

**Glossary of Terms: Congregational designations:**

- **Members / Associate Members** – congregations that have satisfied the requirements as outlined in Bylaw 2.01 and Policy 95-12. These congregations have all the rights and obligations as outlined in the PSMC statement on polity
- **Emerging** – congregations that are currently meeting for public worship and exploring potential membership in PSMC. These may be congregations planted within the supervision of PSMC or other existing congregations exploring new relationship with PSMC.
- **Developing** – congregations that are in the development stage, but not yet meeting for public worship.

**94-1 Resolutions at Conference Assembly (Listening Committee Mandate)**

Resolutions at Conference Assembly should be submitted to the Listening Committee for review and discernment before coming onto the Conference floor at the Annual Meeting. The listening committee is charged with observing process, discerning issues and reflecting discussion of the delegates. This committee will be an ad hoc committee formed at each assembly.

Adopted, Board of Directors - 6/25/94

Amended, Executive Committee - 8/11/95 as directed by Board of Directors - 6/22/95

Amended, Board of Directors - 10/16/98

**94-2 Mileage Reimbursement**

Mileage expenses for Conference work will be reimbursed at the IRS allowed amount for the year the travel occurred.

Adopted, Executive Committee - 8/13/94

Amended, Board of Directors - 10/16/98

**94-3 Bonding Chief Financial Officer (Bylaw 4.05)**

At the discretion of the Board of Directors, the Conference Treasurer may be bonded at the beginning of each term for an amount equal to 100% of the total conference assets reported for the full year immediately preceding the new term.

Adopted, Executive Committee - 8/13/94

Amended, Board of Directors - 10/16/98

Amended, Board of Directors - 8/3/02

Amended, Board of Directors – 6/20/03

**94-4 Circulation of Minutes**

Board of Directors and Delegate Assembly: Minutes of meetings will be available for review upon request to the Conference Secretary or by visiting the conference web site.

Adopted, Executive Committee - 8/13/94

Amended, Board of Directors - 10/16/98

**94-5 Liquidity of Conference Funds**

The Treasurer is to minimize the amount of General Fund held in investments that are not readily liquid.

Adopted, Board of Directors - 9/10/94

Amended, Board of Directors - 10/16/98

### **94-6 Financial Reports**

Financial reports shall be distributed to the Board of Directors and member congregations after each fiscal quarter.

Adopted, Board of Directors - 9/10/94

Amended, Board of Directors - 10/16/98

### **94-7 Mennonite Church / General Conference Mennonite Church Integration**

The Pacific Southwest Mennonite Conference Board of Directors agrees that the Mennonite Church / General Conference Mennonite Church integration should happen with all deliberate speed.

Adopted, Board of Directors - 9/10/94

Inactivated, Executive Committee – 5/21/03

Inactivated, Board of Directors – 6/20/03

### **94-8 Mennonite Church USA Support (by PSMC)**

Pacific Southwest Mennonite Conference giving to Mennonite Church USA will be designated giving through the [PSMC] Stewardship Form.

Adopted, Executive Committee - 11/11/94

Amended, Board of Directors – 6/20/03

### **94-9 Relating/Credentialing PSMC Pastors without Congregational Leadership Positions**

See text of Policy 94-9 on Page 6

Adopted, Board of Directors - 11/12/94

Amended, Board of Directors - 10/25/96

Amended, Board of Directors - 10/06/2000

### **94-10 PSMC Mission Statement**

The mission of the PSMC is to create communities of God's grace (II Corinthians 6:1-10), by starting new congregations, developing leaders and pastors, and nurturing congregations.

Adopted, Board of Directors - 11/12/94

Amended, Board of Directors - 10/16/98

### **95-11 Revolving Loan Fund**

Policy 95-11 and 95-12 have been merged into 97-17.

Adopted, Executive Committee - 1/21/95; Board of Directors - 4/1/95

See new policy 97-17

### **95-12 Memorial Loan Fund**

Policy 95-11 and 95-12 have been merged into 97-17.

Executive Committee - 1/21/95; Board of Directors - 4/1/95

See new policy 97-17

### **95-13 Conference Membership**

See text of Policy 95-13 on Page 8

Adopted, Board of Directors - 4/1/95

Amended, Board of Directors - 6/22/95  
Amended, Board of Directors - 6/25/99  
Amended, Board of Directors - 8/3/02

### **95-14 Records Management**

See text of Policy 95-14 on Page 10

Adopted, Board of Directors - 4/1/95  
Amended, Board of Directors - 10/16/98

### **96-15 Extension of Ministerial License**

Persons whose licensing in the PSMC has expired may have their license reactivated and extended by action of the Area Minister, until the next meeting of the Pastoral Leadership Committee when further action on license extension or ordinations will be made.

Adopted, Board of Directors - 10/25/96

### **97-16 Policy on Nominations (Bylaw 3.03, 5.01)**

The nominating committee (i.e. Gifts Discernment Committee) will make nominations to the delegate body to fill vacancies among standing committees, the Board of Directors and Officers. The nominating committee should seek the counsel of congregations and conference staff to help identify candidates. Nominations from the assembly floor for any vacancy should be directed to the nominating committee for ballot consideration. Vacancies on the nominating committee will be filled by Board of Director nomination and delegate approval.

Adopted, Board of Directors - 10/16/98

### **97-17 Consolidate Revolving Loans Fund**

See text of Policy 97-17 on Page 11

Adopted in principle, Board of Directors, 4/18/97  
Adopted, Board of Directors, 10/16/98

### **97-18 Conference Assembly**

Two delegate assemblies will be held annually, each beginning on Friday evening and ending Saturday evening, with conference business driven by resourcing and worship. The annual June assembly will be the forum for annual reports, elections and agency reporting.

Adopted, Executive Committee - 1/18/97  
Amended, Board of Directors - 10/24/97

### **97-19 Policy Review**

The conference secretary shall coordinate (with the Executive Committee and the Board of Directors) a review and update of conference policies by the Board of Directors in odd numbered years (e.g. 1999, 2001, etc.).

Adopted, Board of Directors - 10/16/98

### **98-20 Requests for Payment**

All requests for payment from conference accounts must be accompanied by paper payment request forms and (if applicable) receipts. Verbal and electronic requests will not be honored.

Adopted, Executive Committee - 5/8/98

### **00-21 Joint Venture Church Planting**

See text of Policy 00-21 on Page 12

Adopted, Board of Directors - 02/04/2000

### **00-22 Credentialing of Pastors**

See text of Policy 00-22 on Page 13

Adopted, Board of Directors - 10/06/2000

### **01-23 Sponsorship of Immigration**

To be consistent with our stated conference policy of centering mission in congregations, PSMC will not sponsor immigration applications of individuals, but will provide technical assistance and referrals to congregations who wish to do so.

Adopted, Board of Directors - 04/28/2001

### **01-24 Affiliated Organizations**

See text of Policy 01-24 on Page 17

Adopted, Board of Directors - 06/22/2001

### **01-25 Church Planting Self-Understandings for Collaboration**

See text of Policy 01-25 on Page 20

Adopted, Board of Directors - 06/22/2001

### **01-26 Reimbursable Expenses for Elected Members of Conference Board and Committees**

Expenses that result from attendance at meetings of the Board of Directors and Executive Committee and meetings of other standing or ad hoc committees designated by the Directors will be reimbursed as follows:

- A maximum of \$200 will be reimbursed for travel per person per event.
- Lodging will be provided in homes of local congregation members. Alternative lodging costs are not reimbursable.
- Meals will be provided during all meetings. Meals in route to/from meetings are not reimbursable.

For the two meetings each year that are coincident with conference assembly, local congregations are strongly encouraged to support their board members with travel and registration costs. If congregations are not able to assist with these costs, the congregational leader/pastor should present a request for subsidy in writing to the treasurer. Prior to making travel arrangements, contact should be made with the conference office for coordination of schedules.

Adopted, Board of Directors - 10/26/2001

### **02-27 Disposition of Congregational Assets**

See text of Policy 02-27 on Page 22

Adopted, Board of Directors - 08/03/2002

**02-28 Conference Loans**

See text of Policy 02-28 on Page 23

Adopted, Board of Directors - 8/03/2002

**02-29 Personnel Policies**

See Text of Policies 02-29 on Page 27

- Personnel Policies, Developed and adopted by the Executive Committee – August & September, 2001
- Conference Staff Positions, Adopted, Board of Directors – 8/03/2002
- Sample Contract – Conference Minister, Adopted, Board of Directors – 6/20/03

**Policy 94-9**

**Relating/Credentialing PSMC Pastors without Congregational Leadership Positions**

Adopted, Board of Directors - 11/12/94  
Amended, Board of Directors - 10/25/96  
Amended, Board of Directors – 10/06/2000

Be that:

1. a growing number of ordained pastors are no longer serving in officially recognized pastoral roles (pastors turned business persons, retired pastors etc.).
2. an increased number of candidates for licensing/ordination are being called to pastoral functions beyond the con-gregational level (seminary teachers, chaplains, christian relief organizations, etc.).
3. the need for accountability (spiritual and legal) by group(s) sponsoring licenses/ordinations has reached a new level of consequence (recent suits and threat of suit against conference(s) as the sponsoring body of impeachable ordained clergy who are no longer relating officially or unofficially to any conference/congregations).

We, the Conference Board of the Pacific Southwest Mennonite Conference, upon the recommendation of the Pastoral Leadership Committee, adopt the following guidelines:

1. All ordained/licensed pastors without congregational call to a specific ministry as discerned by a local Pacific Southwest Mennonite congregation be considered by the Conference as “inactive.” This assumes that the Conference would not recognize their license or ordination during the period of their inactive status and that they would not present themselves as an active ordained/licensed minister of the Pacific Southwest Mennonite Conference during this time.
2. A congregation can call a person to licensed/ordained ministry beyond the congregation (chaplain, teacher, denominational leader). However, that person must meet all the standards and be subject to all the guidelines for pastors of the Pacific Southwest Mennonite Conference, including, but not limited to, being an active member in a local Pacific Southwest Mennonite Conference church. No licensed/ordained minister shall be recognized who is not called by and accountable to a local congregation and the Pacific Southwest Mennonite Conference. Regular (i.e., at least annual) reviews/meetings with congregational and Conference overseers is mandated.

Such person shall be deemed a “Ministry Associate” of the Pacific Southwest Mennonite Conference and of her/his local congregation during the period of time s/he is called to ministry beyond the local congregation. Of course, the Ministry Associate might assume other more formal roles (Associate Pastor, Deacon, Elder) within the congregation as well.

A congregation may wish to recognize a retired licensed/ordained minister by issuing them a call as a Ministry Associate. This has the advantage of honoring ministers whose service is long-standing and still have much to contribute, while keeping lines of accountability to the congregation/conference clear. Any retired minister, who does not have such a designated call, shall be deemed by the Conference “inactive (see above).

In case of credentialed persons who live in a geographic area which does not include a Pacific Southwest Mennonite Conference congregation which worships in a similar language, or in other special cases, a “Ministry Associate under the care of the Conference Minister”, may be recognized. Such a Ministry Associate would conform to the following guidelines:

1. They would seek Associate Membership with an available Pacific Southwest Mennonite Conference congregation, and try to participate in the worship of the congregation at least once a quarter.

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2. They would meet twice each year with the Conference Minister for spiritual accountability, review of their ministry, congregational participation and mutual updating of information.
3. They would attend an annual delegate assembly for fellowship, accountability and connections.
4. They would provide a current Ministerial Leadership Information form, and complete any necessary steps toward fulfilling current Pastoral Leadership Committee policies.

**Policy 95-13**

**Conference Membership**

Adopted, Board of Directors - 4/1/95  
Amended, Board of Directors - 6/22/95  
Amended, Board of Directors - 6/25/99  
Amended, Board of Directors – 8/03/02

Introduction: All churches that were members of the Pacific District of the General Conference Mennonite Church, or members of the Southwest Mennonite Conference of the Mennonite Church (or both), became members of the Pacific Southwest Mennonite Conference (PSMC) on June 24, 1994 (see Bylaws section 2.01). This policy refers to requirements and procedures for becoming a member of the Pacific Southwest Mennonite Conference after April 16, 1999. The Bylaws (sec. 2.01) indicate

There shall be two classes of Member Churches: “Member Churches”, which shall be entitled to one voting delegate for each 25 members of the church or fraction thereof, and “Associate Member Churches” which are not entitled to voting delegates.

Pastors under assignment to a Member Church or Associate Member Church, whose ministerial credentials are held by PSMC, are voting delegates in addition to voting delegates a church may have based on the number of its members (bylaws sec. 2.02). Associate Member Churches are defined as churches which maintain membership in another denominational body (e.g. Church of the Brethren) and choose to affiliate with Pacific Southwest Mennonite Conference as well.

Churches that seek membership or associate membership in the Pacific Southwest Mennonite Conference:

1. Requirements for membership
  - A. an identified worshipping community
  - B. statement of agreement with “Confession of Faith in a Mennonite Perspective”
  - C. statement of cooperation / identification with PSMC mission statement and polity statement
  - D. financial contribution to PSMC in the current fiscal year
  - E. a pastor credentialed by the PSMC or with credentials in process with the PSMC
  - F. a written plan specifying distribution of assets in the case of congregational dissolution
  - G. (Note: applicable only for congregations receiving financial assistance through denominational and/or conference loans or grants) documentation, in applicable note deed/s of trust, of reversionary clause granting church property/ies to the PSMC or other lender in the event that the congregation dissolves or ceases for any reason to be a member of PSMC or its successors. For secured loans, PSMC should receive any assets or proceeds above the loaned amount. PSMC also requires affiliated congregations receiving loans through denominational or conference agencies to provide the PSMC office with the following financial statements on an annual basis: operating statement (i.e. profit/loss statement), balance sheet, statement of working capital. These documents detail financial activity through the last day of their fiscal year. In addition, on an annual basis, PSMC also requires affiliated congregations receiving loans through denominational or conference agencies to provide the PSMC office with evidence of adequate property and liability insurance as well as evidence of non-delinquent property tax assessments. These financial and risk management documents should be submitted to the conference office no later than 90 days after the close of the congregational fiscal year. Failure to comply with these requirements may result in suspension of delegate privileges and/or pastoral credentials, as determined by the PSMC Executive Committee.
2. Procedure for Application

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- A. A letter of application from the governing board of the requesting congregation should be forwarded to the conference moderator. The following should be included in the letter or attached
- Name and address of Church; Employer Identification Number; name and address of pastor and spiritual leaders
  - Statement of cooperation / identification with PSMC mission statement and polity statement
  - Membership or attender directory
  - Church Bylaws or other organizational document
  - Statement of agreement with “Confession of Faith in a Mennonite Perspective”
  - Copy of pastor’s PSMC credential or a letter from Area Minister stating credential is in process
  - Copy of the written plan for congregational dissolution of assets
  - Copies of any relevant financial and/or risk management documents as detailed in item “G” above
- B. A letter of endorsement from the area minister of the requesting congregation should be forwarded to the conference moderator.
- C. The conference moderator will appoint a Credentials Committee consisting of at least three members, of which one must be a member of the Board of Directors and one may be the area minister. The Credentials committee will review the application materials and meet with the congregational leaders for interview in order to make a membership recommendation to the conference board.
- D. Upon approval of membership by the conference Board of Directors, the Board moves acceptance by the delegate body at the next delegate meeting. Approval by the delegate body completes the membership process.

**Policy 95-14**

**Records Management**

Adopted, Board of Directors - 4/1/95

Amended, Board of Directors - 10/16/98

1. Ministerial records:
  - A. All official records should be maintained by respective area ministers
  - B. It is recommended that the following items be kept in personnel files:
    - The most current copy of the Ministerial Information Form on record.
    - A copy of any Pacific Southwest Mennonite Conference Board or Pastoral Leadership Committee minute of action regarding their credential.
    - A copy of their certificate(s) of credentials.
    - A copy of correspondence between the Pacific Southwest Mennonite Conference and the pastor
  - C. When it is deemed appropriate, area ministers should forward materials to denominational archive centers listed in section 3 below.
2. Corporate and Financial records:
  - A. All corporate records should be maintained by the conference secretary
  - B. All financial records should be maintained by the conference treasurer
  - C. It is recommended that the following items be kept by the conference secretary:
    1. Corporate information: Statements by Domestic Nonprofit Organization, Articles of Incorporation, By-Laws.
    2. Minutes of all meetings of the Pacific Southwest Mennonite Conference Annual Delegate Meetings, Executive Committee, Conference Board, and Conference Committees.
    3. Annual Reports of the Pacific Southwest Mennonite Conference, including financial statements and copies of the official Newsletter.
    4. Staff Job Descriptions and Memorandum of Understandings
    5. Legal Documents (e.g. Deeds of Trusts, Insurance policies, etc.)
  - D. When it is deemed appropriate, officers should forward materials to denominational archive centers listed in section 3 below.
3. Archival storage
  - A. All records associated with the Pacific District Conference of the General Conference Mennonite Church shall be forwarded to the archives of the Mennonite Historical Library in Newton, Kansas.
  - B. All records associated with the Southwest Mennonite Conference of the Mennonite Church shall be forwarded to the archives of the Mennonite Historical Library in Goshen, Indiana.
  - C. All records associated with the Pacific Southwest Mennonite Conference shall be forwarded to the archives of the Mennonite Historical Library in Goshen, Indiana.

**Policy 97-17**

**Revolving Fund Loan Policy**

Adopted, Board of Directors - 10/16/98

**Purpose:**

The purpose of the Revolving Fund is to provide loans to Pacific Southwest Mennonite Conference congregations for the purchase, development, construction and/or remodeling of real estate which is directly related to the mission of the congregation.

**Funds:**

1. Revolving Funds capital may come from the following:
  - A. Principal payments from outstanding loans.
  - B. Interest payments from outstanding loans. (The Board of Directors may from time to time designate a portion of the interest to be transferred to the General Fund.)
  - C. Contributions designated for the Revolving Fund.
2. Funds in the Revolving Fund are restricted to be used for Revolving Fund purposes only.
3. One half (1/2) of the principal and interest of loan payments received from outstanding loans that were transferred to the Pacific Southwest Mennonite Conference from the Pacific District Conference shall be sent to the Pacific Northwest Mennonite Conference until such time as these loans are paid off.

**Priority/Restrictions:**

1. Priority for loans will be given to new, small congregations that have difficulty borrowing from commercial lenders.
2. Evangelism and Church Development Committee projections as well as other loan requirements shall be considered in relation to loan availability.

**Loan Application Requirements:**

1. A statement outlining how the grant will be used (including construction plans, if applicable).
2. Financial statements for at least three (3) fiscal years, if applicable.
3. A copy of the current operating budget.
4. Detail of present loan commitments.
5. Evidence of incorporation and tax-exemption.
6. Church membership statistics.
7. The Pacific Southwest Mennonite Conference requires churches to furnish a deed of trust to secure all loans. A reversionary clause is required for all loans.
8. All loan requests must be made to the Pacific Southwest Mennonite Conference treasurer. The Executive Committee will review the loan application and make a recommendation to the Board of Directors for its approval and authorization.

**Terms:**

The terms of the loan shall be established by the Executive Committee at the time the loan is made.

**Policy 00-21**

**Joint Venture Church Planting**

Adopted, Board of Directors - 02/04/2000

Guidelines for Church Planting joint ventures between Pacific Southwest Mennonite Conference and other Anabaptist sending bodies. January 2000

**Our Common Vision**

One way we shall seek to fulfill the Great Commission within the Pacific Southwest Mennonite Conference is by establishing joint ventures with other sending, Anabaptist-related conferences.

**The Sending body shall:**

1. Select and send personnel as they have the capacity to do so.
2. Maintain ultimate financial responsibility.

**The Pacific Southwest Mennonite Conference shall:**

1. Provide pastoral oversight by means of the Conference Minister staff.
2. Invite the church planter and congregation to participate fully in the life of the PSMC.
3. Provide training, coaching and consulting for mission strategy through The Center for Anabaptist Leadership.
4. Provide ministerial credentialing as per conference polity.

**Desired Outcome:**

Congregations birthed by means of this process shall be dual members of the PSMC and the Sending conference, with attendant privileges and responsibilities to both.

**Policy 00-22**

**Credentialing of Pastors**

Adopted, Board of Directors - 10/06/2000

**Licensing: a minimum of one year and maximum of two-year process of discernment and training toward ordination.**

Steps to licensing toward ordination

1. Letter of request for licensing from governing board of local congregation or from sponsoring congregations (in case of emerging congregations) to the Area Minister.
2. Completion of Ministerial Leadership Information (MLI) form by candidate.
3. Interview of candidate (conducted by Area Minister and Regional Member of PSMC Pastoral Leadership Committee). Regional member makes recommendation to Pastoral Leadership Committee
4. Approval of recommendation by Pastoral Leadership Committee. If approval is not given, the candidate and the congregation will be given, in writing, the reasons approval was withheld, and the steps that may be taken to complete licensing
5. Licensing Service officiated by the Area Minister or a designate of the Area Minister. A certificate of licensing will be presented at that service. A new file in the denominational database will be opened at this time.
6. Recognition at the June PSMC Assembly. Photo ID will be taken and issued only at this event.

Steps toward licensing for a specific ministry

1. Complete items #1-6, above as listed.
2. Every two years (or by ending date listed on the license) the governing board of the local congregation should submit a request for the renewal of license. The Area Minister has the authority to extend the ending date of the license to the date of the next Pastoral Leadership Committee meeting, as needed, in order to insure continuity. In special cases, at the discretion of the Pastoral Leadership Committee and with the consent of the Conference Board, a lifetime license for a specific ministry may be granted.
3. The Area Minister and the regional member of the Pastoral Leadership Committee will meet with the person licensed to review their status. The regional member of the committee will recommend automatic extension unless the person licensed presents new information to the interviewers that raise concerns.
4. The Pastoral Leadership Committee will act on the recommendation of regional member. If the renewal of license is withheld for any reason, the person licensed and the local congregation shall be given, in writing, the reasons the renewal was withheld, and the steps that may be taken to complete the renewal of licensing.
5. The renewal of license will be reported to the PSMC at their June Assembly.

**Ordination: a lifetime status confirming authority for ministry in the Mennonite Church, granted by the conference on behalf of the entire denomination.**

Steps to Ordination

1. Complete at least one year of licensing, attending to steps 3-5, below.
2. Letter of request for ordination from governing board of the local congregation, addressed to the Area Minister.

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3. Be in relationship with Area Minister and Conference (attending/participating in conference assemblies, regional events, etc....)
4. Completion of academic training
  - A. Anabaptist History and Theology (college-level course)
  - B. Mennonite Leadership Polity
  - C. Confession of Faith
5. Completion of Ordination Statement (3-5 pages, typed)
  - A. What are the central themes of the Anabaptist movement, and why are those themes important for today?
  - B. What are your areas of agreement and/or disagreement with Anabaptist/Mennonite theology?
  - C. What is your understanding of the role, office and function of pastoral leadership in the Mennonite Church?
  - D. What is your vision for the Mennonite Church in the 21st century?
6. Second Interview (Area Minister and Regional Member of the PSMC Pastoral Leadership Committee; also, representatives from the congregation and the spouse of the candidate are welcome by invitation of the Area Minister to attend and participate). This interview is conducted after steps #1-5 are completed. The Regional member makes recommendation to Pastoral Leadership Committee.
7. Recommendation is processed by the Pastoral Leadership Committee and referred to the Conference Board for action. If the Conference Board does not approve a recommendation for ordination, the candidate and the congregation will be informed in writing of the reasons ordination was withheld, and the steps which may be taken to complete ordination.
8. Ordination Service, officiated by the Area Minister. A certificate of ordination will be presented at that service. The person's file in the denominational database will be updated at this time.
9. Recognition and Consecration of Ordination at PSMC June Delegate Assembly. Photo ID will be taken and issued only at this event.

### **For persons coming to the PSMC with previous ordination from another denomination outside the Mennonite Church – USA and Mennonite Church – Canada.**

1. Letter of request for recognition of previous ordination from local church governing board addressed to the Area Minister.
2. Candidate should provide the Area Minister with suitable copies of the current certificate of ordination, and a letter of good standing from the sending denomination.
3. Candidate should complete the Ministerial Leadership Information Form (see licensing, step #2)
4. Completion of academic training requirements (see ordination, step #4)
5. Completion of Ordination Statement (see ordination, step #5)
6. Interview by Area Minister and Regional member of the Pastoral Leadership Committee. The regional member makes a recommendation to the Pastoral Leadership Committee of the PSMC for action.
7. The Pastoral Leadership Committee processes the recommendation of the regional member and refers action to the Conference Board. If the candidate's previous ordination is not recognized by the Conference Board, the candidate and the congregation shall be informed in writing of the reasons for withholding recognition, and the steps that may be taken to secure ordination.

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8. Ordination recognition service officiated by the Area Minister. A new certificate of ordination will be issued at this time, and a file in the denominational database will be opened.
9. Recognition and Consecration at June PSMC Assembly. Photo ID will be taken and issued only at this event.

### **For persons transferring Ordination from other Area Conferences of Mennonite Church – USA and Mennonite Church – Canada to the PSMC:**

1. Letter of request of receipt of credentials from the local congregation's governing board
2. A letter of good standing from the Conference Minister of the sending conference, and a copy of the current Ministerial Leadership Information Form and ordination certificate. The Minister's file in the denominational database will be transferred upon receipt of a letter of good standing.
3. Certification of completion (e.g., copy of academic transcript) of a minimum college-level course in Anabaptist History & Theology, and minimum seminar-level training Mennonite Polity, and Confession of Faith in a Mennonite Perspective (see ordination, step #4).
4. Completion of the Ordination Statement (see ordination, step #5).
5. Interview with Area Minister and regional member of the Pastoral Leadership Committee. Regional member makes recommendation for transfer of credential to Pastoral Leadership Committee.
6. Pastoral Leadership Committee takes action on recommendation. If the Pastoral Leadership Committee cannot accept the transfer of the candidate, the candidate and the congregation shall be informed in writing of the reasons for withholding transfer, and the steps which may be taken to secure transfer of ordination credential.
7. Installation or Recognition Service officiated by Area Minister.
8. Recognition at the June PSMC Assembly. Photo ID will be taken and issued only at this event.

### **For persons holding ordination outside Mennonite Church USA, and serving in PSMC congregations**

**Whereas**, the office of pastor/minister in the Anabaptist tradition is of vital importance in the formation of Christian community, and,

**Whereas**, the formation of pastors/ministers includes a need for accountability, in this case to the area conference, and,

**Whereas**, the preferred policy of the PSMC is for all pastors serving in and through PSMC congregations to hold PSMC ministerial credentials, and,

**Whereas**, a small percentage of congregations in the PSMC have at one time or another called a person to pastoral assignment who comes from a tradition outside the Mennonite Church USA, and,

**Whereas**, from time to time it may be that a person coming to a PSMC congregation for pastoral assignment is not in a position to transfer their ministerial credentials into the PSMC, or hold joint credentials with the PSMC and another body.

### **Be it therefore resolved:**

1. In special circumstances, a person who is ordained in another tradition outside Mennonite Church USA may be recognized as "Minister-in-Charge" of a PSMC congregation. Persons who are not ordained in another tradition will be considered ineligible for this option.
2. The Minister-in-Charge shall be expected to lead the formation of Christian Community that retains an Anabaptist-Mennonite identity; preach and teach the scriptures in accordance with the Confession of Faith in a Mennonite Perspective; and administer the ordinances in accordance with Mennonite polity.

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3. The congregation which is calling a person from outside Mennonite Church USA who is unable to hold joint credentials or transfer their credentials must make application to the Pastoral Leadership Committee of the PSMC for recognition as Minister-in-Charge. Such application should come from the Leadership Team of the congregation, and include the person's name, name and address of local church membership of a congregation which is not a member of Mennonite Church USA, proof of a valid ordination in good standing, and a statement outlining the reason(s) why transfer of ministerial credentials to PSMC or joint ministerial credentials are not feasible, and a copy of a resolution holding the PSMC harmless of all legal liabilities related to the actions of the Minister -in-Charge.
4. The Pastoral Leadership Committee shall review the application, and may, at its discretion, grant Minister-in-Charge standing for a two (2) year period. A new application must be made at the end of each period. If an application for Minister-in-Charge status is denied, the congregation shall be informed in writing and asked to make application for transfer of ordination according to PSMC polity.
5. Should Minister-in-Charge status be granted, the denominational office which holds the ministerial credentials of the Minister-in-Charge will be informed in writing to the Minister-in-Charge status, and informed that PSMC will not be responsible for any legal liability related to the actions of the Minister-in-Charge.
6. The Minister-in-Charge shall not be entered into the Mennonite Church USA ministerial database. In as much as they are not members of the local congregation, the Minister-in-Charge is not eligible for such benefits as Congregational Employee Plan Health Care or Mennonite Retirement Trust. The Minister-in-Charge may serve as a congregational delegate to PSMC delegate assemblies, but may not serve as a delegate by virtue of office (see PSMC By-laws, sections 2.02).
7. The Conference Minister providing oversight to the congregation that has called the Minister-in-Charge shall continue to provide oversight to the congregation. The Conference Minister shall relate to the Minister-in-Charge in a fraternal, but not supervisory manner. It is expected that the primary lay leader of the congregation (e.g., Moderator) shall also relate to the Conference Minister, and include the Conference Minister in all discussions and actions regarding the tenure of the Minister-in-Charge.

**Policy 01-24**

**Affiliated Organizations**

Adopted, Board of Directors - 06/22/2001

Upon occasion, Anabaptist-oriented organizations express interest in affiliating with the Pacific Southwest Mennonite Conference.

As of January 1, 2001, organizations that seek affiliated status agree to:

- Accept the 1995 *Confession of Faith in a Mennonite Perspective* as a guide for program, mission, and ministry.
- Maintain a current statement of mission and strategies demonstrating consistency with PSMC's mission and strategies.
- Submit a written report for distribution to the delegates at the annual assembly.
- Show clear lines of accountability to a local congregation(s), conference region(s), or conference-sponsored organization, or a formal relationship with the broader Mennonite Church.
- Maintain by-laws, which state that at least three members of the board will be active members of a PSMC congregation. (This provision allows for a three-year phase-in period.)
- Provide annual financial support to PSMC.

In return, PSMC agrees to:

- Recognize the organization a Pacific Southwest Mennonite Conference affiliate.
- Provide opportunity for consultation and collaboration between PSMC and the organization as determined by the organization and the conference Moderator.
- Include the organization as a link on the conference website.
- Publish written reports provided for distribution at the annual conference assembly.
- Make exhibit space available for organizational display at conference assemblies.

PSMC and the organization seeking affiliation mutually agree to:

- Be mutually supportive in fulfilling the mission of God's healing and hope to the world.
- Renew the ministry agreement (attachment) on a yearly basis.

**Affiliation Announcements**

PSMC Affiliates may use the following endorsement in their organizational, promotional, and educational materials: *(Organizational name) is a recognized affiliate of the Pacific Southwest Mennonite Conference*

**01-24 Attachment**

**Relationship of Accountability Between  
Pacific Southwest Mennonite Conference (PSMC) and  
(Organization Name)**

Whereas,(Organization Name)and PSMC are organizations sharing the mutual goal of spreading God's healing and hope to the world, and,(Organization Name)is an organization accountable to (fill in the blank),the following sets forth the Relationship of Accountability between (Organization Name)and PSMC for the year starting xx/xx/xx and ending xx/xx/xx.

(Organization Name) agrees to:

- Accept the 1995 *Confession of Faith in a Mennonite Perspective* as a guide for program, mission and ministry.
- Maintain a current statement of mission and strategies demonstrating consistency with PSMC's mission and strategies.
- Submit a written report for distribution to the delegates at the annual PSMC assembly.
- Show clear lines of accountability to a local congregation(s), conference region(s), or conference-sponsored organization, or a formal relationship with the broader Mennonite Church.
- Maintain by-laws, which state that at least three members of the board will be active members of a PSMC congregation.(Allows for a three-year phase-in period, effective with the initial annual relationship agreement.)
- Provide annual financial support to PSMC.

And, PSMC agrees to:

- Recognize (Organization Name) as a PSMC affiliate.
- Provide opportunity for consultation and collaboration between PSMC and (Organization Name).
- Include the organization as a link on the PSMC web-site.
- Publish the written report submitted by (Organization Name)for distribution at the annual PSMC assembly.
- Make exhibit space available for (Organization Name)display at PSMC assemblies.

During the term of this relationship,(Organization Name):

- And PSMC will maintain formal communications through the signatories of this agreement.
- May use the following endorsement in their organizational promotional and educational materials: *(Organizational name)is a recognized affiliate of the Pacific Southwest Mennonite Conference*

We agree to work together to spread God s healing and hope to the world.

**Policies of the Pacific Southwest Mennonite Conference**

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**Pacific Southwest Mennonite Conference**

**(Organization Name)**

\_\_\_\_\_  
Moderator Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone/Fax/eMail

\_\_\_\_\_  
Phone/Fax/eMail

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Policy 01-25**

**Church Planting Self-Understandings for Collaboration**

Developed by the Conference Mission Team - April 4, 2001

Reviewed by the Conference Board - April 28, 2001

Adopted, Board of Directors - 06/22/2001

**Our Vision**

To mobilize God's resources within the PSMC and other Anabaptist bodies in helping to fulfill the Great Commission by empowering leaders to plant new churches in Arizona, California, Nevada, Hawaii, and in other places that seem good to us, our partners and the Holy Spirit.

**Statement of Seven General Principles**

*Adapted from Church Planting: Laying Foundations, by Stuart Murray (Herald Press: 2001)*

- **We are committed to responsible pluralism.** A given area may have more than one Anabaptist/Mennonite group ministering in it, and we welcome all Anabaptist/Mennonite bodies to express a part of their commitment to Great Commission by planting new churches within Arizona, California, Nevada, and Hawaii.
- **We are committed to mutual respect.** Any Anabaptist/Mennonite body seeking to plant new churches where there are already other Anabaptist/Mennonite bodies at work is invited to consult with the leadership of those bodies with an attitude of respect. We assume that a dense population may more reasonably allow different groups to be closer together.
- **We are committed to unity within diversity.** There is an intrinsic unity of the Holy Spirit in the Body of Christ. There is legitimacy for diverse structural and theological distinctives within the Anabaptist/Mennonite family of cooperation.
- **We are committed to a team spirit.** Workers from different participating bodies serving in a given locality are encouraged to arrange for communication and fellowship, in order to create a team spirit within the Anabaptist/Mennonite family of cooperation.
- **We are committed to sharing resources.** Each Anabaptist/Mennonite body participating in church planting within an area is invited to make their resources available to support evangelistic and church planting efforts, giving priority to areas or groups where there is no resident gospel witness.
- **We are committed to common planning.** Anabaptist/Mennonite bodies seeking to plant churches within the same locality should periodically pray and plan together, and share those plans with one another. Every effort should be made to practice reconciliation as needed between Anabaptist/Mennonite groups, in a manner consistent with Matthew 18.15-17, and 1 Corinthians 6.1-8.
- **We are committed to the congregation as God's mission agency.** The centrality of local congregational life and witness is emphasized, while the supportive ministry of parachurch and denominational organizations is recognized. Ongoing consultation between these groups is assumed.

**PSMC Church Planting Guidelines**

We believe God is pleased when the PSMC releases the missional capacity of our congregations to grow leaders who plant new congregations. In order to be effective stewards of the generosity of God, and the limited human and financial resources available within the PSMC, we shall work in the following ways:

1. The PSMC makes training, coaching, and consulting resources to equip church planters available via a covenant relationship with the Center for Anabaptist Leadership.

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2. As of July 1, 2001, every PSMC church planter should be a graduate of the Center for Anabaptist Leadership's Critical Foundations training, which will assist church planters to develop and complete a business plan for church planting for review and approval by the Conference Minister for the region in which the church is to be planted. After July 1, 2001, no church planting project shall receive PSMC endorsement for any funding (grants or loans) without the lead church planter having graduated from the Critical Foundations training.
3. As of July 1, 2001, every PSMC church planter having graduated from Critical Foundations and presented an approved business plan shall be assigned a coach/mentor who will work to encourage that congregation toward a full, participatory membership (including financial support) in the PSMC.
4. It is the policy of the PSMC not to provide subsidy for new church development. A one-time startup grant (in the range of \$5,000 -- \$10,000) **may** be available, contingent on available resources, and demonstrated need as presented in the church planting business plan.

### **Cooperative Church Planting in Arizona, California, Nevada, and Hawaii**

We believe God is pleased when Anabaptist/Mennonite groups across the United States and around the world initiate church planting ventures in Arizona, California, Nevada, and Hawaii. We invite all members of the Body of Christ who understand themselves to be within the Anabaptist/Mennonite family of faith to subscribe to the above Statement of Seven General Principles.

We further invite our brother and sister church planting leaders to join the Pacific Southwest Mennonite Conference Core Mission Staff (e.g., the Conference Ministers and the program staff of the Center for Anabaptist Leadership) at an annual consultation on the state of church planting in the Pacific Southwest. The annual consultation would meet for the purpose of intercessory prayer, team building, common planning, and mutual vision casting. Annually, the team leader of the PSMC Core Mission Staff will send a letter of invitation to other Anabaptist/Mennonite church planting leaders with known interest in the Pacific Southwest.

### **Joint Venture Church Planting in Arizona, California, Nevada, and Hawaii**

We believe God is pleased when the PSMC and other Anabaptist-related groups across the United States and around the world can create joint ventures for church planting.

We invite other Anabaptist-related groups to select and send personnel for church planting as they have capacity to do so, and to maintain ultimate financial responsibility for such personnel.

The PSMC will bring to joint ventures the provision for pastoral oversight by means of the Conference Minister staff and the coaching network. The PSMC will invite the church planter and emerging congregation to participate fully in the life of the PSMC. The PSMC will make training, coaching, and consulting resources for church planting available through the Center for Anabaptist Leadership. The PSMC will offer ministerial credentialing according to conference polity.

We ask that congregations birthed by means of this process be dual members of the PSMC and the sending conference, with attendant privileges and responsibilities. Insofar as dual membership between two area conferences within Mennonite Church-USA may be inconsistent with the membership guidelines of MC-USA, we ask that any joint venture between two MC-USA area conferences taking place in Arizona, California, Nevada and Hawaii become members solely of PSMC, and maintain a fraternal relationship with the other MC-USA area conference. Likewise, any joint venture taking place in the United States outside the four previously mentioned states will be asked to join the other area conference in the joint venture, and maintain a fraternal relationship with the PSMC.

**Policy 02-27**

**Disposition of Congregational Assets**

Developed by Executive Committee – Summer 2002

Adopted, Board of Directors – 8/03/2002

In general, PSMC neither holds title to buildings or other assets used by congregations nor co-signs for congregational loans. PSMC encourages member congregations to:

- consult with legal counsel to develop written plans for distribution of assets when the congregation ceases to exist (e.g. ceases operations entirely), or ceases to exist as a PSMC member congregation (e.g. group decides to change denominational affiliations);
- work with their Conference Minister to identify appropriate agencies for the disposition of assets. It is the expectation of PSMC that upon dissolution of a member congregation, remaining assets shall transfer to PSMC.

**Debt-free Congregation**

When a debt-free congregation dissolves, under US law assets must move to a charitable organization as directed by the persons who act to close the property. These individuals must meet any fiscal and/or other responsibilities – then dispose of remaining assets to organizations as decided by the remaining congregational members. In situations where no congregational members remain, or the membership list is in dispute, PSMC member congregations will engage in binding arbitration to determine the appropriate process for disposition of assets. In these situations, the PSMC Executive Committee will appoint the 3 person arbitration committee.

**Congregation with Debt**

As detailed in Policy 95-13 (Conference Membership), Congregations receiving financial assistance through denominational and/or conference loans or grants must insert into the note deed of trust of their church property a reversionary clause granting the property to the PSMC or other lender in the event that the congregation dissolves or ceases for any reason to be a member of PSMC or its successors. For secured loans, PSMC should receive any assets/or proceeds above the loaned amount.

PSMC requires member congregations receiving loans through denominational or conference agencies to provide the PSMC office with the following financial statements on an annual basis:

- Operating Statement (i.e. profit and loss statement)
- Balance Sheet
- Statement of Working Capital
- Evidence of adequate property and liability insurance
- Evidence of non-delinquent property tax assessments (if applicable)

These documents detail financial and/or risk management activities through the last day of their fiscal year. They should be submitted to the conference office no later than 90 days after the close of the congregational fiscal year. Failure to comply with these requirements may result in suspension of delegate privileges and/or pastoral credentials, as determined by the PSMC Executive Committee.

**Policy 02-28**

**Conference Loans**

Developed by Executive Committee – Summer 2002

Adopted, Board of Directors – 8/3/2002

In general, to the extent that assets are available, PSMC welcomes the opportunity to consider secured investing in Arizona and California-based social purpose enterprises that are consistent with conference theology and values, based on the following criteria:

- **Fund availability:** 1/3 of available liquid long-term assets are available for conference loans. At no time will more than 33% of available funds be used for a single loan.
- **Member congregation sponsorship:** As an organization of member congregations, loans require local congregational sponsorship for consideration.
- **Collateral:** All loans require “matching funds” in the form of collateral equity for the loaned amount.
- **Interest Rate:** The interest rate on loaned amounts will be the current Prime Rate plus 2 percentage points. The interest rate will stay constant throughout the life of the loan.
- **Repayment Terms:** Loans will be repaid using simple interest, over a period not exceeding 5 years. Monthly payment terms will be negotiated on a case-by-case basis, and will be set forth in writing in the loan agreement.
- **Conference Involvement:** All organizations receiving conference loans agree to include 2 members of the applicable board of directors appointed PSMC, one local director (director named because of proximity to the loan recipient organization), and one outside director (with applicable business expertise).
- **Legal Entity and Disposition of Assets:** All organizations applying provide evidence of appropriate incorporation or other legal status. In addition, organizations applying for loans agree to abide by conference policies regarding in PSMC Conference Policy 02--XX “Disposition of Congregational assets”.

The PSMC Board of Directors considers and approves qualified loan applications based on application process outlined below:

- **Written application:** Organizations seeking secured loans from PSMC should submit a written application consisting of the following elements: Statement of request – amount of money being requested; how this request is consistent with conference theology and values; proposed collateral, and repayment schedule; written business plan and relevant financial projections (consistent with at least the proposed loan term); current financial statements (Operating Statement, Balance Sheet, Statement of Working Capital); current risk management statements (evidence of adequate property and liability insurance); and evidence of non-delinquent property tax assessments (if applicable) .
- **Statement of sponsorship:** A brief written letter to the PSMC Board of Directors from the sponsoring member congregation/s describing the project, its relationship with the congregation and any relevant reasons why PSMC should grant the loan.
- **Initial board review:** The written application and statement of sponsorship should be submitted to the PSMC Office (PSMC Board of Directors, PO Box CAL, 1539 East Howard Street, Pasadena, CA 91104). The Conference Office staff will notify the submitting party upon receipt of the completed loan request application. The loan application will be forwarded to the Loan Review Committee (to be named by the Executive Committee upon receipt of the completed loan application) and applicable Conference Minister for initial review. If consistent with the criteria listed above, the Loan Review Committee and Conference Minister will bring the loan request to the Executive Committee for initial review.

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- **Board approval process:** The Executive Committee will review completed loan requests forwarded from the Loan Review Committee, and will work with the Loan Review Committee to identify remaining questions and/or issues before full review and approval by the Board of Directors. Loan review will typically take place at Board of Directors meetings.

02-28 Attachment

Sample Promissory Note for Secured Loans Between Pacific Southwest Mennonite Conference (PSMC) and (Organization Name)

Principal Amount: \$ \_\_\_\_\_

Date: \_\_\_\_\_

FOR VALUE RECEIVED, the undersigned hereby jointly and severally promise to pay to the order of Pacific Southwest Mennonite Conference (PSMC), the sum of \_\_\_\_\_ dollars (\$), together with simple interest thereon at the rate of \_\_\_\_\_% per annum on the unpaid balance. Said sum shall be paid in the following manner:

All payments shall be first applied to interest and the balance to principal as set forth in the attached Amortization Schedule, incorporated herein by reference. This note may be prepaid, at any, time in whole or in part, without penalty.

This note shall at the option of any holder thereof be immediately due and payable upon the occurrence of any of the following:

- 1. Failure to make any payment due hereunder within ninety (90) days of its due date.
2. Breach of any condition of any security interest, mortgage, loan agreement, pledge agreement or guarantee granted as collateral security for this note.
3. Breach of any condition of any loan agreement, security agreement or mortgage, if any, having a priority over any loan agreement, security agreement or mortgage on collateral granted, in whole or in part, as collateral security for this note.
4. Upon the death, incapacity, dissolution or liquidation of any of the undersigned, or any endorser, guarantor to surety hereto.
5. Upon the filing by any of the undersigned of an assignment for the benefit of creditors, bankruptcy or other form of insolvency, or by suffering an involuntary petition in bankruptcy or receivership not vacated within thirty (30) days.
6. Failure to provide PSMC with financial statements (operating statement, balance sheet, statement of working capital), evidence of adequate property and liability insurance, and evidence of non-delinquent property tax assessments (if applicable), within ninety (90) days after the close of Organization's fiscal year.

In the event this note shall be in default and placed for collection, then the undersigned agree to pay all reasonable attorney fees and costs of collection. Payments not made within thirty (30) days of due date shall be subject to a late charge of \_\_\_\_\_% of said payment. All payments hereunder shall be made to such address as may from time to time be designated by any holder.

The undersigned and all other parties to this note, whether as endorsers, guarantors or sureties, agree to remain fully bound until this note shall be fully paid and waive demand, presentment and protest and all notices hereto and further agree to remain bound, notwithstanding any extension, modification, waiver, or other indulgence or discharge or release of any obligor hereunder or exchange, substitution, or release of any collateral granted as security for this note.

No modification or indulgence by any holder hereof shall be binding unless in writing; and any indulgence on any one occasion shall not be an indulgence for any other or future occasion. Any

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modification or change in terms, hereunder granted by any holder hereof, shall be valid and binding upon each of the undersigned, notwithstanding the acknowledgement of any of the undersigned, and each of the undersigned does hereby irrevocably grant to each of the others a power of attorney to enter into any such modification on their behalf. The rights of any holder hereof shall be cumulative and not necessarily successive.

This note shall take effect as a sealed instrument and shall be construed, governed and enforced in accordance with the laws of the State of \_\_\_\_\_.

Witnessed:

<b>Pacific Southwest Mennonite Conference</b>		<b>(Organization Name)</b>
(Spell out name) Moderator, Pacific Southwest Mennonite Conference		(Spell out name) Title, Organization Name
Date		Date
Box CAL 1539 East Howard Street Pasadena, CA 91104		Fill in Organization address here
626.720.8100 (phone)		(phone)
626.720.8101 (facsimile)		(facsimile)
moderator@pacificsouthwest.org (eMail)		(eMail)

**Policy 02-29**

**Personnel Policies**

Personnel Policies – Developed and adopted by the Executive Committee – August & September 2001

Position Descriptions - Developed by Executive Committee – Summer 2002

Adopted, Board of Directors – 8/3/2002

Amended, Board of Directors – 6/21/2003

PSMC engages the following types of professional services:

- Conference Minister (or Bishop)
- Conference Office Administrator

This policy sets forth the personnel policies and position descriptions for these services.

**Coverage:**

- Accountability
- Compensation
- Benefits
- Hiring
- Evaluation
- Grievance

**Accountability:** The executive committee of the conference shall act as the personnel committee as described by section 4.06 of the by-laws. All employees are accountable to the personnel committee for all aspects of employment. All employment is considered at-will employment. The conference may also use independent contractors for staffing assignment. In these cases the personnel committee will utilize the policies outlined in this document as guidelines for negotiating the contract for services.

**Compensation:** PSMC is committed to paying employees fair compensation. We believe that the church should be known as a generous employer rather than one who expects employees to sacrifice for the ministry. With this general principle, the PSMC compensation packages will be structured according to MCUSA ministerial compensation guidelines, with a 'Salary Base' component and a 'Salary Adjustment' component (salary unit scheme).

- MCUSA ministerial compensation recommendations will reflect a minimum compensation level for conference ministers.
- Adjustment for geography will reflect an appropriate unit value for the various regions of the Pacific Southwest. (Maximum units = 10)
- Adjustments for experience will follow the MCUSA recommendation of one unit per year of pastoral experience. Non-pastoral (but related) job experience may be credited a maximum of one unit per two years of experience in negotiation with the personnel committee upon hiring. (Maximum units = 20)
- Adjustments for education will follow the MCUSA recommendation schedule of one unit per year of accumulated college, or seminary education. Other related education may be allowed additional units in negotiation with the personnel committee. (Maximum units = 8)
- Adjustments for Responsibility will be added according to one of the following schema: a) additional units added to individual employee based on number of congregations under direct supervision b) additional units added to individual employee based on congregational membership under direct supervision, c) additional units added to all employees based on

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total conference membership (congregations or congregational membership), d) additional units added based on direct responsibility for defined task as outlined by job description or executive committee, or e) some other criteria as of yet undefined. (Maximum units = 6)

Compensation packages will be negotiated and offered based on the above guidelines upon hiring of a new employee. After this point, annual adjustments will be made based on changes to the employee's status in geography, experience, education, and responsibility along with an annual cost of living review.

Compensation for non-ministerial staff positions will be structured according to MCUSA compensation guidelines (if available) or on consideration of "equivalent positions" in the relevant professional market.

**Benefits:** PSMC will offer benefits to employees as follows:

	1.0 FTE	0.75 – 0.99 FTE	Less than 0.75 FTE
Medical	75% employee premium 50% family premium	75% employee premium	No benefit
Retirement	2*match of employee contribution to 401k (or equivalent) up to 8% of ABR (i.e. employee contributes 4%)	1*match of employee contribution to 401k (or equivalent) up to 4% of ABR	No benefit
Life Insurance	100k term life for employee	No benefit	No benefit
Disability Ins	Yes	Yes	No
Continuing Ed.	\$200/yr	\$200/yr	\$100/yr
Self Employment Tax Adjustment (for pastoral employees)	Base salary adjustment of 7.65%	Base salary adjustment of 7.65%	No benefit
Sabbatical (for pastoral employees)	4 months every 4 <sup>th</sup> year	4 months every 4 <sup>th</sup> year	4 months every 4 <sup>th</sup> year

**Expenses** incurred, as part of normal job performance will be reimbursed up to a maximum annual amount. The annual maximum will be set each fiscal year by the executive committee as part of the budget process.

**Housing Allowance:** Each pastoral employee will have a portion of his or her annual salary designated for a housing allowance. This amount will be the lesser of a) \$18,000 b) actual housing expenses or c) an amount designated by the personnel committee in negotiation with employee.

**Sabbatical Plan:** The purpose of a sabbatical is to provide opportunity for personal growth and enrichment, which will in turn benefit the future ministry to the conference. Sabbatical plans should include growth goals related to pastoral responsibilities, personal reflection time for inward growth, and study.

Sabbatical time will accumulate one month per year and may be taken after every four years of service. Unused sabbatical time will not accrue beyond four months. The employee shall submit a request for sabbatical to the Executive Committee one year before the planned sabbatical. The Executive Committee will evaluate the request, present it to the Board of Directors for affirmation, and upon approval, implement the sabbatical plan into the budgetary planning for the fiscal year in which the sabbatical occurs.

In addition, the following understandings apply to sabbaticals:

1. Salary and benefits will continue unchanged during the sabbatical.
2. Tuition, travel or other expenses related to sabbatical are paid by the employee.

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3. It is recommended that the sabbatical occur outside the community/workplace to insure a break from normal conference and/or denominational responsibilities.
4. It is expected that continuation of employment will follow the sabbatical for a period of at least one year.

### **Hiring**

Hiring procedures for all employees are to be defined by the personnel committee when appropriate.

### **Evaluation**

All staff will participate in an informal evaluation with the personnel committee on an annual basis and a formal evaluation every three years. The personnel committee will define evaluation procedures.

### **Grievance**

Employees who wish to enter a grievance procedure may do so based on the procedures outlined by the personnel committee.

### **Position Descriptions:**

- Conference Minister – Attachment 1
- Conference Office Administrator – Attachment 2

### **Sample “Memorandum of Agreement” Language:**

- Conference Minister – Attachment 3

**02-29 Attachment 1**

**Position Description – Pacific Southwest Mennonite Conference Minister (x.x FTE)**

**Mission Statement**

The PSMC calls three regionally based Conference Ministers to serve as the “Bishops” or “Overseers” of our conference. The Conference Ministers work collaboratively. They provide the Conference with spiritual leadership, missional vision, and administrative excellence. They labor to equip congregations to participate fully in the life and witness of the PSMC. They equip pastors in the conference to grow spiritually, and enjoy a healthy pastoral tenure.

**Accountability**

The Conference Ministers are ultimately accountable to the Moderator of the PSMC. The PSMC Executive Committee, acting as the Personnel Committee, shall make recommendations regarding position description, tenure, and compensation to the Conference Board. The Personnel Committee can designate representatives for day-to-day supervision of Conference Minister duties and activities.

**Ministry Tasks (with suggested percentages of available time dedicated to each area)**

**Resource Congregations (xx%)**

Conference Ministers are expected to provide resources to congregations that equip congregations to identify with and participate fully in the life and witness of the PSMC. Such resourcing would equip congregations to embody the following minimum behaviors:

1. They have designated, conference credentialed pastoral leadership, and identified congregationally commissioned lay leadership, according to the terms set forth in PSMC and MCUSA polity documents.
2. They express missional vitality as a congregation through a life of intercessory prayer, community ministry, and leadership development.
3. They assemble at least weekly for worship. In the context of worship, they on occasion administer the ordinances of baptism, Lord’s Supper, and footwashing, as appropriate.
4. They have developed congregational documents such as by-laws, vision/purpose/mission statements, pastoral position description(s), and written disposition of assets and decision-making models, to assist them in the process of working through issues of faith and life as they arise.
5. They prepare annual “business reports” for their membership detailing both financial and risk management activities complying with legal and good business practice requirements.
6. They have expressed congregational solidarity with the Confession of Faith in a Mennonite Perspective.
7. They participate in PSMC assemblies, sending to the conference assembly at least their designated pastoral leadership, and delegates, as allowed under the PSMC by-laws.
8. They offer either the minimum membership fee or the first fruits of their congregational stewardship as an offering to conference to further the PSMC mission of leadership formation, church planting, and congregational resourcing.

**Implement Conference Wide Polity and Strategy (xx%)**

- Implement ministerial credentialing polity through the Pastoral Leadership Committee.

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- Implement mission strategy through the Conference Mission Team.
- Implement fund development strategy through the Conference Board of Directors.
- Resource the various Conference entities as needed to develop clear, simple and useable policies.

### **Facilitate Ministry within PSMC Regions (xx%)**

- Provide ongoing counsel, resources, and pastoral care to congregations, pastors, and pastors' families.
  - Provide local congregations with assistance in securing pastoral leadership.
  - Provide advocacy and assistance in the development of pastoral compensation packages.
  - Provide resources for pastoral performance reviews
  - Provide pastoral care to pastors in times of conflict and crisis, facilitating a stance of support for both pastor and congregation.
- Officiate at all installations and credentialing services within designated region. Attend special celebrations or worship services as invited by congregations.
- Chair ad hoc PSMC Assembly Planning Committee when the venue is within designated region.

### **Build Conference Relationships (xx%)**

Each conference minister is expected to attend and participate in meetings of the PSMC Delegate Assembly, the PSMC Board of Directors, the PSMC Executive Committee, the PSMC Pastoral Leadership Committee, the PSMC Mission Team, and other ad hoc committees and groups as needed.

### **Deepen Collegial Relationships (xx%)**

Conference Ministers meet together for staff meetings, communicate frequently with each other via phone and eMail, and take an annual retreat following the PSMC summer assembly.

### **Participate in Denominational Relationships (xx%)**

As time and agenda warrant, conference ministers can elect to participate as the PSMC representative with Conference Ministers Meeting, Conference Mission Leaders Meeting, Conference Executive Secretaries' Meeting, and other churchwide gatherings. One of the Conference Ministers shall participate on the MC USA Constituency Leaders Council.

**02-29 Attachment 2**

**Position Description – Pacific Southwest Mennonite Conference Office  
Administrator (x.x FTE)**

**Mission Statement**

As a conference, PSMC's vision is to be transformed in mission, doing God's work in community. The Conference Office Administrator provides essential coordination and logistical support, and in effect, serves as an administrative focal point for PSMC activities involving the Conference Ministers, Board of Directors/Committees, Mennonite Church USA, and other associated groups.

**Accountability**

The Office Administrator is accountable to the Conference Minister for Southern California. The PSMC Executive Committee, acting as the Personnel Committee in conjunction with the Conference Minister for Southern California, shall make recommendations regarding position description, tenure, and compensation to the Conference Board.

**Administrative Tasks**

1. Sort and distribute mail. Prepare replies to routine correspondence. Answer telephone and monitor voice mail. Screen, route and make telephone calls as necessary. Send and receive faxes. Monitor office eMail and reply/forward as needed. Perform photocopying and intra-office mail delivery as needed.
2. Maintain central files for the PSMC. Archive files as needed.
3. Maintain databases and directories as directed. Issue PSMC clergy ID cards as needed and other pastoral credentialing duties as directed.
4. Maintain office supplies as needed.
5. Assist PSMC staff with mailings as needed. Provide clerical assistance for Conference Assemblies. Assist in the preparation and distribution of dockets for meetings of the PSMC Executive Committee, Conference Mission Team, Board of Directors and Conference Assemblies. Record minutes for the PSMC Mission Team.
6. Assist PSMC bookkeeper and treasurer with finances as directed.
7. Supervise additional Support Staff.
8. Attend PSMC Mission Team meetings and Conference Assemblies.

02-29 Attachment 3

**Sample Memorandum of Understanding – Pacific Southwest Mennonite Conference Minister (x.x FTE)**

**Memo of Understanding  
Between (Name)  
And  
Pacific Southwest Mennonite Conference**

1. **Position and period of effectiveness** – This position carries the title of Conference Minister for (fill-in-the-blank) and is a (fill-in-the-blank) (x/x) time position that carries out the duties specified in Attachment A. The specific conditions of this Memo of Understanding shall be effective for a period of (fill-in-the-blank) (x) years, beginning (month, day, year) and ending (month, day, year).
2. **Term** – The Conference Minister's term shall be open-ended with regular reviews by the Pacific Southwest Mennonite Conference (PSMC) Executive Committee or its designated representatives.
3. **Salary** – PSMC will provide the Conference Minister with an annual cash salary as budgeted by the PSMC for a (fill-in-the-blank) time allocation. Of this annual cash salary, the Conference Minister shall work with the PSMC Treasurer to designate a specific amount as a housing allowance, which includes housing costs, utilities, furnishings, and appurtenances.
4. **Sick Leave** – PSMC will grant one day per month for sick leave, which may accumulate up to a total of ninety (90) days.
5. **Travel and auto expenses** – PSMC agrees to reimburse the Conference Minister for conference related travel from funds budgeted for Conference Minister expenses. PSMC will pay mileage for use of the Conference Minister's personal automobile in an amount equal to that allowed by the Internal Revenue Service for such reimbursement. Mileage for any trip shall not exceed the standard airfare for such trip.
6. **Vacation and Holidays** – The Conference Minister shall be granted four (4) weeks of vacation annually. No more than one week can be accumulated for the following year. Holidays normally observed by society will be time off.
7. **Office Expense** – PSMC will pay for the expenses of operating the Conference Minister's office, such as stationary, postage, telephone, copying, and other supplies from funds budgeted for Conference Minister expenses.
8. **Books, seminars, and subscriptions** – PSMC will pay for books, seminars, and subscriptions for the Conference Minister from funds budgeted for Conference Minister expenses.
9. **Resignation and termination** – In the event the Conference Minister chooses to resign this position, the PSMC Executive Committee shall be given minimum notice of ninety (90) days prior to the effective date of resignation. Should the Executive Committee choose to terminate the Conference Minister in this position, they likewise will give a minimum of ninety (90) days prior to the effective date of termination.

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10. **Review** – All terms of the Memo of Understanding shall be reviewed annually by the PSMC Executive Committee in time for the preparation of the annual budget of the Conference, and shall be revised accordingly.

## 11. Signatures

_____ Name, PSMC Moderator	_____ Date
_____ Name, Conference Minister	_____ Date