

# HEARTLAND CONFERENCE of the IPHC

## PERMANENT RULES

---

The permanent rules of the conference can be opened only by the Executive Council or by two-thirds (2/3) of the conference when in session. Motions to open will be passed only by a two-thirds (2/3) vote.

### **DECORUM**

1. These rules shall be read in the beginning of the conference business and followed throughout its sessions.
2. No member of the conference shall make a motion without obtaining the floor by addressing the chairman.
3. No member shall be allowed to speak more than twice on any given subject in one session of the conference.
4. All speakers shall be limited to three (3) minutes each time they speak on any subject being discussed.
5. There shall be a timekeeper appointed by the chairman.
6. Any main motion from the floor shall be in writing and signed by not less than fifteen (15) members of the conference.
7. Any main motions affecting the conference budget must be distributed in writing to the conference members through the Executive Council no later than three months prior to the next session.
8. In the election of officers, nominations shall be from the floor and election shall be by ballot. After completion of the first ballot, if there is no election, the two (2) nominees receiving the lowest votes will be dropped from the next ballot and on each succeeding ballot until four (4) nominees remain. Then the one (1) nominee receiving the lowest number of votes will be dropped from each succeeding ballot until there is an election. Elections for members of the Conference Executive Council shall begin upon adoption of the paragraph establishing the election of the Conference Executive Council.
9. The conference bar shall be established by the presiding officer.
10. Appropriate translators and means of translation shall be established for each conference session.

### **CONFERENCE DEATH BENEFIT MEMBERSHIP**

Death Benefit Membership Plan may be amended only by the annual conference upon recommendation of the Executive Council.

### **MEMBERSHIP PLAN:**

1. That the conference contributes \$50.00 per month into the Death Benefit Fund.

2. That each conference member pays \$24.00 membership dues per year into said fund, \$12.00 payable on October 1<sup>st</sup> and \$12.00 payable on April 1<sup>st</sup> of each year.
3. That all members of the conference participate.
4. That the conference membership be kept informed of the available death benefit through the conference office.
5. That death benefit be paid according to the following schedule:

<b>Years of Plan Membership</b>	<b>Benefit</b>
0 – 2 years	\$250
2 – 4 years	\$500
4 – 6 years	\$750
6 – 8 years	\$1,000
8 – 10 years	\$1,250
10+ years	\$1,500

6. Each plan member is granted sixty (60) days from due date in which to pay his or her dues, and any dues unpaid thereafter shall terminate membership.
7. Members terminated for non-payment may only be renewed on the basis of new membership.
8. That conference files be maintained showing the recipient and contingent recipients of all plan members.
9. That a membership certificate be issued to each of the members.
10. That the Executive Council shall be authorized to evaluate and adjust membership dues based on need.

## **RETREAT CENTER USAGE**

1. The Retreat Center shall be used only for accommodations of the Christian life and ministry that is in harmony with our faith and belief.
2. The Conference Executive Council shall be responsible for the administration of the Retreat Center.
3. The Conference Executive Council shall establish rates for users to assure that appropriate maintenance costs are considered.
4. Discount rates shall be available to our own churches, conference or general church.
5. Users shall be responsible for damage to property beyond normal wear.

## **LOCAL CHURCH PROPERTIES**

1. All titles to church properties received shall be drawn according to the International Pentecostal Holiness Church Manual (see current manual).
2. Legal transfer of church properties being sold or otherwise disposed of shall be by majority vote of the local church (or officers of the church corporation) and only after the written approval of the Conference Executive Council.

3. All local churches shall provide copies of the deed or deeds to their church properties for the Heartland Conference office files. Copies of deed(s) on all future realty acquisitions shall be furnished for the files of the Heartland Conference office.
4. Any encumbrance of local church properties that exceed one-half (1/2) appraised value shall be made only after the written approval of the Conference Executive Council (see current IPHC Manual).

## **SEXUAL ABUSE OF CHILDREN**

### **(These Legal Requirements and Liabilities were developed with the aid of Legal Counsel)**

Because of increasing governmental scrutiny and legal liability, it is imperative that the conference and local churches be aware of and comply with all regulatory requirements concerning taxes, insurance, health and safety and risk management. Examples of such requirements are: tax reporting, worker's compensation insurance, and health and safety practices in church operations, particularly when dealing with children and/or injuries. Pertinent information and resources are available through the conference office and the Global Ministry Center, IPHC.

Relating to the abuse of children, the policy of the International Pentecostal Holiness Church (IPHC) on reporting abuse is transparent. The Local Church Administrative Council is expected to report allegations of criminal abuse of a minor to the appropriate authority immediately (see current IPHC Manual).

#### **A. Regarding Our Heartland Churches:**

1. The Heartland Conference urges all of our churches to adopt and follow through on a policy requiring background checks on all persons who work with children and teenagers, and the policy that no person with a background of child abuse shall be permitted to work with our children ["children" embraces teenagers] in any of our churches.
2. We urge a policy of no tolerance relating to the abuse of children. In the event of suspicion of abuse or neglect, we urge all of our churches to make immediate contact with the Department of Human Services Abuse and Neglect Hotline (1-800-522-3511), and the church go on record as the reporting agency. We further urge the church to work with and participate in the investigation as directed by DHS and law enforcement agencies.

#### **B. Regarding The Heartland Conference:**

1. The Heartland Conference shall continue its policy to do criminal and credit background checks on any individual applying for ministerial credentials with the Heartland Conference.
2. The Heartland Conference shall continue its policy not to approve for ministerial credentials any applicant with a background of criminal sexual misconduct toward children. In addition, the Heartland Executive Council shall not offer a restoration program to any minister who is convicted of criminal sexual misconduct involving children.
3. The Heartland Conference shall conduct a quadrennial seminar on prevention of child abuse, using persons of authority and expertise to teach our pastors and laymen. Attendance at this seminar will be required of all ministers and at least one delegate from each church.
4. The Heartland Conference Discipleship Ministries Director shall serve in the role of a coordinator for prevention of child sexual abuse and protection of children. He shall collect and develop educational materials to assist our churches in this vital area and be available to offer training to local churches.

5. The Heartland Conference School of Ministry shall include training on preventing sexual abuse of children as a unit in one of the classes in the curriculum.
6. The Heartland Conference Discipleship Ministries Director shall be responsible for placing a booth at the Summit, Fall Camp Meeting and other conference activities.

## LEGALLY STRUCTURING SPECIALIZED MINISTRIES

The Heartland Conference acknowledges there is a broad range of forms of ministry available to local churches. Some examples include day cares, Christian day schools, benevolence ministries, thrift store ministries, rental properties owned and managed by the church, etc. These ministries may need special corporate structures to shield the church from possible liability.

When should a ministry operate under a separate corporation?

Answer: When the ministry's activities create liability risks that are outside the day-to-day operation of a traditional church ministry. Such liability risks include but are not limited to: extraordinary operation and use of motor vehicles; the frequent or regular potential for injury or harm away from the church premises or ordinary church activities; the operation of a day care, school, business, rental property or other place or premises that is *either* not regularly used for regular worship services *or* that is the same place or premises as regular worship services but that differs in function and structure from the regular worship ministry. In these cases, a separate corporation is recommended.

If a church already has such ministries, or is thinking about expanding into such ministries, the first step is to contact the conference superintendent who has or can help you obtain resources that can assist with legally structuring such endeavors. He or she can also recommend legal counsel. *At a minimum, the following is recommended:*

1. Incorporation. That each ministry in these categories be separately incorporated, providing a separate corporate shield. Remember, the corporation must be filed with all appropriate government and state agencies. The tax exempt status of the corporation is a decision for each incorporated ministry.
2. EIN. That each corporation obtain its own EIN separate from the church EIN (Federal Employer Identification Number) from the Internal Revenue Service (IRS). Governing Body. Each separate ministry should have and maintain a separate governing body. The pastor may serve as chairman of both the Local Church Administrative Council and the board of each such new entity. *The membership of each board, however, should be kept separate from the Local Church Administrative Council.*
3. Insurance. That the church contact its insurance professional to secure proper insurance coverage, ensuring the policy provides liability coverage for *sexual acts (\$300,000 minimum), discrimination and employment practices.*
4. Lease Agreement. If the new entity will be functioning in the facilities of the local church, the Local Church Administrative Council and the board of the new entity should enter into a lease agreement providing for the terms of use. This agreement should be recorded in the minutes of the Local Church Administrative Council, as well as in the minutes of the new entity.