FINANCE COMMITTEE REPORT 2015-2016

FINAL

SOUTHERN FLORIDA DISTRICT
42\textsuperscript{nd} Annual Assembly
April 26-27, 2015
FINANCE COMMITTEE REPORT 2015-16

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1. The Stewardship of Christ-like Disciples

We, your Finance Committee, believe stewardship is a vital ingredient of Christ-like discipleship. We further believe obedience is necessary to Christ’s command – to go, to be, and to do. This report reflects:

- Faith – in God and in the members of the Southern Florida District.
- Missional Planning – while some funds will go to maintenance ministries, the majority of our funding is designated for evangelism, discipleship and church planting efforts.
- Responsibility -- to God and to you who consistently support the local church.
- Fairness – budget apportionments are assigned in equitable fashion (equal sacrifice, not equal amounts).
- Appreciation – the record of faithful and generous giving by Southern Florida District Nazarenes is a cause for rejoicing.

We acknowledge that managing, disbursing, and accounting of funds given to the building of God’s kingdom is a matter deserving our most prayerful attention and planning. After careful consideration, we submit the following recommendations:
2. Funding the Mission through the “Tithe and Offering” Concept

Throughout the year, in response to the Great Commission and the Great Commandment, the local churches of the Southern Florida District contribute corporately to ministries and to the life of the church outside of the local context. Contributions are made to four separate funds with specific purposes reflected in the names of the funds:

- **The World Evangelism Fund (WEF)** – This fund helps make possible the global evangelistic work of the church in 159 world areas, supporting missionaries, schools, hospitals, clinics, compassionate ministries, as well as regional and Global Ministry Center (GMC) operations.

- **The Pensions and Benefits Fund (P&B)** – This fund helps fulfill the promises made to our retired ministers, evangelists, and other clergy, of a basic retirement benefit.

- **The Educational Fund (TNU)** – This fund provides scholarships for Nazarene students and operational funds for Trevecca Nazarene University.

- **The District Evangelism Fund (DEF)** – This fund, also known as the District Ministries Fund, helps make possible the evangelistic work of the church in 17 counties of southern Florida, supporting the planting of new congregations, ministerial training, missional partnerships with local churches, District NYI, SDMI and NMI ministries, District Ministry Resource Center operations and our district support personnel.

In addition, “Ten Percent Approved Missions Special” offerings are often taken for special purposes such as Missionary LINKS, Alabaster, Missionary Deputation/Tours, Jesus Film/Harvest Partners, Work and Witness, Nazarene Compassionate Ministries Offerings and more. Annual offerings are also received for the support of Nazarene Bible College and Nazarene Theological Seminary.

Monies for the DEF and Educational Funds are sent to the District Bookkeeper. Monies sent for the WEF and P&B Fund may be sent to the District Bookkeeper or sent directly to the Global Treasurer’s Office. Monies for NBC and NTS are sent directly to those institutions.

In order for churches to equally share the responsibility for funding the mission of the church and for planning and communication purposes, the concept of “a tithe and offering” is used to determine the amount assigned to each church. Just as the member of the local church would give a tithe and offerings to his local church, the local church in turn gives a tithe and offering for the broader ministries of the church. Within this “tithe and offering” concept, the “tithe” provides funds for three of the four funds listed above (WEF, P&B and Educational). The “offering” provides funds for the District Evangelism Fund [Note that the designation “offering” does not imply “optional”, it simply differentiates this percentage from the “tithe”].

The “tithe” is further specifically allocated. At the 2009 meeting of the General Board, the global church adopted a uniform percentage for giving to the WEF by all local churches of the Nazarene – 5.5% of a church’s Net Base Income. (To estimate the Net Base Income, deduct from the Total Gross Income the amount you project the church will give to the WEF and Ten Percent Approved Missions Specials during the current year. This yields a Net Base Income.) In conjunction with that decision, the USA national board has adopted 2.25% for Pensions and Benefits and 2.25% for the Educational Fund, both of these also based on a church’s net base.
income. These three percentages total 10%, the commonly accepted standard percentage for the practice of tithing in the church.

Since every district is unique, with unique financial needs, the percentage to be given to the District Evangelism Fund is established by each individual district. This “offering” percentage on the district is to be established by the District Finance Committee, upon recommendation by the District Superintendent and District Advisory Board, for approval by the District Assembly. On the Southern Florida District, this percentage is hereby established at 5% for the 2015-16 fiscal year, to be reviewed on an annual basis by the District Superintendent, the District Advisory Board and the District Finance Committee.

3. Estimating Allocations under the “Tithe and Offering” Concept

The “tithe and offering” is given on the basis of the local church’s income in the current month or week. Therefore, the actual dollar figure for allocations cannot be precisely established at the outset of the fiscal year. However, an estimate, producing a Net Base Income can be made in the following way:

Project the total Gross Income of your local church. Income is defined by the general church (for apportionments purposes, not as defined by the IRS) as funds which are charitable contributions, including designated giving to special projects. It does not include rental income (as from a church school), or pass-through monies (such as registration monies for summer camps). For other legal and tax purposes, see the IRS rules regarding Rental Income that is not a charitable contribution.

Deduct from the total income the amount you project the church will give to the WEF and Ten Percent Approved Missions Specials during the current year. This yields a “Net Base”.

Then, multiply that Net Base by the percentages for each fund, indicated below. This will yield the annual amounts you may use as estimates:

- The World Evangelism Fund: Net Base x 5.5% = ________
- The Pensions and Benefits Fund: Net Base x 2.25% = ________
- The Educational (TNU) Fund: Net Base x 2.25% = ________
- The District Evangelism Fund: Net Base x 5.0% = ________

Here is an example:

Church’s projected Total Gross Charitable Income for the year ....... $100,000
Less the church’s projected total contribution to WEF .......$5,200
Less the church projected total contribution to other 10% offerings .......$1,800
Church’s projected Net Base Income $93,000

World Evangelism Fund: 93,000 x .055 ........................................ $5,115
Pensions and Benefits Fund: 93,000 x .0225 ................................. $2,093
Educational (Trevecca) Fund: 93,000 x .0225 ................................. $2,093
District Evangelism Fund: 93,000 x .05 ..................................... $4,650
Total Assigned Apportionments $13,951

In the example above, the Total Assigned Apportionments thus total 15% of the projected Net Base Income. It represents in this case 13.95% of the Gross Charitable Income for the year.
An online calculator is also available at www.fundingthemission.org to help you with your calculations. The same website also includes much more detail on the “tithe and offering” concept, other resources and Frequently Asked Questions. The district has also developed an online worksheet and instructions at www.sfnazarene.org to help calculate local apportionments. It should be noted here, that new works that are not yet organized are expected to begin participating in Funding the Mission, by giving tithes and offerings based on their income monthly even as the work begins. District and other subsidy monies are not subject to the tithe.

4. Where and When to Send Monies

Monies should be sent by the local church either weekly, bi-weekly or monthly. This helps fund the various ministries in a timely fashion, and avoids putting the local church in a position where it finds it difficult to “catch up” later in the year.

Monies sent for the World Evangelism Fund and Pensions and Benefits Fund are sent to the District Treasurer, 2680 Placid View Dr., Lake Placid, FL 33852 (OR) directly to the Global Treasurer’s Office, PO Box 843116, Kansas City, MO 64184. Use the remittance forms provided. When general church monies are sent to the District Treasurer for WEF and P&B, they will be recorded and forwarded electronically to the General Treasurer.

Monies for the District Evangelism Fund and the TNU Educational Fund are sent to the District Treasurer, 2680 Placid View Dr., Lake Placid, FL 33852. Use the remittance forms provided. TNU monies are then forwarded electronically to TNU.

Monies for Nazarene Bible College are received in October and sent directly to Nazarene Bible College, 1111 Academy Park Loop, Colorado Springs, CO 80910.

Monies for Nazarene Theological Seminary are received in January and sent directly to Nazarene Theological Seminary, 1700 East Meyer Boulevard, Kansas City, MO 64131.

Remittance Forms and other resources are available as an appendix to the report, and also on the global church website www.nazarene.org (access the Global Treasurer’s site) and on the district website www.sfnazarene.org.

The district treasurer will supply a monthly report of giving by local churches, to be included in the district newsletter, The Flame.

5. Financial and Operational Recommendations to the Local Church and District

5.1. Regarding the Global Church

5.1.1. That the World Evangelism Fund for our district be set at 5.5% of the “Net Base” of the local church.

a. Because full payment of the World Evangelism Fund is the lifeline of our World Mission efforts, we urge each local church to give priority to the 100 percent payment of the World Evangelism Fund over other mission specials. A “World
Evangelism Church” recognition will be made of local churches that give 5.5% of their income to WEF.

b. In support of the General NMI strategy to use overpayment of the WEF to enter new world areas, we encourage our local churches to overpay their WEF. All funds generated from overpayment of WEF by local churches will be directed to efforts at entering new world areas, whether the district reaches 100 percent payment or not. A “World Evangelism Church of Excellence” recognition will be made of local churches that pay 5.7% of their income for WEF, or who overpay their 5.5% WEF allocation by $1,500, whichever amount is less.

c. That each church give at least 10 percent of its income to the World Evangelism Fund and Approved Mission Specials (including District-approved NewStart and Missional Projects). A “Mission 10 Church” recognition will be made of local churches that give 10 percent or more of local church income to WEF and Approved Mission Specials and that also reach giving goals for Pensions and Benefits, educational institutions, and district support.

d. That each local church consider implementing a Faith Promise program for missions. Details are available from the Global Ministry Center and the District NMI President.

5.1.2. That the Pensions and Benefits Fund be set at 2.25% of the Net Base of the local church.

5.2. Regarding our Educational Institutions

5.2.1. That our Trevecca Nazarene University Educational Fund be set at 2.25% percent of the Net Base of the local church.

5.2.2. That each local church participate in corporate matching fund programs and other development, scholarship and capital campaign programs for Trevecca Nazarene University.

5.2.3. That students from our local churches be made aware of the Church Matching Scholarship that will be credited to the school account of any student who receives a scholarship from the local church (Trevecca Region) of which the student is a member. Trevecca will match 2-to-1 any amount the local church sends in for their students up to $500. A student may receive up to $500 from the local church and TNU will add up to $1,000 to make it up to a $1,500 Church Match Scholarship. The student must be an undergraduate and enrolled at Trevecca full-time (minimum of 12 hours). The local church must have paid 100% of the assigned Education Fund for the assembly year closing the summer prior to enrollment. This scholarship is available up to four years through age 23. If a church has not paid 100% of its budget, Trevecca will match 1-to-1 any amount the local church sends in for their students up to $500 (church sends in $500 and TNU adds up to $500 for a total Church Match Scholarship of up to $1,000).
5.2.4. That each local church be made aware of additional scholarships available through Trevecca Nazarene University. Most, if not all of the Educational Budget paid by the Trevecca Region funds scholarships for Nazarene students.

5.2.5. That each local church receive a special offering for Nazarene Bible College on NBC Sunday in October of each year and for Nazarene Theological Seminary on Seminary Sunday in January of each year. The goal for each of these offerings is $1 per member on the church membership list.

5.3. **Regarding the Southern Florida District**

5.3.1. That the District Evangelism Fund (the “Offering”) be set at 5% of the Net Base of the local church and that the District Superintendent, District Advisory Board and District Finance Committee annually review this percentage used for funding the district mission.

**Procedural Note:** The District Superintendent and the District Advisory Board will recommend to the District Assembly Finance Committee a percentage for the District Evangelism Fund apportionment. The Finance Committee will review the recommendation in the light of the DAB approved budget, the missional strategy and the historical participation of local churches in *Funding the Mission*, and will recommend a percentage to the District Assembly, whose vote to approve the Finance Committee Report will set the percentage for the new fiscal year.

5.3.2. That the District Advisory Board shall be responsible for reviewing, approving and monitoring all district operational budgets and investments and adjusting funds as necessary. This shall include budgets submitted by the NYI, NMI, and SDMI chairpersons, and the District Superintendent. Budgets shall be approved no later than 15 days before the beginning of the assembly year.

5.3.3. That the Lake Placid Camp and Conference Center Board shall be responsible for reviewing, approving and monitoring the LPCCC operational budget and investments, and adjusting funds as necessary. The LPCCC budget shall be approved no later than 15 days before the beginning of the assembly year.

5.3.4. That the approved district budgets and district annual financial reports shall be submitted to the District Assembly Finance Committee for its review and feedback to the DAB. The Annual LPCCC financial report and budget approved by the LPCCC board shall also be made available to the District Assembly Finance Committee for its review and feedback to the LPCCC board.

5.3.5. That church planting efforts continue in strategic growth areas of the district and that creative means be explored to develop new congregations.

5.3.5.1. That existing churches be encouraged to reproduce themselves, mothering and/or sponsoring new congregations, both within their facilities and beyond. A church that sponsors a new congregation will report the dollars spent for the
new congregation on line 39 (other district interests) of the Annual Pastor’s Report.

5.3.5.2. The Harvest Trust Fund (HTF) should continue to be developed as an additional source of revenue for church planting. The Harvest Trust Fund will be under the guidance of the District Superintendent and the District Advisory Board. An annual report of the Harvest Trust Fund will be made available to the District Assembly Finance Committee for its review and feedback to the DAB.

5.3.6. That any church receiving funds from the District Evangelism Fund and any church that did not pay apportionments in full the previous fiscal year shall submit a monthly financial report to the District Ministry Resource Center using the form provided by the district.

5.3.7. That district boards’ travel reimbursement be 50% of the IRS established rate per mile, plus tolls paid, and that reimbursement for away-from-home meals and lodging be considered in advance of the anticipated event/meetings by the responsible council or board.

5.3.8. Regarding district employees:

5.3.8.1. That health insurance for full-time district employees be paid in full from their respective operational budgets.

5.3.8.2. That the Social Security for the full-time district ministerial employees be paid and/or reimbursed from their respective operational budgets.

5.3.8.3. That the district superintendent:

   i. Be granted vacation with pay in accordance with the vacation schedule for full-time ministers, which appears in Section 5.4.2.d.

   ii. Be reimbursed for expenses incurred in the fulfillment of his ministry responsibilities (i.e. superintendents’ conferences, overnight lodging, meals away from home, entertainment of guests on behalf of the district, and occasions representing the district).

   iii. Be granted a sabbatical leave in each seventh consecutive year of service on the Southern Florida District, in harmony with 5.4.2.k. below.

5.3.9. That annually, prior to the District Assembly, an independent public accountant compile and/or review the books of all treasurers handling district funds, with a full audit conducted at least every four years.
5.3.10. That a copy of this report be posted on the district website and e-mailed to all local church treasurers or, if an email address is not readily available for the church treasurer, to the senior pastor of the church, for forwarding to the local treasurer. The report should be made available in the major languages used by the district’s congregations.

5.4. Regarding the Local Church

5.4.1. Relative to accounting for funds:

a. That each local church include in their income, tithes, offerings, and all other sources of income to the extent it pays local church expenses, including the payment of assigned apportionments and mission specials. For “Funding the Mission” allocation purposes, “income” is defined by the general church as funds which are charitable contributions.

b. That all pastors be reminded of the Manual provisions (paragraphs 136-136.6) for the counting and handling of money received and, where possible, use an independent public accountant for auditing financial reports. (See Appendix C for the text of these paragraphs)

c. That each local church prepare an annual operating budget that includes planning for Funding the Mission (Manual 129.6) and send a copy of this budget to the district superintendent no later than March 1, of each year. We encourage churches to refer to the district-prepared sample budgets based on church income (see Appendix B and the district website).

d. That all monies of the local church be kept in accordance with the Church of the Nazarene Manual paragraphs 129.20-129.23, 130. (See Appendix C for the text of these paragraphs)

e. That all church records be open at all times to examination by the pastor.

5.4.2. Relative to the senior pastor:

a. That all pastor’s health insurance premiums, deductible, and coinsurance be paid by the local church. Note: New laws took effect in 2014 relative to the reimbursement of health expenses and health insurance premiums. The local church board should become aware of the new laws (still developing) and adjust their budget and the pastor’s compensation package accordingly.

b. That each church provide disability insurance for their pastor through the general church. (Consult the Office of Pensions and Benefits at 1-913-577-0500, ext. 2670)

c. That each church reimburse the pastor’s quarterly social security tax, or an amount equal to the tax as the pastor may elect. Church boards should note that the pastor must pay social security taxes on housing allowance (or fair rental value of the parsonage) and reimbursement of social security taxes, as well as on salaries. Federal income tax is not applicable for reimbursement.
d. That the following vacation time with full salary be granted for accumulative full-time ministry.

<table>
<thead>
<tr>
<th>Years</th>
<th>Vacation Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>Two weeks</td>
</tr>
<tr>
<td>5-10</td>
<td>Three weeks</td>
</tr>
<tr>
<td>11-19</td>
<td>Four weeks</td>
</tr>
<tr>
<td>20+</td>
<td>Five weeks</td>
</tr>
</tbody>
</table>

We encourage and expect all pastors to take an annual vacation, for purposes of renewal and recreation. Vacation time and compensation shall not accrue from year to year, except through prior, written arrangements made between the pastor and the local church board. The local church board is expected to make sure that their pastor takes his/her full vacation time each year. Church boards are encouraged to be creative, intentional and generous, and to take into consideration the particular circumstances of their pastor (e.g. co-vocational, etc.) and of their local church.

e. That the local church board give careful consideration to the pastor’s financial needs and provide an annual salary review, giving consideration both to cost of living increases and merit increases. The annual cost of living increase is currently estimated at approximately 2%. (Online references: http://www.bls.gov/cpi/ and http://www.socialsecurity.gov/OACT/COLA/colaseries.html) The church board secretary shall send a report of the decision of the board to the district superintendent.

f. That the churches participate in the Nazarene Retirement Program (tax-sheltered annuity) for ministers who earn their full livelihood from the ministry. For details write: Board of Pensions, Global Ministry Center, 17001 Prairie Star Parkway, Lenexa, KS  66220.

g. That each local church pay their pastor’s expenses to District Assembly and Conventions, preachers’ meetings, district pastors’ retreat, and General Assembly and Conventions.

h. That each church encourage its pastor to pursue continuing education and provide allowance for the purchase of books, journals, professional materials, registration fees and other expenses related to continuing education as the church is able to fund.

i. That each church periodically remember the parsonage family with gifts of love and appreciation. At Christmas time especially, each pastor should be remembered in a well-planned, generous and appropriate way. Suggestions are:
   a. An amount equal to one week’s salary and housing allowance from the treasury
   b. A church-wide love offering
   c. Gifts

j. Additional benefits the church might want to explore for the pastor include:
   a. Individual or Group term life and disability insurance
   b. Non-reimbursed medical and dental expense
   c. Book allowance
d. Old-fashioned grocery pounding
e. Financial assistance for continued education

k. That, in accordance with Manual (2013-2017) par. 129.10, the church board provide a sabbatical leave for the pastor following each seven consecutive years of service in one congregation. See Appendix A for additional information.

5.4.3. Relative to the associate pastor:

a. That each church provide an annual salary and benefits review, and appropriate paid vacation, for each associate minister and full-time staff member. Inasmuch as possible, the recommendations relative to the senior pastor should be applied to associate staff as well.

b. That pastors and church boards are reminded of Manual (2013-2017) par. 160, where caution is requested so that the employment of the associate will not “tax the church’s financial resources including the payment of all financial apportionments.”

c. That the church board provide a sabbatical leave for the associate pastor, in harmony with 5.4.2.k. above.

5.4.4. Relative to church tax exempt status and other legal responsibilities:

Each church is required by the US Department of Treasury, Internal Revenue Service, to obtain and maintain an annual verification of tax exempt status from the General Secretary of the Global Church of the Nazarene, 17001 Prairie Star Parkway, Lenexa, KS (E-Mail: gensec@nazarene.org)

To become more familiar with church tax laws. Reference www.churchlawandtax.com

All local churches should be incorporated in accordance with Manual provision (120) and must file a non-profit corporate annual report with the Florida Department of State, Division of Corporations at www.sunbiz.org by May 1 of each year.

Every local church and church-type mission should obtain and maintain liability insurance. A minimum of $100,000 coverage is required. Rates are based on square footage of the facility in use.

5.4.5. Relative to planned and deferred giving:

We encourage every church to utilize the Church of the Nazarene Foundation to facilitate planned and deferred gifts from their members via donor advised funds, charitable gift annuities, charitable trusts and estate planning/bequests. Such gifts may be directed to any Nazarene ministry, including gifts to the local church and the district. The Church of the Nazarene Foundation can also assist with professional investment

We also encourage every church to utilize the Trevecca Nazarene University planned giving resources to facilitate planned and deferred gifts for the ministry of Trevecca. Trevecca provides a full range of options including charitable gift annuities, charitable trusts, endowed scholarships and estate planning/bequests. Trevecca planned giving assistance is readily available by contacting the Office of External Relations at 615-248-1355 or pcooning@trevecca.edu.

It might be beneficial for local churches to plan on promoting planned giving every 2-4 years to keep that opportunity before their people.

Respectfully Submitted

DENNIS MOORE – Secretary
MARLIN MOORE - Chairman
APPENDIX A

Pastoral Sabbaticals

Definition
Sabbatical is an extended period of time intentionally set aside by ministry personnel in pastoral relationships as an occasion for reflection, recreation, and revitalization, unencumbered by their usual and customary responsibilities, and yet still receiving their usual remuneration and benefits. Sabbatical finds expression in study, rest, spiritual retreat, and prayer. Sabbatical is not vacation time, not a sick leave, nor a “special studies” leave.

Motivational Bases for the Local Sabbatical Program
The Sabbatical program is motivated primarily by three factors;

1. We believe the Bible identifies a God-designed cycle of work and rest, as exemplified by the account of creation, the institution of the law of the Sabbath, and the accounts of the life of Christ, in which he took time be alone and to be ministered to by God the Father.

2. Research and the reports of those participating in sabbatical programs give evidence to the multiple benefits of such a program to pastors, their families and their congregations.

3. The Manual (2013-2017) of the Church of the Nazarene (paragraph 129.10) urges: “In order to encourage a healthy pastoral ministry and the lifelong learning of the pastor, the church board, in consultation with the district superintendent, should provide a sabbatical leave for the pastor following each seven consecutive years of service in one congregation.”

Implementation
1. All senior and associate pastors on the Southern Florida District, who have completed at least six consecutive years of ministry in their current church assignment, are eligible to participate in the Sabbatical program during their seventh year of ministry.

2. The length of time dedicated to sabbaticals, and their design and content, will vary with every church and pastor’s particular situation, and is to be coordinated with the district superintendent. Church boards are encouraged to be creative, intentional and generous, and to take into consideration the particular circumstances of their pastor (e.g. co-vocational, etc.) and of their local church.

3. Applications for sabbaticals should be submitted by the local pastor and church board, to the district superintendent, at least 6 months prior to the desired time of sabbatical. The district superintendent will consult with the District Advisory Board and provide an initial response within 4 weeks of the date of submission.

Guidelines and Ideas
The District Ministry Resource Center has reference material available for pastors and churches to use in designing appropriate sabbatical programs. Application forms, district guidelines and samples of sabbatical proposals will also be available online at the District website:

www.sfnazarene.org
References


APPENDIX B  

Sample Budget

The following sample budget depicts a local congregation that raises $100,000 in tithes and offerings in 12 months, and which desires to be recognized as a World Evangelism Church of Excellence. It meets 100% of its goals for the four Assigned Apportionments, and gives generously to Missions Specials, and participates in missional partnerships, child and scholarship sponsorships, Jesus Film and Work and Witness. It most likely is a church with a worship attendance of around 90-100. Total giving for others is 16% of the total raised by the church in the year. The difference between a church with this level of income, that pays all its apportionments and a church that pays an additional .2% toward WEF is only $150.00.

In the sample budget below, the pastor’s compensation package represents about 28% of the total budget. As the church reduces its building indebtedness and capital expenditures (while still properly maintaining the church facilities), additional monies are freed up to enhance the pastor’s compensation package and/or to begin adding some paid staff and/or additional local ministries.

<table>
<thead>
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<th>For Others (16.0% or more)</th>
<th>Monthly</th>
<th>Annual</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>World Evangelism Fund (5.7%)</td>
<td>442.00</td>
<td>5,300.00</td>
<td>16,250</td>
</tr>
<tr>
<td>Pensions and Benefits Fund (2.25%)</td>
<td>174.00</td>
<td>2,090.00</td>
<td></td>
</tr>
<tr>
<td>Educational Fund (2.25%)</td>
<td>193.00</td>
<td>2,090.00</td>
<td></td>
</tr>
<tr>
<td>District Evangelism Fund (5%)</td>
<td>387.00</td>
<td>4,640.00</td>
<td></td>
</tr>
<tr>
<td>Ten Percent Missions Specials:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alabaster $100</td>
<td></td>
<td></td>
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<tr>
<td>NBC $100</td>
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<td>NTS $100</td>
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<tr>
<td>NCM Child Sponsorship $300</td>
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<td>NCM Disaster Relief $100</td>
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<td>Jesus Film $100</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Work and Witness materials $1,000</td>
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</tr>
<tr>
<td>Compassionate Ministry Ctr. $100</td>
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<tr>
<td>Other Giving for Others</td>
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</tr>
<tr>
<td>TOTALS</td>
<td>1,354.00</td>
<td>16,020.00</td>
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<table>
<thead>
<tr>
<th>Buildings and Indebtedness (30% or less)</th>
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<th>30,000</th>
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</thead>
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<tr>
<td>Buildings and Capital Expense</td>
<td>1,250.00</td>
<td>15,000.00</td>
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<td>Indebtedness (Mortgage)</td>
<td>1,250.00</td>
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<tr>
<td>TOTALS</td>
<td>2,500.00</td>
<td>30,000.00</td>
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</table>

<table>
<thead>
<tr>
<th>Local Ministry (54% or more)</th>
<th></th>
<th>53,750</th>
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<tbody>
<tr>
<td>Pastor’s Cash Salary</td>
<td>1,042.00</td>
<td>12,500.00</td>
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<tr>
<td>Pastor’s Cash Housing Allowance</td>
<td>600.00</td>
<td>7,200.00</td>
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<tr>
<td>Pastor’s Benefits</td>
<td>733.00</td>
<td>8,800.00</td>
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<tr>
<td>Associate Salaries</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Associate Benefits</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Local Church Expenses (Maintenance, Utilities, etc.)</td>
<td>1,750.00</td>
<td>21,000.00</td>
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<tr>
<td>Local Departmental Expenses</td>
<td>250.00</td>
<td>3,000.00</td>
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<tr>
<td>Other Local Benevolences</td>
<td>104.00</td>
<td>1,480.00</td>
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<tr>
<td>TOTALS</td>
<td>4,479.00</td>
<td>53,980.00</td>
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| GRAND TOTALS | 8,333.00 | 100,000.00 |

Additional Sample Budgets are available on the District Website, [www.sfnazarene.org](http://www.sfnazarene.org) in the Local Church Treasurer section.
APPENDIX C

Manual Paragraphs Referenced in the Finance Committee Report:

On Budgeting, the Handling of Monies in the Local Church,
the Business of the Church Board
the Duties of the Local Church Treasurer,
and the Administrative Duties of a Local Church Pastor

129. Business. The business of the church board shall be:

129.6. To provide for the development and adoption of an annual budget for the church, NMI, NYI, SDMI, and childcare/schools (birth through secondary) projecting income and expenditures.

129.7. To assign a committee of the board, whose responsibilities include: (a) monitoring the church budget, (b) reporting to the board on the financial conditions and concerns of the church.

129.20. To elect a treasurer from among the church membership who meets the qualifications for church officers as specified in paragraph 34. Such election shall be held at the first meeting of the new board. The individual so elected shall serve until the close of the church year and until a successor has been elected and qualified, and has voting privileges only if elected to the church board at a duly-called meeting of the members of the congregation. No member of the pastor’s immediate family (spouse, children, siblings, partners) can serve as the local church treasurer without the approval of the district superintendent and the District Advisory Board. (34, 113.7-113.8, 113.11, 128, 136.1-136.6)

129.21. To cause careful accounting to be kept of all money received and disbursed by the church, including any childcare/schools (birth through secondary) and Nazarene Missions International (NMI), Nazarene Youth International (NYI), Sunday School and Discipleship Ministries International (SDMI), and make report of the same at its regular monthly meetings and to the annual meeting of the church. (136.3-136.5)

129.22. To provide a committee, no fewer than two members of which shall count and account for all money received by the church.

129.23. To appoint an auditing committee or a committee of independent examiners, or such other qualified persons, that shall audit or examine, to at least the minimum standard required by national or state law if applicable, or other recognized professional standard, at least annually, the financial records of the treasurer of the church, the Nazarene Youth International (NYI), the Sunday School and Discipleship Ministries International (SDMI) Board, Nazarene childcare/schools (birth through secondary), and any other financial records of the church. The pastor shall have access to all records of the local church.

130. The church board, together with the pastor, shall follow plans adopted by the General Assembly and agreed to by the district assembly for raising World Evangelism Fund and
District Ministries Fund apportionments made to the local church, and shall raise and regularly pay these apportionments. (317.11, 335.70)

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136. **Church Treasurer.** The duties of the treasurer of the church board are:

136.1. To receive all moneys not otherwise provided for, and disburse the same only on order of the church board. (129.21)

136.2. To make monthly remittances of all district funds to the district treasurer, and of all general funds to the general treasurer through the appropriate office, except as otherwise provided. (515.9)

136.3. To keep a correct book record of all funds received and disbursed. (129.21)

136.4. To present a detailed monthly financial report for distribution to the church board. (129.21)

136.5. To present an annual financial report to the annual church meeting. (113.9, 129.21)

136.6. To deliver to the church board the complete treasurer’s records at such time as the treasurer shall cease to hold the office.

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515. The **administrative duties** of a pastor are to:

515.9. See that all World Evangelism Fund monies raised through the local NMI are remitted promptly to the general treasurer; and that all District Ministries Fund monies are remitted promptly to the district treasurer. (136.2)