

Network Affiliated Church Information Sheet

Financial

- In order to obtain loans, Network Affiliated (NA) churches must receive approval from the church's Board of Directors.
 - Official signatures on loan (and other legal) documents are John R. Wootton, President and James A. Palmer, Corporate Secretary.

- In order to obtain credit cards, NA churches must receive approval from the Church Development Director.
 - Credit card purchases are to be paid monthly, with no balances carried over.
 - A church credit card should never be used for personal purchases.

- Approval of Expenditures
 - Any non-budgeted expense over \$250.00 must be approved by the local advisory committee, appear in the minutes of its meeting, and be reported on the monthly report to the Network.
 - Any non-budgeted expense over \$1,000.00 must be submitted to and approved by the Church Development Director.

- Unpaid Pastor's Compensation
 - A pastor's compensation is not to accumulate for more than 30 days, during which the Network Superintendent and Church Development Director should be made aware of the matter. The church and/or the Network are not accountable for any unpaid compensation after 30 days.

- Balanced Budget
 - NA churches are expected to maintain balanced budget on monthly and annual basis, with expenses not exceeding income. Were there months in the past year where the church utilized its savings account in order to balance the budget? If so, how many?

- Payroll Tax Processes and Forms
 - NA churches should be aware of proper payroll tax processes and forms.
 - 941 Forms, 1099's and W-2's
 - Please contact John Musgrave or Shelby Pratt if you have any questions.
johnm@ohioministry.net shelby@ohioministry.net 614.396.0700

- Church Site Visit – NA pastors should contact their area presbyter (or assistant area presbyter or network affiliated regional representative) for a site visit. A copy of the NA Church Property Checklist is included in this booklet.

Property Purchases, Sales and Lease Contracts

- Property Purchases and Sales
 - All property purchase and sale agreements by a Network Affiliated church must be submitted to the Church Development Director for review and subsequently to the NABOD for approval and authorization by its officers (superintendent, assistant superintendent).
 - Network Affiliated churches will use Fidelity National Title for property transactions. Anne Seaton, Fidelity National Title (614) 818-4823.
- Lease/Rental Contracts
 - All lease/rental contracts in which a Network Affiliated church is lessee or lessor must be submitted to the Church Development Director for review and subsequently to the NABOD for approval and authorization by its officers (superintendent, assistant superintendent).

Reports, Reviews and Appointments

- Network Affiliated pastors and churches must complete their annual review according to the deadlines communicated by the Church Development office.
 - Area and Network leaders will review the church's financial and ministry progress.
 - The pastor's attendance is required for this review.
 - The Church Development office will send all necessary forms to be completed and returned for the Annual Review.
 - The network affiliated pastor will meet with the Regional Representative or Area Presbyter and Area Development Committee to review the Annual Review report and submit the projected annual budget for approval.
- Monthly Reports must be submitted by the 15th of each month in response to a monthly email reminder from the Church Development office.
 - Monthly reports are completed through Google forms and no login information is needed to complete the form.
 - In addition to completing and submitting the monthly Google form, each month you will need to email your monthly financial statement including income and expenditures and balance sheet as well as your most recent advisory committee meeting minutes to John Musgrave, Sara Snavley, your presbyter and your regional representative.
- The Pastor and Advisory Committee members are appointed for one-year terms.

Insurance and Occupancy Permit

- Network Affiliated churches must be insured with Brotherhood Mutual insurance through American Church Group (formerly Rupp Insurance Agency). In the case of churches not insurable with Brotherhood Mutual, another carrier will be recommended by the Network and American Church Group.
 - Liability Insurance
 - All NA churches must have adequate liability insurance in case of accidents, damages, etc. If the church is renting a facility and the landlord has insurance, it is essential that the church obtain its own liability coverage.
 - American Church Group
 - 777 Goodale Blvd, Suite 400, Columbus, OH 43212
 - 614-221-4800 or 800-282-9258
 - 614-221-4801 (Fax)
- Each Network Affiliated Church should have an occupancy permit on file and provide a copy of the same to the Church Development office.

Missions

- Network Affiliated churches must have an ongoing missions giving program in which 10% of their annual budget is allocated as follows: 1% to Heartland Conference Retreat Center, 1% to Network Ministries, 1% to Church Multiplication, and 7% for other areas of U.S. and World missions.

Credentials

- Pastors of Network Affiliated churches are expected to pursue credentialing through ordination.
- If the pastor is not ordained, what steps are being taken to advance in credentialing?

General Council Advancement

- Network Affiliated churches are encouraged to advance to General Council status when advancement requirements are met. A General Council Advancement Check List is available as a guide.
- Pastors of churches desiring to advance to General Council status must be licensed or ordained, or actively pursuing one of the latter as a next step in credentialing.

Resources

- John Musgrave, Church Development Director, offers a Network Affiliated Pastor's Orientation twice each year for newly appointed NA Pastors, but welcomes any NA pastors or advisory committee members to attend. Contact John Musgrave at JohnM@OhioMinistry.net or Sara Snavley at Sara@OhioMinistry.net if you would like more information on this orientation.
- Copies of the NA manual are available from the Ohio Ministry Network Church Development Office. Contact JohnM@OhioMinistry.net or Sara@OhioMinistry.net to obtain one.
- The Network Affiliated Churches Bylaws are available on the Ohio Ministry Network website.
- NA churches are strongly encouraged to schedule a Church Life Individual Church Consultation (ICC) weekend or participate in an upcoming Regional Vision Cohort. These are excellent resources to identify a church's present reality and develop a strategic plan to move towards greater health. Contact JohnM@OhioMinistry.net or Sara@OhioMinistry.net for more information or to schedule an ICC.
- Public Showing of Movies
According to the Federal Copyright Law, licensing is required for any film(s) shown outside the privacy of an individual's home, regardless of the number of people in attendance and even when an admission is NOT charged. Swank is the exclusive title-by-title event based licensor for all scheduled movie events, for the studios they represent. Their license allows you the ability to open your showings to the community and general public, have movie showings outdoors and off-site, publicize and promote your movie event along with promoting the title of the movie. Visit <https://www.swank.com/parks-recreation/copyright/> or call 1.800.876.5577 for information and to obtain licensing prior to showing films in a public setting.