

DAUGHTER WORK POLICY

1. *Ministry.* _____ will serve as the pastor for the approved daughter work of New Life United Pentecostal Church (the mother church) and as a minister on the staff of the church. His primary responsibility will be to evangelize and disciple people in the designated area.
2. *Church Membership.* He and his family will be members of the mother church, and they are encouraged to participate in the main services and activities. They will attend at least one service per week at the mother church.
3. *Accountability.* The daughter work pastor will report directly to the senior pastor, and he is also encouraged to consult the associate pastor for assistance and advice. In the organizational structure of the mother church, he will be considered a pastoral assistant.
4. *Ministerial Responsibilities.* The daughter work pastor's responsibilities are as follows:
 - a. Conduct all daughter work services and activities, coordinating them with the senior pastor. Special services and guest speakers should be approved in advance by the senior pastor.
 - b. Keep records on all visitors (name, address, and telephone), follow up all visitors, and conduct other outreach activities, including home Bible studies.
 - c. Visit and counsel daughter work members as needed.
 - d. Organize and administrate the daughter work congregation.
 - e. Meet regularly with the senior pastor (once a week or as designated by him), inform him of all important developments, and submit a weekly attendance report to him.
 - f. Serve the whole church as one of the ministers on staff, attending the ministers meetings. The daughter work pastor's wife is encouraged to attend the meetings of the ministers' wives.
5. *Participants.* By mutual agreement between the senior pastor and the daughter work pastor, members of the mother church may participate in activities of the daughter work. However, those who primarily attend the mother church shall look to the senior pastor for pastoral leadership and counseling, and will pay their tithes to the mother church. If they come to the daughter work pastor for guidance, he will work closely with the senior pastor to keep him fully informed and to coordinate their counseling efforts.
6. *Service Schedule.* Daughter work services will be at the times and locations agreed upon by the senior pastor and the daughter work pastor.
7. *Building.* Initially the mother church will provide the building, utilities, and supplies for daughter work services. As the daughter work grows and its budget permits, it will assume these financial responsibilities in its budget. If the daughter work shares the use of the mother church's building, it shall be responsible to clean all areas after using them.
8. *Vehicles.* A church van can possibly be available to pick up people for service and to take special trips. Its use must be scheduled according to church policy. The driver must be at least 25 years of age, have a valid driver's license, and have a good driving record. The group using the van is responsible to purchase gas and oil. (Oil should be checked weekly or on each out-of-town trip.) For vehicle maintenance, see the designated maintenance coordinator.
9. *Finances.* All finances received shall be deposited every week with the mother church under the direction of the treasurer, shall be used for the benefit of the daughter work, and shall be accounted for by a separate fund in the general ledger. When there is sufficient tithing income, the daughter work pastor shall receive a monthly housing allowance and/or salary as designated by the pastor. As the income increases, the priorities shall be (a) to support the pastor full time and (b) to secure land and building. The treasurer will give a weekly offering report and a monthly financial report to the daughter work pastor and the senior pastor, and will provide individual tithing reports upon request.

After the first year of operation, the daughter work pastor shall submit an annual budget for approval by the senior pastor and is accountable to operate according to that budget.

10. *Expenses.* The daughter work pastor will be entitled to reimbursement of all his ministerial and church-related expenses in accordance with the accountable expense reimbursement policy adopted by the church, up to a maximum of \$100 per month or the money available in the daughter work fund. Specific types of reimbursable expenses include mileage, gas and oil for the van, entertainment, supplies, research, and ministerial fees. Any expenses over \$100 should be approved in advance by the senior pastor. (See Expense Reimbursement Policy.)
11. *Policies.* Unless otherwise specified, all the policies of the mother church shall be in effect for the daughter work, including Building Rules, Counseling and Guidance Policy, Kitchen Policy, Nursery Policy, Sunday School and Children's Ministry Policy, and Vehicle Policy. The standards for leadership roles in the daughter work congregation shall be the same as for the church as a whole. (See the Guidelines for Leadership and Public Ministry.)
12. *Ministry out of Town.* It is expected that the daughter work pastor will have some speaking or singing invitations from other churches. The scheduling should be coordinated with the senior pastor.
13. *Autonomous Church Status.* Ultimately, the goal is for the daughter church to become solidly established, becoming affiliated with the United Pentecostal Church International as a congregation in its own right. The mother church intends to support such an effort with prayers and finances to the extent possible. When the senior pastor and the daughter work pastor agree that the time is right, the status as a daughter work shall be changed to that of an autonomous church. The assets designated for the daughter church's use, along with any related liabilities, will be transferred to the new legal entity. At that time, if the mother church has invested any funds in land or building for the daughter work, the daughter work shall execute a lien in favor of the mother church for the amount invested. This lien must be paid if the daughter work ever sells its property or disaffiliates from the UPCI. If the new church continues to share facilities with the mother church, it will be expected to pay a monthly use fee for utilities, maintenance, and wear and tear. If the mother church is still paying a loan on land and/or building of the new church, then title shall remain in the name of the mother church, and the new church shall make payments to the mother church. When the daughter church is able to pay off the loan or else secure financing in its own name, then title shall be transferred to the new church, along with the associated equity.
14. Either the senior pastor or the daughter work pastor may terminate the employment of the daughter work pastor by giving thirty days' notice. The time of notice may be shortened by mutual consent.
15. These arrangements may be modified by mutual consent.
16. This policy is not intended to be a legally binding contract, but simply a mutual understanding of the working relationship. If any misunderstandings or disagreements arise and the two ministers cannot resolve them, then the presbyter or district superintendent shall do so by mediation or arbitration.