

SAMPLE DAUGHTER WORK POLICY

1. *Ministry.* Joe Doe will serve as the pastor for the approved daughter work of First UPC (the mother church). The daughter work pastor's primary responsibility will be to evangelize and disciple people in the designated area.
2. *Church Membership.* The daughter work pastor and family, along with all team members and their families will be members of the mother church, and they are encouraged to participate in the main services and activities. They will attend at least one service per week at the mother church.
3. *Accountability.* The daughter work pastor will report directly to the senior pastor and is also encouraged to consult the associate pastor for assistance and advice. In the organizational structure of the mother church, the daughter work pastor is considered a pastoral assistant.
4. *Ministerial Responsibilities.* The daughter work pastor's responsibilities are as follows:
 - a. Conduct all daughter work services and activities, coordinating with the senior pastor. Special services and guest speakers should be approved by the senior pastor.
 - b. Maintain contact records on all visitors and regular attendees (name, address, telephone, email), follow up all visitors and absentees, and conduct outreach activities, including home Bible studies.
 - c. Provide pastoral guidance and care to daughter work attendees.
 - d. Organize and administrate the daughter work congregation.
 - e. Meet regularly with the senior pastor (once a week or as designated), inform the senior pastor of all important developments, and submit a weekly attendance report.
 - f. Serve the whole church as a minister and attend the ministers' meetings. As applicable, the daughter work pastor's wife is urged to attend meetings of the ministers' wives.
5. *Participants.*
 - a. By mutual agreement between the senior pastor and the daughter work pastor, members of the mother church may participate in activities of the daughter work.
 - b. A few members may be transferred to the daughter work, in which case they will look to the daughter work pastor for their primary pastoral care and pay tithes to the daughter work.
 - c. Some members may be assigned to assist in certain roles for a designated time of six months to one year, subject to mutual review after that time. They will continue to look to the senior pastor for primary pastoral leadership and care, and they will pay tithes to the mother church. The daughter work pastor will keep the senior pastor fully informed of any issues or developments regarding them.
6. *Service Schedule.* Daughter work services will be at the times and locations agreed upon by the senior pastor and the daughter work pastor.
7. *Building.* Initially the mother church will provide the building, insurance, utilities, equipment, and supplies for daughter work services. As the daughter work grows and its budget permits, it will assume these financial responsibilities. If the daughter work shares the use of the mother church's building, it will be responsible to clean all areas after use.
8. *Vehicles.* A church van may be available to transport people for services and special trips. Its use must be scheduled according to church policy. The driver must be at least 25 years of age, with a valid driver's license and a good driving record. The group using the van is responsible to purchase gas and oil. (Oil should be checked weekly or on each out-of-town trip.) For vehicle maintenance, contact the designated coordinator.

9. *Finances.*
 - a. All income will be deposited every week with the mother church under the oversight of its treasurer, will be used for the benefit of the daughter work, and will be accounted for by a separate fund in the general ledger.
 - b. The mother church will keep financial records for the daughter work and generate financial statements as needed. The mother church's treasurer or bookkeeper will give a weekly offering report and a monthly financial report to the daughter work pastor and the senior pastor and will provide individual tithing reports upon request.
 - c. The treasurer or bookkeeper will pay bills and reimbursements according to the church's policies and a budget approved by the senior pastor. After the first year of operation, the daughter work pastor will submit an annual budget for approval by the senior pastor and is accountable to operate according to that budget.
 - d. As income increases, the spending priorities shall be determined jointly by the senior pastor and daughter work pastor. Priority will be given to: (i) facilities expenses, with the goal of acquiring land and building; and (ii) support for the daughter work pastor, with the goal of full-time employment.
 - e. When there is sufficient tithing income, the daughter work pastor will receive a monthly housing allowance and/or salary as approved by the senior pastor.
10. *Expenses.* The daughter work pastor will be entitled to reimbursement of all ministerial and church-related expenses in accordance with the mother church's accountable expense reimbursement policy, up to a maximum of \$100 per month or the money available in the daughter work fund. Specific types of reimbursable expenses include mileage, gas and oil for the church van, business entertainment, supplies, research, and ministerial dues. Any expenses over \$100 should be approved in advance by the senior pastor.
11. *Policies.* Unless otherwise specified, all policies of the mother church shall be in effect for the daughter work, including the guidelines for leadership and public ministry.
12. *Other Ministry and Trips.* The daughter work pastor is expected to have some outside speaking engagements and trips. The schedule should be coordinated with the senior pastor.
13. *Self-Governing Church Status.*
 - a. The daughter work is a ministry of the mother church, and as such it functions under the incorporation, bylaws, tax-exempt status, and affiliation of the mother church.
 - b. The long-term goal is for the daughter work to become an established congregation and to acquire its own affiliated church status with the United Pentecostal Church International. It must first demonstrate its ability to be self-supporting, self-propagating, and self-governing. The mother church intends to support this effort with prayer, guidance, finances, and volunteer assistance to the extent possible.
 - c. When the senior pastor and the daughter work pastor agree that the time is right, the daughter work will apply to the district to become a self-governing, affiliated church.
 - d. When the daughter work receives approval as a self-governing church, it will be set in order with its own incorporation, bylaws, policies, and insurance.
 - e. The assets designated for the daughter church's exclusive use will be transferred to the new legal entity, along with any related liabilities. If the mother church has invested any funds in land or building for the daughter work, it may ask the daughter work to execute a lien in favor of the mother church for the amount invested. This lien must be paid if the daughter work ever sells its property or disaffiliates from the UPCI.

- f. If the new church continues to use facilities of the mother church, it will pay a monthly use fee for utilities, maintenance, and wear and tear.
 - g. If the mother church continues to pay a loan on land and/or building of the new church, then title shall remain in the name of the mother church, and the new church shall make payments to the mother church. When the daughter church pays off the loan or secures financing in its own name, then title shall be transferred to the new church, along with the associated equity.
14. Either the senior pastor or the daughter work pastor may terminate the employment of the daughter work pastor by giving thirty days' notice. The time of notice may be shortened by mutual consent.
 15. These arrangements may be modified by mutual consent.
 16. This policy is not intended to be a legally binding contract but simply a mutual understanding of the working relationship. If any misunderstandings or disagreements arise and the two ministers cannot resolve them, they will ask the district superintendent or the sectional presbyter to help them with mediation or arbitration.