

# Chesapeake District Standing Rules

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## **Section I. Annual Conference Session**

### **100. Date and Location**

The time and place of the District Conference shall be set in accordance with *The Discipline* 1112.

### **200. Nominating Committee**

The District Board of Administration shall annually designate a Nominating Committee. The committee shall function according to *The Discipline* 1172-1175.

### **300. Conference Action Committee**

The District Board of Administration shall act as the District Conference Action Committee. *The Discipline* 1165, 1168.

### **400. Resolutions to District Conference**

All resolutions to the District Conference shall be in the hands of the Conference Action Committee no less than thirty days before conference. Any resolutions after this date will be considered only at the discretion of the committee.

### **500. Fiscal Year**

The district fiscal year shall be May 1 to April 30.

### **600. Calendar of Events**

The district office shall prepare and maintain an updated calendar of events.

## **Section II. District Officers**

### **100. District Superintendent**

- a. A District Superintendent shall be employed.
- b. The salary, housing, utilities, pension, self-employment taxes, hospitalization, sick leave, and vacation time shall be set each year by the District Board of Administration and included in the annual budget.

### **200. Assistant District Superintendent(s)**

- a. The Chesapeake District shall have at least one and no more than two Assistant District Superintendents in accordance with the election procedures set forth in *The Discipline* 1320.
- b. An annual honorarium may be set each year by the District Board of Administration and included in the annual budget.

### **300. District Secretary**

- a. The District Conference will elect the District Secretary annually.
- b. An annual honorarium may be set each year for the District Secretary by the District Board of Administration and included in the annual budget.

# Chesapeake District Standing Rules

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## **400. District Treasurer**

- a. The District Board of Administration shall annually appoint the District Treasurer at the organizing session of the District Board of Administration immediately after the rise of the annual District Conference. *The Discipline* 1335.
- b. An annual honorarium may be set each year for the District Treasurer by the District Board of Administration and included in the annual budget.

## **Section III. District Boards and Committees.**

### **100. Minutes**

All district committees, boards, and auxiliary organizations shall provide the district office with a legible copy of session minutes within ten days following all business sessions.

### **200. District Board of Administration**

- a. The District Board of Administration shall be composed of the District Superintendent, the Assistant District Superintendent(s), the District Secretary, the District Treasurer, four ministerial members-at-large, and five lay members-at-large.
- b. The Executive Committee of the District Board of Administration shall be the District Superintendent, the Assistant District Superintendent(s), the District Secretary, and the District Treasurer.

### **300. District Board of Ministerial Development**

The District Board of Ministerial Development shall be appointed by the District Board of Administration as defined by *The Discipline* 1378.

### **400. District Board of Christian Education**

The District Board of Administration shall act as the District Board of Christian Education as defined by *The Discipline* 1440.

### **500. District Board of Evangelism and Church Growth**

The District Board of Administration shall act as the District Board of Evangelism and Church Growth as defined by *The Discipline* 1413.

### **600. District Board of Trustees**

The Executive Committee of the District Board of Administration shall constitute the District Board of Trustees.

### **700. Virginia Property Trustees**

The District Board of Administration shall elect its members who reside in Virginia as the ex-officio trustees of local Virginia church property in order to conform to the laws of Virginia. If no DBA members reside in Virginia, the District Board of Administration shall elect covenant members, who are also Virginia residents, to serve as Virginia property trustees. The

# Chesapeake District Standing Rules

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Virginia property trustees shall hold title to said property on behalf of The Wesleyan Church and The Chesapeake District.

## **800. District Building Committee**

The District Building Committee of at least eight (8) persons, in addition to the District Superintendent, or a representative named by the District Superintendent, shall be elected in two (2) year alternating terms by the District Conference. *The Discipline* 1345.

## **Section IV. Ministers**

### **100. Retirement**

Each retiring minister shall be presented with an appropriate personalized gift and the greater of \$500.00 or \$100.00 per year served under appointment in The Wesleyan Church and predecessor bodies.

### **200. Ministers' Benevolence**

Emergency funds determined by the District Superintendent may be given to a ministerial family in cases of need caused by serious or prolonged illness or other emergencies.

### **300. Certificate of Appreciation**

The district shall give on every fifth anniversary of service certificates of appreciation to ministers under district appointment in the Chesapeake District who have continuously served under district appointment in The Wesleyan Church and its predecessor bodies.

### **400. Death in the Minister's Family**

The district office shall be notified immediately upon the death or crisis of a minister, the spouse, child, or parent of a minister. Notification should be made by the pastor, vice-chair, or secretary of the Local Board of Administration.

## **Section V. Local Churches and Pastors**

### **100. Local Church Building Program**

All building programs will be approved in three stages or, where impractical, the appropriate combination of any of these three stages.

Stage One – Concept Approval

Stage Two – Architectural Drawing Approval (Plans & Specifications)

Stage Three – Actual Cost & Financial Plan Approval

All three stages may be reviewed by the District Building Committee and be approved by the District Board of Administration in order for a building project to be considered having full approval. In the event that the Building Committee is unable to meet in a timely fashion, full approval may be granted by the District Board of Administration.

# Chesapeake District Standing Rules

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## **200. Local Church Debt**

The following debt guidelines will be utilized by the District Board of Administration in approving local church loans and mortgages:

1. Debt load incurred by a local congregation should not exceed three (3) times the annual income of the prior year.
2. Annual mortgage payments should not exceed 30% of the annual income of the church.
3. A local church may appeal to the District Board of Administration based on extenuating circumstances.

## **300. Property Deeds**

All titles, deeds and other written instruments for the conveyance of property to or for The Wesleyan Church, including churches, parsonages, other structures built or purchased, land or lots shall be made according to *The Discipline* and contain the trust clause. *The Discipline* 4610. A copy of each church deed shall be forwarded to the district office, and the district shall give instructions, examine, and approve in writing all deeds before they are recorded.

## **400. Property & Liability Insurance Coverage**

Every local church shall hold an appropriate level of property and liability insurance with the Chesapeake District named as additionally insured. Every church should be prepared at all times to submit a current certificate of insurance to the district upon request.

## **500. Workers' Compensation Insurance**

The district shall obtain workers' compensation insurance in accordance with state laws to cover all employed staff. Each local church shall reimburse the district for their portion of the coverage. A local church may be exempted by submitting a certificate of workers' compensation insurance coverage to the district office annually.

## **600. Pastor Support and Benefits**

All churches are encouraged to cheerfully and generously provide adequate support for the pastoral staff in keeping with need and ability for "the worker deserves his wages."

The annual pastor support review shall include consideration of an increase not less than the official cost of living index. It is the goal of the district that each church secures a full-time pastor based on financial and specific needs. The Church is expected to provide a parsonage including utilities or an allowance for the same and full participation in The Wesleyan Pension Fund, Family Health Insurance, Travel Reimbursement, and an amount equal to full Social Security self-employment tax. It is recommended that each church cover the expenses of pastor and spouse to the quadrennial General Conference. *The Discipline* 702.

# Chesapeake District Standing Rules

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## **700. Vacation Allowance for Pastors**

A pastor in the Chesapeake District who has served consecutively in The Wesleyan Church and predecessor bodies shall be granted at least the following vacation with salary:

One year of service – Two weeks

Two years of service – Two weeks and two days

Three years of service – Two weeks and three days

Four years of service – Two weeks and four days

Five years of service – Three weeks

Fifteen or more years of service – Four weeks

## **800. Sabbatical for Pastors**

Every Wesleyan church is encouraged to provide a sabbatical leave for its pastor(s) at least every seven years of service. A sabbatical shall be for a minimum of four weeks in excess of vacation time with financial provisions as approved by the Local Board of Administration. *The Discipline* 724.

## **900. Renewal of Pastoral Call**

The vote on renewal of the pastor's call shall be held during the first two weeks in March, unless the District Superintendent grants special permission for another date.

## **1000. Pastor Appreciation Sunday**

It is recommended that there be an annual pastoral appreciation Sunday. The date shall be set by the Local Board of Administration.

## **1100. Attendance and Assignments for Pastors**

Every pastor is required to attend District Conference, be ready to receive assignments from the conference, and to attend the annual District Retreat/Conference, unless specifically excused by the District Superintendent.

## **Section VI. Finances.**

### **100. United Stewardship Fund (USF)**

The church and pastor shall be responsible to raise the USF assigned and shall pay the same in monthly installments to the District Treasurer. Each church shall review their stewardship assignment within ten (10) days after receiving notice of it. If no adjustment is reported within the ten (10) days, the amount assigned shall be considered as the amount due for the fiscal year. If a church fails to meet the assigned obligation (general and district combined), the local church shall give a detailed written explanation to the District Board of Administration, signed by the pastor, vice-chair, and treasurer, as to why this obligation was not paid in full. The explanation shall also include the balances in all local church accounts as of April 30. The detailed explanation is to be reported to the district office by May 15.

# Chesapeake District Standing Rules

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## **200. Consummation of Loans**

The District Board of Administration is authorized to perform all acts required of them in the consummation of authorized loans to the churches of the district, subject, however, to the limitations of the conditions set forth in *The Discipline*.

## **Section VII. Zones**

The District Board of Administration shall divide the district into zones and determine the boundaries there of which shall be the same for all district organizations and auxiliaries (*The Discipline* 1233:12).