

CHANCELLOR'S TEN PRACTICAL SUGGESTIONS FOR CLERGY

1. Don't meet alone "in private" with another.
 - Use secretary, spouse or others for protection.
 - Use windows in office doors or open doors.
 - Use imagination for solutions.
2. Don't sign for the Church – contracts, deeds, checks.
 - Check the Discipline.
 - Limit personal liability.
 - Delegate; minimize personal overload.
3. Don't handle Church money; but understand and observe what is occurring.
 - Minimize embezzlement risk and temptation.
 - Insist on proper financial reporting, controls, audits and insurance.
 - Don't raid endowments or restricted funds.
 - Learn to understand a basic financial statement.
4. Use written contracts and policies.
 - See the Conference Treasurer, Chancellor for forms.
 - Ask other Churches for forms.
 - Reduce risk of treating people/employees inconsistently.
 - Use written "at-will" employment agreements.
 - Use your SPR Committee.
 - Examples include: leases; child protection policy; gift acceptance policy.
5. Adopt a written anti-discrimination, anti-harassment policy; put up posters and provide steps for reporting concerns; follow the policy.
6. Beware of environmental, hazardous substance issues in purchases and mergers.
7. Act only in your area of competence.
 - Don't write Wills.
 - Don't give medical or psychological advice.
 - Don't negotiate deals.
 - Get an attorney to review contracts or handle disputes with potential litigation.
 - Use a team approach.
8. Control access to and use of Church-provided Internet and email services.
 - Minimize risk of misuse, wrongful use.

- Have written policy on who can use, who can track use, who owns the archives.
 - Protect inviolate nature of pastor-communicant communications.
9. Live 10% under your means.
- This facilitates tithing and reduces risk of divorce, bankruptcy, tax violations and embezzlement.
 - Drive used.
 - Minimize debt.
 - Rely on one income, not two.
10. Never compromise your integrity – that will poison ministry, impacting you, family, peers, congregation, seekers and general public.
- When in doubt ask – D.S.; peers; Discipline.
 - When in trouble, seek help ASAP – avoid denial.
 - Know and follow your mission statement.

