

## **NW District LCMC**

### **CONTINUING RESOLUTIONS**

#### **Set by the District Council**

July 2010 It was decided that there shall not be a limit to the number of voting delegates that shall represent a congregation /chapter. All attendees who are members of a congregation / chapter in good standing with NW District LCMC shall have a right to a vote at the annual gathering as per our constitution. This issue may be reassessed at a later date as district growth occurs.

July 2011 The NW District shall maintain a liability Insurance policy. The insurance company used and the policy limits shall be reviewed by the Council as needed.

July 2011 The NW District shall be incorporated in the State of Washington. (Note: This incorporation status must be renewed annually in June, with September being the final cut-off date, by an official District registrant.) In July 2015, as a point of clarification, it was noted that our corporation is set up as a non-profit organization, not a tax-exempt entity. A disclaimer to that effect is to be permanently placed and maintained on our NW District website.

Oct. 2011 NW District financial records pertaining to greater than \$25,000.00 receipts annually are subject to internal annual audit/review.

Oct. 2012 NW District shall create a District Coordinator position. This coordinator shall serve as a representative of our council, and a liaison between NW-LCMC and the National LCMC organization, and shall gather and distribute information to and from our two organizations, and shall keep the NW District informed of all such communications. As requested by the council the coordinator may be asked to present written or verbal notices to the general membership. This person serves at the pleasure of the NW-District and shall serve for a term of 4 years. Expectations and a job description of this position shall be maintained as a policy.

Jan. 2013 Any and all current and future actions that require ratification by the general membership shall be by rejection notice rather than an acceptance notice from member congregations or chapters.

Jan. 2013 The official website owned by the NW District is entitled "LCMC-NW.com. The NW District owns this site for four-year periods and all hosting fees and webmaster stipends will be paid for by the District, with annual stipend amounts agreed to between the Webmaster and the Council.

June 2013 It is the responsibility of the NW District Council at the annual National LCMC Convention to be represented by a spokesperson at the "District Meetings". It is our goal to be recognizable, informational and invitational by any and all means at the LCMC National Annual Convention.

June 2013 Our constitutional rules are there not to limit, but rather define what a member is and what those "membership privileges entail. To that end, three distinct levels of membership were established and defined: (1) Congregational, (2) Chapter, and (3) Individual. These applications shall be made available both by mail with a written request and via the Website for self-printing. Each level of membership shall require a distinct application, as per our constitutional requirements, to be subject to approval by the general Council. In October of 2013 this policy was expanded to add that, once approved, a distinct "Membership Certificate", signed by the current President, along with a welcome letter will be mailed to the new member.

Jan. 2014 It is established that we are a geographically defined District but the location of a congregation, chapter or individual shall have nothing to do with their ability to be included or not into our membership.

April 2014 It was established as a point of clarification that our designation of the Northwest District (NWD) shall, at all times, be fully spelled out to avoid governmental concerns and alerts regarding our use of this designation.

Sept. 2014 It was established that each member congregation be asked to complete and submit a “congregational survey”. This form will be maintained as a part of our records and shall serve to keep both the Council and our members more aware of each other’s gifts, talents and needs. These forms shall be displayed as a sort of “Family Album” at our annual gathering. New member congregations will receive this survey along with their welcome letter and Membership Certificate.

Sept. 2014 A Budget Funding policy was established authorizing the use of funds in excess of a set retained working budget amount. Applications for funds are to be assessed on a case-by-case basis and shall be approved for distribution by a simple majority vote. The amount to be retained by the Council is to be considered and adjusted as needed on a quarterly basis. In January of 2015, a point of clarification added that the Board should and must be able to access funds, not to fall below a designated amount, for the purpose of conducting normal and proper business and billing obligations for each fiscal year. Only funds above this designated amount will be made available for funding / assistance requests. The specific dollar amount of these designate “working funds” may be reviewed quarterly and changed as needed.

July 2015 The NW District Council shall have no authority over or responsibility for a congregational call process. Each congregation is entirely autonomous and as such, shall maintain sole responsibility for all their administrative actions and procedures.

July 2015 As advised by National LCMC, no District will maintain a list, or make public any list or information that we may have concerning any particular or general call process. To do so would open us up to public litigation. We are to refer any and all requests to the National coordinator for pastoral ministry. It is also the policy of the NW District LCMC that all properly received inquiries on pastoral or call information shall be directed to the national organization through our district coordinator. In addition, there is no published list of people who deal on a national level with the “Certification” of Pastors.

Oct. 2015 The National website has made distinct references to “Social Impact” discussions. There are references that show how to write a constitution, etc. that deals with this societal impact on our churches. Even though board member feelings on this subject are very strong, we are cautioned not to develop a specific social statement or link to the national site distinctly on behalf of the NW District. We are, however, reminded that we are a collective body of many diversified church bodies and congregations. So as social issues, with all of their positive and negative connotations, arise, we have an opportunity to honestly and honorably represent Biblical teachings. That is to say that in no way are we as a District serving as an authority on Doctrinal Issues. The Bible, for all intents and purposes is our social statement.

Jan. 2016 At least one person who is on the board must have the codes, passwords to get into the NW District Web Site and the ability to make changes as necessary, once approved by the Board. (This will be the President, working with the webmaster.) The board has determined that we will give a webmaster a modest stipend for managing our website.

Oct. 2019 A motion was made and passed to approve an amount up to \$10,000 to cover costs for the annual Gathering.

Feb. 2020 A motion was made and passed that we modify the district coordinator position to read “2-3 people appointed by the council for a term up to 4 years, with the NW District assuming responsibility of \$3,500 per person (to cover expenses), and to making the responsibility of a hospitality suite at gatherings a duty of the council.”

July 2023 A motion was made and passed to allocate up to \$1000 annually to be used for lay leadership training to build pastoral worship leaders in local congregations in the LCMC Northwest District.

Oct. 2023 District Council shall annually appoint a “Gathering Committee.” The “Gathering Committee” must “report to” and coordinate with” the duly elected District Council for the purpose of organizing and coordinating the workings of the District’s Annual Gathering. If there is a host congregation, at least one member of the host congregation must be a member of the “Gathering Committee.”

- The budget for the Annual Gathering is part of the approved budget for the Northwest District.
- Registration forms and funds are to be sent directly to the treasurer. This may be done by mail or online.
- The recipients of any benevolence offerings will be determined by the Host Congregation or the District Council prior to the actual Annual Gathering date.
- The Guest Speaker costs and honorarium shall be limited to transportation and lodging reimbursement at an economical rate and shall not include the cost of additional family members.
- Gathering participants who desire to set up tables for exhibition shall pay ordinary registration costs and fees. Any cost that may be associated with their display and travel is fully their responsibility. Table setup / display is always contingent on the District’s available space.

Oct. 2023 The Northwest District Council may assign a financial assistant to assist the treasurer. The assistant is a non-voting position, and as such is not required to attend council meetings, but will provide financial reports to the council through the treasurer. This will help maintain continuity in processing district business.

Nov. 2023 It is recommended that all four officers on the Executive Committee should be signatories on the Northwest District checking account. The Bank where the Northwest District maintains an account requires (1) copies of minutes that confirm our duly elected Executive Committee, and (2) copies of our Article of Incorporation in the State of Washington.

Nov. 2023 This NW District shall adopt a January 1 to December 31 business year for our accounting / reporting period. A yearly printed budget shall be set as a useful tool for business and mission planning and shall be approved annually at the District gathering.

Nov. 2023 Documentation for all reimbursements shall either be through vouchers, submitted receipts, or submitted expenses.

Nov. 2023 The District Council has established the following scholarships for district members to attend District and National Gatherings that desire to attend the gathering but are financially unable to do so. A written request from the individual's Pastor will be required to be sent to the treasurer to obtain the funds. Scholarships will be distributed on a first come, first serve basis.

- Ten (10) scholarships of \$50 per family member, maximum \$200 per family to attend the NW District Annual Gathering

- Ten (10) adult scholarships of \$500 each, maximum \$5000 to attend the Annual National Gathering.

Nov. 2023 The District Council has established five (5) \$1000 scholarships for District Council members and District Coordinators to attend District and National Gatherings but are financially unable to do so. Scholarships will be distributed on a first come, first serve basis with an email to the treasurer.

Nov. 2023 A motion was made and passed to set aside \$2000 per year to help defray the cost of attending District Council meetings. If financial help is needed, the council member may submit a request to the treasurer documenting expenses up to \$250 per meeting.

April 2024 The NW District shall provide for an official website and shall offer a newsletter as an official mouthpiece for the NW District LCMC, under the guidance of the Council itself. A 2/3 majority vote is required for both confirming and removing the webmaster. The Council President and the Council Secretary are responsible for coordinating actions between the Webmaster and the Council. All website pages and/or links established must be reviewed annually by the District Council.

April 2024 Job descriptions of Council officers (Chair, Vice-Chair, Secretary, and Treasurer), Webmaster and District Coordinator are to be maintained and understood as policies, not to be included into Constitutional bylaws.

April 2024 The NW District Newsletter will be published quarterly. This newsletter shall include at a very minimum the (1) Secretarial Minutes Bullets from the prior board meeting, (2) Spotlight of a member congregation, and (3) A welcome to all new member congregations voted in at the prior board meeting. All articles submitted for publication are subject to editing privileges and review by another Council member. This newsletter shall be posted on the District website and distributed to the membership.