

# 2021-2025 DISCIPLINE



**CONGREGATIONAL**  
HOLINESS CHURCH

3888 Fayetteville Hwy - Griffin, GA 30223 - 770.228.4833

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**DISCIPLINE  
of the  
CONGREGATIONAL HOLINESS CHURCH, INC.**

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**PREFACE**

**January 29, 1921**

Whereas: We wish to state, in assembling ourselves together, to organize a Congregational Holiness Church that it is with a spirit of sorrow that such a move becomes necessary, but we do honestly feel that the Spirit of the Lord demands a move of this kind. So, it is in obedience to God and respect to His humble followers that we organize a Congregational Holiness Church, setting forth the faith that is taught by the doctrines of Jesus Christ and the Apostles, which bring to one and all who accept salvation from sin and sinning and the Baptism with the Holy Ghost.

Our purpose is to follow the teachings of the Bible. So, in form of government, we believe in a Congregational Government, while no actions taken by the few or many will glorify God unless we let the love of God rule in our hearts and lives. But we observe how both State and Church have suffered when a few hold the reins of government. So, knowing by experience or observation the injustice and suffering that is brought on individuals when the whole assembly is not allowed a voice, we do, with the feeling of duty we owe to God and His followers, also with courage, organize the Congregational Holiness Church, believing a cry is already going up from many pure hearts for such a church. So, it is with a purpose in our hearts to glorify God that we present this form of government and Articles of Faith.

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**ARTICLES OF FAITH**

1. There is but One living and true God, the great Creator, and there are three Persons in the Godhead: The Father, the Son, and the Holy Ghost. Genesis 1:1-27; Matthew 28:19; I John 5:7.
2. We believe the Holy Bible to be the inspired Word of God. II Timothy 3:16; II Peter 1:20, 21.
3. We believe we are justified when we repent of our sins and believe in Jesus Christ. Mark 1:15; Acts 13:38-39; Romans 5:1.
4. We believe Sanctification to be a definite work of grace subsequent to Salvation. St. John 15:2, 17:16, 17; Ephesians 5:25-27; I John 1:9.
5. We believe in the Baptism with the Holy Ghost, and speaking in other tongues as the Spirit gives utterance to be the initiatory evidence of this experience. Acts 2:4, 19:6, 10:44-46. Since the Spirit gives the utterance when one is baptized with the Holy Ghost, we reject the teaching that one who has received the Baptism of the Holy Ghost can speak in tongues at will, without the Spirit prompting the utterance.
6. We believe in divine healing for the body. Acts 3:2-12, 9:32-43, 5:15, 16; James 5:14. We do not condemn medical science.

7. We believe every gift we receive from God, including divine healing, comes through the merits of the atonement. Romans 5:11; James 1:16-17.
  8. We believe in the operation of the nine Gifts of the Spirit. We also believe in the manifestation of the nine Fruit of the Spirit and recognize that these should be present in the life of every believer. I Corinthians 12:1-12; Galatians 5:22-23.
  9. We believe in the imminent rapture of the church, and the personal, pre-millennial Second Coming of our Lord Jesus Christ. Acts 1:10, 11; I Thessalonians 4:13-18; Revelation 1:7.
  10. We, as a church, believe in the eternal redemption of all saints who are faithful to the end. Matthew 24:13; Revelation 2:10. We reject the theory of “once in grace always in grace” regardless of conduct. I Corinthians 10:12; Galatians 5:4.
  11. We believe all who die out of Christ will be punished eternally, but those who die in Him shall share in His glory forever. Daniel 12:2; Matthew 24:46; St. John 5:29; Jude 7.
  12. We believe the Bride of Christ is composed of the entire spiritual church. I Corinthians 12:25; II Corinthians 11:2; Galatians 3:28, 29; Ephesians 4:16, 5:23-33; Revelation 19:7, 8.
  13. We believe in the sacredness of marriage between one man and one woman. We promote commitment to strong family values. Ephesians 5:31-33, 6:1-4; Hebrews 13:4; Matthew 19:5; Leviticus 18:22; Genesis 2:24.
  14. We require all our ministers to speak the same thing and that there be no division among us in doctrine concerning our Articles of Faith. I Corinthians 1:10.
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### **FORM OF GOVERNMENT**

1. This body of worshipers shall be known as the Congregational Holiness Church. Its form of government shall be congregational. We observe the latest edition of Robert’s Rules of Order as our standard of business procedure.
  2. The Articles of Faith, Form of Government, and Condition of Membership shall not be changed except by a majority of votes of all local churches membership present and voting.
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### **FEDERAL TRADEMARK**

That in consideration of the original symbol and logo of the organization, which includes our foundation, mission (World), message (Word), purpose (Cross), voice (Trumpet), unity (Ribbon) and identity (Congregational Holiness Church, Inc.), with the message: Trumpeting The Message Of The Cross To The World”--  
-be adopted as the perpetual seal for the Congregational Holiness Church, Inc., as originally designed in 1970 by our Fathers in the Faith, and shall from henceforth be used as our official emblem and seal, as well as a reminder of the principles, standards and callings to which we have been chosen and ordained by Christ from the origin and conception of the Congregational Holiness Church. This will be filed as a federally registered trademark for the CHC.

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## **CONDITIONS OF MEMBERSHIP**

1. Anyone admitted into membership of this church must know he or she is born of God. St. John 3:7; I John 3:9, 5:16.
  2. He or she must be in harmony with the Articles of Faith, also, must abstain from the use of tobacco, use of alcoholic beverages, abuse of drugs, the use of profane language, and other things that are contrary to holy living, and take the Bible as his or her rule of conduct. I Corinthians 3:16, 17; II Corinthians 7:1.
  3. Anyone who belongs to Oath Bound Secret Societies will not be received as a member of this Church. Reference to "Oath Bound Secret Societies" does not apply to Labor Unions, not oath bound. Matthew 24:26; St. John 18:20; I Corinthians 6:14, 18; Ephesians 5:12.
  4. Anyone having a spirit of uncleanness, such as homosexuality or lesbianism does not qualify for membership in the Congregational Holiness Church. Romans 1:26-32.
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## **PERSONAL COMMITMENTS**

1. We will demonstrate our commitment to Christ through spiritual examples of holy living.
  2. We will demonstrate our loyalty to God and our commitment to the body of Christ by good works, a godly walk, and faithful stewardship.
  3. We will only engage in activities that glorify God in our body and spirit. We will read, watch and listen to that which provides for our spiritual edification.
  4. We will live in a manner so pleasing to God that it will inspire trust and confidence from others and manifest the spiritual image of Christ.
  5. We will give priority to fulfilling family responsibilities, to preserving the sanctity of marriage, and maintain the divine order of the home.
  6. We will practice moderation in lawful things and abstinence in things that are offensive or which lead to addiction or enslavement.
  7. We will follow the Spiritual principles of modesty through our dress in a manner that will enhance our Christian testimony and will lend credence to our witness.
  8. We will demonstrate our Christian commitment to fulfilling our obligation to society by being good citizens, by decrying social injustices and protecting the sanctity of life by speaking out against abortion and euthanasia.
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## **CHURCH MEMBERSHIP**

### **TRANSFER OF MEMBERSHIP**

1. No Congregational Holiness Church member shall unite with another Congregational Holiness Church without a letter of transfer from their previous church.
2. A church letter of transfer shall not be issued without a written request from the secretary of the church with which the member desires to unite. This letter shall not be issued unless the majority of church board present and voting approves such action. The membership shall be informed when a name is dropped from the church roll.

3. No one can be a member of the Congregational Holiness Church and hold membership in any other organized or independent church. Membership in the local church shall be terminated immediately in such cases.
4. Backslidden members shall be dropped from the roll after counseling and application of scriptural principles. Galatians 6:1.

#### NON-ATTENDING MEMBERS

Any member of a local church who does not attend service at a church of which he or she is a member for a continuous period of six (6) months or who does not report to their church secretary or pastor in writing for the same period shall effectively forfeit their membership. Members who are attending college or serving in the armed forces of their country or suffering extended illness or those who are primary long-term caregivers to dependent or ailing family members or who are incompetent shall be exempt from the above ruling. The pastor shall explain the ruling to the new members when they unite with the church.

- a. Any minister dropped from the membership role by his/her local church shall be reported immediately in writing to their District Superintendent. The District Presbytery will be responsible to follow up at their discretion.
5. Any church member or Licensed/Ordained Minister who does not have a voice or vote in their local church will not be allowed to have a voice or vote in the District Conference or General Conference.

#### FINANCES

1. The General Superintendent shall receive a starting salary of \$60,770.00 per year with a maximum annual cap salary of \$75,000.00. His compensation shall also include utilities, dwelling, contents insurance, \$600.00 per month for health insurance, up to \$100.00 per month matching retirement contribution, and also ½ of the Superintendent's Social Security will be paid by the conference. When the General Superintendent travels within the continental United States on behalf of the church, his wife's expenses will be paid also. During Christmas and for Pastor Appreciation Day the Superintendent will receive one (1) week extra pay. All annual cost of living increase of salaries shall be recommended by the General Executive Board and approved by the General Committee, as funds are available. If the current General Superintendent is re-elected, we recommend for him to retain his current salary.
2. The Executive Director of World Missions shall receive a starting salary of \$52,500.00 per year with a maximum annual cap salary of \$65,000.00. His compensation shall also include utilities, dwelling, contents insurance, \$600.00 per month for health insurance, up to \$100.00 per month matching retirement contribution, and also ½ of the Executive Director of World Missions' Social Security will be paid by the conference. When the Executive Director of World Missions travels within the continental United States on behalf of the church, his wife's expenses will be paid also, and one trip outside the United States each year. During Christmas and for Pastor Appreciation Day the World Missions Executive

Director shall receive one (1) week extra pay. All annual cost of living increase of salaries shall be recommended by the General Executive Board and approved by the General Committee, as funds are available. If the current Executive Director of World Missions is re-elected, we recommend for him to retain his current salary.

3. The Mission USA Administrator shall receive a starting salary of \$45,000.00 per year with a maximum annual cap salary of \$55,000.00. His compensation shall also include utilities, dwelling, contents insurance, \$600.00 per month for health insurance, up to \$100.00 per month matching retirement contribution, and also ½ of the Mission USA Administrator's Social Security will be paid by the conference. When the Mission USA Administrator travels within the continental United States on behalf of the church, his wife's expenses will be paid also. During Christmas and for Pastor Appreciation Day the Mission USA Administrator shall receive one (1) week extra pay. If the current Mission USA Administrator is elected, we recommend for him to retain his current salary. All annual cost of living increase of salaries shall be recommended by the General Executive Board and approved by the General Committee, as funds are available.
4. The month of April each year is designated as First Fruits month. A First Fruits offering will be received during the month of April to accomplish the goals of the Mission USA Department.
5. The Mission USA Administrator is authorized, with the approval of the General Superintendent, to pay any minister pioneering a new work a monthly supplement of up to \$400.00 from the Mission USA Department for a period of six (6) months as funds are available. The Local District shall supplement a minimum of the same where the funds are available. This supplement must be applied for by the District Presbytery. The supplement may be extended with the approval and participation of the District Presbytery, Mission USA Administrator, and General Superintendent.
  - A. Homeland Missionary Supplement:
    1. The Mission USA Administrator, with the approval of the General Superintendent, is authorized to pay a monthly supplement of up to \$400.00 for a period of six (6) months to any qualified minister who is designated as a Mission USA Homeland Missionary whose sole purpose is moving to a new area to pioneer a new church as funds are available. The homeland missionary must apply for the supplement. The supplement may be extended, pending review of the progress of the new work for a period of six (6) months.
    2. An application for the Homeland Missionary Supplement (Mission USA Form #004) is available at the General Headquarters Office.
6. The General Women's Ministries Executive Director shall receive an honorarium of \$400.00 per month from the General Women's Ministries fund.
  - A. The Assistant Executive Director, the General Secretary and the General Secretary/Recorder shall receive an honorarium of \$100.00 quarterly as funds are available.
  - B. The National Director of Missionettes shall receive an honorarium of \$100.00 per month from the General Missionette's fund as funds are available.

- C. We recommend that the W.M. monthly dues for each local church be \$6.00.
7. The General Men's Ministries Executive Director shall receive an honorarium of \$150.00 per month, plus mileage as funds are available.
  8. The National Royal Rangers Commander shall receive an honorarium of \$100.00 per month, plus mileage as funds are available.
  9. All authorized persons shall be paid \$0.40 per mile when traveling in the interest of official church business. This will be paid from each respective treasury. Travel by common carrier shall be the actual expense incurred.
  10. The General Executive Board shall give consideration to compensating the secretaries for their services in the Pre-General Conference Committee meetings and the General Conference, as well as personnel taking and editing the Minutes and Discipline.
  11. The General Conference Minutes shall be made available online. We will continue to print the Discipline and provide the Minutes to those who do not have access to them online.
  12. The World Missions Department shall hire a part-time secretary as needed. Salary, bonuses, and fringe benefits must be approved by the General Executive Board.
  13. The monthly long distance phone calls made by the Continent Representative which are related to World Missions shall be reimbursed by the World Mission Department.
  14. All unsalaried Executive Board members shall be given an honorarium of \$100.00 per month.
  15. Tithes:
    - A. Licensed Persons Tithes:

All pastors and licensed personnel shall pay their tithes from their ministerial work monthly to the district secretary of the district where they hold membership. It shall be the pastor's personal option to pay their tithes from any or all secular income to the District Secretary of the District of which they are a member or to the local church where they hold membership.
    - B. Tithes Paid to Local Church:

Tithes of pastors and licensed persons received from secular work, other than ministerial work, shall be paid to the local church where they hold membership, if the senior pastor does not take the option of paying this tithe into their respective District. All lay persons shall pay their tithes into the local church where they hold membership. These tithes are to be paid into the local church's general operating account and cannot be earmarked by the payee. Tithes shall be paid as received on a continual basis.
    - C. Disbursement of Church Tithes:

Each local church secretary shall send 10% of all tithes and offerings received from the local church to the district secretary monthly. Special offerings for the departments of World Missions, Mission USA, and building funds shall be exempt from the 10%.
    - D. Tithes to General Treasury:

The district secretary shall send 15% of the tithes from the churches sent to him to the Office of Finance and Public Relations, monthly.

- E. All superintendents, sectional pastors, and ministers shall promote the financial structure of our church, tithe, and preach tithing.
16. Each local Sunday School and Youth Ministry shall deduct 10% from their regular offering. These amounts shall be sent to the district secretary who will make the proper disbursement. 20% of the 10% shall go to the General Office of Finance for proper disbursement.
  17. The fiscal year shall be January 1 through December 31. This brings the church into compliance with IRS regulations for reporting. At each General Conference, the financial statistical information shall be reported through April of the General Conference year.
  18. General Property Fund:
    - A. All ordained and licensed personnel shall pay \$20.00 per year and all lay members \$2.00 per year to the property fund. This money is to be paid no later than the Annual Conference in the respective districts. Each district may retain 10% of monies for the expense of collection. Honor Roll members are exempt from the General Property Fund assessment. The Minister's I.D. Card will not be issued until dues are paid.
    - B. In lieu of the \$20.00 per year, each ordained or licensed person may elect to pay a one-time fee of \$400.00 and be exempt from paying the yearly property dues. The Minister's I.D. Card will still be issued if the Minister is in good standing at the Annual Conference.
  19. Every church shall be required to comply with this financial structure. In the case of a church failing to comply, it shall be the responsibility of the District Superintendent with the sectional pastor to bring it to the attention of the pastor and the church board. It shall be the responsibility of the pastor to bring it to his church and to implement the same.
  20. Any local church, lay member or licensed person not complying with the above financial plan shall have no official voice in the local church, district, or general conference. Neither can he or she hold any official position or serve on any board in the local church, district or general conference.
  21. It is the obligation of the church to provide for the support of the pastors, evangelists, and missionaries. Luke 6:38, "Even so did the Lord ordain that they who proclaim the gospel should live of the gospel." 1 Corinthians 9:14.
  22. We recommend the following as a suggested pay scale for pastors in the full-time ministry:

<u>Church Attendance</u>			<u>Weekly Salary</u>
<u>Weekly Expenses</u>	<u>Total Weekly</u>		
1-50	590.00	715.00	125.00

51-100		621.00	
	140.00		761.00
101-150		654.00	
	149.00		803.00
151-200		696.00	
	156.00		852.00
201-250		727.00	
	163.00		890.00
251-300		784.00	
	172.00		956.00
301-350		810.00	
	181.00		991.00
351-400		853.00	
	192.00	1,045.00	
401-450		901.00	
	204.00	1,105.00	
451-500		928.00	
	219.00		
1,147.00			

ATTENTION: The 2021 pastoral pay scale is to be considered as starting salary. It does not include an increase for tenure or merit. In addition to these benefits, the church should provide housing or housing allowance and utilities, plus medical insurance and social security. Expense allowances are primarily for transportation. ADDITIONALLY: The local church board should consider a 3% pay increase annually.

We request that any church employing a full-time pastor having no secular employment, pay no less than the above schedule based on membership.

23. That all secretaries and treasurers, general, district and local churches, deposit all money in the bank in church name and reconcile books with bank statement monthly and all disbursements be made by check. Each district secretary shall send a monthly financial report to the Office of Finance. Each local church shall be supplied with a monthly report from their district.

24. The monies derived from the minister's tithes shall be disbursed as follows:

45% Retirement		5%
General Property Fund		
20% District Treasury	1%	Royal
Rangers		
20% General Treasury	1%	Missionettes
8% Mission USA		

25. General Office:

A. All salaries of the General Office non-elected personnel shall be recommended by the General Executive Board and approved by the General Committee. Also, one-half of their Social Security to be paid by the conference.

B. The General Superintendent and the General Executive Board will make recommendations when money will be transferred from the General Property Fund to the General Operating Fund and approved by the General Committee.

- C. The PCCNA and NAE dues shall be paid from the General Operating Fund.
  - D. The General Office of Finance assessments is to be set by the General Executive Board.
  - E. The expenses of former General Superintendents and their spouses to all General Events shall be reimbursed from the General operating Fund as funds are available. This will apply only if their expenses are not paid by another department or district.
  - F. The expenses of the General Executive Board incurred on any official business of General interest will be paid for by the respective department they are representing.
  - G. That all funds within all departments are to be used only for what they are designated for.
  - H. The expenses of the Director of History and Archives shall be paid for when he /she travels in the interest of their department from the General Operating Fund as funds are available and approved by the presiding General Superintendent.
- 26.** All scholarships awarded from the CHC (Hugh and Kathleen Bowling Scholarship, Mission USA Scholarship, Charles Hanson Memorial Scholarship, and any others) will be administered by the Mission USA office with approval of the General Executive Board.
- 27.** Charges made for each license application are as follows: \$15.00 for Local Preachers License, with an additional \$15.00 for Ordination License. These monies will be sent to the Office of Finance in Griffin to cover administrative costs. Districts may make an additional charge to cover their administrative costs and the cost of literature.
- 28.** Vouchers:
- A. The expense voucher will be used by all respective Districts.
  - B. All General expense vouchers and receipts must be approved by the General Superintendent before any checks are written.
  - C. Guidelines for vouchers:  
Those actual miles are paid from the place of residence to the site of the General event and return. Actual miles from restaurants/motels will be reported on the voucher. When authorized delegates ride together, only the driver of the car will report the mileage. A meal allowance of \$25.00 per day shall be given to all delegates to meetings on the General Church level. This includes General Committee members and district officials. Lodging expenses for authorized delegates shall be paid the night before the scheduled event through the night prior to closing, as long as the conference closes by 2:00 PM. If the delegates live more than 200 miles from the meeting place, lodging for the following night shall be paid at his option. When traveling with a non-delegate the authorized delegate would report the cost of single room rates on his or her voucher. All vouchers must be submitted on the last day of the scheduled meeting. Payments and adjustments to the districts will be made within one (1) week by the Office of Finance.

- D. Expenses incurred in General Committee Meetings, Pre-General Committee Meetings, and the General Conferences shall be paid on a pro rata basis by each district. All vouchers must be submitted to the General Office of Finance on the last day of the scheduled meeting. Each district shall be assessed with one (1) week following the meeting by the Office of Finance. Payments should be made by the district within four (4) weeks to the Office of Finance.
- 29.**The Pocket Secretary Calendar: The General Headquarters shall prepare a Pocket Secretary Calendar containing information of the General Church. These pocket calendars shall be funded by the General Church. Income generated by the sale of calendars will be placed in the General Operating Account.
- 30.**All ministers that are members of the former Retirement Program will be sent a gift of 45% of annual contributions on December 1, each year.
- 31.**No letter or correspondence soliciting funds is to be sent to our churches except it be for programs or endeavors adopted by the General Conference or General Committee. If due to some natural disaster such as earthquakes, floods, tornadoes, etc., an emergency need should arise, the approval of the General Executive Board, meeting in a called session, would be required before soliciting funds from our churches.
- A. No General or Departmental project that would necessitate a financial drive among the local churches is to be undertaken without the approval of the General Conference or General Committee.
- B. No District project that would necessitate a financial drive among the local churches is to be undertaken without the approval of the District Presbytery, or the Quarterly or Annual Conference.
- C. No individual or department of the local church shall undertake a project which would necessitate a financial drive among the local constituency without the approval of the Pastor or the local church body.
- 32.**No personal offerings for church officials or any individual other than missionaries or national workers on foreign fields will be received or disbursed by the Office of Finance.
- 33.**The local district shall pay the expense of the District Presbytery and their spouses to the Leadership Conferences.
- 34.**In emergency situations, the General Committee may alter finance and salary structure between General Conferences subject to the approval of the next General Conference.
- 35.**A Minister's Benevolent Fund will be established with the purpose of providing a love gift to every surviving Congregational Holiness Church minister/spouse in the event of the other's death. At the death of a C.H.C. minister or his or her spouse, a letter of notification will be sent from General Headquarters to every participating minister. Each minister receiving the letter would then send the stated survivor a \$10 love gift. If there is not a surviving spouse, the gifts would be sent to the estate. Participation in this Fund would be voluntary. Every minister would be given an opportunity to become a participant. If the minister chooses not to be a participant, his or her surviving spouse will not receive a benefit. To receive the love gift, one

must have been Ordained or Licensed in good standing for a minimum of five (5) years.

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### **AUDITS AND BONDING**

1. The General Executive Board shall audit the books of the Office of Finance and the Publishing House on the off years. (The term “off years” means the years in between officers’ election year.) All books of the Office of Finance shall be audited by a qualified auditor on the year of General Conference. The time of the audit shall be decided by the elected Finance Committee. The Secretary of Finance must be bonded.
2. The District Presbytery of each district shall audit the record books of all secretaries of works with district-wide activities on the off years. All district record books must be audited on the year of General Conference by a qualified auditor. This auditor cannot be a member of the District Presbytery. All district secretaries and treasurers must be bonded.
3. The local church board shall be responsible for seeing that an annual Audit of all the local church treasuries is made.
4. The General Executive Board shall formulate a booklet entitled, “Local Church Finance Minimum Standards” with the church property tax guidelines included. Booklet to be sent to each church and placed on the Website.
5. Acclaim that the Congregational Holiness Church, Inc., adopt and implement among its constituency, Estate Giving, to the Congregational Holiness Church, Inc. In the future, this will help to finance our work for the Kingdom of God.

### **CHURCH ORDINANCES**

**WATER BAPTISM:** We believe all Christians should be baptized with water. Baptism shall be administered by immersion by an ordained minister, or pastor if not ordained, “In the name of the Father and of the Son and of the Holy Ghost” according to the command of our blessed Lord. Matthew 28:19; Mark 16:16.

**THE LORD’S SUPPER AND FOOT WASHING:** All Christians are invited to partake of the Lord’s Supper and foot washing with us. Matthew 26:26-29; St. John 13:14.

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### **CONCERNING WAR**

Although we believe that government is ordained of God and that God’s children should be subject unto higher powers according to Romans 13:1-7, we believe that war is inevitable as long as we live in a sinful world. Therefore, we ask our members to follow their own conscience concerning the issue of war.

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### **CONCERNING SEXUAL IMMORALITY**

In recent years, the world has witnessed an increase in sexually related crimes. Unfortunately, some of these incidents have occurred within the church. Since laws differ from state to state we strongly recommend that you learn the legal requirements

in the area where you live. If you are ever confronted with an incident of this nature you must immediately fulfill all legal and moral requirements. As quickly as the legal aspects have been completed you should begin to minister to the spiritual and emotional needs of all parties involved. If you feel you are not qualified to provide adequate guidance seek professional help to ensure the most favorable outcome for all who have been affected.

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### **LEADERSHIP QUALIFICATION COURSE**

That all candidates for the General Executive Board, General Department Directors, and District Presbytery be qualified by the following prescribed process or as amended or changed by the GEB and approved by the General Committee.

1. The Leadership Qualification Course is for the purpose of preparing candidates for a leadership position within the CHC, Inc.
2. This course will equip individuals regarding the function of denominational positions in accordance with God's Word and the CHC Inc. Discipline.
3. It will ensure that all positions on the General and District level have leaders that understand the CHC heritage, its present purpose, and future vision.
4. It will also protect the CHC Inc. on both the General and District levels by making sure all candidates are committed to the CHC, Inc.
5. The GEB shall offer the Leadership Qualification Course annually.

### **GENERAL OFFICERS AND COMMITTEES**

1. The General Conference shall elect the following General Officers: General Superintendent, First Assistant General Superintendent, Second Assistant General Superintendent, General Secretary, and General Treasurer.

The above-mentioned personnel constitutes of the General Executive Board. Each member of this board shall be at least 30 years of age and must have been with the Congregational Holiness Church body as an ordained minister for ten (10) consecutive years with a good report. They must have a minimum of five (5) years pastoral experience in the Congregational Holiness Church and have completed the Leadership Qualification Course.

An Executive Director of World Missions shall be elected by this conference. He shall reside in the parsonage provided for him on general property in Griffin, Georgia. The qualifications for this office shall be the same as the Executive Board. He or she must have a minimum of three (3) years' experience of direct involvement in the World Missions field and must have completed the Leadership Qualification Course.

2. The General Committee shall be composed of the General Executive Board, District Presbyteries, Executive Director of World Missions, Mission USA

Administrator, General Women's Ministries Executive Director, and General Men's Ministries Executive Director, all of which must have satisfactorily completed the Congregational Holiness Church Leadership Qualification Course. The General Committee shall transact any general church business that will be of benefit to the work in general that may come before them between the General Conferences. General Committee Meetings will not be held on Saturday unless the General Executive Board deems it an emergency.

3. The General Superintendent with the General Committee shall have the authority to transact any business that will be of benefit to the work in general that will not conflict with the Discipline.
4. The Superintendent elected at each General Conference shall act as Chairman of the following conference. The Secretary of the preceding term will terminate his work when the General Minutes are prepared for printing.
5. No one shall be elected to more than one general office at any time, i.e., General Executive Board, World Missions Executive Director, Missions USA Administrator, Executive Directors of Women's Ministries, and Men's Ministries.
6. When there are conflicting interpretations on the wording of any item in the Discipline, the ruling of the General Executive Board shall be the official interpretation.
7. All department and general equipment, supplies and vehicles shall be used primarily for church-related purposes.
8. The local church shall pay all expenses of ordained pastors and lay delegates to the General Conference as a delegate. Expenses of clerical delegates shall be paid by their respective districts.
9. All minutes of the General Executive and General Department Boards shall be sent to each member of the General Committee. Minutes of all District Department Board meetings shall be sent to their respective District Superintendent and Secretary.
10. The policies, rules, and regulations adopted by the Quadrennial General or Biennial/Quadrennial District Conference can only be changed between conferences with a 2/3 majority vote.
11. The maximum number of years for all General Level positions shall be twelve years. This does not include any time he or she may serve out an unexpired term of another person. At the end of that 12 years, he or she may run for an additional term if the sitting General Conference, by a 2/3 vote, allows his or her name to be placed on the nominating ballot for another term. Once an ineligible individual has set out for one four-year term they are then eligible to run for any General Level position for which they meet requirements.
12. A Director of History and Archives will be appointed by the General Superintendent and approved by the GEB. He/she shall be appointed for a four-year term and the direct supervisor shall be the General Superintendent.

## **GENERAL CONFERENCE**

1. This body shall be composed of the General Executive Board, General World Missions Board, General Women's Ministries Board, General Men's Ministries Board, District Presbyteries, District Evangelism Coordinator, District World Missions Director, District W.M. Executive Directors, District Men's Ministries Executive Directors, District Christian Education Directors, the spouses of all General Committee members, all ordained ministers and all pastors, all retired ordained pastors and their spouses who are members of the CHC and are Christians, all ordained pastor's spouses who are members of the church and are Christians, one (1) delegate for every 12 members or fractional part thereof from the roll of licensed ministers, including those holding Christian Ministers License prior to August 1999. The same rules apply to Foreign Mission Districts.
2. An alternate delegate shall be elected for each clerical and licensed worker delegate. But, if the need arises, alternate delegates shall be eligible to serve as a substitute for any regular delegate in the licensed category for which they are qualified.
3. Each local church shall furnish one (1) lay delegate for each 50 active members or fractional part thereof from their church roll. The lay delegates shall be elected by their local church. It shall be the responsibility of the Pastor and Local Church Secretary to confirm that the delegates from their church comply with the financial plan set forth in the Discipline.
4. Said conference shall be called to order by its Superintendent.
5. Each district shall elect a representative from their respective district to serve on all committees for the next General Conference. Alternate delegates may serve on any committee if elected by the district for the next General Conference. No member of the General Executive Board shall be elected to serve on any of the General Conference Committees elected at the district level to serve through the General Conference, in order that they may be available for consultation with all the General Conference Committees. Each district shall elect their representative for these respective committees at the Annual Conference one (1) year prior to the General Conference. The prepared reports of each committee shall go directly to the floor of the General Conference. Any proposed change must be presented in writing to the Pre-Conference Committee. Any proposal submitted to the proper committee may be re-introduced to the floor of the conference if it is sponsored and signed by 20 members if the General Conference. Any proposal which was not submitted to a Pre-Conference Committee may be introduced to the floor of the conference if it is sponsored and signed by 50 members of the General Conference.

The General Superintendent shall advise the constituency of the time of the meeting of these committees, allowing any acceptable member of the Congregational Holiness Church to offer proposed changes.

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## **GENERAL EXECUTIVE BOARD AND DEPARTMENT HEADS' MEMBER TRIAL**

Charges against a member of the General Executive Board or a Department Head, considered to be legitimate by the majority of the board, shall place him under temporary suspension until the General Executive Board can execute an investigation. Charges shall be filed with the General Secretary. If the General Secretary should be the member against which charges are brought, then the charges shall be filed with the General Superintendent. The Executive Board shall choose three (3) members of the General Committee to go to the area and conduct a hearing and settle the case, if possible. The three (3) selected committeemen are authorized to suspend the accused, pending trial by the General Committee, if in their opinion there is evidence of misconduct.

The findings of the chosen three (3) members of the General Committee shall be returned to the Executive Board with whom the charges were filed. Said member shall supply the accused and the other members of the General Executive Board with a copy of their findings. If not successful in settling the case satisfactorily, the Executive Board member, with whom charges were filed, shall supply the defendant and the other members of the General Executive Board with a complete text of the charges informing them of the time and place to meet the General Committee. The defendant shall have no less than 20 days to prepare his defense.

The General Committee may acquit or expel the accused board member or department head according to their findings. If the defendant is found innocent, he returns automatically to his office. Upon acquittal or conviction, the Executive Board member, with who charges were filed, shall supply the defendant and the other members of the General Executive Board with a copy of the General Committee's judgment. Failure on the part of the defendant to appear and cooperate with the General Committee shall be sufficient grounds for expulsion. The defendant, having cooperated with the General Committee, if dissatisfied with the committee's decision, may file an appeal to the General Conference with the General Secretary. If the General Secretary should be the member against whom charges are brought, then the appeal shall be filed with the General Superintendent.

In the case of expulsion, death, or resignation of the General Superintendent, the remaining members of the General Executive Board shall immediately call a General Committee Meeting and the General Committee shall elect someone to fill the office until the next General Conference.

In the case of expulsion, death, or resignation of any other General Executive Board member or Department Head, the General Executive Board shall be authorized to officially accept the resignation. The General Committee shall elect someone to fill the office made vacant during the next scheduled General Committee Meeting.

In the event of the expulsion or resignation of any Executive Board Member or Department Head, his pay and benefits shall terminate 30 days from said date.

If at any time, a General Official or Department Head person has civil charges of immoral misconduct and or/sexual misconduct brought against them, that individual will be placed on automatic suspension by his respective board, until said charges are finalized. At such time, appropriate action will be taken. This suspension will be automatic.

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### **DISTRICT CONFERENCE**

1. Each District Biennial/Quadrennial Conference shall determine the time and place of sitting. It shall be composed of its Ordained and Licensed Ministers and their spouses, who are Christians and are members of the Congregational Holiness Church, including those holding Christian Ministry License prior to August 1999, District Women's Ministries Board, District World Missions Board, District Evangelism Board, District Christian Education Board, District Men's Ministries Board, and one (1) delegate from each local church for every 25 active members or fractional part thereof. It shall be the responsibility of the Pastor and Local Church Secretary to confirm that the delegates from their church comply with the financial plan set forth in the Discipline. It shall be called to order at the appointed hour by its District Superintendent.
2. The policies, rules, and regulations adopted by the Quadrennial General or Biennial/Quadrennial District Conference can only be changed between conferences with a 2/3 vote.

### **BUSINESS PROCEEDINGS GUIDELINES:**

1. Enrollment.
2. Fixing hours of business.
3. District Presbytery Report.
4. Hearing reports from Pastors, Evangelist, and Christian Ministry: If any member fails to report to his or her District Conference, in person or in writing for one year, he or she shall be dropped from the Ministerial roll. This does not include ministers on the honorary roll or for serious illness and foreign missionaries in the field.
5. Hearing reports from local churches.
6. Report of Committees.
7. Licensing and ordaining of applicants. Also, receiving ordained and licensed ministers from other Christian bodies.
8. Miscellaneous business.
9. Time and place of next Conference. Reading of appointments. Adjournment.

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### **DISTRICT SUPERINTENDENT AND DISTRICT PRESBYTERY**

1. Each district shall elect a District Presbytery consisting of District Superintendent, First Assistant Superintendent, Second Assistant Superintendent, Secretary and Treasurer, and Assistant Secretary and Treasurer to form a committee of five (5) when personnel is available. In order to efficiently and effectively meet the needs

of leadership and functioning of various district departments and boards, each district will have the option of choosing a four-year term or a two-year term for district officials and department heads.

2. Each district may elect three (3) trustees to hold district property in trust.
3. All works of the district which have district-wide activities shall be held under the jurisdiction of the District Presbytery.
4. The District Superintendent must be at least 30 years of age. He shall have been an ordained minister at least five (5) consecutive years with a good report in the Congregational Holiness Church and must have a minimum of three (3) years of consecutive pastoral experience in the Congregational Holiness Church. He must also have completed the Leadership Qualification Course. The First and Second Assistant Superintendents are subject to the above qualifications.
5. District Secretary and Treasurer:
  - A. The District Secretary and Treasurer may be a lay person if an ordained minister cannot be procured by a district. If a lay person is elected, he or she must be at least 25 years of age, having been a member in good standing with the Congregational Holiness Church and three (3) years of consecutive service and have completed the Leadership Qualification Course.
  - B. The District Assistant Secretary and Treasurer may be a lay person. This person must be at least 25 years of age, having been a member in good standing with the Congregational Holiness Church for three (3) consecutive years and have completed the Leadership Qualification Course.
6. The Superintendent shall devote as much time as possible visiting the preachers and pastors of his district, laboring to keep unity and fellowship among the people.
7. The Superintendents of the respective districts with the District Presbytery shall have the authority to transact any business that will be of benefit to their district that will not conflict with the Discipline.
8. The Superintendents be authorized to aid pastors and their congregations in settling any difficulty that may arise and to aid evangelists and local preachers in any way they may have a need, and along with his District Presbytery, see that all churches are supplied with preachers and/or pastors as far as reasonably possible.
9. All projects, programs, preachers, or speakers for Youth Camps, Seminars, Retreats, and Camp meetings must be approved by their respective District Presbytery. Names of all elected candidates for district activities must be submitted to the District Presbytery before they are confirmed and names of all elected candidates for general activities must be submitted to the General Executive Board before they are confirmed.

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### **DISTRICT PRESBYTERY MEMBER TRIAL**

Charges against a member of a District Presbytery considered to be legitimate by the majority of the presbytery shall place him under temporary suspension until such time the General Executive Board can execute an investigation. Charges shall be filed with the General Secretary. The General Executive Board shall choose three (3) members of the General Committee to go to the area and conduct a hearing and settle the case

if possible. The three (3) selected committeemen are authorized to suspend the accused, pending trial by the General Committee, if in their opinion there is sufficient evidence of misconduct.

The findings of the chosen three (3) members of the General Committee shall be returned to the General Secretary. The General Secretary shall supply the defendant and District Presbytery involved with the complete text of the charges informing them of the time and place to meet the General Committee. The defendant shall have no less than 20 days to prepare his defense.

The General Committee may acquit or expel the accused presbyter according to their findings. If the Defendant is found innocent, he returns automatically to his office. Upon acquittal or conviction, the General Secretary shall supply the defendant and District Presbytery involved with a copy of the General Committee's judgment.

Failure on the part of the defendant to appear and cooperate with the General Committee shall be sufficient grounds for expulsion. The defendant, having cooperated with the General Committee, if dissatisfied with the committee's decision, may file an appeal to the General Conference with the Second Assistant General Superintendent.

In the case of expulsion, death, or resignation of any District Official, the District Presbytery shall be authorized to officially accept the resignation. The District Presbytery shall appoint someone to fill the office until the next scheduled District Conference. At the next Conference, an election shall be held to fill that office.

If at any time, a District Official or licensed person has charges of sexual misconduct or civil charges of immoral conduct brought against him/her, that individual will be placed on automatic suspension by his or her District Presbytery, until said charges are finalized. At such time, appropriate action will be taken. This suspension will be automatic.

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### **DISTRICT BOUNDARIES**

The General Conference shall determine District geographic boundaries.

#### **DISTRICT GEOGRAPHICAL BOUNDARIES**

North Alabama District: This district will include all territory north of I-20 within the state of Alabama, the churches in Metropolis, IL, and Paducah, KY. Churches in Northwestern Georgia north of I-20 and west of Douglasville, GA, may have the option to be in the North Alabama District or North Georgia District.

South Alabama District: This district will include all territory south of I-20, within the state of Alabama.

East Carolina District: This district will include all territory in South Carolina east of Aiken, SC, and all territory in North Carolina east of Hickory, NC, and east of Gaffney, SC.

West Carolina District: This district will include territory within the states of Georgia, South Carolina, and North Carolina. The district will include Eastern Georgia from Thomson, GA to Aiken, SC, north, and

south of I-20, and western South Carolina to Gaffney and western North Carolina to Hickory, NC.

Central Georgia District: This district will include territory south of I-20, within the state of Georgia from Thomson to the Alabama border. The two (2) churches in Tennessee will be part of the Central Georgia District.

North Georgia District: This district will include the territory in Georgia north of I-20, with the exception of Western Georgia, which may include the North Alabama District and parts of Eastern Georgia, which may include the West Carolina District.

Florida District: This district will include the entire state of Florida.

Virginia District: This district will include the entire state of Virginia and the upper northeast corner of North Carolina.

New Horizons District: This district will be an “at large” district that will include the continental United States, as the current Hispanic Conference does. This district will continue to operate as an “at large” district until such time that enough churches exist within a given territory to create a new district.

a. Until a district conference and elections can be held, the General Executive Board will serve as the district presbytery.

Before a church can transfer from one district to another, it must have the approval of both districts and the General Executive Board. “The transferring church must submit its past six (6) month church report to the District office of the District it is transferring into. If one (1) of the districts does not give the approval, a committee of at least three (3) from the General Executive Board will go to that district in order to make the final decision.

### **STATE PERMIT**

Each district shall secure the proper permit in each state or states in which they can operate to transact BUSINESS UNDER THE CHARTER OF THE Congregational Holiness Church, Inc.

Each church should strongly consider becoming incorporated in the state in which they are located. A copy of the Articles of Incorporation must be submitted to the District Office.

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### **SECTIONAL PASTOR**

1. Each District Presbytery may appoint sectional pastors to assist the District Superintendent. The sectional pastor shall assist with promotional work in his section. It shall be his duty to assist in settling minor difficulties in churches assigned to him. He should be given preference in holding church conferences. Difficulties that cannot be settled locally shall be referred to the District Presbytery.

2. The sectional pastors must be ordained ministers and will be responsible to, and serve under, the District Presbytery and must have at least three (3) years' experience as a pastor.
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### **MINISTERIAL CONDUCT**

1. Since the calling of the ministry is the highest calling of God that an individual can have and in order for the ministry to be respected by all, the minister must be of good report and must comply with the "Conditions of Membership" and "Personal Commitments." If a licensed minister is proven guilty of immoral acts such as illicit relations with the opposite sex, homosexuality, or lesbianism, etc., he or she shall forfeit his or her license.
  2. If the conduct of any licensed member of this body is found to be unbecoming at any time, it shall be reported to the District Presbytery. Charges must be presented in writing and signed, or any other substantiating evidence of misconduct must be presented. It shall be the duty of the District Presbytery to thoroughly investigate the same. If they find their conduct on any line to be unbecoming, they shall have a right to suspend them or demand their credentials. Before the trial of an individual, the person must be given at least 20 days' advance notice in writing by the District Superintendent, informing him of the nature of the charge so that he can adequately be prepared to plead his case and answer the charge brought against him. If the person involved so desires, he or she may appeal to a Judiciary Committee approved by the next conference of their district. The defendant forfeits his right of appeal if he fails to appear and cooperate with the District Presbytery.
  3. When a minister's license is revoked, a copy of the charges with a statement of proven cause of such action shall be furnished each District Presbytery, who shall inform each pastor in their respective district. Revoking of one's license shall terminate his membership in the local church, and he will be required to make amends before he becomes eligible for membership. Said minister may be eligible for reconsideration to be licensed again at the end of a two (2) year period. A thorough investigation should take place before reinstatement in such cases.
  4. All our ministers must be patterns in their daily lives, and their business dealings must be above question. They shall not contract debts beyond their means to pay.
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### **QUALIFICATIONS FOR THE MINISTERIAL HONOR ROLL**

To be eligible for the Honor Roll, ministers must be at least 65 years old and inactive from full-time ministerial service at the time of enrollment. The minister must have had at least 15 years of continuous service and have cooperated with the financial program of the denomination. Recommendations for enrollment shall come from the minister's local church. The request will be sent to the respective District Secretary where the minister is a member. Honor Roll members will be exempt from the

ministerial assessment. Secular and ministerial tithes will continue to be paid as per the Discipline.

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### **MINISTERS' RETIREMENT ASSISTANCE PLAN**

**PURPOSE:** The purpose of the Congregational Holiness Church Inc., Minister's Retirement Assistance Plan is to assist the minister in retirement.

**MEANS:**

1. The Congregational Holiness Church, Inc. shall contribute 45% of the minister's tithes to his or her M.R.A. Plan.
2. The individual minister and/or his or her church employer shall be encouraged to contribute to this assistance.

**QUALIFICATIONS:**

1. The minister must comply with the tithing system of the denomination to be included in the M.R.A. Plan.
2. The minister must comply for three (3) years and the denomination's 45% contributions should have accumulated at least \$1,000.00 before the account will be opened.
3. Each qualified minister will be enrolled in the 403-B retirement program with Lincoln National. If they are already at retirement age, they may choose to have their monies returned to them at the end of each calendar year.

**OBLIGATIONS:**

1. The only responsibility the Congregational Holiness Church, Inc. has toward this plan is those approved by the General Conference.
  2. The Congregational Holiness Church, Inc., shall not make any contributions to a minister who discontinues his or her fellowship with the church or is dismissed by the church.
  3. The church officials shall discourage the minister from withdrawing any money from his or her IRA before he or she is 59 ½ years old. The only exception shall be a medical expense.
  4. The General Executive Board shall begin a program to educate our pastors in retirement programs that exist.
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### **PASTORS AND EVANGELISTS**

**DUTIES AND QUALIFICATIONS:**

1. The District Presbytery must first approve a minister being considered as a church pastor who has not been with his body for two (2) years.
2. Since we require all pastors to be a member of the church they are pastoring, upon assuming his duties he automatically becomes a member along with his or her spouse, unless the spouse requested otherwise.
3. Since a minister automatically becomes a member of the church he or she is the pastor, he or she shall also automatically become a member of the district in which the church is located. All pertinent information shall be transferred to the district in which he or she is pastoring.

4. Any minister being considered for the position of Associate Pastor must be licensed by the Congregational Holiness Church. If he or she does not hold a license, he or she must first be approved by the District Presbytery before he or she can be elected by the local church.
5. Our pastors should make known clearly the rules and/or Condition of Membership to all who desire to unite.
6. No pastor may resign his or her church without giving the Presbytery and the Church 30 days' notice in writing. The notice must be received by officials within five (5) working days. A church shall give the pastor and District Presbytery the same consideration. If a church chooses to not require the pastor to serve a 30-day notice, they are still responsible for paying his or her salary for the 30 days.
7. To be eligible to be a pastor, one must be in compliance with the financial system of the church.
8. No licensed personnel of the Congregational Holiness Church shall be allowed to serve or pastor churches outside the movement without the consent of his district Presbytery. Then he must pay his ministerial tithes to the district where he is a member. No one shall serve in any district or general position while pastoring outside the denomination.
9. There shall be no projects, programs, preachers or speakers in the local church without the approval of the pastor of the local church.
10. All licensed persons shall be required to attend all camp meeting services possible.
11. All Licensed or Ordained Ministers who are not actively involved in the role of Pastor, Associate Pastor, Local CE Director, Minister of Music, or any other active member of a church staff, must be an actively involved member of a local CHC. He or she must be actively participating in the financial plan of the CHC both on the local church and district levels. Any exceptions to this must be approved by the District Presbytery after he or she meets with the Presbytery and presents their reason for desiring exception. Anyone living in an area where there is no local CHC must maintain contact with the district of which he or she is a member. They must also follow the guidelines of the CHC financial plan and attend the District Conferences, or report to them when unable to attend.

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### **TRANSFER OF LICENSED PERSONNEL**

1. Ministers desiring a letter of transfer shall approach the District Presbytery of the district to which he desires to transfer. Secretary of the desired district shall write district where he is a member for a letter of transfer and all pertinent records.
2. When the approved letter of transfer is received from the former district, the letter shall be presented to the desired district for acceptance.
3. Since a minister automatically becomes a member of the church of which he or she is a pastor, he or she shall also automatically become a member of the district in which the church is located. All pertinent information shall be transferred to the district in which he or she is pastoring.

4. The Congregational Holiness Church, Inc., recognizes the following denominations and will consider exchanging license for license:
  - Assembly of God – Springfield, Missouri
  - Church of God – Cleveland, Tennessee
  - Church of God, Mountain Assembly
  - Church of God of Prophecy – Cleveland, Tennessee
  - Free Will Baptist, Pentecostal Faith
  - Foursquare Church
  - International Pentecostal Church of Christ – London, Ohio
  - International Pentecostal Holiness Church – Oklahoma City, Oklahoma
  - Pentecostal Church of God – Joplin, Missouri
  - Pentecostal Free Will Baptist Church – Dunn, North Carolina

Any other Pentecostal/Full Gospel Denomination that has the approval of both the General Executive Board and the Licensing District Presbytery.

1. Note: A minister pastoring an independent church who has completed Bible College training in any of the above denominations, or has attended a Bible College approved by the General Executive Board, or attended MIP training in the Church of God may also qualify license for license in the Congregational Holiness Church.
2. All ministers transferring license for license must read our Discipline and *We Believe*. They must also complete the requirements listed in the *History & Polity Manual*. He or she will meet with his or her District Presbytery within one (1) month of transferring to see if he or she has a working knowledge of those books.

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## **SECONDED MEMBERSHIP AGREEMENT**

International Pentecostal Holiness Church and Congregational Holiness Church

The International Pentecostal Holiness Church and Congregational Holiness Churches have a common heritage and a historical working relationship. In an effort to further the relationship between the denominations, it is proposed each denomination recognize the credentials of the other.

The following motion on Secoded Membership will allow pastors holding credentials in one (1) denomination to pastor in the sister denomination.

Secoded Membership may be granted to a minister in order for him/her to serve a pastorate in the denomination other than where he or she holds membership. Secoded Membership does not require a formal transfer of denominational membership.

1. A minister who is granted Secoded Membership status to pastor in an IPHC Conference/CHC District will be amenable to the conference/district superintendent and conference/district board within whose jurisdiction the pastorate is located.
2. The minister who is granted Secoded Membership status shall report and tithe monthly in the conference/district in which the pastorate is located according to the Manual/Discipline of the IPHC/CHC.

3. Details of his or her status pertaining to retention of insurance, retirement benefits, etc., must be worked out to the satisfaction of each denomination, conference/district boards, the minister, and the local church involved prior to this status being granted.
  4. A minister who is granted Seconded Membership status to pastor in a conference/district will be granted seat, voice, and vote in the denomination where actively pastoring, but must surrender those privileges in the denomination where he or she holds membership during said pastoral tenure.
  5. Upon termination of the pastorate requiring Seconded Membership status, the minister's amenability immediately transfers back to the denomination in which he or she holds membership.
  6. Should a conflict arise during the pastorate, the seconded pastor shall not begin another fellowship/church without the approval of all superintendents involved. Should he or she do so, his or her membership will be immediately terminated with his or her respective denomination.
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**LETTER OF CHAPLAINCY AGREEMENT BETWEEN  
THE INTERNATIONAL PENTECOSTAL HOLINESS CHURCH, INC. (IPHC)  
AND  
THE CONGREGATIONAL HOLINESS CHURCH, INC. (CHC)**

This agreed upon and signed letter of agreement between the IPHC and the CHC is to signify that the IPHC will endorse ministers from the CHC for the military chaplaincy and provide endorsements as required from other federal or state or local institutions that the CHC is not capable of providing.

All requesting ministers shall complete an application form required by the Chaplain Ministries of the IPHC and pay the required administrative fee. All applications and endorsements will be treated with the same administrative care and urgency as an IPHC minister. Upon approval by the Chaplain Ministries Board, IPHC, an endorsement will be granted for the position the applicant has applied for.

There is no guarantee implied or offered by Chaplain Ministries IPHC, that the applicant will be accessioned for the military position or other institutional position applied for by the applicant.

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**MINISTER'S INTERNSHIP PROGRAM**

1. The Congregational Holiness Church approves and endorses the King James Version of the *Holy Bible*.
2. To receive Local Preachers License, a background check must first be run by either the applicant's district or by the Mission USA office before a minister is approved to begin the course of study. The Local Preachers License study consists of the Old Testament Surveys 1 & 2, New Testament Survey, We Believe, and Life Story of Ben Duncan, and the Leadership Qualification Course. The Local

Preachers License is to be administered online by the Mission USA office. Exceptions will be made for those who have difficulties or hardships and can complete their license program via the traditional method in which case the Presbytery of each respective District will be responsible for grading the Study Course tests.

3. The Ministers Internship Program must be completed, as required by the District Presbytery, before receiving Ordination License. All required Ministerial Internship Program Study materials shall be selected by the Mission USA Administrator and approved by the General Executive Board in consultation with district superintendents. The District Presbytery may approve applicants who have credible pastoral experience without requiring completion of this MIP Program. Each District will determine the cost of the Minister's Internship Program approved by the General Committee relative to their individual situation. This will allow them to cover their administrative costs and the cost of literature. The Ordination license will be taught online by the Mission USA office; exceptions will be made for those who have difficulties or hardships and can complete their license program via the traditional method. To receive an Ordination License, a background check must first be run by either the applicant's district or by the Mission USA Office if not previously done.
4. The General Headquarters will furnish each district with the testing and grading supplies. A copy of all ministerial applications and license examinations shall be sent to General Headquarters for filing.
5. All applicants for Local Preachers license must be able to confirm having preached at least 50 times.
6. Before being ordained, a minister must be called to pastor a church or confirm by records of having preached at least 100 times. He must have held Local Preachers license for 12 consecutive months or more immediately preceding applying for ordination and be at least 18 years old. He or she must also complete the Leadership Qualification Course.
7. No one shall be granted Local Preachers or Ordination License by this body that does not have the baptism of the Holy Ghost as recorded in Acts 2:4. They also must be involved in an active, ongoing ministry.
8. All applicants must be able to give Scripture references for the doctrine they are going to preach and must be familiar and in harmony with the Church Discipline.
9. Anyone involved in double marriage who applies for a license must qualify according to Matthew 19:9.

The following exceptions shall apply:

- A. The candidate's former spouse has died or remarried.
- B. The candidate divorced and remarried prior to adult Christian conversion.
- C. The candidate's former marriage partner was guilty of sexual immorality or abuse and was unwilling to repent and live faithfully with the candidate.
- D. The candidate's former marriage partner willingly and permanently deserted the believing spouse. (Matthew 5:31- 32; 19:8-9; Romans 7:1-4; 1 Corinthians 7:15; 25-28, 39; II Corinthians 5:17; Malachi 2:16).

10. Local Preachers license does not authorize one to assume the duties of an ordained minister such as performing marriage ceremonies (unless performed in states where permitted by law), administering the Lord's Supper, Water Baptismal Services, holding local church conferences or pastoring churches. However, a person holding local preachers license shall be authorized to pastor a church and perform all the duties of a pastor only in the local church where he or she is pastoring (with the exception of marriage ceremonies in states where prohibited by law). The above authority is given under the guidance of their respective District Presbytery.
11. All applicants for Ordination and Local Preachers license shall have a recommendation from the local church of which they hold membership with the signature of pastor and church secretary. Anyone applying for a license that has previously held a license with another church or a religious group must have a statement of character from the previous church or religious group.
12. Women shall be ordained to preach and encouraged to exercise all gifts imparted by the Holy Ghost.
13. All licensed personnel shall be subject to the District Presbytery where they are laboring. Members of a local District Presbytery shall be subject to the General Committee.
14. Christian Ministry Licenses shall be approved and granted by the local church board and voted upon by the membership of the local church. The uniform license application as approved by the General Conference should be used for this license. The study course for this license is the *We Believe* and the *True Discipleship* books. Only those who were previously granted Christian Ministry License by the District Conference will have an official voice at the District / General Conference.

**15. MINISTER'S LICENSE APPLICATION**

LICENSE APPLICATION			
ORDINATION <input type="checkbox"/>	LOCAL PREACHERS <input type="checkbox"/>		
1. NAME: _____			
ADDRESS: _____			
CITY: _____	STATE: _____	ZIP: _____	
TELEPHONE: (____) _____	AGE: _____	MO. _____	DAY _____ YR. _____
2. Are you married? _____ How many marriages? _____			
If more than one (1) marriage, was the divorce for adultery? Matthew 19:9 _____			
If more than one (1) marriage, fill out the supplemental questionnaire.			
3. The Congregational Holiness Church is opposed to any form of homosexual activities. What is your position? _____			
4. Do you use tobacco in any form? _____			
5. Educational Status: Grammar School Grade Completed _____			

High School-Grade Completed \_\_\_\_ College \_\_\_\_ No. of years \_\_\_\_

Special Courses

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6. How long have you been a member of the Congregational Holiness Church? \_\_\_\_\_

Name of Church \_\_\_\_\_

7. Are you Saved? \_\_\_\_\_ Sanctified? \_\_\_\_\_ Baptized with the Holy Ghost with the evidence of speaking in tongues? \_\_\_\_\_

8. Have you been baptized in water in the name of the Father, and of the Son, and of the Holy Ghost? \_\_\_\_\_

9. Have you studied the C. H. Church Discipline? \_\_\_\_\_ Are you in harmony with its teachings? \_\_\_\_\_

10. Have you been active in preaching? \_\_\_\_\_ Teaching? \_\_\_\_\_  
Other? \_\_\_\_\_ If so, how long? \_\_\_\_\_

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11. Do you pay tithes according to the plan set forth in the Discipline? \_\_\_\_\_  
If not, will you do so? \_\_\_\_\_

12. Have you held license with any other denomination or independent church? \_\_\_\_\_  
If so, have these license been surrendered? \_\_\_\_\_ Give reason for leaving them \_\_\_\_\_

13. Will you cooperate with, and esteem your District and General Officials? \_\_\_\_\_

14. Will you support the District and General programs? \_\_\_\_\_

15. Will you promote loyalty by attending the Quarterly and Semi-annual District Conferences and Camp Meetings, and etc.? \_\_\_\_\_

16. If applying for Local Preacher's License have you preached more than 50 sermons? \_\_\_\_

17. If applying for Ordination License, how long have you held Local Preacher's License? \_\_\_\_  
Have you been called to pastor a church? \_\_\_\_ Have you preached 100 sermons? \_\_\_\_  
Would you be willing to pastor? \_\_\_\_\_

18. Have you been recommended by your local church? \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Pastor's Signature \_\_\_\_\_

Church Secretary's Signature \_\_\_\_\_

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**FOR DISTRICT PRESBYTERY USE ONLY**

Date Examined \_\_\_\_\_  
Approved ( ) Rejected ( ) \_\_\_\_\_ District Secretary Signature

Remarks:

\_\_\_\_\_  
\_\_\_\_\_

One copy of this form will be retained in the District Office Files and one copy will be mailed to the International Headquarters Office in Griffin, Georgia.

### 16. SPECIAL FORM FOR DIVORCED AND REMARRIED APPLICANTS

#### SPECIAL FORM FOR APPLICANTS APPLYING FOR LICENSE WHO ARE DIVORCED AND REMARRIED

1. NAME OF APPLICANT: \_\_\_\_\_

2. DATE OF DIVORCE: \_\_\_\_\_

3. BRIEF EXPLANATION FOR REASON OF DIVORCE: \_\_\_\_\_

4. DATE OF REMARRIAGE: \_\_\_\_\_

5. NAME OF CURRENT SPOUSE: \_\_\_\_\_

6. \*NAME OF FORMER SPOUSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
City State Zip

TELEPHONE NUMBER: \_\_\_\_\_

\*Note: List the name of your former spouse only if the divorce occurred within the last 5 years. Copies of this form will be filed with the License Application in applicants' respective District Office and at the International Office in Griffin, Georgia.

### FORMS OF LICENSE

#### LOCAL PREACHER'S LICENSE:

To all persons to whom these presents shall come, Greetings: Be It Known That \_\_\_\_\_ having satisfactorily met all requirements prescribed for license to preach the Gospel of our Lord Jesus Christ is accordingly granted this certificate.

In testimony whereof the seal of the Congregational Holiness Church, Inc., and signatures of \_\_\_\_\_ Superintendent, \_\_\_\_\_ Secretary, as authorized by the General Conference.

Valid only when accompanied with a current I.D. Card.



restored and will not receive their license.

4. They need comfort and assurance. No one will know better than this person the effects of their sin. We, as a Christian community, must be willing to give support during this period of their life. We must always encourage the person who has fallen and not be guilty of destroying the wounded.
5. They must have an advocate to speak for them. The person assigned to help them back to ministry will be their advocate. They will speak on behalf of the fallen.
6. When the person is restored, there must be an official declaration of this restoration made. At the end of the restoration period, a declaration will be made to all parties in positions of leadership stating the person is restored and returned to service with the recommendation of the presbytery. This was the ultimate goal of Jesus and must also be our ultimate goal.
7. Any minister who leaves the Congregational Holiness Church in good standing and desires at a later date to return shall be allowed to do so as long as he is in good standing with the organization he is leaving. His years of service in the past will be reinstated, but not including the years, he was away. He will not be eligible to serve in any General Executive Office for a period of five (5) years from the time of his reinstatement. This is in addition to any other requirements for those positions stipulated by the Discipline. He must also be recommended by his local church of which he is a member and has exhibited faithfulness in attendance and finances.

Although license will not be reissued for two (2) years, the District Presbytery may allow the fallen minister to begin preaching again at a time they deem sufficient, if the person has submitted to the restoration program completely and shown they are ready to resume ministry.

## **ELECTIONS**

### **QUALIFICATIONS FOR VOTING IN ALL CHURCH BUSINESS:**

1. One must be in compliance with the church financial plan for at least 90 days.
2. One must have been a member of the church at least 90 days.
3. One must be at least 14 years of age.
4. Non-attending members for at least six (6) months are ineligible.

### **BALLOT VOTE:**

Elections of all officials, general, district and local shall be determined by ballot when there is more than one (1) nominee. All pastor elections shall be determined by ballot.

### **GENERAL AND DISTRICT OFFICIALS ELECTION:**

1. General Officials shall be elected every four (4) years, and serve a four (4) year term. Full time positions shall be elected first. Each district will have the option to have quarterly or semi-annual conferences. Financial and statistical reports shall be published at each Conference. The General Conference will be conducted every four (4) years.

In the case of expulsion, death, or resignation of any District Official, the District Presbytery shall be authorized to officially accept the resignation. The District Presbytery shall appoint someone to fill the office until the next scheduled District Conference. In the case of expulsion, death or resignation of a District Superintendent, the First Assistant Superintendent shall fill that vacancy until the next Conference. At the next Conference, an election shall be held to fill that office. In the case of expulsion, death, or resignation of the General Superintendent, the remaining members of the board shall immediately call a General Committee Meeting and the General Committee shall elect someone to fill the office until the next General Conference. In the case of expulsion, death, or resignation of any other Executive Board member or Department Head, the General Committee shall elect someone to fill the office made vacant during the next General Committee Meeting.

In the event any member of the General Executive Board or Department Head resigns his office, the other members of the board shall be authorized to officially accept the resignation.

2. The term of all general officers of the General Conference shall expire at the close of the four-year term.
3. All General officials shall be nominated by secret ballot. The secret ballots shall be given to a screening committee in order to screen each nominee to see if they qualify according to the Discipline and to determine if the nominee will accept the position if elected. The secret nominations shall be taken at the beginning of the conference.
4. No one shall be permitted to serve on any District or General level of leadership who is divorced and remarried unless he or she is the innocent party and qualifies by Matthew 5:32, Matthew 19:9 and 1 Corinthians 7:15.
5. Anyone nominated for any position must either be present or must have consented to serve in that position if elected.

#### PASTOR ELECTION:

1. Upon request by a majority of the official church board, an expression ballot may

be taken in the local church body, not more than one time every two (2) years. The District Presbytery shall be notified and given an opportunity to resolve the matter before a vote is taken. Church meetings called for the purpose of receiving an expression ballot must be moderated by an ordained minister. The church shall be given advance notice of not more than 30 days nor less than ten (10) days prior to balloting. Results shall be made known to the church body immediately. The ballot slip shall read as follows with space to be checked:

\_\_\_\_\_ “I prefer the pastor to remain.”

\_\_\_\_\_ “I prefer a change.”

2. If the expression ballot reveals a majority of membership present and voting prefer a pastoral change; the pastor shall have 30 days remaining in his term at the church, and shall be paid for this time period. If the expression ballot reveals a majority of the membership present and voting prefer the pastor to remain, then the pastor may call for an election of the church board not more than 30 days, or less than ten (10) days.
3. If a pastor goes before his congregation and resigns his church and then has a change of heart, the church must hold a pastor election within 30 days. The pastor must then receive at least a 2/3 vote in order to remain at the church as pastor.
4. Each church shall elect its own pastor by a majority vote of its membership present and voting.

Each church shall be notified 30 days in advance of pastor election. Only votes of members present will be legal. No solicitation of votes shall be carried on by anyone.

No one shall attend pastors' election in which he or she is a nominee for the pastor. All pastors shall be elected for either four (4) years or an indefinite term and all local church officials shall be elected every four years.

In the event a church becomes without a pastor, after consulting with the Church Board, it shall be the duty of the District Presbytery, or District Superintendent when commissioned to do so by his Presbytery, to appoint an Interim Pastor to serve until the church can have an official pastor election. It shall also be the duty of the District Superintendent to assist the local church in securing potential pastoral candidates.

5. The Interim Pastor, as long as he is a Congregational Holiness Church Minister, shall be considered as a part of the Official Church Board and shall chair all meetings of the Church Board in order to maintain order, stability and continuity in the operation and ministries of the church until a pastor is elected by the

congregation. He or she must meet the same qualifications as that of a pastor and will be under the supervision of the District Presbytery.

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### **OFFICIALS' AND PASTORS' CHANGING DATE**

1. The terms of all officials shall terminate at the same time. They shall assume their new duties the first day in the month of August. Biennial/Quadrennial Conferences of the respective district can be held on different dates, but the officials changing date shall be as stated, that is, the first day of August.
  2. A three (3) person transitional team may be appointed by the GEB/District Presbytery as deemed necessary.
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### **OFFICERS OF LOCAL CHURCH AND THEIR DUTIES**

#### **OFFICERS:**

1. Each church shall elect one (1) deacon for every 20 members and a treasurer. Secretaries may be appointed by the pastor and church board or elected by the church body (this is to acquire adequate personnel to keep and file records and reports and be in compliance with current IRS regulations).
2. A church may choose to have a Nominating Committee for the Official Board (Deacons, Trustees, and other elected members). Nominations shall be made by the active membership by secret ballot. Nominations then shall be submitted to the pastor and the official board, who shall review the lists of nominees. The names of the nominees who qualify according to the Discipline of the Congregational Holiness Church, Inc., shall be submitted to the nominating committee. The nominating committee shall contact each qualified nominee to see if they are willing to serve if elected.
3. If a board member goes before his board and resigns his or her position and then has a change of heart, the board will have to vote on his or her reinstatement.

**TRUSTEES:** Each church may elect three (3) trustees.

**QUALIFICATIONS – TRUSTEES:** A man's life and character must pass certain criteria before he can serve. The scriptures dictate the qualifications.

1. The trustee must be chosen "from among you" (Acts 6:3), a member of the local congregation for at least one (1) year.
2. The trustee must be a man of good reputation, "men of honest report" (Acts 6:3), the confidence and trust of the congregation and community is essential.

3. The trustee must be willing to be involved in the work of God through the church; he is to “serve” (Acts 6:3).
4. The trustee is to be “grave” (1 Timothy 3:8), i.e., steadfast and serious.
5. The trustee is not "given to much wine" (I Timothy 3:3), he is temperate and does not depend on physical stimulants.
6. The trustee is "not greedy of filthy lucre" (I Timothy 3:3), he is a faithful giver of his tithe, generous, and not motivated by money.
7. The trustee is proper in his doctrine, "holding the mystery of the faith in pure conscience" (1 Timothy 3:9), fully subscribing to the tenets of the faith of the Congregational Holiness Church.
8. The trustee is a mature believer, “and let there also be first proven” (1 Timothy 3:10).

OFFICIAL CHURCH BOARD: Pastor, associate pastor (if elected), deacons and church secretary (if elected) make up the official board of the church. No one may serve more than one (1) position on the official church board. We recommend that whenever possible, no two (2) family members should serve on the official church board.

#### DUTIES OF THE OFFICIAL CHURCH BOARD:

1. The official board shall advise the pastor in matters pertaining to the spiritual life of the church and the ministry of its ordinances. As the need requires, they shall examine applicants for membership and administer discipline.
  - A. The official church board shall recognize that it has been chosen to serve the church and is responsible for implementing policies established by the congregation.
  - B. The pastor shall be considered as the spiritual overseer of the church and shall direct all of its activities. He or she shall be the president of the corporation and shall act as chairman of all the business meetings of the church and of the official board. He shall be the ex-officio member of all committees and departments.
  - C. Relationships:
    1. To The Pastor: The board member is the pastor's advisor, helper, and prayer partner. In this position he is a loyal supporter to the pastor, assisting him to fulfill the vision and goal's God has given him for the local church. The pastor is the chairman and a voting member of the church board.
    2. To Each Other: Board members are a team, working together within the scope of their assignment with the view to achieving the successful

advancement of the church. Board members should seek to develop a close relationship through mutual prayer, worship, and cooperation, co-laboring with the pastor.

3. To The Congregation: Board members should promote goodwill in the congregation and should strengthen the people's confidence in the pastor and his leadership. The Board shall support the pastor and his spiritual interest and welfare of the congregation.
4. To The Community: Board members should be the church's public relations to the people in the community. Their lives should be a testimony of true Christianity, conducting themselves in a manner that will honor Christ.
2. They shall assist the pastor in promoting the programs of the local church and are responsible, along with the pastor, for the cooperation of the church with the district and general programs.
3. Neither the church board nor the local church shall make any rule pertaining to finances contrary to the Discipline or their respective District.
4. The church board shall review the pastor's salary at least every six (6) months.
5. The pastor shall preside as chairman of all official board meetings, except when the meeting concerns the pastor himself. He may be present then if the board so desires. If and when this is the case, he should ask the vice-chairman to preside.
6. Any member of the official church board can request that the pastor call a meeting of the board, informing him regarding the purpose of the meeting, and it is the duty of the pastor to call the meeting within 30 days. If the pastor refuses to call the meeting, then the vice- chairman of the board would have the authority to call the meeting; provided that each member of the board, including the pastor, is notified and the meeting is scheduled at a time convenient to the majority of the local church board. The vice-chairman shall preside over the meeting which he has called into session.

#### DEACONS:

1. First, see that order is kept, second that church is properly lighted, heated and cleaned, then see that property is maintained. He shall not have the authority to conduct a church conference or to receive members in the church. To be eligible to serve as a deacon, one must hold membership with the church for at least one (1) year, with the exception of new churches. One deacon shall be elected by the official church board to serve as vice-chairman of the official church board.
2. Also, where feasible, a church may establish a system of rotating deacons on and off the church board. Under this system, no deacon is to serve longer than two (2) consecutive terms. After a deacon is off the board for at least one (1) term, he is

eligible to serve again.

**DEACONS-QUALIFICATIONS:** A man's life and character must pass certain criteria before he can qualify to serve. The Scriptures dictate the qualifications.

1. The deacon must be chosen from "among you" (Acts 6:3), a member of the local congregation for at least one (1) year.
2. The deacon must be a man of good reputation, "men of honest report" (Acts 6:3). The trust and the confidence of the congregation and community are essential.
3. The deacon is a spiritual ministry "full of the Holy Ghost" (Acts 6:3) and continuing to be "full" (Ephesians 5:18).
4. The deacon is required to help make decisions in practical and temporal matters as well as giving support to the pastor in spiritual matters, as sound direction and wise counsel needs "wisdom" (Acts 6:3).
5. The deacon must be willing to be involved in the work of God through the church. He is to "serve" (Acts 6:2). He must be regular with his church attendance.
6. The deacon is to be "grave" (I Timothy 3:8), steadfast and serious.
7. The deacon is not "doubled tongued" (I Timothy 3:8), a man of his word, dependable.
8. The deacon is "not given to much wine" (I Timothy 3:8), he is temperate and does not depend on physical stimulants.
9. The deacon is "not greedy of filthy lucre" (I Timothy 3:8), he is a faithful steward with his tithes, generous, and not motivated by money.
10. The deacon is proper in his doctrine, "holding the mystery of the faith in a pure conscience" (I Timothy 3:9), fully subscribing to the tenets of faith of the Congregational Holiness Church.
11. The deacon is a mature believer, "and let these also be proved" (I Timothy 3:12).
12. The deacon leads his home in Christ, "ruling their children and their own houses well" (I Timothy 3:12).
13. The deacon's wife must be an example of the Christian life, "grave, not slanderers, sober, faithful in all things" (I Timothy 3:11).

**SECRETARY-TREASURER:** Whereas a church uses the office of Secretary-Treasurer as one (1) combined position, they are responsible as secretary to keep minutes of the official meetings of the board and be responsible for the minutes of any business meeting of the church. The Secretary shall likewise be responsible for preserving an accurate record of the membership of the church and to perform any other clerical work necessary to the efficient discharge of their duties. They shall see that all legal documents and corporate seal are kept safely. As treasurer of the church, they shall be the custodians of all church funds and shall receive and disburse the same under the direction of the pastor and official board. They shall deposit all funds in a responsible bank and make all disbursements by checks. They shall make a true and accurate record of all monies received and disbursed, and shall make reports as

requested. As treasurer, they shall prepare a report quarterly and have read before the church, and provide an annual statement of contributions for each donor at the end of the year. An outside or internal audit may be called by the pastor and official board at any time.

#### SUNDAY SCHOOL OFFICIALS:

1. The local church membership shall elect the Sunday School Superintendent. The official church board, with the assistance of the Sunday School Superintendent, shall arrange and recommend the teachers and Sunday School officers. Their actions shall be presented to the church for approval.
2. Since the Sunday School and C. H. Y. A. are auxiliaries of the church, we insist that all officers and teachers be members of the church when possible. Otherwise, their life and doctrine shall be in conformity with the Discipline. We also insist Congregational Holiness literature be used in all classes.

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### **INSTALLATION CEREMONY FOR CHURCH MEMBERSHIP**

During a service in which the pastor has designated as such, he may ask the choir to sing an appropriate song. While the choir is singing, he may ask those that have previously been counseled with on church membership and are eligible, to come and stand at the podium facing the congregation. The minister then will take the Bible and step in front of the candidates facing them and administer the following charge:

1. "In presenting yourself for membership, you are assuming a solemn obligation and you will be expected to always be true to your vow and faithfully fulfill your obligation as a loyal member of this church."
2. "Do you confess before this congregation that you personally know the Lord Jesus Christ as your Savior in the full pardon of your sins?" (Answer, "I do.")
3. "Do you agree to walk in the truth of the scriptures?" (Answer, "I do.")
4. "Are you willing to abide by and subscribe to the Discipline of the Congregational Holiness Church as outlined by the scriptures and set forth in the Church Discipline?" (Answer, "I do.")
5. "Do you agree to be subject to the church counsel and to the admonition of those over you in the Lord?" (Answer, "I do.")
6. Will you support the church with your attendance and temporal means to the best of your ability as set forth in the local church, district, General Conference and the Bible? (Answer, "I will.")

(Minister, turning to congregation may ask,)

7. "Is there anyone here that can show just cause why this/these person/persons may not be included as a member of this church? If so, let them now speak."
8. "Do I now hear a move and second to receive this person/these persons into membership of this church?"

9. "By the authority invested in me as a minister/or/pastor of the Congregational Holiness Church, I take great pleasure in welcoming you as a member of the (name of the local church) Congregational Holiness Church."
  - A. The minister shall then pray for the continued faithfulness and welfare of the new members, after which the church secretary shall be instructed to enter their names, addresses, age, and sex into the official church roll.
  - B. The minister then shall extend to each new member the right hand of fellowship, and also invite the whole congregation to come and do so.

### **TRANSFER OF CHURCH MEMBERSHIP FORM**

This is to certify that the bearer hereof, \_\_\_\_\_ is an acceptable member of the Congregational Holiness Church at \_\_\_\_\_ (name of church) \_\_\_\_\_ (location).

This letter has been granted as prescribed in the Discipline under "Transfer of Membership." "No church letter of transfer shall be issued without a written request from the secretary of the church with which the member desires to unite. Neither shall a letter be issued without the majority of church members present approving of such action."

Signed: Pastor: \_\_\_\_\_  
 Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

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### **CHURCH TRIALS AND GRIEVANCES**

1. Church trials shall be conducted on Gospel principles only. Matthew 18:15-18; I Corinthians 6:1-7; Galatians 6:12.
2. In the event a local church becomes involved in a dispute to the extent of splitting the church, the District Presbytery shall be authorized to expel those guilty of misconduct and assist the church in securing a pastor if necessary.

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### **RELATIONSHIP OF LOCAL CHURCHES TO THE DISTRICT AND GENERAL CONFERENCE**

1. The General Conference of the Congregational Holiness Church is that organized body with full power and authority to designate the teachings, principles, and practices of all local churches composing said conference.
2. The local church is a member of the General Conference and is entitled to representation in the conference meetings by its ordained pastor and lay delegates authorized according to membership.

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### **LOCAL CHURCH PROPERTY**

#### **OWNERSHIP OF LOCAL CHURCH PROPERTY:**

Local churches are the result of the faithful service of ministers and lay persons of the Congregational Holiness Church, Inc. All local churches are constituents of the

General Conference and together compose the Congregational Holiness Church, Inc. Therefore, the right of a local church to withdraw from the Congregational Holiness Church, Inc., does not exist.

All local church property shall be deeded either to:  
*Congregational Holiness Church, Inc., a Georgia Corporation or to \_\_\_\_\_,  
\_\_\_\_\_ and \_\_\_\_\_ (names of local trustees/corporate officers)  
as trustees/corporate officers of the (name of local church) Congregational Holiness  
Church and their successors in office, for the use and benefit of the (name of local  
church) Congregational Holiness Church; but, if the (name of local church)  
Congregational Holiness Church should cease to be a member of the Congregational  
Holiness Church, Inc., then to the Congregational Holiness Church, Inc., a Georgia  
Corporation.*

It is required that the above language is employed verbatim. It shall be the duty of the District Superintendent to transmit a copy of all local deeds to the General Executive Board within thirty (30) days of the filing of each deed.

If a local trustee position is vacant (whether by failure to elect a trustee within 30 days of a vacancy, nonattendance of a trustee, transfer of membership of a trustee, death of a trustee, expulsion of a trustee by the District Presbytery or vacancy for any other reason) a District Presbytery member will automatically and without further notice or action, be substituted in as a local trustee to fill that vacancy. For the first such vacancy, the District Superintendent shall automatically become a local trustee; for the second such vacancy, the District 1<sup>st</sup> Assistant Superintendent shall automatically become a local trustee and for the third such vacancy, the District 2<sup>nd</sup> Assistant Superintendent shall automatically become a local trustee.

Any local trustee/corporate officer who participates in attempting to withdraw a church by signing a deed purporting to convey local property outside the Congregational Holiness Church, Inc., automatically forfeits his membership and such trustee/corporate officer shall immediately be expelled by the District Presbytery. Any deed signed by such trustee/corporate officer is therefore null and void from its inception since his very act of signing such a deed automatically removes his authority to do so.

All persons including trustees/corporate officers, lay persons and/or licensed ministers who attempt in any manner whatsoever to withdraw a church from the Congregational Holiness Church, Inc. shall thereby forfeit their membership and shall immediately be expelled by the District Presbytery. Licenses of persons involved shall immediately be revoked.

Before the District Presbytery may give consideration to allowing a minister from another denomination to pastor a local church (even on a temporary basis), the District Presbytery shall first meet with local church trustees/corporate officers and have all local property deeded to the

*Congregational Holiness Church, Inc., a Georgia Corporation or to  
\_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ (names of local  
trustees/corporate officers) as trustees/corporate officers of the (name of local church)  
Congregational Holiness Church and their successors in office, for the use and benefit  
of the (name of local church) Congregational Holiness Church; but, if the (name of*

*local church) Congregational Holiness Church should cease to be a member of the Congregational Holiness Church, Inc., then to the Congregational Holiness Church, Inc., a Georgia Corporation.*

The same steps shall be taken by the District Presbytery with respect to any minister who has held a license with the Congregational Holiness Church, Inc., for less than two (2) years before assuming a pastorate.

By accepting licensure in the Congregational Holiness Church, Inc., all pastors expressly agree to these provisions. Any minister not licensed with the Congregational Holiness Church, Inc., who is allowed to pastor a local church, shall sign an affidavit expressly agreeing to these provisions.

AFFIDAVIT COUNTY of \_\_\_\_\_ STATE of \_\_\_\_\_

COMES NOW Affiant and states as follows:

1. My name is \_\_\_\_\_. I am over the age of eighteen (18), am laboring under no disabilities and am otherwise competent to give this affidavit.
2. In exchange for being allowed to pastor the Congregational Holiness Church, I hereby agree to follow and be bound by all rules and regulations of the Congregational Holiness Church, Inc., including the 2021 Discipline and any subsequent edition of said Discipline. I specifically agree to all rules regarding local church property ownership.

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### **ORGANIZATION OF LOCAL CHURCHES**

1. Any ordained minister of the church has the authority to organize churches where he finds as many as five (5) persons desiring to unite with us.
2. The Congregational Holiness Church permits a local church to incorporate for the purpose of securing funds. Such arrangements shall assure that title to the church property will continue to be held in trust by its trustees/corporate officers, and the Church Discipline shall be strictly complied with.

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### **SALE OF CHURCH PROPERTY**

In the case of a sale of church property of a church that has officially closed, it shall be the discretion of the District Presbytery as to the use of the funds.

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### **MARRIAGE CEREMONY**

We are assembled in the presence of God and before these witnesses, for the purpose of joining this man and this woman in Holy Matrimony, which is an honorable estate, instituted by God in the time of man's innocence, signifying unto us the mystical union that exists between Christ and His church. If anyone can show just cause why these persons may not be joined together, let him now speak, or else forever hereafter hold his peace.

(The minister shall then say unto the man)

“Will thou have this woman to be thy lawful wedded wife, to love, to honor, comfort and keep her in sickness and in health, and forsaking all others, keep thee only unto her so long as you both shall live?”

The man shall answer, “I will.”

(Then the minister says unto the woman)

“Will thou have this man to be thy lawful wedded husband, to love, to honor, comfort and keep him in sickness and in health, and forsaking all others, keep thee only unto him so long as you both shall live?”

The woman shall answer, “I will.”

(Then the minister says unto them, “Join right hands.”)

“Whom God has joined together, let no man put asunder. I pronounce thee husband and wife.”

#### DOUBLE-RING CEREMONY:

“Dearly beloved, we are gathered together here in the sight of God, and in the face of this company, to join together this man and this woman in Holy Matrimony which is an honorable estate, instituted by God in the time of, man's innocence, which holy estate Christ adorned and beautified with His presence and first miracle that He wrought in Cana of Galilee, and is commended of St. Paul to be honorable among all men; and, therefore, is not by any to be entered into unadvisedly or lightly, but reverently, discreetly, advisedly, soberly, and in the fear of God. Into this holy estate, these two persons present come now to be joined. If anyone can show just cause why they may not be lawfully joined together, let him now speak, or else hereafter forever hold his peace.”

“\_\_\_\_\_ , will thou have this woman to be thy wedded wife, to live together after God's ordinance in the holy estate of Matrimony? Will thou love her, cherish and comfort her, honor, and keep her in sickness and in health; and, forsaking all others, keep thee only unto her, so long as ye both shall live?” The man shall answer, “I will.”

“\_\_\_\_\_ , will thou have this man to be thy wedded husband, to live together after God's ordinance in the holy estate of Matrimony? Will thou love him, cherish and comfort him, honor, and keep him in sickness and in health; and, forsaking all others, keep thee only unto him, so long as ye both shall live?” The woman shall answer, “I will.”

Then the minister shall say, “Who giveth this woman to be married to this man?” The

father or person giving the bride away will say, "I do."

(The minister taking the ring shall deliver it unto the man to be put upon the fourth finger of the woman's left hand.)

"With this ring, I thee wed, and with all my worldly goods I thee endow in the name of the Father, and of the Son, and of the Holy Ghost."

(Likewise, the woman receives the ring from the minister, places it on the man's hand and repeats after the minister.)

"With this ring, I thee wed, and with all my worldly goods I thee endow in the name of the Father, and of the Son, and of the Holy Ghost." (Then the minister shall say unto them, "Join right hands.") "For as much as \_\_\_\_\_ and \_\_\_\_\_ have consented together in Holy Wedlock, and have witnessed the same before God and this company, and thereto have given and pledged their troth, each to the other, and have declared the same by giving and receiving a ring, and by joining hands, I pronounce that they are husband and wife, in the name of the Father, and of the Son, and of the Holy Ghost.

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## **MISSION USA**

Mission USA is the administrative arm of the General Evangelism and Home Missions, General Christian Education, and Publications ministries of the Congregational Holiness Church, Inc. In order to strengthen our existing churches and to evangelize and establish new Congregational Holiness Churches, guidelines are essential. Therefore, to accomplish the task that is ours, we do prayerfully and respectfully set forth and adopt the following program and guidelines for the Mission USA Department.

### **MISSION USA BY-LAWS:**

1. This will be a full-time appointed position with an office at the International Headquarters in Griffin, Georgia. Regular office hours, as outlined in the General Headquarters Management and Personnel Manual, are to be kept by the Administrator of Mission USA, unless he is involved in matters relating to his official duties, which may require him to be out of the office. Official duties are set forth in the following bylaws. He must have completed the Leadership Qualification Course. The administrator will be appointed by the General Superintendent and approved by the General Executive Board. The term of office shall be at the discretion of the General Superintendent and the General Executive Board.
2. He shall reside in the home provided for him on the General Headquarters property.

3. The administrator must be a member of the Congregational Holiness Church with a good report.
4. The administrator of Mission USA will work with each District Evangelism and Home Missions Coordinator and Christian Education Director. He may, at his discretion, invite them to attend special called meetings. These meetings should be held in Griffin unless approved by the General Superintendent. A copy of the minutes of these shall be given to the General Superintendent for future reference.
5. The administrator of Mission USA will serve as the editor of *The Gospel Messenger*.
6. The salary shall be congruent with the other full-time department heads.
7. The administrator of Mission USA shall be given paid vacation days in accordance with the General Headquarters Management and Personnel Manual. He shall keep the General Superintendent informed of all the activities of his office, and shall furnish him with an itinerary monthly.
8. The Mission USA Department will be governed by these MISSION USA BY-LAWS.

### **EVANGELISM AND HOME MISSIONS**

1. The Mission USA Department shall assume responsibility, and do all within its power, for the spread of the Gospel within the boundaries of the United States.
2. The Mission USA Statement of Purpose shall be to strengthen existing Congregational Holiness Churches and equip them for evangelism, to assist in the establishment of new churches, college campus ministries, and to reach out to independent churches of like faith.
  - a. Mission USA will commit to assist districts in identifying, training, and resourcing God-called church planters and to purposely plant new life-giving churches.
- B. Mission USA is charged with the responsibility of implementing the evangelistic efforts within the confines of the United States. In order to accomplish this task, the entire church must be committed to the work of God and to the salvation of souls. To be successful we must be people of prayer and vision. We believe God uses human instruments to carry out this work, but they must be empowered by the Holy Ghost. When we, led by the Spirit and organized as a single unit, work together, the task can and will be accomplished.
- C. Evangelism is discipling new believers, planting churches and helping believers to discover, develop and use God given abilities to win others to Christ. Evangelism is being involved in urban, prison, college campuses and nursing

home ministries. The establishing of home groups and a one to one mentoring training ministry should be considered evangelism.

D. The Local Church should be encouraged to employ all effective, Bible-based methods of carrying out the mandates of evangelism. Evangelistic efforts should include tent revivals, children's crusades, and teen ministries outside the local confines of the church building.

E. All the tools available for carrying out evangelism should be utilized. The Mission USA Department is ready to assist anyone in carrying out the great work of Evangelism.

3. Mission USA shall implement a training program for potential pastors and ministers, such as a ministerial intern program and Continuing Education.
4. Each district shall have a Department of Evangelism and Home Missions consisting of a Director. A program which will aid the local church in the ministry of evangelism and home missions shall be developed.
5. The Mission USA Administrator and the General Executive Board can designate qualified pastor couples as Mission USA homeland missionaries.
  - A. Must make application through Mission USA and meet all requirements as set forth by General Executive Board and Mission USA Department.
  - B. Must move with the sole purpose of pioneering a new Congregational Holiness Church into a region of the USA with no or little Congregational Holiness Church presence.
  - C. Must be willing to be bi-vocational.

**FINANCIAL ACCOUNTABILITY:** Any church receiving any form of financial supplement, grant, or other financial assistance will be required to repay all monies to Mission USA if the church withdraws from the Congregational Holiness Church within five (5) years of receiving such assistance.

**FINANCES:**

1. For the Mission USA Department to have a consistent monthly income, each local church shall formulate a systematic budget in which the Mission USA Department and the District Evangelism and Home Missions Department accounts would receive a percentage of the tithes or other budgetary consideration.
2. April of each year is designated as First Fruits month. A First Fruits offering will be received during the month of April to accomplish the goals of the Mission USA Department.

**LOANS:** Our purpose shall be to seek out regions outside the confines of the denomination's existing churches where there are people interested in supporting a

new Congregational Holiness Church. To organize self-supporting churches, a special loan fund will be established. This loan fund shall be dispensed by the Mission USA administrator, as funds are available, subject to the recommendation of local District Presbytery and the approval of the General Executive Board. The guidelines for the loan fund are:

1. The loan fund shall be available to churches that have been organized for at least two (2) years and have been fully cooperating with the Mission USA program for one (1) year.
2. A loan application must have the signature of the pastor, secretary, and trustees/corporate officers, after having been authorized by a majority vote of the members of the local church. The note is payable to the Congregational Holiness Church, Mission USA Department. Applications for Loan form, (Mission USA #001) are available at the International Headquarters Office.
3. Deeds of the borrowing church must be drawn as per Discipline. A copy must accompany the application for a loan.
4. The General Executive Board is authorized to make a discretionary loan of up to \$5,000.00 at an accruing interest rate in keeping with the current standards at the time of the loan. This authorization will be given only after receiving a recommendation to do so from the local District Presbytery and Mission USA Department. The maximum term of the loan shall be five (5) years. The note shall be paid in monthly payments, commencing 30 days from the date of loan closing. Payments to be applied first to interest and balance to the principal.
5. All loan checks shall be made payable to the local church.

#### GRANTS:

1. A discretionary grant of up to \$2,000 will be given to any church upon the approval of the local District Presbytery, Mission USA Administrator, and the General Executive Board, as funds are available. Any church receiving a grant must be in compliance with the financial system as set forth in the Discipline.
2. Any church that applies for a grant must be deeded as follows:  
*Congregational Holiness Church, Inc., a Georgia Corporation or to \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ (names of local trustees/corporate officers) as trustees/corporate officers of the (name of local church) Congregational Holiness Church and their successors in office, for the use and benefit of the (name of local church) Congregational Holiness Church; but, if the (name of local church) Congregational Holiness Church should cease to be a member of the Congregational Holiness Church, Inc., then to the*

*Congregational Holiness Church, Inc., a Georgia Corporation.*

3. Any church that ceases to be a church, having received a grant from the Mission USA Department, shall be reported by the respective District Presbytery to the District Evangelism and Home Missions Coordinator, the Mission USA Administrator, and the General Executive Board before disposing of said property. The District Presbytery will return the basic grant in the event the church is sold.
4. Applications for Grant Form, (Mission USA #002) are available at the International Headquarters Office.

MINISTRIES: The Mission USA Department shall endeavor to promote and maintain a strong emphasis on church growth and evangelism throughout the denomination by making available to the church on a General, District and Local Level the following ministries and/or programs as funds are available.

1. Church Growth Seminars
2. Evangelism and Home Missions Conventions
3. Schools of Lay Evangelism
4. Materials relating to church growth and evangelism
5. Minister's Internship Program
6. Youth Ministries
7. College Campus Ministries

MINISTERS INTERN PROGRAM: The Mission USA Department shall develop and administer the Minister's Internship Program for potential pastors and ministers. The Minister's Internship Program shall fall under the supervision of the Mission USA Department.

DISTRICT EVANGELISM DIRECTOR QUALIFICATIONS:

1. Shall have high moral character.
2. Shall be a faithful, attending member of a local Congregational Holiness Church for a minimum of five (5) consecutive years.
3. Shall be a minister of good standing with his or her District and ordained with the Congregational Holiness Church for a minimum of three (3) years.
4. Exceptions can be made to articles two and three at the discretion of the local district presbytery.

DISTRICT EVANGELISM AND HOME MISSIONS DIRECTOR  
RESPONSIBILITIES:

1. Each District Evangelism and Home Missions Director shall direct his or her energies to carry out the programs adopted by his or her district and is directly responsible to the District Presbytery. He or she shall develop a very close working relationship with the Presbytery.
2. At no time shall a District Evangelism and Home Missions Director initiate a program within his District without the District Presbytery approving the proposed program. He or she shall develop a close cooperative relationship with the Mission USA Administrator, assisting him in every way possible to realize success in their departments.
3. He or she will seek out inactive ministers and encourage them to fulfill their ministerial calling. He or she, along with his District Superintendent, will locate areas in which a new work could be initiated and encourage these inactive ministers to assume responsibility for such endeavors. He or she shall encourage local pastors to give ministry opportunity to local ministers not actively pastoring

#### DISTRICT EVANGELISM AND HOME MISSIONS DIRECTOR JOB DESCRIPTION:

1. Encourage and promote the planning and organizing of new churches and support and encourage the existing local churches.
2. Attend all District functions and visit local churches for the purpose of maintaining communication between the department and the local churches as well as communicating the vision, goals, and objectives of the District Evangelism and Home Missions Department.
3. Keep a record of mileage, expenses, churches visited and any contacts for new works.
4. Work in cooperation with the District Superintendent and District Presbytery.
5. Work in cooperation with the Mission USA Department.
  - A. Inform the Mission USA Department of potential new churches in the District.
  - B. Locate and introduce independent churches of like faith to the Congregational Holiness Church.
  - C. Inform the Mission USA Department of independent churches who have expressed an interest in the Congregational Holiness Church.
  - D. Attend new church organizational services.
6. Keep District Superintendent informed by a copy of any action taken on behalf of the district program.

7. Give priority to visiting local churches that are not supporting the Mission USA Department.
8. Shall promote evangelism and home missions throughout the District by planning and promoting special events, seminars, and conferences.

**DISTRICT RESPONSIBILITY:** Districts in partnership with Mission USA shall target major U.S. cities within their district without a Congregational Holiness Church witness and seek to plant churches there.

- A. Evangelism and Home Missions Director will be notified of any meetings with local Presbytery that pertain to Evangelism and Home Missions.
- B. The invitation will be extended to the Evangelism and Home Missions Director to meet with any newly transferred ministers and new ministers approved for credentials in each local District.
- C. Presbytery will work closely with the Evangelism and Home Missions Director to make known any needs of church openings, the opportunity of new church plants, and other opportunities of Evangelism in each local district.
- D. We encourage each district to establish foreign language churches and services.

**MINISTER'S RESPONSIBILITIES:**

1. It shall be the responsibility of all Congregational Holiness ministers to cooperate fully with the regulations adopted by the General Quadrennial and District Biennial/Quadrennial Conferences relating to Evangelism and Home Missions and the Mission USA Department.
2. Notify his or her respective District Superintendent before initiating a church.
3. Notify the Mission USA Administrator before organizing a new church.
4. All non-pastoring, credentialed ministers should seek to fulfill their calling through regular preaching and ministry through revivals, street preaching, nursing home ministry, prison ministry, chaplaincy programs, home Bible study, etc. (Proverbs 18:16).

**LOCAL CHURCH RESPONSIBILITY:**

1. Every Congregational Holiness Church member must become a personal soul winner. Pastors must train, equip, and motivate their members to develop a lifestyle of dynamic soul-winning.
2. Every local church must launch an all-out effort to win souls within their community.

We must realize that the Gospel crosses all racial, ethnic, and national lines. Churches must reach out to “whosoever will.”

3. Churches that are winning few people to Christ must be honest enough to ask WHY. They must determine the causes, courageously correct them, and victoriously go forth into the fields that are “white unto harvest” in their communities.
4. Churches must be willing to utilize innovative, non-traditional soul-winning approaches and methods for the 21<sup>st</sup>-century community.
5. The largest churches in the Congregational Holiness Church are encouraged to birth and mother new churches in surrounding areas without the Congregational Holiness Church witness.
6. Medium-size Congregational Holiness Churches are encouraged to partner with other medium-size churches to jointly birth and mother new churches in surrounding areas without a Congregational Holiness Church witness.

### **CHRISTIAN EDUCATION**

1. The Mission USA Department shall be given the responsibility to do all within its power to administer and promote Christian Education throughout the United States.
2. Christian Education consists of the following ministries: Children, Youth, Sunday School, Bible Literacy, Singles, Senior Adults, Leadership and Discipleship Training, Church Growth Seminars, and Archives.

### **FINANCES:**

1. 8% of the monies derived from the minister’s tithe shall be disbursed to the Mission USA Department.
2. 20% of the local Sunday School and 10% of the local Youth Ministries received by the district shall be sent to the Office of Finance and Public Relations each month by all district secretaries for the support of the Mission USA Department.
3. 10% of youth rally offerings in all districts shall be sent to the Office of Finance and Public Relations for support of the Mission USA Department.
4. The Mission USA Department shall give up to \$700.00 to the District Christian Education Department, upon request, for help with Youth Camp. Only one request per district can be made every two years. More funds may be available upon review of the Mission USA Administrator.

## MINISTRIES

### GENERAL LEVEL

1. Mission USA will develop youth ministry resources to support Local and District Christian Education Directors within their respective ministries. A directory of qualified youth ministers from each District shall be made available upon request to Local Churches and Districts.
2. Mission USA will host workshops for all District Christian Education Directors. Youth Ministry training materials shall be provided for local and district directors. At the request of District Christian Education Directors, District youth ministry seminars will be conducted to equip personnel in instruction, administration, and promotion of youth ministries. The main objective would be to develop a program of youth involvement and to cast a vision for the Mission USA Department of the Congregational Holiness Church.
3. The Christian Education Advisory Committee shall consist of the Mission USA administrator and all District Christian Education Directors.

### DISTRICT LEVEL

4. The District Christian Education Director shall be elected by the district. The Christian Education Director shall appoint the remaining four (4) committee members, subject to the approval of the District Presbytery.

### DISTRICT CHRISTIAN EDUCATION DIRECTOR QUALIFICATIONS

1. Shall have high moral character and pass a criminal background check.
2. Shall be a faithful, attending member of a local Congregational Holiness Church for a minimum of five (5) consecutive years. Any nominee for C.E. Director who does not meet this qualification may have their name submitted to the District Presbytery at least two weeks prior to the election, to be reviewed and approved by said Presbytery as one who can be entrusted to hold this office.
3. Shall have a passion for the Youth and have a desire to promote all other Christian Education Ministries.
4. Must be at least 25 years old. Any nominee for C.E. Director who does not meet this qualification may have their name submitted to the District Presbytery at least two weeks prior to the election, to be reviewed and approved by said Presbytery as one who can be entrusted to hold this office.
5. The District Christian Education Director must have a minimum of a Christian Ministry License or commit to obtaining in one (1) year or less.
6. We suggest that each district considers allowing four (4) youth to be appointed to the Youth Board. The Youth would provide input only and would not have any voting privileges. We feel this would be beneficial to our Youth Departments.

Job Description:

1. The District Christian Education Director shall promote the following Christian education ministries throughout the District: Youth, Sunday School, Children, Young Adult/Singles, Senior Adults, and Bible Literacy.
2. The District Christian Education Director and his or her board shall be responsible for the planning, promotion, and administration of youth camp, and for the safety of all campers. The Christian Education Director shall ensure that background checks are performed on all Camp staff.
3. The District Christian Education Director is encouraged to plan and promote district-wide Christian Education ministries training session or seminar designed to equip personnel in instruction, administration, and promotion of Christian education ministries. Training sessions or seminars presented by Mission USA are available upon request by the District Christian Education Department.
4. The District Christian Education Director shall promote the Christian education programs and ministries of the General Christian Education Department throughout his or her District.
5. The District Director must maintain constant communication and cooperation with the Mission USA Administrator. This includes communicating schedules of District events that include youth camps, youth rallies, and other District Christian education activities to the Mission USA Administrator.

#### LOCAL LEVEL:

##### YOUTH MINISTRIES:

1. The objectives of the local youth ministries are to win youth to Christ, to build Christian character, to train in Christian service, and to meet the spiritual, mental, physical, and social needs of youth.
2. The local youth ministries shall render full cooperation to all programs sponsored by the church. The activities and services of the local youth ministries shall not conflict with nor detract from regular activities and services of the local church. All personnel working in youth ministries shall be subject to the approval of the pastor and pass a criminal background check.
3. The local youth ministries shall cooperate and participate in the district and general programs.
4. The meetings of the youth ministries should be held on a consistent, weekly basis.
5. The offerings received at regular youth ministry meetings are to be used for expenses of local youth ministries.

##### SUNDAY SCHOOL:

1. The goals and objectives of Sunday School are as follows:
  - A. To win the lost to Jesus Christ.
  - B. To produce effective witnesses who can share the Word with others.
  - C. To teach the Word of God.
  - D. To strengthen and establish the believers.
  - E. To serve as a ministry to the needs of the community.

F. To train workers for the kingdom of God.

**2. Local Sunday School should consist of the following:**

- A. Sunday School Superintendent
- B. Assistant Sunday School Superintendent
- C. Secretary-Treasurer
- D. Visitation Coordinator
- E. Teachers

Recommended division of classes is presented in the outline below:

**A. Adult Ministries**

- 1. Men's Class
- 2. Women's Class
- 3. Young Adult Class
- 4. New Converts Class
- 5. New Members Class
- 6. Singles' Class
- 7. Electives

**B. Youth Ministries**

- 1. Collegiate Class
- 2. High School Class
- 3. Middle School Class

**C. Children's Ministries**

- 1. Junior Class (9-11)
- 2. Primary Class (6-8)
- 3. Beginners Class (4-5)
- 4. Nursery (2-3)
- 5. Infants and Toddlers (0-2)

**OTHER MINISTRIES ENCOURAGED IN THE LOCAL CHURCH:**

**1. Children's Ministries**

- A. Children's Church
- B. Girl's and Boy's Programs
  - 1. Royal Rangers
  - 2. Missionettes

**2. Fellowship Groups for every age. Meetings to be held monthly, if possible.**

- A. 20's
- B. 30's
- C. 40's
- D. 50-62
- E. 63 & up

**3. Senior Adult Ministry**

**4. H.O.M.E. Groups**

(Homes Open for Ministry and Encouragement) Groups of 6 to 12 people meeting in homes for sharing and prayer meetings weekly or bi-weekly.

- 5. Men's Ministries – monthly meeting
- 6. Women's Ministries – monthly meeting
- 7. Drug and Alcohol abuse prevention program for all ages
- 8. Singles' Ministries
- 9. Nursing Home/Shut-In Ministries
- 10. Prison/Jail Outreach
- 11. Radio/Television Ministries
- 12. Homeless Outreach
- 13. Christian Schools

CONGREGATIONAL HOLINESS CHURCH, INC.  
MISSION USA  
3888 FAYETTEVILLE HIGHWAY  
GRIFFIN, GEORGIA 30223

APPLICATION FOR LOAN

Name \_\_\_\_\_ of \_\_\_\_\_ Church

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone(home) \_\_\_\_\_ (cell) \_\_\_\_\_ Email \_\_\_\_\_

Amount of loan requested \_\_\_\_\_ Date of request \_\_\_\_\_

Purpose of loan \_\_\_\_\_

This application must be accompanied by a statement indicating that the request for a loan was approved by a majority vote of the members of the local church.

Should the Church vote to disaffiliate from the Congregational Holiness Church, Inc., payment shall be due in full thirty (30 days after the vote to disaffiliate has been taken.

We, the undersigned, do hereby agree to repay the Mission USA Department an interest of \_\_\_\_\_ percent. The note shall be paid in monthly payments commencing 30 days from the

date of loan closing. Payments are to be applied first to interest and then balance to principle. All checks shall be made payable to the Congregational Holiness Church Mission USA Department.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

\_\_\_\_\_  
Pastor  
Church Secretary  
\_\_\_\_\_

\_\_\_\_\_  
Church Trustee/Corporate Officer  
Trustee/Corporate Officer  
Church  
\_\_\_\_\_

\_\_\_\_\_  
Church Trustee/Corporate Officer  
District Superintendent  
\_\_\_\_\_

Date Received \_\_\_\_\_ Date Approved \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Mission USA Administrator  
Superintendent  
General  
\_\_\_\_\_

**Mission USA # 001**

CONGREGATIONAL HOLINESS CHURCH, INC.  
MISSION USA  
3888 FAYETTEVILLE HIGHWAY  
GRIFFIN, GEORGIA 30223

APPLICATION FOR GRANT

No grant will be given unless church agrees to support the Mission USA Department. We agree:

Signature of Pastor  
\_\_\_\_\_

Name of Church \_\_\_\_\_  
Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (home) \_\_\_\_\_ (cell) \_\_\_\_\_ Email \_\_\_\_\_

Name of Pastor \_\_\_\_\_

Date organized \_\_\_\_\_ by whom \_\_\_\_\_

No. of members \_\_\_\_\_ Appraised value of church property \$ \_\_\_\_\_

Signatures of Trustees/ 1. \_\_\_\_\_

Corporate Officers: 2. \_\_\_\_\_

3. \_\_\_\_\_

We, the undersigned, do verify that the \_\_\_\_\_ Church is duly organized and meets the approval of the \_\_\_\_\_ District.

Being duly organized, we request your consideration for a grant of \$ \_\_\_\_\_.

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

1<sup>st</sup> Assistant Superintendent \_\_\_\_\_ Date \_\_\_\_\_

2<sup>nd</sup> Assistant Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Secretary \_\_\_\_\_ Date \_\_\_\_\_

Assistant Secretary \_\_\_\_\_ Date \_\_\_\_\_

Herewith is a copy of deeds of Church.

Date received \_\_\_\_\_ Date approved \_\_\_\_\_ Amount of grant \$ \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Mission USA Administrator

General Superintendent

**Mission USA # 002**

CONGREGATIONAL HOLINESS CHURCH, INC.  
MISSION USA  
3888 FAYETTEVILLE HIGHWAY  
GRIFFIN, GEORGIA 30223

APPLICATION FOR MINISTERIAL SUPPLEMENT

Name \_\_\_\_\_ of \_\_\_\_\_ Church

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (home) \_\_\_\_\_ (cell) \_\_\_\_\_ Email \_\_\_\_\_

License held: Ordained \_\_\_\_\_ Local Preacher \_\_\_\_\_ Church Phone \_\_\_\_\_

Name \_\_\_\_\_ of \_\_\_\_\_ new \_\_\_\_\_ work

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Date new work started \_\_\_\_\_

I agree to send a copy of Mission USA form # 004 each month to the District Superintendent and the Mission USA Administrator. Upon receipt of the monthly report, the next month's supplement will be sent. Failure to send report will result in the termination of the ministerial supplement.

Signature \_\_\_\_\_ of \_\_\_\_\_ applicant:

For District Use Only

Rev. \_\_\_\_\_ is pioneering a new work in \_\_\_\_\_,

\_\_\_\_\_.

City

State

He / She has received authorization from the \_\_\_\_\_ District Presbytery to pioneer a new work. We recommend that his / her request for ministerial supplement be approved.

District Superintendent \_\_\_\_\_ Date \_\_\_\_\_

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For Mission USA Department Use Only

Date application for supplement received \_\_\_\_\_ Date supplement approved \_\_\_\_\_

Amount approved \$ \_\_\_\_\_

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\_\_\_\_\_

Mission USA Administrator \_\_\_\_\_ General

Superintendent

**Mission USA # 003**

**WORLD MISSIONS DEPARTMENT: BY-LAWS**

NAME: The official name of this department is World Missions Department of the Congregational Holiness Church, Inc.

**AUTHORIZATION AND PURPOSE:**

1. The World Missions Board will assume responsibility and do all within its power for the spread of the Gospel in International fields. In keeping with this objective, there will be a World Missions Department to which will be committed all the International missionary interest of the Congregational Holiness Church.
  
2. Our purpose is to do as Matthew 28:19 proclaims "...go and make disciples of all nations." We will accomplish this by seeking out regions where the gospel needs to be preached, as well to establish self-supporting, self-governing, self-propagating national Congregational Holiness churches.
  
3. In fields where Pentecostal missionaries are already stationed, consultation will be had between missionaries on the field and the World Missions Department, and to establish a satisfactory plan before an attempt will be made to establish stations in such locations.

**GOVERNMENT AND ORGANIZATIONS**

1. This department shall have an Executive Director of World Missions, a Promote of World Missions in each Nation and a Board composed of up to eight (8) members, which shall be appointed by the Executive Director of World Missions, the General Executive Board and approved by the General Committee. The National Promoter shall also be approved by the representative National Presbytery.
2. The Executive Director of World Missions will serve as chairman of the World Missions Board. A vice-chairman and a recording secretary shall be appointed by the World Missions Board. The Board shall invite District World Missions Directors to attend World Missions Board meetings at a frequency of at least one meeting per calendar year
3. The World Mission Executive Director must be at least 30 years of age and must have been an ordained minister with the Congregational Holiness Church, with a good report, for ten (10) consecutive years and must have a minimum of three (3) years pastoral experience. He or she must have a minimum of three (3) years' experience of direct involvement in the World Missions field and must have completed the Leadership Qualification Course. Direct involvement includes, but is not limited to, organizing, leading, and fundraising for World Mission work and or trips.
4. The responsibilities of this board shall be the establishing of policy, the appointment of missionaries, and such other duties as may be assigned to it by the General Conference.
5. All the activities and decisions of the World Missions Board shall be subject to and under the supervision of the General Committee.
6. The World Missions Board is to be governed by the WORLD MISSIONS Administrative Procedures. The World Missions Executive Director, along with the World Missions Board, shall review and make any necessary revisions to the World Missions Policy and Bylaws. Any revisions shall be submitted to the General Executive Board and shall be approved by the General Committee.
7. Preamble - Election of leadership for all international fields shall be as follows:

A. NATIONAL CONFERENCE:

1. The date of each National Conference shall be set by World Missions Executive Director, National Superintendent, and the Continental Representative. It shall be composed of its Ordained and Licensed Ministers and their spouses, who are Christians and are members of the Congregational Holiness Church, and one (1) delegate from each local church for every 25 active members or fractional part thereof. It shall be the

responsibility of the Pastor and Local Church Secretary to confirm that the delegates from their church comply with the financial plan set forth in the Discipline. It shall be called to order at the appointed hour by its National Superintendent.

2. The policies, rules, and regulations adopted by the Quadrennial General or Biennial/Quadrennial National Conference can only be changed between conferences with a 2/3 vote.
3. BUSINESS PROCEEDINGS GUIDELINES:
  - i. Enrollment.
  - ii. Fixing hours of business.
  - iii. National Presbytery Report.
  - iv. Hearing reports from Pastors, Evangelist, and Christian Ministry: If any member fails to report to his or her National Conference, in person or in writing for one year, he or she shall be dropped from the Ministerial roll. This does not include ministers on the honorary roll or for serious illness and foreign missionaries in the field.
  - v. Hearing reports from local churches.
  - vi. Report of Committees.
  - vii. Licensing and ordaining of applicants. Also, receiving ordained and licensed ministers from other Christian bodies.
  - viii. Miscellaneous business.
  - ix. Time and place of next Conference. Reading of appointments. Adjournment.

B. The Superintendent and Executive Board of each country will be elected, where allowed by said country's laws, at their own National Conference under the chairmanship of the World Missions Executive Director of the Congregational Holiness Church, Inc., the Continent Representative will serve as Vice-Chairman where applicable. When a country's government does not allow for an election of an Executive Board, the Executive Director of World Missions of the Congregational Holiness Church, Inc., working with the aid of the Continent Representative where applicable, shall appoint a Superintendent and an Executive Board with the approval of the General Executive Board of the Congregational Holiness Church. If any problems should arise in any country, the Executive Director of World Missions has the authority to step in and make whatever changes necessary to maintain stability in that country's leadership.

#### 1. NATIONAL SUPERINTENDENT AND NATIONAL PRESBYTERY:

- a. Each Nation shall elect a National Presbytery consisting of National Superintendent, First Assistant Superintendent, Second Assistant Superintendent, Secretary and Treasurer, and Assistant Secretary and Treasurer to form a committee of at least five (5) when personnel is available. In order to efficiently and effectively meet the needs of leadership and

functioning of various National departments and boards, each Nation will have the option of choosing a four-year term or a two-year term for National officials and department heads. This is to be done in accordance with each Nation's secular Laws.

- b. All works which have Nation-wide activities shall be held under the jurisdiction of the National Presbytery.
  - c. The National Superintendent must be at least 30 years of age. He shall have been an ordained minister at least five (5) consecutive years with a good report in the Congregational Holiness Church and must have a minimum of three (3) years of consecutive pastoral experience in the Congregational Holiness Church. The First and Second Assistant Superintendents are subject to the above qualifications.
  - d. National Secretary and Treasurer:
    - i. The National Secretary and Treasurer and Assistant may be a lay person if an ordained minister cannot be procured by a National. If a lay person is elected, he or she must be at least 25 years of age, having been a member in good standing with the Congregational Holiness Church and three (3) years of consecutive service
  - e. The Superintendent shall devote as much time as possible visiting the preachers and pastors of his Nation, laboring to keep unity and fellowship among the people.
  - f. The Superintendents of the respective Nations with the National Presbytery shall have the authority to transact any business that will be of benefit to their National Presbytery that will not conflict with the Discipline.
  - g. The Superintendents shall be authorized to aid pastors and their congregations in settling any difficulty that may arise and to aid evangelists and local preachers in any way they may have a need, and along with his National Presbytery, see that all churches are supplied with preachers and/or pastors as far as reasonably possible.
  - h. All projects, programs, preachers, or speakers for Youth Camps, Seminars, Retreats, and Camp meetings must be approved by their respective National Presbytery. Names of all elected candidates for National activities must be submitted to the National Presbytery before they are confirmed and names of all elected candidates for general activities must be submitted to the General Executive Board before they are confirmed.
- C. All Continent Representative Positions, job descriptions, and pay will be appointed, created, and governed by the World Mission Executive Director, the World Missions Board, the General Executive Board, and approved by the General Committee.
- D. In all new International Mission work in new countries, the Superintendent and General Executive Board of said country shall be appointed by the Executive Director of World Missions of the Congregational Holiness Church, Inc., working with the aid of the Continent Representative with the approval of the General Executive Board. It will be determined by the Executive Director of World

Missions of the Congregational Holiness Church, Inc., working with the aid of the Continent Representative, with the approval of the General Executive Board as to when the new country is ready to hold their own election process (provided the election process is allowed by said country's law)

8. Encourage World Missions and Mission USA Departments to work together to train and expose young ministers and youth for mission work.
9. Adopted the "Joint Agreement on Missions Cooperation" among PFWB, IPCC, CGMA, and Congregational Holiness. The agreement is as follows:

Joint Agreement on Missions Cooperation  
Congregational Holiness Church  
Church of God Mountain Assembly  
International Pentecostal Church of Christ  
Pentecostal Free Will Baptist Church

Preamble – Whereas the combined missions efforts of the Congregational Holiness Church, the Church of God Mountain Assembly, the International Pentecostal Church of Christ, and the Pentecostal Free Will Baptist Churches span across the globe, at times overlapping, and the high cost of administration and travel making frequent overnight/support trips unfeasible, the above-named denominations agree to the following limited efforts of cooperation.

Courtesy Visits to One Another's Fields

1. Definitions

- A. Host Denomination- The denomination whose field station is being visited.
- B. Visiting Denomination – The denomination whose group will be visiting.
- C. Traveling Party – The actual visiting group.
- D. Field Station – Term used to denote any or all American or native denominational activity or mission activities, i.e. churches, church offices, schools, orphanages, etc.

2. Initiation of Visit Plans

- A. Each denomination shall keep the other participating denominations informed as to the location and nature of their field activities.
- B. The traveling party shall inform the host denomination of the dates of their travel and the specific dates when they may be available to travel to the host site.
- C. The host denomination shall respond with the level of their interest and the host denomination shall make the initial contact with the field to ascertain the interest in having a visit.
- D. After the host denomination has initiated the communication with their field station and has informed the traveling group, the traveling group is free to

contact the field station to arrange the particulars of the visit.

### 3. Scope of Visits

A. The traveling party will conduct themselves in a manner consistent with the usual and accepted standards of interdenominational ethics.

1. The primary objective of the visit is to encourage the loyalty of the field station and its constituents to the host denomination.

2. While visiting the field station and its constituents, the visitors are representatives of the host denomination. References to American denominations and people shall be in referring to the host denomination, not the visitor's denomination. References to the visitor's own denomination shall only come as a response to a question or during the initial introduction, which shall include the terms of the visit.

3. The traveling party shall not encourage complaints against the host denomination, which may naturally come due to dissatisfaction over funding, visiting, etc. The role of the traveling party in this instance is to function in a manner as to not interfere with the relationship between the field station and the host denomination. Assurances can be given that the visitors will share the concerns with the host denomination upon their return.

4. Any forwarding of funds to the field station by the traveling party should first be cleared with the host denomination to avoid the appearance of impropriety.

B. Functional Tasks to be Performed

1. Overview of the work

a. Information, pictures, testimonies, etc. should be gathered to enhance the awareness of the host denomination of the field station.

b. The encouragement of the people on the field should be a premier goal of the visit.

c. If the host denomination desires, a general overview of the stewardship issues may be gathered. Do the results of the work merit present and future investment? Is the image of the host denomination merited by the actual ministry being performed? Are there any ethical concerns? Is there evidence of a dual membership status?

### 4. Cost of Visits

A. Inherent in the initial response of the host denomination is the acceptance of additional travel costs of the traveling party. Expenses not normally incurred in travel to the traveling party's own mission works shall be paid by the host denomination. The host denomination should indicate a maximum amount they are willing to expend if that may be a concern.

B. The traveling party shall attempt to hold the additional travel cost within reason, using modest, yet practical levels of travel styles accustomed to by their own denomination.

C. The additional travel expenses may include travel expenses by common carrier, meals, lodging, tips, taxi, communication cost, and other incidental expenses.

### 5. Report of Visits

The follow-up report to the host denomination shall include pictures and a written

report expressing the strengths and needs of the field station and recommendations. The proper relaying of messages from the field station shall be given.

#### 6. Nature and Length of this Agreement

The participation in this agreement is entirely voluntary as a whole and for particular trips. Withdrawal from the arrangement shall be in writing to each participating denomination and shall be effective upon the receipt of such notice.

#### 7. Amendment to this Agreement

A. Amendments may be made to this agreement by giving a thirty (30) day notice in writing to each participating denomination prior to the Church Leadership Conference for the purpose of having a meeting. The denomination requesting the amendment shall be responsible for arranging the suitable time and place acceptable to all the denominations.

B. Amendments needing immediate action may be obtained in writing by mail by any participant. The written change shall be distributed to each of the participating denominations.

### **WOMEN'S MINISTRIES DEPARTMENT: BY-LAWS**

**NAME:** The official name of this organization shall be Women's Ministries International Department of the Congregational Holiness Church, functioning on the General, District, and Local levels.

**OBJECTIVE:** To provide for varying ages and interest levels for women, young women, girls, college women, and wives of ministers, as individuals and in groups to grow in the knowledge of Christ and be strengthened as members of His body in order that they may understand and fulfill the particular responsibilities they have in the family, in the congregation, in the community, and around the world as follows: Women's Ministries, Young Women's Ministries, Missionettes, Ministers' Wives' Fellowship, Lady Ministers' Fellowship. In churches where there are an insufficient number of women and girls to have all the above groups, all women may function under the Women's Ministries."

**STANDARD:** The STANDARDS appearing in the *Women's Ministries Leadership Training Guide* shall be the grading system for these organizations.

**POLICY:** The CONSTITUTION AND BY-LAWS of the Department of Women's Ministries International shall in no way conflict with the Discipline of the Congregational Holiness Church. The CONSTITUTION AND BY-LAWS are complete in the *Women's Ministries Leadership Training Guide*.

## GENERAL LEVEL

### ARTICLE I - OFFICERS, THEIR QUALIFICATIONS, AND THEIR ELECTIONS

1. Officers of the Women's Ministries International Department shall be an Executive Director, Assistant Executive Director, National Director of Missionettes, Secretary and Secretary/Recorder. This constitutes an official board. The Executive Director, Assistant Executive Director and the National Director of Missionettes shall have been a member of the Congregational Holiness Church for at least five (5) consecutive years with a good report and must have served on a General or District W. M. Board for at least four (4) years. The Secretary and Secretary/Recorder must have been a member of the Congregational Holiness Church body with a good report for at least three (3) consecutive years. All General W. M. officers shall be at least 25 years of age. The Executive Director must have also completed the Leadership Qualification Course.
2. In the event the Executive Director cannot serve out her term, the Assistant Executive Director shall assume the duties of the Executive Director. If any other vacancies occur on the Women's Ministries International Board during the four (4) years, said Board shall appoint a person to serve until the next General Conference with the approval of the General Executive Board.
3. The Women's Ministries International Board shall appoint an International Director of Minister's Wives' and an International Director of Lady Ministers'. It is customary for the Bishop's wife to have the first choice of position of the International Ministers' Wives Director. However, it is up to the discretion of the General Women's Ministries board to make the selection should the Bishop's wife decline.
4. Any woman who has served as Executive Director shall be designated as Executive Director Emeritus.
5. The General Conference shall elect a Women's Ministries Executive Director. The Women's Ministries Executive Director shall appoint an Assistant Executive Director, National Director of Missionettes, Secretary, and Secretary Recorder spread across various districts and subject to the approval of the General Executive Board. A process will be established by the Women's Ministries Director and approved by the General Executive Board (process such as a form or other appropriate measure) where any person wishing to serve on the Women's Ministries board in some capacity, and who meet all the qualifications for that position, are afforded the opportunity to submit, in writing, their interest in being considered for that position, along with their qualifications and an explanation to why they wish to serve. This would allow the person to express their interest in

serving and would ensure that they are not overlooked in the selection process and that various districts are represented.

6. The Women's Ministries Board is to be governed by the policy and by-laws as listed in the WOMEN'S MINISTRIES LEADERSHIP TRAINING GUIDE. The Women's Ministries Executive Director, along with the Women's Ministries Board, shall review and make any necessary revisions to the Women's Ministries Policy and Bylaws. Any revisions shall be submitted to the General Executive Board and shall be approved by the General Committee.

## ARTICLE II

The Women's Ministries International Department Executive Director shall be a member of the General Committee. She shall fulfill all official duties as outlined in the Discipline.

### WORLD MISSIONS W. M. GROUPS:

#### ARTICLE I - MEMBERSHIP AND ACTIVITIES

In mission countries where there are Congregational Holiness Churches, the W. M.'s on the district and local levels shall function in the same manner as set forth in this constitution (see District and Local Level in the *Women's Ministries Leadership Training Guide*) unless an approved W. M. Constitution has been drafted to meet the distinctive needs and program of a particular field. Any such desired revisions should be submitted to the Women's Ministries International Board for review.

DISTRICT LEVEL: The district level will operate as outlined in the *Women's Ministries Leadership Training Guide*.

LOCAL LEVEL: The local level will operate as outlined in the *Women's Ministries Leadership Training Guide*.

MISSIONETTES: The Missionettes will operate as outlined in the *Women's Ministries Leadership Training Guide*.

## **MEN'S MINISTRIES DEPARTMENT: BY-LAWS**

NAME: This organization shall be known as The Congregational Holiness Church International Men's Ministries.

PURPOSE: Realizing that God has given to the Congregational Holiness Church many laymen, each gifted of ministry, there shall be a Men's Ministries Committee, which shall motivate men to discover their ministry, prepare them for ministry, and provide/suggest opportunities for service as part of the church's ministry.

All activities shall be based upon the dual objective of winning men to Christ, and encouraging and developing active participation of men in the ministries of the church.

The Men's Ministries shall be made up of men of all levels, united by the following Statement of Purpose:

1. To provide masculine Christian fellowship.
2. To inspire, teach and equip Congregational Holiness men to become involved in Christian evangelism.
3. To create for Congregational Holiness men the opportunity to serve by challenging, training and involving them in their gifted ministry under the leadership of the pastor.
4. To challenge Congregational Holiness men to sponsor and participate in ministries which go beyond the church walls.
5. To challenge Congregational Holiness men to organize and support activities for boys through Royal Rangers.
6. The General Men's Ministries Executive Director shall work with the District Executive Directors and Pastors to establish a Men's Ministries in every local church.
7. The General Men's Ministries Department will work closely with the Mission USA Department to help establish new churches. The General Men's Ministries Department will make available to the districts a list of volunteers, their specialty and availability to assist in the construction of new churches.

MEMBERSHIP: Of the local Men's Ministries shall be voluntary and on the following basis:

1. All men members of the Congregational Holiness Church desiring membership and all men in the community in agreement with the church and working with us may be active members.
2. All men desiring membership who give support to their local ministry but whom, through physical handicaps, conflict of working hours, and other justifiable reasons, find it impossible to attend meetings monthly, shall be listed on the associate membership roll.
3. Persons holding an official position in the local Men's Ministries must be members of the Congregational Holiness Church.

ORGANIZATION:

1. The International Men's Ministries Executive Director shall be at least 25 years of age and a member of the Congregational Holiness Church for at least three (3) consecutive years with a good report and must have completed the Leadership Qualification Course.
2. The General Conference shall elect a General Men's Ministries Executive Director. The General Men's Ministries Executive Director shall appoint a First Assistant Director, a Second Assistant Director, a Secretary and Treasurer, subject to the approval of the General Executive Board. The General Men's Ministries Executive Director, First Assistant Director, Second Assistant Director, Secretary and Treasurer shall comprise the General Men's Ministries Executive Council.
3. The General Men's Ministries Executive Director shall be a member of the General Committee. He shall fulfill all official duties as outlined in the Discipline.
4. The General Men's Ministries Committee shall be made up of the General Men's

Ministries Executive Council along with the District Men's Ministries Executive Directors.

5. The General Men's Ministries Executive Council members shall be made up of members of the Congregational Holiness Church.

OFFICERS of LOCAL CHURCH shall consist of:

1. Men's Ministries Executive Director
2. First Assistant Director - Helping Hands Coordinator
3. Second Assistant Director – Representative of the Local Royal Ranger Outpost
4. Secretary
5. Treasurer

OFFICERS of DISTRICT shall consist of:

1. Men's Ministries Executive Director
2. First Assistant Director - Helping Hands Coordinator
3. Second Assistant Director – District Royal Ranger Commander
4. Secretary
5. Treasurer

GENERAL EXECUTIVE COUNCIL:

1. Men's Ministries Executive Director
2. First Assistant Director - Helping Hands Coordinator
3. Second Assistant Director – National Royal Ranger Commander
4. Secretary
5. Treasurer

MEETINGS for LOCAL CHURCH shall be held monthly.

MEETINGS for DISTRICT shall be held quarterly.

MEETINGS for GENERAL shall be at least once annually with the General Men's Ministries Committee.

FINANCES

LOCAL: Each local Men's Ministries may fix dues. Each local Men's Ministries shall tithe 10% of their local treasury receipts to their District Men's Ministries treasury.

DISTRICT:

1. The district secretary shall send 10% of their receipts to the Office of Finance for the General Men's Ministries Operating Fund.
2. Each district Men's Ministries shall be responsible for 100% cooperation with the Men's Ministries financial structure.
3. A District Men's Ministries Day shall be observed each year. At this time, each local church shall receive an offering for the District Men's Ministries Operating Fund.

GENERAL:

1. General Men's Ministries Day shall be observed each year on the second Sunday in October. At this time each local church shall highlight their Men's Ministries and receive an offering for the General Men's Ministries operating fund.
2. The General Men's Ministries shall make available to the local and district Men's

Ministries seminars and retreats as funds are available.

3. The General Men's Ministries Executive Director shall present to the District Men's Ministries Executive Directors a quarterly financial report.

#### AMENDMENTS:

1. At any meeting of the General Men's Ministries Board amendments may be submitted.
2. The District Men's Ministries Board may submit proposals for amendments 30 days prior to the date of General Men's Ministries Board meeting to General Executive Council Secretary. All amendments shall be to the General Executive Board via the Second Assistant General Superintendent.
3. Amendments must be supported by 2/3 vote of the membership present at any properly called meeting of the organization.

#### OFFICERS:

1. The district Men's Ministries Executive Director shall be elected by the District. He shall appoint the remaining committee members subject to the approval of the District Presbytery.
2. The local Men's Ministries Board shall be elected by members of the local Men's Ministries, subject to approval by the local church board.
3. Each local Men's Ministries officer shall encourage the support of all Men's Ministries functions.

TERM OF OFFICE: The term of office for all officers (general, district, and local) shall be four (4) years unless a district adopts to go with biennial conferences.

HONORARIUMS: The District Men's Ministries Executive Director should be paid an honorarium, when possible, set by the local District Finance Committee and approved by the district.

#### TRAVEL:

1. The Local Men's Ministries shall provide travel expenses for trips of local officials.
2. All District and General Men's Ministries officials shall be paid the amount approved by the General Conference for all travel on a mileage basis when traveling on official Men's Ministries business.

FASTING AND PRAYER DAY: The General Fasting and Prayer Day shall be observed on the 2<sup>nd</sup> Sunday of October, yearly.

#### ROYAL RANGERS

The Royal Rangers Commander and the National Royal Ranger Council shall prepare a Royal Ranger Manual to be submitted to the General Committee for approval.

### **PUBLISHING HOUSE COMMITTEE**

1. The General Executive Board shall serve as the Publishing House Committee.
2. The General Superintendent shall assume responsibility as Manager of the Publishing House and Editor in Chief of all publications.

3. *The Gospel Messenger* will be reviewed regularly by the General Executive Board for ways of improving on current type material being used; also, to ensure that guidelines of the Publication Committee are implemented.
4. The Publishing Committee is authorized to make grammatical changes in any statement in the General Minutes and the Discipline to comply with proper usage. However, the change must not weaken or alter the meaning of the statement.
5. Guidelines for Editor of *The Gospel Messenger* adopted as follows:
  - A. Each department of the church is to be represented on an equal basis.
  - B. No picture must be of questionable nature and must represent facts presented in accompanying the article.
  - C. No articles of questionable doctrinal views are to be published without the consent of proper authority.
  - D. Must be responsible for presenting all materials typed, corrected and ready for publication.
  - E. Must strive to make the magazine interesting, eye appealing and informative.
  - F. Must endeavor to keep the cost of publication at a reasonable amount, based on subscription income.
  - G. Must promote new subscriptions among all people.
6. *The Gospel Messenger* Editor will be fully responsible for the compilation of the Messenger.
7. To send *The Gospel Messenger*, free of charge, to all General Committee Members and pastors of the Congregational Holiness Church.
8. The Assistant Secretary/Treasurer of each district is to serve as a reporter for *The Gospel Messenger* and is to submit news to the Editor of *The Gospel Messenger* that has been received from local church reporters.
9. The subscription rate of *The Gospel Messenger* shall be as follows:

Individual Rates are: \$10 for one (1) year, \$25 for three (3) years, and \$40 for five (5) years

Church Bundle of 10 is \$90 per year, Church Bundle of 25 is \$160 per year, and Church Bundle of 50 is \$300 per year.
10. The Quadrennial General Conference is to make available online the General Minutes, which will include the directory of each district, giving at least the district officials, statistical and financial reports and church mailing addresses and this information is to be submitted to the manager of the Congregational Holiness Church Publishing House by the district secretary within 30 days of their Biennial/Quadrennial Conference.

## **GENERAL OFFICIALS AND DEPARTMENT HEADS JOB DESCRIPTIONS**

### **POSITION JOB DESCRIPTION**

**POSITION TITLE: GENERAL SUPERINTENDENT**

**SUPERVISOR: GENERAL EXECUTIVE BOARD**

This shall be a full-time administrative position with an office maintained at General Headquarters. Regular office hours are to be kept by the General Superintendent, with a minimum schedule of three (3) days per week, unless he is involved in matters relating to his official duties which may require him to be out of the office. The General Superintendent shall schedule the office hours of the full-time officials so that there will be one official in the office at all times. Official duties are those set forth under "Key Duties" of this job description and do not include preaching and/or revival services.

The General Superintendent shall be given four (4) weeks paid vacation each church year to be used at his discretion. He shall keep the Executive Board informed of all the activities of his office. He shall furnish each member a copy of his activity at the end of each month.

The basic function of this office relates to the entire church, all of its officials, boards, departments, districts, subsidiaries, agencies, personnel, policies and overall programs in an administrative capacity.

#### **KEY DUTIES:**

- 1. Chair the General Conference.**
- 2. Chair the General Committee.**
- 3. Chair the General Executive Board. Put together the agenda of all three (3) of these and hold to the agenda at all times.**
- 4. Assure that the leaders under him perform in accordance with their position job description and the rules, regulations, policies, and objectives of the Congregational Holiness Church, Inc.**
- 5. Supervise the department superintendents in their assigned responsibilities as Executive Director of their respective department.**
- 6. Assign various unmentioned duties to other general officers from time to time.**
- 7. Attend any departmental board meetings when deemed wise and necessary. He shall be notified of the meeting by the department head.**

8. Interview and hire all personnel in cooperation with the department head for which the person to be hired will work.
9. Serve as a public relation representative for the entire church within the fellowship and with other religious bodies and organizations.
10. Serve as a representative member of the Board of Administration of PCCNA.
11. Assist District Presbyteries in church, ministerial, and administrative problems.
12. Conduct any functions such as Bible conferences, seminars, and special services according to any schedule properly adopted by authorized personnel.
13. Make weekend visits to the local churches for official general superintendent's visits as often as possible and for special such as dedications, homecomings, etc.
14. Attend the quarterly and annual conferences of each district as often as possible. (Many conferences are conducted simultaneously making it impossible to attend all.)
15. Be present and sometimes participate in any and all district and general activities as schedule permits.
16. Be available to assist, supervise, and counsel with all general officers, departmental heads, district leaders, sectional leaders, ministers, employees, and local church officials when called upon, or when he observes the necessity for a personal approach; and with certain visitors to the General Headquarters who request it or have appointments.
17. Carry on correspondence for the office of General Superintendent.
18. Keep a copy of all correspondence and have a secretary to file properly.
19. Do any and all things necessary to superintend, lead, and direct the Congregational Holiness Church, Inc., in all of its affairs and functions in keeping with the constitution, by-laws, faith and practices and fundamental policy of the church as adopted or revised from time to time.
20. Sign checks that are written by Office of Finance and Public Relations.
21. He shall attend all functions sponsored by the General Church.
22. Sign checks that are written by Publishing House.
23. Submit a report of total salary and offerings received pertaining to his position to each General Conference.
24. Bring current monthly financial reports to all Executive Board meetings and be prepared to answer any questions.

POSITION TITLE: FIRST ASSISTANT GENERAL SUPERINTENDENT  
SUPERVISOR: GENERAL SUPERINTENDENT

KEY DUTIES:

1. Assist the General Superintendent.
2. Serve as a member of the General Executive Board.
3. Serve as a member of the General Committee.
4. Serve as the General Superintendent when asked to do so in his absence, or in the event of resignation or death.
5. Chair the General Conference, General Committee, and General Executive Board at the discretion of the General Superintendent.
6. Serve as Executive Supervisor in the capacity of liaison officer to the Executive Director of World Missions and the Mission USA Administrator.
7. Conduct himself in a manner that will demand the respect of others so harmoniously it will be contagious and will enhance his church throughout; realizing that the conduct of the church's officials bears heavily on its image and unity.
8. Lend his good office to correlate and complement the endeavors of all departments, auxiliaries, and committees of the church.
9. Submit a total report of honorariums and offerings received pertaining to his position to each General Conference.

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POSITION JOB DESCRIPTION

POSITION TITLE: SECOND ASSISTANT GENERAL SUPERINTENDENT  
SUPERVISOR: GENERAL SUPERINTENDENT

KEY DUTIES:

1. Assist the General Superintendent.
2. Serve as a member of the General Executive Board.
3. Serve as a member of the General Committee.
4. Chair the General Conference, General Committee, and General Executive Board at the discretion of the General Superintendent.
5. Serve as Executive Supervisor in the capacity of liaison officer to the following department and auxiliaries: Publication Editor, Men's Ministries, and Royal Rangers.
6. Conduct himself in a manner that will demand the respect of others so harmoniously it will be contagious and will enhance his church throughout; realizing that the conduct of the church's officials bears heavily on its image and unity.
7. Lend his good office to correlate and complement the endeavors of all departments and auxiliaries of the church.
8. Submit total report of honorariums and offerings received pertaining to his position to each General Conference.

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POSITION JOB DESCRIPTION

POSITION TITLE: GENERAL SECRETARY  
SUPERVISOR: GENERAL SUPERINTENDENT

#### KEY DUTIES:

1. Serve as a member of the General Executive Board.
2. Serve as a member of the General Committee.
3. Record and keep on file minutes of General Conference, all General Committee Meetings and all General Executive Board Meetings. Prepare and proofread General Conference Minutes and Discipline. Minutes and Discipline to be prepared, typed, double-spaced, and ready for printing in 30 days after General Conference.
4. Serve as liaison officer for the W.M. and Missionettes.
5. Submit a report of total honorariums and offerings received pertaining to his position to each General Conference.

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#### POSITION JOB DESCRIPTION

POSITION TITLE: GENERAL TREASURER

SUPERVISOR: GENERAL SUPERINTENDENT

The objective of this position is to furnish the best possible staff assistance to the General Superintendent and other staff officers in formulating, recommending, and carrying out policies, plans, and procedures that will contribute to the effective operation of the Congregational Holiness Church.

#### KEY DUTIES:

1. Serve as a member of the General Executive Board.
2. Serve as a member of the General Committee.
3. Develop and maintain a budget for general office.
4. Install and maintain accounting system.
5. Serve as head of the office of General Superintendent for accounts, travel, receipts, and disbursement of funds.
6. Advisor and consultant to the General Superintendent with respect to available resources and counsels with other staff members regarding the financial affairs of the various departments.
7. Calculates and prepares periodic trial balance and reports within obligation and expenditures limitation.
8. Consults with General Superintendent and other staff members to determine program plans and needs for equipment and other expense items to support the operation of the General Headquarters Office.
9. Consults with department heads regarding the soundness of the operation of the various departments of which they are responsible.
10. Gives general direction to and is responsible for the maintenance of accounting controls and ensures that such controls and procedures are consistent with sound practices and requirement of the laws of the State of Georgia and U. S. Treasury Department.

11. Responsible for the completeness and accuracy of financial statements and reports to the Georgia and Federal Revenue Tax Authority, FICA, health benefits, income tax and retirement contributions.
12. Gives general direction for the completeness and accuracy of payrolls, including leave, retirement and tax records, quarterly and annual tax reports, payment of tax to state and federal tax authorities. The scope and effect of the incumbent's work are predominately general churchwide, accounting and disbursing are integral parts of the management functions of the entire church program. These activities provide the General Superintendent and Executive Board with information and factual data for programming and utilizing available resources to the various departments of the church operation. The accuracy of the financial statements of accounts has a far-reaching effect upon top management decision and operation of each department. Negligent or improper fund management of the incumbent could result in serious impairment of program activities.
13. Submit a complete report of activities, honorariums, and offerings to each General Conference.

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#### POSITION JOB DESCRIPTION

POSITION TITLE: EXECUTIVE DIRECTOR OF WORLD MISSIONS

SUPERVISOR: GENERAL SUPERINTENDENT

LIAISON OFFICER: FIRST ASSISTANT GENERAL SUPERINTENDENT

This shall be a full-time position with an office maintained at General Headquarters. Regular office hours are to be kept by the Executive Director of World Missions, with a minimum schedule of three (3) days per week, unless he is involved in matters relating to his official duties which may require him to be out of the office. Official duties are those set forth under "Key Duties" of this job description.

The Director of World Missions shall be given four (4) weeks paid vacation each church year to be used at his discretion. He shall keep the General Superintendent and First Assistant General Superintendent well informed of all the activities of his office, and shall furnish them with an itinerary monthly.

The basic function of this office is to supervise all evangelistic and religious endeavors undertaken by the Congregational Holiness Church outside the United States, governing them in accord with the Discipline of the Congregational Holiness Church, the World Missions Policy and By-Laws, and to serve the church at home as an executive leader as well as promoter of World Missions principles and programs.

#### KEY DUTIES:

##### 1. TO THE CHURCH:

- A. Serve as a member of the General Committee.
- B. Attend the quarterly and annual conferences of each district as often as possible.
- C. Act as a public relations and resource person to all departments of the home church as well as to other denominational and religious groups.
- D. Budget funds and provide an account to the church of all funds under the control

of the World Missions Department.

- E. Maintain constant vigilance over finances.
- F. Work with Office of Finance on monthly salaries and expenses of the department.
- G. Report to the General Conference on the status of World Missions endeavors and potential development.
- H. Submit a report on total honorariums and offerings received to General Conference.
- I. Report to General Superintendent:
  - 1. Keep General Superintendent informed on the status of the work with the current report the first of each month so he may present it to the General Executive Board. Be prepared to answer any questions concerning the report of your department.
  - 2. He shall keep the General Superintendent informed by furnishing him with an Activity Report at the end of each month.
  - 3. Keep General Superintendent informed by a copy of any action taken on behalf of the general church.
- J. Give priority to visiting local churches that are not supporting World Missions. Spend as much time as possible out in the field promoting department activities.
- K. Visit churches, conferences, revivals, youth camps, youth rallies and any other special church gatherings for the purpose of bridging the communication gap between the department and the church.
- L. Keep records of mileage, expense and churches visited.
- M. He shall attend all functions sponsored by the General Church.
- N. Keep up-to-date news about the department in *The Gospel Messenger*.
- O. Submit a monthly report of activities to World Missions Board.
- P. Work in harmony with all District Superintendents.
- Q. Must be creative and offer incentives to other departments.
- R. Work in harmony with World Missions Board.
- S. Maintain correspondence with all phases of the department and follow up on all new churches.

## 2. TO THE WORLD MISSIONS BOARD:

- A. Serve as executive head of this body with the power to delegate authority and responsibility within the World Missions Department.
- B. Call meetings of the board, notify General Superintendent of date and extend an invitation to be present, establish agenda, and chair all meetings. All meetings will be held at General Headquarters unless it is deemed advisable to hold at a different location.
- C. A copy of minutes should be given to General Superintendent for future reference.
- D. Keep board informed and up to date on overall work.
- E. Supervise, evaluate and facilitate the work of the board members including promotional efforts, publications, and financial matters.
- F. Evaluate the missionary candidate and any other potential missionary

personnel and make recommendations to the board concerning training and appointment of said candidates.

**3. TO THE MISSION FIELD:**

- A. Advise and oversee development of all major programs.
- B. That the Executive Director of World Missions visit each field, where we have established works, at least once each year except India; and that a visit to India is made every two (2) years. These trips to be approved by General Executive Board.
- C. That the Executive Director of World Missions acquaints himself with the cultural patterns of each country where we are ministering.
- D. Serve as the direct supervisor of all mission personnel.
- E. Act as official church liaison to established foreign districts and their executives.
- F. Distribute funds in accordance with authorized instructions by the World Missions Board, General Executive Board, General Committee, General Conference or individual contributors as applicable.

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**POSITION JOB DESCRIPTION**

**POSITION TITLE: MISSION USA ADMINISTRATOR**

**SUPERVISOR: GENERAL SUPERINTENDENT**

**LIAISON OFFICER: FIRST ASSISTANT GENERAL SUPERINTENDENT**

- 1. Attend quarterly, semi-annual and annual conferences of each District as often as possible.
- 2. Work with the Office of Finance on monthly expenses of the Department, maintaining a constant vigilance over all finances. He will budget funds and provide to the General Superintendent and the General Conference an account of all funds under the control of the Mission USA Department.
- 3. Report to the General Conference the status of Mission USA endeavors and potential development.
- 4. Submit a report of total salary, honorariums, and offerings received to General Conference.
- 5. Keep General Superintendent informed on the status of the work with an activity report to be submitted at the end of each month. Be prepared to answer any questions concerning the report of the Mission USA Department.
- 6. Give priority to visiting local churches that are not supporting Mission USA. Spend as much time as possible promoting department activities.
- 7. Visit churches, conferences, revivals, youth camps, youth rallies and any other special church gatherings for the purpose of enhancing communication between the Mission USA Department and the church.
- 8. He shall attend all functions sponsored by the General Church.
- 9. Keep accurate records of mileage, expenses, churches visited and any contact with new churches.
- 10. Keep up-to-date news about the department in *The Gospel Messenger*.

- 11.** Maintain correspondence with all phases of the department and follow up on all new churches.
- 12.** Encourage and promote the pioneering and organizing of new churches.
- 13.** Assist new churches in securing property and setting them in order in accordance with the Discipline of the Congregational Holiness Church.
- 14.** Organize a General Evangelistic Team, assisting them in securing revivals. Also plan and implement an evangelism program for the churches, urban ministries, tent revivals, witnessing teams, etc.
- 15.** Work closely with all District Evangelism Coordinators in planning District Evangelism rallies, workshops, and seminars.
- 16.** Work in harmony with all District Superintendents in promoting the Mission USA programs.
- 17.** Work with General and District Departments in establishing new churches and promoting the ministry in each department as well.
- 18.** With the approval of the General Executive Board, administer the loan fund, ministerial supplements and grants as outlined in the Discipline and the Mission USA By-Laws.
- 19.** Submit a monthly report to the District Evangelism Coordinators and the District Christian Education Directors of the prospects for new churches and items of mutual concern.
- 20.** Provide, prepare, promote, and coordinate a Mission USA Conference each year with the exception of the year of General Conference.
- 21.** Encourage and support each District Christian Education Director as he or she works with the Youth and Sunday School in their respective Districts.
- 22.** Equip and develop Christian Education leaders (Sunday School and Youth) at every level through conferences, seminars, workshops, and instructional materials.
- 23.** Develop and direct an Evangelism and World Mission emphasis through all Christian Education ministries.
- 24.** Provide ministry at youth camps, conferences, rallies, workshops, and other Congregational Holiness Church gatherings.
- 25.** Challenge youth for enrollment and ministry at colleges endorsed by the Hugh and Kathleen Bowling Scholarship Fund.
- 26.** Promote and encourage continuing education and training through the Evangelical Training Association.
- 27.** Promote National Youth Week and Youth Awareness Day each June, with a special offering given by each church for the operations of our Mission USA Department.
- 28.** Communicate a Christian Education ministry that involves all ages, which identifies with old and young alike; a ministry that will touch every age group of the church.
- 29.** Attend workshops and personal growth conferences to stay informed on new and effective ways to implement Christian Education.
- 30.** Lead in the establishing of long-range goals and short-term objectives for an ongoing Christian Education ministry in the Congregational Holiness Church.

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POSITION JOB DESCRIPTION

POSITION TITLE: EXECUTIVE DIRECTOR OF WOMEN'S MINISTRIES

SUPERVISOR: GENERAL EXECUTIVE BOARD

LIAISON OFFICER: GENERAL SECRETARY

KEY DUTIES:

1. Call and preside over all W. M. meetings of general officers and committees, also serve as ex officio member of all committees.
2. Direct and promote effective W. M. Ministry on all levels throughout the church, including the Missionettes.
3. Be responsible for the planning of all activities on the general level such as conventions, seminars, retreats, etc.
4. Establish and maintain a close communication with District W.M. Directors at home and abroad.
5. Be available for counsel and field ministry in matters concerning the W. M.
6. Have general oversight of the W. M. office, its personnel, activities, budget, equipment, reports, and records.
7. Submit material concerning the W. M. activities to be published in *The Gospel Messenger*.
8. Authorize any monies disbursed from General W. M. Treasury.
9. Recognize her leadership responsibility in guiding the W. M.'s.
10. Present matters requiring executive approval to her immediate supervisor (General Secretary) and receive information from the General Executive Board through said officer, and invite this officer to all W. M. meetings.
11. Submit a complete report of activities, honorariums, and offerings to each General Conference.

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POSITION JOB DESCRIPTION

POSITION TITLE: EXECUTIVE DIRECTOR OF MEN'S MINISTRIES

SUPERVISOR: GENERAL EXECUTIVE BOARD

LIAISON OFFICER: SECOND ASSISTANT GENERAL SUPERINTENDENT

KEY DUTIES:

1. Serve as a member of the General Committee.
2. Call and preside over all Men's Ministries meetings of the general officers and committees, serve as ex officio member of all Men's Ministries committees.
3. Be responsible for the planning of all activities on the general level, such as conventions, seminars, retreats, etc., of the General Men's Ministries.
4. Establish and maintain a close communication with District Men's Ministries Presidents.
5. Be available for counsel and field ministry in matters concerning the Men's Ministries.
6. Submit material concerning the Men's Ministries to be published in *The Gospel Messenger*.

7. Authorize any monies disbursed from General Men's Ministries Treasury.
8. Recognize his leadership responsibility in guiding the Men's Ministries.
9. Present matters requiring executive approval to his immediate supervisor (Second Assistant General Superintendent) and receive information from the General Executive Board through said officer, and invite this officer to all Men's Ministries meetings.
10. Direct and promote an effective Royal Rangers ministry on all levels throughout the church.
11. Submit a complete report of activities, honorariums, and offerings to each General Conference.

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POSITION JOB DESCRIPTION

POSITION TITLE: CONTINENT REPRESENTATIVE

SUPERVISOR: GENERAL EXECUTIVE BOARD

LIAISON OFFICER: EXECUTIVE DIRECTOR OF WORLD MISSIONS

All Continent Representative Positions, job descriptions, and pay will be appointed and governed by the World Mission Executive Director, the World Missions Board, the General Executive Board, and approved by the General Committee.

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POSITION JOB DESCRIPTION

POSITION TITLE: DIRECTOR OF HISTORY AND ARCHIVES

SUPERVISOR: GENERAL SUPERINTENDENT

KEY DUTIES:

1. Supervisor: General Superintendent
2. Organize and display the archives of the CHC at Headquarters in the Archives File Room and the Archive Display Room.
3. To the best that can be done, archives should be scanned, photographed, or by any other means and downloaded to the electronic database for their preservation in case of fire, water damage, or natural disaster.
4. Seek out, from sister denominations, archives important to the CHC and obtain copies for our archives.
5. Continue to write and collect data and documents as CHC history continues to be made.
6. Be available to go and teach/share the history of the CHC to churches, districts, youth camps and any events applicable. The CHC will promote this office to be available to travel and teach/share the CHC history.

IT IS UNDERSTOOD THAT OFFICE HOURS OF FULL-TIME OFFICIALS WILL BE ADHERED TO. THE OFFICIAL OFFICE HOURS OF THESE FULL-TIME OFFICERS SHALL BE THREE (3) DAYS PER WEEK WITH ONE OF THE OFFICIALS IN THE OFFICE EACH DAY. THE GENERAL SUPERINTENDENT SHALL SCHEDULE THE OFFICE HOURS OF THE FULL-TIME OFFICIALS.

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### **RESOLUTION ON ABORTION**

WHEREAS, Scripture reveals that all human life begins at the moment of conception and that all human beings are "fearfully and wonderfully made" in the image of God; and

WHEREAS, During the period from 1973 to 2003, since the Supreme Court legalized unrestricted abortion, there have been millions of abortions performed in the United States of America; and

WHEREAS, Every third baby conceived in America is killed by abortion; and

WHEREAS, Millions of unborn children have lost their lives to abortion, and countless thousands of women have suffered the destructive physical and emotional pain of abortion; and

WHEREAS, A vast number of the abortion procedures are performed on healthy mothers, who are five months pregnant with a healthy unborn baby; and

THEREFORE BE IT RESOLVED, That the Congregational Holiness Church is opposed to all abortions except to save the life of the mother; and

THEREFORE BE IT RESOLVED, That the Congregational Holiness Church is opposed to selective technology abortion where unborn babies are killed favoring males over females, favoring health over sick; and

BE IT FINALLY RESOLVED, That we, of the Congregational Holiness Church, are committed to protecting the lives of the unborn, and will speak out against the social injustice and the grievous sin that plagues our beloved land.

### **RESOLUTION ON GAMBLING AND THE LOTTERY**

WHEREAS, The Congregational Holiness Church has, from its beginning, opposed the lottery and games of chance (gambling); and

WHEREAS, Many states are now allowing legal state lotteries and gambling and a national lottery is being advocated by some; and

WHEREAS, State governments become, by tacit approval of the so-called benefits of gambling, a predator rather than a protector of its constituents; and

WHEREAS, The commercial advertisement of gambling and state lotteries further increases the negative effect on society; and

WHEREAS, The tide of gambling and state-controlled lotteries can only be turned back by God's people praying and publically confessing their convictions against gambling; and

BE IT THEREFORE RESOLVED, That we, the delegates of the 30th General Biennial Conference of the Congregational Holiness Church, express our deep concern for the millions of families which are being hurt by gambling and the lottery; and

BE IT THEREFORE RESOLVED, That the Congregational Holiness Church calls on all Christians to exercise their influence by refusing to participate in any form of gambling or the promotion thereof; and

BE IT FINALLY RESOLVED, That we urge our political leaders to enact laws restricting and eventually eliminating all forms of gambling and lottery.

### **RESOLUTION ON PORNOGRAPHY AND OBSCENITY**

WHEREAS, Scripture declares that all persons are made in the image of God, and therefore to be treated with dignity and respect, and Scripture affirms that sex is a gift from a loving Creator to be enjoyed within the sacred bonds of marriage between husband and wife; and

WHEREAS, A sharp decline in moral values and beliefs continue to mark our society, resulting in increasing rates of unmarried adolescent and adult sexual activity, the birth of children to unwed mothers, the spread of sexually transmitted diseases, and decreasing marital fidelity; and

WHEREAS, Pornography and obscenity are increasingly available through movies, television, print media and the Internet, causing a powerfully corrosive effect within society; and

WHEREAS, Pornography and obscenity cause harm to those who are abused in the production of it (often women and children), as well as those who use it, damaging healthy relationships and distorting God's gift of loving, mutual sexuality between husband and wife;

and

THEREFORE BE IT RESOLVED, That the Congregational Holiness Church opposes pornography and obscenity and supports efforts by Christian education, appropriate law enforcement and other means to combat it, and supports ministry to those who have been harmed by its destructive efforts; and

BE IT FURTHER RESOLVED, That we encourage all pastors and youth leaders to protect youth and children from exposure to these materials by emphasizing Biblical standards of character and holiness; and

BE IT FURTHER RESOLVED, That we call upon businesses, schools, and libraries, as well as parents, to participate in efforts to shield children and youth from being harmed by these materials; and

BE IT FURTHER RESOLVED, That we urge local, state, and federal agencies to aggressively prosecute those who break the laws in producing and distributing illegal explicit sexual materials in the form of pornography and obscenity; and

BE IT FURTHER RESOLVED, That we openly and publicly commend lawmakers, leaders of the broader faith community, and others who lead the efforts to combat pornography and obscenity.

### **RACIAL RECONCILIATION STATEMENT**

The present-day Pentecostal movement had its beginning at the Azusa Street Revival. People of all races and both genders participated. However, the movement soon divided along racial lines, and in some cases, women were relegated to subordinate roles.

We understand that the body of Christ makes no allowances for discrimination based on carnal prejudices such as race and gender. The Bible teaches that Adam and Eve were, in fact, the parents of all people on the earth, themselves being created by God the Father, and He declared His handiwork to be very good and acceptable to Him.

As a people, redeemed by the atoning blood of Jesus Christ, we commit ourselves to reconciliation and harmony among people of diverse races. The Congregational Holiness Church, recognizing the ethnic diversity in the body of Christ, will work for and strengthen the unity of all believers.

We, of the Congregational Holiness Church, pray and trust that all members of the body of Christ will lead the way in initiating effective racial reconciliation.

## **STATEMENT ON MARRIAGE AND SEXUALITY**

We believe that the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as defined in Scripture.

We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one’s sex, or disagreement with one’s biological sex, is sinful and offensive to God.

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the church.

## **STATEMENT ON SAME-SEX MARRIAGE**

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, the Congregational Holiness Church, Inc. will only recognize marriages between a biological man and a biological woman. Further, the pastors/ministers/clergy and staff of the Congregational Holiness Church, Inc. shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of each local Congregational Holiness Church shall only host weddings between one man and one woman.