

**Wisconsin District UPCI
Wisconsin North American Missions Policy**

**ARTICLE I
NAME**

The Name of the Department shall be Wisconsin North American Missions (WI NAM).

**ARTICLE II
PURPOSE**

The purpose of WI NAM is to promote evangelism and support new church plants within the Wisconsin District.

This purpose is fulfilled in the following ways:

1. Guiding missionaries in the process of planting new churches.
2. Resourcing NAM works and pastors with financial grants and benefits.
3. Training church planters. This includes both training seminars and tuition grants.
4. Providing evangelistic and administrative resources for NAM pastors.
5. Assisting established churches in launching daughter works and preaching points.
6. Conducting the annual *Christmas for Christ* campaign.

The WI NAM Policy is intended to supplement the General North American Missions Policy found in the *General Constitution of the UPCI* and to work in harmony with the *Policies of the UPCI: General Board*.

**ARTICLE III
DISTRICT ORGANIZATION AND GOVERNMENT**

Section 1: THE WI NAM BOARD

1. This Board shall consist of the WI NAM Director, the WI NAM Secretary, a Director of Promotions (if needed), and Sectional NAM Representatives.
2. The duties of the WI NAM Board shall be as follows:
 - a. To oversee all matters pertaining to WI NAM.
 - b. To guide and assist the WI NAM Director.
 - c. To promote and support preaching points, daughter works, and church plants throughout the district, in cooperation with the WI District UPCI Board.
 - d. To assist in formulating and implementing district NAM policy.
 - e. To present a budget and package of benefits for church planters to the WI District UPCI Board for approval at the annual planning session.
 - f. To maintain and update the WI NAM *Operations Handbook* with the most current procedures, forms and applications.
 - i. This handbook will be reviewed and updated at the annual planning session.
 - ii. All changes will be subject to approval by the WI District UPCI Board.
 - g. To orientate all Wisconsin church planters regarding policies, training opportunities, resources, and grants available to them.
3. The WI NAM Board is subject to the WI District UPCI Board.

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Section 2: THE WI NAM EXECUTIVE COMMITTEE

1. The WI NAM Executive Committee shall consist of the District Superintendent, the WI NAM Director, and the Sectional Presbyter in whose section the project or individual under consideration is located. The District Superintendent shall act as chairman of this committee.
2. The WI NAM Executive Committee exists to provide oversight and to act upon time-sensitive matters between meetings of the WI NAM Board.

Section 3: QUALIFICATIONS AND DUTIES

1. THE WI NAM DIRECTOR

- a. Must meet the qualifications and fulfill the requirements of a District North American Missions Director as outlined in *General Constitution of the UPCI*
- b. Shall be elected, for a two (2) year term, by the District Conference in accordance with the *General Constitution of the UPCI*.
- c. Duties of the WI NAM Director shall be as follows:
 - i. To efficiently develop and administer WI NAM and to act as chair of the WI NAM Board.
 - ii. To promote NAM work throughout the district, including time at the District Conference.
 - iii. To secure and disseminate all available materials designed for the promotion of WI NAM in the Wisconsin district.
 - iv. To attend all duly called meetings of the General NAM Board. The district is to financially assist him or her as far as possible.
 - v. To work in cooperation with the District Superintendent, WI District UPCI Board, and General NAM Board.
 - vi. To conduct meetings as he or she and the District Superintendent deem necessary to plan and administrate the missions and evangelism affairs of the district.
 - vii. To lead the WI NAM Board and the Wisconsin District in raising funds for *Christmas for Christ* and other NAM projects.
 - viii. For a complete job description see the current *Wisconsin District Department Handbook*.

2. THE WI NAM SECRETARY

- a. Must meet the qualifications and fulfill the requirements of a District North American Missions Secretary as outlined in *General Constitution of the UPCI*.
- b. The WI NAM Secretary, shall be either elected by the District Conference or appointed by the WI NAM Director and the WI District UPCI Board and ratified by the District Conference for a two (2) year term, alternating with the office of WI NAM Director.
- c. The duties of the WI NAM Secretary shall be as follows:
 - i. To work under the direction of the WI NAM Director.
 - ii. To take minutes and preserve records of all WI NAM Board meetings.
 - iii. To administer the finances of WI NAM in accordance with district policy.

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- iv. To assist missionaries in processing grant or benefit applications and administrative reports
 - v. To provide promotional materials and make proper notifications for all WI NAM events and initiatives to all missionaries, pastors, and churches in the Wisconsin district.
 - vi. For a complete job description see the current *Wisconsin District Department Handbook*.
3. THE WI NAM SECTIONAL REPRESENTATIVES
- a. Must hold license or credentials with the UPCI, be in good standing with the district, and conform to the Fundamental Doctrine.
 - b. Shall be appointed by the WI NAM Executive Committee and ratified by the Sectional Conference.
 - c. The duties of Sectional NAM Representative shall be as follows:
 - i. To serve as a member of the WI NAM Board.
 - ii. To attend all duly called meetings of the WI NAM Board and attend all other WI NAM Board functions, as much as possible.
 - iii. To maintain regular contact with all NAM pastors and works within their section, providing encouragement and assessing needs.
 - iv. To oversee the NAM events of their section.
 - v. To be responsible to the WI NAM Director and work in cooperation with their Presbyter.
 - vi. To lead their section in raising *Christmas for Christ* and other NAM funds.
 - vii. For a complete job description see the current *Wisconsin District Department Handbook*.

ARTICLE IV
PLANTING CHURCHES

The Wisconsin District recognizes the great need for church plants and understands that there are different paths to establishing a North American Missions work. This policy lays out three different paths for establishing a church within the Wisconsin District – Daughter Works, Missionary Plants, and Metro Missions works. However, the preferred path of the WI NAM Board will be the Daughter Work approach.

SECTION 1: DEFINITIONS:

- 1. **Preaching Point:** A preaching point is often the first step toward establishing a daughter work. However, the term may also refer to satellite campuses. A preaching point is defined as a regular service or meeting, distinct from the mother church as to location or language and is designed to reach people who are currently unchurched. (For the purpose of this policy, the definition of a preaching point does not include services held in a prison, nursing home, on a college campus or a Home Bible Study group.)
- 2. **Mother Church:** A mother church is an autonomous United Pentecostal Church which seeks to plant a new and distinct congregation.
- 3. **Daughter Work:** A daughter work is an extension of a mother church that forms a new assembly with the intent of becoming an autonomous NAM work. The daughter work

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remains under the general oversight of the mother church until they apply for and receive church status.

4. NAM Work: A church shall be defined as a North American Missions (NAM) work for the first five (5) years of its existence. The North American missionary status shall be granted after the *Application for Church Status* has been approved by the District Board and is duly recorded with Church Administration, UPCI World Headquarters.

SECTION 2: ESTABLISHING PREACHING POINTS

1. No pastor affiliated with the UPCI shall endeavor to start a preaching point without the approval of the WI District UPCI Board.
2. Any pastor desiring to start a preaching point should submit the WI District UPCI *Application for New Preaching Point* to the Presbyter of the section where the preaching point is to be located.
3. The Presbyter will be responsible for ensuring that all neighboring pastors are contacted and that the WI NAM Director is notified prior to forwarding the application to the WI District UPCI Board.
4. Once approved, services or meetings should commence within six (6) months.
5. If, at any point, the services or meetings are suspended, notification should be sent to the Presbyter.

SECTION 3: DAUGHTER WORK PLANT

1. Establishing a Daughter Work:
 - a. The pastor of the mother church is to notify the WI NAM Director and the Presbyter of their intention to launch a daughter work.
 - b. The WI NAM Director will discuss the vision of the work, review district policy and ensure that the mother church pastor understands the process and has the appropriate application.
 - c. The mother church pastor will submit a WI District UPCI *Application for Daughter Work* to the Presbyter of the section in which the daughter work will be located.
 - d. The Presbyter will be responsible for ensuring that all neighboring pastors are contacted prior to forwarding the application to the WI District UPCI Board.
 - e. The WI District UPCI Board will review the application and if necessary, meet with the mother church pastor for final approval.
2. Once the daughter work has successfully operated for a six (6) month period, the mother church may request church status for the daughter work.
 - a. The pastor of the mother church is to notify the WI NAM Director and the Presbyter of their intention to apply for church status.
 - b. The WI NAM Director will ensure that the mother church pastor has the proper application and understands the process.
 - c. The daughter work pastor must complete and submit the WI District UPCI *Application for Church Status* to the Presbyter of the section in which the work is located. The application must be signed by the mother church pastor and include a copy of the proposed church by-laws, articles of Incorporation,

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financial records of the daughter work and (if desired by the applicant) an *Application for Church Affiliation*.

- d. Approval for church status will only be granted after the daughter work pastor interviews with the District Board.
3. Once church status is granted by the WI District UPCI Board, the WI NAM Board shall be notified regarding the newly approved NAM work. The five (5) year NAM status shall begin once the work has been approved by the District Board and is duly recorded with Church Administration, UPCI World Headquarters.
4. The WI NAM Board shall personally meet with all newly approved NAM pastors for orientation regarding policies, training opportunities, resources, and grants available to them.

SECTION 4: MISSIONARY PLANT

1. A missionary plant is defined as a church plant initiated by an individual who feels called of God to start a church in a particular community or city within the Wisconsin District. While this may not always be the easiest method of planting a church, the Wisconsin District acknowledges the fact that God may call an individual from outside the state of Wisconsin to plant a church and that the daughter work method may not be possible in every situation.
2. Any individual desiring to start a NAM work in the Wisconsin District must be a minister in good standing with the UPCI, loyal to the organization, conforming to its Fundamental Doctrine and pledged to operate at the highest level of ministerial ethics.
3. The procedure for securing approval for a missionary plant is as follows:
 - a. The applicant should contact the WI District Superintendent and the WI NAM Director regarding their desire to start a NAM work.
 - b. The WI NAM Director will inform the prospective missionary of the WI NAM policy regarding missionary plants and provide them with the documents and applications relevant to the process.
 - c. The applicant must fill out and submit the WI District UPCI *Application for Missionary Plant* to the Presbyterian of the section in which they intend to start the work.
 - d. The applicant must secure written recommendation from their pastor, along with character references from at least two other ministers. If the prospective missionary is transferring from a different district, they will also be required to have the recommendation of their current District Superintendent.
 - e. The WI NAM Executive Committee will check all references and notify all neighboring pastors of the prospective missionary's intention to start a new work in that area. Additional references may be requested.
 - f. The WI NAM Executive Committee will then make a recommendation to the WI District UPCI Board.
 - g. The prospective missionary will be required to meet in person with the WI District UPCI Board for final approval.
4. The WI NAM Board shall meet with the newly approved missionary for orientation regarding the startup process, policies, training opportunities, resources, and grants available to them.
5. Once approved to start the new NAM work, the missionary will have six (6) months to

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submit the *Application for Church Status* to the WI District UPCI Board, along with the Articles of Incorporation, church bylaws and either proof of their 501c3 status or church affiliation with the United Pentecostal Church International.

SECTION 5: METRO MISSIONS PLANT

1. Any metro area in the Wisconsin District, meeting the qualifications outlined in the *General Constitution of the UPCI* will be eligible for a Metro Missions church plant.
2. A Metro Missions church plant will follow the procedures for approval outlined in the *General Constitution of the UPCI* and in accordance with the policies of the North American Missions division of the UPCI.
3. A Metro Missions work must also be recommended by the WI NAM Board and approved by the WI District UPCI Board.
4. If recommended by the WI NAM Board, notification shall be given to all neighboring pastors prior to approval by the WI District UPCI Board.
5. For more information regarding qualifications, support, tenure and procedures of Metro Missions, please see the North American Missions Policy in the *General Constitution of the UPCI*.

ARTICLE V
NORTH AMERICAN MISSION'S FINANCES

Section 1: GENERAL ACCOUNTING

1. The WI NAM Board will work in harmony with the WI District Secretary to ensure proper accounting in the collection, disbursement, and safeguarding of all WI NAM funds and will strictly adhere to all current policies and procedures regarding the management of funds as directed by either the WI District UPCI Board or the WI District UPCI by-laws.
2. All money raised under the banner of North American Missions shall be used for NAM work exclusively. This includes, but is not limited to training, outreach, special projects, grants for church planters and the administrative costs of WI NAM.
3. All funds raised or pledged for a designated project or purpose (e.g., PROP; Year of Evangelism; etc.) will be held in a temporary restricted account and dispersed in accordance with WI District UPCI financial policy and for the purpose it was given.

Section 2: CHRISTMAS FOR CHRIST

1. The *Christmas for Christ* (CFC) program of WI NAM shall operate according to the *General Constitution of the UPCI*.
2. Every church is requested to participate in the annual CFC campaign.
3. All offerings raised under the banner of CFC shall be sent in total to the WI District Office and will be deposited in the general account but designated under the WI NAM fund.
4. Sixty percent (60%) of the CFC offerings shall be sent to the General NAM Division at UPCI World Headquarters
5. Forty percent (40%) of the CFC offerings will remain in the WI NAM account and will be the used to finance WI NAM work within the Wisconsin District.

Section 3: RECEIVING AND DISBURSING OF FUNDS

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1. All offerings received for WI NAM projects and purposes shall be sent to the WI District Office to be deposited and designated under the WI NAM fund.
2. All appeals for NAM offerings and pledges shall be made by the WI NAM Board. NAM missionaries should not contact churches directly for funds, unless authorized by the WI NAM Board.
3. The expenses of the WI NAM Board, incurred in an official capacity, shall be reimbursed from the WI NAM fund.
4. All WI NAM funds shall be disbursed in accordance with current financial policies and procedures of the Wisconsin District.
5. In order to have a consistent method of distributing benefits and funds to the missionaries, an annual package of support will be made available to those missionaries approved by both the WI NAM Board and the WI District UPCI Board.
 - a. This package of support will be updated each year at the annual planning session of the WI NAM Board and included in their budget proposal to the WI District UPCI Board.
 - b. A monthly progress report must be filed by the missionary in order to receive benefits or funding.
6. North American Missions funds and grants will not be available to any NAM work which is not affiliated with the UPCI.

Section 4: WI NAM GRANTS

1. The WI NAM Board may establish grants for approved NAM missionaries within the Wisconsin District, with the oversight and approval of the WI District UPCI Board.
2. Building fund grants may be requested for up to two (2) years after the NAM status has been terminated. This request must be made in writing to the WI NAM Board.
3. Terms and conditions of a grant will be established by the WI NAM Board and/or the WI NAM Executive Committee. This may include requiring a second lien on investments in real property in accordance with the process outlined in the NAM Policy found in the *Policies of the UPCI: General Board*.
4. No grants shall be invested in any property, etc., in which the title of ownership is retained in the name of an individual. This does not preclude personal emergency grants for WI NAM missionaries.
5. Any grant exceeding \$2000 will require the approval of the WI NAM Executive Committee or the WI District UPCI Board. This does not apply to designated funds such as PROP or Year of Evangelism (YOE).
6. All grants will be subject to a progress review by the WI NAM Board and/or the WI NAM Executive Committee.

ARTICLE VI
PROGRAMS OF WISCONSIN NORTH AMERICAN MISSIONS

Section 1: PENTECOSTALS REACHING OTHER PEOPLE (PROP)

1. To help local assemblies throughout the Wisconsin District identify with and financially support its NAM works and pastors, a “partner in missions” concept will be used.

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2. The name of the program shall be Pentecostals Reaching Other People (PROP).
3. PROP qualifications and enrollment:
 - a. Only WI NAM works will be eligible for this program.
 - b. A missionary has the option of requesting not to receive the funds, if they so desire.
 - c. Each newly approved missionary will meet with the WI NAM Board to present their vision for the church and their financial needs.
 - d. A missionary can apply for PROP support, after meeting with the WI NAM Board, by filling out the *PROP Enrollment Application* and submitting it to the WI NAM Director.
4. The WI NAM Board will review the application for PROP funding. The WI NAM board will then forward the application and make their recommendation to the WI District UPCI Board for final approval.
5. Once approved, monthly PROP pledges will be requested from the Wisconsin District churches by the WI NAM Director, or designee, through direct communication with churches/pastors or by way of an appeal at Wisconsin District event(s).
6. Funds received under the PROP program shall be considered designated funds and will be disbursed as outlined in Article V of this policy and the WI NAM *Operations Handbook*.
7. The PROP program will cease for each work at the conclusion of their five (5) year NAM status.
8. The PROP program will be managed by the WI NAM Board. For more details regarding PROP, please see the WI NAM *Operations Handbook*.

Section 2: YEAR OF EVANGELISM (YOE)

1. The YOE program exists to help provide assistance for approved evangelist of the UPCI to minister in WI NAM works.
2. YOE funds will be raised through the PROP program and will be available to WI NAM works for revivals and special outreach activities.
3. Disbursement of funds, types of outreach activities and a list of approved evangelists shall be included in the budget and plans submitted to the WI District UPCI Board at the annual planning session.
4. The YOE program will be managed by the WI NAM Board. For more details regarding YOE, please see the WI NAM *Operations Handbook*.