

BEST PRACTICES FOR CHURCH ADMINISTRATION

August 2012

Episcopal Mandate (Prior Administration)

- 1) All Boards, Ministries, Organizations, and Auxiliaries should do a written Quarterly Conference Report, and at least once a year read your reports aloud in the Quarterly Conference session. Reports should include: Amount Brought forward from last Quarter, Amount Raised this Quarter, Total Amount Raised, Amount Disbursed (itemized), and Current Balance (as of the End of the Quarter). Written remarks should include those activities that your group undertook this Quarter. These remarks should include, but not be limited to, Fundraising activities. Reports should be signed by the President/Chair, Secretary, and Pastor.
- 2) Ministerial Staff “Best Practices”:
 - a. All Ministers must attend the Quarterly Conference or get excused by the Presiding Elder.
 - b. Licentiates must have their licenses renewed each year.
 - c. Ministerial Licentiates are not to sit in the pulpit area, except on special occasions or by special permission of the Pastor. No appointments, including appointments to preach, should be accepted without the consent of the Pastor., This policy includes Supernumeraries, Itinerant Elders, Deacons, Licentiates, and Locals.
 - d. Clergy Persons joining our denomination should immediately be referred to the Board of Examiners.
 - e. The age for clergy to enter itinerant ministry has been changed to age 60.