

INTEROFFICE

To: All Ministerial Manual Holders

Date: June 28, 1976

Department:

Subject: Pastoral Instruction Update

From: Ministerial Services

Enclosed are four revised Pastoral Instructions:

2.9.1 License to Marry
2.16.6 Social Activity Insurance
4.5.3 Fleet Program
4.5.9 Vacation

and one new one;

2.3.2 Post Office Boxes

- There is significant change in the vacation policy. Ministers with 3-8 years seniority will receive one more week of vacation per year than under the previous policy. Those with 1-2 years seniority are allowed to attend the Feast with their congregation and take two weeks vacation at some other time.
- The License to Marry has been altered to reflect the fact that local elders may perform the marriage ceremony under certain circumstances.
- Social activity accident insurance is no longer available through Courier Insurance to those outside of California.
- Changes in the fleet policy will normally affect only those who are getting a new car.

Note: Please remove and destroy Pastoral Instruction 1.2.3 Church Administration Organization Chart as it no longer applies.

SUBJECT

LICENSE TO MARRY

DATE

May 3, 1976

NO.

2.9.1

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POLICY

Marriages are normally performed by those ministers ordained to Preaching Elder, Pastor, or Evangelist rank. Local Elders may perform the marriage ceremony when delegated to do so by the church pastor.

IMPLEMENTATION

Some states require that a minister be authorized by the state, county or city before he performs a marriage.

The ministry must comply with any legal authorization procedures before performing marriages. It is always advisable to check with the appropriate authorities that issue marriage licenses and ascertain if any such authority need first be applied for in your locality.

SUBJECT

SOCIAL ACTIVITY INSURANCE

DATE

May 27, 1976

NO.

2.16.6

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DAMAGE TO FACILITIES

The Church maintains a general liability insurance policy that covers the Church from claims or suits arising out of our using rented facilities during Church social activities. If the individual from whom you rent the facilities requests a certificate of liability insurance, you can obtain one by writing or calling our insurance broker, John St. John. His address is 251 South Lake Avenue, Pasadena, California 91101. His telephone number is (213) 449-4774.

PERSONAL INJURIES TO MEMBERS

The Church does not have insurance to cover injuries to individuals at social activities. It is advisable to have such insurance coverage, but it must be arranged and financed locally. It is inexpensive and a good investment. The Hartford Insurance Company has been recommended for good group activity insurance plans.

SUBJECT

FLEET PROGRAM

DATE

May 26, 1976

NO

4. 5. 3

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OVERVIEW

The Church will strive to furnish a fleet car or provide mileage reimbursement for all driving required of the Field ministry in fulfilling ministerial duties.

POLICY

Each individual with a fleet car is required to pay a monthly rebate fee to cover personal driving expenses. The rebate fee includes gasoline for all personal use EXCEPT VACATION OR FESTIVAL TRAVEL. Instead of having the drivers report and pay for personal mileage on the fleet cars, we are charging a standard rebate. The driver rebate IS NOT TAX DEDUCTIBLE.

The following list of vehicles is offered for the ministerial fleet program. This selection was made based upon the following considerations:

1. Purchase price and resale value.
2. Manufacturer's rebates and factory warranties.
3. Operational expense based upon repair costs, fuel mileage, and insurance expense.
4. Providing the varied needs of the ministry.

This list of approved vehicles will be revised periodically as we continue to assess the previous considerations. However, this is the current approved list from which each minister on the fleet program can make his selection.

All individuals will automatically be assigned a Datsun 610 when first added to the fleet program. Individuals receiving replacement vehicles may choose from any vehicles on the list.

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DATE

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APPROVED VEHICLES AND REBATE FEES

Compacts:

\$25/mo.

Datsun--610 Sedan Series

\$30/mo.

Datsun--610 Station Wagon

Intermediates:

\$40/mo.

Dodge Aspen Sedan
Plymouth Volare Sedan
Plymouth Fury Sedan

\$45/mo.

Chrysler Cordoba
Chevrolet Monte Carlo
Dodge Aspen Station Wagon
Plymouth Volare Station Wagon

Full Size:

\$60/mo.

Plymouth Sedan Gran Fury

\$70/mo.

Plymouth Gran Fury Station Wagon
Plymouth Van

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FLEET PROGRAM

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ACCESSORIES

Accessories become a rather significant expense in the purchase of new fleet vehicles. Standard accessories that can be selected are:

1. AM-FM stereo radio (optional with tape deck)
2. Cruise control

or a \$200.00 maximum. These accessories will be added to the standard rebate fee as a biweekly payroll deduction.

All other accessories selected by an operator must be paid in cash. This stipulation is in order to provide the maximum number of fleet vehicles for the Field ministry with the budgetary funds available.

NON-FLEET OPTION

Each minister will be contacted when it becomes economically feasible for the Church to supply him with a fleet car. At that time he may elect to drive his own vehicle and receive monthly reimbursement or be provided a fleet vehicle. Ministers currently on the fleet program will have the non-fleet option at the time of vehicle replacement. If the minister chooses mileage reimbursement, he will be responsible for all operating costs including gasoline, maintenance, insurance, and replacement. He will be expected to drive a reasonably new, well-maintained car. See Pastoral Instruction #3.2.7.2 "Mileage Reimbursement" for current reimbursement rates. Note that non-fleet option rates are lower than the standard mileage reimbursement rates since it is normally more economical for the Church to provide a fleet car.

Re-entry into the fleet program, once a minister has opted to operate his own vehicle, will be reconsidered after one year.

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REPLACEMENT OF FLEET VEHICLES

Normally, fleet vehicles will be replaced prior to reaching 60,000 miles. This is to ensure the best operational level for the operator and the best resale advantage.

Replacement, however, may be deferred under these conditions:

- a. When finances do not permit replacement at the normal mileage level.
- b. When a minister is scheduled for a sabbatical, since driving will be limited while at college.

In any case, the fleet manager will determine when a vehicle is replaced based upon approval by the Financial Affairs office.

DELIVERY OF NEW CAR TO OPERATOR

The fleet manager is responsible for determining the place of purchasing of all vehicles. A vehicle purchased outside the use area must be delivered to the operator as a portion of fleet expense.

Should the operator desire to pick up his own vehicle at the point of purchase, reimbursement will be provided for fuel and oil only. All meals, lodging, and ancillary costs will be considered personal.

In an exceptional case where the fleet manager considers it financially expedient to have the operator pick up his own vehicle, travel, meal, and lodging expenses will be reimbursed but only to the extent authorized in writing by the fleet manager.

IMPLEMENTATION

The current charges indicated in this policy will take effect when a new vehicle is received.

SUBJECT

VACATION

DATE

Jun. 23, 1976

NO

4.5.9

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GENERAL

Paid vacations are provided annually for all ministers for the purpose of rejuvenation and change of pace.

VACATION TIME

Vacation time will be granted ministers based on the number of years of continuous full-time service. The anniversary of the individual's full-time hire date is used to calculate the number of full years of service.

From his hire date until the third anniversary of it, a minister is eligible for two weeks of vacation per year that may be taken at any time acceptable to the church pastor. After the third anniversary he is eligible for three weeks vacation.

All ministers are normally required to attend the Feast of Tabernacles with their congregations at the assigned area. If a minister transfers to a different festival site, the Feast must be counted as vacation time unless he was requested to transfer by his area coordinator or the Festival Office.

Vacation time may be taken any time during the twelve months which immediately follow the anniversary of the individual's full-time hire date. Under normal conditions, vacations are non-cumulative and if not taken within the twelve-month period will be forfeited.

PLANNING AND REPORTING VACATION TIME

Vacation time planning and approval are the responsibility of the church pastor. He is responsible to see that the vacations of all ministers in the church area conform to the set guidelines and schedule them so there is minimum impact on the church area due to concurrent vacations of

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several personnel. All vacation time taken by employed ministers must be reported to Headquarters on the Pastor's Report.

VACATION PAY IN LIEU OF VACATION

Since the purpose of the vacation plan is to provide a change of pace for individuals in the field ministry, vacations may not be waived for extra pay. Upon termination all employees, regardless as to why they are terminated, will receive pro rata vacation pay for all earned but unused vacation time for the current year.

EFFECTS OF HOLIDAYS ON ADDITIONAL VACATION TIME

When a holiday which would warrant paid time off falls during an employee's scheduled vacation, that particular day is not counted as vacation time and can be taken off at some other time or used by extending the vacation accordingly.

EFFECTS OF LEAVES AND LAYOFFS ON VACATION ELIGIBILITY

Vacation eligibility is based on unbroken continuous service. As long as the continuous service record is not broken, full vacation eligibility remains intact. An approved leave of absence does not break vacation eligibility. If a minister is terminated through no fault of his own (layoff) and is later rehired to a full-time permanent position within the span of one year, the continuous service record is not broken and his previous vacation seniority is not forfeited. However, if the termination was for cause or if the layoff exceeds one year, in either case, the continuous service record is broken and previous vacation seniority is forfeited.