

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. Beginning with the 2027 Quadrennial Conference, in the election of officers the Heartland Conference Executive Council, nominations shall be from the floor come from the Nominations Committee and election shall be by ballot.
 - a. All elections will be by a simple majority vote keeping in mind term limits as established at the 2023 Quadrennial Conference.
 - b. 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 1st and \$12.00 payable on April 1st 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:

Years of Plan Membership	Benefit
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.

1 **Heartland Conference of the IPHC**
2 **~~2018-2023~~ RESOLUTIONS COMMITTEE REPORT**
3

4 **Introduction**

5 We your committee for Resolutions have met in prayer to seek God for the betterment of the
6 Heartland Conference of the IPHC as a member conference of the International Pentecostal Holiness
7 Church, we are a “Place of Hope, and a People of Promise.” Although we are many churches, we are
8 “better together.” We have a great past, a wonderful present, and an exciting future, for “the latter
9 glory of this house will be greater than the former” (Haggai 2:9).

10 We want each of you to know we welcome you; we value your input and insight, and want to urge you
11 to participate in the conference in every way possible. The Heartland Conference is one of the greatest
12 families of ministers and churches anywhere, and you have come to the kingdom for such a time as
13 this!

14 With that we submit to you the following Resolutions Committee Report.

15 **Resolutions Committee Report**

16 **I. CONFERENCE POLICIES**

17 **A. The members of the Heartland Conference Executive Council shall consist of the following:**

- 18 1.) Conference Superintendent
19 2.) Assistant Superintendent
20 3.) Secretary/Treasurer
21 4.) Four (4) Executive Council members

22 **B. Duties of the Conference Superintendent**

- 23 1.) He/she shall serve according to his/her job description as defined in the IPHC Manual
24 and these resolutions and carry the honorary title of Bishop while in office.
25 2.) ~~He/she shall give his/her full time to the regular duties of the conference.~~ He/she
26 shall be responsible for assigning the duties to the Assistant Superintendent.
27 3.) He/she shall employ all conference office personnel and nominate, subject to the
28 approval of the Executive Council, all Ministries Directors. The Directors shall be
29 amenable for their service to the Conference Superintendent.
30 4.) He/she shall promote a scholarship program for the Heartland Conference students
31 attending Southwestern Christian University and the Heartland Conference School of
32 Ministry. He/she shall also promote the annual Vision 4 Education offering for
33 Southwestern Christian University.
34 5.) He/she shall develop a balanced line item budget for all conference expenditures,
35 subject to adoption by the Executive Council, and shall be responsible to administer
36 the budget as adopted.
37 6.) He/she shall carry out a plan for a sabbatical program for our Heartland pastors, in
38 coordination with the Executive Council.

1 7.) He/she shall seek to connect conference ministers in mentoring relationships.

2 **C. Duties of the Executive Council**

3 1.) The Executive Council shall serve according to the IPHC Manual and these resolutions
4 and shall function as the chief administrative council of the conference between its
5 annual sessions.

6 2.) The Executive Council shall see that the conference bookkeeper obtains legal bonding
7 within 30 days after the quadrennial conference.

8 3.) The conference financial records shall undergo an external review annually ~~and an~~
9 ~~audit annually and an audit once every four years. This policy shall not supersede any~~
10 ~~procedures mandated by the current IPHC manual.~~ in accordance with the current
11 IPHC manual.

12 4.) The Executive Council shall determine the amount of funds to be allocated to the
13 hiring of conference personnel.

14 5.) The superintendent's compensation package shall be reviewed annually. The
15 conference superintendent's benefits shall include:

16 a. Annual vacation time set at the discretion of the Executive Council. ~~{(Time spent~~
17 ~~attending meetings, conferences, and conventions will not be considered as vacation.)}~~

18 ~~b. Payment of the superintendent's quarterly self-employment tax.~~

19 ~~e.b.~~ A retirement benefit of at least 7% of the superintendent's annual salary and housing
20 allowance.

21 ~~e.c.~~ Health, life and disability insurance.

22 ~~6.) The Superintendent shall obtain an audit of information covering the security and~~
23 ~~handling of conference data inputting. (It may be included with the financial audit.)~~

24 ~~6.) Appoint a Nominations Committee for the purpose of recommending candidates for~~
25 ~~elected positions within the Heartland Conference.~~

26 ~~a. The Nominations Committee shall be seated by September 1st of the year preceding~~
27 ~~Quadrennial Conference~~

28 ~~b. Nominations shall be submitted by November 1st of the year preceding Quadrennial~~
29 ~~Conference~~

30 ~~i.) All certified lay and ministerial delegates are eligible to nominate through the~~
31 ~~nominating form provided by the Conference Office~~

32 ~~c. The Nominations Committee will then vet the nominees as well as gauge their interest~~
33 ~~in allowing their name to run for that position.~~

34 ~~d. The Nominations Committee will provide the names of the nominees to the Heartland~~
35 ~~Executive Council 60 days prior to Quadrennial Conference. The nominees names will~~
36 ~~be released to the conference delegation 30 days prior to Quadrennial Conference so~~
37 ~~that prayer and consideration can be made.~~

38 **D. Conference Calendar:**

39 1.) The Conference Executive Council and ministries cabinet shall participate each year in
40 planning the annual calendar for the conference. When approved by the Executive
41 Council, the calendar shall be mailed by the conference office to each church and
42 pastor as early as possible in the month of November.

43 2.) Each pastor should post this information and make it available to his/her people.

44 **E. Conference Ministries Cabinet:**

45 1.) The conference ministries cabinet of the Heartland Conference shall be:

46 a. Discipleship Ministries

47 b. Evangelism HC

- c. Hispanic Ministries
 - d. Ministers Wives Fellowship
 - e. WIN — World Intercession Network
 - f. World Missions
- 2.) Each of these ministries shall be led by a director and may have a conference level committee to serve with the director. The Executive Council shall also set the job descriptions and terms of service of the directors and the committee members.
- 3.) The members of the conference ministries cabinet may have a seat and voice on the Heartland Executive Council at the discretion of the superintendent and the Executive Council

F. Quadrennial Conference Committees

- 1.) The minimum number of committees that will report for legislative purposes to the 2022 Quadrennial Conference shall be:
- a. The Resolutions Committee
 - b. The Memoirs Committee
- 2.) The Executive Council shall name the chairpersons and members of these committees three (3) months in advance and publicize both their appointments and the date of the committee meetings at least two (2) months in advance.
- a. These committees shall meet at least two (2) months prior to the 2022 Quadrennial Conference.
 - b. The reports shall be mailed to all ministers and delegates of the conference at least one (1) month prior to the conference.

G. An annual Summit (camp meeting) shall be conducted to emphasize inspiration, worship, fellowship and training, with the goal to better equip the Heartland Conference family for effective New Testament evangelism.

H. An annual Ministers Retreat shall be conducted for the purpose of ministering to the social, emotional, spiritual and physical health of our ministers.

I. Every four (4) years the conference physical plant shall be reviewed as to the need for remodeling and upgrading of facilities.

II. EVHC (Evangelism Heartland Conference)

A. The Director of EVHC and committee shall cooperate fully with the program of the general Evangelism Council – Evangelism USA.

B. The Evangelism Director and committee shall focus on church planting and revitalization of churches. In this spirit, the Heartland Conference hereby commits itself to fulfill its part in the **ARISE 2033** Vision and goals set by IPHC Ministries Presiding Bishop Doug Beacham and Evangelism USA. ~~Arise 2033 targets our efforts and ministry 16 years into the future. The commitment and goal as a church family is that we will present to the Lord an unprecedented harvest.~~

~~The year 2033 is marked as significant as it will be the timeframe in which we celebrate the two thousandth anniversary of the death, burial, and resurrection of our Lord Jesus Christ. We are called to increase our ministry efforts into 75% of the counties and county equivalents all across the United States of America.~~

~~The IPHC is in 600 counties as of the first of 2018, and we must establish a ministry presence~~

1 ~~into 2,360 county/county equivalent to reach the **ARISE 2033** mandate. This means that across~~
2 ~~the next four quadrennium's we must engage an additional 1,760 county/ county equivalents.~~

3
4 ~~Based on the number of churches in the Heartland Conference, our share of churches to be~~
5 ~~planted over the next 16 years equals 5 new churches per year or 20 churches per~~
6 ~~quadrennium.~~

7 C. **The EVHC Director** shall join with the superintendent in casting the vision for the Heartland
8 Conference.

9 D. **Evangelists:**

- 10 1.) The Heartland Conference recognizes the biblical ministry of evangelists and
11 commends this ministry to all of our churches.
12 2.) Conference evangelists / ministers may request that the names, addresses and phone
13 numbers be listed on the conference web page.

14 III. MISSIONS

- 15 A. The Missions director and committee shall cooperate fully with the program of the general
16 World Missions Division.
17 B. The Director of World Missions shall conduct an annual Global Outreach Rally in consultation
18 with the Conference Bishop and the Executive Council.

19 IV. DISCIPLESHIP MINISTRIES

- 20 A. The Discipleship Ministries Director and Council shall cooperate fully with the program of the
21 general Discipleship Ministries Division.
22 B. Discipleship Ministries shall seek to include all departments and ministries included in the
23 current IPHC manual.
24 C. The Discipleship Ministries Director shall serve in the role of a coordinator for prevention of
25 Abuse of Children and will be responsible to collect and develop educational materials to assist
26 our churches in this vital area and, upon request, be available to offer training to local churches.
27 1.) The Discipleship Ministries Director shall be responsible for placing a booth at the
28 Summer Summit, the Fall Camp Meeting, and the annual pastor's conference.
29 2.) The Discipleship Ministries Director shall include training on preventing sexual abuse
30 of children as a unit in one of the classes in the curriculum of the School of Ministry.

1 **V. RETIRED MINISTERS** **CLERGY DEVELOPMENT**

2 **A. Director of Clergy Development (DCD)**

3 **1.) The purpose of the DCD is to assist ministers to live out God’s design for their life**
4 **and ministry.**

5 **2.) The DCD shall accomplish its purpose by leading prospective ministers through the**
6 **credentialling process including but not limited to:**

7 **a. Discovering and developing the ministers’ gifts and skills.**

8 **b. Establishing mentorship.**

9 **c. Providing and approving continuing education resources including the Heartland**
10 **Conference School of Ministry.**

11 **i.) The School of Ministry shall be overseen by the DCD in adherence to the current**
12 **IPHC manual.**

13 **d. Caring for Pastors in the seasons of ministry.**

14 **e. Assisting ministers to finish well.**

15 **v.3.) The DCD shall function under the supervision of the Executive Council and shall**
16 **be assigned to one current salaried position.**

17 **B. Retired Ministers**

18 **A.—1.** The Conference Executive Council shall develop a plan to honor in public ceremony
19 the services of each of our Heartland Conference ministers upon their retirement.

20 **B. 2.** Retired ministers shall dine free of charge in the conference dining hall at conference
21 functions at the Heartland Conference Retreat Center.

22 **VI. LOCAL CHURCH AND MINISTERIAL POLICIES**

- 23 A. Each local Church shall grant their pastor time off each week and urge the use of that time for
24 personal rest and relaxation.
- 25 B. When pastoral changes occur, local churches are strongly urged to provide severance pay. As a
26 part of this severance package, the pastor’s pulpit privilege, salary, housing, or parsonage
27 occupancy, shall be extended for at least one (1) month under the supervision of the
28 conference superintendent and local church council.
- 29 C. Before a pastor resigns his/her church, he/she is responsible to contact the conference
30 superintendent and together they will select an appropriate resignation date.
- 31 D. Each senior pastor shall serve as a signatory on all church accounts and should review all
32 accounts monthly.
- 33 E. Each pastor shall be given (2) weeks each year to preach revivals in churches other than his/her
34 own. This shall be separate from vacation time.

- 1 F. The annual financial and statistical reports from each local church, including Discipleship
2 Ministries and its departments, shall be submitted to the conference office by January 10th of
3 each year.
- 4 G. Each minister in the Heartland Conference shall be responsible to earn a minimum of twenty-
5 four (24) hours of continuing education units (CEUs) annually, with at least twelve (12) each
6 year coming from programs of the Heartland Conference.
- 7 H. Each local church must be insured (liability and property) and provide such proof to the
8 conference office.
- 9 I. Each local church Administrative Council is responsible to adopt a budget annually. This budget
10 shall include the salary package for the senior pastor and all other paid personnel. All budgets
11 should be reviewed at least annually and adjustments made when necessary.
- 12 ~~J. The salary package for the pastor, as developed by the local church Administrative Council,
13 should include some form of a percentage system that provides at least a quarterly bonus.
14 (Information regarding salaries can be obtained through the conference office.)~~
- 15 K.J. We encourage each of our congregations to help the pastor own his/her home, with the church
16 furnishing a housing allowance. Where there is a parsonage, it can be rented at the pastor's
17 discretion with the rental income applied to the pastor's housing allowance.
- 18 L.K. Favorable consideration of the following is also highly recommended:
- 19 ~~1.) Payment of pastor's quarterly self-employment tax.~~
- 20 2.) A retirement benefit of at least 7% of the pastor's annual salary and housing
21 allowance. It is recommended that the church pay these funds directly to the
22 International Pentecostal Holiness Church Retirement 403b Plan.
- 23 ~~3.)~~ 2.) Health, life, disability insurance and key man insurance.
- 24 ~~4.)~~ 3.) Conference Death Benefit Membership.
- 25 ~~5.)~~ 4.) Assistance to the pastor in financing and allocating time for his/her continuing
26 education.
- 27 ~~6.)~~ 5.) Annual vacation time according to years of denominational service:
- 28 a. 0 through 5 years – two (2) weeks of vacation
29 b. 6 through 20 years – three (3) weeks of vacation
30 c. 21 through 29 years – four (4) weeks of vacation
31 d. 30 years and above – five (5) weeks of vacation
- 32 ~~7.)~~ 6.) We recommend that the pastor take his/her vacation time in increments of not
33 more than two consecutive Sundays. Attendance at the Heartland Annual Conference,
34 the Quadrennial Conference, conventions and seminars, and General Conference shall
35 not be considered vacation. The local church will be responsible for the honorarium of
36 the guest speaker during the pastor's absence.
- 37 M.L. Churches shall reimburse ~~the pastor for the following:~~
- 38 ~~1.) Moving expenses for the incoming pastor.~~
- 39 ~~2.)~~ Expenses to attend quadrennial and annual conferences, general conferences, and all
40 conference events. (The conference office shall notify periodically each local church
41 Administrative Council of this responsibility.)
- 42 N.M. Local churches must send in all conference and department funds by the tenth (10) of
43 each month.
- 44 O.N. Each local church is strongly encouraged to raise funds for the Global Outreach Offering
45 (GO) and the Vision 4 Education offering for Southwestern Christian University in its monthly
46 budget.

1 P.O. **Minister's Tithing** – Because any minister who fails to tithe robs himself, his/her church,
2 and the conference of God's blessings, the conference shall strictly enforce the sanctions
3 provided for ministers who do not tithe according to the guidelines of the IPHC Manual.

4 Q.P. **Legal Requirements and Liabilities** – Because of increasing governmental scrutiny and
5 legal liability, it is imperative that the conference and local churches make themselves aware of
6 and comply with all regulatory requirements concerning taxes, insurance, health and safety,
7 and risk management. Examples of such requirements are: tax reporting, worker's
8 compensation insurance, and health and safety practices in church operations – particularly
9 when dealing with children and/or injuries. Pertinent information and resources are available
10 through the conference office and the Global Ministry Center, IPHC.

11 R.Q. Every four (4) years each local church shall evaluate their facilities regarding remodeling
12 and /or relocating and submit a written review to the conference Executive Council.

Respectively submitted,

2023 Resolutions Committee

Chair – Debbie Burpo

Members:

Marty Alvarado

Jimmy Bennett

Hallie Brown

Woody Burpo

Nestor Garcia

Keisha Gordon

Daniel Ice

Steve Perdue