thus not owned by The Wesleyan Church should consult with the Executive Cabinet member that is administratively responsible and, once approved, submit a written request to the Communication and Administration Division for guidance to avoid potential conflicts regarding ownership (GB-225, 5/15).

THE WESLEYAN PENSION FUND, INC.

A. Duties and Powers

1000. This corporation shall receive and administer new trusts and funds and shall be and is directed and authorized to honor and carry out all commitments made by The Pilgrim Pension Plan, Inc., to its members through its bylaws and the commitments made by The Wesleyan Methodist Church of America to its ministers through the Superannuated Ministers' Aid Society and the Wesleyan Retirement Plan, as stated herewith:

- (1) The Board of Pensions of The Wesleyan Pension Fund, Inc. shall be and constitute the Board of Pensions of The Pilgrim Pension Plan, Inc., which corporation shall continue in full force and effect until such time as all of its liabilities shall have been satisfied and discharged, at which time any remaining assets thereof shall, insofar as may be legal, by appropriate action of the General Conference be paid over to and become a part of The Wesleyan Pension Fund, Inc.
- (2) The Wesleyan Pension Fund, Inc., insofar as may be legal shall be the successor in trust of the Superannuated Ministers' Aid Society of The Wesleyan Methodist Church of America, a New York corporation and as such successor in trust it shall be and is authorized and empowered to receive from its precedent corporation all trust funds and assets of any kind and character; real, personal or mixed held by it; and it shall be and is authorized to administer such trusts and funds in accordance with the

conditions under which they have been previously received and administered by said precedent corporation. But nothing herein contained shall be construed to require the dissolution of the said precedent corporation and it shall continue to administer such funds as may not be legally transferred to the new corporation.

- (3) The Wesleyan Pension Fund, Inc. insofar as may be legal, shall be the successor in trust for the Wesleyan Retirement Plan of the Wesleyan Methodist Church of America, Inc., and as such successor in trust it shall be and is authorized and empowered to receive all trust funds and assets of any kind or character pertaining to the Wesleyan Retirement Plan, real, personal or mixed, said corporation; and it shall be and is authorized to administer such trusts and funds in accordance with the conditions under which they have been previously received and administered by said precedent corporation (*The Discipline* 4410).

B. Bylaws of the Wesleyan Pension Fund Inc.

1005. The bylaws of the Wesleyan Pension Fund are to be maintained in a current and accurate form. Copies of the official and complete bylaws shall be provided upon request to any member of the Wesleyan Pension Fund. The bylaws of the Wesleyan Pension Fund may be amended by the Board of Pensions, subject to ratification by a two-thirds vote of all the members of the General Board (*Disc.* 1655:21; GB-387, 3/12).

EDUCATION AND CLERGY DEVELOPMENT DIVISION

A. Duties

1100. The Executive Director of Education and Clergy Development shall exercise leadership in this office in keeping with *The Discipline*, *General Board Policy for the Education and Clergy Development Division*, *The Executive Cabinet Manual* and any other directives as may be given by the General Conference, the General Board or its Executive Board (*Disc.* 1990). The duties of the Executive Director are to:

1. Duties Regarding Educational Institutions

- (a) Serve as liaison between the General Church and its educational institutions, representing the institutions to the General Board, informing the administrators of the schools concerning educational standards and programs adopted by the General Board, interpreting to the administrators of the schools the place and function of the schools in the life of the Church, and promoting a robust spiritual climate, Wesleyan theological ethos and high degree of loyalty to the mission of The Wesleyan Church within each school.
- (b) Give leadership to and oversee the system of Wesleyan higher education, and serve as coordinator of the general educational institutions, under the direction of the General Board and in cooperation with the Wesleyan Educational Council (*Disc.* 2355) and the Executive Cabinet, helping the schools to complement each other and cooperate in financial, academic, enrollment and leadership initiatives to advance the mission of Wesleyan education and institutions.
- (c) Communicate to the membership of the Church the distinctive services rendered by the educational institutions and the Education and Clergy Development Division as well as their function in the Church.

- (d) Assist in the preparation of the charters and bylaws of the general educational institutions, and of amendments to the same (*Disc.* 2362).
- (e) Attend such meetings of the boards of trustees of the general educational institutions as time will permit, and to receive a copy of the minutes of all meetings of the boards of trustees. The Executive Director of Education and Clergy Development shall review the actions of the various boards in the light of the basic principles for the educational institutions of The Wesleyan Church (*Disc.* 2358), the charters of the institutions and the *General Board Policy on Standards for Educational Institutions* adopted by the General Board and make any necessary recommendations to the institutions or to the General Board.
- (f) Receive annual reports from the general educational institutions and to prepare a digest of these reports for presentation to the Executive Cabinet and the General Board and the various institutions, and to initiate any other research and study projects as needed or ordered by the General Board.
- (g) Serve as consultant to the various institutional administrators, visiting the campuses, initiating, and facilitating events and programs in order to build the capacity, advance the quality, share resources and develop leaders to further the mission of Wesleyan educational institutions as needed and time permitting.
- (h) Be a member and executive secretary of the Wesleyan Educational Council (*Disc.* 2355).
- (i) Facilitate the identification, support, and employment of qualified faculty members for Wesleyan educational institutions.
- (j) Recruit, support, guide, track and provide resources for current and future faculty development to serve in Wesleyan higher education especially in the area of ministerial training.
- (k) Seek funds, charitable contributions, and philanthropic support for the financial health of the Church's educational institutions.
- (l) Promote Wesleyan student enrollment in Wesleyan institutions.
- (m) Serve as educational consultant for all divisions and agencies of the Church which carry on educational activities through organized educational institutions.

2. Duties Regarding Ministerial Education

- (a) Administer all General Church financial aid programs for ministerial education (*Disc.* 1995; 2035:1; 2040:1; 2050; 2050:3).
- (b) Promote the enlistment and preparation of candidates for the ministry; develop basic courses of study (*Disc.* 3160; 3200–3210); provide for the direction of the Wesleyan Seminary Foundation (*Disc.* 2382) and the Ministerial Study Course Agency (*Disc.* 2385–2388); develop appropriate resources for use by district boards of ministerial development in preparing and examining candidates for licensing, ordaining and commissioning (*Disc.* 1390:1); develop varying programs of continuing education for the ordained ministers, commissioned ministers and commissioned special workers of The Wesleyan Church, subject to the approval of the General Board (*Disc.* 3240).
- (c) Assist in identifying and nurturing God's call to ministry with those pursuing ministry in The Wesleyan Church through the establishment of standards for ministerial preparation and credentialing as well as developing programs and resources for educating, training, credentialing, and the continuing development of ministers.

- (d) Enroll and track the academic progress of every ministerial student, record all grades, and certify the completion of courses of study for ordination, licensing, commissioning, transfer of ministerial credentials.
- (e) Facilitate the development of district boards of ministerial development with systems for assessment, credentialing, and development of the ministerial team for the Church.
- (f) Advocate for and support women and ethnic minorities in their pursuit of God's call to ministry and provide opportunities for empowering and advancing their development and increase.
- (g) Coordinate events designed to meet the vision and purpose of the division, such as: Doctrinal Symposia, New Pastor Orientation, DBMD Institutes, Chaplain Institutes/retreats, leadership development, Fellowship of the Called, professors of religion from all Wesleyan institution's symposia, FLAMA institutes, district ministerial institutes and non-traditional training by institutions, pastor workshops for continuing education, student events at World Headquarters, and faculty development events.

3. Duties Regarding Clergy Care

- (a) Provide or make provision for clergy-care resources and services for the central domains of clergy self-care, spouses and families of clergy, and congregations for the overall holistic well-being of clergy, their families, and local churches.
- (b) Cooperate with the other divisions and districts to advance Wesleyan education and foster clergy care and development, with the goal of developing healthy pastoral leadership.

4. Duties Regarding Chaplaincies

- (a) Coordinate all vocational chaplaincy ministries of The Wesleyan Church attending to the care, and development of chaplains including opportunities for networking and support.
- (b) Provide for the endorsement of military and civilian chaplains.

5. Administrative Duties

- (a) Present recommendations for the General Board or its Executive Board in keeping with approved policies.
- (b) Present an annual budget for this division in keeping with the approved policies and procedures (*Disc. 1655:23*).
- (c) Develop new revenue streams and allocate revenue to finance division priorities.
- (d) Employ such personnel as are necessary to carry out the assigned duties, subject to the limitations of the annual budget and personnel policies adopted by the General Board (*Disc. 1655:22, 23*).
- (e) Report to the General Conference concerning official duties (*Disc. 1590:7*), annually to the General Board concerning official duties and personal ministry (*Disc. 1655:22*), and at other times as required by the Executive Cabinet and/or General Superintendent.
- (f) Maintain denominational relationships with appropriate educational and clergy-care agencies outside the Church, as approved by the General Board.

- (g) Further, the specific vision, mission, strategic plan, core values, and general duties for the Education and Clergy Development Division shall be prepared by the divisional leadership in collaboration with the General Superintendent and be presented to the Executive Cabinet for ratification and to the General Board for final approval.

(For *General Board Policy on Standards for Educational Institutions*, see Appendix II of the *General Board Policy*.)

CHURCH MULTIPLICATION AND DISCIPLESHIP DIVISION

A. Duties

1500. The Executive Director of Church Multiplication and Discipleship shall exercise leadership in this office in keeping with *The Discipline*, *The General Board Policy* for the Church Multiplication and Discipleship Division, *The Executive Cabinet Manual* and any other directive as may be given by the General Conference, the General Board, or its Executive Board (*Disc.* 1990; 2305). The duties of the Executive Director are to:

- (1) Provide vision and leadership in the developing and producing of such strategies, programs, plans, and procedures essential to accomplishing the purpose, goals and objectives of the division.
- (2) Inaugurate or otherwise establish such offices or positions essential to assist in carrying out the purpose, goals, and objectives of the division, including employing those persons deemed qualified by the Executive Director to carry out such assignments, subject to personnel policies adopted by the General Board and the limitations of the annual budget.
- (3) Establish and sustain a well-ordered division decorum, giving general oversight to work assignments, to initiate such rules and regulations for office personnel that contribute to a healthy employer-employee relationship, in the promotion of an efficient and productive division.
- (4) Prepare an annual budget for the Church Multiplication and Discipleship Division in keeping with approved policies and with the financial plans of the denomination, and the approved budget, and to manage the division's financial affairs, to be submitted to the General Treasurer/CFO's office (*Disc.* 1655:23).
- (5) Develop potential revenue streams to assist in funding division priorities and services.
- (6) Report to each regular session of the General Conference concerning all official duties (*Disc.* 1590:7), annually to the General Board concerning official duties and personal ministry (*Disc.* 1655:22) and at other times as required.
- (7) Lead The Wesleyan Church, through the auspices of the Church Multiplication and Discipleship Division in developing a discipleship process in which every person (child, young person and adult) is personally engaged in the transformational process of becoming like Jesus, living a holy life every day . . . one life at a time.
- (8) Resource the kind of services and produce the kind of inspirational, instructional, and promotional materials, study guides, training opportunities, seminars, conferences and other events that will aid pastors and layman in their spiritual quest for a holy life; fulfilling the commandment of Christ to "love God with all the heart, soul, mind and strength," and "to love my neighbor as myself."
- (9) Further, the specific vision, mission, strategic plan, core values, and general duties for the Church Multiplication and Discipleship Division shall be prepared by the divisional

- leadership in collaboration with the General Superintendent and be presented to the Executive Cabinet for ratification and to the General Board for final approval.
- (10) Recommend authorization of new fields of responsibility and new special ministry projects to the Executive Cabinet.
 - (11) Recommend proper action to the General Board concerning the authorization of a developing district (*Disc.* 1006), and to concur with the General Superintendent in recommendations to the General Board concerning the establishment of districts (*Disc.* 1036, 1038, 1040-1042).
 - (12) Visit and direct the work of the various developing districts, special ministry projects (*Disc.* 1009, 1012, 1015); to confer with their leaders about all important plans, including vision, strategies, budgets, personnel appointments, and property matters, with the intentional objective of moving works as rapidly as possible toward the status of established districts (*Disc.* 4000, 4105).
 - (13) Approve in writing the location, building plans, and financial arrangements for construction or acquisition of churches, parsonages, and any other real property for developing districts and special ministry projects within the limitations of the approved budget for the department and other available funds, and to grant or withhold permission for all receipts, transfers, purchases, or sales of the same (*Disc.* 1009, 4800).
 - (14) Recommend candidates for district superintendents, other district officers, and assigned workers for appointment by the General Superintendent (*Disc.* 1012) in developing districts and special ministry projects, unless otherwise provided for in *The Discipline*; to recommend candidates for ordination, commissioning and licensing from developing districts to the General Superintendent (*Disc.* 1012).
 - (15) Take emergency action concerning officers and workers in developing districts and special ministry projects with the approval of the General Superintendent, reporting such action to the Executive Cabinet at its next session.
 - (16) Advise established districts in developing aggressive programs of evangelism, church health, church revitalization, church multiplication, multi-ethnic, urban, rural, and special ministries; and to carry on cooperative programs or projects with established districts, cooperating in each case with the General Superintendent and the district board of administration over the involved district (*Disc.* 1233:3; 1310:4).
 - (17) Certify general evangelists; to provide a service agency for their professional enrichment and fellowship; to promote the utilization of their gifts and services by local churches and districts; and to employ general evangelists and special workers for evangelistic and church planting work in developing districts or cooperative projects with established districts within the limitations of the approved budget for the department and other available funds.
 - (18) Promote spiritual and financial aid to developing churches and special ministries by established churches; and to promote and receive an annual Easter offering (*Disc.* 2050:2), other solicited offerings for the work under its care (*Disc.* 2050:3), or as authorized by the General Board (*Disc.* 2050).
 - (19) Promote and administer a fund raising program for assisting new churches in their first property acquisition or building construction, reporting approved projects to the Executive Cabinet and securing approval from the General Superintendent to re-designate funds raised for projects that subsequently are disqualified or discontinued; and to provide local churches and districts with helpful information and services for acquiring or erecting suitable ministry facilities in an efficient and economical manner.

B. Movements

1510. The ministry of the Church Multiplication and Discipleship Division engages three catalytic movements: 1) Next Gen, 2) Discipleship, and 3) Church Multiplication. Each movement will intentionally increase the value of multiethnicity, women and men, and laity and clergy. Each movement will construct ministry plans, procedures and activities building upon the foundation and mission of The Wesleyan Church which is “*To transform lives, churches, and communities through the hope and holiness of Jesus Christ.*” This is accomplished through:

1514. Next Gen Movement. The Next Gen movement exists to:

- (1) Transform our world one child, student, and young adult at a time through building a solid foundation for a life of spiritual formation and fulfillment of their unique calling.
- (2) Empower local church leaders to equip and train the emerging generations through the following ministry priority areas:
 - (a) Kids ministry
 - (b) Youth ministry
 - (c) Young adult ministry
- (3) See every church providing effective resources and ministry opportunities encompassing the following values:
 - (a) Bible-based and Christ-centered.
 - (b) Competent volunteers (recruitment, training, retention).
 - (c) Safe sanctuaries (child and youth protection).
 - (d) Quality curriculum (user friendly, doctrinally sound).
 - (e) Family friendly (education and experiences).
 - (f) Community conscious (outreach, compassion, evangelism).
 - (g) Visionary (formation, transition, life-long approach).
- (4) Oversee Follow Youth Conferences on a three-year rotation.
- (5) Oversee a Calling Collective for The Wesleyan Church, where young people can explore their call to ministry, discern how to best serve the local church with their spiritual gifts, and engage in active disciple-making and multiplication ministry.
- (6) In coordination with the Executive Director of Church Multiplication and Discipleship, the Director of Next Gen shall present recommendations and reports concerning the department’s operational policies, annual goals, and budget to the General Board, the Executive Cabinet, and the General Superintendent in keeping with approved policies.

1520. Discipleship. The Discipleship movement exists to:

- (1) Inspire an intentional, relational, holistic, multiplying, and lifelong spiritual growth process, empowering disciples of Christ to lead others in disciple-making relationships.
- (2) Equip church leaders with effective training, conferences, resources, and learning communities to help churches fulfill Jesus’ Great Commission and Great Commandment.
- (3) Focus on the following areas of ministry development:
 - (a) Spiritual Formation
 - (b) Evangelism
 - (c) Disciple-making
 - (d) Leadership development
 - (e) Church health and revitalization
 - (f) Community health and revitalization
 - (g) Multiethnic ministries

- (h) Intergenerational mentoring
 - (i) Church membership
- (4) In coordination with the Executive Director of Church Multiplication and Discipleship, the director of Discipleship shall present recommendations and reports concerning the department's operational policies, annual goals and budget to the General Board, the Executive Cabinet, and the General Superintendent in keeping with approved policies.
- 1550. Church Multiplication.** The Church Multiplication movement exists to:
 - (1) Inspire a movement of church multiplication by cultivating a culture of church planting and church multiplication.
 - (2) Equip healthy churches to disciple and raise up leaders, reproduce, and plant new churches.
 - (3) Provide a world-class support system for church planters and sending church leaders to plan all kinds of churches to reach all kinds of people with the gospel of Jesus.
 - (4) Promote a concern for personal soul-winning, disciple-making relationships, church-based evangelistic outreach, and church multiplication among the local churches, districts, and General Church subsidiaries, to offer area or general training conferences, and to visit local churches and districts in order to represent the division's work.
 - (5) Provide vision and leadership for new churches to be inspired and instructed in biblical awareness, holy living, and individually and corporately involved in worship, witness and work for God; for the equipping of pastoral and lay leadership with culturally appropriate training and resources for church health, revitalization and multiplication; and for ministering to society the benefits of the gospel through specialized benevolent and redemptive means.
 - (6) Define, set benchmarks, and implement strategies for church planting and multiplication in consultation with district superintendents and district directors of church multiplication.
 - (7) In consultation with district superintendents and pastors who are involved in urban church ministry, develop, and refine, as needed, specific criteria for designating urban missional churches from among those who apply (*Disc.* 523).
 - (8) Develop strategic partnerships which enhance effective local church multiplication ministries to every generation, culture, and ethnicity.
 - (9) Develop a network of "sending churches" with church planting residency pathways.
 - (10) Make available materials and services to aid pastors and others in introducing The Wesleyan Church to constituents and inquirers; and to provide consultation services, inspirational and promotional materials, training programs, seminars, conferences and events related to evangelism, church planting/replanting, church multiplication, multi-ethnic, and special ministries to publications, organizations, districts, and local churches.
 - (11) In coordination with the Executive Director of Church Multiplication and Discipleship, the director of Church Multiplication shall present recommendations and reports concerning the division's operational policies, annual goals and budget to the General Board, the Executive Cabinet, and the General Superintendent in keeping with approved policies.

C. Supervision of Provisional Districts and Special Ministries

1575. Emergency Action. When emergencies occur in a developing district or special ministry under the supervision of the Church Multiplication and Discipleship Division during the interim of General Board sessions, the Executive Director of Church Multiplication and Discipleship and the General Superintendent shall be authorized to take necessary action. A report of such action shall be given to the General Board at its next session.

1576. Approval for Loans to Church Multiplication and Discipleship Division Entities. The Executive Director of Church Multiplication and Discipleship is authorized to approve loans and divisional loan guarantees up to \$50,000 for funds to be borrowed by any district, special ministry, or entity amenable to the division. Approval by the General Superintendent shall be required for loans and guarantees exceeding \$50,000, based upon the recommendation of the same by the Executive Director of Church Multiplication and Discipleship.

1577. Quasi-endowment for Church Multiplication Related Ministries. Through the General Treasurer/CFO's office, there shall be an interest-earning, quasi-endowment fund for church multiplication related ministries. Any money received through wills, bequests, trusts or estates that is designated for the former General Department of Evangelism and Church Growth or the current Church Multiplication and Discipleship Division, but not for a specific project, shall be placed in this fund. The fund principal may be expended only upon the approval of the General Superintendent. Up to 90 percent of the fund's annual earnings shall be available to the division each September for church multiplication. All unused annual earnings shall be added to the fund principal.

1580. Selection of Developing District Superintendents. Whenever a district superintendent is to be appointed for a developing district, the Executive Director of Church Multiplication and Discipleship in keeping with *Discipline* 1012, shall make one or more recommendations of potential candidates to the General Superintendent for its consideration.

1581. Developing District and Missionary Personnel. A pastor, missionary, or other worker duly appointed to serve in a developing district or special ministry under the jurisdiction of the Church Multiplication and Discipleship Division may retain membership in the local church and district where membership is held as of the time of appointment. Duly appointed personnel shall also relate to the developing district where assigned and shall hold membership as set forth in *The Discipline* and according to the *General Board Policy* for Church Multiplication and Discipleship Division. They shall be amenable for conduct and performance to the proper authorities in the developing district or special ministry in which service is rendered, to the Executive Director of Church Multiplication and Discipleship and to the General Board as set forth in the Judiciary and the *General Board Policy* for Church Multiplication and Discipleship Division.

1583. Worker Appointments in Developing Districts and Special Ministries. The Executive Director of Church Multiplication and Discipleship shall nominate, and the General Superintendent shall approve all candidates for appointment as workers in developing districts or special ministries under divisional supervision, unless otherwise provided for in *The Discipline*.

D. Hephzibah Ministries, Inc.

1700. Hephzibah Ministries, Inc. (dba Hephzibah 62:4).

The Executive Director of Church Multiplication and Discipleship (or designee) shall serve as a Hephzibah 62:4 Board of Directors' member. Although Hephzibah 62:4 is a subsidiary of The Wesleyan Church and is governed by its own board, as a means of support, the director of Hephzibah 62:4 may voluntarily partake in the activities and team development of the Church Multiplication and Discipleship Division.

GLOBAL PARTNERS

A. Duties

1800. The Executive Director of Global Partners shall exercise leadership in this office in keeping with *The Discipline*, the *General Board Policy for Global Partners Division*, the *Executive Cabinet Procedures Manual*, the *Handbook for Missionary Personnel*, and any other directives as may be given by the General Conference, the General Board or its Executive Board (*Disc.* 1590:17; 1800; 2258; 2261). The duties of the Executive Director are:

- (1) To promote, and when applicable, provide vision and leadership to the international ministry of The Wesleyan Church.
- (2) To promote worldwide missionary interest, understanding, and passion throughout The Wesleyan Church; to direct the international ministry of and provide spiritual leadership for missionaries and national churches under the division's management in harmony with the missionary objectives (*Disc.* 2258–2262), visiting the fields, and participating when present in the various councils and conferences, unless otherwise delegated or when the General Superintendent is also present (0665:5).
- (3) To maintain administrative and supervisory relationships with national church leaders in harmony with the objectives outlined in *The Discipline* (2258–2262).
- (4) To appoint, in consultation with the General Superintendent, an area director for each area. To appoint a regional, field mission director for each field as needed and to inform the General Superintendent.
- (5) To consult with the General Superintendent regarding the entering of new fields or areas or the closing of old ones. Note: Next generation fields of national churches may be started or closed without the approval of Global Partners Division.
- (6) To report to each General Conference session concerning all official duties (*Disc.* 1590:7), annually to the General Board concerning official duties and personal ministry (*Disc.* 1655:22), and at other times as required.
- (7) To present recommendations to the General Board or the Executive Cabinet in keeping with approved policies and procedures.
- (8) To appoint missionary candidates and report this action to the General Superintendent.
- (9) To take emergency action concerning the missionaries and to inform the General Superintendent.
- (10) To report to the Executive Cabinet relative to the progress of the work in the various fields, including significant developments or events.
- (11) To arrange, in cooperation with the General Superintendent, for the strategic visit of the General Superintendent to mission fields as needed or requested (0665:5).
- (12) To report to the General Superintendent any actions taken regarding proposals of affiliation received from other international church groups.
- (13) To request and review the minutes of the various missionary teams, national conferences and boards, and all institutions directly amenable to the division.
- (14) To direct the publicity and promotional work of the division; to provide information or reports on Global Partners Division to the other divisions, publications or organizations; and to visit local churches and districts in order to represent the work.
- (15) To prepare an annual budget for Global Partners Division in keeping with the approved policies and procedures (*Disc.* 1655:23; 2050:1), and to raise the necessary finances for carrying out the division's vision and mission.

- (16) To employ such personnel as are necessary to the carrying out of duties, subject to the limitations of the annual budget and personnel policies adopted by the General Board and the Executive Cabinet.

B. Administration

1810. Basic Principles. The global missionary ministries of The Wesleyan Church are founded primarily on the principles of the Holy Bible as the Word of God, and secondarily on the historical commitments to spreading scriptural holiness throughout the world as outlined in *The Discipline*. The responsibility for the fulfillment of the international Great Commission objectives of the denomination is committed to Global Partners Division under the leadership of the Executive Director of Global Partners. The administration of the missionary work of The Wesleyan Church is cared for through its General Board that has adopted this *Policy*.

1812. The Scriptures. God's love for the whole world is clearly manifested throughout all the Scriptures from the creation, through the covenant, to the cross, and in the Commission given to the church. It culminates in the glorious revelation that there will be, according to the vision of John, "a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and in front of the Lamb. They were wearing white robes and were holding palm branches in their hands. And they cried out in a loud voice: 'Salvation belongs to our God'" (Revelation 7:9, 10). The Church is most true to the character and calling given to it by its Founder when it is involved in taking His salvation to "every nation, tribe, and people."

1813. Basic Objectives. See *Discipline* 2258–2262.

1814. World Structures. See *Discipline* 2500.

1818. Declaration of Basic Amenability. In accordance with paragraph 1655:27 of *The Discipline*, the General Board sets forth this *General Board Policy for Global Partners Division*. All units and persons under the administrative oversight of Global Partners Division shall conduct their work in harmony with the principles and provisions contained in this *Policy* (1854).

1820. General Board Policy Amendments. Recommendations for amendments to this *Policy* may originate with the Executive Director of Global Partners, the Executive Cabinet, or the General Board. No amendments are effective until approved by the General Board.

1822. Executive Cabinet. The Executive Cabinet takes responsibility for all matters assigned to it by the General Board relating to the Global Partners Division. Its membership and functions shall be in accord with the current policies and directives of the General Board. It shall have special duties for Global Partners Division, as follows:

- (1) To recommend amendments to the *Policy* for approval by the General Board.
- (2) To approve and amend a *Procedures Manual* as recommended by the Executive Director of Global Partners, which shall set forth the administrative procedures for the division and all units for which it is responsible.
- (3) To receive a report from the Executive Director of significant items from the various fields under Global Partners Division.
- (4) To fulfill all other specific duties as may be required by the constitutions or authorizing documents of fields or field institutions.

1830. General Superintendent Special Duties. The special duties of the General Superintendent in relation to Global Partners Division are:

- (1) to coordinate strategic international travel with the Executive Director of Global Partners as needed or requested.
- (2) to participate in the various conferences when present. The General Superintendent shall not make commitments to the field or area in regard to personnel or finance, except in concurrence with the Executive Director of Global Partners

- (3) to approve and amend a *Handbook for Missionary Personnel* as recommended by the Executive Director of Global Partners following legal review. This *Handbook* will establish the policies and benefits for missionaries employed and/or appointed by the Executive Director of Global Partners.
- (4) the General Superintendent will serve as supervisor to the Executive Director of Global Partners and shall approve administrative matters recommended by the Executive Director of Global Partners in accordance with the assigned authority of *The Discipline*, the *General Board Policy*, the *Procedures Manual*, and the *Handbook for Missionary Personnel*.

1833. Visits by Other General Officials. Guidelines for general officials visiting the work under Global Partners Division are:

- (1) when a field or the General Board has requested the visit of a General Officer other than the General Superintendent or the Executive Director of Global Partners, such a request shall be submitted in writing to the Executive Director of Global Partners for consideration by the Executive Director and the General Superintendent. When such a visit originates at the invitation of Global Partners Division, the Executive Director may recommend approval for the visit by the General Superintendent.
- (2) when the purpose of such visits shall generally be for the spiritual and educational advancement of the work, relating particularly to the division over which the General Official provides leadership, and shall not be administrative.
- (3) Global Partners Division may request a visiting General Official to preside as chair of conferences subject to the approval of the General Superintendent.

1835. Medical Coverage. It is required that all visitors, missionaries, administrators, and all other field guests be adequately covered with medical and life insurance while traveling abroad.

1838. Political Affairs. Wesleyan missionaries and administrators are representatives of the gospel of Jesus Christ and of The Wesleyan Church, and not of any government or political movement. Therefore, in order to safeguard the integrity of our mission, the following injunctions and instructions are required.

- (1) Information to Intelligence Agencies. No missionary or administrator shall be permitted to serve as an intelligence information source for any governmental agency, either of one's native country or of any other country.
- (2) Foreign Politics. Missionaries and administrators are strongly cautioned against taking part in or publicly expressing themselves concerning the political policies of the country in which they are laboring.
- (3) Political Emergencies. In the event of threats to the life of any missionary, the Executive Director of Global Partners and the mission director, along with any pertinent field and area leaders of the involved field shall use every legitimate and prudent means for the safeguarding of personnel. When a mission representative is given a warning by a foreign consulate of impending danger, that information should be immediately given to missionaries on that field and the Executive Director of Global Partners. The procedures of the current Crisis Management Policy will then be followed.
- (4) Abduction. All missionaries, administrators, and visitors to the field shall be advised that in the event that they or any national church leader would be abducted, and a ransom is demanded of the mission, the policy of the mission is to not accede to such demands.
- (5) Mission Property. In the event that imminent loss of mission property by violence endangers the life or well-being of any missionary, the property is to be considered expendable after all reasonable precautions for its retention have been taken.

1840. Wesleyan Relief Fund. As an extension to the denomination's Wesleyan Emergency Relief Fund, the General Superintendent may serve as the purveyor of responses to "less than disaster level"

emergencies upon request by the Executive Director of Global Partners. Pursuant to that assignment, the General Superintendent shall promote general support for the Wesleyan Emergency Relief Fund. Disbursement of undesignated monies in the fund may be authorized and reported by the General Superintendent.

C. Divisional Leadership

1850. Rights and Duties of Authorized Representatives. The Executive Director may appoint a member of the administrative staff to be his/her authorized representative in the following situations:

- (1) Administrative visits to fields under the supervision of Global Partners Division.
- (2) Administration of the home office during the extended absence of the Executive Director of Global Partners.

The authorized representative shall confer regularly with the General Superintendent during such absences of the Executive Director of Global Partners.

1851. Other Authorized Representatives. The General Board has designated that the following persons/positions are appropriate to be utilized to make official visits to Global Partners Division mission units to fulfill the role of oversight and connection:

- Global Partners Division Area Directors (from other than the area to be visited)
- Executive Directors
- Former Directors of Global Partners Division
- Officers of the General Board

When any of the above persons are requested to visit a mission field, a formal letter would be written to the mission field, acknowledging this board appointment and authority, as well as giving a brief bio of the designated person charged with the specific oversight leadership (GB-118, 5/18).

1852. Authorization to Employ Personnel. The Executive Director of Global Partners shall employ for the division such personnel as are necessary to the carrying out of duties, subject to the limitations of the annual budget and personnel policies adopted by the General Board.

1854. Amenability of All Personnel. All persons employed by and/or appointed with Global Partners Division shall be amenable to the Executive Director of Global Partners and to the General Board for their official duties, and shall fulfill their assignment in accord with *The Discipline*, the *General Board Policy*, the *Procedures Manual*, the *Handbook for Missionary Personnel*, and other directives from the North American General Conference, the General Board, and the Executive Board (1818; *Disc.* 2258–2261).

APPENDIX I

General Board Policy on Ministerial Restoration

Under Revision

The Wesleyan Church General Secretary's Office

APPENDIX I

General Board Policy on Ministerial Restoration

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General Board Policy on Ministerial Restoration

A. Preamble

2000. *This revised draft of the General Board restoration policy was written in response to General Board directives and in consultation with district superintendents as well as other like-minded denominations. The overall aim was to draft a policy with clear and basic principles and procedures to guide experienced church leaders in the use of their judgment regarding the particular applications of the restoration policy. The intention is to present standard guidelines and expectations while allowing for some flexibility in how they are applied in the myriad of contexts and situations that emerge. Because there are multiple categories of credentialing, this document uses the title “minister” rather than “pastor” as an all-inclusive term to cover all credentialed individuals going through restoration.*

In addition, leadership dealing with a crisis or restoration process may still have to consult The Discipline for particular guidelines until The Discipline, upon acceptance of this policy, is revised to reflect this policy.

B. Rationale

2002. The purpose of the Restoration Policy is to provide The Wesleyan Church and its leadership with a concise and practical guide for responding to moral, personal or professional crisis situations that may call for a minister to take leave of their ministry. Regardless of the reasons for the crisis, the response should be based on the following biblical and philosophical foundations and principles.

C. Biblical Basis for Restoration

2004. God’s design and purpose for all people is to be saved from sin, transformed into the image of Christ, filled with the love of God, and to live a life of holy love on behalf of others (Matt. 22:36–40; Luke 19:1–9; John 1:12; Rom. 3:23; 5:19–21; 8:1; 2 Cor. 3:18; Eph. 2:8–10; 4:22–5:18; Gal. 5:13, 14; 1 Thes. 4:3–8; 3:8; 1 John 3:16).

Wesleyans celebrate the optimism of God’s grace to transform humanity, while at the same time recognizing that it is still possible for a Christian to sin. In addition, it is surely God’s desire for ministers to carry out their leadership responsibilities with due diligence according to the grace given by God.

This is true for ministers as well as Christians in general. When ministers do fall, whether through sin or other reasons, they nevertheless continue to remain the object of God’s redemptive love and desire for spiritual restoration and interpersonal reconciliation. There are several examples of restoration of ministers in the New Testament, including Peter who denied Christ in the hour of His greatest need, yet was restored personally by Jesus (Luke 22:32; John 21:15–22), and the other ten apostles (excluding Judas).

Sin is always to be taken seriously because of its inherently destructive nature towards God’s will for individuals, relationships, institutions, systems, society, and the created order. Likewise, extreme leadership negligence, emotional burnout, and other life experiences also take their toll. Even still, God’s grace is greater than our sin and shortcomings. All people, including ministers, have an advocate in the person of Jesus (1 John 2:1, 2). Since the Church is the body and presence of Christ in the world (1 Cor. 12:27; Eph. 1:22, 23), including when addressing disciplinary matters (Luke 18:15–20), the process of investigation, spiritual restoration, and restoration of credentials (when applicable) is to be carried out in the same spirit of compassion and grace that Jesus himself manifested.

The New Testament is clear that believers are to deal firmly yet compassionately with the offender

in order, if possible, to bring about a restoration to grace and fellowship (1 Cor. 5:1–5, 9–13; 2 Tim. 2:24–26; Titus 3:10, 11). In fact, Paul admonishes those who are spiritual to restore gently and with humility those caught in a sin (Gal. 6:1, 2). Being self-aware of one's own redemption from sin helps temper one's disposition and response toward others who sin (Lk.18:9–14; Gal. 1:1, 2; 1 Tim. 1:15), remembering that Jesus came to take away our guilt and sin, not to condemn. It is the responsibility of the church to lead those who express remorse for their sin to the freedom and restoration provided by the Gospel of Christ.

D. Theology and Philosophy of Ministerial Restoration

2006. Based on the teaching of Scripture, reason, tradition, and experience, The Wesleyan Church holds a high view of the power, extent, and depth of the love of God toward those who have sinned or failed in other ways. Restoration relates to the reestablishment of one's relationship with God, self, and others. Restoration also relates to the credentialed ministry when a minister has voluntarily withdrawn from ministry, or has been removed by reason of guilt, judicial process, disciplinary action, or other reasons. The call to ministry is confirmed and sanctioned by the Church (*Discipline* 3003). Consequently, the Church has established guidelines and principles for how ministers conduct themselves in life and ministry. Those guidelines and principles apply to the lifespan of the minister, from initial credentialing through retired service. The following core biblical principles orient and moor all aspects of the restoration process:

2008. Biblical Principles.

- (1) **Respectful.** All people are infused with intrinsic worth and dignity apart from anything they do (good or bad) since they have been created freely by God as a direct expression of His love. Therefore, all aspects of the restoration process will respect the intrinsic dignity of all concerned, including the offending minister, victims, and congregants. This calls for utmost respect in maintaining high standards of confidentiality on a “need to know” basis regarding all aspects of the restoration process and contents of any proceedings.
- (2) **Redemptive.** The moral and spiritual responsibility of the Church in the world is to extend God's call of grace, hope, holiness, and love in Christ to all people. Therefore, all aspects of the restoration process, including any disciplinary action, are ultimately designed to draw all people involved (offenders and those negatively affected) back into the fold of God and fellowship of believers when possible. Spiritual leaders leading the restoration process will need to reflect deeply on their own motives to ensure they are prompted solely by the love and holiness of Christ. In addition, every effort must be made to provide for the healing of marriages, family relationships, and congregations.
- (3) **Righteous.** The responsibility of the Church must include justice for those negatively affected as well as the offenders. The spouse and other family members of an offender, and the welfare of the congregation will become major concerns of the restoring body. The Church must be sensitive and responsive to the spiritual, psychological and economic needs of all who have been adversely affected by the offender's actions. It is important that the reality of their pain and the wrongfulness of the abuse be acknowledged.
- (4) **Restorative.** The primary objective of restoration is to help offenders and those negatively affected experience healing, interpersonal forgiveness and reconciliation, and to assist offenders in restoring their spiritual relationship with God. The Church will be prepared to offer the spiritual, psychological, and mediation resources necessary for assisting in restoration. When possible and appropriate, due

consideration will be given to the restoration of ministry credentials for those who have been removed. The restorative process is to be understood as developmental in nature, assisting in the moral and spiritual growth and maturity of the offending minister over time. Therefore, the process must not be rushed nor should expectations for the restoration of credentials be raised prematurely.

E. Advisory Response Teams for Care and Restoration

2010. To assist the process and support of restoration, district superintendents (DS) should consider engaging a regional Advisory Response Team for care & restoration (ART). The purpose of an ART is to provide support, guidance, and wisdom for the district superintendent and appointed committees in implementing the processes for care and restoration. This includes accountability plans and appropriate strategies of the restoration process to completion. Engaging an ART can help ensure just and equitable responses to minister crises across the denomination. ARTs will be selected from a pool of qualified individuals and be comprised of a licensed counselor, denominational leader or appointed representative, and an experienced pastor. The ARTs will be established regionally in order to provide geographical proximity to the various districts. Establishing regional ARTs will increase the probability of timely responses and meaningful cultural connection in a time of crisis. All ARTs will receive training for assisting districts and implementing the restoration policy of The Wesleyan Church.

F. Preliminary Considerations Prior to Restoration

2012. Prior to the implementation of any formal restoration agreement, the following conditions will need to be met.

- (1) Judicial proceedings or investigation into the nature and scope of the offense should be complete before restoration begins.
- (2) There are certain offenses that if committed by ministers render them ineligible for restoration. These offenses include ministers who have been restored previously and have failed again, sexual misconduct with a minor, incest, or repeated acts of sexual immorality (such as adultery, fornication, homosexual acts).
- (3) The district should review with the minister specific questions from the ordination process in an effort to gain a clear understanding of the depth of issues experienced by the minister.
- (4) The restoration team should receive a full, written report from the district superintendent before determining steps for restoration. The report should detail the nature and scope of the offense and under what category the offense falls (e.g. suspension, removal).
- (5) The minister should be informed that there is a difference between being restored spiritually or personally, and having credentials restored for future ministry.
- (6) The minister needs to qualify for restoration of credentials whether they were surrendered voluntarily or for disciplinary reasons.
- (7) Consideration for restoration to ministry is not automatic, but also dependent upon the attitude and disposition of the minister. A repentant and contrite heart should be manifested, a willingness to make restitution, if necessary, as well as a willingness to submit to the authority of the district and the prescribed steps of restoration.
- (8) Depending on the nature and seriousness of the offense, a period of time should elapse before the start of any restoration process for initial healing and for making wise decisions about future direction. For serious offenses that bring direct harm to

others, such as adultery or violent acts, there should be a longer period of time. For offenses that are less egregious, a shorter period of time should be considered. The timeframe will be determined by the restoration committee.

- (9) If the minister had previously withdrawn voluntarily and now desires to be reinstated, the district should determine if the minister originally withdrew under accusation or discipline; this might determine the nature of the restoration process.

G. Overview of Care and Response to a Minister Crisis

2014. Once the initial investigation has determined the nature and level of the offense and that the offense does not disqualify the minister from applying to have his/her credentials restored, and the minister has repented of the sin and displays a sincere and contrite heart and has expressed a desire to be restored, the official restoration process may begin. The following is a broad overview of responses that should be applied to all levels of restoration. They are listed in chronological order. Advisory Response Teams can be helpful in guiding the process.

- (1) Ensure that all parties read the entire restoration policy.
- (2) To ensure confidentiality, all parties should sign a non-disclosure statement that limits the sharing of information to a need-to-know basis.
- (3) Review the report from the district regarding the nature and level of the offense.
- (4) Identify individuals who need care and restoration including the offender and those who may have been negatively affected.
- (5) Ensure the safety and well-being of all parties.
- (6) Determine the appropriate level of care/restoration response in relation to the level and nature of the offense.
- (7) Both the minister and the district should sign a restoration covenant stating that they will commit themselves to the entire process and highest good of all concerned.
- (8) It is highly recommended that all offenders, regardless of the level of offense, meet with a licensed psychologist (preferred) or mental health counselor to determine the extent of the issues being experienced. The minister should sign a release of information document allowing for appropriate individuals to review counselor reports and recommendations. A written report of the psychologist's assessment is to be forwarded to the DS and the head of the appointed restoration team.
- (9) Work closely and communicate consistently with appointed District representatives and/or committees.
- (10) Regular reports will be submitted to whomever the General Superintendent deems appropriate to monitor progress and ensure accuracy in procedures and actions being prescribed.

H. Guidelines for Care & Restoration Responses

2016. The following guidelines for restoration are to follow from the directives and conclusions of the judiciary regarding the possibility of restoration. Every situation requiring care and restoration is unique. Specific actions and timelines of restoration will vary according to the nature and extent of the offense and the ongoing response of the individual. The following broad guidelines are directed toward the five levels of offense: Admonition and rebuke, suspension, removal, and dismissal.

2018. Levels of Response.

- (1) **Admonition & Rebuke.** Depending on the nature of the offense, the district should give serious consideration to engaging a licensed psychologist, or mental health counselor if a licensed psychologist is not available, for a personal assessment. An early report

could be invaluable in establishing a benchmark in case of future repetition of behavior. A written assessment should be sent to the district superintendent.

- (a) The restoration team should consider assigning a mature pastor/mentor to meet regularly with the minister as a spiritual friend to walk with during the restoration process.
 - (b) The minister should write an extended reflection focused on the motivation and thought process behind the behavior. This reflection should be shared with the mentoring pastor as a basis of discussion and prayer.
 - (c) Assigned readings from Scripture and other works should be provided followed by written reflection by the minister. These readings and reflections should be shared with the mentoring pastor.
 - (d) The mentoring pastor will provide a written report to the district superintendent. Similarly, a verbal report may be given to the district superintendent with notes recorded.
 - (e) Depending on the offense, reconciliation with others may be necessary. If so, the minister will be required to seek personal reconciliation with those offended by his/her actions. This may take time and should be a natural outcome of the mentoring restoration process; recovery/restoration should continue until intrinsic, heartfelt reconciliation is sought. The mentoring pastor or appointed representative should record these efforts.
 - (f) The minister should provide demonstrable evidence of cooperation with the process, genuine repentance, and heartfelt change with regard to the presenting behavior. This should not be forced but be a natural outcome of the restoration process.
 - (g) Upon written recommendation from the mentoring pastor and the approval of the DS, the minister will be deemed to have completed the restoration process.
- (2) **Suspension.** Ministers who have committed offenses that are considered more serious in nature, are intentional, or ignore previous warnings, may be required to surrender their credentials to the district for a period. The time frame involved will normally be a minimum of 12 months. The suggested guidelines listed for Admonition & Rebuke are required here with the addition of the following:
- (a) An initial assessment must be conducted by a licensed psychologist or mental health counselor if a licensed psychologist is not available. A written report of the assessment is forwarded to the restoration team. Strategies for restoration must take the psychologist's report into consideration.
 - (b) A series of counseling sessions should be arranged. The pastor must allow for the release of information to the appropriate person representing the committee.
 - (c) A pastoral friend/mentor should be identified to accompany the minister along the path to restoration.
 - (d) Specific and relevant spiritual disciplines should be identified, cultivated, and journaled. The journal of experiences will form the basis of discussion with the pastoral friend.
 - (e) Identify those affected by the minister's behavior and guide him/her in determining appropriate restitution.
 - (f) The minister should provide demonstrable evidence of cooperation with the process, genuine repentance, and heartfelt change with regard to the presenting behavior. This should not be forced but be a natural outcome of

the restoration process.

- (g) Upon written positive reports or recommendations from the counselor(s), the mentoring pastor, and the restoration team, and upon final approval of the district superintendent and district board of administration, the minister will be deemed to have completed the restoration process.

(3) **Removal of Credentials.** When credentials are removed, the restoration process should begin only after a period of time has passed, allowing for initial healing, perspective, and time to assess the minister's readiness to enter a formal restoration process. The actual restoration process may be longer for these ministers to allow for full recovery, healing, reconciliation, and the re-building of trust. In addition to the steps taken with suspension above, the following are additional guidelines for clergy who have had credentials removed:

- (a) The time frame for restoration after serious offenses should be a minimum of three years. Engaging an ART is highly encouraged to provide wisdom and guidance for helping to determine best approaches and timeframes.
- (b) An assessment must be conducted by a licensed psychologist that includes in-depth consultation and an initial report to the chair of the restoration team.
- (c) The restoration team should work with the offending minister to arrange for a series of counseling sessions with a licensed counselor. Release of information should be signed by the minister for review by appropriate individuals.
- (d) Reports from the counselor must be consulted to help inform steps for care and restoration.
- (e) It is vital for the health and well-being of the minister that a pastor be identified and assigned by the restoration team, who can serve as a spiritual friend and mentor throughout this process.
- (f) Assist in leading the minister to a response of reconciliation and restitution with all others who were affected by the minister's behavior.
- (g) Assist in relocating the minister and family to an alternative location if necessary.
- (h) Assist the minister and family in finding a new church for worship and recovery. A "recovery church" would be most beneficial with trained individuals assisting the restoration and, where appropriate, re-entry into ministry.
- (i) When it is needful and possible, assist the minister in making recommendations for employment.
- (j) As stated above, genuine demonstration of efforts of reconciliation, heartfelt repentance, and change of behavior are necessary for consideration of finalizing the restoration process, including restoration of credentials and/or re-entry into vocational ministry.
- (k) Upon written positive reports or recommendations from the counselor(s), and the mentoring pastor, the restoration team will provide a final report to the DBMD.
- (l) Upon reviewing the final report from the restoration team, the DBMD may then recommend to the DBA the restoration of credentials. If immorality or crime were involved, restoration of credentials may be accomplished only with the additional approval of the General Board (*General Board Policy on Church Discipline*, 5245).

I. Restoration Reports and Recommendations

2020. Restoration teams must submit the following reports and recommendations for care and restoration to the district. The district must send progress reports and recommendations to the General Superintendent (*General Board Policy on Church Discipline*, 5239). ARTs can provide guidance for this process.

- (1) Written summaries of the completed steps of restoration, including whether or not established benchmarks have been met. Written summaries must be submitted by the minister to the restoration team. The restoration team must submit regular reports of progress to the district superintendent.
- (2) Recommendations for the care of those negatively affected, including when necessary personal safety and counseling.
- (3) Recommendations for care of offenders and families including when necessary, counseling, and potential need for relocation. Economic needs should also be considered where appropriate.
- (4) Recommendations for personal spiritual restoration, reconciliation with others, restitution if necessary, and steps of accountability. The type of accountability required, and the time frames involved must be considered carefully to ensure they are in accord with the nature and severity of the offense.
- (5) Recommendations regarding the potential for restoration of credentials. The process for restoration of credentials should include time frames in accordance with the nature and severity of the offense.

J. Ongoing Guidance and Support with an Advisory Response Team

2022. Ongoing Guidance and Support with an Advisory Response Team. Once the recommendations for restoration and accountability are established and approved, an ART can provide ongoing guidance for the district and appointed restoration teams for the effective completion of the restoration process.

- (1) The district and the offender will sign an accountability agreement for reporting progress through to completion.
- (2) The ART can offer assistance in ensuring timely submission of reports to both the district and the denomination when required.
- (3) The ART can offer guidance for the restoration of ministry credentials. Provision for restoration of ministry credentials are set forth in *General Board Policy on Church Discipline*, 5230–5248 (ordained, commissioned, and licensed ministers) and *General Board Policy on Church Discipline*, 5212:1–5 (special worker).
- (4) The ART may also offer guidance for ways of restoring the minister to active service.

(This policy, without appendices, revised GB-253, 11/15.)

Appendix A
RESTORATION STRATEGY
FOR MINISTERING TO DEPOSED CLERGY

PURPOSE STATEMENT

While recognizing that those persons who “live by the Spirit . . . will not gratify the desires of the sinful nature,” it is also recognized that some persons lose the battle when the “sinful nature desires what is contrary to the Spirit” (Galatians 5:16, 17). It is in clear keeping with the Scripture (Galatians 6) for Christian brothers and sisters to initiate efforts toward restoration when moral and ethical failures occur among the clergy. The purpose for the following strategy statement is to assist a district of The Wesleyan Church in initiating the plan and process of restoring the person with regard to spiritual, family, and when appropriate, ministerial relationships. The restoration procedure is intended to be complementary to *The Discipline* in its statements of policy and practice toward restoration efforts.

ELEMENTS OF RESPONSIBILITY

- A. A district shall be responsible to:
 - (1) Take, through the district superintendent or (an) appointed representative(s), the initiative to shepherd the fallen minister and family.
 - (2) Labor with the fallen minister toward a witness of completed personal repentance.
 - (3) Provide, when possible, adequate professional counseling and assistance in career transition for the fallen minister and spouse.
 - (4) Recommend, when repentance has been manifested, the naming of a restoration committee to administer a restoration plan.
- B. A fallen minister shall be responsible to:
 - (1) Manifest genuine repentance.
 - (2) Willingly sign a restoration covenant and submit to the restoration process.
 - (3) Evidence accountability and satisfactory progress during the restoration process.
 - (4) Faithfully adhere to the guidelines of the restoration strategy.
- C. The restoration committee shall be responsible to:
 - (1) Initiate efforts with the fallen toward restoration.
 - (2) Clearly outline a plan for personal/ministerial restoration.
 - (3) Administer the restoration plan.
 - (4) Maintain written records of progress.
 - (5) Assess progress of the candidate for restoration at appropriate intervals (perhaps semi-annually).
 - (6) Provide progress reports to the DBMD or to the DBA in the interim of DBMD meetings.
 - (7) Recommend (if and when appropriate) restoration of credentials after the minimum three-year period required by *General Board Policy on Church Discipline*, 5542.
 - (8) In cooperation with the district superintendent and General Superintendent, provide counsel and grant approval for appropriate non-leadership service prior to the restoration of credentials.

COMPONENTS OF THE STRATEGY

- A. The district superintendent or (an) appointed representative(s) shall take the initiative to inquire of the fallen minister regarding repentance. (A right relationship with God and family are prerequisites to restored service within the church.)

- B. When the person has evidenced a spirit of repentance and willingness to enter a restoration covenant, a restoration committee (three persons plus the district superintendent) shall be appointed by the DBMD to represent the district conference in expediting the process. If someone other than the district superintendent chairs the district board of ministerial development, it is recommended that said board chair be one of the three committee members.
- C. The committee and the candidate are to agree on a plan of restoration which will include frequency of meetings, assignments, means of accountability, types of assessments and other expectations of the committee.
- D. The committee and the candidate for restoration shall meet at regular intervals for counsel, follow up on assignments, encouragement, and assessment. (Monthly meetings are recommended during early stages of the process.) As needed, the committee may recommend professional counseling. Written testimony from the candidate for restoration may be very helpful, thus chronicling progress and detailing the barriers and bridges to restoration.
- E. Between meetings of the restoration committee, the fallen minister should be given assignments for reading and following up on strategies that have been agreed to. The restoration committee should recommend resources and assist in developing strategies for the fallen minister that can assist in spiritual, relational, and emotional healing.
- F. Other persons more immediately affected by the moral/ethical failure (i.e. spouse or other family members) should be included in some of the meetings or special meetings held on their behalf as warranted by need.
- G. Interview/assessment/testimony: As measured progress in the restoration process is evident, interviews by select combinations of district leaders (i.e. DBMD, DBA) should be considered, for the purpose of testifying, rebuilding confidence in the candidate for restoration and broadening the base for final assessment.
- H. Written assessments should be made by the committee following each meeting. The record should indicate the issues discussed, pertinent observations, and a measurement of progress (or regress).
- I. The General Superintendent shall be kept informed both of the process and progress being made. With the approval of the General Superintendent, steps toward the restoration of ministerial credentials and the resumption of ministerial service may be taken (*General Board Policy on Church Discipline*, 5242).
- J. In situations where a credentialed person is found guilty of highly imprudent or indiscreet actions which make the offender subject to admonition, rebuke, or suspension but not deposition, the Restoration Strategy may be appropriately modified in degrees proportionate to the lesser penalty.
- K. There may be instances when the minister's spouse has become involved in ethical or moral failure. If the spouse is not a credentialed minister, the district's responsibilities will not be as explicit or technically demanding. However, a modification of the foregoing restoration strategy may serve as a useful tool in seeking spiritual and marital restoration and the continuation of the affected spouse's ministry.

Appendix B

TOPICS FOR DISCUSSION

Meetings between you and the restoration committee are an integral part of the restoration plan. You should expect the questions listed below, plus others, will become the focus of discussion during these meetings. You may be asked to help shape the direction of the meetings by indicating which topic would be most beneficial for discussion during the next session but understand that no question should be considered to be off limits.

THE NATURE OF THE OFFENSE AND YOUR ATTITUDE TOWARD IT

1. Have you made a full confession of your offense, telling the entire story to a responsible person? If not, are you willing to confide in a person we can mutually choose?
2. Have you committed this offense, or similar ones, before? How many times? How long ago?
3. What possible circumstances, patterns, weaknesses, habits, or other personal factors contributed to your moral/ethical failure?
4. What would have helped to prevent this tragedy?
5. What were the sequences leading up to your sin? Would you recognize the pattern again?
6. What principles from the Word of God are applicable in your situation?
7. As you reflect on your failure, what preventative advice could you give to others?

EFFECTS OF THE OFFENSE UPON OTHERS

1. Who would be on a list of persons affected by your failure?
2. What is the nature of the damage friends and family have occurred? What kind of help do they need in dealing with the effects of your failure?
3. How have your associates in ministry been affected? Have any of them shared their feelings with you?
4. What church-related persons or boards have been affected by your offense?
5. From whom have you been offered forgiveness and what has been your response?
6. Have you asked others to forgive you and what has been their response?
7. What forms of restitution might be needed? To whom? How? When?

YOUR FAMILY

1. How is your family coping with the consequences of your failure?
2. What issues has your family faced related to:
 - a) relocation from the parsonage to private housing?
 - b) husband/wife and parent/child relationships?
 - c) discovering new or temporary vocational opportunities?
 - d) finding a new church home?
3. How has your offense affected your relationship with your spouse and what is being done to restore a quality relationship?

YOUR SPIRITUAL DEVELOPMENT

1. What are you currently doing toward personal spiritual restoration?
2. How is it with your soul today?
3. Have you developed an accountability person? Who is it? What is the nature of the accountability?
4. What is your present sense of God's call upon you for vocational ministry?

YOUR PRESENT PERSONAL NEEDS AND FEELINGS

1. Are there issues you are dealing with where professional counseling might be helpful?
2. What is proving to be most difficult for you to deal with right now?

3. How can we best help you bear your burdens and make progress toward recovery?
4. What disciplines would be helpful for you during this time?
5. Have you found specific printed materials or other resources that have been helpful to you?
6. Are you presently a part of a caring church body, fully participating in its worship, fellowship, and teaching ministries?

YOUR FUTURE

1. Describe the progress you feel you have made up to this point.
2. How will we know when spiritual and relational restoration has reached a healthy level?
3. Is it your intent to seek restoration to credentialed ministry? Why?
4. In what ways might your offense affect your future ministry if your credentials were to be restored?
5. What steps are you taking to ensure you will not repeat your offense in the future?
6. If you are confronted with another tempting situation, how will you handle it?
7. How would you deal with preaching on subjects related to your fall?
8. If restored to ministry, what will you tell the local board of the church who interviews you prior to giving you a call?
9. What will you do if you are rejected for restoration of your credentials?
10. What has been most helpful to you during the restoration process?

Appendix C

RESOURCES FOR PASTORAL RESTORATION

Retreat Centers for Personal Renewal:

Restoration Destinations (<https://restorationdestinations.org/>): Retreats for Christian ministry leaders to experience rest, renewal and refocusing in a relaxing and inspiring environment.

SonScape Retreats (<https://sonscaperetreats.org/>): Our retreats are designed for pastors, missionaries, and parachurch leaders seeking a retreat to deepen their walk with Jesus or to sort out the struggles of ministry life. We also serve those in the midst of crisis who need a safe place.

Retreat Centers with Focus on Counseling:

Alongside Ministries (<https://www.alongsidecares.net/>): Alongside is a Christian ministry that fosters growth and renewal of mind, body and soul for missionaries, pastors, and other leaders. Through retreats that offer professional counseling, teaching, and community, alongside fosters restoration for those who have found themselves in difficult circumstances.

Fairhaven Ministries (<http://fairhaven-ministries.org/>): Fairhaven is a Christian retreat and counseling ministry that desires to see healthy leaders leading healthy lives and organizations. They provide a comfortable and confidential environment with overnight accommodations for ministry leaders. All guests can take advantage of the included counseling services, which specializes in topics related to pastors and ministry leaders.

Marble Retreat (<https://marbleretreat.org/>): Bringing healing, hope and restoration to those in vocational Christian Ministry through Christ-centered intensive counseling. They provide counseling intensives for pastors and ministry leaders in crisis or need of direction. They also offer soul care retreats as preventative measures for ministry leaders.

Organizations:

Made for More Ministries (<https://www.madeformoreministries.ca/>): Made for More Ministries provides coaching, counseling, and retreats that encourage and empower Christian leaders to take steps toward wellbeing and health in life and ministry.

Pathway Coaching (<https://www.pathwaycoaching.org/>): Pathway Coaching serves pastors by providing coaching as well as support for restoration and crisis management.

PastorServe (<https://pastorserve.org/>): PastorServe serves pastors by providing coaching, crisis support and consulting.

PIR Ministries (<https://pirministries.org/>): Partnering with God & the Church to restore pastoral lives.

Standing Stone (<https://standingstoneministry.org/>): Standing Stone provides a full range of Biblical guidance to ministry leaders and their spouses through ongoing trusted relationships to navigate crises, help prevent them, and increase leaders' health so their ministries flourish.

Books on Restoration of Pastors:

Armstrong, John H. 1995. *Can Fallen Pastors Be Restored? The Church's Response to Sexual Misconduct*. Chicago: Moody Press.

Benyei, Candace R. 1998. *Understanding Clergy Misconduct in Religious Systems: Scapegoating, Family Secrets, and the Abuse of Power*. New York: The Haworth Pastoral Press.

Briggs, J. R. 2014, *Fail: Finding Hope and Grace in the Midst of Ministry Failure*. Downers Grove, IL: InterVarsity Press.

Grenz, Stanley J., and Roy D. Bell. 2001. *Betrayal of Trust: Confronting and Preventing Clergy Sexual*

- Misconduct*. 2nd ed. Grand Rapids, MI: Baker Book House.
- Hayes, Steve. 2002. *Safe and Sound: Protecting Personal and Ministry Relationships*. Nashville, TN: Broadman & Holman.
- Hayford, Jack. 1988. *Restoring Fallen Leaders*. Ventura, CA: Regal Books
- Laaser, Mark. 2004. *Healing the Wounds of Sexual Addiction*. Grand Rapids, MI: Zondervan.
- London, H. B., and Neil B. Wiseman. 2003. *Pastors at Greater Risk: Real Help for Pastors from Pastors Who've Been There*. Ventura, CA: Regal Books.
- Ryan, T. C. 2012. *Ashamed No More: A Pastor's Journey Through Sexual Addiction*. Downers Grove, IL: InterVarsity Press.
- Wilson, Earl, Paul Sandy, Virginia Friesen, Larry Paulson, and Nancy Paulson. 1997. *Restoring the Fallen: A Team Approach to Caring, Confronting, and Reconciling*. Downers Grove, IL: InterVarsity Press.

Books for Pastoral & Spiritual Renewal:

- Barton, Ruth Haley. 2022. *Embracing Rhythms of Work and Rest*. Downers Grove, IL: InterVarsity Press.
- _____. 2008. *Strengthening the Soul of Your Leadership: Seeking God in the Crucible of Ministry*. Downers Grove, IL: InterVarsity Press.
- Benner, David. G. 2003. *Surrender to Love: Discovering the Heart of Christian Spirituality*. Downers Grove, IL: InterVarsity Press.
- _____. 2004. *The Gift of Being Yourself: The Sacred Call to Self-Discovery*. Downers Grove, IL: InterVarsity Press.
- _____. 2015. *Desiring God's Will: Aligning Our Hearts with the Heart of God*. Downers Grove, IL: InterVarsity Press.
- Comer, John Mark. 2024. *Practicing the Way*. Colorado Springs, CO: WaterBrook.
- Fadling, Alan. 2017. *An Unhurried Leader: The Lasting Fruit of Daily Influence*. Downers Grove, IL: InterVarsity Press.
- Job, Rueben P., and Norman Shawchuck. 1983. *A Guide to Prayer for Ministers and Other Servants*. Nashville, TN: Upper Room Books.
- Klug, Ronald. 1993. *How to Keep a Spiritual Journal: A Guide to Journal Keeping for Inner Growth and Personal Discovery*. Minneapolis, MN: Augsburg.
- Macchia, Stephen. A. 2015. *Broken and Whole: A Leader's Path to Spiritual Transformation*. Downers Grove, IL: InterVarsity Press.
- MacDonald, Gordan. 1984. *Ordering Your Private World*. Nashville, TN: Oliver-Nelson, a division of Thomas Nelson, Inc.
- Mulholland, M. Robert. 1993. *Invitation to a Journey: A Roadmap for Spiritual Formation*. Downers Grove, IL: InterVarsity Press.
- _____. 2006. *The Deeper Journey: The Spirituality of Discovering Your True Self*. Grand Rapids, IL: InterVarsity Press.
- Nouwen, Henri J. M. 1989. *In the Name of Jesus: Reflections on Leadership*. New York: Crossroad Publishing Company.
- Ortberg, John. 2014. *Soul keeping: Caring for the Most Important Part of You*. Grand Rapids, MI: Zondervan.
- Peterson, Eugene H. 1989. *Working the Angles: The Shape of Pastoral Integrity*. Grand Rapids, MI: Eerdmans.
- _____. 1992. *Under the Unpredictable Plant: An Exploration in Vocational Holiness*. Grand Rapids, MI: Eerdmans.
- Scazzero, Peter. 2017. *Emotionally Healthy Spirituality*. Grand Rapids, MI: Zondervan.
- _____. 2015. *The Emotionally Healthy Leader*. Grand Rapids, MI: Zondervan.
- Sleeth, Matthew. 2012. *24/6: A Prescription for a Healthier, Happier Life*. Carol Stream, IL: Tyndale.
- Swoboda, A. J. 2018. *Subversive Sabbath: The Surprising Power of Rest in a Non-stop World*. Grand Rapids, MI: Brazos Press.
- Willard, Dallas. 2002. *Renovation of the Heart: Putting on the Character of Christ*. Colorado Springs, CO: NavPress.

Books for Prevention:

- Bloom, Matt. 2019. *Flourishing in Ministry: How to Cultivate Clergy Wellbeing*. Lanham, MD: Rowman & Littlefield.
- Dodd, Jimmy. 2015. *Survive or Thrive: 6 Relationships Every Pastor Needs*. Colorado Springs, CO: David C. Cook.
- Dodd, Jimmy and Larry Magnuson. 2016. *Pastors Are People Too: What They Won't Tell You but You Need to Know*. Colorado Springs, CO: David C. Cook.
- Headley, Anthony J. 2020. *Achieving: Balance in Ministry*. Wilmore, KY: First Fruits Press.
- _____. 2007. *Reframing Your Ministry: Balancing Professional Responsibilities and Personal Needs*. Nappanee, IN: Evangel Publishing House.
- Friberg, Nils, and Mark Laaser. 1998. *Before the Fall: Preventing Pastoral Sexual Abuse*. Collegeville, MN: Liturgical Press.
- Jones, Kirk Byron. 2021. *Rest in the Storm: Self-Care Strategies for Clergy and Other Caregivers*. Valley Forge, PA: Judson Press.
- MacKenzie, Michael. 2021. *Don't Blow Up Your Ministry*. Downers Grove, IL: InterVarsity Press.
- Nelson, Tom. 2021. *The Flourishing Pastor*. Downers Grove, IL: InterVarsity Press.
- Proeschold-Bell, Rae Jean, and Jason Byasse. 2018. *Faithful and Fractured: Responding to the Clergy Health Crisis*. Grand Rapids, MI: Baker Academic.
- Wheeler, Sondra. 2017. *Sustaining Ministry: Foundations and Practices for Serving Faithfully*. Grand Rapids, MI: Baker Academic.

Books for Congregational Healing:

- Hebbard, Don. 2022. *Healing Hurting Churches: The Economou Process*. Grand Rapids, MI: Credo House Publishers.
- Hopkins, Nancy Myer, and Mark Laaser, eds. 1995. *Restoring the Soul of a Church: Healing Congregations Wounded by Clergy Sexual Misconduct*. Collegeville, MN: The Liturgical Press.
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Appendix D

PREVENTION AND INTERVENTION STRATEGIES FOR MINISTERING TO CLERGY

Prevention consists of intentional, proactive efforts of the Church to address issues of ministerial spiritual, relational, moral and ethical life before they jeopardize the effectiveness or standing of individual ministers.

Causes of moral/ethical failure:

The precipitating causes for moral and ethical failure may be too complex to permit generalizations, but the following issues have been identified as potential contributing causes for which district leaders should be aware and ministers should seek help:

- Addictive predispositions
- Unmet emotional needs
- Unresolved psychological baggage
- Relational dysfunctions
- Spiritual weakness
- Physical and emotional tiredness
- Wounded spirits and damaged emotions
- Hopelessness and aloneness
- Accountability lapses
- An independent, beyond failure, attitude

With causes such as these, church leaders should initiate preventive measures, such as:

- Initiate psychological testing of ministerial candidates as a part of their preparation for licensing and appointment.
- Conduct retreats/seminars/workshops specifically designed to address points of potential failure.
- Establish opportunities for growth and accountability (mentoring groups, coaches, accountability partners) and expect ministers to participate.
- Identify resources (books, tapes, videos, websites) and make them available.
- Encourage local churches to grant their ministers periodic sabbaticals for rest and renewal.
- Promote marriage refreshment/renewal events.
- Encourage troubled and at-risk ministers to seek professional counseling and make it accessible.
- Provide for periodic exhortations on vital issues from church leaders, through written communication and public meetings.
- Distribute denominational moral & social concerns releases.
- Develop a “you never walk alone” church culture where trusting and supportive relationships are developed.
- Facilitate the establishment of personal boundaries and rules of conduct.
- Develop and distribute strategies for intentional spiritual growth.
- Schedule periodic “checkups” by responsible persons. Prior to the pastoral review of an extended call, the district superintendent shall question pastors regarding their call to ministry and their commitment to living in a manner that honors God and their calling. It is preferred that this be done face-to-face rather than in writing, though pastors may be asked to sign a covenant statement regarding their spiritual, moral and ethical conduct.

- Establish a pastor crisis “hot line” where troubled ministers can call when they are in crisis and need immediate, confidential counsel.
- Identify retreat centers that specifically minister to tired and troubled clergy couples.

INTERVENTION

Intervention consists of confronting ministers by responsible persons when potentially damaging patterns of behavior have been witnessed, suspicions of inappropriate activity have been raised, or accusations have been made against the minister.

If the Christian community is to rebuke, correct, instruct, and discipline its members (2 Tim. 4:2; Luke 17:3; Titus 2:15) it must take initiative prior to behavior that requires punishment and removal from office. Most moral and ethical failures occur after red flags have been overlooked and at-risk pastors have been ignored. There must be a place for church leaders to intervene when deviation from accepted practices or questionable behaviors and attitudes are observed. Leaders who love their pastors will not let them self-destruct without first stepping into their lives, even if they are not invited. Careless behavior and dangerous practices need to be confronted before they lead to disastrous outcomes and more serious church discipline.

Intervention becomes more urgent and defined when accusations toward a minister have been received. The accusation may be in the nature of a personal grievance. If a person alleges a personal grievance, the person having the grievance shall be first required to follow the Lord’s directions in Matthew 18:15–17 before filing accusations or charges against the offending party. At this point, agreement may be reached, and issues resolved, which may not require further action (*General Board Policy on Church Discipline*, 5014).

If the accusations are of a more serious nature that may require removal from office and a church trial, *General Board Policy on Church Discipline* 5012 gives guidance in the formation of a committee of investigation. If, during these intervention steps, the accused admits guilt, the official body having jurisdiction may pass on the offense and decide on the penalty to be imposed, without further trial unless such is requested by the accused (*General Board Policy on Church Discipline*, 5058). If the investigative committee finds grounds for discipline, the official body having jurisdiction shall decide on subsequent steps, which could involve a church trial (*General Board Policy on Church Discipline*, 5012).

Appendix E

COVENANT OF RESTORATION

Agreement made between the _____ District of The Wesleyan Church, and
Name: _____ Address: _____
City: _____ State/Province: _____

Whereas, One of the purposes of church discipline is the restoration and salvation of erring members;

Whereas, _____ formerly a(n) _____ (ordained, commissioned or licensed minister, ministerial student) of The Wesleyan Church, has confessed/acknowledged guilt in acts which disqualify for the ministry; and

Whereas, Both parties are committed to seek a restoration to grace, the healing of damaged relationships, a strengthening of fellowship bonds and a discovery of acceptable service opportunities, while maintaining the doctrines and the *General Board Policy on Standards for Educational Institutions*;

It is, therefore, agreed that the district shall:

1. Sensitively "...correct, rebuke and encourage with great patience and careful instruction" 2 Timothy 4:2.
2. Name a special committee to provide guidance and encouragement in appropriate steps of restoration.
3. Labor to witness restoration to God's favor and a return to the highest level of fellowship and service possible in view of the severity of the offense and the fruits of repentance.

It is further agreed that the errant member of the body of faith shall:

1. Through earnest repentance, seek forgiveness from God and those affected by the failure.
2. In a spirit of repentance submit to the counsel of Church officials and particularly the restoration committee.
3. Meet with the committee at dates and times mutually agreed upon and with transparency and integrity provide oral or written responses as requested.
4. Acknowledge that some sins preclude the possibility of restored ministry and affirm an awareness that entering into the Covenant of Restoration carries no guarantee, written or implied, that a restoration to formal ministry is promised.

In witness whereof the parties have signed and acknowledged this agreement:

Party seeking restoration: _____

District Superintendent/Designated Official: _____

Date: _____

Appendix F
CONSENT FOR GENERAL RELEASE OF CONFIDENTIAL INFORMATION

I, the undersigned, do hereby declare that the _____ District of The Wesleyan Church and its employees, agents, members, ministers and any others that may be associated or affiliated with the _____ District of The Wesleyan Church, is/are hereby authorized and permitted, and I specifically request that the named district and persons release any and all information that it/they have concerning me, whether this information is of a confidential nature or not, and regardless of the method or manner in which this information was collected or obtained, to any person or body that might require this information in order to assist the process of my possible restoration to The Wesleyan Church.

In consideration of the work that the _____ District of The Wesleyan Church and the named persons have done toward my possible restoration, I agree to indemnify and will forever defend and hold them harmless from any and all liability and consequences that may occur as a result of the disclosure of this information.

In witness whereof, I hereunto signed my name and dated this consent form the _____ day of _____, _____.

SIGNATURE

WITNESS

Appendix G

Restoration Responsibilities

Receive charges	DS
Determine jurisdiction (District, General Church, District other than district of membership)	DS
Manage response to media and legal authorities	DS (legal counsel, if necessary)
Appoint investigative committee (if necessary)	DBA
Rule on validity of charges	Investigative committee
Convene church trial (if necessary)	Judicial committee
Determine penalty (admonition, rebuke, suspension, deposition, or dismissal)	District Conference or DBA
Receive written complete confession	DS
Receive credentials	DS
File credentials with General Secretary	DS
Identify “victims” and determine appropriate care	DS
Inform affected congregation	DS
Assume leadership of local church	DS, DBMD
Approve confession statement of fallen minister to congregation	DS
Provide for congregational healing	DS
Care for continuation of deposed minister’s salary and occupation of parsonage (30 days)	LBA, DS
Extend salary and/or occupation of parsonage	LBA, DS, GS
Assist offender in transition to secular employment	DS
Provide career counseling (if necessary)	DBA
Assist offender and family in relocation	DS
Assist offender and family in relocating to unaffected local church	DS
If other than a Wesleyan church, approve relocation of offender and family in an unaffected local church	DS, restoration committee, GS
Sign covenant of restoration and release of confidential information form	Deposed minister
Determine if nature of offense prohibits restoration (involvement in the sexual abuse of a minor or incest, homosexual behavior, repeated marital infidelity, and deposition after once being restored)	DS
Agree to a plan of restoration	Deposed minister, DS, GS
Authorize plan of restoration be started	DBMD
Appoint restoration committee (3 persons)	DBMD, approved by GS
Meet regularly with deposed minister	Restoration Committee
Maintain record of progress	Restoration Committee, DS, DBMD
Report progress to DBA and GS	Restoration Committee, DS, DBMD
Approve any local church service prior to restoration	Restoration Committee, DS, GS
Recommend restoration of credentials	Restoration Committee, DS, DBMD, District Conference, GS, BGS

Vote on recommendation to restore	General Board
Provide for formal return of credentials	DS, Restoration Committee

Appendix H
RESTORATION PROCESS TIMELINE
IMMEDIATE CONCERNS
Crisis Response

- Contact legal counsel if situation warrants.
- Manage media and legal issues.
- Secure written and signed confession.
- Require surrender of credentials and file with the General Secretary, when required.
- Meet with leaders of affected church, making statement to the congregation and assuming pastoral leadership.
- Focus on caring for immediate trauma of fallen minister, spouse and family.
- Identify “victims” and secure appropriate care.
- Assist the fallen minister in transition to secular employment.
- Assist the pastor and family in relocation and housing needs.

YEAR ONE

Repentance, Restitution and Repair of Relationships

- Develop a plan for recovery that is approved by the General Superintendent.
- Appoint Restoration Committee in response to fallen minister’s request for restoration.
- Require signing of Covenant of Restoration and Release of Confidential Information forms.
- Secure complete confession.
- Identify those affected by failure and guide offender in determining extent of appropriate restitution.
- Approve the selection of a local church where fallen minister and family will attend.
- Assist in the development of new spiritual disciplines.
- Identify causes that led to failure and develop strategies for dealing with them.
- Recommend resources for rebuilding personal and family life.
- Develop relationships for coaching, support, and accountability.
- Provide progress reports to the General Superintendent and DBA.

YEAR TWO

Rebuilding

- Assess the level of accountability being maintained by the fallen minister.
- Assess the level of commitment to spiritual disciplines.
- Connect the fallen minister to a trusted restored minister who can support the steps to recovery.
- Focus on steps to rebuild trust.
- Focus on the progress of rebuilding marriage and family relationships.
- Provide progress reports to the General Superintendent and DBA.

YEAR THREE

Growth and Development

- If appropriate, approve non-leadership support ministry of the fallen minister in the local church.
- Determine the fallen minister’s sense of call to ministry.
- Assess the fallen minister’s gifts for ministry.
- Discuss the barriers to future ministry that may result from the past failure.
- Assure preventive measures are in place to minimize possibility of future relapse.

- Provide progress reports to the General Superintendent and DBA.

SUBSEQUENT YEAR(S)

- Secure commitment to lifelong changes and points for accountability.
- Determine if spiritual, emotional, and relational restoration has occurred or if further time is necessary.
- If appropriate, recommend the restoration of credentials.
- Determine the time and manner for officially restoring credentials.

Appendix I

RESTORATION PLAN ASSIGNMENTS

Following are the “restoration assignments” for a three-year process toward restoring the person, the relationships, and possibly the ministerial credentials following a moral fall on the part of an ordained, licensed, or commissioned minister. The list is generally sequential, and the process requires considerable written records and twice-monthly meetings with a “restoration coach” and regular reports (and sometimes meetings) to the “restoration committee.”

1. Meet monthly with your restoration mentor.

This starts now and continues three or more years.

2. Start a Restoration Journal

Keep this journal with precision throughout the entire process . . . only to be seen by your restoration coach unless you decide to share it with other people.

3. Write out a full and complete confession

Come clean with no excuses or defenses. Write the details of your infraction (without being too graphic) place, dates, events—come clean, hide nothing, including how you “got caught” or decided to confess.

4. Records.

Keep a detailed record of meetings with your restoration mentor including a record of the assignments done for each meeting in your restoration journal.

5. Sign the “Covenant of Restoration” agreement.

6. Tell the unedited story.

Find two persons (not your restoration coach) and tell the full unedited story in order to seek their forgiveness as representatives of the church—and establish an ongoing accountability relationship with both individuals which will last throughout the restoration process.

7. Establishing accountability.

Establish monthly accountability with two persons—one in-person. Develop a list of questions approved by your restoration coach to be used in these sessions.

8. Damage assessment and repair strategy

Write out a carefully detailed “damage assessment” showing damage to those who were affected and emotionally damaged by your moral failure.

9. Repair Strategy

Write out a detailed strategy for repairing the damage detailed in the “damage assessment” above. List the actions and “penance” you will undertake in each case and keep a detailed record of your efforts throughout the restoration process.

10. Letters asking forgiveness.

Write carefully worded letters asking forgiveness from those you have wronged. Get your restoration coach to revise and approve those letters. Your restoration coach may ask you to send some letters, and other letters will be given to surrogates to respond to (in some cases there are people you should not write to—your restoration coach will decide which ones). Make the list with your coach, send the ones selected, and then send others to surrogates with an attached note as directed by your coach. (Some telephone calls may be required instead of letters.) Keep an “accounting record” of forgiveness granted by these people via letters, notes, e-mails, or other responses—follow your coach’s instructions on how far to press for forgiveness and with whom.

11. Read the book Rebuilding Your Broken World by Gordon McDonald.

12. Full written prayer-of-confession and repentance.

Memorize Psalm 51 then write your own prayer of confession and repentance.

13. Written forgiveness from God.

Write a letter from God to you detailing what you believe God is saying in response to your sin. Be detailed and as far as possible, writing it the way you believe God would speak.

14. Reporting plans on the restoration process.

Keep a running record of your reporting to your restoration committee supplying a copy of your report to your restoration coach for revision before submitting it.

15. Restitution penance plan.

While we know God forgives us without any penance on our part, penance is good for us—and good for others in the body. Design a plan for “restitution” which includes regular deeds of “penance” for your sin. Such “penance” can be a means of grace which God uses to mold and improve you during a “time out” from ministry. In a sense, you are to “go sit in the corner” apart from ministry for a time. What else will you do for “penance?” Again, not to entice God to forgive you—nothing you can do (beyond repentance) will entice God to forgive. But what will you do for you and others—to make practical restitution and penance for your sin? List the activities and keep a running record of your penance.

16. Contributing patterns and practices.

Develop a list of the “contributing patterns and practices” which may have led to your sin. Not that these were directly the “cause” but that they contributed to the pattern of life which opened you up to this sin.

17. Plan to correct the “contributing factors.”

Make a detailed plan to correct the underlying factors which contributed to this sin. Keep a running record of your corrective actions.

18. Running the red lights reflection.

Nobody has a moral wreck without running a series of red lights first. God always provides a “way of escape” to us, even if we are driving too fast to see the exit. Make a careful list of how you “ran red lights” in this instance and then develop a list of “red lights” for you to stop at in the future.

19. Spiritual life graph

Reflect on your spiritual life from your conversion and develop a spiritual life graph showing your spiritual highs and lows from the year you were saved to the present.

20. Plan for increasing return to service.

Develop with your restoration mentor a plan for gradual and increasing return to service. In the first year you will participate in no formal ministry or service except “penance-service” like cleaning up after church, or janitor work. In this first year you will tithe and attend faithfully all services and keep a running record of that attendance and tithe in your journal. In the second year you will gradually accept some minor assignments in your local church—“laity service” not in a ministerial capacity. In the third year you can gradually develop some up-front speaking assignments.

21. Scripture study.

Do a Bible study on certain Bible characters as assigned by your restoration coach—of people who, for whatever reason, had to *wait* on the Lord. It is your job to find these people and develop the written study and journaling.

22. Establishing a life-long group strategy.

You will realize in this process that you will always need accountability—especially group accountability—on a regular basis. Establish a plan for a lifetime group accountability and report this strategy to your coach, then keep a running record of meetings with this small group.

23. Advice from a restored person.

Meet in person with another minister who has fallen morally, lost their credentials and then later been restored to ministry. Get their advice and help on your future. (Expect their resistance to

meeting with you—they want to forget the past—but you must do this and be willing to do it in the future—remember Psalm 51. “Then will I teach others . . .”).

24. Life planning segment.

After about 18 months, quit looking backward and begin to look forward. Develop some life planning work as you look toward your future. Make a “wish list” for your future—things you’d dream of God letting you do again someday. Maintain this “wish list,” adding to it as you move toward the next half of the restoration process.

25. Psalm 51:13 plan.

Make a plan for “teaching others” from your own errors. How will you enable and challenge others? How can God use even this sin to help others? Make a plan of surrender to God—things you’d be willing to do in the future.

26. Calling and anointing reflection.

Reflect on the concept of God’s “calling” and “anointing” and how they may be related. Relate this to your own life to date.

27. Continued mentoring and coaching sessions.

For at least one year in the process keep a running record of your “third year meetings” with your coach as your process moves away from restitution and recovery to growth and development. These “third year sessions” will sometimes not even touch on your past but will become enabling and strengthening sessions focused on your present and future. Though they may not relate directly to “restoration” (in the looking-backwards way) they are extremely relevant to your future. Keep a running record of your “third year meetings” with your coach including the topic of conversations and a summary of your meetings.

28. Reflection on the restoration process.

You are nearing the end of this process. Write a careful reflection on the process, draw a “map” or diagram, labeling the stages you came through. Share this with your coach and keep it in your permanent record of restoration.

29. The restoration application notebook

At this stage you will be happy you kept all the record as required above. Now you are to compile an “application” for restoration by summarizing all of the above activities for your restoration committee. If you have kept up with your regular reporting, all you will now need to do is to compile and update the reports given to date. But this restoration application should be a complete report on your restoration—including all the details of dates met and (sometimes) even certain letters you wrote etc. It is likely to be a 20-page document or more.

30. Planning the final celebration.

Make careful plans for a final celebration to end the process. Who will be there? Where will this occur? What sign-act will you select as signifying the end of this process? Make these plans and share them with your coach while you are waiting for your denomination to act.

31. Restoration of credentials and celebration.

At the proper time your denomination may restore your credentials. This may take additional time of waiting or repeating some activities. Your job is to complete the application and wait patiently. Once these credentials are restored follow through with your celebration and your relationship with your “restoration coach” will now be ended—any continued relationship you retain will be as peer, friend or mentor.

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<http://www.drurywriting.com/keith/0restore.htm>

You are free to copy this resource provided these lines are included.

Appendix J

QUESTIONS FOR PASTORS PRIOR TO RENEWAL OF CALL

District superintendents are asked to question all pastors prior to their renewal of call as a means of accountability and of providing another point for prevention of ministerial failure. Pastors are asked to question all their ministerial staff prior to renewing their service. Questions such as these might be used:

- During this past term as pastor, to the best of your ability have you fulfilled the duties of a pastor as listed in *Discipline* 725? Are there assigned duties with which you have struggled and for which you could use the assistance of a ministry coach?
- What disciplines have you maintained to keep your spiritual life vital and growing?
- If you are reappointed for another term of service at this church, what is your vision for your ministry and for the church?
- What are you doing to ensure that you will finish well, both in this present appointment and when you come to the end of your ministry?
- Are you fully committed to the doctrines and polity of The Wesleyan Church?
- Have you lived above reproach, guarding your mind from impure thoughts, keeping your eyes from suggestive images, and engaging only in healthy, wholesome relationships with others?
- Have you refrained from accessing pornographic materials, either online or in print? What policies and practices do you have regarding your personal use of the Internet?
- Do you have debts that could get out of control and cause embarrassment to you and/or the church?
- Is there anyone in your life that you have not forgiven or for whom you have bad feelings?
- What do you do to keep your marriage and family relationships healthy?
- Have you always remained faithful to your spouse, both physically and emotionally?
- Are you enthusiastic about and committed to pastoral ministry?
- Do you love the people of your church and how do you show it?
- What evidences do you have that God has called you to pastoral ministry?
- What points of accountability have you built into your life and ministry?
- Are you prepared to sign the Ministerial Covenant?

Appendix K Ministerial Covenant

I urge you to live a life worthy of the calling you have received. (Ephesians 4:1)

The call to Christian ministry is a wonderful privilege with great responsibility. God has called you to be an exemplary leader of a part of His church. You are called to teach and admonish, to feed and provide for the Lord's family, to bring the lost into the fold, to bring each person unto the fullness of the stature of Christ. You are called to live a holy life that is filled and enabled by the Holy Spirit in order for you to be effective in life and ministry.

The greatness of your responsibility requires that you give yourself without reservation to the ministry to which God has called you. We charge you to pray daily for divine guidance and strengthening so that by your study of the Scriptures and your own personal growth and development you may both model the ideal of Christ and lead your people to live in keeping with His example and instructions.

You are being asked to renew your covenant with The Wesleyan Church as a part of renewing your ministerial appointment.

By signing this covenant, you declare:

It is my sincere conviction that I have been called of God to the office and work of a minister, and I am persuaded that I ought to fulfill that call by serving as a minister in The Wesleyan Church and among God's people everywhere.

I believe the Holy Scriptures are the fully inspired and inerrant written Word of God, containing sufficiently all doctrine necessary for eternal salvation through faith in Christ Jesus. I am determined to instruct people from the Scriptures in order that they may be born again in Christ, become committed to holy living, and be prepared to serve for the strengthening of the Christian community in this present age.

I accept our Articles of Religion and Membership Commitments and agree to declare and defend them. I recognize my responsibility and cheerfully accept my obligation to promote and support The Wesleyan Church and all institutions and ministries approved by The Wesleyan Church.

I will with diligence minister the doctrines, sacraments, and disciplines of Christ, being always ready to challenge strange doctrine which is contrary to God's Word wherever it may arise.

I intend to make reading of the Word and effectual prayer my earnest pursuit and will seek to make my lifestyle and that of my family exemplary so far as I am able.

I believe that accountability and acceptance of authority is God's design for His church and will cheerfully accept the direction of those whom the Church may place over me in the doing of my work.

I will, relying upon God's help, never bring reproach upon the cause of Christ through improper relationships or impure motives. I will endeavor to keep myself morally pure, ethically clean, emotionally whole and spiritually holy.

Signature

Date

Appendix L

Service of Restoration

(_____ *Name of Restored Minister* _____), you have come before the district board of administration and the district board of ministerial development of the (_____ *Name of District* _____), so we may formally and officially restore your credentials for ministry in The Wesleyan Church. By doing so, we affirm our belief in the grace of God that forgives us, renews our spirit, and restores us to wholeness. We celebrate those who remained committed to you through difficult days because they loved you and believed in you. We express appreciation for those who provided you with counsel, encouragement, and accountability.

The past years of your restoration have included both pain and joy. You have experienced dark days and some that gave you reason to hope, and to believe that you still had a future in Christ and in the Church. You submitted yourself to the discipline of the Church and trusted others to guide you in a journey that might return you to a place of ministry. They have watched you and assessed your progress. And today, we fulfill their recommendation that your credentials should be restored. This is a statement that your Church is again ready to trust the care of a part of God's flock or other place of service into your hands. It is a statement that your Church believes in you and in your desire to live above reproach in your service to the Lord.

You are being asked to renew your covenant with The Wesleyan Church as we return these credentials to you.

Is it your sincere conviction that you have been called of God to the office and work of a minister, and are you persuaded that you ought to fulfill that call by serving as a minister in The Wesleyan Church and among God's people everywhere?

Yes, this is my sincere conviction.

Do you accept the Articles of Religion and Membership Commitments of The Wesleyan Church, and agree to declare and defend them?

Yes, I do.

Do you intend to make reading of the Word and effectual prayer your earnest pursuit, and will you seek to make your lifestyle and that of your family exemplary so far as you are able?

This is my earnest intent.

Do you believe that accountability and acceptance of authority is God's design for His church, and will you cheerfully accept the direction of those whom the Church may place over you in the doing of your work?

Yes, this I believe and will cheerfully accept.

Will you, relying upon God's help, endeavor to never bring reproach upon the cause of Christ through improper relationships or impure motives, and will you keep yourself morally pure, ethically clean, emotionally whole, and spiritually holy?

I will, with the help of God.

We hereby declare you to be restored to ministry in The Wesleyan Church with all of the rights and responsibilities that accompany that of an ordained (licensed or commissioned) minister.

Let us pray.

Appendix M

CRISIS RESPONSE PLAN

Here are some notes on crisis response based on advice from Richard Hammar's book, *Risk Management Handbook for Churches, and Schools*:

1. Communication is a vital component of a crisis contingency plan. When a crisis occurs, individuals generally find themselves in an ill-defined situation. People are not sure what to do. Often, they lack the experience and the knowledge needed to respond effectively. As a result, confusion levels are high. The ability to communicate rapidly, factually, and helpfully are vitally important. A crisis contingency plan should provide guidance in conducting emergency communication, communicating with congregational members or the school family, and responding to the media.
2. **Communicating with congregational members.** The ability to communicate effectively with congregational members or to the school family during a period of crisis is critical. Rumors and partial information flow quickly during a crisis. One task of leadership is to keep individuals informed in a timely way concerning information in which there is a shared and common interest. The timing, audience, and content of information depend largely on the nature of a crisis. Confidential information must be disseminated with high levels of care and discretion. The focus is not on speed but on maintaining privacy. For example, church leaders that respond to a crisis of moral failure or to the sexual molestation of a child must ensure that they communicate only to other individuals with a need to know. Often this will include congregational members, but not the general public. Precautions must be taken to maintain confidentiality such as mailing the information in a letter marked "privileged and confidential" that goes only to church members, and which notifies them that the information must remain confidential. Whenever confidential information must be shared to the congregation or school family, the assistance of legal counsel should be sought concerning the content of and the manner in which the information is presented. Finally, leaders should differentiate between factual information and opinion or commentary. During periods of a crisis, speculation and opinion should be avoided. Leaders should stick to the facts of what is known.
3. **Responding to victims.** Respond in a way that reduces the potential for an adversarial relationship and that does not deepen a victim's pain or alienate them from the church. Do not engage in the dangerous threefold pattern of denial, minimization, and blame. These only re-victimize the victim. Take allegations seriously. Respond in a way that communicates genuine caring and compassion. Make it clear that steps will be taken to assure that abusive behavior is not allowed to continue.
4. **Responding to the media.** One person should be designated as spokesperson and all calls and inquiries should go to that individual. The spokesperson should be provided with guidelines on what to say, and the content should be reviewed in advance with legal counsel if the crisis involves potential litigation. In the midst of a crisis, leaders should all speak with one voice. Information should be timely and accurate. The problem is that in the early stages of a crisis the facts are often difficult to sort through and portray accurately. When a crisis occurs, church leaders should not remain passive with respect to the media. Talking with the media as early as possible provides the church with an opportunity to provide the reporter and the public with a more complete picture. This calls for a planned response. First, emphasize that the church takes such allegations seriously and is taking steps to respond according to church procedures and is cooperating with any law enforcement agencies that are involved. Second, emphasize that the church is determined to respond to the needs of the victims as well as to the alleged offender. Third, help place the events in some context, describing the precautions that the church has

taken and will continue to take to prevent such actions. Churches and schools that say nothing give an impression of hiding something. To help the church respond quickly to negative stories, maintain a database of media contacts, including email addresses and phone numbers for press releases. Leaders should correct inaccuracies in reported stories and provide additional information when helpful. Have an attorney review press releases and all other forms of communication that have legal implications.

Another resource that may be helpful is *Guidelines for Child Protection* which can be found on the General Board Sharepoint.

APPENDIX II

General Board Policy on Standards for Educational Institutions

APPENDIX II

General Board Policy on Standards for Educational Institutions

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General Board Policy on Standards for Educational Institutions

Chapter 1

A. Preamble

2110. In order to carry out the basic principles and purposes for the ownership and control of Wesleyan educational institutions as outlined in *The Discipline of The Wesleyan Church* in paragraphs 2358-2362, the following *General Board Policy on Standards for Educational Institutions* are set forth. They shall serve as broad guidelines and policies for the operation of the educational institutions.

2112. The educational institutions of The Wesleyan Church shall be devoted primarily to the service of The Wesleyan Church and to its constituency. Therefore, they shall serve to whatever degree is consistent with the resources of the Church, the evangelical community, and such other constituencies that wish to share in these educational services.

2114. The structuring of the control of Wesleyan educational institutions shall be such as to perpetuate these institutions as a responsible arm and subsidiary of the ministries of The Wesleyan Church.

B. Purpose of Wesleyan Higher Education

2115. The purpose of Wesleyan Higher Education is to:

- (1) Teach the pursuit of truth and wisdom, in faithful adherence to Scripture, for the purpose of Godly transformation of lives and society.
- (2) Bear witness to God as the source and center of all truth, utilizing a Biblical worldview, that relates learning to God and His plan for the universe and contributes to knowledge from a distinctively Christian perspective.
- (3) Prepare lay leaders and ministerial leaders for service in The Wesleyan Church and the church universal.
- (4) Evangelize and disciple students, including proclamation of the Gospel and preparation for living out one's faith in the church and the marketplace.
- (5) Equip students for a career, including the development of students in both scholarship and character and preparation for living out one's calling in the marketplace.
- (6) Foster theological strength in The Wesleyan Church and the Wesleyan Arminian tradition, serving as a resource for both doctrinal development and faithful practice.
- (7) Provide a prophetic voice for mission, teaching and practice in The Wesleyan Church and the Wesleyan Arminian tradition.

Chapter 2

Position Statements on The Wesleyan Church's Concept of Its Educational Mission

A. Denominational Relationships

1. The System of Wesleyan Higher Education

2116. The Wesleyan Church has developed a number of educational institutions, agencies, and programs. Together, they function as a system of Wesleyan higher education.

2120. The Wesleyan Church has developed four liberal arts universities; Houghton, Indiana Wesleyan, Oklahoma Wesleyan, and Southern Wesleyan. These institutions specialize in viewing the whole range of learning as it relates to God's plan and purpose, in blending the various disciplines of knowledge into a meaningful whole, and in providing for the application of all of this to a variety of pre-professional, professional, and vocational programs. At the same time, each school, within this broader emphasis, gives high priority to programs specifically designed to produce professional and lay leaders for the Church.

2122. The Wesleyan Church has also developed a Bible college, Kingswood University. This university concentrates its focus on blending a common core of courses from the liberal arts with majors in biblical, theological and practical ministry studies and on producing professional and lay leaders for the Church.

2129. The Wesleyan Church has also recognized Wesley Seminary at Indiana Wesleyan University as the seminary of The Wesleyan Church. Wesley Seminary is to provide advanced and graduate level, as well as undergraduate level, preparation for clergy, professional Church leaders and others called to advanced education for ministry service in the Church and the world.

2. Governance of Wesleyan Higher Education

2130. The Wesleyan Church views its educational mission comprehensively as has been indicated. And it attempts to look wholistically at that mission as it relates to the denomination's worship, life, and mission. The Church does not believe that education should be isolated from the mainstream of church life. Therefore, it attempts to integrate even the governance of its institutions of higher learning with the governance of the Church itself. The General Conference allocates the financial contributions of its congregations in support of the educational institutions, defines certain broad patterns of governance, and then delegates all further power to the General Board. The General Board in turn determines the *General Board Policy on Standards for Educational Institutions* and serves as or elects the board of trustees of each institution. Each board of trustees is so constituted, and its powers so defined as to provide for the integration of the school and the denomination.

3. Commitment to Wesleyan Doctrines

2132. The Wesleyan Church believes that God has revealed in His Son and in the Scriptures what persons need to know about the nature of God, the destiny of humankind, the plan of salvation, the mission of the universal church, and God's plan for the end times. In so doing, He has revealed certain moral absolutes, which never change, whatever the shifts in human philosophies or social attitudes. The Wesleyan Church states its understanding of God's revealed will in its Articles of Religion, Guides and Helps to Holy Living, and Elementary Principles. These relate to doctrine, personal lifestyles, and religious practices to which the Church and its members are committed. Since the Church believes in the integration of its institutions of higher learning with the total denominational life, it requires that its institutions be committed to its understanding in doctrines, lifestyle, and practices. Employees are required to express a commitment to the doctrinal and lifestyle requirements of The Wesleyan Church as set forth in Chapter 5 of these *General Board Policy on Standards for Educational Institutions*. Students are asked to conform their conduct to the statements relative to lifestyle and practices.

B. Theological and Philosophical Basis

1. The Destiny of Humanity

2134. The Wesleyan Church believes that God planned for and carried out His creation of humankind as the crowning achievement of His creative activity. He designed individuals both for fellowship with himself and other persons and for responsible dominion over the natural world.

2136. God provided the basis for such fellowship and dominion by making human beings in His own image, as reflected in a six-fold capacity:

- The capacity to love, fellowship with, and care for other persons.
- The capacity to understand truth.
- The capacity to reign over nature.
- The capacity to be holy.
- The capacity to choose and do what is right.
- The capacity to live forever.

Through the psalmist, God describes human beings as being made just a bit lower than himself, crowned with glory and honor, appointed as ruler over the works of God's hands with all things beneath His feet (Psalm 8:4-8). God directly commissioned humankind to "fill the earth and subdue it" and to rule over every living creature (Genesis 1:26, 28). Such a destiny and such a commission require the fullest possible development of the whole person—spirit, mind, and body. And such a destiny and such a commission constitute a mandate to explore and bring under dominion the whole range of knowledge for the glory of God and the good of humankind and nature as well.

2138. The being God had designed so well and had appointed to such a high destiny sinned and fell. The fall of humankind marred the image of God and infected persons with a perverse rebellion against God which affected every part of their being. God had intended them to be sub-sovereigns, under His own authority, and to be stewards of that which ultimately belonged to God alone. The sinful nature of persons tended to make them self-gratifying despots in their sovereignty over the natural world. And the sinful nature of persons led them to pursue knowledge in attempts to exalt themselves to be rivals of God and to develop skills that would make it possible for them to alter the universe into their own creation.

2140. In spite of all of this, God's original plan and commission were not canceled by the fall of the human race. The divine purpose remained the same. Through covenants and messengers in pre-Christian times, and through His Son and His Church in the present era, God has been and is working to redeem individuals and to fulfill His purpose for them as His companion and nature's master. He has called individuals to cooperate in their own redemption and has commissioned them in turn to proclaim the good news of redemption to all humankind.

2142. The redemption of God as designed is for the whole person. Persons are called to love the Lord their God with all their heart and soul and mind and strength (Mark 12:33). The spirit is to be restored, the mind is to be renewed, the body is to be set apart under God's blessing and for God's glory in this present life and to be resurrected in the age to come, and all relationships are to be conformed to the nature of the Holy Spirit who comes to dwell within. God calls persons to be holy as they are completely yielded to Him and devoted to fulfilling His design and purpose. And He calls them to wholeness in Christ (Colossians 1:28). In this context of redemption and restoration, the mandate to explore and master knowledge continues in effect.

2. Wholeness of Truth

2144. The Wesleyan Church believes that God is the source of truth, and therefore truth is whole and internally consistent with itself. While absolute truth is known only to God, He has revealed redeeming aspects of truth in His Son and in His written Word. And He has created humankind with the capacity to understand truth, to pursue it, to apprehend parts of it, and to relate them in such a way as to progress toward valid conclusions. Not all aspects of truth are equal in importance, for truth which helps persons to know God takes precedence ultimately over truth about more minute and temporary

creatures God has also made. But all truth is God's truth and has importance as God's creation and as God's gift to humankind. The God who has revealed himself in His Word has also revealed himself in His world (Psalm 19). While persons can worship God as they struggle with the mysterious truth of the Trinity, they can also worship God as they think His thoughts after Him in analyzing any element of the world He has made. So, when persons pursue truth within the framework of God's will, that pursuit is a sacred act.

2146. This wholeness of truth finds its source in Jesus Christ, the Son of God, who declared, "I am the way, the truth, and the life" (John 14:6). Paul testified of Him, "He is before all things and in him all things hold together" (Colossians 1:17). The "all things" includes not only revealed truth but discovered aspects of truth as well—truth about the natural and social sciences, abstract truth, mathematical principles, logical sequences, the appreciation of beauty, principles of personal relationships, and the judgment of values. He is the Lord who holds altogether, who gives it meaning, who makes it what it is. He is Lord of all truth. There is no subject to be studied, no topic to be discussed, no mystery to be explored but that Christ stands at the center of its meaning.

2148. Because the truth is one and whole, we cannot isolate the sanctuary from the laboratory, nor theology from chemistry, nor biblical studies from geology, nor ethics from business administration, nor prayer from medicine. All truth is from God. All vocations which fit within the framework of God's will, both those focused on fellowship and service and those focused on responsible dominion over the created earth, constitute God's call. They are channels through which persons gifted by the Holy Spirit may worship God and serve others. None of this is meant to negate the specific and essential call that God provides for full-time Christian service. God calls all of His followers to ministry, either through a vocation or as a vocation, either in the church or as the church.

3. Integration of Faith, Learning and Life

2150. The Wesleyan Church, in its institutions of higher learning, is committed to the integration of faith, learning, and living. Since truth is one and whole, truth that converts the soul does not ultimately conflict with aspects of truth that develop the mind and enhance the quality of life. Faith is not the rival of learning, nor learning the enemy of faith. For the Christian, they are partners, complementary. Faith gives purpose to learning, and learning contributes to faith. Faith worships while learning, and learning achieves its full potential only when believing. Conflicts are perceived only when faith is imperfect, or learning is inaccurate or incomplete.

2152. This means that Christian teachers view and share their disciplines from the vantage point of their faith, and Christian students add to their understanding by relating new discoveries to their faith. And since persons who fulfill God's design are glorifying Him, exercising a divinely authorized stewardship over the natural world, and serving others, both teachers and students exercise their faith and expand their learning in such a way as to express both together in their daily activities and relationships. Faith and learning thus flow into lives that expand personal horizons, lives that give themselves without reservation to the practice of fellowship with God and the service and enrichment of all persons. Thus, the objective of such integration will involve not only the redemption of individuals but also of human society and its institutions.

4. Academic Freedom

2154. The Wesleyan Church recognizes the tension between the statements to which it is committed and the academic freedom necessary to carry out God's mandate to pursue truth. Although the Church recognizes that God's revelation and His moral absolutes do not change, the Church is continuously reviewing and seeking to improve its understanding and exposition of the revelation and absolutes. The passage of time and the introduction of new data bring new challenges to old statements,

and the resultant study leads not only to corroboration and confirmation but also correction as the Church's understanding of truth is more sharply focused.

2156. While it is in its legislative assemblies that the Church defines its faith, the whole Church in all of its parts is involved in the work of improving the definition. It is out of the struggle of pastor and people on the local level with faith and life, and out of agonizing questions and discussions in university and seminary classrooms that possible refinements reach the floor of district and general conferences.

2158. The Church expects its schools to study, expound, and defend its faith, but not through rote repetition and unquestioning acceptance. Sincere questions from students are not to be considered "off limits." Teachers should help students to face honestly the full implications of their questions and to understand and appreciate the position of the Church. If teachers are convinced that certain facets of the Church's statements need refining, they should seek such change through proper channels. They should not communicate their concerns to students in such a manner as to undermine their respect for the Church and its positions. Academic freedom is always to be exercised responsibly within the context of the institution's relation to the Church. In addition to the academic freedom of the teacher, the Church also recognizes the academic freedom for the student to learn, the school to direct, and the Church to oversee.

5. Commitment to Excellence

2160. The Wesleyan Church believes that a proper understanding of God's purpose and destiny for humankind calls for an unreserved commitment to excellence, both for individuals in all they are and do and for the Church in its educational mission. For individuals, such a commitment means striving to be the best they can be by the grace of God. For the Church, it means fulfilling its mission in the highest and best manner possible, never being satisfied with the easy, halfhearted approach nor mediocre accomplishment.

2162. God's purpose for individuals is to make each one a whole and holy person. For this to happen, individuals must be exposed to truth and to truth in its breadth. The Church attempts through its institutions to provide such an experience, not just to defend the truth, not to indoctrinate students in such a way as to perpetuate past traditions apart from the search for the truth, not just to equip them to make a living, but to make of them the best persons they can be. They can never fill out the dimensions of character and personhood God destined them for, until they have blended a deep faith with broad learning and utilized both together to live lives that reflect the wholeness of God's purpose and the wholeness of truth.

2164. For this to happen, individuals must commit all spiritual and mental powers to the Lord, must exercise a stewardship of mind as well as of heart, talents, time and possessions. If they are committed to Him, they must be committed to excellence, to being as whole and holy as by God's grace they can become.

2166. Because The Wesleyan Church believes that a relative perfectibility of a person's inner nature is possible through the grace of God, it is especially appropriate that the Church commit itself to excellence in the educational process. Through such a commitment, the Church seeks to produce whole and holy persons. It also seeks to challenge administrators, faculty, and staff to set and achieve the highest goals. And in such a commitment, the Church seeks to involve every aspect of institutional and denominational life. The God who designed persons for His own purpose and who is the origin of truth in its wholeness expects excellence and to that quest the Church fully devotes itself.

Chapter 3

Ownership and Control: Relationship to The Wesleyan Church

A. Basic Documents

2170. *The Discipline*. The current edition of *The Discipline* of The Wesleyan Church is the primary document in the ownership and control of all educational institutions operated by The Wesleyan Church.

2172. Corporate Charters.

- (1) The corporate charter for each Wesleyan educational institution, and any amendments to the same, although initially prepared and approved by the Board of Trustees, shall be subject to examination by the General Board, which shall have final power to approve and affect the proposed document or amendment if it finds it conformable to the provisions of *The Discipline* and the *General Board Policy on Standards for Educational Institutions* (*Discipline* 2362:2).
- (2) Charters should be limited to the basic legal matters required by the state in which the institution is chartered and should not contain matters that need occasional amendment.
- (3) All charters shall incorporate the words of (2186) directly into their documents and require the trustees to observe the *General Board Policy on Standards for Educational Institutions*.
- (4) The Executive Director of Education and Clergy Development should always be informed of any proposed amendments to a charter by the trustees.

2174. Bylaws.

- (1) The bylaws for the trustees shall provide for the trusteeship of the institution according to (2244–2340).
- (2) The bylaws and any amendments created by the trustees must be approved by the General Board (2250; *Disc.* 2362:2).
- (3) The bylaws should contain basic regulations for board operation but avoid specific data that is subject to change such as dates of meetings.
- (4) The general form for bylaws for each institution approved by the General Board is set forth in Chapter 4 (D) of these *General Board Policy on Standards for Educational Institutions*.

2176. *General Board Policy on Standards for Educational Institutions*. The *General Board Policy on Standards for Educational Institutions* set forth the detailed regulations by which the General Board carries out the delegated responsibility of controlling and operating the educational institutions of The Wesleyan Church (*Disc.* 2362:4). The *General Board Policy on Standards for Educational Institutions* set forth The Wesleyan Church's commitment to its schools and its expectations of its schools. They are developed and revised by the Wesleyan Educational Council (WEC) and approved by the General Board.

B. Basic Principles

2178. Basic Principles for Educational Institutions. (Same as *Disc.* 2358:1-3.) The educational institutions of The Wesleyan Church shall be governed in harmony with these principles:

- (1) All schools, in fulfilling the mission of The Wesleyan Church, shall seek to produce Christian workers and committed lay persons for the church of Jesus Christ. The Church recognizes that more than one type of educational institution will be needed. Some institutions will devote themselves primarily to the preparation of full-time

Christian workers for the Church. Some institutions, recognizing the God-given mandate to explore and bring under dominion the whole range of knowledge for the glory of God and the good of humankind (Gen. 1:26-28; 9:1-7; Matt. 6:10; 1 Cor. 3:21b-23; 2 Cor. 10:5; 1 Tim. 4:4-5), will offer a Christian liberal arts program. Some Christians will use such a curriculum as training for full-time church-related vocations or as the foundation for graduate training for such vocations; some to prepare for other vocations in which they have been called to serve Christ, His church, and His world.

- (2) The Church and all its schools shall work in the closest harmony. In its legislative assemblies, the Church defines its faith. In its classrooms, the Church studies, expounds and defends its faith. In the congregation, the Church worships its Lord and proclaims its faith. To safeguard the doctrinal purity of the Church, it shall be required that all schools maintain and promote the doctrinal position of the Church as set forth in its Articles of Religion, Guides and Helps to Holy Living, and Elementary Principles. Employees are required to express a commitment to the doctrinal and lifestyle requirement of The Wesleyan Church as set forth in Chapter 5 of these *General Board Policy on Standards for Educational Institutions*.
- (3) In establishing its educational institutions, and in guiding their life and work, The Wesleyan Church seeks to provide the highest possible quality of Christian education for its own people and for other people who wish to study under its auspices without regard to race, national origin, or sex (265:12; 360:3d).

C. Lines of Authority and Maintenance

2180. "Ultimate authority over the educational institutions of The Wesleyan Church rests with the General Conference (1590:13). In practice this authority is delegated to the General Board and consists of the following (*The Discipline* 2362:1-5.):

- (1) Authority, by two-thirds vote, to establish, merge, or dissolve an educational institution, or to enter into a cooperative agreement with other persons/groups of like theological behavioral commitment in the ownership and operation of an educational institution.
- (2) Authority to provide for and deal with all matters pertaining to charters and bylaws.
- (3) Provision for boards of control in keeping with (*Disc.* 340:2).
- (4) The adoption and revision of such *General Board Policy on Standards for Educational Institutions* as the General Board shall deem to be wise.
- (5) The General Board is not empowered or authorized to contravene, override, or set aside a decision of an institution's Board of Trustees except as is provided and specifically stated in (2362:1-4)."

D. Property and Trust Clause

2186. All charters shall incorporate the following words: "Title to the property of the institution shall be held by the trustees, in trust for the use and benefit of The Wesleyan Church, subject to the requirement that the trustees may not at any time sell, lease, exchange, mortgage, pledge, transfer, or otherwise dispose of all or substantially all of its assets without the express approval of the General Board. Whenever the sale, transfer, encumbrance, or other disposal of real property held in trust by such an institution does not include all or substantially all of its assets, the authorization by the Board of Trustees of the institution for such a sale or conveyance shall constitute a release and discharge of such property so sold or conveyed from the trust clause, and the Board of Trustees of the institution shall be enabled to give a good and sufficient deed. Whenever such real property is mortgaged or otherwise

encumbered, the authorization by the Board of Trustees of the institution shall constitute a formal recognition of the priority of such a mortgage lien and the subordination of the trust clause thereto."

2188. "Substantially all" is interpreted to mean more than 50 percent.

2190. In case of a merger of educational institutions the disposition of property shall have General Board approval.

E. Minutes and Reports

2192. Each institution shall provide copies of minutes, reports and plans as follows:

- (1) **Minutes.** A copy of the minutes of all executive and plenary trustee meetings shall be sent to each of the following:
 - (a) The General Superintendent.
 - (b) The Executive Director of Education and Clergy Development.
 - (c) The General Secretary.
- (2) **Annual Financial Reports.** An audited annual financial report shall be submitted to the General Treasurer.
- (3) **Annual Reports.** The annual reports of the President and the treasurer shall be submitted to the Education and Clergy Development Division on forms provided by the Executive Director of Education and Clergy Development.
- (4) **Long-Range Plans.** Each educational institution shall involve itself in appropriate long-range planning. As such plans are developed, reports of the same shall be furnished to the Executive Director of Education and Clergy Development.
- (5) **Special Reports.** The Executive Director of Education and Clergy Development may request special reports as needed.

F. Plan of Support

2194. USF-Educational Institutions Fund (*Discipline 2040*).

- (1) All of the USF-Educational Institutions Fund shall be distributed to the educational institutions and the Education and Clergy Development Division.
- (2) The formula for the distribution of the USF-Educational Institutions Fund to the respective schools and the Education and Clergy Development Division is recommended by the WEC and approved by the General Board. This formula shall be reviewed at least annually by the WEC.

G. Area

2196. Educational areas no longer exist in The Wesleyan Church per the action of the 2022 General Conference. Each of the educational institutions is expected to act with courtesy toward the other educational institutions when considering geographical expansion. This courtesy should include an appropriate conversation between Presidents of involved institutions when one is considering a geographical physical presence within 100 miles of the main campus of another institution.

2198. Other Public and Alumni Appeals. Public contacts outside of The Wesleyan Church and alumni appeal shall have no geographical limitation.

H. Long-Range Planning

2204. Each educational institution shall involve itself in appropriate long-range planning. As such plans are developed, reports of the same shall be furnished to the Executive Director of Education and Clergy Development.

I. Accreditation

2206. Quality education is essential to our existence. A critical element in the achievement of such excellence is the objective evaluation of Wesleyan educational institutions and programs by external agencies. Therefore, it is essential that each educational institution seek the highest accreditation appropriate to each of its programs.

2208. Any institution not already accredited at its highest possible level shall actively seek appropriate accreditation.

2210. Any institution unable to achieve appropriate accreditation within a reasonable period of time may be requested by the General Board to enter into consultation with the Executive Director of Education and Clergy Development to develop an alternate plan to better serve the educational interests of the Church.

J. Curriculum

2212. Each educational institution of the Church shall offer courses that best meet its stated purposes and goals. The Church allows freedom to the institution to offer courses that meet the needs of students and comply with Christian standards.

2214. It is expected that each four-year educational institution offer the ministerial courses that meet the ministerial education requirements that equip one for ordination in the Church. This course of study is approved by the General Superintendent and each division of religion must comply.

2216. All educational institutions are expected to require of all students the completion of Bible and Christian beliefs courses in order to graduate. Also, all institutions shall have a required chapel attendance policy.

K. Athletics

2218. All institutions shall provide a wholesome and systematic program of physical education.

2222. All athletic programs and activities shall contribute to the spiritual and educational purposes of the institution.

2224. The total athletic program, and intercollegiate activities in particular, shall be so directed as to express a positive Christian witness.

L. Complaints and Compliance

2228. Any complaint against a Wesleyan educational institution for failure to comply with *General Board Policy on Standards for Educational Institutions* shall be filed with the Executive Director of Education and Clergy Development who shall seek an amicable solution to the problem, in consultation with that particular institution's President and Board Chair. If necessary, the Executive Director may make recommendations to the General Board for the reconciliation of the contested issues.

M. New Institutions

2230. New Institutions. New educational institutions shall be approved by the General Board. Proposals for any such new institution shall be presented to the Executive Director of Education and Clergy Development for study. The Executive Director, in consultation with the General Superintendent and the Presidents of the Wesleyan institutions, shall determine the feasibility of the proposal for a new institution in relation to the total educational program and mission of The Wesleyan Church and shall

make recommendations to the General Board. A new institution shall not be established prior to such approval by the General Board.

N. Monitoring Guidelines

2234. The Executive Director of Education and Clergy Development shall be responsible to monitor trends and developments at each Wesleyan institution relative to the following:

- (1) **Mission or Purpose.** Shifts in mission or purpose which may indicate that an institution is moving away from The Wesleyan Church.
- (2) **Proper Independent Annual Audit.** Failure to have a proper independent annual audit or any qualification in the annual audit.
- (3) **Accreditation.** Loss of regional accreditation or serious deficiencies noted in accreditation visits.
- (4) **Debt Obligations.** Falling in arrears or violating a covenant for any debt obligation.
- (5) **Composite Financial Index (CFI).** CFI 3-year average that drops below 2.5 (with similar accountability method for non-U. S. institutions).

A financial health dashboard will be completed by each institution annually and be submitted to the Executive Director of Education and Clergy Development.

The Executive Director of Education and Clergy Development will receive feedback and/or recommendations regarding the financial health of each Wesleyan institution from an independent financial monitoring committee appointed by the General Board.

If any of the above produces are a cause for significant concern, the Executive Director of Education and Clergy Development will consult with the institution's President and Board Chair. If after this consultation the significant concern persists, the Executive Director of Education and Clergy Development will consult with the General Superintendent to determine appropriate next steps.

Chapter 4

Trustees

A. Duties and Powers

2240. Each educational institution of the General Church shall be governed by a Board of Trustees elected by the General Board as hereinafter set forth. This Board of Trustees shall have full legal powers to govern and control the institution, subject to its charter and bylaws. The charter and bylaws under which the school is incorporated with all subsequent amendments shall be subject to the approval of the General Board (*Disc.* 1655:20). The charter shall make the trustees responsible for the observance of the *General Board Policy on Standards for Educational Institutions*.

2242. Further details relative to the duties and powers of the Boards of Trustees may be found in the general form for bylaws for Boards of Trustees set forth in *GBP-2260*.

B. Election

2244. The charter and/or bylaws shall provide for the trusteeship of the institution in the following manner:

- (1) The Board of Trustees shall consist of twelve or more persons elected by the General Board, and of the President of the institution who shall be an ex officio member by virtue of office (GB-762, 11/87).

(2) The Board of Trustees shall in all cases be composed of a minimum of 2/3 Wesleyan voting members (including ex officio members representing The Wesleyan Church). Any Wesleyan elected to serve as a trustee of a Wesleyan institution will be required to sign a statement expressing full agreement with Wesleyan doctrine and lifestyle commitments (see *GBP-2344* for definitions). Any non-Wesleyan elected to serve as a trustee of a Wesleyan institution will be required to sign a statement affirming adherence to the Wesleyan doctrine and full agreement with lifestyle commitments (see *GBP-2344* for definitions). If agreed to by both the President and the Board Chair, the "full agreement with lifestyle commitments" can be changed to "affirm adherence to the lifestyle commitments" for a specific situation with a non-Wesleyan trustee. Employees of the institution, with the exception of the President, may not be members of the Board of Trustees of the institution they serve, but may serve as trustees of another Wesleyan educational institution.

(3) The trustees for each institution shall be selected and elected as follows:

- (a) Potential nominees for an institution's Board of Trustees should be considered by a committee of the Board of Trustees. The potential nominees that are actually recommended by this committee shall then be presented to the Board of Trustees for approval as nominees. The nominees that are actually approved by the Board of Trustees are then processed through the Executive Director of Education and Clergy Development, as well as resignations. The Executive Director of Education and Clergy Development will then present the nominees to the General Board for election.
- (b) **General Board Representatives.** At least two trustees shall be elected from the members of the General Board or from persons selected to represent the General Board.
- (c) **District Representatives.** When selecting Wesleyan trustees, consideration should be given to the districts in closer proximity to the institution's main campus. Suggestions regarding the selection of these trustees may be obtained from the districts. It is desirable that every district have at least one representative on one of the Wesleyan institution's Board of Trustees.
- (d) **Representatives-at-Large.** All other trustees shall be categorized as representatives-at-large.

(4) At least one-fourth of the total number of voting trustees of the institution shall be ordained Wesleyan ministerial members and at least one-fourth shall be Wesleyan lay members.

2246. If a law or regional accreditation agency demands a requirement for Board of Trustees that differs from these *General Board Policy on Standards for Educational Institutions*, they may be altered for that specific situation if so, authorized by the General Board.

C. Responsibilities of Individual Trustees

2254. Trustees should recognize the solemn responsibilities which are theirs and be prepared to commit themselves to the following:

- (1) To become familiar with the major responsibilities of a governing board of a Wesleyan educational institution and with the way the institution functions, and to conduct themselves accordingly.

- (2) To support and promote the accomplishment of the objectives to which the institution they represent has been committed by The Wesleyan Church.
- (3) To prepare for, attend, and actively participate in board meetings and committee meetings and assignments.
- (4) To serve as a constructive channel of communication between the school and a significant component of its supporting constituency.
- (5) To contribute to the accomplishment of the institution's mission out of the gifts, wisdom, knowledge, and skills with which God has equipped them.
- (6) To contribute financially to the support of the institution on an annual basis as they are able, and to assist in identifying other sources of support and in securing gifts from such sources.
- (7) To encourage prospective students to enroll in Wesleyan institutions.

2256. Trustees elected by the General Board shall sign the following commitment in accepting their election and shall be considered qualified to assume their responsibilities when such a signed statement has been forwarded to the General Secretary of The Wesleyan Church:

Having been elected to the Board of Trustees of _____ University, I, _____, signify my willingness to serve. As a trustee, I will endeavor to strengthen the ties between the institution and The Wesleyan Church. I will seek by the help of God to become actively involved in advancing the educational mission of the institution by promoting its spiritual welfare, by assisting in securing adequate financial support, by seeking to promote and interpret the purposes and program of the institution to the church, its youth and other constituencies, by attending board meetings and by accepting such other responsibilities as the board may see fit to place upon me.

I have read the Articles of Religion, the Guides and Helps to Holy Living of The Wesleyan Church. I am in full agreement with (for non-Wesleyan, substitute "I affirm adherence to") these doctrines and will conduct myself in harmony with them. I am in full agreement with these lifestyle commitments and will conduct myself in harmony with them. (Note that this last sentence should be changed for non-Wesleyans to "affirm adherence to these lifestyle commitments and will be supportive of them" if agreed to by both the President and Board Chair).

Date _____ Name _____

D. General Form for Bylaws for Trustee Boards

Preamble

2260. In order to expedite the administration of _____ in fulfillment of its purposes with orderliness and clarity of responsibility pursuant to the Articles of Incorporation of _____ and the provision of *The Discipline* of The Wesleyan Church, the following bylaws are adopted.

These bylaws constitute the provisions for the administration of _____ by its Board of Trustees under the *General Board Policy on Standards for Educational Institutions* of The Wesleyan Church as formulated by the General Board and as authorized by *The Discipline of The Wesleyan Church*.

Article I

Relationship to The Wesleyan Church

2262. Section 1. Trustees. The members of the board of trustees shall be elected by the General Board in accord with the provisions of Article II.

2264. Section 2. Bylaws. The bylaws and subsequent amendments shall be approved by the General Board before becoming effective.

2266. Section 3. Property. Title to the property of _____ shall be held by the trustees of _____, in trust for the use and benefit of The Wesleyan Church, subject to the requirement that the trustees may not at any time sell, lease, exchange, mortgage, pledge, transfer, or otherwise dispose of all or substantially all of its assets without the express approval of the General Board. Whenever the sale, transfer, encumbrance, or other disposal of real property held in trust by _____ does not include all or substantially all of its assets, the authorization by the Board of Trustees of _____ for such a sale or conveyance shall constitute a release and discharge of such property so sold and conveyed from the trust clause, and the Board of Trustees of _____ shall be enabled to give a good and sufficient deed. Whenever such a real property is mortgaged or otherwise encumbered, the authorization by the Board of Trustees of _____ shall constitute a formal recognition of the priority of such a mortgage lien and the subordination of the trust clause thereto.

2268. Section 4. General Regulations. The Board of Trustees shall be responsible for observation of the *General Board Policy on Standards for Educational Institutions* of The Wesleyan Church as from time to time adopted or revised and declared by the General Board.

Article II

Trustees

2270. Section 1. Number. The Board of Trustees shall consist of _____ members plus the President as a voting ex officio member.

2272. Section 2. Special Consideration. Except for at-large members, each trustee shall be a member in good standing of The Wesleyan Church. No employee of the institution, with the exception of the President, may be a member of the Board of Trustees.

2274. Section 3. Election. The trustees shall be selected and elected as follows:

- (1) Potential nominees for an institution's Board of Trustees should be considered by a committee of the Board of Trustees. The potential nominees that are actually recommended by this committee shall then be presented to the Board of Trustees for approval as nominees. The nominees that are actually approved by the Board of Trustees are then processed through the Executive Director of Education and Clergy Development, as well as resignations. The Executive Director of Education and Clergy Development will then present the nominees to the General Board for election.
- (2) **General Board Representatives.** At least two trustees shall be elected from the members of the General Board or from persons selected to represent the General Board.
- (3) **District Representatives.** When selecting Wesleyan trustees, consideration should be given to the districts in closer proximity to the institution's main campus. Suggestions regarding the selection of these trustees may be obtained from the districts.

(4) **Representatives-at-Large.** All other trustees shall be categorized as representatives-at-large.

2276. Section 4. Term. The term of the trustee shall be for four years beginning at a time designated by the General Board with reelection permissible. Each trustee shall continue in office until a successor is elected and qualified, unless responsibilities are terminated by conditions defined under vacancies. In the original designation of trustees, arrangement of terms shall be made so that _____ of the trustees are elected each year providing that the terms of the present members of the trustees shall be extended so that an orderly and normal process of selection can be achieved.

2278. Section 5. Vacancies. A vacancy in one or more of the trustees' positions on the Board of Trustees shall occur by non-acceptance, by death, by disqualification, or by resignation. Vacancies shall be filled for the unexpired term in the same manner and requirements as for the original election.

2280. Section 6. Acceptance. The qualification of a trustee is complete when the trustee-elect has signified in writing acceptance of the responsibility and personal endorsement of the institution's statement of faith upon a standard form provided by the General Board.

Article III

Organization

2282. Section 1. Organizational Meeting. At its first meeting following the initial election and thereafter at their first regular meeting following the session of the General Board at which trustees are elected following a General Conference of The Wesleyan Church, the Board of Trustees shall elect its own officers and standing committees. The President and treasurer of _____ shall be elected by the Board of Trustees at such time(s) as the board shall determine.

2284. Section 2. Officers of the Corporation.

- (1) The officers of the corporation shall be the chairperson (Board Chair), vice-chairperson, secretary, and assistant secretary of the Board of Trustees, together with the President and treasurer of _____. With the exception of the treasurer, all officers of the corporation shall be members of The Wesleyan Church.
- (2) The chairperson, vice-chairperson, secretary, and assistant secretary of the Board of Trustees shall be elected by the Board of Trustees for a term of four years with said term to begin at the rise of the session at which they are elected. The President and treasurer of the institution shall be elected by the Board of Trustees, with the beginning and length of such terms also being determined by the Board of Trustees.
- (3) The chairperson shall issue the call for regular and special meetings, preside over the regular and special meetings of the Board of Trustees and meetings of the executive committee, appoint temporary officers or committees not otherwise provided, sign documents as required by law or at the direction of the Board of Trustees, and otherwise perform the customary duties of a chairperson.
- (4) The vice-chairperson shall take the place of the chairperson in the event of death, resignation, or other inability of the chairperson to perform the duties of the office.
- (5) The secretary shall attend all meetings of the Board of Trustees and the executive committee, preserve in books of the corporation true minutes of the proceedings of all such meetings, keep in custody the seal of the corporation and shall have authority to affix notices required by statute, bylaws, or resolution, and other duties as may be delegated.
- (6) The assistant secretary shall take the place of the secretary in the event of death, resignation, or other inability of the secretary to perform the duties of the office.

- (7) The President of the institution shall be the chief executive officer of the corporation and shall see that the bylaws, the *General Board Policy on Standards for Educational Institutions* of The Wesleyan Church, and all orders and resolutions of the Board of Trustees are carried into effect. The President shall be an ex officio member of all standing committees of the Board of Trustees and shall have the general powers and duties of supervision and management usually vested in the office of the President of a corporation.
- (8) The treasurer shall have custody of all corporate funds and securities and shall keep in books belonging to the corporation full and accurate accounts of all receipts and disbursements, depositing all monies, securities, and other valuable effects in the name of the corporation in such depositories as may be designated for that purpose by the Board of Trustees. The treasurer shall disburse funds of the corporation as may be ordered by the Board of Trustees, taking proper vouchers for such disbursements, and shall render to the President of the institution and at the regular meetings of the Board of Trustees, and whenever requested by them, an account of all transactions as treasurer and of the financial condition of the corporation. If required by the Board of Trustees, the treasurer shall deliver to the President of the institution, and shall keep in force, a bond in form, amount, and with a surety or sureties satisfactory to the Board of Trustees, conditioned for faithful performance of the duties of the office, and for restoration to the corporation in case of death, resignation, retirement, or removal from office, of all books, papers, vouchers, money, and property of whatever kind belonging to the corporation.

2286. Section 3. Executive Committee. The executive committee of the Board of Trustees shall consist of the chairperson, the vice-chairperson, secretary and assistant secretary of the Board of Trustees, and the President of the institution, who shall serve in their respective capacities as ex officio members of the executive committee, and _____ other members elected by the Board of Trustees from its membership. The executive committee shall have full power to act for the Board of Trustees on matters arising between meetings of the Board of Trustees to the extent authorized by the Board of Trustees. (Specific action by the Board of Trustees.)

2288. Section 4. Standing or Special Committees. The Board of Trustees may designate such standing or special committees as it may deem advisable for advancing its work. The power of such committees shall be limited to the provisions of the authorizing resolution.

2294. Section 5. Special Advisory/Review Committee. Whenever the General Superintendent and the Executive Director of Education and Clergy Development, after consultation with the institution's President and Board Chair, deem that the institution's continued operations are threatened, an advisory/review committee shall be formed to study the situation and report findings with recommendations to the institution's Board of Trustees, the General Superintendent, and the Executive Board. This committee will be comprised of six persons: the General Superintendent, the Executive Director of Education and Clergy Development, the General Treasurer and three other persons to be recommended by the General Superintendent and elected by the Executive Board.

Article IV

Meetings

2296. Section 1. Place of Meeting. Generally, meetings of the Board of Trustees shall be held on the main campus of the institution, although another place or modality can be designated from time to time by agreement of the President and Board Chair.

2298. Section 2. Regular Meetings. The Board of Trustees shall meet regularly _____ times each year, the day and time to be designated by the agreement of the President and the Board Chair. The Executive Committee shall meet _____.

2300. Section 3. Special Meetings. A meeting of the Board of Trustees may be called any time upon adequate notice by the Board Chair or by petition of _____ members of the Board of Trustees.

2302. Section 4. Adequate Notice. Adequate notice shall be given for a meeting of the Board of Trustees, which shall be transmitted by mail, email or another commonly accepted form of digital communication.

2304. Section 5. Parliamentary Authority. The meetings of the Board of Trustees and its committees shall be governed by the current edition of *Robert's Rules of Order, Newly Revised*.

Article V

Powers of Board of Trustees

2306. Section 1. General Powers. The Board of Trustees shall have full legal powers to govern and control _____ the institution in accordance with its Articles of Incorporation, provisions of these bylaws, and the *General Board Policy on Standards for Educational Institutions* for The Wesleyan Church as made, revised, and declared from time to time by the General Board.

2308. Section 2. Specific Powers. In agreement with the general powers the Board of Trustees shall have specific powers which shall include, but are not limited to the following:

- (1) Election of the officers of the corporation.
- (2) The employment of the President of the institution.
- (3) The approval of business and financial policies.
- (4) The ownership of real estate and personal property subject to the restriction that the Board of Trustees may not at any time sell, lease, exchange, mortgage, pledge, or otherwise dispose of all or substantially all of its assets without the express approval of the General Board.
- (5) The approval of investment policies.
- (6) The approval of encumbering instruments of indebtedness.
- (7) The oversight of campus planning, including capital projects in campus development.
- (8) The approval of academic policies and standards of conduct.
- (9) The approval of student affairs policies and standards of conduct.
- (10) The delegation of authority to the President, faculty, and administrators of the institution consistent with the office and responsibility.

Article VI

Execution of Instruments

2310. Section 1. Checks. All checks, drafts, and orders of payment for money shall be signed in the name of the corporation by the treasurer and/or by the President unless specific authorization is given by the Board of Trustees for another person or persons.

2312. Section 2. Contracts. The Board of Trustees shall have power to designate the officers or agents who shall have the authority to execute any instrument in behalf of the corporation.

2314. When the execution of any contract, conveyance, or other instrument has been authorized without specification of the executing officers, the President, or the treasurer, and the secretary may execute the same in the name and behalf of the corporation and may affix the corporate seal thereto.

Article VII

Amendments

2316. These bylaws may be amended, altered, changed, added to, or repealed by a resolution passed by the board of trustees (subject to the approval of the General Board of The Wesleyan Church) with an affirmative vote of a majority of the members present and voting at any regular or special meeting providing that such a resolution is contained in the notice of the meeting. In the event that the proposed amendment is not given in the notice of the regular or special meeting a two-thirds majority of the members present, and voting shall be required.

A. Special Guidelines for Trustee Boards

2317. The Executive Director of Education and Clergy Development and the General Superintendent shall be voting members of each institution's Board of Trustees and Presidential Search Committees as well as nonvoting advisory members of each institution's committees of the Board of Trustees.

2318. In the election of trustee officers, the Executive Director of Education and Clergy Development or someone designated by the Executive Director shall act as chairperson. Nominations for each office may be made, and election will be by ballot unless there is only one nominee. It shall be required that the chairperson, vice-chairperson, secretary, and assistant be members of The Wesleyan Church who meet the leadership requirements (GB-851, 3/96).

2320. The Board of Trustees must have a process to consult with the President, evaluate performance, and make recommendations at the time of reelection or at other appropriate intervals. The reelection shall be by ballot by the full board.

2322. Dates for the board meetings should always be cleared with the Executive Director of Education and Clergy Development and with the General Superintendent.

2324. Nonvoting advisors or resource persons for the board of trustees may be invited by the board as representatives of alumni, faculty, staff, or students. The board also may invite the administrators who report directly to the president to attend trustee meetings as resource persons without vote, and may elect distinguished former trustees' emeriti, with power to speak but not to vote.

2326. All resignations of trustees are to be sent directly to the Executive Director of Education and Clergy Development. If any is sent to an institution's President or Board Chairperson, it should be forwarded immediately to the Executive Director of Education and Clergy Development.

B. A Code of Ethics for Trustee Boards

2328. As a Christian institution, each Wesleyan institution is expected to accept the task of transmitting biblical values including honesty, integrity, service and unselfishness to its students. To accomplish this purpose, it is imperative that such values characterize the attitudes, activities and relationships of all those associated with the institution in positions of authority and responsibility. To make such values pervasive throughout the institution, the Board of Trustees and its collective and individual dealings with the institution will be guided and governed by the principles in this "Code of Ethics."

C. Promoting Good Will and Accuracy

2330. In Philippians 4:8 the Apostle Paul commands, “Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.” (NIV)

2332. Board members have a special opportunity and obligation to follow the precepts of this verse by checking carefully any information they hear about the institution before passing it on to another individual. This is especially important when critical and negative information is received. In such cases, even if such information proves to be accurate, the ethical and Christian response is to share this information only with those officers of the board or administration who have responsibility to deal appropriately with offenders or to correct ongoing problems.

D. Avoiding Conflicts of Interest

2334. A fundamental principle of ethics requires that any person who exercises discretionary authority on behalf of a Wesleyan university will not use this authority for personal benefit. Therefore, board decisions must not be motivated by a desire for personal gain or for the benefit of others with whom there are family, business, or other ties. Any trustee with existing or potential financial or family conflicts of interest which might impair or reasonably appear to impair such member's independent, unbiased judgment in the discharge of his or her responsibilities to the university will disclose such conflict or potential conflict and refrain from participating in the discussion and decisions about such items.

E. Respecting Privileged Information

2336. In discharging fiduciary and personnel responsibilities, board members often receive confidential and privileged information. Concern for the persons and processes that are involved in such confidential deliberations require that information obtained and discussed in such settings not be disclosed to others.

F. Providing Positive Role Models

2338. Worthy methods must be used in striving to reach noble goals. Having means that are consistent with ends requires that board members serve as positive role models in their personal lives as well as in the collective work of the board. Private and corporate actions must therefore be governed by, and be consistent with, an historic Wesleyan understanding of Scriptures with its emphasis upon: a deep commitment to right relationships with God and fellow believers based upon forgiveness and purity; a profound respect for persons which recognizes the dignity and worth of individuals; a high regard for ideas which promotes intellectual rigor and academic integrity; a careful stewardship which combines scrupulous personal honesty and responsibility with a sensitive social conscience.

G. Maintaining the Corporate Nature of the Board

2340. Board members must always remember and frequently remind the various institutional constituencies that the board exercises its power only when it acts as a corporate body. Thus, board members must be very cautious in expressing individual opinions and preferences about institutional policies and administrative actions in as much as such statements are easily and often confused with official board policy.

Chapter 5

Personnel

A. General Principles

2342. "To safeguard the doctrinal purity of the Church, it shall be required that all schools maintain and promote the doctrinal position of the Church as set forth in its Articles of Religion, Guides and Helps to Holy Living, and Elementary Principles. Persons employed on the administrative staff or faculty of an educational institution of The Wesleyan Church must affirm their adherence to the doctrine of entire sanctification and other doctrines of The Wesleyan Church as set forth in the Articles of Religion" (*The Discipline* 2358:2)

2344. Key words and terms in these *General Board Policy on Standards for Educational Institutions* are understood to mean as follows:

- (1) **Administration.** The President (or the administrative leader, regardless of title), and administrators who serve on the President's executive team (typically called cabinet, council or leadership team).
- (2) **Faculty.** The full-time members of the institution's teaching personnel with voting privileges as defined by the institution's faculty bylaws. (Faculty also may include administrators of faculty rank.)
- (3) **Part-time Faculty.** A member of the institution's teaching personnel assigned to less than full-time status and/or without voting privileges as defined by the institution's faculty bylaws.
- (4) **Doctrines.** The Articles of Religion as set forth in *Discipline* 210-250.
- (5) **Summary of Doctrines.** The summary of the Articles of Religion as set forth in *Discipline* 299.
- (6) **Lifestyle Commitments.** The Guides and Helps to Holy Living as set forth in *Discipline* 260-268.
- (7) **Full Agreement.** Acceptance in good faith with fidelity in teaching and example in the fulfillment of their principles.
- (8) **Affirm Adherence.** For purpose of this document, supportive of and committed to the institution's promotion of the doctrines of The Wesleyan Church so that no teaching or behavior is contrary to them.

B. Administrators

2346. The President shall be:

- (1) A member of The Wesleyan Church with unreserved commitment to the Articles of Religion, Guides and Helps to Holy Living and Elementary Principles.
- (2) An individual of Christian stature and of unquestioned integrity.
- (3) A person with such qualities of leadership and educational experience as are commonly deemed necessary to carry out effectively the responsibilities of the office.
- (4) The only employee of the institution to sit as a member of the Board of Trustees, whose membership and attendance shall terminate when the office is vacated.
- (5) The sole executive officer directly responsible to the Board of Trustees. All others are subordinate to the President through whom they are responsible to the board.

- (6) Responsible for reporting annually to the Executive Director of Education and Clergy Development and to the General Superintendent in such a manner as required by *The Discipline* and the General Board.

2348. Administrators who serve on the President's Executive Team shall be:

- (1) In full agreement with the summary of doctrines and lifestyle commitments of The Wesleyan Church and affirm adherence to the doctrines of The Wesleyan Church (see *GBP-2344* for definitions).
- (2) Marked by Christian maturity, integrity, leadership ability and educational experience normally deemed necessary to carry out the assigned responsibilities.

At least one-half of these administrators shall be members of The Wesleyan Church. The Chief Academic Officer shall be in full agreement with the doctrines of The Wesleyan Church (see *GBP-2344* for definitions).

C. Faculty

2350. *GBP-2350* Faculty (by definition full-time) shall be:

- (1) In full agreement with the summary of the doctrines and lifestyle commitments of The Wesleyan Church and affirm adherence to the doctrines of The Wesleyan Church (see *GBP-2344* for definitions).
- (2) Qualified persons of Christian character.

All religion faculty shall be in full agreement with the doctrines of The Wesleyan Church (see *GBP-2344* for definitions).

At least two-thirds of the undergraduate religion faculty shall be members of The Wesleyan Church. At least one-half of the graduate religion faculty shall be members of The Wesleyan Church. The leader of the religion faculty shall be a member of The Wesleyan Church, except when in a special case the Board of Trustees gives approval for a non-Wesleyan to serve in this position.

The campus spiritual leader, commonly called the Dean of the Chapel or Campus Pastor and not a required position for educational institutions, shall be in full agreement with the Summary of Doctrines, the Doctrines, and the Lifestyle Commitments of The Wesleyan Church (see *GBP-2344* for definitions) and shall be a member of The Wesleyan Church, except when in a special case the Board of Trustees gives approval for a non-Wesleyan in this position.

2354. Part-time faculty shall be:

- (1) Persons who affirm adherence to the doctrines and lifestyle commitments of The Wesleyan Church (see *GBP-2344* for definitions).
- (2) Qualified persons of Christian character.

2356. Faculty members should be encouraged to participate in professional organizations that are related to their specific disciplines.

2358. Board of Trustees are urged to create administrative channels by which faculty members may have a proper voice in the formulation of institutional policies.

2360. Administrators shall not solicit the services of a faculty member of another Wesleyan institution without first consulting that administration, unless the faculty member has taken the initiative to express an interest in the other institution or the faculty member has already indicated an intention to terminate services at the present institution. The administration of the institution concerned shall be made aware of such negotiations at the earliest possible time.

D. All Other Employees

2362. All other full-time employees shall:

- (1) Affirm adherence to the doctrines and be in full agreement with the lifestyle commitments of The Wesleyan Church (see *GBP-2344* for definitions).
 - (2) Qualified persons of Christian character.
- 2364.** All other part-time employees shall be:
- (1) Persons who affirm adherence to the doctrines and lifestyle commitments of The Wesleyan Church (see *GBP-2344* for definitions).
 - (2) Qualified persons of Christian character.
- 2366.** Employees, both full-time and part-time, shall at all times be fully supportive of the mission of the institution.

E. Procedural Items

2368. In order for the above required commitments for the various employee levels to be affirmed, it is required that a statement be placed in the contract or other employment document for each employee. The statement should follow the pattern below.

"I have read and studied the summary of the Articles of Religion, the Articles of Religion and the Guides and Helps to Holy Living included in this form. I am in full agreement with (or utilize "affirm adherence to," if that applies) this summary of the Articles of Religion, am in full agreement with (or utilize "affirm adherence to," if that applies) the Articles of Religion and am in full agreement with (or utilize "affirm adherence to," if that applies) the Guides and Helps to Holy Living. While an employee, I will at all times be fully supportive of the mission of the institution and will be supportive of and committed to the institution's promotion of the doctrines of The Wesleyan Church so that no teaching or behavior is contrary to them.

2370. Each employee, at the time of employment, will be supplied with a copy of the summary of the Articles of Religion (*Discipline* 299), the Articles of Religion (*Discipline* 210-250) and the Guides and Helps to Holy Living (*Discipline* 260-268) of The Wesleyan Church.

2372. The General Board recommends that, in the interview process of a prospective full-time faculty member, the President shall ensure that a person trained in the doctrines and lifestyle commitments of The Wesleyan Church is included in that process. This recommendation highlights the importance of the interview process in determining the prospective employee's understanding of and agreement with the Church's doctrines and lifestyle commitments.

2373. If a law or regional accreditation agency demands a requirement for any class of employee that differs from these *General Board Policy on Standards for Educational Institutions*, they may be altered for that specific situation if so authorized by the General Board.

Chapter 6

Students and Student Affairs

A. Enrollment Policy

2380. Enrollment in Wesleyan educational institutions shall be open to students of good moral character and acceptable academic standing who are in full agreement with the general objectives of the institution concerned; in no case shall admission be denied because of race, color, or sex.

B. Relationship to Christ, the Church, and Society

2382. Each educational institution is responsible to create and maintain such an atmosphere, and to provide such guidance and Christian fellowship as to present each student with the claims of Christ and the possibilities of the fullness of a life of Christian holiness and vocation.

2384. Appreciation for The Wesleyan Church, its mission and message shall be consistently encouraged. The institution shall help Wesleyan students to understand their heritage and potential of fellowship and shall help non-Wesleyan students to have the fairest and fullest knowledge of the sponsoring church and its ministry.

2386. Each student shall be challenged to full-time service to Christ and the Church whether in ministerial or lay vocations.

2388. Wesleyan educational institutions shall seek to develop in each student a Christian sensitivity to social problems and to encourage each one, as a Christian, to find appropriate solutions (see *Discipline*, paragraph 410).

2390. All statements and/or policies governing student life shall be consistent with the principles of the Articles of Religion, the Guides and Helps to Holy Living and Elementary Principles as stated in *The Discipline of The Wesleyan Church*.

2392. With reference to matters dealing with students and institutional life, trustees and administration shall seek to implement effective means of involving responsible student leaders in planning institutional policies and programs.

C. Wesleyan Students

2394. Each institution shall maintain policies of student recruitment relating to local churches which shall provide for the enrollment of the maximum number of qualified Wesleyan students.

2396. It is recommended that where applicable the qualified Wesleyan students be given priority consideration in the assignment of student aid, providing that such aid is also justified by other applicable criteria.

2398. Admission and financial aid programs where applicable should be administered to encourage those who are preparing for full-time Christian vocational service.

Chapter 7

Wesleyan Educational Council

A. Function

2400. The Wesleyan Educational Council shall consist of the Executive Director of Education and Clergy Development, the President and Board Chair of each educational institution, and the administrative leader and Board Chair of Wesley Seminary. The Council shall serve as an advisory body to the Executive Director of Education and Clergy Development (*Disc.* 2355.) The Council shall be governed by its bylaws which shall be developed by the Wesleyan Educational Council and approved by the General Board.

B. Bylaws

Article I–Name

2402. The name of the association shall be the Wesleyan Educational Council of The Wesleyan Church.

Article II–Purpose

2404. The Wesleyan Educational Council shall serve as an advisory body to the Executive Director of Education and Clergy Development; to establish and maintain close relationships among its members; and to encourage and promote cooperative programs among the member institutions (2176; 2194; 2198).

Article III–Membership

2406. The Wesleyan Educational Council shall consist of the Executive Director of Education and Clergy Development, the President and Board Chair of each educational institution, and the administrative leader and Board Chair of Wesley Seminary. In case of necessary absence from a given meeting, a President/administrative leader and Board Chair have the right to appoint a representative to attend said meeting with full rights of voice and vote.

Article IV–Committees

2412. The Wesleyan Educational Council may from time-to-time elect standing or special committees and designate their purpose.

Article V–Meetings

2414. The meetings shall be held immediately prior to the semi-annual General Board meetings. Other meetings may be arranged by the Executive Director of Education and Clergy Development. The Executive Director of Education and Clergy Development may chair the meetings or appoint another member to chair the meetings.

Article VI–Procedures

2418. The current edition of *Robert's Rules of Order, Newly Revised*, shall govern parliamentary procedure.

Article VII–Amendments

2420. These bylaws may be amended at any regular meeting by a two-thirds vote of the membership of the Wesleyan Educational Council subject to approval by the General Board.

APPENDIX III

The Wesleyan Church Corporation General Investment, Planned Giving, and Endowment Fund Policy

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GENERAL

A. Objective

2500. The objective of this Investment Policy Statement is to assist The Wesleyan Church (hereinafter referred to as “Church”) in effectively supervising, monitoring, and evaluating its investment assets. Those investment assets are held by the Church as a steward for the sake of carrying out its mission and exempt purpose. This policy is consistent with the bylaws of The Wesleyan Church, (GB-095—GB-124, 11/13).

Define and assign the responsibilities of all involved parties.

- Establish a clear understanding for all involved parties of the investment goals and objectives including: the various asset classes, investment management styles, asset allocations, acceptable risk, and total long term investment return.
- Provide guidance and limitations to the manager, that, in total, are expected to produce sufficient levels of overall diversification, risk, and liquidity with a portfolio, so that all assets are managed in accordance with long-term objectives.
- Establish a basis for evaluating investment results.
- Ensure compliance with all fiduciaries, prudence, and due diligence requirements that an experienced professional would utilize, and with all applicable laws (Indiana Uniform Prudent Investor Act and the Indiana Uniform Prudent Management of Institutional Funds Act), rules and regulations from various local, state, federal and international political entities that may impact the investments.
- Outline procedures and criteria to monitor, evaluate and compare the performance results achieved by managers on a regular basis, and report the performance to the General Board.

B. Delegation of Authority

2510. The Church and its General Board hold all funds as a fiduciary. The General Board has delegated authority over its investment affairs to the Investment Committee, and that committee is further authorized to delegate certain responsibilities to professional experts in various fields. These include, but are not limited to:

- **Investment Advisor** has discretion to purchase, sell, or hold the specific investment vehicles authorized by the committee to meet the policy’s investment objectives.
- **Managers** assist the Investment Advisors in managing portions of the investment portfolio. The General Treasurer/CFO is authorized to approve manager changes within the allocation guidelines.
- **Additional specialists** may include attorneys, auditors, and others who may be employed by the Church to assist in meeting its responsibilities and obligations to administer investment assets prudently.

C. Manager Policies and Restrictions

2520. The investment policies and restrictions presented in this statement serve as a framework to help the manager achieve the investment objectives at a level of risk deemed acceptable for marketable investments (non-WIF). These policies and restrictions are designed to minimize interfering with the manager’s efforts to attain overall objectives. This policy allows the manager substantial discretion in the asset allocation and the diversification of the assets for the

purposes of increasing investment returns and/or reducing risk exposure. The manager has broad responsibility to shift the commitment of assets among asset classes, industry sectors and individual securities to pursue opportunities presented by long-term secular changes with the capital markets. The purpose of this diversification is to provide reasonable assurance that no single asset or class of assets will have a disproportionate impact on the total portfolio. Rebalancing approximately semi-annually should allow the maintenance of risk exposure at the appropriate level.

D. Permitted Investments

2530. Permitted investments include:

2532. Equities. Common stock, convertible stock, warrants and rights, and publicly traded real estate investment trusts on listed exchanges, including foreign exchanges, are permitted. Mutual fund shares comprised of the foregoing are also permitted, (GB-095—GB-124, 11/13).

Within the above guidelines, the manager has full responsibility for security selection, diversification, subject to a maximum of five percent commitment of the accounts market value for an individual security and 25 percent for a particular industry. The manager also will have full discretion over turnover and allocation of equity holdings among selected securities and industry groups, within the limits described above.

To limit the extent of potential under performance, and because of the inherent difficulty in defining specific restrictions which would cover all possibilities, the manager should invest the equity component of the portfolio so as to prevent the returns for that component from underperforming the appropriate equity index by more than five percent in any quarter.

2534. Fixed income investments. Investments in fixed income securities will be managed to pursue opportunities presented by changes in interest rates, credit ratings, and maturity premiums. The manager may select from appropriately liquid preferred stocks, corporate debt securities, municipal and state securities, obligations of the U.S. Government and its agencies, and securities convertible to equities. Mutual fund shares comprised of the foregoing are also permitted. The investments will be subject to the following limitations:

- No issue may be purchased with more than 30 years maturity.
- Investments in securities of a single issuer (with the exception of the U.S. Government and its agencies) must not exceed five percent of the market value.
- Only issues that meet or exceed a credit rating of BBB from Standard & Poor's and/or a BAA rating from Moody's may be purchased unless the issues are held inside a mutual fund and represent less than 15 percent of the mutual fund assets.
- Preferred stocks must be rated A or better by Moody's and/or Standard & Poor's at the time of purchase.

To limit the extent of potential underperformance, and because of the inherent difficulty in defining specific restrictions which could cover all possibilities, the manager should invest fixed income components of the account so as to prevent returns for that component from underperforming the appropriate fixed income index by more than two percent in any quarter. Within the above restrictions, the manager has complete discretion over time and selection of fixed income securities.

2536. WIF deposits. Deposits at the Wesleyan Investment Foundation (WIF) have attributes of both a fixed income investment and a cash equivalent. The management and custody of WIF deposits will be with the General Treasurer/CFO and investments will be coordinated with the Investment Advisor in fulfillment of the portfolio investment objectives.

2538. Cash equivalents. The manager may invest in commercial paper, repurchase agreements, T-bills, certificates of deposit, and money market funds to provide income, liquidity

for expense payments, and preservation of the accounts' principal value. All such assets must represent maturities of one year or less at the time of purchase.

Commercial paper assets must be rated A-1 or P-1 by Standard & Poor's and Moody's respectively. The manager may not purchase short-term financial instruments considered to contain speculative characteristics (uncertainty of principal and/or interest). The manager also may not invest more than five percent of the account's value in the obligation of a single issuer, with the exception of the U.S. Government and its agencies. Within the limitations mentioned above, the manager has complete discretion to allocate and select short-term cash and equivalent securities.

E. Prohibited Investments

2540. Prohibited investments include the following:

- Portfolios are prohibited from investing in private placements, letter stock, options (option index Mutual funds are exempted from this restriction), and non-publicly traded oil and gas partnerships.
- Short sales, margin transactions, or other specialized investment activities are prohibited outside of mutual funds.
- No assets will be purchased in securities whose issuers have filed a petition for bankruptcy.
- The manager is prohibited from speculating in fixed income or interest rate futures outside of mutual funds.
- Loans to individuals, The Wesleyan Church, universities, or its subsidiaries are prohibited.
- Assets may not be invested in any entity that manufactures tobacco, marijuana, or electronic cigarettes, alcoholic beverage products, pornographic materials, or companies involved in gambling. It is understood that investments in some mutual funds and exchange traded funds will make it impossible to control the above.
- The business of investing should be conducted in such a way that a trustee cannot be rightfully accused of making investment decisions for personal profit.

F. Fees

2550. Investment management fees are not to exceed in total one and a quarter percent per annum (125 basis points) of the average amount invested in marketable investments. The Church will not accept account termination fees.

G. Accountability

2560. Monthly: The investment advisor will review performance and investment strategy with the General Treasurer/CFO.

Quarterly: The investment advisor will provide the committee with detailed information about asset allocation, investment performance, future investment strategies, and other matters of interest to the committee.

Annually: The investment advisor will provide an annual summary of all transactions in each calendar year, together with a report of investment performance for the year by portfolio, to the committee. The committee will meet to review and update policies, allocation, portfolios, managers, progress and Investment advisor.

GENERAL INVESTMENTS

A. Source of Funds

2570. General investments are derived from unexpended contributions, program revenue and sales, and investment earnings arising from transactions in unrestricted, designated, and temporarily restricted net assets including quasi-endowments.

B. Objective of General Investments

2580. Recognizing that short-term market fluctuations may cause variations in fund performance, the fund should achieve the following objective over a three-year moving time period:

- The fund's total expected return should exceed the increase in the Consumer Price Index by two percent annually.
- Actual returns should exceed the expected returns about half the time.
- Expected returns should exceed actual returns about half the time.

C. Asset Allocation

2590. General Investment Assets will be allocated as follows:

<u>Asset Class</u>	<u>Minimum</u>	<u>Maximum</u>
Equities*	20%	40%
Fixed Income	0%	25%
Alternative investments**	0%	20%
WIF Deposits	45%	75%
Cash Equivalents	0%	15%

*International Equities should not exceed a maximum of 15 percent.

**Publicly traded liquid assets.

D. Earnings Allocation

2595. The Church may allocate earnings from the assets of divisions, departments and offices primarily supported through USF funds to the USF Operating Fund as a "management fee" not to exceed one and one-half percent (150 basis points) of the average amount invested in both WIF deposits and marketable investments. Additional earnings may be allocated to various funds as approved by the Executive Board.

PLANNED GIVING

A. Charitable Gift Annuities

2600. A charitable gift annuity is a contract between a donor and a charitable organization.

The charitable organization agrees to pay the annuitant a fixed dollar payment based on a percent of the initial market value, guaranteed for life, and in exchange, the donor transfers property to the charitable organization.

The fixed dollar payment is established when the contract is signed and is based on the age of the annuitant.

Rates are actuarially determined with the expectation that approximately 50 percent of the property value transferred to the charitable organization will be passed on to the organization and 50 percent paid out to the non-charitable beneficiaries through the annuity payments.

B. Objective of the Charitable Annuity Gift Fund

2610. The Fund's total return should meet the cash annuity payments of approximately 7.5 percent.

C. Charitable Annuity Gift Fund Asset Allocation

2620. Charitable Annuity Gift Fund Assets will be allocated as follows:

<u>Asset Class</u>	<u>Minimum</u>	<u>Maximum</u>
Equities*	30%	80%
Fixed Income	15%	65%
WIF Deposits	0%	10%
Cash Equivalents	0%	15%

*International Equities should not exceed a maximum of 25 percent.

D. Pooled Income Fund

2630. A pooled income fund permits the commingling of charitable gifts for investment purposes.

Each donor receives for life a pro rata share of the annual income generated on the fund and the assets revert to the charitable organization on the death of the beneficiary.

The assets allocation of a pooled income fund tends to be more heavily weighted to fixed income to generate a higher level of current income, with less emphasis on future capital appreciation.

E. Pooled Income Fund Asset Allocation

2640. Pooled Income Fund Assets will be allocated as follows:

<u>Asset Class</u>	<u>Minimum</u>	<u>Maximum</u>
Equities*	0%	30%
Fixed Income	60%	80%
WIF Deposits	0%	10%
Cash Equivalents	0%	5%

*International Equities should not exceed a maximum of 10 percent.

F. Charitable Remainder Unitrusts

2650. A charitable remainder unitrust is an irrevocable trust.

The charitable organization agrees to pay the income beneficiary/beneficiaries a fixed percentage of the market value of the assets, calculated at least annually, and in exchange, the charitable organization receives the remainder interest of the property's value upon the death of the income beneficiary/beneficiaries at the end of a set term not to be greater than 20 years. The dollar amount paid may change each year.

Additions are permitted if provided for within the trust document.

The investment policy will comply with applicable federal and state laws.

Rates are actuarially determined with the expectation that approximately 50 percent of the property value transferred to the charitable organization will be passed on to the organization and 50 percent paid out to the non-charitable beneficiaries through the annuity payments.

The asset allocation strategy of charitable remainder unitrusts tends to be more heavily weighted to equities in consideration of expected returns and payment requirements.

G. Charitable Remainder Trusts (CRUTs, CRATs) Asset Allocation

2660. Charitable Remainder Trusts (CRUTs, CRATS) Assets will be allocated as follows:

<u>Asset Class</u>	<u>Minimum</u>	<u>Maximum</u>
Equities	55%	80%
Convertibles	0%	10%
Fixed Income	20%	30%
Cash Equivalents	0%	5%

H. Charitable Remainder Annuity Trust

2670. A charitable remainder annuity trust is an irrevocable trust that transfers the remainder interest of assets to a charitable organization upon the death of the income beneficiary/beneficiaries at the end of a set term not greater than 20 years.

The charitable organization agrees to pay the income beneficiary/beneficiaries a fixed dollar amount, at least annually.

No additions permitted.

The investment policy will comply with applicable federal and state laws.

The asset allocation strategy of charitable remainder annuity trust tends to be more heavily weighted to equities in consideration of expected returns and payment requirements.

I. Charitable Remainder Trusts (NICRUTs, NIMCRUTs) Asset Allocation

2680. Charitable Remainder Trusts (NICRUTs, NIMCRUTs) Assets will be allocated as follows:

All Fixed Strategy

<u>Asset Class</u>	<u>Minimum</u>	<u>Maximum</u>
Equities	0%	0%
Convertibles	0%	0%
Fixed Income/WIF	90%	100%
Cash Equivalents	0%	10%

Income/Growth Strategy

<u>Asset Class</u>	<u>Minimum</u>	<u>Maximum</u>
Equities	0%	30%
Convertibles	0%	10%
Fixed Income/WIF	60%	80%
Cash Equivalents	0%	5%

Growth/Income Strategy

<u>Asset Class</u>	<u>Minimum</u>	<u>Maximum</u>
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Equities	55%	80%
Convertibles	0%	10%
Fixed Income/WIF	20%	35%
Cash Equivalents	0%	5%

J. Withdrawal of Funds by the Church

2690. It is the Church's intention that donor funds will not be used by the Church prior to the donor's or other beneficiary's death for any purpose other than to agreed upon gift annuity payments to such donor or beneficiary.

ENDOWMENT FUNDS

A. Source of Funds

2700. Endowments arise from contributions by donors which are permanent in nature and for an expressed purpose which is contained in an endowment agreement.

B. Objective of General Investments

2710. Recognizing that short-term market fluctuations may cause variations in fund performance, the fund should achieve the following objective over a three-year moving time period:

- The fund's total expected return should exceed the increase in the Consumer Price Index by five percent annually.
- Actual returns should exceed the expected returns about half the time.
- Expected returns should exceed actual returns about half the time.

C. Asset Allocation

2720. Endowment Funds Assets will be allocated as follows:

<u>Asset Class</u>	<u>Minimum</u>	<u>Maximum</u>
<u>Equities*</u>	30%	80%
Fixed Income	15%	65%
WIF Deposits	0%	75%
Cash Equivalents	5%	50%

*International Equities should not exceed a maximum of 25 percent.

D. Pooling of Funds

2730. All endowment funds of the Church are managed through a common investment fund unless prohibited by the terms of the endowment agreement or by action of the Committee. Participating in the common investment fund will receive units of the common investment fund to denote their percentage of participation.

E. Spending Policy

2740. The Church will annually make available a set percentage of the historical endowment in support of designated purposes. Unless otherwise designated by the Committee, the

endowment available for spending shall be the lesser of a rate of 4.5 percent of the average market value per unit of the endowment for the past 12 quarters or seven percent of the average market value per unit of the endowment for the past 20 quarters. This will allow high predictability of endowment resources while ensuring low exposure to the volatility of the market. To accommodate spending needs, the Church may elect to liquidate portions of the endowment, use cash built up within the endowment from interest and dividend earnings, or use current year contributions which have not yet been invested with the endowment portfolio.

(This *Policy* approved GB-121, 11/13.)

APPENDIX IV

Gift Development and Acceptance Policy

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A. Purposes

3000. The purposes for establishing **Gift Development and Acceptance Policies and Procedures** are to:

- (1) Articulate The Wesleyan Church's (TWC) philosophy, purposes and practices in gift development and acceptance.
- (2) Provide clarity to potential donors and their legal advisors of TWC's procedures and provisions governing gift acceptance; and,
- (3) Aid TWC's leadership in responding promptly to prospective donors; and,
- (4) Guide the decision-making of TWC leadership regarding the gifts of various types of assets, planned gifts, and giving mechanisms.

This statement represents the General Board-established policy of TWC.

TWC is a member of the Evangelical Council for Financial Accountability (ECFA) and fully adheres to ECFA's prescribed standards.

This is a statement of policy and shall not be construed to provide or represent financial or legal advice or be applied in a manner which contravenes the law or regulations of the United States Government or any State.

TWC shall not give financial advice and shall recommend that donors seek legal and/or tax advice from their own counsel. Furthermore, TWC shall not urge any gift program, agreement, or commitment upon any donor or prospective donor, which will knowingly benefit TWC at the detriment of the donor's financial needs and concerns.

B. Statement of Policy Regarding Gift Development

3002. Developing Gift Resources. The process of *developing gift resources* is considered part of The Wesleyan Church's (TWC) ministry (1 Timothy 6:17–19, 2 Corinthians 8:7, 2 Corinthians 9:9–12). Consequently, TWC is committed to gift development practices that give a positive reflection of the character of Jesus Christ and serve to elevate His reputation among those who see and/or hear its materials. As such, TWC wants to present its gift development efforts as an offering to God in Christ with the confidence that they will draw a response of "Well done!"

It is recognized that there are many tensions that continually must be balanced in the process of gift development. Thus, it is important to return constantly to a well-grounded philosophy that provides unequivocal guidance for effective, Christ-honoring resource development.

In TWC's gift development efforts, it seeks to:

- (1) *Earnestly pray* that Christ would "stir the hearts and minds" of its supporters to participate in meeting the needs of the poor.
- (2) *Effectively communicate* the needs of those who will benefit from its field ministry and offer opportunities for supporters to become involved through giving, prayer, and personal action.
- (3) *Minister* to its supporters by:
 - (a) Assisting them in developing a holistic worldview and an understanding of the realities of poverty.
 - (b) Sharing with them lessons learned from, and values held dear by the poor.
 - (c) Encouraging their own spiritual transformation (drawing them closer to the Kingdom) by sharing how Christ is at work around the world.
 - (d) Providing them with an opportunity to exercise the gift of giving.
- (4) *Demonstrate* good stewardship in its use of the resources available for fundraising by:
 - (a) Seeking the best cost/return ratio in its resource development efforts.

- (b) Exercising its best professional judgment in determining how much to invest in each individual resource development effort and in overall allocations between donor acquisition, cultivation, and education.
- (c) Maintaining an attitude of openness and transparency in sharing information about its overall resource development program.
- (d) Holding itself accountable to its donors, beneficiaries, external agencies, and the general public.

3004. Gift Development Materials. All gift development materials will:

- (1) Appropriately express The Wesleyan Church's (TWC) Christ-centered identity.
- (2) Reflect truthfulness and accuracy.
 - (a) All representations of fact, description of financial condition of the organization, pictures, or narrative about events must be complete and accurate and not sensationalistic or atypical. Stories, pictures, etc. are only appropriate when they accurately represent what is currently happening in similar circumstances in the field.
 - (b) There must be no material omissions or exaggerations of fact or use of misleading photographs or any other communication that would tend to create a false impression or misunderstanding.
 - (c) After reading/seeing/hearing the fundraising material, words, pictures, graphs, etc. used should cause the reader's perception of reality to be as close to reality as possible.
 - (d) Pictures, descriptions, narratives, etc. should be specifically relevant to the purpose of the appeal.
 - (e) Individual components of a fundraising appeal must complement other components and should not deviate, mislead, or detract from the combined message when read alone.
- (3) Create realistic donor expectations of how their gifts will be used.
- (4) Affirm the dignity and worth of all individuals represented.
- (5) Not use coercive or manipulative tactics.
- (6) Not create negative impressions of other organizations.

3006. Use of Premiums and Donor Involvement Devices.

- (1) TWC's goal in working with donors is to draw them closer to its ministry so they internalize the ministry as "their" ministry. Premiums, and other involvement devices, are sometimes a helpful way to bring the ministry into the donor's home, as well as to connect the donor more intimately with our field projects.
- (2) When using premiums or other donor involvement devices, consider the following:
 - (a) Does it have a ministry value to the donor?
 - (b) Does it have a ministry value to the project beneficiary?
 - (c) Does it provide a deeper understanding of our ministry?
 - (d) Is it cost effective?
- (3) If premiums or other incentives are offered in exchange for a contribution, TWC will advise the donor of the fair market value of the premium or incentive and that the value is not deductible for tax purposes.

3008. Stewardship.

- (1) TWC's desire is to minister to donors as it seeks their financial support. TWC seeks to maximize funds for ministry, while at the same time spending enough funds on fundraising and administrative costs to keep donors well informed and provide donors the accountability they deserve. In an increasingly competitive fundraising marketplace, TWC realizes that raising the "next" dollar costs a bit more than raising

the previous dollar. Knowing how much is appropriate to spend in various fundraising activities is a challenge TWC faces every day.

- (2) It is TWC's commitment to its donors to provide its best professional judgment at all times. To do this, TWC will seek to be as knowledgeable as possible in focusing the content, format, and audience of its resource development activities in order to bring the highest return for the investment made, while honoring the entirety of this statement of philosophy and principles.
- (3) Donor-restricted gifts will not be accepted if inconsistent with TWC's gift acceptance policy. Restricted gifts that cannot be honored will be refunded to the donors if they do not agree to change or release the gift restriction. Donor restrictions that are accepted will be adequately tracked and appropriately honored.
- (4) The privacy of individual donors will be honored. Contact information for donors will not be sold or otherwise made available without prior permission of the donors except where disclosure is required by law.

3010. Policy Assumptions.

- (1) All appeals are directed to specific audiences. Reasonable assumptions will be made about how a typical person in that particular audience would understand its materials. Best efforts will be made to match the communications to the specific audience.
- (2) It is assumed that all of The Wesleyan Church's (TWC) communications materials (including magazines, newsletters, etc.) work together to present the donor with an increasingly complete understanding of its work.
- (3) Donor acquisition costs are a normal and necessary cost of doing business. Therefore, TWC assumes that a reasonable portion of all donations received is allocated toward the acquisition of new donors.
- (4) TWC assumes that all donors expect that some portion of their gift will cover organizational fundraising and administrative costs. TWC seeks to minimize these costs, as a percentage of donations received, while meeting TWC's requirements for resource development, organizational management, and financial and programmatic accountability.

C. Readily Acceptable Mechanism for Making Immediate Gifts

3012. Cash/Checks. Checks should always be made payable to **The Wesleyan Church**, and never to an individual who represents TWC. Preferably, checks will be sent to TWC's address:

Attn: Chief Financial Officer, 13300 Olivo Road, Ste 100, Fishers, IN 46037.

Year-end gifts will be recorded as received in the year indicated on the postmark.

3014. Credit Card. The Wesleyan Church (TWC) accepts a variety of credit cards, including MasterCard, Visa, and American Express. Donors can make a one-time gift or establish a schedule of recurring gifts (e.g., monthly contributions). For a one-time gift, the gift date will be established as the date on which TWC receives the donor's credit card information. For recurring gifts, the gift date will be the date on which the gift is submitted for credit card payment. For year-end gifts, TWC will process the transactions promptly.

3016. Publicly Traded Securities. Readily marketable securities, such as those traded on a stock exchange, can be accepted by TWC. The preferred way of gifting stocks is through **stock transfer** directly into TWC's stock account. Please contact TWC's Chief Financial Officer when a stock contribution is made so TWC can alert its broker as to what security and how many shares. Please also make sure that your name, address and phone number are listed on any email or fax so that TWC can properly acknowledge your contribution. If you are sending a paper stock certificate, please send it via registered mail or other shipping mechanism that can be tracked.

- (1) The **value** of gifted stocks will be established as the average of the high and low on the date of the gift.
- (2) The **value** of gifted bonds will be the mean between a bid and ask price.
- (3) The **value** of mutual fund shares will be the redemption price on the contribution date.
- (4) For gifts of securities sent through a broker, the **gift date** is the date on which the securities are electronically transferred into the account of TWC. (IRS rules stipulate that the gift is made when the securities are surrendered, not when a donor calls their broker or otherwise expresses an intent to transfer the securities.)
- (5) Gifts of stock will be sold within three days of gift date.

Note: If the donor is considering a gift of securities that have *decreased* in value since they were acquired, they may be able to gain a tax advantage by selling the securities first, donating the proceeds, and claiming a capital loss on their tax return.

3018. Closely Held Securities. Securities that are not publicly traded may be accepted only through the Gift Acceptance Committee.

Note: By law, the donor is required to have non-publicly traded securities appraised in order to establish their value for tax purposes. Therefore, the *Gift Acceptance Committee* may request a copy of a qualified appraisal from the donor-appointed appraiser in order to coordinate the liquidation of the securities through redemption or sale. TWC cannot appraise or assign valuation to a closely-held securities gift and is not in a position to cover the cost of the appraisal.

3020. Matching Gifts. TWC accepts matching gift donations from organization and individual efforts. Please ensure that your matching organization will accept all types of gifts (credit card, check or money order, etc.) and that TWC is on their list of accepted charities. If TWC is not presently on their list, contact TWC's Chief Financial Officer for support in getting TWC on your matching organization's list of eligible charities.

D. Mechanisms for Making Longer-Term Gifts

3022. Bequests. A bequest is a gift, restricted or unrestricted, that is made to The Wesleyan Church (TWC) in a donor's will or revocable trust. The bequest may specify a gift of a certain dollar value, a percentage (%) of the donor's estate, or the gift of other securities or real property.

Donors are encouraged to recognize that over the years following the establishment of a bequest the needs, policies, and circumstances of TWC may change in unforeseen ways. TWC leadership needs the flexibility to make use of funds in the best interest of the institution and in accordance with donor interests and specifications. Thus, donors are requested to describe the specific purposes of their gifts as broadly as possible and to avoid detailed limitations and restrictions. Donors considering bequests for a specific purpose are encouraged to consult with TWC's Chief Financial Officer or Executive Gift Officer.

Because conditions change over time, TWC requests that all bequests contain a contingency clause similar to the clause provided below:

If, in the opinion of the Leadership of TWC, all or part of the funds cannot be applied in strict conformance with the purposes previously stated, TWC may use the funds for other appropriate purposes as nearly aligned to the original intent of the donor as good conscience and needs dictate and within the authorized powers of the General Superintendent.

In order to properly steward the resources of the organization, TWC reserves the right to refuse to accept (disclaim) any bequest that might prove to be more costly than beneficial. Determination of costs will depend primarily on the assets given through the bequest, which may require the approval of the *Gift Acceptance Committee* (e.g., a bequest of real-estate with an environmental liability).

3024. Endowments. The Wesleyan Church (TWC) will work with the prospective donor on the terms and conditions of endowment funds, provided that they support TWC's programmatic mission and are substantial enough to yield a meaningful annual income. The minimum required gift amount to establish a *named* endowment is \$100,000. The establishment of an endowment fund requires the approval of the *Gift Acceptance Committee* and the Executive Board of the General Board.

Because conditions change over time, TWC requests that all endowments contain a contingency clause similar to the clause provided in the bequests section above.

3026. Life Insurance. TWC will accept a bona fide life insurance policy as a gift when TWC is either:

- (1) a beneficiary of the policy and not the owner; or
- (2) both a beneficiary and the full owner*.

*Exception: If there has been a loan taken out against the policy then ownership may be a liability, and therefore acceptance will depend upon the approval of the *Gift Acceptance Committee*.

Note: If TWC is owner and the donor has stopped paying the premiums, TWC will decide whether to continue paying the premiums or to cash in the policy.

3028. Real Estate. Gifts of real estate may be accepted only through the *Gift Acceptance Committee*.

Note: For the *Gift Acceptance Committee's* procedures, real estate must be appraised, and an environmental audit must also be undertaken or waived by the Committee. Both obtaining and paying for these services are the responsibility of the donor, who will be asked to give a copy of the appraisal and/or audit to the Committee. The Committee will not furnish donors with real estate appraisals or environmental audits.

3030. Tangible Personal Property (other than buildings or real estate). Acceptance of gifts of other types of tangible personal property depends upon their potential usage in relation to the mission of TWC:

- (1) Gifts of tangible personal property may be accepted outright **IF** they have a use clearly "related" to TWC's tax-exempt purpose and have a value in use that is substantially greater than the cost of placing them into use.
- (2) Gifts whose use may be "ambiguous," "less related," or "unrelated,"—such as jewelry, certain artwork or antique furniture collections—may be accepted only after approval by the *Gift Acceptance Committee*.

All gifts of tangible personal property shall either be used by TWC or sold for the benefit of TWC.

Note: **TWC** cannot appraise or assign valuation to gifts of tangible property. Neither TWC nor the *Gift Acceptance Committee* shall cover the cost of, or otherwise furnish, appraisals for proffered gifts of tangible personal property. Neither TWC nor the *Gift Acceptance Committee* shall knowingly participate in a transaction in which the value of a gift is inflated above its true fair market value so as to obtain a tax advantage for a donor.

In general, the **gift date** for tax purposes is when the tangible personal property was physically delivered to TWC, unless delivery service is an agent of TWC, in which case the date would be established when the property is physically picked-up.

Gifts that the donor believes to be valued above \$5,000 must be supported with a written appraisal by a qualified independent appraiser. The appraisal is the responsibility of the donor, who will be asked to give a copy of the appraisal to the *Gift Acceptance Committee*.

3032. Charitable Gift Annuities (Immediate or Deferred). A Charitable Gift Annuity contract between donor and TWC may be entered into by TWC if it corresponds with the following:

- (1) Annuity Rates:
 - (a) For Immediate Annuities, TWC will pay rates no greater than those of the current Uniform Gift Annuity Rates, per the American Council on Gift

Annuities; for Deferred Annuities, no greater than those of the Uniform Interest Factors, per the American Council on Gift Annuities.

- (b) To conform to the federally mandated “Clay-Brown Rule,” the annuity rate offered will generate a charitable deduction of more than 10 percent of the fair market value of the assets given, or the annuity rate will be reduced to qualify for the deduction.
- (c) To conform to various state laws, TWC will always offer the maximum annuity rate to each potential donor/annuitant based on the actuarial age of the annuitants, but it may suggest that if the person were willing to accept a lower rate, a larger charitable deduction would be obtained for the same size gift.

(2) Beneficiaries:

- (a) For Immediate Annuities TWC will encourage the donor to designate no more than *two* income beneficiaries (i.e., one life, two lives in succession, or joint and survivor agreements). The acceptance of more than two beneficiaries depends upon the approval of the *Gift Acceptance Committee*. For Deferred Annuities, two income beneficiaries are the maximum.

(3) Effective Date:

- (a) For charitable gift annuities that are funded with a cash gift, the annuity will be effective on the postmark date on the envelope that brings the check to TWC or the date it is given to our representative. For electronic transfers of securities, it is the date the funds have been received into the TWC account.

(4) Minimum Gift and Age:

- (a) The minimum gift (for either one life or two income beneficiaries) amount accepted to establish a Current or Deferred Charitable Gift Annuity is \$10,000.
- (b) For Current Annuities, TWC shall encourage a gift agreement with an income beneficiary 55 years of age or older; for Deferred Annuities, TWC shall encourage a gift agreement with an income beneficiary of 40 years of age or older.

(5) Asset Restrictions:

- (a) Gift assets for Gift Annuities will be limited to cash and securities for which a ready market exists. Closely held stock will not be accepted. To conform to New York State law, we will not accept real property into our gift annuity fund.

(6) Reinsurance:

- (a) To conform to various state insurance laws, TWC may (upon approval of the *Gift Acceptance Committee*) elect to reinsure any annuity agreement above the minimum \$100,000 of Required Legal Reserve amount only with an “A” rated commercial insurance company, registered to do business in TWC’s state of domicile. TWC is aware that New York State permits reinsurance only through a “treaty” (negotiated) agreement with a registered insurance company. Additionally, TWC accepts that if the insurance company fails, TWC is still liable for the beneficiary payments.

(7) Administration:

- (a) To conform to various state laws, TWC will operate a segregated gift annuity fund, in which identifiable separate investments will be maintained and which is not a part of any other investment or endowment fund of the institution. The full annuity gift will be admitted to the gift annuity fund of TWC and will be maintained until the demise of the last annuitant in the agreement.

- (b) A methodology will be established to identify the changing market value of each agreement, so that an appropriate amount may be withdrawn from the gift annuity fund at the termination of each agreement.
- (c) A separate checking account for TWC's gift annuity fund shall be maintained, so that appropriate fund records can be maintained to permit appropriate reporting of gift annuity fund activity to those states that require it by statute, should TWC later obtain a permit in any state that requires it.
- (d) TWC will make an effort to be aware of the investment and reporting requirements of its place of domicile, Fishers, Indiana, as well as those states that have statutes regulating gift annuity funds and be guided by input from its own legal counsel and staff as to the necessity for filing for a permit to write annuity agreements in those states.
- (e) TWC will maintain investment and administrative records of its gift annuity fund and program to ensure that questions of its General Board can be answered appropriately.
- (f) Annuity income benefits may be paid quarterly, semiannually or annually, and in the case of annuity gifts of \$25,000 or more, monthly. Annuity payment amounts will be rounded upward to ensure that each payment will be exactly the same amount. TWC will never round downward to ensure same payment amounts. Annuity payment will be mailed (or directly deposited) in time to arrive on the payment due date.

Note: Charitable Gift Annuity contracts cannot be added to or modified.

3034. Charitable Remainder Trusts. The Wesleyan Church (TWC) will accept the gift of principal from established Charitable Remainder Trusts.

TWC will prepare to accept a future gift of principal if the organization becomes a Trustee at the establishment of a Charitable Remainder Trust. TWC may become a Trustee only through acceptance from the *Gift Acceptance Committee*.

3036. Charitable Lead Trusts. TWC will accept any income gifts from established Charitable Lead Trusts.

TWC will not act as trustee of a Charitable Lead Trust.

3038. Pooled Income Fund. TWC currently has not established its own Pooled Income Fund and may choose to do so in the future.

TWC will accept gifts from a Pooled Income Fund from any community foundation.

Note: TWC will encourage *prospective* community foundation Pooled Income Fund donors to choose an alternative way of providing income for themselves and generating a gift in support of the work of TWC. The reason? Most pooled income funds from community foundations are equivalent to an endowment. Upon the donor's death, the principal must remain in the community foundation fund and the annual benefit paid to TWC will often be the minimum of five percent, as required by law. A Charitable Gift Annuity or a Charitable Remainder Unitrust are both attractive alternatives. Each will provide the donor with income during their lifetimes and then the principal will remain with TWC.

3040. Other Gifts. For gifts not mentioned above, acceptance is dependent upon the Gift Acceptance Committee.

E. Gift Processing

3042. Public Recognition. With one exception, all gifts shall be deemed confidential to the extent permitted by law. A donor may, at any time, authorize public announcement of any feature of an agreement.

The one exception: gifts from Corporations and Businesses are deemed recognizable as described in the solicitation, unless TWC is directed to treat the gift(s) as confidential to the extent permitted by law.

3044. Contingency Clause. Because conditions change over time, all negotiated endowments and bequests must contain the following contingency clause:

If, in the opinion of the Leadership of TWC, all or part of the funds cannot be applied in strict conformance with the purposes previously stated, TWC may use the funds for other appropriate purposes as nearly aligned to the original intent of the donor as good conscience and needs dictate and within the authorized powers of the General Superintendent.

3046. Receipts and Acknowledgment. Donors will receive an acknowledgment of each of their gifts. This acknowledgment should communicate TWC's understanding of the donor's intentions and identify the value of the gift. This acknowledgement will meet the IRS requirements:

Single gifts (cash or non-cash) of value equal to or greater than \$250: acknowledgment must be written and describe the gift and whether or not goods or services were provided in exchange for the gift.

As much as possible, each acknowledgment will be timely, so as to reciprocate the good spirit in which the gift was given.

3048. Internal Tracking. Financial and in-kind gifts will be properly recorded for both gift development and accounting purposes.

Refer to earlier section entitled: "Readily Acceptable Mechanisms for Making Immediate Gifts" for determination of gift values and dates.

3050. Intake of Gift. Gifts shall be handled in ways that will promote security and their prompt deposit.

F. Gift Disposition

3052. Gifts shall only be used for donor-intended purposes. If such use is no longer possible or practical, in the judgment of the *Gift Acceptance Committee*, or would no longer reflect the original "spirit" of the gift, then the *Gift Acceptance Committee* will seek to honor the original spirit of the gift and propose an alternative use to the donor, provided that any change is always in accordance with any applicable laws. If the donor is deceased at that time, then the Committee will seek consent from person(s) the donor has entrusted with his or her estate.

G. Gift Acceptance Committee

3054. Composition. The *Gift Acceptance Committee* shall be the General Superintendent, General Secretary and General Treasurer/CFO.

3056. Purpose. The *Gift Acceptance Committee* has the authority to review and make acceptance decisions, on an ad hoc basis, regarding the following assets or gifts:

- (1) Closely Held Securities.
- (2) Life Insurance for which a loan has been taken out against the policy.
- (3) Real Estate.
- (4) Tangible Personal Property—whose use may be "ambiguous," "less related," or "unrelated".
- (5) Charitable Gift Annuity contracts—in which there are more than two designated beneficiaries.
- (6) Charitable Remainder Trusts—regarding the recommendation of Trusteeship.
- (7) Other assets/gifts not listed in the Gift Acceptance Policy (e.g., Proprietorships, Partnership Interests)

3058. General Decision Considerations. Factors which the *Gift Acceptance Committee* may take into consideration include, but are not limited to:

- (1) Relative liquidity of a gift.
- (2) Related use to carry out the mission of TWC.
- (3) Costs associated with the gift, such as sale, maintenance, administration, and public opinion.
- (4) Potential liability assumed by TWC, such as environmental liability.
- (5) Restrictions relating to holding an asset for any period of time before sale.
- (6) Any legal requirements and ramifications.
- (7) The “spirit” of the gift.

3060. Decision Procedures. Review and Acceptance decisions are made only by full consensus of the *Gift Acceptance Committee*

H. General Guidelines for Gift Acceptance Committee

3062. Closely Held Securities.

- (1) The donor may be asked to provide the *Gift Acceptance Committee* with a copy of a qualified appraisal of closely held securities if it is needed to establish fair market value for tax or accounting purposes.
- (2) Prior to acceptance, the *Gift Acceptance Committee* will explore methods of immediate liquidation through redemption or sale.
- (3) No commitment for repurchase or sale should be made prior to completion of the gift of the closely held securities, since the transaction might be viewed by the IRS as a sale rather than a gift, with adverse tax consequences for the donor.

3064. Real Estate:

- (1) The donor is responsible for obtaining and paying for (1) an appraisal of the fair market value of the property and, (2) an environmental audit of the property. The *Gift Acceptance Committee* may waive the need for an environmental audit. TWC shall not furnish appraisals to donors.
- (2) Generally, prior to approval by the *Gift Acceptance Committee*, a member of the committee or its designate will conduct a visual inspection of the property. If the property is located in a geographically isolated area, a local real estate broker or licensed property inspector may be designated to conduct the visual inspection.
- (3) Property that is mortgaged or burdened with undue restrictions relating to its ownership, management or disposal shall be accepted only by approval from the Executive Board of the General Board, following the recommendation of the *Gift Acceptance Committee*.
- (4) TWC will accept recommendations for disposing of gifted property but will not be bound by the recommendation. In fact, no commitment for repurchase or sale will be made prior to completion of the gift of real estate such that the transaction might be viewed by the IRS as a sale rather than a gift, with adverse tax consequences for the donor.

3066. Charitable Remainder Trust. TWC may become a Trustee of a Charitable Remainder Trust only by approval from the *Gift Acceptance Committee*. TWC may be recommended to become a Trustee of a Charitable Remainder Trust only if:

- (1) TWC is the irrevocable beneficiary of the trust.
- (2) The trust is greater than or equal to \$100,000.
- (3) The payout rate to the donor of the trust is determined by both the donor and TWC, and, in accordance with the law to be no lower than five percent.

(This *Policy* approved GB-261, 11/15.)

APPENDIX V

General Board Policy on Church Discipline

Under Revision

The Wesleyan Church General Secretary's Office

GENERAL BOARD POLICY ON CHURCH DISCIPLINE

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General Board Policy on Church Discipline

Chapter 1

GENERAL PRINCIPLES

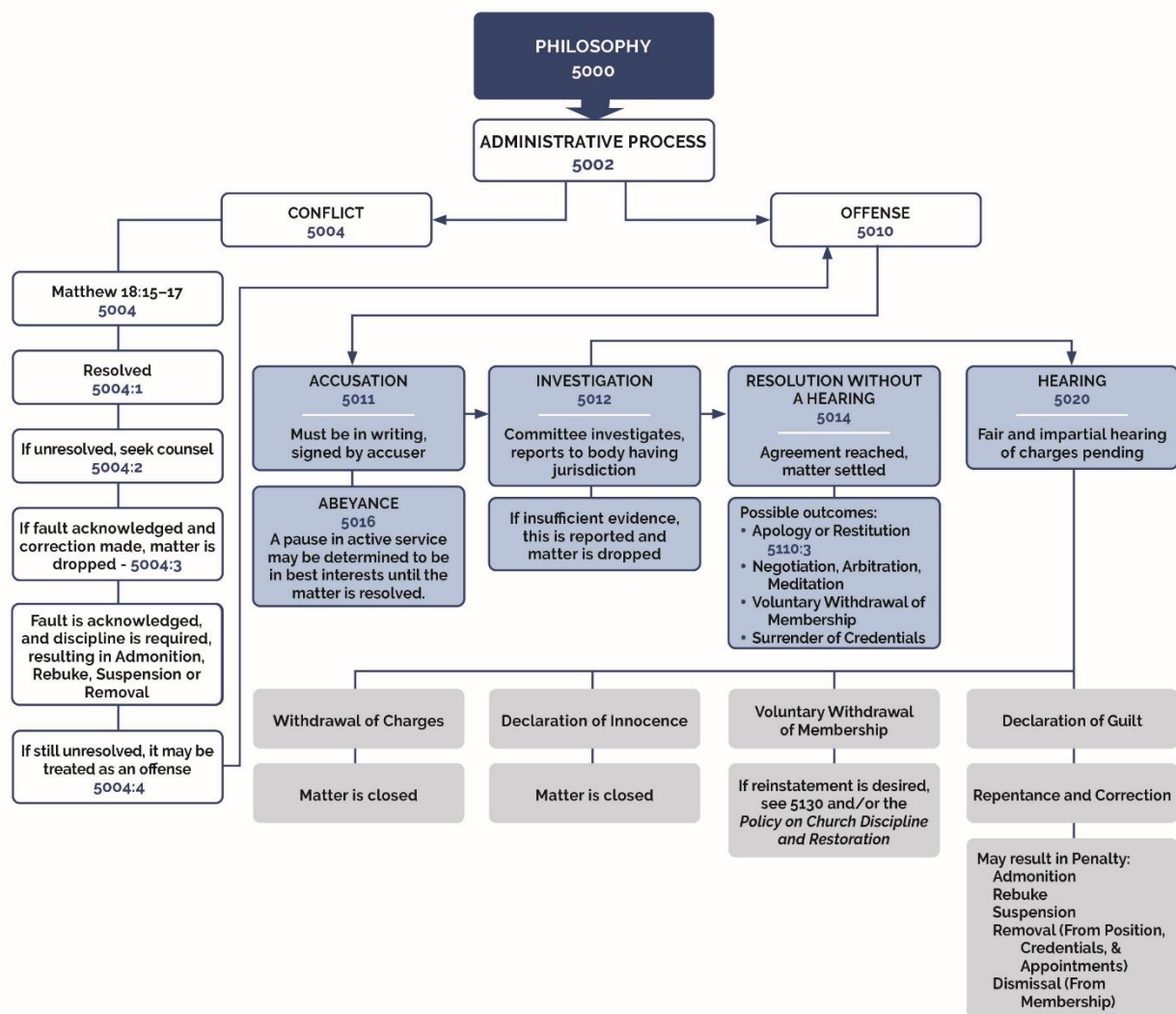
A. Meaning and Purpose of Church Discipline

5000. The Church has the responsibility to provide a holy and harmonious environment that fosters Christlike conduct and relationships. The purpose of the *General Board Policy on Church Discipline* is to outline a clear process for accusers and the accused, pursue truth, provide care and justice for victim(s), accountability for and salvation of the guilty, preservation of the integrity of the body, and warning of the careless.

B. The Administration of Church Discipline

5002. In order that the purposes of the church may be realized, discipline in The Wesleyan Church shall be administered in accord with the following principles:

- (1) A prayerful and Christlike spirit shall be maintained at all times by all parties, (1 Cor. 13:4–7; Eph. 4:15; 2 Tim. 4:2).
- (2) Christlike care for the vulnerable, survivor(s), and holding those who abuse power accountable. (Ps. 9:9, 12; Jer. 23:1-2; James 3:1)
- (3) A sincere and reasonable effort shall be made to resolve an accusation in keeping with scriptural admonitions, (Matt. 18:15–18; Gal. 6:1, 2; James 3:1, 5:16, 19–20).
- (4) Each accusation and all proceedings shall receive prompt and careful attention by the proper authorities.
- (5) Any offending person shall be dealt with faithfully, according to the seriousness of the offense and as provided for in *The Discipline of The Wesleyan Church* and the *General Board Policy on Church Discipline and Ministerial Restoration*.



C. Conflict Resolution

5004. Conflict Resolution. Conflict can arise due to various reasons, such as differences in interests, goals, or perspectives, and it is a natural part of human interaction among peers. Conflict resolution aims to manage and resolve these conflicts in a Christlike manner rather than allowing them to escalate and cause further damage or harm. The person having the grievance shall be first required to follow the Lord's directions in Matthew 18:15–17:

1. Go to the person and point out the issue, just between the two of you.
2. If unresolved, the person having the grievance shall seek counsel from the official having jurisdiction (pastor, district superintendent, General Officer) relative to the redemptive steps to be taken, (1 Cor. 6:1–8).
3. If the personal grievance remains unresolved, or affects the body of believers, the official having jurisdiction or a designated representative shall privately inquire, and, if necessary, instruct and admonish an offending person. If there is an acknowledgment of the fault and correction is made, the matter shall be dropped.
4. If the grievance continues, the official in charge shall provide intervention. If the conflict remains unresolved, and if the matter rises to the level of a fair and impartial hearing of charges pending, procedures shall be followed according to the *General Board Policy on Church Discipline and Ministerial Restoration*.
5. Offenses beyond the scope of conflict are identified in paragraph 5010. The nature of offense(s) may prohibit conflict resolution as outlined in paragraph 5004 understanding that there are different dynamics at work in superior and subordinate relationships.

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D. Offenses

1. Individual or Corporate

5010. Any member, minister, local church, district, official body or other agency of The Wesleyan Church shall be liable to disciplinary proceedings for any of the following offenses:

Disregard for Governance

- (1) Holding, teaching, disseminating, or tolerating the teaching of any doctrine contrary to the Articles of Religion of The Wesleyan Church as stated in *The Discipline*, (2 Thess. 3:6, 14–15; 1 Tim. 6:3–5; 2 John 9–11).
- (2) Disobedience to the provisions of *The Discipline* or tolerating such disobedience.
- (3) Serious or persistent neglect of duty.
- (4) Willful refusal to recognize Church authority, (Rom. 16:17, 18; Titus 3:10, 11; 3 John 9, 10).

Misconduct or Abuse (See Appendix VI – 5500-5523)

- (5) Conduct unbecoming a member or minister of The Wesleyan Church.
- (6) Sexual immorality, (1 Cor. 5:1–13; 6:9–11).
- (7) Abuse
- (8) Sexual Abuse
- (9) Clergy Sexual
- (10) Sexual Assault
- (11) Sexual Harassment

- (12) Intimate Partner Violence (Domestic Violence)
- (13) Emotional Abuse
- (14) Financial Abuse
- (15) Physical Abuse
- (16) Spiritual Abuse
- (17) Stalking

2. Non-retaliation

5011. Retaliation will not be tolerated by The Wesleyan Church and is grounds for disciplinary action, up to and including, permanent removal of credentials and/or membership.

Retaliation means materially adverse action, intimidation, threats, coercion, or discrimination toward any individual because that individual made a report or formal accusation, participated in a process outlined by this policy, or chose not to participate in a process for the purpose of interfering with any right or privilege of *General Board Policy*. Retaliation may be committed by the Accused, the Accuser, or any other individual or group of individuals. Retaliation does not include vague criticisms, stray remarks and petty slights that do not rise to the level of adverse action, intimidation, threats, coercion, or discrimination, a good faith pursuit of civil, criminal, or other legal action, even in response to an initial report under this *Policy*. Acts of alleged retaliation should be reported immediately to the official having jurisdiction over the accused and will be promptly investigated.

3. Accusation

5012. Accusations must be in writing, dated, signed by the accuser(s) and handed to the official having jurisdiction over the accused. The official having jurisdiction shall decide whether to handle the matter directly or refer to a higher Church authority. In either case, an investigation of the accusation shall be conducted. Whenever, in the opinion of the accuser(s), proper action has not been taken, appeal may be made to the next higher Church authority. An individual found to have knowingly made a false complaint or report, or to have knowingly given false information during a process under this Policy, may be subject to disciplinary action, up to and including permanent removal of credentials or membership.

4. Investigation

5013. Investigation. At any point in these proceedings, the official having jurisdiction, or the accused may ask the official body having jurisdiction to conduct an investigation. Such an investigation may include a committee of two or more members who meet the leadership requirements or ministers of The Wesleyan Church who can be relied on for impartial judgment, who are not involved in the matter, and who are not closely related to any party involved. The investigation shall involve a careful and thorough inquiry into the matter, meeting with each appropriate person and meeting with any antagonists together if at all possible. One member of the committee shall serve as secretary and a written report shall be presented to the official having jurisdiction. If the committee finds no grounds for discipline, it shall so report and the official having jurisdiction shall relay this report to the official body having jurisdiction and the matter shall be dropped. If the committee does find grounds for discipline, it shall so report and the official and official body having jurisdiction shall decide on subsequent steps. Should a hearing be ordered, the investigative report shall be made available to the judicatory.

E. Resolution without a Hearing

5014. Settlement by Agreement. At any point in these proceedings, in matters that would not involve removal from credentialed standing or dismissal from membership, if the official having jurisdiction discovers that an agreement can be reached with the parties involved that will settle the matter satisfactorily without a hearing, the official shall establish a written agreement and secure signatures to it from the involved parties and submit it for approval to the official body having jurisdiction and subsequently to the next higher Church authority. If all approve, it shall close the matter.

5016. Citation to Show Cause. If no agreement has yet been reached, and the official having jurisdiction believes the evidence is strong that an offense has occurred, in a final effort to avoid a hearing, the official may cite the person accused of the offense to appear before the official having jurisdiction to show cause why the accused should not go to a hearing. If the matter persists to resist counsel, the matter shall go to a hearing. If it is deemed in the best interest of the church, the official having jurisdiction may place the person accused of the offense on a leave of absence until the hearing is held and the determination has been made.

5018. Confession of Guilt. At any point in the proceedings outlined above, if the accused shall confess guilt, the official body having jurisdiction shall conclude the proceedings and decide on the discipline to be imposed. (5058:4.)

F. Discipline Involving a Hearing

1. Right to Hearing and Appeal

5019. The right to a fair and impartial hearing and the right to appeal shall not be denied to any member, minister, local church, district or official body of The Wesleyan Church. No one shall be arbitrarily set aside without due consideration for both spiritual welfare and rights as a member of The Wesleyan Church and shall always have the right to request a hearing or to appeal, even when placed under discipline (*Disc.* 302:4; 305:3; 313:7; 315:8; 323:10; 360:3; 375:4, 6; 380).

2. Jurisdiction

5020. Original jurisdiction over a member ordinarily belongs to the local church of which the person is a member.

5021. Exceptions in Jurisdiction. There are situations as provided for in *Discipline* 365 in which jurisdiction over a member may be assumed by the district or by the General Church.

- (1) If a member is a person credentialed by the district, or is elected as an officer of the district, full jurisdiction over all offenses passes to the district, with full authority to set the discipline.
- (2) If a member is also a General Officer, a member of the General Board or otherwise employed by the General Church, or is a district superintendent, full jurisdiction over all offenses passes to the General Church, with full authority to fix the discipline, including removal from office or dismissal from membership.
- (3) If a lay member's conduct is such as to affect the health of the local church where membership is held, and the district superintendent and the district board of administration become convinced that the local church is unable or unwilling to deal appropriately with such member, or if a lay member is alleged to have committed offenses which affect The Wesleyan Church beyond the local church where membership is held, the district superintendent may recommend and the district board of administration may authorize the assumption by the district of jurisdiction in the

matter. Investigation and hearing would be conducted in accord with district procedures. Any appeals shall be heard by the district board of review. The district would have full authority to fix the discipline, including removal from office or dismissal from membership.

3. Accusation

5022. Accusations must be in writing, dated, signed by the accuser(s) and handed to the official having jurisdiction over the accused before a hearing can be ordered. Whenever, in the opinion of the accuser(s), proper action has not been taken, appeal may be made to the next higher Church authority.

4. Disciplinary Measures

5023. Definition of Disciplines. There shall be five degrees of discipline for the administration of discipline which are:

- (1) **Admonition.** Admonition is the mildest discipline and consists of a general reproof, a warning and an exhortation to greater watchfulness by the offender, (1 Thess. 5:14).
- (2) **Rebuke.** Rebuke is a stronger discipline for a more serious offense and consists in setting forth the offense, an official rebuke and correction, and a warning to the offender, (1 Tim. 5:20; 2 Tim. 4:2).
- (3) **Suspension.** Suspension is that discipline by which the accused is placed “under discipline” and is deprived of certain rights and privileges for a period of probation.
- (4) **Removal.** Removal is that discipline by which a person is deposed from an official position, credentialed status or appointments. (1 Tim. 1:19–20).
- (5) **Dismissal.** Dismissal is the strongest discipline and is the expulsion of the offender from membership in the Church (*Disc.* 305:3; 315:1; 585:3), which automatically includes all lesser disciplines. Dismissal should be imposed only for the most serious offenses, or for obstinate persistence in a serious offense, (2 Cor. 6:14–15; 1 Tim. 1:19–20).

5. Charges and Specifications

5024. A hearing may not be ordered until a proper inquiry is made. When the investigation has found evident need for discipline, it shall prepare appropriate charges and specifications.

- (1) A *charge* sets forth an offense, a kind of act or conduct that makes a person liable to discipline.
- (2) A *specification* states what the accused is alleged to have done, an instance of the offense indicated in the charge.
- (3) It is not required that the accusations be written in any particular legal form. Every accusation must be in writing, dated, signed by the accuser(s), and must clearly define the alleged offense by its proper term as stated in (5010), and each charge must be accompanied by at least one specification.
- (4) A charge shall not allege more than one offense. However, more than one charge against the same person or unit, with the specifications for each charge, may be presented to the judicatory at the same time and heard at the same time, provided that the vote on each charge shall be taken separately. The specifications shall declare as far as possible the time, place and circumstances of the alleged offense, and shall be accompanied with the names of the witnesses and the title of each record or document to be cited for its support.

6. Judicatory

5025. When the official body having jurisdiction orders a hearing, it shall at the same time appoint the judicatory (judicial committee) in keeping with the appropriate provisions of the *General Board Policy for Church Discipline and Ministerial Restoration*. Each judicatory is appointed as needed for a specific matter. The judicatory shall conduct the hearing in keeping with the provisions of this *General Board Policy for Church Discipline and Ministerial Restoration*.

5026. One member of the judicatory shall be designated as the chair, either by the official body having jurisdiction, or as otherwise provided in *The General Board Policy for Church Discipline and Ministerial Restoration*. The chair is a voting member of the judicatory. The duties and responsibilities of the chair shall include:

- (1) To preside over all phases of the hearing, making certain that all provisions of this *General Board Policy for Church Discipline and Ministerial Restoration* are observed.
- (2) To appoint a secretary (5056).
- (3) To exercise, if such is deemed wise, the option of appointing counsel when the accused has not exercised the right to do so (5040:1). The counsel shall be a member or minister of The Wesleyan Church.
- (4) To give direction to preparation of notices and citations to appear, and to sign the same (5042).
- (5) To notify the accused of their rights (5040).
- (6) To instruct the judicatory concerning its duties as assigned in this *General Board Policy for Church Discipline and Ministerial Restoration*, both before the hearing begins and again before the judicatory deliberates on the verdict (5058:14).
- (7) To decide on the validity of any challenge for cause of the qualifications of a member of the judicatory (5040:3; 5054).
- (8) To grant, if such is deemed wise, a postponement of the hearing (5044).
- (9) To schedule the hearing date providing time for the members of the judicatory to arrange their schedules so that they can be available to complete the hearing in a timely manner.
- (10) When possible, to schedule the hearing to be conducted on consecutive days.
- (11) To receive the list of witnesses that will be called by the hearing manager and the accused, and to inform both parties at the same time of said witnesses.
- (12) To state, at the beginning of the hearing, the purpose of the hearing, to read the official action ordering the hearing, and to announce the members of the judicatory (5058:2).
- (13) To decide on the admissibility of evidence (5027).
- (14) To announce the verdict only as "guilty" or "not guilty."
- (15) To communicate the verdict and any recommendations being made to the official body having jurisdiction (5058:17).
- (16) To inform the accused in writing of the verdict.
- (17) To attest the records of the hearing (5056).
- (18) To have custody of the records throughout the hearing until the matter is finished, and then to deliver such records to the official having jurisdiction (5056). The records of a hearing will be retained in a confidential file either at the district or the General Church level for a minimum of 10 years.

7. Evidence

5027. Rules of Evidence. An investigation, judicatory or other official body shall not be bound by any technical rules of evidence but shall adopt such rules as shall, in its opinion, be best adapted to ascertain the truth and determine accurately the substantial rights of the parties involved. The chair of the judicatory shall decide on the admissibility of evidence.

5028. Testimony. No one may be barred as a witness on the grounds of not being a member of The Wesleyan Church (but their time in the room where the hearing is held shall be limited to their time on the stand unless waived by the chair of the judicatory (5046). Whenever circumstances make it impossible for a witness to appear, a proper certificate of affidavit from such a person may be presented, provided that the party against whom it is sought to be introduced has had a proper opportunity to see the certificate or affidavit and personally or through counsel to question before witnesses the person signing the affidavit regarding the contents thereof.

5030. Proof of Charges. The accused shall be presumed innocent until the contrary is proved. However, the moral conviction of the truth of the charge is all that is necessary to find the accused guilty of the charges. In all matters the accused may be questioned relative to the charges made.

8. Manager

5032. The official body ordering a hearing shall, at the same time, appoint a member or minister of The Wesleyan Church in good standing as manager of the hearing. In addition, an assistant manager shall be appointed. The manager's duty is to prepare in final form the accusation and specifications, present them at the proper time and place to the judicatory and represent the official body having jurisdiction during the hearing. The manager's responsibility is to help the judicatory get at the truth and to secure a just outcome.

9. Rights of the Judicatory

5036. Right of Investigation. The Church has a right to investigate the character of its members and ministers in order to maintain the purity of its doctrines and practices, and can, therefore, through its own officers, official bodies and judicatories, require members or ministers under investigation to testify, under discipline of dismissal, if they refuse.

5038. Duty of Cooperation. It shall be the duty of every member, minister, and church body to cooperate and to give testimony when properly requested to do so for an official investigation or hearing (5010:3; 5050).

10. Rights of the Accused

5040. Any member or minister who is accused shall have the following rights:

- (1) **Counsel.** The accused shall have the right to choose counsel, or to present a personal defense; but where this right is not exercised, counsel may be appointed by the chair of the judicatory. The counsel shall be a member or minister of The Wesleyan Church.
- (2) **Examination.** The accused, or counsel, shall have the right to meet any accuser(s) face-to-face and to cross-examine any witnesses presented by the manager (5028).
- (3) **Objection.** The accused shall have the right to challenge for cause the qualifications of any member of the judicatory, the validity of which shall be determined by the chair of the judicatory (5054).

- (4) **Limitation.** A minister or member shall not be required to answer for any accusation which occurred more than five years before the filing of such accusation, except in matters involving immorality.

11. Notices and Postponements

5042. All notices and citations to appear shall be given as directed by the chair of the judicatory and shall be in writing, in the name of the official body having jurisdiction ordering the hearing and signed by the chair. An official notice of the date, time and place of the hearing (the names of the persons appointed to the judicatory), together with an official copy of the accusation and specifications, and a citation to appear shall be delivered to the accused; this shall be done at least thirty days before the hearing unless both the manager and the accused agree to a shorter period. No subsequent changes in such charges and specifications shall be permitted. Notices to appear shall be given to such witnesses as either party may name and shall be served at least thirty days before the hearing. Members or ministers of The Wesleyan Church shall be cited to appear, but others may only be requested to appear (5038). An official notice of the names of the persons appointed to the judicatory shall be delivered to the accused at least thirty days before the hearing.

5044. The manager or the accused shall have the right to petition the chair of the judicatory for a postponement of the hearing date, and the chair may grant such a petition if deemed essential for proper preparation or other necessary reasons, provided that the other party shall be notified before the postponement is granted. A postponement shall not be granted for more than 15 days, except for extenuating circumstances.

12. Participants

5046. Only those who are members or ministers of The Wesleyan Church shall be allowed to participate in a hearing, except as witnesses and only those participating in the hearing shall be permitted to attend the hearing. Nonmembers who consent to testify may be brought in as witnesses at the hearing, but any witness, even a member, should not be allowed in the room except while testifying, unless this prohibition is waived by the chair of the judicatory. Witnesses shall be examined first by the party producing them, then cross-examined by the opposite party, after which any member of the judicatory or either party may put additional questions. All deliberations of a judicatory shall be considered confidential during and after the hearing, and members of a judicatory shall not discuss the matter with anyone outside the judicatory during the hearing.

13. Request for Withdrawal

5048. Whenever in the course of an investigation or hearing, the accused person shall request a letter of withdrawal from the Church, the same shall be granted and the matter shall end. It shall be noted on the membership records of the local church, and, when the accused is a minister, on the membership record of the district, as “withdrawn under accusation” whenever such request is during the investigation, and “withdrawn under charges” when such request is during the hearing (*Disc.* 592).

14. Failure or Refusal to Appear

5050. Whenever an accused member or minister refuses to obey a properly issued citation to appear for hearing, or fails to appear except for unavoidable circumstances, the accused shall be considered guilty as charged and the judicatory may proceed to set the discipline. A member or minister

of The Wesleyan Church who refuses a properly issued citation to appear as a witness shall likewise be deemed subject to church discipline (5010:3, 5038).

15. Status of the Accused

5052. After the official notice of the date, time and place of the hearing, together with a copy of the accusation and specifications, is delivered to the accused and until after judgment is rendered by the judicatory, the accused may be temporarily suspended from the exercise of any office by the official body having jurisdiction.

16. Grounds for Challenge

5054. A person is disqualified to serve as a member of any judicatory who is personally interested in the matter, closely related to either the accused or the accuser, has been active for or against either party in the matter referred to in the charges, is at personal variance with either party, or who has prejudged the matter (5012; 5040:3). Any member of a judicatory may, on such grounds, be challenged in writing by either party, provided that such challenge shall be made not later than one week prior to the opening of any hearing, and the allowance of such challenge shall be decided by the chair of the judicatory.

17. Records

5056. The chair of the judicatory shall appoint a secretary, who need not be a member of the judicatory (but must be a member of The Wesleyan Church) and shall see that complete and accurate records are kept by the secretary of all proceedings, testimonies, evidence, documents admitted, together with copies of the charges, specifications, notices, citations, and findings of the judicatory. The records shall be attested to by both the chair and the secretary. The chair shall be the custodian of such records until the matter is finished and shall then deliver such records to the officer designated by the official body having jurisdiction for permanent filing. Whenever the decision of the judicatory is appealed, the person having custody of the official records shall forward such records promptly to the chair of the appellate body, or a transcript of the same, when requested to do so by the chair of the appellate body.

18. Order of a Hearing

5058. The following order should be observed in conducting a hearing:

- (1) Devotions.
- (2) Statement of purpose, the reading of the official action ordering the hearing, and the announcement of the members of the judicatory, by the chair of the judicatory.
- (3) Reading of the accusation and specifications by the secretary, unless waived.
- (4) Answer by the accused or the counsel for the accused with a plea of "guilty" or "not guilty." If guilt is confessed, the judicatory may thereupon consider the discipline to be imposed, if any, and terminate the hearing, or it may request to hear the evidence in order to make a more proper determination of the matter and the disciplines to be imposed.
- (5) Statement of the matter and outline of the procedure by the manager.
- (6) Evidence submitted by the accused and cross-examination by the accused.
- (7) Statement of the matter and line of defense by the accused.
- (8) Evidence for the accused and cross-examination by the manager.
- (9) Rebuttal by the manager.

- (10) Rebuttal by the accused.
- (11) Summary of the matter by the manager.
- (12) Summary of the matter by the accused.
- (13) Should it be deemed proper to allow the manager to reply, the accused shall also be permitted to reply.
- (14) Instructions by the chair to the judicatory concerning the duties assigned to it as set forth in this *General Board Policy for Church Discipline and Ministerial Restoration* and especially to render a verdict in not more than three days, if possible, and to vote separately on each charge, with a two-thirds vote of all the members required to render a verdict of guilty. Members of the judicatory who have been absent from more than one sitting shall not be permitted to vote on the verdict.
- (15) The verdict stated only as guilty or not guilty.
- (16) Communication of the verdict to the accused.
- (17) Communication by the chair of the verdict, and the recommendations, if any, being made to the official body having jurisdiction over the accused.

19. Appeals

5062. Right of Appeal. The accused, if found guilty, shall have the right to appeal the verdict and/or the discipline unless such right has been forfeited for misconduct. Misconduct shall consist of withdrawing from the Church, publicly discrediting, slandering or libeling the members of the judicatory, refusing to abide by the decision of the judicatory, or by refusing to appear in person or by counsel if cited to appear by the appellate body, or by resorting to a suit in a civil court concerning the matter involved in the charges. Misconduct shall be decided upon by the appellate body. If, on the other hand, the accused was found innocent, the official body which ordered the hearing has the right to appeal the verdict.

5064. Procedure of Appeal. The appellant or the counsel of appellant, within 30 days after being notified of the verdict and/or discipline, may submit a request in writing and shall set forth the grounds of the appeal. The chair of the appellate body shall ask for a transfer of all the official records of the matter, or a transcript of the same, which shall be forwarded promptly by the person having custody of such records. The appellant shall be responsible to pay the cost of the appeal, including the cost of preparing a transcript of the records. Upon modification or reversal of the verdict and/or discipline, such cost of the appeal shall be paid by the person or body losing the appeal.

5066. Status of the Accused during Appeal. While the appeal is pending, the discipline shall be deferred, though if under discipline prior to hearing such discipline shall remain. Whenever the accused is a church or a district, it may continue to function but shall have the status of being under discipline and shall not be entitled to any representatives in a conference body and, in the case of a district, shall not have authority to buy, sell or transfer any real property, except with the approval of the General Superintendent.

5068. Judgment of the Appellate Body. The appellate body shall promptly consider the matter and the grounds for appeal and shall render judgment within 60 days, with the exception of the General Board of Review. The appellate body, by a majority vote, may affirm, modify or reverse the verdict and recommendations of the lower judicatory in whole or in part, or may remand the matter for a new hearing, provided that if the accused has been previously found innocent, it shall require a two-thirds majority vote of the appellate body to find the accused guilty (does not apply to the General Board of Review, 5425:3). In all matters the right to present evidence shall be exhausted when the matter has been heard once on its merits in the proper judicatory. Whenever a matter is remanded for a new hearing, a new judicatory shall be constituted, to provide for a fair and proper hearing. When any appellate body shall modify or reverse, in whole or in part, the verdict and recommendations of a

judicatory, or change the discipline imposed by the official body having jurisdiction, it shall return to the official body having jurisdiction, or to the judicatory, a statement of the grounds of its action.

Chapter 2

DISCIPLINE AND REINSTATEMENT OF A MEMBER

A. Discipline Involving a Hearing

5105. Jurisdiction. Original jurisdiction over a member ordinarily belongs to the local church of which the person is a member. (For exceptions, see 5021.)

- (1) Accusations against a member shall be submitted to the pastor (5022; *Disc.* 725:14). If there is no pastor, or if the pastor does not attend to the matter, the accusation shall be submitted to a member of the local board of administration. In either case, the accusation shall be presented to the local board of administration. Inquiry shall be made, and the local board of administration shall have charge of ordering an investigation (5012; 5024) and hearing if necessary. Any charge against a member must be sustained by two or more members of The Wesleyan Church. Whenever a hearing is ordered, the district superintendent shall be notified. If the accused member is a person licensed, commissioned, or ordained by a district, or holding a district office, or serving or being employed by the General Church, the appropriate official shall be notified of the accusation(s) and proceedings.
- (2) The authority of a local board of administration for a developing church shall be exercised by the district superintendent (*Disc.* 1310:15).
- (3) The district superintendent, when requested to do so by the local board of administration, shall have authority to provide for any unusual circumstances not provided for in the *General Board Policy for Church Discipline and Ministerial Restoration*, and to appoint, when necessary, any members from another Wesleyan church in the district or ministers from the district to a local judicial committee (5110:1–2; *Disc.* 1310:16).
- (4) When a member, who resides away from the church in which membership is held and attends another Wesleyan church, is accused of improper or immoral conduct, the pastor and the local board of administration where the member attends shall have authority to make an official investigation of such accusation (5012). If, pursuant to such investigation, an accusation is drawn up against such a member, it shall be presented to the pastor of the local church where the accused holds membership.

5110. Local Judicial Committee. Charges against a member shall ordinarily be heard and determined by a local judicial committee (5025).

- (1) A local judicial committee shall consist of not fewer than three members who meet the leadership requirements (5046), which shall be selected by the local board of administration (5105:3), as the occasion may arise, from its own membership or the membership of the local church (*Disc.* 782:10; 970). The committee shall serve from the time of its appointment until it shall hear and determine the matter.
- (2) The local board of administration shall designate the chair or may request the district superintendent to do so (5105:3). The chair of the local judicial committee shall be the presiding officer and shall conduct the proceedings in accord with this *General Board Policy for Church Discipline and Ministerial Restoration*.
- (3) It shall be the duty of the local judicial committee to hear and determine the charges, to render a verdict concerning the guilt or no guilt of the accused, and to recommend

to the local board of administration the discipline, if any, to be imposed (5115–5120). A two-thirds majority vote of all members of the committee shall be required to render a verdict. Discipline, if required, shall be administered by the local board of administration, and may take the form of admonition, rebuke, suspension, removal or dismissal, and said board may also require apology or restitution.

- (4) An appeal may be taken concerning the verdict and/or discipline to the district board of review, within 30 days (5062–5068; 5221).

B. Disciplinary Measures

5115. Definition of Penalties. There shall be five degrees of discipline for the administration of discipline, as outlined in paragraph 5023.

5120. Assignment of Disciplinary Measures. The local board of administration shall be governed by the seriousness of the offense and by the following regulations in the assignment of disciplinary measures:

- (1) Anyone declared guilty of holding or teaching any doctrine contrary to the Articles of Religion of The Wesleyan Church as stated in *The Discipline* (5010:1) shall be dismissed (5023:5), unless the local board of administration is of the opinion that the offense has ceased, in which case the discipline shall be either that of admonition, rebuke, or suspension.
- (2) Disobedience to *The Discipline*, or tolerating such disobedience (5010:2), shall result in such discipline as deemed advisable.
- (3) Willful refusal to recognize properly constituted authority (5010:3) shall result in such discipline as deemed advisable.
- (4) Conduct unbecoming a member (5010:4), including but not limited to dishonesty, or sowing dissension, shall result in removal and/or dismissal (5023:4, 5), unless the local board of administration believes the offender is truly penitent, in which case the offender shall be rebuked or indefinitely suspended (5023:2, 3) until such time as the proper authorities are satisfied that the accused has reasonably demonstrated genuine Christian character in accord with the *General Board Policy on Standards for Educational Institutions*.
- (5) Sexual immorality, including but not limited to adultery, fornication, homosexual practice or other acts involving moral turpitude shall result in immediate dismissal from the Church (5023:5; *Disc.* 265:5).
- (6) Serious or persistent neglect of duties (5010:6) shall result in suspension or removal, unless corrected, in which case a lesser discipline may be imposed.

C. Reinstatement of a Member

5130. After being dismissed from church membership, a former member may be reinstated by the local church which dismissed the member when such a person evidences a genuine repentance and meets the requirements for membership. If the former member is joining another local church, the receiving church should first consult with the dismissing church to make sure that all necessary corrections and restitutions have been cared for properly. If the former member was dismissed by a district or by the General Church, the receiving local church must first secure the approval of the dismissing unit, (see 2 Cor. 2:5–11.)

Chapter 3

DISCIPLINE AND RESTORATION OF MINISTERS, OFFICERS AND SPECIAL CASES

A. Those Subject to Districts

1. Identification

5200. Those ordinarily subject to district jurisdiction include the following persons:

- (1) An ordained, commissioned, or licensed minister.
- (2) A ministerial student.
- (3) A commissioned or licensed special worker.
- (4) A supply pastor.
- (5) An interim pastor.
- (6) A district officer.
- (7) A lay member whose matter has been assumed by the district (5021:3).

2. Discipline Without a Hearing

5203. District officials and official bodies dealing with one of the above persons accused of an offense as set forth in 5010 are bound to follow as much as is appropriate the provisions of the *General Board Policy for Church Discipline and Ministerial Restoration* (5004) before conducting a hearing.

3. Discipline Involving a Hearing

5206. Jurisdiction. Original jurisdiction over the persons listed in (5200) ordinarily belongs to the district in which their ministerial membership, or for laypersons, their membership, is held. The exceptions are for those who serve as general officers or members of the General Board or who are otherwise employed by the General Board, and district superintendents. These are subject to the jurisdiction of the General Church (5270; *Disc.* 323:1; 1180:11).

- (1) Jurisdiction shall be exercised on behalf of the district by the district board of administration for any and all charges brought against such persons.
- (2) Accusations alleging an offense (5010) against one of the persons in (5200) shall be submitted to the district superintendent (5022; *Disc.* 1310:28). The accusation shall then be presented to the district board of administration. The district board of administration shall have authority to order the investigation (5012; 5024) and hearing if necessary. Any charge must be sustained by two or more members or ministers of The Wesleyan Church.
- (3) If an accusation alleges an offense committed by a person under the jurisdiction of the district in a district other than that in which the accused holds membership, the district superintendent, and the district board of administration of the district in which the offense was allegedly committed shall have jurisdiction over the official investigation (5012). If an accusation is to be drawn up, it shall be submitted through the General Superintendent to the district in which the accused holds membership.

5209. District Judicial Committee. Charges against a person under district jurisdiction shall be heard and determined by a district judicial committee, appointed by the district board of administration

for that particular matter. District judicial committees also are appointed for matters involving a local church or other unit (5310).

- (1) A district judicial committee shall consist of four ordained ministers and three lay members who meet the leadership requirements, appointed by the district board of administration (*Disc.* 1233:36), as the occasion may arise, from among its own members or the members of the district, and the district board of administration may request the General Superintendent to appoint a general official as one member. In any case, the General Superintendent shall be notified of the hearing. Members of the district board of review may not serve as members of the district judicial committee. The committee shall serve from the time of its appointment until it shall hear and resolve the accusation.
- (2) The district board of administration shall appoint the chair or may request the General Superintendent to do so. The chair of the district judicial committee shall preside over the hearing and shall conduct it according to this *General Board Policy for Church Discipline and Ministerial Restoration* (5019–5068) and *The Discipline*.
- (3) It shall be the duty of the district judicial committee to hear and determine the charges, to render a verdict declaring the accused, either guilty or not guilty and to recommend the discipline (5023; 5212; 5215), if any, to be imposed by the district board of administration. A two-thirds majority vote of all members of the district judicial committee shall be required for a verdict of guilty. The discipline may take the form of admonition, rebuke, suspension, removal or dismissal, and said board may also require apology or restitution.
- (4) The accused may appeal the verdict and/or discipline to the district board of review within thirty days (5062–5068; 5221).

4. Special Regulations

5212. The administration of discipline to credentialed persons under the jurisdiction of the district (5200:1–3) shall be in accord with the following regulations:

- (1) **Indiscreet Conduct.** Whenever a minister, ministerial student, or special worker has been charged with an offense alleging sexual immorality and is not found guilty of such actions but rather of imprudence or indiscreet conduct, the offender shall be subject to admonition, rebuke, suspension, or removal, according to the seriousness of the offense, (1 Tim. 5:19–20.)
- (2) **Suspension.** Whenever a minister shall be suspended from the ministry, or a ministerial student or special worker shall be suspended from such office, all credentials shall be surrendered to the custody of the district superintendent. Whenever such a person shall furnish the district superintendent a written apology acknowledging guilt and pledging to correct the matter and gives evidence that the offense has ceased and that the person is repentant, the district board of administration may end the suspension, reinstate the person, and authorize the return of all credentials. If the written apology and assurance are not forthcoming, and the accused does not exercise the right of appeal, the district board of administration shall declare that the said person has withdrawn from the district and said person's credentials shall be forwarded to the Executive Director of Communication and Administration (5230; *Disc.* 1233:36; 1310:29).
- (3) **Sexual immorality.** Whenever a minister, ministerial student or special worker shall have been convicted by a judicatory of such immoral acts as fornication, adultery or homosexual behavior, or has confessed to such acts to the official body having

jurisdiction, the individual shall be removed from the ministry or from the office of a ministerial student or special worker, as the case may be, (1 Cor. 5:1–13; 6:9–11). This shall not prohibit membership in a Wesleyan church when the guilty person repents and demonstrates a Christian life according to the *General Board Policy on Standards for Educational Institutions*. Anyone who has been removed for such an offense may be considered for restoration as provided for in 5230–5245.

- (4) **Removal (5023:4).** A minister who has been removed from the ministry, or a ministerial student or special worker who has been removed from such office, shall immediately surrender all credentials to the district superintendent (5230; *Disc.* 1310:29; 3085:6), shall cease to exercise any of the functions of the ministry, or of a commission or license, as the case may be, and shall not occupy any pulpit in The Wesleyan Church. Such a person's compensation and benefits, or a comparable family living allowance, shall be determined by a plan mutually agreed upon by the local board of administration and the district superintendent. Whenever anyone who has been expelled from the ministry or a commission or license shall appeal, the discipline may be deferred with the exception that such a person shall be suspended from the exercise of any office or of any particular service while the appeal is pending (5066).
- (5) **Dismissal (5023:5).** In matters where the actions or the attitude of the removed person is especially grievous, the district board of administration has full power to dismiss the person from membership in The Wesleyan Church, and the involved local church, when officially informed of this action, shall so indicate in its membership records. If the district board of administration removes the person but does not choose to dismiss from membership, the district secretary shall notify the local board of administration of the accusations, findings, and discipline and leave the matter of membership to the local church.

5215. The administration of discipline to other persons under the jurisdiction of the district (5200:4–6) shall be in accord with the following regulations:

- (1) A supply pastor or interim pastor who is a minister or a member of another denomination or who is a minister in process of transfer from another denomination is not subject to a hearing or appeal by The Wesleyan Church. Such a person may simply be removed from appointment by the district board of administration (*Disc.* 3104:4; 3260:5).
- (2) A lay district officer or a lay member whose matter has been assumed by the district shall be subject to the judicial jurisdiction of the district.

5. District Board of Review

5218. The district board of review shall organize itself, elect its own officers, and keep complete records of all proceedings (5056). The board shall be authorized to cite any member(s), minister(s) or local church(es) to appear and to testify (5036–5038). The records of the district board of review shall be placed in the custody of the district superintendent.

5219. Members must recuse themselves in the case of conflict of interest,

5221. The duties and powers of the district board of review are to hear and determine the appeal of a lay member, of a local board of administration, of a minister, of any other person under the jurisdiction of the district (5200), or of the district board of administration concerning the results of a local church hearing or concerning the results of a hearing before a district judicial committee; to sustain, modify or revoke, in whole or in part, the verdict and/or the discipline as set forth in 5062–5068, by a majority of all members of the district board of review (*Disc.* 302:4), provided that if the accused has

been previously found innocent, it shall require a two-thirds majority of all members of the district board of review to find the accused guilty.

6. Surrender of Ministerial Credentials

5230. If an ordained minister or commissioned minister, because of guilt in an offense which disqualifies the minister from being an ordained minister or commissioned minister, has either voluntarily surrendered ministerial credentials (*Disc.* 3059:3d; 3085:5) or been required to surrender them, the credentials shall be forwarded to the Executive Director of Communication and Administration, to be filed and preserved.

5233. The district in which the disqualified person is a member shall take initiative to express its desire for and commitment to the restoration of that person, with God's help, to a holy life and relationship. If the disqualified person expresses a repentant spirit and a desire to reestablish ministerial calling, practice and credentials with The Wesleyan Church, the district may initiate a process in accord with the *General Board Policy for Church Discipline and Ministerial Restoration* that potentially could lead to ministerial restoration.

5236. An ordained, commissioned or licensed minister, or ministerial student, who has been removed from the ministry of The Wesleyan Church, either through voluntary surrender of credentials because of guilt (*Disc.* 3059:3d; 3085:5) or through judicial process and disciplinary action, other than that considered in *The Discipline* 3124, may be restored to the previous level of credentialing in The Wesleyan Church, provided that the disqualified person shall have shown evidence of repentance and amendment of life, and provided that such is approved by the district board of administration of the district from which withdrawn or removed. In the matter of sexual immorality, to which the minister has confessed guilt or for which guilt was declared by judicial process, such restoration may be accomplished only with the additional approval of the General Board (5245).

5239. The district and the disqualified person, subject to the approval of the General Superintendent, shall develop a specific plan and process of restoration, in harmony with the *General Board Policy for Church Discipline and Ministerial Restoration*.

5242. If adequate progress is observed and restoration criteria are met, and if a mutual desire of ministerial restoration is expressed by the person, the district superintendent, and the General Superintendent, then steps may be taken for restoration of credentials and, subsequently, opportunity for ministerial assignment. Based on such an approved program of spiritual restoration, the restoration of ministerial credentials could be affected after a minimum of three years from the time the plan of restoration was agreed upon, signed, and implemented. The General Superintendent has authority to shorten the minimum time period when deemed appropriate.

5245. When a request for restoration of a minister in a matter such as that described in 5236 has received the approval of the appropriate local and district bodies, it shall be processed as follows:

- (1) The request shall be directed to the General Superintendent who shall ascertain if indeed all required district actions have been taken.
- (2) The General Superintendent shall review the entire matter with the Executive Board.
- (3) The General Superintendent shall then either recommend for or against restoration in presenting the matter to the General Board.

5248. In no case shall a minister who has been restored and then falls again be considered for restoration.

B. Those Subject to the General Church

1. Identification

5270. Those subject to General Church jurisdiction include the following persons:

- (1) A general official (*Disc.* 1800; 360:2; 1655:37).
- (2) An area representative of the General Board (*Disc.* 1655:37).
- (3) A district superintendent (*Disc.* 323:1; 360:2; 1655:37).
- (4) A member or minister of The Wesleyan Church who is serving under the jurisdiction of the General Board, including any who are elected or employed by the General Board for full-time service for the General Church (*Disc.* 323:1; 1655:27), missionaries or workers under the Global Partners Division or the Church Multiplication and Discipleship Division (*Disc.* 323:1; 1655:27), members of boards elected by the General Board (*Disc.* 1655:19), and any others amenable to the General Board.
- (5) A district officer or a minister or other credentialed person, the assumption of whose matter by the General Board has been authorized by the Executive Board (5021).

2. Discipline Without a Hearing

5273. General officials and official bodies dealing with one of the above persons accused of an offense are to follow the provisions of 5004–5018 before taking the matter to a hearing.

3. Discipline Involving a Hearing

5276. Jurisdiction over the persons listed in 5270 belongs to the General Board and its Executive Board. Ordinarily members of boards elected by the General Board would first be subject to the jurisdiction of the board to which they are elected. But if such matters are not dealt with appropriately, the General Superintendent may recommend and the Executive Board by a two-thirds vote may authorize assumption of immediate jurisdiction in the matter by the General Board.

5279. If the accused is a General Official, an area representative of the General Board, or a district superintendent, any accusation alleging an offense set forth in 5010 shall be submitted in writing (5022) to the General Superintendent and must be sustained by at least three lay members who meet the leadership requirements or ministers of The Wesleyan Church. The General Superintendent shall make inquiry as required in 5012. If a hearing is necessary, the General Board may appoint or authorize its Executive Board to appoint a general judicial committee, with the chair appointed by the General Superintendent. A two-thirds majority vote of all members of the general judicial committee shall be required for a verdict of guilty. The General Board shall determine the discipline (5023; 5212), which may take the form of admonition, rebuke, suspension, removal or dismissal, and said board may also require apology or restitution. Whenever it is deemed necessary, the General Board may remove a General Official elected by the General Conference, an area representative of the General Board or a district superintendent from office by a two-thirds majority vote of all its members (*Disc.* 1655:40a), and by a similar two-thirds majority vote of all its members may remove such a person from the ministry and/or dismiss such a person from membership. In the matter of a general official elected by the General Board, a majority of all the members of the General Board is required to remove such a person from office (*Disc.* 1830), but a two-thirds majority vote of all members of the General Board would be required to remove such a person from the ministry and/or dismiss such a person from membership. An appeal on the removal from the ministry or dismissal from membership can be taken to the General Board of Review (5445:5).

5282. If the accused is a member or minister under the jurisdiction of the General Board (5270:4), an accusation or complaint shall be submitted to the general official to which the accused is amenable or to the General Superintendent. The General Board or its Executive Board shall decide on the disposition of such accusations or charges (5004) in a manner parallel to that of 5279. If it is deemed necessary, the General Board may remove such a person from office by a majority of all members of the General Board (1655:40b), and by a two-thirds majority vote of those present and voting may remove such a person from the ministry and/or dismiss such a person from membership. An appeal (5062–5068) on the removal from the ministry and/or dismissal from membership can be taken to the General Board of Review (5445:5).

5285. If the accused is one described in 5270:5, removal from office would be by majority vote of General Board members, present and voting, removal from the ministry or dismissal from membership would require a two-thirds majority vote of those present and voting. An appeal (5062–5068) on the removal from the ministry and/or dismissal from membership would be taken to the General Board of Review (5445:5).

4. Power of Removal

5288. The General Board, the Board of Pensions, the Board of Directors of the Wesleyan Investment Foundation, the board of trustees of an educational or benevolent institution, and other such governing boards shall have full power and authority to discharge at their discretion any officer or employee thereof (with the exception of those in 5270:1–4 which shall be limited to the General Board) who shall be guilty of any immoral conduct or breach of trust, or who for any reason is unable, or who fails to perform the duties of their office, or for other misconduct which any of said boards may deem sufficient to warrant discharge. The action of such board in removing such officer or employee in the circumstances above set forth shall be final. Any governing board of a subsidiary corporation, or of any educational or benevolent institution, shall have the right to recommend the removal of any of its members to the General Board, which shall have power to sustain or reject such a recommendation (*Disc.* 1655:18, 40b). There is no appeal for removal from office.

Chapter 4

DISCIPLINE OF A LOCAL CHURCH, DISTRICT OR OTHER UNIT

A. Those Subject to Districts

1. Identification

5300. Districts ordinarily exercise jurisdiction in matters of church discipline over those pastoral charges which consist of established churches or circuits (for exceptions, see 5315). Districts have full authority in all matters over developing churches (510) and missions (*Disc.* 537).

2. Discipline Without a Hearing

5305. The procedure for the discipline of an established church shall begin as follows:

- (1) An alleged offense against a local church by a lay member, minister, another local church or the district board of administration shall be submitted in writing to the district superintendent (*Disc.* 1310:31), who together with the district board of administration (*Disc.* 1233:36) shall endeavor to make an amicable resolution.

- (2) If the allegations lead to charges against a local church for an offense as set forth in 5010, the district superintendent and the district board of administration shall continue to make every effort to bring about an amicable settlement. The district board of administration shall have the authority to cite the offending church, in the person of its pastor and local officials or local board of administration, to appear before it to settle the matter or to show cause why it shall not be placed under discipline. Such a citation shall contain a clear and definite statement of the charges and any supporting evidence so that the accused church may be properly informed of the grounds of the accusation. The order shall be served upon the pastor and the local church secretary.

3. Discipline Involving a Hearing

5310. Whenever a settlement cannot be affected, a district judicial committee shall be appointed in keeping with 5209. An accusation and specifications against the local church shall be submitted to the district judicial committee which shall hear and determine the matter. Whenever the district judicial committee finds the local church guilty as charged, the district board of administration (*Disc.* 1233:36) shall suspend the local church from all its rights and privileges as set forth in the Constitution (*Disc.* 315:8) and *The Discipline*. The suspension shall end when the local church, through its officials, shall make a written apology acknowledging its guilt and pledging loyalty to the district and the denomination, and when, in the opinion of the district board of administration, the offense has ceased. Whenever a local church does not offer such a written apology and assurance, and if it continues to offend, it shall be reorganized (5320). An appeal (5062–5068) may be taken by the local church concerning the verdict and/or discipline to the district board of review (5221).

4. Exceptions in Jurisdiction

5315. If a local church is alleged to have committed offense(s) which affect The Wesleyan Church beyond the district of which it is a part, and/or the district is unable or unwilling to deal appropriately with the matter, the General Superintendent may authorize assumption of jurisdiction in the matter by the General Church (*Disc.* 4770, last sentence).

5. Reorganization

5320. Whenever a local church, through its pastor and/or local officials or board of administration, shall refuse to answer the citations of the district board of administration to appear for a settlement (5305:2), or the citation of the district judicial committee to appear for the hearing of the matter, or whenever a local church that has been placed under discipline refuses to offer a written apology and assurance as set forth in 5310 and does not exercise the right of appeal, the district board of administration shall authorize the district superintendent and any two of its other board members to reorganize the local church. The district superintendent and the appointed representatives shall ask the members of the local church for an affirmation of loyalty to The Wesleyan Church, consistent with *Discipline* paragraph 553:3. Those members who affirm such loyalty shall be the members of that local church, and those members who refuse to affirm such loyalty shall be declared as having withdrawn from The Wesleyan Church and from that local church and all offices held by such persons shall thereby be vacated. The loyal members shall be entitled to hold and use the property as provided for by *The Discipline* and to carry on the functions of the local church.

5325. Any former member who has been declared as withdrawn from The Wesleyan Church during the reorganization of a local church may be reinstated when the person gives evidence of a change of attitude and is deemed to meet the requirements for membership.

B. Those Subject to the General Church

1. Identification

5350. The General Church exercises jurisdiction in matters of church discipline over established districts. The General Church has full authority in all matters over developing districts (*Disc.* 1003–1015). The General Church may also assume jurisdiction over a local church under some circumstances (5315).

2. Discipline Without a Hearing

5355. Any charge or complaint against an established district (or against a local church over which the General Church has assumed jurisdiction) alleging an offense set forth in 5006 shall be submitted in writing to the General Superintendent. The General Superintendent, together with the General Board or its Executive Board, shall make every effort to clear up such accusations or charges so as to affect an amicable resolution (5004–5018) before any unit, through its officials or board of administration, shall be brought to a hearing, unless a hearing is requested by the accused.

5360. The General Board, or, in the interim of its sessions, the Executive Board, shall have the authority to cite a district (or local church over which jurisdiction has been assumed), through its officials or its board of administration, to appear before it to show cause, why it should not be brought to a hearing or declared to be in a state of disobedience or insubordination for an offense as set forth in 5010. Such a citation shall set forth a clear and definite statement of the charges and any supporting facts or evidence and shall be signed by the General Superintendent and secretary of the General Board, so that the accused may be properly informed of the grounds of the accusation. The order shall be served upon both the chief officer and the secretary of the accused. Should the hearing before the General Board or its Executive Board result in a satisfactory resolution of the matter, with the accused pledging its loyalty to the denomination, no further steps shall be taken.

3. Discipline Involving a Hearing

5365. When the above procedure does not bring about an amicable settlement in the opinion of the General Board, or should the cited officials fail or refuse to appear, an accusation and specifications for offenses as listed in 5010 shall be prepared and submitted in writing (5022) to the General Superintendent and must be sustained by at least three members of The Wesleyan Church. The General Board may appoint or authorize its Executive Board to appoint a general judicial committee, with the chair appointed by the General Superintendent. The findings of the general judicial committee shall be reported to the General Board. A two-thirds majority vote of all members of the general judicial committee shall be required for a verdict of guilty. If the accused district is found guilty of an offense(s), the General Board, by a two-thirds vote of all its members, may place a district found guilty under discipline and suspend all its rights and privileges as a district under the Constitution, or other provisions of *The Discipline*, and may thereupon appoint the General Superintendent or other person to have charge of the district (*Disc.* 360:3c, e; 1655:42). If it is a local church which is found guilty, the General Board by a majority vote may place the church under suspension and appoint a designated authority to have charge. Such suspension shall continue until the unit under discipline shall, through its officials, offer a written apology acknowledging its guilt and giving assurance of its loyalty to the denomination and shall also give evidence that the offense has ceased, whereupon the General Board shall end the suspension and reinstate the unit (*Disc.* 1655:44). A district under discipline shall also be suspended

from all rights to acquire, purchase, mortgage, sell, transfer or otherwise dispose of any real property, unless approved by the designated authority appointed to have charge of the district.

5370. An appeal (5062–5068) may be taken by the accused district or local church concerning the verdict and/or the discipline to the General Board of Review. All appeals must be filed with the Executive Director of Communication and Administration within sixty days after the date of the official decision on the matter.

4. Reorganization

5375. Whenever a district under discipline refuses to offer a written apology and assurance of loyalty as set forth in 5365, or whenever the district officials refuse to answer a citation to appear (5360), the General Board or its Executive Board may authorize the General Superintendent to reorganize the district (*Disc.* 1655:44). The General Superintendent shall ask for an affirmation of loyalty. Those members and ministers of the district who affirm their loyalty to The Wesleyan Church shall be and constitute the district. Those members and ministers of the district who refuse to affirm such loyalty to The Wesleyan Church shall be declared by the General Superintendent as having withdrawn from The Wesleyan Church, and all offices held by such persons shall thereupon be vacated. Those who are thus declared to be the members and ministers of the district shall be entitled to hold and to use all the district property in the manner as set forth in *The Discipline* and shall be organized to carry on the work of the district. Should the number of loyal ministers and members be fewer than that required for an established district, the district shall be reclassified by the General Board as a developing district as the case may be (*Disc.* 1042–1045).

5380. If a minister who has been declared withdrawn from the district because of refusal to affirm loyalty to The Wesleyan Church shall desire to be restored, this person may be restored as provided for in 5230–5245.

5385. If a local church whose matter has been assumed by the General Church and has been placed under discipline does not respond appropriately in a reasonable time, the General Superintendent may authorize the district superintendent responsible to reorganize the local church in keeping with 5320.

Chapter 5

GENERAL BOARD OF REVIEW

A. Membership

5400. Members. The General Board of Review shall consist of nine members, five of whom shall be ordained ministers and four of whom shall be lay members of The Wesleyan Church who meet the leadership requirements.

- (1) Their term of office shall be for four years. They shall serve from the close of the session of the General Conference at which they are elected until the close of the next session of the General Conference or until their successors are elected and qualified.
- (2) A member of the General Board of Review may not at the same time be a member of the General Board.
- (3) The General Conference shall elect by majority vote the members of the General Board of Review, from nominations presented by the Committee on Special Nominations. Additional nominations may be made from the floor of the General Conference (*Disc.* 1580:2; 1590:18).

- (4) Members of the General Board of Review shall recuse themselves in the case of conflict of interest. Whenever a member is disqualified, the chair shall appoint an alternate for the hearing of that particular matter (5405), provided that such appointment shall maintain the membership of the Board as five ordained ministers and four lay members who meet the leadership requirements.

5405. Alternates. The General Conference shall elect, in the same manner described in 5400:3, four ordained ministers and three lay members who meet the leadership requirements to serve as alternate members of the General Board of Review, with the same qualifications (5400:2) and term of office (5400:1) as the members (*Disc.* 1590:19).

B. Sessions

5420. The General Board of Review shall meet at times and places of its own choosing as deemed necessary, or as requested by the General Board or its Executive Board.

C. Organization and Procedure

5425. Organization and procedure for the General Board of Review shall be:

- (1) **Organization.** The General Board of Review shall organize itself and shall elect, from among its own members, a chair, vice-chair, secretary and such other officers as deemed necessary while still at General Conference.
- (2) **Procedure.** The General Board of Review shall decide on its own methods and rules of procedure and shall adopt such bylaws as deemed necessary, provided such do not contravene any provisions of *The Discipline*. All parties shall file their written position statements and arguments and shall present evidence under such rules as the General Board of Review shall adopt from time to time (5068).
- (3) **Quorum.** Seven members shall constitute a quorum. A decision of the General Board of Review against the constitutionality of an act by the General Conference shall require a two-thirds majority vote of all members of the Board, and on all other matters a majority vote of all members of the Board shall be sufficient.

5430. Records. The General Board of Review shall keep complete and accurate records of all proceedings, testimonies, evidence, documents and findings, certified copies of which shall be forwarded promptly upon the conclusion of the matter to the Executive Director of Communication and Administration.

5435. Notification. After each session of the General Board of Review, an official summary of the Board's decisions on points of Church law or interpretations of *The Discipline*, as prepared by the secretary and attested to by the chair, shall be reported to the General Board.

D. Duties and Powers

5445. The jurisdiction and duties of the General Board of Review are set forth in the Constitution (*Disc.* 370–380) and as provided for herewith:

- (1) To determine the constitutionality of any act of the General Conference, upon the appeal of the General Superintendent or one-fifth of the members of the General Conference (*Disc.* 375:1; 2061:3). A two-thirds majority vote of all the members of the General Board of Review is required to find an act of the General Conference unconstitutional (5425:3). An act of the General Conference that is declared as unconstitutional by the General Board of Review shall be null and void (*Disc.* 1590:3).

- (2) To hear and determine any appeal from a ruling of the General Superintendent on a point of church law, an interpretation of *The Discipline* or the validity of an action by a district as set forth in (*Disc.* 2064; 375:2).
- (3) To hear and determine any appeal concerning the legality of any action by any General Church board upon appeal of one-third of the members thereof or by request of the General Superintendent (*Disc.* 375:3; 2066).
- (4) To hear and determine any appeal from the judgment of a general judicial committee over issues arising between a district and the General Church or between districts or between a local church and the General Church (5370; *Disc.* 375:4, 6).
- (5) To hear and determine such other matters as shall be referred to it by the General Conference or the General Board.

E. Appeals

5450. A decision of the General Board of Review on matters assigned to it by the Constitution shall be final unless overruled by the General Conference by a two-thirds majority of those present and voting (*Disc.* 380).

APPENDIX VI

Definitions of Abuse

The Wesleyan Church General Secretary's Office

DEFINITIONS OF ABUSE

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5500. Preamble. The Wesleyan Church is committed to protecting the vulnerable, caring for survivors, and holding those who abuse power accountable. Our commitments come from God, who is a refuge for the abused and never ignores their cry (Psalm 9:9, 12). Our community seeks to embody Jesus' priority of justice for the vulnerable, especially children.

Abuse is a particularly grievous sin (and often a crime), when someone in a position of power and trust violates or exploits someone who is often powerless to stop it. Abuse is sadly a common reality in this world. As Christians we cannot face abuse if we are in denial about the reality of abuse. Instead, Jesus calls us to be "wise as serpents." (Matthew 10:16) God rejects leaders who domineer, serve themselves, and abuse power to prey upon the vulnerable. Jesus taught that leaders must use power in ways that serve, heal, bless, and protect (Ezekiel 34, Jeremiah 23, John 10, Mark 10:42-43).

The Wesleyan Church is committed to being educated about abuse and taking responsibility to uphold our policy. All people within our fellowship should experience an environment of safety and justice and one that is free from any form of abuse.

Chapter 1

DEFINITIONS

A. Abuse

5503. In general, abuse occurs when a person holding power and/or trust (e.g. pastor, elder, boss, mentor, supervisor, parent, adult, older child) uses that position to exploit or violate someone who is more vulnerable (e.g. a child, someone who is sick, elderly, or disabled, student, supervisee, intern, immigrant). Exploitation or violation can take a variety of forms such as emotional, financial, physical, sexual, spiritual.

B. Sexual Abuse

5505. When a person in a place of power and/or trust engages in sexual behavior with a child or an adult under their supervision, authority, mentoring, or spiritual care, including:

- **Sexual Penetration:** Any act or attempted act of vaginal or anal penetration, however slight, by a person's penis, finger, other body part, or an object, and/or any oral-genital contact.
- **Sexual Contact:** Any intentional touching of a person's breasts, buttocks, groin, genitals, or other intimate part(s). Touching may be over or under clothing and may include making the person touch their own body or another body. This also includes contact with non-sexual areas of the body for the sexual gratification of the perpetrator (such as with certain paraphilic disorders).
- **Non-Contact Sexual Acts:**
 - Observing a person's nudity or sexual activity or allowing a person to observe sexual activity.
 - Recording, photographing, transmitting, showing, viewing, streaming, or distributing intimate or sexual images, audio recordings, or sexual information of person(s).
 - Exposing one's genitals or inducing a person to expose their own genitals.
 - A power dynamic (e.g. boss-employee, doctor-patient, teacher-student, pastor-congregant, adult-child) communicating sexual desire or sexually stimulating content toward a person.

A child cannot consent to any sexual behavior with an adult or significantly older child. An adult under the authority, care, or mentorship of a leader cannot consent to sexual activity. Even when

both people are adults and the contact is not forcible, any crossing of sexual boundaries within a power structure is not an “affair” or a “relationship” but an egregious abuse of power. Adult sexual abusers often develop an emotional and spiritual connection and then exploit it. While not always recognized as a crime according to provincial or territorial law, this is a serious violation, and The Wesleyan Church will treat it as such.

C. Clergy Sexual Abuse

5507. Sexual abuse (see above) by a pastor, officer, or other leader holding formal spiritual authority with a person under their spiritual care and/or supervision, whether an adult or a child. It is an abuse of power; whether or not this is criminalized by state or provincial law.

D. Sexual Assault

5509. Sexual contact or behavior that occurs without the consent of the victim. Some forms of sexual assault include:

- Penetration of the victim’s body, also known as rape.
- Attempted rape.
- Forcing a victim to perform sexual acts, such as oral sex or penetration of the perpetrator’s body.
- Fondling or unwanted sexual touching.

Consent is words or overt actions indicating a freely given agreement to the sexual act or contact. Silence or the absence of an explicit “no” does not equal consent. Physical submission by the victim - such as “freezing” or “fawning” in fear - does not equal consent. Consent also implies the ability to say no in a mutual relationship: Children, certain vulnerable adults (based on functioning related to factors such as intellectual disabilities, age, mental health, or other vulnerabilities), or those within a power differential (e.g. pastor-congregant, boss-employee, doctor-patient, teacher-student) are often unable to consent to sexual activity. Other circumstances such as intoxication or unconsciousness also render a person unable to give consent to sexual activity. Deception or manipulation of a person also renders that person unable to consent.

E. Sexual Harassment

5511. The legal definition of Sexual Harassment by the US Equal Employment Opportunity Commission (1980) is “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.”

Beyond the legal definition, harassment, sexual or otherwise, can also occur in a community, conference, or event when the people involved are not employees of the church.

Sexual harassment is not restricted to what is defined as sexual harassment under the law. The Wesleyan Church considers any unwanted sexualized behavior or sexualized behavior within a power differential to be a serious form of harassment (including unwanted touch or communication, other unwanted sexual attention, or any behavior that objectifies or degrades.)

F. Intimate Partner Violence (Domestic Violence)

5513. A pattern of behavior where a person in, or who has been in, an intimate relationship uses tactics of control, belittling, isolation, fear, stalking, and/or intimidation to dominate, harm, degrade, or otherwise undermine the worth and agency of the other person in the relationship. Intimate partner violence can be physical, verbal, emotional, sexual, social, or financial.

G. Emotional Abuse

5515. When a person holding power and trust uses a pattern of unreasonably controlling and domineering behaviors such as shaming, insulting, degrading, intimidating, threatening, humiliating, and/or domineering. Bullying is a common term for acts that typically constitute emotional abuse.

H. Financial Abuse

5517. The illegal or improper use of a vulnerable person or his/her financial resources for another's profit or advantage. Some examples of financial abuse may include: the taking of money or property; forging a signature; getting a person to sign a deed, will or power of attorney through deception; coercion or undue influence; or illegally or improperly adding names to bank accounts or safety deposit boxes.

I. Physical Abuse

5519. Non-accidental physical injury (ranging from bruises to severe fractures or death) by way of bodily contact (such as slapping, punching, pushing, beating, kicking, shaking or striking with an object) or non-injurious contact with the goal or effect of intimidating, threatening, or controlling.

J. Spiritual Abuse

5521. A form of emotional abuse, meaning a pattern of coercive or domineering behaviors using religion, usually by a person who holds power and trust. Many acts of abuse in a religious environment will have a spiritual dimension. Examples include:

- Use of religious ideology, precepts, tradition, or sacred texts to harm.
- Compelling a person to engage in religious acts against his or her will.
- Abuse that occurs in a religious context or by a religious leader.
- Invoking divine authority to manipulate a person into meeting the needs of the abuser.
- Using spirituality or spiritual authority to unreasonably dismiss a person's perspective, agency, or value.
- Attempts to use the divine, sacred texts, sacred tradition, theology, or spirituality to put their leadership or decisions beyond questioning or accountability.
- Attempts to spiritualize or justify harm using the divine, sacred texts, sacred tradition, theology, or spirituality.

K. Stalking

5523. A pattern of unwanted, fixated and obsessive behavior which is intrusive and causes fear of violence, alarm, or distress. Stalking is a terrifying reality and is now recognized as a crime in all fifty states.

Examples of stalking include (from The Justice Department's Stalking Victimization Survey):

- Making unwanted phone calls/texts or sending unwanted messages or emails.

- Following or spying on the victim.
- Showing up or waiting at places without a legitimate reason.
- Leaving unwanted items, presents, or flowers.
- Posting information or spreading false or confidential information about a person or victim on the internet, in a public place, or by word of mouth.