

**COMMUNITY OF CHRIST**  
**ROCKY MOUNTAIN USA MISSION CENTER**  
**GUIDELINES AND OPERATING PROCEDURES**  
Amended (11/07/09)

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## I. OVERVIEW

The Rocky Mountain USA Mission Center (RMMC), established on June 1, 2003, is a jurisdiction of the Community of Christ. At present, there are 30 participating congregations:

Alva-Hulett, WY	Glenwood Springs, CO
Aurora, CO	Grand Junction, CO
Applewood, CO	Greeley, CO
Brighton, CO	Greenwood Village, CO
Casper, WY	Imperial, NE
Chadron, NE	Laramie, WY
Cheyenne, WY	Longmont, CO
Colorado Springs, CO	Loveland, CO
Delta, CO	North Platte, NE
Denver, CO	North Valley, CO
Durango, CO	Pueblo, CO
Farmington, NM	Scottsbluff, NE
Fort Collins, CO	Seibert, CO
Fort Morgan, CO	Tribune, KS
Genoa, CO	Yuma, CO

Total congregational enrollment is approximately 2,300. The geographic boundaries of the mission center are: (1) All of Colorado; (2) Wyoming, except for the northwest corner of the state; (3) western Nebraska; (4) northwest Kansas; (5) northwest New Mexico.

These ‘Guidelines and Operating Procedures’ reflect the principles under which the programs of the mission center are administered. Periodically, when the need arises, the mission center staff revises this document and presents it to the mission center conference for approval. If there is a conflict between these guidelines and the World Church policies, the World Church policies take precedence.

## II. CONGREGATIONS

### A. Leadership

The pastor is the presiding officer of the congregation. The pastor is annually elected at an appropriately convened congregational conference. Normally, a member of the mission center council presides during the pastor election.

The congregational financial officer is appointed by the mission center financial officer and annually sustained at a congregational conference. The congregational financial officer is responsible for accounting and reporting finances and monitoring legal and risk management issues.

Other than the pastor and financial officer, congregations are free to organize as they deem necessary to promote the congregation’s vision of Christian mission.

## B. Priesthood Calls

Calls to the offices of deacon, elder, priest, teacher are initiated by the congregational pastor, mission center president or field apostle. After receiving administrative approval as per the guidelines set by the First Presidency, the call is presented to the candidate. If accepted by the candidate, the call is presented to a congregational conference for approval. Prior to ordination, the candidate also is expected to complete the educational requirements set by the First Presidency.

Congregational conferences do not approve calls to the offices of bishop, evangelist, high priest, seventy. These priesthood calls are processed through World Church officers and approved at either the mission center conference or World Conference.

## C. Congregational Conferences

Normally, congregational members and the mission center president are given, at least, two weeks notice prior to any congregational conference. Congregations may consider legislation and business issues relating to congregational affairs. They may also consider legislation relating to the affairs of the mission center or World Conference and recommend its enactment by the mission center conference.

Congregational conferences are convened at least once annually and include: (1) election of pastor; (2) sustaining of financial officer; (3) election of delegates and alternates to the mission center conference; (4) approval of annual budget.

## D. Youth Worker Protection

All adults who have ongoing contact with youth under the age of 18 years will be 'Registered Youth Workers' as defined by the World Church Forefront Ministries. These adults include, but are not limited to: Sunday school teachers; youth leaders; retreat staff; home visitors; transportation providers. All priesthood members are expected to undergo the youth registration process.

Any person serving as staff or a counselor-in-training (CIT) for an activity must be at least 3 years older than the people they are supervising. Teenagers are also encouraged to undergo the registration process in order to serve as CITs.

## E. Financial Audit

Each congregation submits an annual audited financial statement to the mission center president and financial officer by April 1<sup>st</sup> of the following year. The statement includes reconciled account balances and a summary of the income and expenses for the calendar year. The congregation should select an auditor who is familiar with good accounting practices. Normally, a member of the congregation

serves as the auditor. If the congregation is unable to find an appropriate auditor, the mission center financial officer will assist in identifying someone.

The mission center financial officer is a signatory on all congregational bank accounts.

### III. MISSION CENTER STAFF

#### A. President and Financial Officer

The World Church appoints the mission center president and financial officer through procedures established by the First Presidency. Although two different individuals may serve in the respective roles, the Rocky Mountain Mission Center (RMMC) has one person serving in both capacities when possible and appropriate. The RMMC president/financial officer (P/FO) is annually sustained by the mission center conference and presides over its program.

The mission center P/FO is the primary representative of the World Church and is responsible for the care and direction of the RMMC congregations. The P/FO supervises the congregational support ministers, congregational pastors and financial officers, mission center program directors and administrative staff. The P/FO also consults with the mission center council and solicits diverse perspectives and feedback from members to enhance the programs and administration of the RMMC. The P/FO provides an annual report to the mission center conference, including an audited financial statement.

#### B. World Church Ministers/RMMC Ministerial Staff

World Church ministers assigned to the RMMC, and not serving as P/FO, provide ministry in the following positions: Mission Coordinator and Mission Developers are assigned to 1 or 2 congregations focusing on creating mission focused congregations over a significant amount of time, to be determined by mutual conversations between the congregation and the minister. They also support mission center ministries such as mission center conference, retreats and reunions. They have minimal administrative responsibilities and are supervised by the mission center president.

#### C. Council

The purpose of the RMMC council is to advise the mission center president on issues affecting the mission, programs and ministry of the members in the mission center. The council is not an administrative or legislative body. Members of the council, however, may be asked to attend congregational conferences and provide a facilitating presence when important issues are discussed, such as the election of a pastor or the launch of a building program.

The council is appointed by the mission center president and annually sustained by the mission center conference. The pastor, or a person designated by the pastor, of each congregation will be invited to serve on the council. All World Church ministers assigned to the RMMC serve on the council.

The council meets using a variety of communication technologies as well as physical meetings. Meetings are convened on an “as-needed” basis.

D. Program Directors

Activities sponsored by the mission center are coordinated by program directors appointed by the mission center president. Normally, the mission center president appoints persons recommended by the prior year program directors. If the activity does not have a line item in the mission center budget, the activity is presumed to be self-financed, i.e. income from the activity pays for the expenses.

Mission center sponsored activities include, but are not limited to: camps; retreats; family camps; classes and training sessions; mission center conferences. These activities are in addition to the many congregational programs in which members from other congregations are invited and welcomed.

E. Recorder

The RMMC recorder, appointed by the mission center financial officer, coordinates the membership records issues of the mission center. If congregational recorders are not on the MIS/Shelby system, additions and changes to membership life events are sent to the RMMC recorder. The RMMC recorder mails semi-annual reports to congregational recorders not on the MIS/Shelby system. If congregational recorders are on the MIS/Shelby system and need assistance, the RMMC recorder is available for consultation.

F. Secretary/Historian

The RMMC secretary/historian, appointed by the mission center president, takes minutes of the mission center conference business sessions and notes specific items of interest reported during the year.

G. Administrative Support

The RMMC employs part-time individuals to work as administrative staff. These individuals provide secretarial, bookkeeping, record keeping, communication and scheduling support functions. Although some of these responsibilities are handled by volunteers, normally, they are done by compensated individuals.

#### IV. CAMPGROUNDS

Two campgrounds operate in the RMMC. Camp Paradise is located near Wheatland, Wyoming. Camp Big Spruce is located near Cedaredge, Colorado. Each campground is managed by a Board and maintains its own set of financial and operating records. Normally, funding from the mission center budget is not needed to sustain the operations of the campgrounds. The mission center, however, may be requested to facilitate capital improvement projects. Members of the Board are elected at the annual mission center conference. The existing Board is the nominating committee, but nominations from the mission center conference floor also are accepted. See Appendix B and Appendix C for the By-Laws for each campground.

#### V. TRAINING AND EDUCATION CENTERS

##### A. Purpose

The RMMC, with the concurrence and support of congregations, sets up training and education centers to facilitate inter-congregational and community learning and fellowship opportunities. These centers are equipped with appropriate site access, space accommodations and audio-visual equipment. Ideally, every congregation would have adequate facilities to promote regular training and education activities; however, the RMMC focuses on specific locations to maximize resources.

##### B. Minimum Criteria

The minimum criteria for a location to be a viable training and education center are:

- (1) Ease of access for community members and church members from several congregations.
- (2) Table seating and adequate parking for 25 or more people.
- (3) Adequate heating and cooling systems for year-round use.
- (4) Adequate kitchen facilities for meal preparation.
- (5) Adequate restroom facilities.
- (6) Adequate audio-visual equipment for multi-media presentations.

#### VI. RETREATS, CAMPS, REUNIONS

##### A. Youth Retreats

The RMMC sponsors youth retreats to enhance congregational ministries. The retreats are organized by program directors who may either be volunteers or compensated staff. All counselors are registered youth workers and the guidelines of the World Church Forefront Ministries and Risk Management departments are followed. Every camper has a registration form signed by a parent or legal guardian.

The RMMC subsidizes the retreats by: (1) paying the registration expenses of the counselors; (2) keeping registration costs at nominal rates, usually below actual expenses; (3) providing camperships for youth with financial needs. Many congregations also provide financial support for their youth attending the retreats.

B. Young Adult Retreats

The RMMC sponsors periodic young adult [ages 18-35] activities and retreats to enhance congregational ministries. Specific details of these retreats vary depending upon the planned activities and program directors.

C. Adult Retreats

The RMMC sponsors adult retreats to supplement congregational ministries. . The retreats are organized by program directors who may either be volunteers or compensated staff. Although these retreats normally are self-financed, the mission center budget may subsidize the expenses when guest ministers from outside the mission center are a part of the program.

D. Summer Youth Camps

The RMMC sponsors summer youth camps as significant extensions of congregational ministries. The camps are organized by program directors who may either be volunteers or compensated staff. All counselors are registered youth workers and the guidelines of the World Church Forefront Ministries and Risk Management departments are followed. Every camper has a registration form signed by a parent or legal guardian.

The RMMC subsidizes the camps by: (1) paying the registration expenses of the counselors (Spectacular excepted); (2) keeping registration costs at nominal rates, usually below actual expenses; (3) providing camperships for youth with financial needs. Congregations also are encouraged to provide financial support for their youth attending the camps.

E. Summer Family Camps

The RMMC sponsors summer family camps (reunions) as significant extensions of congregational ministries. The camps are organized by program directors who may either be volunteers or compensated staff. Normally, guest minister(s) from outside the mission center, and mission center staff person(s), are invited to provide lead ministry.

At present, the planned annual summer family camps are:

- Rocky Mountain Mission Center 1 – Paradise Family Camp
- Rocky Mountain Mission Center 2 – Big Spruce Family Camp
- Rocky Mountain Mission Center 3 – Rockies Family Camp

The RMMC financial participation is different for each of the summer family camps due to significantly different jurisdictional arrangements in place prior to the formation of the mission center.

## VII. MISSION CENTER CONFERENCES

### A. Delegates

The RMMC is organized to hold delegate mission center business sessions at the mission center conferences. Delegates are chosen by the congregations, each delegate having voice and vote at the business sessions. Each congregation elects one delegate for each 25 members enrolled in their congregation with a minimum of three delegates per congregation. Congregations also elect alternate delegates to serve in the event their selected delegates are not able to attend the conference. In addition, all World Church Ministers assigned to the RMMC are delegates.

All conference attendees may attend the business session but only delegates have voice and vote. Normally, delegates are advised two weeks in advance of matters to be brought before the conference.

### B. Mission Center Business Items

The purpose of conferences is to invite all members and friends connected with the mission center to gather for fellowship, challenge and encouragement. The focus is to help congregations and individuals fulfill their Christian calling. The agenda includes worship, classes and training, committee meetings, fellowship, recreation, and business sessions. Business sessions are expected to require minimal time and primarily focus on approving the budget, sustaining officers, handling legislative items and approving priesthood calls to the offices of bishop, evangelist, high priest and seventy.

All primary resolutions to be acted upon in the business session must be received by the mission center office thirty (30) days before the conference so they can be distributed to congregations at least 2 weeks prior to the conference. Issues determined to be of vital importance by the mission center president or by a two-thirds majority of the conference delegates may also be considered during the business session without prior notification.

### C. World Conference Issues

Delegates to World Conference are elected at the mission center conference. Normally, candidates are listed by congregation on the election ballot. Mission center business sessions also may approve legislation for presentation to the World Conference. Only delegates have voice and vote when these issues are presented at the mission center conference.



## VIII. BUDGET AND ASSESSMENTS

### A. Budget Preparation and Approval

The mission center president and financial officer prepares the RMMC budget with input from all the program directors and staff. The budget is sub-totaled in three segments: Administrative; Program; and Ministerial. One of the key responsibilities of the mission center council is to review the budget and provide comments on the line items. Normally, the mission center council meets at least four weeks prior to the mission center conference to review the budget. The budget is sent to the delegates for review at least two weeks before the mission center conference. The budget is approved by a mission center business session vote.

### B. Congregational Generosity Based Giving

In 2008, the Rocky Mountain Mission Center transitioned from congregational assessments to Generosity Based Giving. Currently, each congregation is given the opportunity to provide financial support to the annual mission center budget. This is considered at annual congregation business meetings. Congregations decide themselves, asking the question “How much do we hope to give in support of the mission center?” The mission center does not set an amount for each congregation, but communicates the need of support for the mission center budget.

### C. Expansion Fund Earnings

Normally, the mission center program and ministerial expenses are covered by Expansion Fund earnings. The expansion funds are invested in the World Church Affiliate Pool. In 2009, the mission center adjusted the formula calculating the amount of Expansion Fund Earnings. A maximum of 6% of the last 5 year average of the expansion fund balance is available for financing the mission center budget. By using the average expansion fund balances of the last 5 years, the funds available to the mission center budget will provide more stable income even during times of drastic market fluctuations, while maintaining the sustainability of the fund. The 6 percent rate is recommended by the Presiding Bishopric as a sustainable rate for this method of funding, using earnings from invested funds. Any earnings not used for the budget may either be kept in the Expansion Fund or awarded as grants by the mission center council to applicants presenting ministry enhancement proposals.

## IX. INTERNAL CONTROL PROCEDURES FOR FINANCES

### A. General Principles

Internal control procedures for mission center finances are in place to protect the church as well as the individuals charged with the responsibility of handling the

funds, accounts, income and expenses. A general principle of internal control is no individual has sole authorization to receive funds, disburse funds, make journal entries and/or set up accounts. An internal auditor approved by the Presiding Bishopric of the church annually audits the mission center books and prepares a statement to the mission center conference.

#### B. Financial Statements

The mission center financial officer provides quarterly income and expense statements and balance sheet reports to the mission center council by the 5<sup>th</sup> week following the end of the quarter. The RMMC follows a fiscal year beginning on January first. In addition, the mission center council may request additional reports be sent to selected individuals who have specific expertise in reviewing financial statements.

#### C. Bank Accounts

The mission center financial officer is responsible for all mission center accounts and funds. Normally, another signatory is appointed by the financial officer to facilitate uninterrupted payment of bills. The Presiding Bishop of the church also is a signatory on all mission center accounts. The mission center bookkeeper is not an account signatory.

In some situations, bank accounts are opened and maintained for specific program purposes. These programs typically have a high number of income and expense transactions not directly processed by the mission center financial officer or bookkeeper. Examples are:

- Family Camp accounts
- Campground accounts
- Youth activity accounts

The appointed program financial officer, the mission center financial officer and one or two other designees are the signatories on the account. These accounts are annually audited as part of the mission center finances.

#### D. Receiving and Disbursing Funds

Normally, all funds received as income to the mission center are logged (date, payer, amount, description) by the secretary and forwarded to the bookkeeper for deposit and recording on the electronic financial accounting system. Copies of deposited checks are kept in the bookkeeper's files.

Normally, all disbursed funds on behalf of the mission center are made by checks prepared by the bookkeeper and signed by the mission center financial officer or the designated signatory. Copies of checks are kept in the bookkeeper's files.

Normally, all bank statements are opened by the mission center financial officer, or a designee, for review prior to the bookkeeper performing a reconciliation to the general ledger.

## X. APPENDICES

- A. World Church By-Laws
- B. Big Spruce Campground By-Laws
- C. Camp Paradise By-Laws