



# Community of Christ

GREATER PACIFIC NORTHWEST USA MISSION CENTER  
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## Dear Pastors and Communications Coordinators:

The purpose of this letter is to remind and inform you to:

1. Share Mission Center Conference information and new business
2. Solicit names for nomination, elect, and report Mission Center Conference delegates and identify representative flag bearer
3. Register online for Pastors' Breakfast (Pastors)
4. Record and report attendance for all worship services in October
5. Elect/sustain and report congregational officers and approve congregational budget
6. Save the date for the 2018 Pastors' Retreat!

## → SHARE MISSION CENTER CONFERENCE INFO AND NEW BUSINESS

Now is the time to promote the dates and location of Mission Center Conference in your bulletins each week. (See linked flyer with full schedule.)

*2017 GPNW-USA Mission Center Conference*

*Saturday, November 4, 9:30 am to Sunday, November 5, 12:30 pm  
Portland Congregation, 4837 NE Couch St., Portland OR 97213*

## Conference Highlights

Our Conference theme is *Boldly Follow God's Vision*. We look to our newest scripture, Doctrine and Covenants 165, as it provides the backdrop to our Conference experience with worship themes that challenge, reassure, and lead us into 2018 and beyond. While there is joy and affirmation in looking at the accomplishments, spiritual growth, and missional activities of the past year, we are also called to turn our attention to the "divine vision set before us" (Doctrine and Covenants 165:1a).

Our guest ministers will be USA Bishop **David Nii** and Western Field Support Minister (and GPNW resident) **Bill McFarlin**. On Sunday, there will be both an ordination service and a communion service.

## Special Events

- **Pastors' Breakfast**, Sunday, 7:30-9:15 am, at The Grotto—a sharing time for our guest ministry and congregations in mission (See linked flyer for pastors.)
- **Ordination Service**, Sunday, 10-10:45 am, at Portland Congregation—**Kim Naten** will be ordained to the office of High Priest upon sustaining of her call. **Dan Jackson** will be ordained to the office of Bishop.
- **Communion Service**, Sunday, 11 am-12:30 pm, at Portland Congregation.

## Pastor's Calendar / Checklist:

- Now**—Share Mission Center Conference information and new business
- Now**—Solicit names for MC Conference delegate nominations
- Now**—Discuss continuity of roles with cong. CFO and Recorder
- Now**—Save the date for the Pastors' Retreat on May 18-20, 2018
- Oct. 1, 8, 15, 22, 29**—Record attendance each Sunday
- By Oct. 1**—Hold MC Conference delegate elections
- By Oct. 3**—Report MC Conference delegates & flag bearer to Jill Brunett
- By Oct. 15**—Apply for Bold Moves Grants
- By Oct. 20**—Register online for Pastors' Breakfast at The Grotto
- By Oct. 31**—Report October 2017 attendance figures online
- After Nov. 5**—Schedule time for MC Conference delegates' report to congregation
- By Nov. 5**—Announce business meeting to elect congregational officers
- By Nov. 5**—Notify MCFO of potential changes to cong. CFO or Recorder
- By Nov. 19**—Hold congregational officer elections
- By Dec. 4**—Report 2018 congregational officers on Congregation Officers Submittal Form
- By Dec. 28**—Have your 2018 Congregational Budget approved

***New Business: Proposed 2018 Mission Center Budget***

Linked with this letter is the **proposed 2018 Mission Center Budget** to share and review with your delegates and congregation prior to Mission Center Conference. (See *linked document*.) The proposed 2018 budget shows an overall increase of 3.5% over the 2017 budget. This year's increase is reflective of three main areas: 1) the addition of the Bold Moves Grants initiative into the regular budgeting process for the first time; 2) transitioned payroll/benefit costs from World Church to GPNW; and 3) the addition of a payroll service provider due to changes in payroll processing. Both the full-time Mission Center President position and a .475 FTE (full-time-equivalent) Mission Center Financial Officer position continue to be funded by this budget.

A variety of factors, including unanticipated payroll/benefit costs transitioned to GPNW during 2017, have once again forced adjustments throughout the remainder of the proposed budget. Increased insurance costs and payroll provider costs have accounted for an overall increase in Office Administration costs. These have been partially offset by a reduction in copies/printing and mailing, made possible by new processes implemented by our staff. The addition of funding to support participation in the International Youth Forum (IYF) and the Youth Camping Team Summit (both held every three years) has been added to the 2018 budget. IYF has no World Church funding available for 2018, necessitating reapportioning our Mission Support in other camping-ministry related areas to provide support in this area. The decision of last year's conference to place Bold Moves Grants into the budget accounts for the largest single expense (\$10,000) item increase for 2018.

***Your Congregation's Proposed Allocation***

The total of congregational allocations has been maintained at an essentially flat level for the past five years. Conference delegates last year indicated that congregations should be shouldering more of the budget income responsibility. In response, initial budget planning determined a 7% overall increase of congregational allocations. When the loss of two congregations from 2017 budgeting (Woodburn and Olympia) was factored in, it proved to create an increase closer to 10% and pushed a number of our congregations into the untenable position of devoting nearly 25% of their operating contributions to paying their 2018 allocation. This was not a condition deemed healthy for those specific congregations or for the overall strength of the mission center.

After further review, the overall allocation income increase was placed at 3% for 2018, and the funding lost from the two closed congregations was covered by the additional draw on the operating investment fund. Both of the closed congregations gifted the mission center with funds from their reserves, which were placed in the investment fund and have been drawing interest. Most congregations will see an increase in their allocation for 2018; it should be remembered that though the overall increase is 3%, congregational allocations may vary from that through use of the of the allocation formula. No congregation's allocation increases or decreases more than 10% in any one year.

Revised guidelines from the Presiding Bishopric continue to recommend an eventual reduced investment draw goal of 4%, realizing that it may take some jurisdictions some years to reach that target. Making an immediate change to that level in our budgeting would mean immediate programming and personnel reductions. Expense increases and funding element decreases place us in the position of proposing an additional investment fund draw of 2.8% for 2018. This is higher than last year and is not a sustainable direction for future budgets, but the mission center leadership and Mission Center Council concur it is a necessary step, given the unanticipated additions and changes to the proposed budget. While a higher than expected return on mission center investments does help to ease the immediate impact, those difficult conversations regarding programming and staffing are realities of our future planning.

Based on the proposed 2018 budget, the 2018 allocations are included with this letter and will be posted on our GPNW website. (See *linked document*.) Find it at [www.cofchrist-gpnw.org/conference](http://www.cofchrist-gpnw.org/conference). This information will help you plan your 2018 congregational budget. If you have questions about the proposed budget or your congregation's allocation, contact Mission Center Financial Officer **Steve Pomeroy** (425-457-0739, [spomeroy@cofchrist-gpnw.org](mailto:spomeroy@cofchrist-gpnw.org)). **To keep allocations low for congregations with financial challenges, the budget assumes that generous congregations, expansion groups, and individual members and friends will close the GPNW Mission Center budget gap with additional contributions to the mission center above their allocated giving.**

***New Business: Resolutions Regarding Bend Property Development Project***

Two resolutions regarding the mission center's role in the Bend Congregation Property Development Project will be brought before the conference. Bend Congregation owns considerable property that will dramatically increase in value when it

is annexed into the city and becomes viable for development. It is the intention of the congregation to sell its property at that time, relocate, and secure its future and its ability to provide meaningful mission in the Bend community. This project has been ongoing for a number of years. The congregation has now joined with neighboring property owners who are working together and with the City of Bend to move this project forward. Hoped-for completion is now anticipated as sometime in 2021.

Past conference action established a loan to Bend Congregation to assist with the expense burdens of this project. It has always been assumed that the loan and interest would be payable at the sale of the property, which was originally anticipated to be well before the loan term date of 2020. As the project has moved forward, additional expenses have been, and are being, incurred. These have been paid for by the congregation and by approved additions to the loan principal. Phase III, the final phase of this development project, is slated to begin in early 2018, with anticipated expenses of approximately \$130,000.

The **Bend Property Phase III Funding Approval Resolution** asks the conference to grant approval to mission center officers, in consultation with the Mission Center Council, to make the final determination if Phase III funding shall be added from the GPNW Operating Investment Fund to the existing Bend-Mission Center loan at the continued rate of interest (6%). (See linked document.)

A second resolution, entitled **Bend Loan Extension**, asks that the January 1, 2020, due date of the existing loan be changed to the loan being due and payable upon the sale of all, or a portion, of the Bend church property. (See linked document.)

→ **SOLICIT NAMES FOR NOMINATION, ELECT, AND REPORT MISSION CENTER CONFERENCE DELEGATES AND IDENTIFY REPRESENTATIVE FLAG BEARER**

Solicit names now for your congregation's Mission Center Conference delegate nominations. Any member "in good standing" with membership within the GPNW Mission Center is eligible to run for delegate. Your congregational business meeting to elect Conference delegates and alternates should occur *no later* than **Sunday, October 1**.

List all nominations on a prepared ballot, which also notes the number of delegates to elect from your congregation. Members may nominate others as "write-ins" during the business meeting and may vote for as many nominees **as can be elected**. Those receiving the most votes—up to the number of delegates allotted to your congregation—are elected. (See linked document with your updated delegate allotment.) Remaining nominees will serve as alternates, in descending order of votes received. We often are able to change alternates into voting delegates from other congregations before conference.

**Immediately notify your delegates and alternates of their election, and report the names of your elected delegates and alternates (prioritized by highest to lowest votes received) to Membership Services Administrator Jill Brunette (425-207-8712, [jbrunette@cofchrist-gpnw.org](mailto:jbrunette@cofchrist-gpnw.org)) by Tuesday, October 3.** (Please use linked Delegate-Alternate Submittal Form.) If you are unable to elect your full delegate allotment, indicate on your form whether your delegate openings can be filled by elected alternates from a specific congregation or by alternates.

To save costs this year, we are only printing the Saturday packet of conference materials for those delegates, alternates, and other attendees that request one. **Please be sure to indicate on your Delegate-Alternate Submittal Form whether or not each person listed would like the mission center to print a packet for them.** Alternatively, attendees may print their own packet or simply download and view it electronically on a tablet or other electronic device.

We will kick off Mission Center Conference with our traditional opening Flag Processional. Your delegate election is the perfect opportunity to identify a representative flag bearer from your congregation. Please indicate this information on your Delegate-Alternate Submittal Form.

**Please schedule congregational time AFTER Mission Center Conference for your delegates to report action by the Conference to your congregation.**

→ **REGISTER ONLINE FOR PASTORS' BREAKFAST**

Pastors, register now for our annual **Pastors' Breakfast** from 7:30-9:15 am on **Sunday, November 5**, at **The Grotto**, a Catholic spiritual and event center. **Space is limited, so be sure to register early.** The Grotto Conference Center is located near Portland Congregation at North East Sandy Boulevard and North East 85th Avenue ([www.thegrotto.org](http://www.thegrotto.org)). Look for your invitation in this packet and again by email, and remember to register online as indicated by **Friday, October 20**.

→ **RECORD ATTENDANCE FOR ALL WORSHIP SERVICES IN OCTOBER**

While we are not conducting a Pastors' Survey this year (it is completed every other year), we do still want to capture attendance during the month of October for each congregation, so that we can compare these number to last year's attendance and identify any significant variances. You'll receive a separate, instructional email with a link to enter these numbers online by **Tuesday, October 31**.

→ **ELECT/SUSTAIN AND REPORT CONGREGATIONAL OFFICERS AND APPROVE CONGREGATIONAL BUDGET**

Coordinate now with your Leadership Support Minister to schedule Pastor elections and sustain your congregational Recorder, Congregational Financial Officer (CFO), and any Assistant Pastors. Officer elections should occur by **Sunday, November 19** (before the Advent season) to allow for sufficient planning, recruiting, and budgeting. Announce this business meeting at least two weeks in advance, no later than **Sunday, November 5**. Now is the time to discuss with Congregational Financial Officers and Recorders their desire to continue to serve in those roles for 2018. Any possible changes should be communicated to MCFO Steve Pomeroy at least two weeks prior to your congregation's business meeting, no later than **Sunday, November 5**.

**Please report your 2018 congregational officers and their contact information using the Congregational Officers Submittal Form by Monday, December 4.** (See linked form.) **Please be sure to report election results even if there are no changes.** Also, be sure to have your congregation's 2018 budget approved by **Thursday, December 28**.

→ **SAVE THE DATE: 2018 PASTORS' RETREAT**

Pastors, mark your calendars now for the Pastors' Retreat, which will be held May 18-20, 2018 at Lewis River Campground. It will be an exciting weekend of exploration, discussion, and fellowship with our guest ministers, President **Steve Veazey** and Apostle **Ron Harmon**. More details to come soon, but you won't want to miss this opportunity to share with church leaders and fellow pastors as we engage in meaningful conversation and discernment about our future. (See linked document.)

As we reflect on what we can all agree has been a very challenging year not only in the life of Community of Christ, but in our communities, our nation and our world, I invite you to find encouragement and hopefulness in the experiences and stories we share: stories of generosity, compassion, and life-changing encounters with the Holy Spirit in unexpected places; experiences that, even in the midst of uncertainty and discouraging events around us, remind us, even *assure* us, that Christ is alive and walking amongst us, leading us into a future of reconciliation, justice, peace and, always, hope. May that promise of God's guidance, Christ's companionship, and the Holy Spirit's emboldening courage light our way.



Kim Naten, GPNW Mission Center President

**Linked documents:**

- MC Conference: Conference Flyer with Schedule
- MC Conference: Pastors' Breakfast Invitation
- MC Conference: Proposed 2018 Operating-Missional Budget and Explanation
- MC Conference: GPNW MC 2016 Audit Cover Letter
- MC Conference: 2017 Statement of Financial Position
- MC Conference: 2017 Statement of Activity
- MC Conference: Proposed 2018 Congregational Allocations and Explanation
- MC Conference: Bend Property Phase III Funding Approval Resolution
- MC Conference: Bend Loan Extension Resolution
- MC Conference: Delegate Allotment and Formula
- MC Conference: Delegate-Alternate Submittal Form
- Congregational Officers Submittal Form
- 2018 Pastors' Retreat Save-the-Date Flyer