

**SOUTHWESTERN OHIO DISTRICT
CHURCH OF THE NAZARENE
7943 Tylersville Rd., West Chester, OH 45069
Phone: (513) 777-5600 • Fax: (513) 777-2745
E-MAIL: swonaz@swonaz.org**

DIRECTIVES FOR LOCAL CHURCH STAFFING

(Does not apply to office secretaries or custodians)

NOTE: That each local church consult *Manual* 208.12, before hiring ministerial staff. The *Manual* requires the approval of the district superintendent in writing. District policy for approval of paid ministerial staff requires:

- a. That the local church adequately care for its senior pastor and existing ministerial staff
- b. That all ministry allocations be paid in full
- c. Any departure from this policy must have prior approval of the District Advisory Board in writing.

CHURCH OF THE NAZARENE MANUAL

V. Assistants in the Local Church

162. There may be those who feel called to prepare themselves for certain vital lay services in the church, either part-time or full-time. The church recognizes the place of such lay workers, and yet it is basically constituted a voluntary institution, with service to God and others the duty and privilege of all its members according to their abilities. When paid assistants in the local church, or any subsidiary and/or affiliated corporations of the local congregation, whether ministerial or lay, become necessary for greater efficiency, it must be such as will not devitalize the spirit of free service by all its members or tax the church's financial resources including the payment of all financial apportionments. However, a request may be made in writing for review by the district superintendent and District Advisory Board for exceptions in special cases. ([129.28](#))

162.1. All local paid assistants who provide specialized ministry within the context of the local church, including directors of weekday schools, shall be elected by the church board, having been nominated by the pastor. All nominations must have approval in writing by the district superintendent, who shall respond within 15 days after receipt of the request. ([162.4](#), [208.12](#))

162.2. The employment of such assistants shall be for no more than one year and may be renewed upon recommendation of the pastor with the written approval of the district superintendent and the favorable vote of the church board. The pastor shall be responsible to conduct an annual review of each staff member. The pastor, in consultation with the church board, may make recommendations for staff development or modifications in job description as indicated by the review. The dismissal or nonrenewal of all local assistants prior to the end of the employment term must be by recommendation of the pastor, approval of the district superintendent, and the majority vote of the church board. Notification of dismissal or nonrenewal must be given in writing not less than 30 days prior to the termination of employment. ([129.28](#))

162.3. The duties and services of such assistants are to be determined and supervised by the pastor. A clear, written statement of responsibilities (job description) shall be made available to such assistants within 30 days of the beginning of their responsibility to the local church.

162.4. No paid employee of the church shall be eligible for election to the church board. If a church board member should become a paid employee of the church, he or she shall not remain a member of the church board.

162.5. In times of pastoral transition, the stability, unity, and ongoing ministry of the local church is crucial. Consequently, upon resignation or termination of the pastor, a local church board may request that the district superintendent approve the continued service of any or all assistants. This approval, if granted, could continue until 90 days after the new pastor's assumption of duties or until the incoming pastor nominates his or her paid assistants for the coming year in harmony with *Manual* paragraph [162](#). Directors of day schools shall submit their resignations effective at the end of the school year in which the new pastor assumes the duties of the office. The chief executive officer of any subsidiary and/or affiliated corporation shall submit his or her resignation at the end of that contractual period in which the new pastor assumes the duties of the office. The incoming pastor may have the privilege of recommending the employment of staff members previously employed.

162.6. Communication with staff members, the church board, and the congregation regarding the effect of [162.5](#) on staff members at the time of pastoral change shall be the responsibility of the district superintendent. ([208.12](#))

162.7. The pastor of a congregation having approval to function as a local church according to [100.1](#) shall not be considered a staff member.

162.8. Any person serving as paid staff would be ineligible to be called as pastor to the church of which he or she is a member without approval of the District Advisory Board. ([115](#))