

# Church of the Nazarene Congregational Adoption Protocol

## USA/Canada Region

### *A Checklist for the creation of a Memorandum of Understanding between a Parent Church and a Church to be Adopted*

For use during the transitional period when a Church will become a Parent Affiliated Congregation (PAC) as a campus under the legal and organizational umbrella of the Parent Church.

Due consideration must be given to the history, ministry and membership of the PAC as it exists today.

### **Preamble**

In an effort to revitalize the ministry of some Churches of the Nazarene the Board of Superintendents approves the use of congregational “Adoptions” by an organized church.

An adoption and a merger are similar yet different. Mergers are covered in Manual Paragraph 105. A merger is usually two churches becoming one church in one location. An adoption is one church in two or more locations. It is a form of a multi-site church. The anticipated common expression is when a stronger church adopts a smaller church that is thereby prevented from closing. The *adopting* church breathes new life into the *adopted* church.

The *adopted* church may become a Parent Affiliated Congregation (PAC) of the *adopting* church which would be the Parent Church. The attached check list is provided to help during the transition time.

### **The Basic Presumption**

While situations may change it is the Basic Presumption of the PAC, the Parent Church and the District that the ultimate goal of this relationship is that the PAC will become a campus of the Parent Church on or before (date) \_\_\_\_\_.

This agreement will be reviewed on \_\_\_\_\_ (insert date) by representatives of; the District, the Parent Church and the PAC. The criteria for evaluation will include, but not be limited to: \_\_\_\_\_

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### **Governance**

- The Site/Campus Pastor will be a staff member of the Parent Church selected by \_\_\_\_\_
- The existing Board of the PAC will \_\_\_\_\_
- A PAC is a “Registered” Congregation with its own unique church number. As such a PAC may either have members or the members may be assimilated into the Parent church membership. The PAC will / will not (choose one) have members.

## Ministry During the Transition to Adoption

- The Main Service preaching at the PAC will be \_\_\_\_\_  
\_\_\_\_\_
- The anticipated schedule of services at the PAC site will be: \_\_\_\_\_  
\_\_\_\_\_
- Please describe the transition, if any in the ministries from the current orientation to the new: \_\_\_\_\_
- Oversight of PAC ministries shall be in the following manner: \_\_\_\_\_  
\_\_\_\_\_
- If necessary and applicable, the Parent church will cause the following renovation and/or repair to the building and grounds of the PAC site: \_\_\_\_\_  
\_\_\_\_\_

## The Responsibilities of the Parent Church

- The Lead Pastor of the Parent Church shall meet with the Site/Campus Pastor for mentoring and support on a \_\_\_\_\_ basis (suggested is weekly)
- The Parent Church makes this commitment to the care and support of the Site/Campus Pastor: \_\_\_\_\_
- The Parent Church will be providing to the PAC: \_\_\_\_\_  
\_\_\_\_\_

## Legal and Financial

- Deeds and titles to Real Property owned by the potential PAC will be in the name(s) of: (check all that apply) \_\_\_\_\_ The PAC \_\_\_\_\_ The Parent \_\_\_\_\_ The District \_\_\_\_\_
- The PAC will operate under the ministry of the Parent Church beginning on \_\_\_\_\_
- The responsibility for reviewing the financials of the PAC prior to adoption shall rest with: (check all that apply) \_\_\_\_\_ The PAC \_\_\_\_\_ The Parent \_\_\_\_\_ The District \_\_\_\_\_

## The following are all “Until the Adoption is Complete”:

- The PAC’s corporation (if applicable) will be kept current with the State.
- The Church Board of the Parent Church will serve as the Board of the PAC.
- If necessary the Board of the Parent Church will file restated Articles of Incorporation with the Secretary of State’s office.
- The PAC asks the District Superintendent for the following action (if any):  
\_\_\_\_\_.
- The Parent will assume the following from the PAC:
  - \_\_\_\_\_ Mortgages (please list)
  - \_\_\_\_\_ Debts (please list all major indebtedness)
  - \_\_\_\_\_ Other Liabilities (please list)
  - \_\_\_\_\_ Real Property Assets (please list)
  - \_\_\_\_\_ Other Assets (please list)

- The Parent assumes the following as their financial responsibility to the Site/Campus Pastor: \_\_\_\_\_.
- Financial accounting by the PAC will terminate on \_\_\_\_\_ (date) with responsibility for accounting to be assumed by the Parent on that date.
- The PAC will / will not (choose one) maintain a separate checking account. Details: \_\_\_\_\_  
\_\_\_\_\_.
- The offerings and receipts taken at the PAC will be handled in this manner: \_\_\_\_\_.
- Deposits will be made: \_\_\_\_\_.
- The manner of payment of bills and accounts of the PAC will be handled in this way: \_\_\_\_\_  
\_\_\_\_\_.
- The PAC has \_\_\_\_\_ insurance. Coverage will be transferred to the insurance of the Parent in the following process: \_\_\_\_\_  
\_\_\_\_\_.
- The name of the PAC will be \_\_\_\_\_.
- This name will be a (choose one) \_\_\_\_\_ Legal name change \_\_\_\_\_ DBA.
- Please describe any other mile markers on the “road to adoption”: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.