



# Community of Christ

## GREATER PACIFIC NORTHWEST USA MISSION CENTER

### Information for Pastors

The following is information that will likely be very helpful in your role as the pastor of a congregation within the Greater Pacific Northwest (USA) Mission Center (GPNW). As many of the resources referenced in this document are available online, we highly recommend that you have reliable internet access. Most Mission Center communications with congregations and their leaders are done via email, so be sure to check your email often. Thanks for your willingness to serve as a congregational pastor.

#### **World Church Website – [www.cofchrist.org](http://www.cofchrist.org)**

The World Church website contains a lot of information regarding events, beliefs, people, resources, etc. We encourage you to take some time explore that website. Be sure to use the search feature on the website to locate information easily.

#### **World Church Directory and Mission Center Leaders - [www.cofchrist.org/directory](http://www.cofchrist.org/directory)**

The World Church website includes directories for departments, offices, and people that you may need to contact regarding congregational issues. If you have a technical issue (such as with your building), legal issue, financial issue, risk management issue, or any other issue, please be sure to keep the Mission Center President (MCP), the Mission Center Financial Officer (MCFO), and your Congregational Support Minister (CSM) in the loop.

#### **World Church Pastors and Leaders Webpage – [www.cofchrist.org/pastors-and-leaders](http://www.cofchrist.org/pastors-and-leaders)**

There are many documents and resources on this webpage, including, but not limited to, the Pastors and Leaders Field Guide, Child Protection, Legal Services, Leading Congregations in Mission (LCM) resources, and Graphics. There is a link to the Financial Officer's Webpage, which includes link to the Financial Officer Handbook, Shelby, Oblation, Investments, Records Management, and Audit Tools. There is also a link to the Risk Management Webpage, which includes policies and guidelines, as well as useful information on Child Protection, Insurance Coverage, Insurance Forms, and a number of forms.

#### **Mission Center Website - [www.cofchrist-gpnw.org](http://www.cofchrist-gpnw.org)**

There is a great deal of information available on the GPNW website. We encourage you to take some time to explore the website to see what resources are available for the benefit of your congregation.

#### **GPNW Congregational Leaders Webpage - [www.cofchrist-gpnw.org/officers](http://www.cofchrist-gpnw.org/officers)**

There is helpful information and documents for Pastors, CFOs, Recorders, and Communication Coordinators on the GPNW website.

### **Shelby Access**

#### **Pastors**

Shelby is the World Church database program that helps manage all of our membership records and contributions, as well as several other functions. Pastors can have access to some of the information on Shelby to support them in their role. If you are interested in using Shelby, contact the Mission Center Financial Officer.

#### **CFOs**

We strongly encourage your CFO to have access to Shelby, as it simplifies their job immensely as long as they are comfortable with computers. If your CFO uses Shelby to process contributions, that also allows members of your congregation to contribute via Pre-Authorized Transfer (PAT).



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### **Recorders**

Congregational Recorders should work directly with our Mission Center Membership Services Administrator (MSA). Any changes that need to occur to the database because of life events can simply be submitted to the MSA.

### **CFO and Recorder Appointments**

Every year, CFOs and Congregational Recorders are appointed/re-appointed by the MCFO in consultation with the MSA. As far in advance of your election of officers as possible, please contact the MCFO with your recommendations for CFO and Recorder for the coming year. We will issue a letter appointing (or re-appointing) those you have recommended unless we have reason to not support the recommendations. During your election of officers each year, a sustaining vote must be taken for those appointed positions. The appointment letter should be read during that meeting. Be sure to follow up after election of officers by submitting a "" form to the MSA as indicated on the form.

### **Congregational Financial Policies**

#### **Annual Congregational Audit – Procedures at [www.cofchrist.org/congregational-audit-process](http://www.cofchrist.org/congregational-audit-process)**

The pastor is responsible for ensuring that an annual audit of the congregation's financial records is completed in a timely manner. The CFO should provide the necessary documents and reports to the auditor for the timely completion of the audit – generally before the end of June, but earlier if possible. Each congregation is to send a copy of their final financial reports, along with a copy of their audit report, to the MCFO each year.

#### **Alaska Travel Fund – Policy and procedures at [www.cofchrist-gpnw.org/officers](http://www.cofchrist-gpnw.org/officers)**

The GPNW approved legislation authorizing a travel fund in support of ministry to and from Alaska.

#### **Annual Congregational Budget**

Budget planning should start sometime in late summer or early fall, with a business meeting to approve the budget sometime before the end of the year. A copy of the annual congregational budget should be sent to the MCFO as soon as it has been approved. If you need help with the budgeting process, contact the MCFO.

#### **MCFO as Signer on Congregational Accounts**

In support of sound financial procedures, and to meet the requirements of the Presiding Bishopric, the MCFO is to be a signer on every congregational bank account. Please check with your CFO to ensure that has occurred.

#### **GPNW Allocations – [www.cofchrist-gpnw.org/officers](http://www.cofchrist-gpnw.org/officers)**

Information regarding Mission Center allocations can be found on the Mission Center website. Notification of allocation amount is usually done via email shortly following our fall Mission Center conference and periodically throughout the year. Prompt payment of allocations is greatly appreciated.

#### **Camper and Event Participant Financial Support**

Congregations are encouraged to establish a fund either as part of their operating budget or in addition to their operating fund to provide financial support to their members who are wishing to attend camps and other events. There are limited Mission Center funds available for this purpose, so it is important for congregations to support their members in this way.

#### **GoodSense & Financial Peace University**



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GoodSense and Financial Peace University are wonderful resources for personal financial management based on sound Christian principles. Either of these resources fit well with small groups and can be implemented by congregations quite easily. We have several trainers within the Mission Center who are willing and able to help you introduce your congregation to this resource.

### **Registered Youth Workers – Application and Mandatory Reporting Flow Chart at [www.cofchrist-gpnw.org/officers](http://www.cofchrist-gpnw.org/officers)**

As the pastor, you are responsible for the management of the youth worker application process for your congregation. We count on you to coordinate training for applicants with Mission Center trainers, to provide the forms for potential youth workers, and to see that the interview and reference checks are completed. In addition, an annual refresher training with your congregation's youth workers should be provided. Mission Center trainers are available to help you with this.

You may choose to designate a responsible person to complete the application process on your behalf. For the protection of our children, it is imperative that these procedures be followed completely. The specific instructions for the process within the GPNW and the application form can be found on the GPNW Congregational Leaders webpage.

It is helpful to encourage any and all who are interested or may be needed to work with children to become registered youth workers. It would be appropriate for all priesthood members to become registered youth workers as well. At least once a year, we will send you a list of registered youth workers for your congregation. If a person is a member of your congregation and is not on the list, they are not a registered youth worker and cannot work with children or youth.

### **Outside Groups Using Facilities**

Any outside group that uses your facilities is required to have a formal written agreement with the church that has been prepared by World Church Legal Services. The Lease Information Request Form can be found on the World Church website at [www.cofchrist.org/legal-leases](http://www.cofchrist.org/legal-leases). The agreement will require the user group to have specified insurance coverage in place. Exceptions to the insurance requirement include Community of Christ sponsored events and family events such as weddings. The Risk Management website has additional information on this subject, as does the "CFO Frequently Asked Questions (FAQs)" document on the GPNW Congregational Leaders webpage. Please contact the MCFO before initiating a lease with an outside group to help you avoid the common pitfalls and make the process more successful.

### **Music and Video Licensing Compliance – CCLI and CVLI links at [www.cofchrist-gpnw.org/officers](http://www.cofchrist-gpnw.org/officers)**

If your congregation is making photocopies of music or projecting lyrics on a screen, you may be breaking federal laws regarding licensing. A license for the lyrics proper citation of that permission is required for all such use. A license can be purchased from organizations such as CCLI or OneLicense to comply with these laws. Showing videos at church breaches the private home use license on most videos. A CVLI license can help you comply with those copyright laws. For additional information on how to comply, please contact our Mission Center Music Coordinator.

### **Other Support Sources**

#### **GPNW Aaronic Ministries Council**

The health of our congregations is directly linked to the health of the ministry of our Aaronic priesthood. The GPNW has an Aaronic Ministries Council that is working to support the Aaronic ministers in our Mission Center. For more information about how to express Aaronic ministries more effectively in your congregation, feel free to contact me directly. Additional information regarding Aaronic Ministries can be found on the World Church website: [www.cofchrist.org/common/cms/resources/Documents/priesthood/Aaronic-Ministry-Brochure.pdf](http://www.cofchrist.org/common/cms/resources/Documents/priesthood/Aaronic-Ministry-Brochure.pdf).



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### **World Church Mission Funding Team**

Formerly known as the Estate & Gift Planning Team, the Mission Funding Team has expanded their role beyond just providing estate and gift planning services. Their focus is on talking to families about all the different ways they can give to support the mission of the church.

### **Additional Questions or Issues**

Pastoring is a tough job. The members of the Mission Center staff are here to help you. If there is anything we can do to help, please let us know. You can find our contact information in the Mission Center directory. Our thoughts and prayers are with you and all of the congregational leaders throughout the Mission Center. May your ministry continue to grow as you serve in this crucial role in the life of the congregation.

### **Priesthood Calls and Ordination**

You can find information on the full process for initiating and processing a Priesthood call on the “Recommendation for Ordination” Form, found on the Mission Center website at [www.cofchrist-gpnw.org/officers](http://www.cofchrist-gpnw.org/officers). On that same page, be sure to read the World Church Official Tithing Policy for Consideration of Priesthood Ordination.

### **Previous Baptism**

Information on the process for collecting the “Shared Understanding of Previous Baptism” Statement is included on the form found on the Mission Center website at [www.cofchrist-gpnw.org/officers](http://www.cofchrist-gpnw.org/officers).

### **Discipleship and Leadership Development Assistant Fund – Policy and Forms at [www.cofchrist-gpnw.org/officers](http://www.cofchrist-gpnw.org/officers)**

This fund provides financial assistance to GPNW members and friends, actively engaged in the life of a congregation, who wish to develop further their discipleship and leadership for the benefit of the church.