

Northwest Mennonite Conference
Church Responsibility Check List

January 2020

The Board of the NWMC would like to encourage each of our Churches to please keep in mind the following items each year and kindly respond by the expected dates.

I. REGARDING FINANCES

- a. Church Tithing to the Conference - Please consider sending your tithe monthly or quarterly as this makes it much easier to manage the office and pay bills. In order to serve you best we need your faithful support.
- b. Pastor's Extended Health Care Benefits Group Plan – Treasurers please pay promptly when you receive the billing because the Conference is required to pay the premium if you do not pay on time.
- c. Pension - To be paid by 12 post dated checks by Dec 31 of each year. (If your pastor is involved in this program). Pensions for pastors are not required by the NWMC but strongly encouraged. This is one way the Conference is able to serve the needs of our pastors.

II. REGARDING NWMC ANNUAL CONVENTION

- d. Annual Convention - This is a yearly event held the third week of March and the NWMC expects all Pastors and church delegates to attend. Each congregation in good standing is entitled to send delegates to the Annual Meeting based on one delegate for every fifty members or fraction thereof. Congregations are encouraged to appoint at least one delegate from their leadership team. Billing will be sent out in Feb of each year and all churches pay for their pastor's and delegate's to attend. (Even if all your delegates do not come the local congregation is responsible for the expenses of its delegates to the Annual Meeting as we include them in our numbers for the camp and are charged even if they do not show up).
- e. Annual Church Report to the NWMC Annual Convention - Please email your reports to the NWMC office NO LATER than January 1 of each year. Email address: info@nwmc.ca (Please make the office administrator's job easier by sending your report promptly).

III. REGARDING THE LOCAL CONGREGATION

- f. Please send a copy of the Annual Report which is presented to your congregations Annual General meeting to the NWMC office and to the Conference Pastor.
- g. Send in an annual update (or when a change is made) of congregation board members and position each member holds.
- h. Encourage the use of Roberts Rules of Order for conducting business meetings in the church.
- i. If possible, invite the Conference Pastor to attend a Board meeting.

IV. REGARDING THE PASTOR

- j. **Annual Pastor/Spouse Retreat** - This is held each year in Sept/Oct and all Pastors are expected to attend the entire retreat. The Church pays retreat registration (**even if they do not attend**) and reasonable travel expenses for pastors and spouses.
- k. Pastors please engage your church council in a discussion about a paid 3 month sabbatical after seven consecutive years of ministry in your local church. Talk to the Conference Pastor for suggestions and clarifications.
- l. Annual Salary reviews for your pastor are encouraged. The Conference Pastor is available for assistance.
- m. An Annual Memo of Understanding between the Congregation and Pastor is encouraged. A sample copy is available from the Conference Pastor.
- n. Periodic pastoral reviews are healthy and helpful and every church should conduct reviews every few years. They should not be connected to the pastor's call- nor should they be a threat to the pastor- but for enabling the pastor and strengthening his spiritual gifts to better serve the Lord. If your church does not have a pastoral review plan in place talk to the Conference Pastor for assistance.

V. RESOURCES

- o. Special weekend sessions (Deeper Life) are available for the growth and blessing of the church. Contact the Conference Pastor for a booking for your church.
- p. Please make use of inter-mennonite resources in your church such as Mennonite Mutual Insurance (MMI) Max Canada Mennonite Disaster Services (MDS) Mennonite Central Committee (MCC) and Abundance Canada. They are available to help you.

VI. REGARDING SPECIAL DATES AND EVENTS

- January 1st Annual Reports from Congregations due
- NWMC Annual Convention third weekend in March
- NWMC Pastor/Spouse Retreat Sept/Oct.
- Peace Sunday the Sunday nearest Remembrance Day.
- Mission Sunday the third Sunday of November. On Mission Sunday we ask each church to please devote at least a portion of your mission offering for our NWMC Missions project.
- A Mission trip is scheduled for every 2nd year.
- Ladies Retreat - May @ Camp Silversides. All ladies are Welcome. Contact NWMC office for more information.
- Ladies Retreat - July at different camps. All ladies Welcome. Contact NWMC office for more information. Hosted by the Spanish Ladies Groups.

VII. Regularly check the Conference website nwmc.ca to keep yourself informed.