

Dear Minister:

Welcome to the New Jersey Ministry Network Policy and Procedures Manual.

The purpose of this manual is to clarify and standardize the basic policies and procedures of the New Jersey Ministry Network. Such are subject to change and should reflect practical functionality.

The content of this manual attempts to simplify the constitution and bylaws while guiding constituents through general policies and procedures of the Network. It is a complementary document to the Constitution and Bylaws but is not legally binding.

It is impossible to document every exception to the protocols followed by the Network in its daily operation. However, the intent of this manual is to present an organized text that reflects the procedures of the Network. As operational needs change, the policies and procedures outlined here will also change.

If you have any questions concerning our policies and procedures, please don't hesitate to give my office a call.

Sincerely,

A handwritten signature in black ink that reads "Don James". The signature is written in a cursive style with a large, stylized "D" and "J".

Don James  
Network Superintendent

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## SECTION 1: DISTRICT COUNCIL OFFICERS

### *Superintendent*

The primary (constitutional) duties of the District Superintendent, an officer of the New Jersey District Council, are found in Article II, Section I of the New Jersey District Council Bylaws.

The duties of the District Superintendent are somewhat subject to the gifts, abilities, personality and vision of the incumbent. Regardless, the District Superintendent is charged with the general oversight of the District Council, its entities, and general affairs. As such, he is the Chief Executive Officer for the corporation, and the various leadership teams of the District work in cooperation with his vision.

Additional duties are as follows:

1. To receive all communications addressed to the Executive Presbytery and District Presbytery;
2. To assist assemblies with personal advice and ministry as the needs may require, as well as administer discipline in all cases when requested to do so by the credentials or district committees;
3. To oversee the investigation of all complaints regarding ministers and local churches;
4. To assist churches and ministers with pastoral and staff transitions;
5. To perform such other functions as are usual and customary for the presiding officer to perform or as may be directed by the District Presbytery or District Council;
6. To officiate, along with the presbyters, in serving the Lord's Supper at District Council and/or Minister's School; and,
7. To direct annually the auditing of the financial records of every department, section, or committee, or of any individual who handles funds of the district, or of any division, section or committee of the district. The superintendent shall appoint a committee or committees to do this work, or employ professional accountants.

### *Assistant Superintendent*

The primary (constitutional) duties of the Assistant District Superintendent, an officer of the New Jersey District Council, are found in Article II, Section 2 of the New Jersey District Council Bylaws.

Presently, the Assistant District Superintendent is also a General Presbyter by virtue of his office. He is a pastor of a local assembly and serves as a co-executive with the Superintendent. He consults with the Superintendent and Executive Secretary, and the three make up the District Executive Presbytery.

Additional duties are as follows:

1. To perform such other functions as may be directed by the District Superintendent;
2. To give a written report that is to be read at the annual District Council.

### *Executive Secretary*

The primary (constitutional) duties of the Executive Secretary, an officer of the New Jersey District Council, are found in Article II, Section 3 of the New Jersey District Council Bylaws.

The Executive Secretary is a co-executive with the Superintendent and Assistant Superintendent. The three comprise the District Executive Presbytery. He is a member of the Superintendent's Senior Staff and consults with the Superintendent on various matters of the Council.

Additional duties are as follows:

1. To publish a true record of the proceedings of the District Council as approved and directed by the Council or Presbytery;
2. To notify the District Presbyter of all candidates making application for credentials from his/her respective section;
3. To edit, for the purposes of clarification and proper form, the resolutions which have been passed at any District Council, especially those affecting the constitution and bylaws; and,
4. He is the custodian of the official seal of the District and is authorized to execute legal documents on behalf of the Council, Presbytery and/or various supervised entities.

### *Electoral Process for the offices of the superintendent, assistant superintendent, and secretary:*

Following is the electoral process for the offices of the superintendent, assistant superintendent, and secretary by vote of the 2017 District Council in session. (This electoral process section can only be changed or amended by vote of the district council):

- I. Selection of Chairperson for Eligibility Committee (during the October Presbytery meeting in the year prior to the election)
  - A. Selected by the New Jersey District Presbytery
  - B. This person shall be a non-resident district executive of a neighboring district or a regional presbyter or any general presbyter.
    1. Short list of 3 names developed
    2. Final name chosen
  - C. Meeting for Eligibility Committee scheduled at this time
- II. Sectional Council (8 weeks prior to District Council)
  - A. Secret nominating ballot, 1 nomination per person
  - B. Any ordained minister who fulfills the New Jersey District Bylaws qualifications may be nominated.

- C. Ten (10) nominations from across the district are needed to be considered as a candidate.
  - D. Nominating ballots placed in sealed envelope and given to sectional secretary/treasurer.
- III.** Within a week, Eligibility Committee (all sectional secretary/treasurers) gather to record results of nominations at District Office (7 weeks prior to District Council).
- A. Results collected and all nominations receiving ten (10) or more votes recorded.
  - B. The eligibility of all names receiving at least ten (10) nominations will be evaluated.
    - 1. Tithing (Yes or No only) - Ordination - years in District
- IV.** Initial Contact by designated secretary of Eligibility Committee, appointed by the Chairperson (immediately following meeting)
- A. Inform nominees
  - B. Self-Evaluation Packet sent to nominees
    - 1. Packet includes: Job Description, Self-Evaluation, Confidentiality Agreement, a brief description of the present status of that role, and a Response Card (dual signatures required, for spouse, if married)
- V.** Response Card submitted to the Eligibility Committee (5 weeks prior to District Council, 3 weeks after Sectional Council)
- A. A returned response card and Confidentiality Agreement will serve as an indication that the nominee is willing to be considered.
- VI.** Eligibility Committee meets (4 weeks prior to District Council, 4 weeks after Sectional Council)
- A. Secretary/Treasurer of each section serves on that committee
  - B. Chaired by the person selected by the New Jersey District Presbytery
  - C. Reviews all returned response cards and compiles list of nominees
- VII.** Names of eligible nominees submitted to District Executive Secretary (immediately following this meeting, 3 weeks prior to District Council)
- A. By the designated secretary of the Eligibility Committee
- VIII.** Election at District Council
- A. Names are presented and biographies read the day of election.

- B. After names are presented, a period of prayer, at the discretion of the superintendent, is given to consider names and submit vote.

#### IX. Miscellaneous Notes

- A. District Executive Secretary, nominees, and Eligibility Committee members must sign confidentiality agreement.
- B. Incumbent is automatically added to the list of nominees, unless they ask for their name to be removed.
- C. The Confidentiality Agreement should allow for the individual to seek spiritual counsel.

*Electoral Process for the offices of the superintendent, assistant superintendent, and secretary when a vacancy is created at Council:*

- (2) In the event a vacancy is created during a District Council or Special Council, there shall be an amended vetting and election process to fill the unexpected vacancy. This amended vetting and election process shall require that the presiding executive/chairman of the regular or special District Council open nominations by secret ballot for the vacant office. All potential nominees receiving 10 or more ballots will be eligible for an amended vetting process, which will commence during a called recess of the Council. In the case of the District Youth Director, the election process would follow the Bylaws, Article XI, Section 4.a. The vetting (interviewing) of such individuals would take place as outlined in the Policy and Procedures manual (page 21, Section 4, g.).
- (3) The Presbytery shall become the Eligibility Committee charged with vetting potential nominees. When the Council is called back to order, the Eligibility Committee will present the vetted nominees to be voted upon by way of secret ballot and will commence voting until an election is declared. All names thus presented shall be balloted upon until a candidate shall have received two-thirds vote of all votes cast. If any election is not declared on the third electoral ballot, the two candidates receiving the highest number of votes on the third ballot, shall be the only nominees to be voted upon until an election is declared. In case there is only one eligible individual after the vetting process is completed, that individual's name will be presented as the nominee and would be elected by way of a yes or no vote. In all cases a two-thirds majority is required for election.
- (4) The District Council shall determine the term of office for said vacancy in either a special or regular session.

#### *Treasurer*

The primary (constitutional) duties of the Treasurer, an officer of the New Jersey District Council, are found in Article II, Section 4 of the New Jersey District Council Bylaws.

Presently, the Treasurer functions as the Chief Financial Officer for the District Council. This office is an appointment of the Presbytery, and he/she may either be a Credentialed Minister or a layperson. The Treasurer serves on the Superintendent's Senior Staff and consults with the Superintendent and others regarding critical financial matters of the Council.

The work of the office shall be conducted according to accepted business practices and in accordance with policies set forth by the District Superintendent and the District Presbytery. An accurate record of all receipts and disbursements, together with authorized vouchers, shall be kept up-to-date and subject to the audit of the District Presbytery or its agent. All funds shall be deposited in a responsible bank under the authorization of the District Presbytery.

The treasurer shall be assisted by competent office help in performing the duties of the treasurer's office.

*General Council Nonresident Executive Presbyters (under age 40, female, African-American) and General Presbyters (under age 40, female):*

Any NJMN credential holder will have the right to submit to the NJMN Presbytery one nominee from each of the three categories to be considered in the determination of a viable nominee. The nomination shall be submitted by way of email to the NJMN office at njdcsupt@njag.org on or before March 15 of the year the election of the particular office is in process. At the NJMN Presbytery meeting preceding district council, the presbytery will consider all possible nominees and select one name for each category to be submitted to the NJMN Council in session for ratification by way of a majority vote.

*General Presbyters (under age 40 and female designates)*

In addition to the aforementioned District Executive Presbyters, the district council will pay the expenses (those which General Council does not cover) of the under age 40 and female New Jersey District General Presbyters who attend the General Presbytery meeting.

## **SECTION 2: DISTRICT PRESBYTERY**

*Honorary Presbyters*

In the event of the selection of an Honorary Presbyter, such shall serve empowered by the Presbytery and under the supervision of the superintendent or his designee. The District Presbytery may annually assign portfolio responsibilities, other assignments, and grant voting privileges.

Duties:

1. He/She shall perform whatever duties are assigned to him/her;

2. Attend meetings of the Presbytery and other committees as requested; and
3. Report directly to the superintendent or his designee.

### *District Presbyters*

The primary (constitutional) duties of District Presbyters are found in Article II, Section 6 of the New Jersey District Council Bylaws.

The District Presbyter shall counsel with the pastors of all the assemblies in the section as opportunity arises, fostering a spirit of close relationship between the individual and the District Council.

District Presbyters serve a vital role in the credentialing process. They:

1. Receive the initial contact from an applicant inquiring about a credential application;
2. Conduct a preliminary interview with the applicant and, if appropriate, send an application to the applicant;
3. Answer questions posited by an applicant regarding the application or the credentialing process;
4. Review the Pastor Reference submitted by the applicant;
5. Oversee the testing and grading of the credential test;
6. Schedule a formal interview between the applicant and the sectional committee;
7. Review the exam and any issues that need to be addressed; and,
8. If appropriate, send application packet to the District office.

### *Ethnic/Language Fellowship Presbyter*

1. An Ethnic Fellowship Leader must be a member of the Ethnic Fellowship for a minimum of 2 years preceding election by the Fellowship.
2. By virtue of his election as Fellowship Leader, the same shall be nominated to serve as a representative New Jersey District Presbyter.
3. The Fellowship shall nominate a Leader by secret ballot, two-thirds vote, of their Ethnicity.
4. The Leader must meet all qualifications of the Ethnic Fellowship as well as those of a District Presbyter.
5. The Ethnic Fellowship Presbyter shall be declared elected by ratification at the following District Council.
6. He will concurrently be the Leader of the Ethnic Fellowship and a member of the District Presbytery.
7. If for any reason the Ethnic Fellowship Presbyter cannot attend a scheduled Presbytery meeting, his seat will remain vacant for that meeting.
8. An Ethnic Fellowship Presbyter will exercise general care and oversight of churches and credential holders within the Ethnic Fellowship.
9. The Ethnic Fellowship Presbyter must foster a spirit of close relationship between individual assemblies, ministers, the Section and District Council.

10. The Ethnic Fellowship Presbyter will serve a vital role in the credentialing process following the guidelines in the New Jersey District policy and procedures manual.
11. The Ethnic Fellowship Presbyter will schedule a formal interview between the applicant, the presiding Sectional Presbyter, and one other member of the Sectional Committee. Signatures needed to move the applicant for consideration of credential must include three (3) of the above officials.
12. The Ethnic Fellowship Presbyter will advise or aid a pastor or assembly by investigating any matter of concern and, if possible, bring about a resolve.
13. The Fellowship Presbyter shall work with the presiding geographical Presbyter in finding a resolution to concerns.

### *District Presbytery*

The primary (constitutional) duties of the District Presbytery are found in Article II, Section 5 of the New Jersey District Council Constitution and Bylaws. The District Presbytery functions as a Credentials Committee, approving candidates for various levels of ministry within the Assemblies of God, as well as overseeing the status of churches and any changes. The Presbytery cooperates with the implementation of the vision cast by the superintendent throughout all the sections of the district. It may also annually assign portfolio responsibilities, direct other assignments, and grant voting privileges.

### *Auditors*

The Executive Presbytery will recommend at least three individuals to attend the NJ District Presbytery meetings in the role of auditors, having voice, but no vote. Each individual will be ratified by a majority of the District Presbytery. They will not be present during salary issues.

### **SECTION 3: DISTRICT MEETINGS AND COMMITTEES**

#### *Functionality*

All District meetings and/or committees shall function in agreement with the Constitution Article X. Meetings, Sections 1, 2, and 3. All such meetings will have the option of being conducted live, virtual or a combination thereof.

If none of these options are available due to emergency circumstances, then during an emergency, the District Presbytery shall have maximum authority possible to run the District's interim affairs in the manner they deem best (AG Emergency Bylaws Recommendation, Section B).

Whatever actions taken by emergency will be reported at the next regular meeting of the Network.

*The suggested content of business for the District Council shall include:*

1. Devotional
2. Approval of Prior Minutes
3. Reports
4. Ratification of District Presbyters
5. Unfinished Business
6. Elections
7. New Business
8. Adjournment

The reports of the superintendent and treasurer will be read. All other reports will be mailed prior to District Council and acted upon during the Council in session.

### **SECTION 4: DISTRICT DEPARTMENTS**

The New Jersey District Council has the ability to establish additional departments as needed without a resolution from the District Council.

Within the following departments the term “*sectional representative*” is used to denote those representatives elected by the section during the meeting of the Sectional Councils. It is to be noted as slated in Article VI, Section 3 (f) that all department heads have the option to function with either a sectional representative or an advisory committee. It is also to be understood that the endorsement of any sectional representative shall be by the entire sectional committee.

#### **A. CHRISTIAN EDUCATION**

There shall be a Christian Education Department of the New Jersey District Council of the Assemblies of God. The Christian Education Department shall be amenable to the District Presbytery in all its activities.

**Purpose:**

1. To coordinate national, district, sectional, and local efforts for Christian Education efficiency, growth, and development.
2. To encourage every Christian Education Department in the district to attain the national Christian Education standard.
3. To assist in establishing new Christian Education Departments in the district.

**Personnel:**

1. Officers - The officers of the Christian Education Department shall consist of the District Youth Director, who by virtue of the office is the Christian Education Director. He will be assisted by a Christian Education advisory committee.
2. The advisory committee will be appointed by the District Christian Education director in consultation with the District Superintendent and ratified by the presbytery. The appointment shall be for one year. It is to be understood that the appointment of non-credentialed holders to district or sectional ministries receive the endorsement of their pastor.

**Elections and Vacancies**

*District Director* - The election of the district Youth Director shall constitute the election of the district Christian Education Director, who shall be one and the same. The tenure of office shall be for a period of four years. Should a vacancy occur in the office of the district Christian Education director, the District Presbytery shall be empowered to fill said office of Youth and Christian Education director.

**Duties***District Director*

1. To carry out the purpose of the Christian Education Department;
2. To arrange Christian Education conventions, to assist in organizing Sunday Schools, and discipleship, and to encourage children's ministries, as well as all other Christian Education activities in our local churches where assistance may be desired.

**Finances**

It is recommended that each Christian Education Department of the local church tithe from offerings received, with the exception of missionary or other special offerings.

**B. GIRLS MINISTRIES****Mission**

Girls Ministries is a ministry resource to girls and leaders and for the greater kingdom of God, which will result in building godly girls and women.

## Objective

The focus of ministry is to provide essential evangelistic and discipleship tools, enabling leaders to accomplish the fivefold purpose of Girls Ministries:

1. Win girls to Jesus Christ through love and acceptance;
2. Teach them to obey everything Jesus commanded while developing girls spiritually and mentally;
3. Provide encouragement, support, and accountability through lasting Christian relationships;
4. Provide an environment for girls to develop their gifts and abilities; and
5. Acquaint girls with the Great Commission of Jesus.

## Methodology

The responsibilities include but are not limited to:

1. Giving oversight to the district office, committee and budget;
2. Creating and promoting district publications and events;
3. Offering leadership training on the district and sectional level, and encouraging leadership to pursue training to enhance their ministry;
4. Promoting missions and giving through the national Coins for Kids fund and the district Dreams Come True fund;
5. Ministering to women and girls through seminars, conventions, retreats, camps, and other special events; and
6. Recommending that a Girls Ministry representative in each section oversee the ministry and work in harmony with the district coordinator.

## Funding

1. *Chartering* - Chartering is done annually for each girl and each leader. Chartering allows the local church to participate in particular district and sectional events, sectional planning meetings and trainings, as well as gain access to Honors, Graduates and Medals certificates and recognition.
2. *Tithing of income to the district and national offices* - It is urged that each local Mpac club be faithful in tithing its income to the district office and that the district office in turn tithe to the national office for the support of Girls Ministries at each level.
3. *Coins for Kids Fund* - The Coins for Kids/BGMC project is promoted in each local Mpac club. This annual project is chosen and promoted by the national office.
4. *Dreams Come True fund* - The Dreams Come True project is promoted in each local Mpac club. This annual project blesses Missionary Kids (MKs) whose income is often on a fixed budget. A monetary gift is presented to the MKs under the age of 18 who are on the NJ missions' tour.

## Appointments and Terms

1. Girls Ministries District Director - The Girls Ministries District Director is to be selected using the process outlined in Article XI, Section 4 of the District Bylaws
2. Girls Ministries Sectional Representatives - Girls Ministries Sectional Representatives are to be recommended by the District Girls Ministries Coordinator and approved by her local pastor and sectional Presbyter. The term of office is for one year and ratified at sectional council.

## C. HONORBOUND MEN'S MINISTRIES

### Authorization

The Men's Ministries Department of the New Jersey Council of the Assemblies of God shall be recognized as a department of the district, and shall be amenable thereto. It shall be governed by its own constitution and bylaws, being first approved by the District Presbytery.

### Purpose

The purpose of this department is to assist in unifying, training, motivating, and involving, Assemblies of God men on the local, sectional, and district levels.

### Personnel

#### *Officers*

1. They shall consist of the Executive Presbyter with the HonorBound Men's Ministries Department portfolio, District Men's Ministries Director, Light-for-the-Lost Director, and sectional representatives. There shall be no dual holding of any office within the same department.
2. The Executive committee shall consist of the District Superintendent, District Executive Secretary, District Men's Ministries Director, and sectional representatives.

#### *Qualifications*

1. The District Men's Ministries Director and Light-for-the-Lost Director shall be men with mature judgment and leadership ability, and having resided in the district two years prior to election.
2. Sectional Honor Bound Men's Ministries Representatives shall be men of qualified leadership within each section, and having resided in the district for two years.

### Election and Vacancies

#### *Elections*

1. The District Men's Ministries Director shall be nominated by the District Presbytery in the month of April, and the name of the nominee shall be ratified by the District Council. The term of office shall be two years.
2. The Light-for-the-Lost Director shall be appointed by the District Honor Bound Men's Ministries Department Executive Committee, and ratified by the Presbytery in the month of April. The term of office shall be two years.
3. Sectional representatives shall be appointed by the District Men's Ministries Director in conjunction with the presbyter serving in his respective section. The appointment shall be for one year and ratified by the Sectional Council.
4. It is to be understood that the appointment of non-credential holders to District or Sectional Ministries receive the endorsement of their pastor.

### *Vacancies*

1. In the event that a vacancy in the office of District Men's Ministries Director shall occur, power is vested in the District Presbytery to fill such office as prescribed in Article I, Section 4 of the bylaws.
2. Should a vacancy occur in the office of a sectional representative, the HonorBound Men's Ministries Department Executive Committee shall be empowered to appoint a replacement for the remainder of the term of that office. *[Refer to Article I, Section 4(b) of the bylaws.]*
3. The vacancy of all other members of the sectional HonorBound Men's Ministries Department Executive Committee shall be filled in the same manner as the elections.

### Duties

#### *District Men's Ministries Director*

It shall be his duty to motivate, encourage and assist in the formation of local groups throughout the district. He shall work in close conjunction with the pastors in the district and shall promote district, sectional, or local events. He shall represent the district at National HonorBound Men's Ministries meetings with the approval of the District Presbytery. He shall be chairman and coordinator of all the other subsidiary departments under the HonorBound Men's Ministries Department.

#### *Sectional Representatives*

They shall work within their own sections in close conjunction with the District Men's Ministries Director in promoting laymen's fellowship and all other activities under the Men's Ministries Department.

#### *Light-for-the-Lost*

Missionary programs shall operate according to the Constitution and Bylaws, as well as the Policy and Procedures Manual of the HonorBound Men's Ministries Department.

## Finances

1. The District HonorBound Men's Ministries Department shall be supported by offerings received at district and sectional conventions, events, banquets, etc. The department shall work within its own budget.
2. All monies of the district HonorBound Men's Ministries Department and Royal Rangers accounts shall be disbursed by the district treasurer, as authorized by the departmental directors. Expenses incurred by the district and sectional officers in carrying out the district program shall be paid from these funds.
3. All offerings and special event monies received for sectional or district Men's Ministries shall be sent to the District Office within a week in which it was collected.

### **D. ROYAL RANGERS (Ministry to Future Men)**

Royal Rangers encourages and promotes ministry to boys and leaders of every Assemblies of God church, other churches, denominations, and organizations.

Mission: The mission is to evangelize, equip, and empower the next generation of Christ-like men and lifelong servant leaders.

1. *Evangelize* – To provide a presentation of the gospel of Jesus Christ to every boy;
2. *Equip* – To disciple boys and leaders in their understanding of God's revelation and their walk with Him as men;
3. *Empower* – To develop a desire for a lifelong commitment of following Jesus Christ, and to assist them in discovering their ministry calling in world evangelism and leadership.

## Objectives

This mission will be achieved by fulfilling the following objectives:

1. Give oversight to the district office and budget;
2. Establish a chartered outpost in every Assemblies of God church and other approved affiliate organizations;
3. Provide training opportunities for leaders and boys;
4. Teach and involve boys and leaders in world evangelism;
5. Promote Royal Rangers publications;
6. Promote a full curriculum for Royal Rangers; and
7. Have district Royal Rangers commander give oversight to the ministry of Royal Rangers and work in harmony with the other departments at a district level.

## Methodology

The purpose will be achieved, in part, through these four methods and means:

1. Evangelism – Each outpost is to promote and be involved in evangelism through special events, programs, and materials;
2. Discipleship – Each outpost is to promote and be involved in discipleship through weekly Bible lessons, devotions, Youth Ministries Fine Arts Festival, Bible Quiz merits, and promotion of Scripture memorization. Royal Rangers provides resource materials in print and via the Internet to support these programs and activities;
3. Missions – Each outpost will promote and be involved in world evangelism through MAPS, BGMC, LFTL, STL, coordinating programs and providing resources to leaders through Royal Rangers International;
4. Ministry – Royal Rangers provides leadership training for boys through Junior Leadership training camps and academies, and provides training for leaders through the National Training Camps and Leadership Training Academy. This will provide ministry opportunities both for boys and leaders.

### Committees

1. The Royal Rangers District Committee consists of the following:
  - a. The District Royal Rangers Executive Committee;
  - b. District Auxiliary Leaders, Sectional Representatives and Area Leaders.
2. The District Royal Rangers Executive Committee
  - a. The District Royal Rangers Commander/Director is recommended for appointment by the leadership team consisting of the District Superintendent, District Executive Secretary, District HonorBound Director, and the District Youth Director, and must be ratified by the District Council. His term of office shall be two years.
  - b. The District Royal Rangers Executive Committee is nominated by the District Commander and ratified by the District Presbytery.
  - c. The District Royal Rangers Executive Committee consists of the following:
    - i. District Superintendent (ex officio)
    - ii. Assistant District Superintendent (ex officio)
    - iii. District Executive Secretary (ex officio)
    - iv. District Youth Director (ex officio)
    - v. District Commander/Director (chairperson) (ex officio)
    - vi. Deputy District Commander/Communications Coordinator
    - vii. District Outreach Coordinator
    - viii. District Training Coordinator
    - ix. FCF President
  - d. Additional members may be appointed with specific portfolios as deemed necessary.
  - e. The District Youth Director shall be a consultant to Royal Rangers and advocate for Royal Rangers to other ministries.
  - f. All appointments to the District Executive Committee are for two years.
3. District Auxiliary Leaders are recommended for appointment by the District Commander and must be ratified by the District Presbytery. Their term of office is two years.

4. Sectional Representatives are recommended for appointment by the District Commander for a term of one year and must be ratified by the Sectional Councils.
5. Area Leaders are recommended for appointment by the Sectional Representatives for a term of one year and must be ratified by the Sectional Councils.
6. All appointments must have the approval of the local pastor.

### Funding

Funding is provided from, but not limited to, camps, charters, general donations, and various auxiliaries.

## **E. STEWARDSHIP**

### Authorization and Purpose

There shall be a district Stewardship Department that shall promote biblical stewardship in the district, assist our members in the planning of their estates, and seek to increase the benefits Assemblies of God ministries receive from deferred gifts.

### Philosophy

The following concepts shall serve as the operational guides for the department:

1. The Bible is the conceptual basis for all department activities. The department shall accept the interpretation of biblical stewardship as projected by the National Stewardship Department.
2. Sound business principles and Christian ethics shall guide the department in every transaction with which it is involved.
3. The laws of the federal and state governments with regard to wills shall be considered the boundaries of any transactions in which the department is involved.
4. The department shall serve the worldwide ministries of the Assemblies of God.
5. The interests of individuals with whom the department does business shall always be a foremost consideration. Undue pressure shall not be applied to any individual to secure a bequest, and each will instrument shall reflect the wishes of the donor to the best of our knowledge.

### Relationships

1. District: The department shall be considered a vital part of this District Council and shall be subservient thereto in all matters affecting the overall district fellowship.
2. General Council: The department shall look to Assemblies of God Financial Solutions as a resource for our presentation and implementation of stewardship material.

## Personnel

There shall be a director of the Stewardship Department.

*Qualifications* – The director shall be Spirit-filled and living a true, constant Christian life and be of such maturity as to be trustworthy and competent. The director shall be a member of the Assemblies of God for at least two years prior, including a background of training and ministry and shall have proven their interest in the field of stewardship.

### *Duties*

1. Conduct will-planning clinics in the District's churches;
2. Conduct church, Sectional and District stewardship seminars.

### *Nomination and Appointment*

1. The district Executive officers shall nominate persons to be the District Stewardship Director.
2. The District Presbytery shall appoint the director from the nominees in the month of April.
3. Lay Leadership: It is understood that the appointment of non-credential holders to District or Sectional Ministries receives the endorsement of their pastor.

*Term of Office* – The term of office for the director shall be two years and shall begin thirty days after the appointment.

## Finances

The Stewardship Department shall be supported by contributions from the churches using its services and shall be subsidized from the General Fund.

## **F. WOMEN'S DEPARTMENT**

Authorization - There shall be a Women's Department, which shall be recognized as a department of the district and shall be amenable thereto. It is governed by a constitution and bylaws initiated by the Women's Department, in agreement with the constitution, bylaws, and policies of the district, and approved by the District Presbytery.

Purpose:

1. To encourage the work of ministry to women at the district, sectional, and local levels;
2. To conduct women's conventions, seminars, and events to stimulate interest;
3. To disseminate information concerning the Women's Department and its program;
4. To organize auxiliary programs for girls called "Girl's Ministries."

## Personnel

*Leadership Team* - The officers of the district Women's Department shall be a director, office assistant, and secretary. They, with the connectors from each section and the district auxiliary's coordinator, shall comprise the Women's team. There shall be no dual holding of any office within the same department.

## Qualifications

All district women's officers and leaders shall be individuals of maturity, sound Christian character, and have experienced the infilling of the Holy Spirit (Acts 2:4). They shall be either a credential holder or a member of the laity, a member in good standing with the Assemblies of God, and have the recommendation of her Pastor.

## Elections and Vacancies

### *Elections*

1. The Director of the Women's Department shall be nominated by the District Presbytery in the month of April, and the name of the nominee shall be ratified by the District Council. The office assistant and secretary shall be recommended to appointment by the district women's director, and ratified by the District Presbytery, in the month of April. The term of office for all three executive officers shall be two years.
2. Sectional connectors shall be appointed by the district director of this department in consultation with the presbyter serving in his respective section. The appointment shall be for one year and ratified by the Sectional Council.
3. Lay Leadership. It is to be understood that the appointment of non-credential holders to District or Sectional Ministries receive the endorsement of their pastor.

### *Vacancies*

1. Should a vacancy occur in the Women's Department at the district level, power is vested in the District Presbytery to fill the office as prescribed in Article I, Section 4, of the bylaws.
2. Should a vacancy occur in the office of a sectional representative, the sectional committee shall be empowered to appoint a replacement for the remainder of the term of that office. *([Refer to Article I, Section 4(b) of the bylaws.]*

## Duties

1. The duties of the district women's director shall be to carry out the purpose of this department, to arrange women's conventions, to assist the sectional programs, and to aid in organizing new local women's groups as well as assist local women's groups when help may be desired.

2. The district women's office assistant shall assist the director and preside over meetings in the absence of the director.
3. The secretary shall keep the minutes of all meetings.

### Finances

The district women's program shall be financed by funds from the women's conventions, offerings from sectional activities, General Fund budget and/or Missionary Fund budget of the local churches, as well as tithes and offerings from local women's groups.

## **G. YOUTH**

The mission of New Jersey Youth Ministries (NJYM) is to empower the local church youth ministries to connect, construct, and commission young people for God's Purpose and Kingdom.

**Connect** - To provide a presentation of the Gospel to every student before High School graduation.

**Construct** - To disciple students and leaders in their understanding of God's revelation and their walk with Him, and to further discover and develop their ministry potential.

**Commission** - To commission students, leaders, and resources to assist in world evangelism.

Purpose:

1. To mobilize the youth of the New Jersey District Council churches in the evangelization of the state;
2. To encourage spiritual development and maturity in the youth of the district by establishing a vigorous youth ministry in every church;
3. To foster a spirit of loyalty to the local church, and encourage involvement with the sectional, district and national programs;
4. To resource the local church with ministries such as: Speed the Light, AIM, Fine Arts, Bible Quiz, and leadership development as well as inspirational events;
5. To provide District Camp Ministries for children and youth; and,
6. To provide District Young Adult ministries, defined as 18-25 year olds.

Objectives: The ministry will be accomplished by fulfilling the following ministry objectives:

1. Establishing a vigorous youth ministry in every church;
2. Training and equipping youth leaders;
3. Giving every student a clear, personal presentation of the gospel before high school graduation;
4. Involving every student in the process of evangelism and discipleship; and,
5. Involving every student in the cause of world evangelism.

### Personnel

1. Officers - The officers of NJYM shall consist of the executive presbyter with the Youth Portfolio, Youth Director, Assistant Youth Director, and Sectional Youth Representatives. These officers shall comprise the NJYM cabinet.

### Qualifications

#### *Youth Director*

1. Shall be an ordained credential holder of mature experience, sound judgment, recognized ability, and Christian character who has ministered in our Assemblies of God fellowship for at least five consecutive years immediately preceding the election. The Youth Director shall be chosen from the membership;
2. Shall have a concern for youth and have the ability to relate to them; and,
3. Shall be willing to cooperate with the overall district functions, and maintain a working relationship with the District Presbytery and the Assemblies of God churches in the district.

*Assistant Youth Director:* Qualifications shall be the same as for the district Youth Director.

#### *Sectional Youth Representative*

1. Shall have ministered in the fellowship for at least one year prior to election; and,
2. Shall either be ordained or licensed. If for any reason an ordained or licensed individual cannot serve, special provision can be made in consultation with the superintendent and the presbyter of the section in the choice of a layperson.

### Elections and Vacancies

#### *Youth Director*

1. The District Presbytery shall be in charge of a search committee for the purpose of interviewing potential candidates for the office of Youth Director. That committee shall present at least three names to the District Council as nominees for the aforementioned position. When an incumbent is in place, the search committee may have the option to nominate up to three names for the office of Youth Director, with the approval of the District Presbytery. The Youth Director shall be elected by two-thirds secret ballot vote at the District Council in session.
2. Election to the office of Youth Director shall constitute the election of a district Christian Education and Camp director, who shall be one in the same.
3. The term of office shall be four years.
4. In the event this office becomes vacant, it may be filled by the District Presbytery or, if deemed necessary, a special District Council may be called to fill such vacancy.

#### *Assistant Youth Director*

1. Shall be nominated by a two-thirds vote of the Youth cabinet at its regularly scheduled meeting just prior to District Council, and approved by the District Presbytery. The District Presbytery shall present the name of the nominee in writing at District Council. The name of the nominee shall be ratified by the District Council.
2. The term shall be for two years.
3. Should a vacancy occur in this office, the Youth Director in consultation with the Superintendent and District Presbytery, shall name an interim until the term is completed.

#### *Sectional Youth Representatives*

1. Sectional representatives shall be appointed by the Youth Director in conjunction with the presbyter in their respective section. The appointment shall be for one year and ratified by the Sectional Council.
2. Area leaders may be appointed to assist in the sectional program, if deemed necessary.
3. It is to be understood that the appointment of non-credential holders to District or Sectional Ministries receive the endorsement of their pastor.
4. Should a vacancy occur in the office of a sectional representative, a replacement shall be appointed by the District Director, in consultation with the presbyter of that section, and ratified by the sectional committee. The appointee shall serve for the remainder of the term.

#### Duties

##### *Youth Director*

1. Shall have the responsibility and general oversight of all district and sectional youth activities.
2. Shall preside at all meetings of the Youth cabinet.
3. Shall serve on the District Presbytery by virtue of this office (See Article VIII, section 5 in the constitution).
4. The elected Youth Director, by virtue of this office, shall serve as director of Christian Education and the district camps.

##### *Assistant Youth Director*

1. Shall serve on the Youth cabinet, assist the Youth Director, and fill the responsibilities of leadership in the absence of the Youth Director. The Assistant Youth Director shall not serve on the District Presbytery in the absence of the Youth Director.

##### *Sectional Youth Representative*

1. Shall serve on the Youth cabinet, and assume direct responsibility for sectional rallies and related sectional Youth activities.

#### Finances

1. NJYM may be financed by the World Ministries giving through the churches, local youth group giving, and income from district activities.
2. Sectional activities shall be financed by offerings from sectional activities.

## **SECTION 5: DISTRICT MINISTRIES**

The New Jersey District Council Constitution and Bylaws offer general guidelines for each District Ministry. Reference to the appropriate article and section is listed with each ministry.

### **A. CHI ALPHA (Article IX, Section 2)**

#### Purpose

The purpose of this program shall be to evangelize college campuses, and develop Christian growth and leadership in those reached through the efforts of this ministry. Further, Chi Alpha shall serve in partnership with local churches in developing church-based ministries to reach local colleges where Chi Alpha personnel do not have a presence.

#### District Chi Alpha Representative

The district representative shall be appointed in the month of April by the district presbytery upon the recommendation of the District Executive Presbytery and in consultation with the Chi Alpha Regional Director.

#### Responsibilities of Chi Alpha Representative:

1. To serve as the primary coordinator/resource leader for college ministries oversight and development in the district.
2. To represent the district in regional and national meetings; i.e., regional SALT planning and Campus Ministers Conference.
3. To be chairperson of the District Chi Alpha Committee.
4. To initiate the establishing of new campus ministries in the district, and/or assist others to initiate them.
5. To work to heighten the awareness of campus ministries in the district, and encourage church support of Chi Alpha.
6. To send reports regularly of Chi Alpha's activities within the district, and receive guidance from the district committee on the implementation of this ministry.

#### Finances:

1. The district program shall be supported by World Ministries giving through local churches, 10% giving of local campus groups, a percentage of the Speed the Light return monies (determined by the district officary), and the director's ministry and activities.
2. All campus ministries shall be self-supporting. Local churches are to be encouraged to invest in the financial needs of the local campus outreach.

3. The district Chi Alpha Department shall work within the limitations of the NJ District budget for Chi Alpha, as approved by the NJ District Presbytery. All financial disbursements must be approved by the District Representative.

## **B. DEAF MISSIONS (Article IX, Section 3)**

### District Deaf Missions Committee

#### Duties:

The duties of the Deaf Committee shall be to carry out the purposes of the deaf ministry by coordinating and supervising the ministry to the deaf within the district. The committee will also set the salary of the director and determine the budget for this ministry.

#### Finances:

All monies toward the support of this ministry shall pass through the district office. It will then be passed on to the treasurer of the committee. A yearly financial report of the finances of the deaf ministry shall be made to the District Council.

## **C. DISTRICT HOME MISSIONS (Article IX, Section 1)**

### Purpose

Reaching the State of New Jersey with the gospel of Jesus Christ. This shall be accomplished by:

1. Establishing new churches in the New Jersey District and placing missionary pastors on a full-time basis.
2. Strengthening existing home missions churches.
3. Assisting and encouraging dependent assemblies and guiding them to the status of General Council Assembly.
4. Supervising the development of specialized home missions ministry areas such as handicapped, ethnic, inner city, etc.

### District Home Missions Director

*Duties* - Under the direction of the Superintendent:

1. Plan and oversee Home Missions Committee Meetings;
2. Maintain communication with Home Missions pastors;
3. Develop and coordinate strategies for new church planting. (i.e., identify target locations, assess potential church planters, schedule attendance at Boot Camps, assign coaches, and establish financial support);
4. Network with Sectional Home Missions Representatives to:
  - a. Provide resources for Home Missions churches in need; and
  - b. Perform pre-screening interviews for potential church planters.

5. Develop and direct coaching/mentoring relationships with Home Missions pastors.
6. Visit with Home Missions pastors to encourage them and evaluate their work.
7. Plan and promote Home Missions activities: i.e., Annual Home Missions Appreciation Banquet, training sessions and practical helps.
8. Oversee development and stabilization of Home Missions churches (i.e., process churches to District Affiliated status, help with pastoral replacement in Home Missions churches with pastoral vacancies, and monitor the progress of Home Missions pastors in mentoring relationships.)
9. Communicate with and report to presbyters regarding District Home Missions activity.

*Other Responsibilities* – As directed by the Superintendent:

1. District Events: As related to Home Missions and church planting, to plan, coordinate, and oversee various events or components of events. (i.e., District Council activities, Minister's School assignments, etc.)
2. Sunday Ministry: Preaching in District churches each week to promote various ministry needs, or to fill in for pastors needing speakers.
3. Inter-Cultural Ministries: Communicating and working to coordinate ministries among our ethnic churches.
4. Shall seek to involve each section of the district in new church planting and recruiting church planters.
5. Shall participate in interviews by the sectional committee of Home Missions pastors in their section and review the following:
  - a. Ministry plan,
  - b. Financials,
  - c. Past years' successes and failures,
  - d. Church's present status, and
  - e. Pastor's personal life and needs.
6. Shall communicate with our Bible schools and colleges for a mutual understanding of present-day problems and/or growth endeavors in new church planting.
7. Shall work together with the sectional Home Mission Committee concerning Home Missions projects in their section.

### Sectional Home Missions Representatives

Assistant Presbyter / Home Missions Representative

#### *Duties*

In addition to the qualifications set forth in the New Jersey District Bylaws (Article I, Section 1, b. Sectional Officers), the Sectional Assistant Presbyter/ Home Missions Representative shall:

1. Be cooperative with the vision of the district as presented by the District Superintendent.
2. Be a model of faithfulness in stewardship, tithing, and participation.
3. Have the willingness of his/her home church leadership to allow service in this capacity.
4. Shall promote the District Home Missions program within the section.

5. Shall sponsor and encourage new churches within its section, providing material and assistance as may be agreed upon by the district Home Missions Committee.

### *Responsibilities*

The Sectional Assistant Presbyterian/ Home Missions Representative shall:

1. Be accountable to the Sectional Presbyterian regarding the general business of the section.
2. Partner with the Sectional Presbyterian and the Home Missions Committee in strategizing possible locations for new church plants, and identifying potential church planters.
3. Be accountable to the District Missions Department regarding Home Missions issues in the section, and be responsible to report to the Sectional Presbyterian about these issues.
4. Establish relationships and maintain communication with every Home Missions Pastor on a monthly basis for accountability, and to give encouragement and support.
5. Seek the participation of each church in the Section's Home Missions program.
6. Attend and promote district approved training conferences for church planters.
7. Facilitate a Coaching/Mentoring relationship with Home Missions pastors in the section either by means of supervision or direct involvement.
8. Attend regularly scheduled Home Missions Committee meetings, prepared to report on the condition of the Home Missions churches in his/her section.
9. Attend regularly scheduled District and Sectional events, such as: District Council, Ministers' School, and Sectional Fellowship Meetings.
10. Conduct Pre-Screening interviews with potential church planters.
11. Encourage each Home Missions pastor to be faithful in submitting their monthly reports, their monthly tithe, and attending Sectional Fellowships Meetings.
12. Be prepared to serve as needed, along with the Sectional Committee, on the official board of Home Missions Churches.
13. Shall direct and promote the District Home Missions program in their section, under the supervision of the District Home Missions Director and the Sectional Presbyterian.
14. Conduct annual interviews with each Home Missions pastor to encourage and receive updates on the church's progress.

### Finances

#### 1. Disbursements

- a. District Home Missions funds shall be used for the support of church planting pastors, purchasing equipment, and the promotion of District Home Missions.
- b. Funds may be allocated for salary/subsidies at the discretion of the District Executive Committee.
- c. Any property in which home missions funds are invested must be held in the name of the District or secured by suitable collateral.
- d. These funds shall be deposited and disbursed through the District office.
- e. All monies remaining from any District Home Missions project from the sections shall be placed in the District Home Missions account. If the closed District Home Missions church was a sectional project and the section raised money for the church,

those monies will be reserved for another project in that section. However, if these monies are not used within two years of the closing, they will be used by the District Home Missions Department for church planting.

## 2. Income

- a. 2% Assembly Offerings shall be dedicated to New Church Planting- see Bylaws, Article XIII, Section 3.
- b. Pledges and offerings received from churches;
- c. Allocations of Speed-the-Light Department;
- d. Department and ministry projects;
- e. Bequests;
- f. Special needs for building projects and emergency needs.

### Terminology

1. District Home Missions: The missions program of New Jersey formulated to reach the un-evangelized in our state.
2. Church Planting: The establishment of a new Assemblies of God church in a needy area or community.
3. Church Planting Pastor: The appointed workers for new church plants.

### Church Planting Initiatives

The initiative for the election and approval for the location of a home missions church should have the cooperative efforts of the following:

1. Initiative by an individual with the approval of the Sectional and District Home Missions Committee.
2. Initiative by a mother church with the approval of the Sectional and District Home Missions Committee.
3. Initiative by more than one church with the approval of the Sectional and District Home Missions Committee.
4. Initiative by the section with the approval of the District Home Missions Committee. The Sectional Home Missions Committee may sponsor and encourage new efforts of church planting within its borders, providing material, spiritual and practical support as may be agreed upon and in accordance with district policy.
5. Initiative by the district with the approval of the Sectional Home Missions Committee in which the church planting is to take place.
6. The procedures for all church plants shall be consistent with the strategies presented in the District Home Missions Manual.

### Churches Crossing Sectional Boundaries - Courtesy and Cooperation protocol

Whereas, our church culture, practice, and models of church planting and church revitalization are in constant change and growth; and

Whereas, the crossing of Section boundaries is becoming more of a common practice, the need of a working courtesy protocol must be established; therefore,

In the spirit of good cooperation and to insure the success of the church or churches, as well as the minister or ministers involved the following areas remain of vital importance from a sectional standpoint:

This initiative is not based upon territorialism or competition, but the spirit of good cooperation. Additionally to insure effective coordination and the success of the church(es) and the minister(s) involved:

- Providing fellowship and training with other ministers;
- Providing an arena for the church to be assisted in all areas of need;
- Providing needed assistance from the presbyter or the District Resource Center;
- Providing an avenue for other resources when needed.

For each of these areas to be accomplished the following procedures for good communication are recommended:

1. The District Superintendent should be informed and consulted prior to any initiative involving two or more General Council Churches.
2. The presbyters of the involved sections will be informed and consulted with and before the initiative begins. Discussion should include:
  - a. The ministry plan involved
  - b. Sectional participation of involved credential holders
  - c. Sectional participation of the proposed work or works.
  - d. Discussion of resources needed and the specific section's responsibilities in providing them (pastoral housing, facility rental/mortgage, equipment, salaries, etc.).
3. Quarterly updates to all parties concerned once the work is executed
  - a. Information updates
  - b. Re-evaluation of agreements and resulting strategy adjustments.

#### Set in Order Procedure

1. Procedure for moving from a Home Missions Assembly to a District Affiliated Assembly.

As soon as a nucleus of people has committed itself to the work and there are qualified leaders available to establish a leadership council, a date shall be established for a set in order meeting under the supervision of the District Superintendent and/or District Home Missions Director and/or sectional presbyter. The meeting shall include the following:

- a. Adoption of the New Jersey District bylaws as a guide for the development of the church planting.
  - b. The new church shall be listed as a district affiliated assembly in the district directory.
  - c. At a time when a Home Missions Church has established itself with qualified leaders, the financial ability to meet their own expenses, a minimum of 20 adults willing and qualified to become members, and supporting Assemblies of God Missionaries, it shall be eligible to advance to District Affiliated status.
2. Process for moving from a Home Missions Assembly to a District Affiliated Assembly.
- a. The Home Missions Representative or pastor requests the church to be considered for change of status.
  - b. Application for change of church status is completed and returned to the Missions Director.
  - c. Home Missions pastor will receive an invitation to meet with Sectional Committee for an interview.
  - d. Sectional Committee will approve the Home Missions church for church status change.
  - e. District Presbyter will contact the District Executive Secretary and have the Home Missions church put on the presbytery agenda for church status change.
  - f. Presbyter will make the section's recommendation to the District Presbytery for upgrade.
  - g. District Presbytery approves church status change.
  - h. District Official (District Superintendent and/or District Home Missions Director and/or Sectional Presbyter) meets with the congregation and takes a church vote to adopt the bylaws. The church also applies for Incorporation.
  - i. Church moves to District Affiliated status for at least one year before becoming eligible to move to General Council Status.

### Term for Church Planter

All new Church Planting Pastors will be appointed for a term of 3 years and be required to sign a memorandum of understanding to such appointment (see appendix 3A).

There will be ongoing evaluation by means of written reports, meeting with sectional committee, Assistant Presbyter, and Missions Director. Toward the end of the 3- year term of office, a review committee will process a complete evaluation of the Church Planting Pastor, taking into consideration his personal development, home life, and progress of the church. The outcome of this evaluation would determine if the Pastor would be asked to continue on as the Pastor of the church. Final decision is subject to the sectional Presbyter and the district.

If it is determined that the Pastor should be asked to not continue on, an exit strategy will be developed on how to proceed.

During the evaluation, the church will also be reviewed to determine if it is viable. If a pastor is asked to leave, the congregation will be informed of what direction will be taken. If the church is determined not to be viable, then a process will be developed on how the church will be closed. (Adopted April, 2013 District Presbytery).

## **D. WORLD MISSIONS (Article IX, Section 4)**

### District World Missions Director

*Duties* – The World Missions Director shall serve under the direction of the Superintendent, carrying the following responsibilities:

1. Relative to the missionary on the field:
  - a. Communication;
  - b. Pastoral care;
  - c. Missionary's advocate in the District office;
  - d. Visit missionaries on the field.
2. Relative to the missionary itinerating:
  - a. Assist with scheduling services, doing Spring/Fall Tour, assisting in finding available housing, and securing automobiles.
  - b. Encourage pastoral cooperation.
3. Relative to potential missionaries:
  - a. Screening prior to application;
  - b. Education regarding process and demands.
4. Relative to the missionary in Candidate status and First Term Itineration:
  - a. Education of procedures;
  - b. Assist, encourage, and explain each stage.
5. Relative to the District Pastors and Churches:
  - a. Education;
  - b. Encouragement of missionary support;
  - c. Promotion of missions and missionaries (e.g. Missions Convention);
  - d. Coordinate / oversee District Missions Tour.
6. Relative to Assemblies of God World Missions (AGWM) –
  - a. Liaison between AGWM and District;
  - b. Promote themes and programs.

### World Missions Task Force

#### *Purpose*

The task force will discuss ways of promoting missions throughout the District, interview potential missionaries, and troubleshoot problems facing missionaries as laid out in the NJMN REACH manual.

#### *Representatives*

The task force is made up of a representative from each section, but not limited to each section. Each member is chosen by the Missions Director and approved by the Sectional Presbyter.

## SECTION 6: CREDENTIALING PROCESS

The following is an overview of the steps involved in credentialing. The timeline varies for each applicant depending on the time it takes for him/her to complete each step.

- STEP 1 – Recommendation from Pastor
- STEP 2 – Connect with Presbyter
- STEP 3 – Preliminary Interview
- STEP 4 – Educational requirements reviewed
- STEP 5 – Application Packet (Forms, exam, interview)
  - a) Application packet sent to Presbyter
  - b) References sent to District Office
  - c) Examination taken with Presbyter
  - d) Oral Interview with Sectional Committee
  - e) Completed application packet sent to District Office by Presbyter, reviewed and prepared for New Jersey District Presbytery meeting
- STEP 6 – NJ District Presbytery approval
- STEP 7 – General Council – Executive Presbytery approval (Springfield, Missouri)

## SECTION 7: GENERAL POLICIES

### Finances

- The Annual District Council budget shall be underwritten by the General Fund, and offerings shall be taken at the services. A love offering may be taken for the speaker toward the honorarium.
- Auditing and Reports
  1. The treasurer of the district, and of every department, section or committee of the district shall submit an annual report to the District Presbytery immediately following the closing of the fiscal year and in sufficient time to allow preparation of such reports for the District Council. Such reports shall include, as a minimum requirement, the cash receipts and disbursements for the year, together with a listing of all unpaid liabilities as of the end of the fiscal year.
  2. All bookkeeping and handling of funds throughout the various divisions, sections and committees of the district shall be according to accepted business practice. The treasurer of the district shall exercise supervisory authority in the interpretation of the term “*accepted business practice*,” in keeping with the recommendations of the Finance Committee.
- Credentialing Fees.
 

All fees in connection with applications for credentials shall go toward the expenses of the Credentials Committee and for the issuance of credentials, the keeping of records, etc.

- Ministers' Emergency Relief Fund

Monies for the Ministers' Emergency Relief Fund shall be taken annually from the General Fund. If the amount of \$3,000 is not used in a given year, the remaining funds shall be permitted to accumulate from year to year. It is to be understood that this Ministers' Emergency Relief Fund is not available on demand but will be dispensed subject to the recommendation of the District Superintendent and the Presbytery, at the discretion of the Presbytery Committee.

- New Jersey Financial Services

The responsibilities of this Committee shall be as follows:

1. Advise the District leadership as to financial policies.
2. Review the overall financial budgets and reports.
3. Advise and assist District Affiliated churches in the financing of property purchases and building projects.
4. Assist the Presbytery body in various financial matters requiring in-depth research.

Rules regulating the policies of the council shall be set up by the New Jersey Financial Services and subject to the approval of the District Presbytery.

While sound business policies are essential to the functioning of the District, due consideration should always be given to the basic reason for our existence: furthering and assisting the churches, ministers and ministries of the district.

- NJ Disaster Relief Fund

Monies received by the New Jersey Council for the Disaster Relief Fund should be held in this account and only used in the case of a natural disaster within NJ. Any church or pastor requesting funds must follow the procedures (Appendix 5, pg. 65) and complete the form (Appendix 6, pg. 66-67). All requests should be processed through a local Pastor, referenced by the Sectional Presbyter and approved by a majority vote of the Disaster Relief Committee, which was established by the Executive Presbyters. Flexibility must be exercised in regards to unforeseen "special circumstances" or emergency needs.

- NJMN Budgetary Policy Governing Unbudgeted Expenditures

In the event the NJ Ministry Network is placed in the position where it needs to consider incurring an expense outside of their approved budget, or believes it both prudent and necessary to purchase real property, or to otherwise incur non-budgeted indebtedness, the following policy and procedure shall control:

1. The NJ Network Presbytery shall be responsible for the administration of all property,

both real and personal, which shall be deeded to and held in the name of the New Jersey District Council of the Assemblies of God (“New Jersey Ministry Network”).

2. Any non-budgeted expenditure or indebtedness equal to or exceeding \$150,000 shall require the approval of the Network Council, by way of a majority vote.
3. The New Jersey District Presbytery may, by a majority vote, authorize the Executive Presbytery to spend up to \$75,000 of unbudgeted funds per transaction for the purchase of equipment, furnishings, maintenance, capital improvements, or for any other expenditure deemed necessary by the Executive Presbytery. Such expenditures shall not exceed a cumulative amount of \$150,000 within any given fiscal year.
4. The District Superintendent shall be authorized to spend up to \$5,000 in un-budgeted business expenditures, not to exceed \$15,000 in cumulative expenditures within any given fiscal year. Any amounts above this threshold shall require majority approval of the New Jersey District Presbytery before the expenditure is undertaken.
5. Upon authorization by the District Council or the District Presbytery, the Superintendent, Assistant Superintendent, and the Executive Secretary (“Executive Officers”) may enter into a contract or agreement to convey, lease, mortgage or purchase real property, provided that any and all legal documents necessary to complete such transaction is signed by at least two of the three executive officers, one of which shall be the Executive Secretary. A certificate executed by the contracting Executive Officers both detailing and affirming the transaction shall be drawn and held in the New Jersey District Presbytery’s files, and shall be deemed to be conclusive evidence of approval thereof.

- Tithe Review

There shall be a monthly review of the financial record of all credential holders of the New Jersey District Council. For anyone whose record does not conform to the stated sum of three-fourths tithe, the following action shall be taken:

1. If a credential holder is delinquent for a period of one quarter, a letter will be sent out by the Sectional Presbyter.
2. If two quarters elapse, the Sectional Presbyter shall ask for an explanation and, if necessary, arrange for a personal interview with the Sectional Committee.
3. If delinquency continues for three quarters, the credential holder shall be called before the Executive Presbytery to give reasons for his/her lack of cooperation.

### Rehabilitation & Restoration

The rehabilitation and restoration of ministers shall adhere to the General Council Bylaws and, as nearly as possible, conform to manuals for rehabilitation provided to the district by the General Council. When appropriate, legal counsel shall be sought throughout the process of ministerial rehabilitation and restoration.

## SECTION 8 – POLICIES CONCERNING OTHER SINCERELY HELD BELIEFS

### Limitations Based on Network’s Adherence to its Beliefs on the Sanctity of Life, Gender Identity, Homosexuality, and the Biblical Definition of Marriage.

The Biblical Definition of Marriage is the only definition of marriage that will be recognized or accepted by the New Jersey Ministry Network (“the Network”). Furthermore, the Network’s doctrinal position on the Sanctity of Life, Gender Identity, Homosexuality, and the Biblical Definition of Marriage are sacrosanct. No credential holder, officer, employee, servant, agent or any person, corporation, organization or entity under the direction or control of this Network shall commit any act or omission, or make any decision whatever, that would be inconsistent with, full support of this Network’s adherence to the Biblical Definition of Marriage and its doctrinal position on the Sanctity of Life, Gender Identity and Homosexuality.

The Network’s doctrinal position on the Sanctity of Life, Gender Identity, Homosexuality and the Biblical Definition of Marriage specifically prohibits acts or omission including but not limited to permitting any Network assets or property, whether real property, personal property, intangible property, or any property or asset of any kind that is subject to the direction or control of the Network, to be used in any manner that would be inconsistent with this Network’s position on the Sanctity of Life, Gender Identity, Homosexuality or the Biblical Definition of Marriage, including but not limited to permitting any Network facilities or assets to be used by any person, organization, corporation, or group that would or might use such facilities or assets to convey, intentionally as favorable on any position contrary to our doctrinal position on the Sanctity of Life, or an alternate definition of gender identity, homosexuality, or of marriage that is contrary to that conveyed by Scripture and this Constitution.

Notwithstanding the aforementioned, no sin is beyond the redemptive and restorative power of the gospel of Jesus Christ for those who acknowledge and repent of their sin. In all circumstances, the Network is eager to treat all individuals with respect, compassion, love, and dignity, regardless of an individual’s lifestyle in the fervent hope and prayer that each individual will repent from their sin of any nature, including sins of sexual immorality, and accept Jesus Christ as their Savior, thereby establishing and/or restoring their relationship with God.

## SECTION 9 – DISTRICT CHURCHES

District Affiliated Assemblies shall be classified in the following categories and sub-categories:

1. Affiliated Non-Supervised Assemblies: Established congregations, which are self-sustaining, financially stable and do not require supervision by the District.
2. Supervised Churches: Churches in need of a level of District Supervision.

- a. General Council Reverted Churches: Churches that cannot meet the ongoing standards for General Council Affiliation, and are reverted by the General Council to the status of District Affiliated Assemblies.
- (i.) The church will be reinstated to its former status by the District Presbytery when the difficulty is resolved.
  - (ii.) Churches reverted back to the District from a General Council status will be listed as a District Affiliated Assembly and will come under District supervision as determined by the District Presbytery and as further stipulated in the New Jersey District Policy & Procedures Manual.
  - (iii.) An organizational assistance template guide can be found in Appendix 1.A for implementing a biblical conflict resolution process in a local church before taking the church under district supervision.
  - (iv.) A Memorandum of Understanding template guide when providing organizational assistance to a church and bringing it under district supervision or district affiliation can be found in Appendix 1.B.
  - (v.) Financial Procedures for Churches under District Supervision can be found under Appendix 1C.
- b. District Supervised Assembly: Any General or District Council Affiliated Assembly that is being supervised by the District Officiary. District Supervision consists of Advisory, Participatory or Total Supervision.
- (i.) Should irreconcilable differences arise between the pastor, church board, congregation or a situation destroying the unity and the successful ministry of the local assembly, an investigation shall be called for by any of the following:
    - (a.) The Pastor;
    - (b.) A majority of the church board;
    - (c.) A duly called meeting of the assembly for this purpose in accordance with its local constitution and bylaws;
    - (d.) The Executive Presbytery under the leadership of the District Superintendent.
  - (ii.) The District Executive Presbytery, along with the Sectional Presbyter, shall comprise the investigating committee. (If the pastor is also a Sectional Presbyter, the Assistant Sectional Presbyter shall be a member of the investigating committee in his place.) After a thorough and impartial investigation is made of all factors and differences by the investigating committee, it will make its findings known to the Pastor and the Board and may recommend that a duly called special meeting of the local assembly be called to consider their report.
  - (iii.) When District supervision is recommended, it shall be one of the following:
    - (a.) Advisory Assistance: The District Superintendent will provide the church with mature and experienced counsel; or

- (b.) Participatory Assistance: The official church board may be comprised of a majority of members (who may or may not be credential holders) appointed by the Executive Presbytery under the direction of the District Superintendent; or
- (c.) Total Supervision: Total supervision of the church by the District Executive Committee under the direction of the District Superintendent who may:
- Suspend the Constitution and Bylaws of the church.
  - Suspend the church board.
  - Reclassify the church as a District Affiliated church, if it is a General Council church.
  - Together with the Executive Presbytery, be empowered to manage both the secular and ecclesiastical affairs of the church until such strife shall cease.
  - Function under Policy & Procedure Manual guidelines.

The level of supervision recommended by the investigating committee will begin immediately upon receiving a majority vote of the membership present at a business meeting duly called for that purpose.

(iv.) The term supervision is defined to mean the supervision of both property and personnel.

- c. Home Missions / New Church Plants: All existing Home Missions Churches and New Church Plants shall be under the direction and supervision of the District Home Missions Department.

## **SECTION 10 - PARENT AFFILIATED CHURCHES (PACs)**

### **PARENT AFFILIATED CHURCHES DEFINITIONS**

Approved by the General Council Executive Presbytery, September 2009

Condensed definition of Assemblies of God Parent Affiliated Churches:

A Parent Affiliated Church (PAC) is an outreach of an exciting General Council Affiliated Church or duly authorized District Council Affiliated Church resulting in a worshipping community with a congregational life distinct from the Parent Church (PC). A PAC is subject to the ecclesial supervision and authority of the PC, in such manner, and upon such terms and conditions, as are determined by the PC.

Definition of Assemblies of God Parent Affiliated Churches:

A “Parent Affiliated Church” (PAC) may exist when the following organizational characteristics can be observed:

1. A PAC is a worshipping community started by an existing congregation to reach “unchurched” and “dechurched” peoples within the United States. Unchurched refers to those individuals who have never been affiliated with an existing Christian church. Dechurched refers to those individuals who have previously been a part of a Christian church but are not currently fellowshipping with an existing congregation.
2. Purpose: The purpose of a PAC is specifically directed toward individuals who are restricted by language, social group, geography or other reasons from meaningful participation in the existing congregation.
3. Organization: An officially recognized PAC may be related to the Parent Church (PC) in any combination of connections including: financial, relational, government, etc. It is understood that by definition, the PAC is subject to the ecclesial supervision and authority of the PC, in such manner, and upon such terms and conditions, as are determined by the PC.
4. Leadership: A PAC must have a designated leader (not necessarily the primary teacher) who is responsible for maintaining appropriate leadership structures and systems to maximize the organizational health of the PAC.
5. Process: For a PAC to be officially “chartered,” a completed PAC charter form must be submitted by the PC to its District to be signed off on by the District Secretary. The District will then submit the PAC Charter form to the National Office.
6. A PAC is not an overflow service intended to create more seating room in the same location as the main worship service of an existing church. It is not simply a different worship style to create worship options for members of the existing congregation.

The General Secretary of the General Council reserves the right to determine if a particular organizational arrangement qualifies as an officially chartered PAC. PAC Charter forms and sample MOU’s can be obtained from the General or District Council.

The April 2015 presbytery agreed that PAC delegate cards for sectional and district council will be sent to the PC. They will decide if they want to distribute them to the PAC church. The October 2018 presbytery agreed to the following:

7. PAC’s will receive the same amount of delegate cards in the same ratio (attendance-wise) as other churches as mentioned in the bylaws.
8. A letter will be sent to PC’s, ahead of Sectional Councils, requesting the attendance of their PAC churches (for delegate card amounts).
9. If a PAC is in another district/network, they will not receive delegate cards.

## **SECTION 11 – CLOSING DOWN CHURCHES**

In the event a church closes and becomes the responsibility of the New Jersey District, recognizing that there are administrative expenses to the Ministry Resource Center, a minimum of five percent of the proceeds go to the New Jersey District Council General Fund (District Presbytery motion, June 22, 2010). Close down procedures can be found in Appendix 2.

## APPENDICES

### APPENDIX 1.A TEMPLATE: ORGANIZATIONAL ASSISTANCE FOR IMPLEMENTING A BIBILICAL CONFLICT RESOLUTION (BEFORE DISTRCT SUPERVISION)

Because Spirit-filled Christians value godly relationships above mere forms of religion, we believe that it will honor God to promote reconciliation and unity among believers and within congregations. The comments which follow, which are based on Scripture, may have beneficial counsel for many situations in need of reconciliation, but the specific purpose of this document is to provide clarity for those situations when Organizational Assistance may be requested for the purpose of bringing reconciliation among church leaders, including ministers who are credentialed with the Assemblies of God.

“Behold how good...” Psa. 133:1

Based on the fact that Scripture provides many specific instructions for resolving conflicts and discord between fellow-believers, we know that friction and strife does arise occasionally between good people who love the Lord. Consequently, we should not be surprised or automatically offended just because irreconcilable difference have arisen between church members and church leaders and may involve a credentialed Assemblies of God pastor. Rather, we should look expectantly to God for wisdom and the ability to learn from the situation so all involved are better off in the future.

“Barnabas wanted to take John, also....” Acts 15:3-40

When the affairs of a General Council affiliated assembly are involved, we propose the following recommended steps for resolving disagreements and offenses involving credentialed ministers, including those situations where circumstances evolve to the point that Organizational Assistance is being requested.

These recommendations pertain to cases where the pastor has been offended by a member or fellow minister and to cases where the member or other minister is the offended party. They are not meant to supersede proven congregational policies already in place for the resolution of conflicts between church members. Nor are they intended to supersede established denominational systems for healthy accountability. They are offered as a supplemental, detailed process for resolving persistent conflicts, especially when credentialed ministers are involved.

#### Step 1

The offended party, whether a pastor, credential holder, or church member, should first of all pray asking God for:

- Wisdom to handle this conflict (James 1:5),
- God’s own perspective on the situation so as to avoid over-reacting, Underreacting, or unnecessary hurts based on incorrect assumptions. (Phil. 3:15),

- Words seasoned with grace, humility, and effectiveness (Eph. 4:15; Col, 4:6),
- A conciliatory attitude in himself that seeks forgiveness and relational Restoration rather than to prove a point or get one's own way (Eph. 4:29, 32),
- A conciliatory and understanding attitude on the part of the other party (James 3:17-18),
- Blessings on the life and ministry of the other party (Luke 6:28),
- A divinely orchestrated meeting in which the right things are said the right way to the right people with the right motive at the right time under the right circumstances (Eph. 5:8-10).

If most of these preparations are “right” but even one is “wrong,” the entire attempt at reconciliation can be undermined.

The preparations will not only eradicate or diminish unloving attitudes, they will also bring a crucial question into focus: “Has this person sinned against me or am I just being overly sensitive to legitimate criticism or a difference in style or approach?” If the latter, you should resolve the issue in prayer, just between you and the Lord. You must realize that it is best to live and worship together at peace knowing that these non-eternal differences exist but are outweighed by greater virtues uniting the two of you in Christ. On the other hand, if the person has sinned against you, or if you feel an irresolvable concern over the relationship or the situation, proceed to Step 2.

## **Step 2**

Go directly to the party you believe has offended you or about whom you are concerned and share your perspective on the problem between the two of you (Mt. 18:15). Invite the Spirit's influence by beginning and ending with prayer. With an open and sincere heart, offer to hear the other person's point of view (Romans 12:9-10). Together discuss possible avenues of reconciliation remembering that forgiveness and relational healing is the goal.

## **Step 3**

If Step 2 does not result in reconciliation, make written notes of your efforts at reconciliation, taking care to list dates, times, locations, participants, and key points of the conversation. Then, schedule a second meeting with the other party and bring with you a trusted, mature Christian leader from your church, preferably a neutral party, to witness your attempt at reconciliation. Invite the witness/es to share during the meeting any observations or counsel that seems appropriate. (Mt. 18:16)

## **Step 4**

At this point in the process it may help to pause for fresh reflection. Again ask, “Has this person sinned against me or am I just being overly sensitive to legitimate criticism or a different in style or approach?” You may conclude at this point that it is best to live and worship together at peace

knowing that some non-eternal differences exist but are outweighed by greater virtues uniting the two of you in Christ. On the other hand, you may realize that it is necessary to remove yourself from this congregation to prevent ongoing, irresolvable frustration (Romans 12: 16-18).

### **Step 5**

If, after attempting Steps 1-3, and, after further reflection you remain convinced that the offense or disagreement involves a violation of Scripture, then you may decide to contact your sectional/area presbyter. If feasible, you should inform the other party that you are seeking the presbyter's involvement. You will first need to clearly demonstrate to your presbyter that you have applied Steps 1-3, and, in the case of a church member (or members), you must explicitly affirm your status as a member of the church. If the offending party is the sectional/area presbyter, then contact the district office for the name of the executive presbyter in your region of the state or another suitable presbyter who would fulfill the role prescribed for the sectional/area presbyter in the following steps (1 Timothy 5:19)

### **Step 6**

Your sectional/area presbyter will ask for your written permission to share the content of your conversation with the other party and, possibly, with other district leaders at his discretion. Church members should proceed in full understanding of their situation:

- If you are a member of a district affiliated congregation (not a General Council affiliated church), the sectional/area presbyter or district officers will address and, if necessary, direct the course of reconciliation.
- If you are a member of a General Council affiliated congregation, then you should become familiar with the bylaws of your church, the district, and the General Council pertaining to resolving conflict.

If you desire advice and counsel from your sectional/area presbyter, counsel will be given based on the circumstances and personalities involved. If that counsel is not satisfactory you may appeal to the district officers for their advice and counsel.

### **Step 7**

When you discern the overall well-being of a church or ministry remains in jeopardy despite your efforts as outlined above, you may appeal to the sectional/area presbyter for more formal "organizational assistance" as described in the bylaws of the General Council of the Assemblies of God (Article VI., section 4, paragraph c). This must be done in writing at the initiative of either: 1) the pastor, or 2) a member (or members) of a church board seeking on behalf of a majority of the board, or 3) a member (or members) of the church speaking on behalf of at least 30% of the voting members of the congregation who have signed a petition requesting "organizational assistance." To minimize the potential for confusion and delays, it is highly recommended that the petition be signed and turned over to district officers in a period not to exceed 30 days in total.

## Step 8

Once a formal and valid appeal for “organizational assistance” has been received, the situation will be addressed as prescribed by the General Council bylaws (cited above):

- The sectional/area presbyter and district officers will weigh the situation together and attempt to seek reconciliation with the parties involved.
- If that does not prove effective, the district officers may approach the district presbytery for approval to conduct an investigation at the local church level.
- Depending on the results of an investigation, the district officers may offer further counsel to the parties involved, or they may ask the church leaders to consider taking a congregational vote to temporarily revert the church from “General Council” status to “District Affiliated” status until the problem is resolved. In some situations, the District Presbytery may opt, as per the General Council bylaws (cited above), to revert the General Council church to District Affiliated status without a congregational vote. No church will be reverted from General Council to District Affiliated status without the prior approval of the District Presbytery. Once a church is reverted to District Affiliated status, it remains under the supervision of the district, it abides by the approved constitution and bylaws of District Affiliated churches, and all major church decisions require the approval of the district leaders until the church is returned to General Council status.

**APPENDIX 1.B TEMPLATE: MEMORANDUM OF UNDERSTANDING (BRINGING A CHURCH UNDER DISTRICT SUPERVISION)**

**MEMORANDUM OF UNDERSTANDING BETWEEN**

\_\_\_\_\_ (Name of )DISTRICT OF THE GENERAL COUNCIL OF THE ASSEMBLIES OF GOD

AND \_\_\_\_\_ (NAME OF CHURCH-CITY,STATE)

WHEREAS, The board \_\_\_\_\_ (Name of church) requested organizational assistance from the \_\_\_\_\_ (Name of ) District on \_\_\_\_\_ (date); and

WHEREAS, Such organizational assistance is provided for in the General Council Bylaws, Article VI. ASSEMBLIES, Section 4, paragraph c; and

WHEREAS, The request came in accordance with those Bylaws, i.e., “by the pastor or a majority of the official board of the church or a petition signed by 30 percent of the voting members”; and

WHEREAS, The district has responded positively to that request; and

WHEREAS, A period of time will be required for the district to investigate the issues that prompted the request; and

WHEREAS, That period of time could also be utilized to provide new vision, direction, healing, and mission for the church; and

WHEREAS, Specific recommendations to resolve the problems and provide new direction will be made to the district’s governing entity, the pastor, and church board; therefore, be it

RESOLVED, That the board of (Name of church-City, State) requests temporary district supervision (or district council affiliated status) which will continue until the district recognizes that the specific recommendations have been adequately implemented;

And, be it further

RESOLVED, That the working out of this relationship would include, but not be limited to, the following:

**During temporary district supervision**

1. Continued use of the assembly’s Constitution and Bylaws, except where they conflict with the principals of organizational assistance.
2. Addition of a district appointee(s) to the church board who shall act as an advisor(s) during the period of district supervision.
3. In its supervisory capacities, the district must give final approval to all board decisions.
4. No amendment to the Constitution and Bylaws may be presented to the congregation without prior approval by the district.
5. All church properties and financial accounts shall remain in the name of the church.

**During District affiliated status**

1. The assembly’s Constitution and Bylaws will be set aside in favor of the Constitution and Bylaws for district council affiliated assemblies.
2. Issues related to the makeup of the church board, the decision-making process, the pastoral and support staff, property and financial issues, etc., shall be implemented in accordance with the new Constitution and Bylaws.

**During a pastoral vacancy**

1. The district will supply interim ministry while the senior pastor’s position is vacant.
2. The interim pastor will serve as chairperson of the church board.
3. The district will provide ongoing input into the pastoral search process, including the recommendation of potential candidates.
4. The interim pastor will serve as a consultant to the pastoral search committee.

**During a financial crisis**

1. An audit of the church’s financial records will be made at church expense.
2. The district will lead the church board in developing action steps required to deal with the financial crisis.

Approved by the church board on \_\_\_\_\_.  
(Date)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Church representative)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(District representative)

## **APPENDIX 1.C FINANCIAL PROCEDURES FOR CHURCHES UNDER DISTRICT SUPERVISION**

### **NJ DISTRICT MINISTRY RESOURCE CENTER**

#### **FINANCIAL PROCEDURES FOR CHURCHES UNDER DISTRICT SUPERVISION**

Prepared By: Finance Department

March 2010

In order to assure that a local church under District Supervision is conducting church business in an orderly manner and in compliance with laws, rules, regulations and standard business practices, the following three forms will need to be completed.

- #1. Local Church Questionnaire for Internal Controls
- #2. Financial Procedures for Supervised Churches - Initial
- #3. Financial Procedures for Supervised Churches - Monthly

The first two forms, the Local Church Questionnaire for Internal Controls, and the Financial Procedures for Supervised Churches - Initial, are to be completed immediately after a church comes under District Supervision. The third form, the Financial Procedures for Supervised Churches - Monthly, is to be completed on a monthly basis, until the church has been officially released from District Supervision.

#### **INSTRUCTIONS FOR THE LOCAL CHURCH QUESTIONNAIRE FOR INTERNAL CONTROLS FORM**

The top part of this form is to be completed, all questions are to be answered and copies of the requested supporting documentation supplied. Assistance will be provided by a designee of the Finance Department, who will meet with the Pastor, in person or in rare cases by telephone.

Individual copies of the completed form should be forwarded to the District Superintendent, the Assistant Superintendent, the Executive Secretary, the Sectional Presbyter and the Finance Department.

#### **INSTRUCTIONS FOR THE FINANCIAL PROCEDURES FOR SUPERVISED CHURCHES - INITIAL CHECKLIST**

The top part of this checklist should be completed with all the identifying information about the church, including the date District Supervision started and, if known, the anticipated date the church will be released from District Supervision.

The bottom part of the checklist should be completed after the Sectional Presbyter or his designee has received copies of all the documents listed.

Individual copies of the completed form should be forwarded to the District Superintendent, the Assistant Superintendent, the Executive Secretary, the Sectional Presbyter and the Finance Department.

## **INSTRUCTIONS FOR THE FINANCIAL PROCEDURES FOR SUPERVISED CHURCHES - MONTHLY (ONGOING) CHECKLIST**

The top part of this checklist should be completed with all the identifying information about the church, including the date District Supervision started and the month the procedures are covering.

The bottom part of the checklist should be completed after all procedures are performed. Copies of documents should be kept on file in the event they are needed to assist the church with any problem areas that are identified during the review.

If necessary, a written report of findings and recommendations should accompany this monthly procedure checklist and a plan for follow up included with the report. Individual copies of the report should be sent to the District Superintendent, the Assistant Superintendent, the Executive Secretary, the Sectional Presbyter, the Pastor of the Supervised Church, and the District Finance Department.

NEW JERSEY DISTRICT COUNCIL ASSEMBLIES OF GOD  
 LOCAL CHURCH QUESTIONNAIRE FOR INTERNAL CONTROLS  
 PART ONE-GENERAL INFORMATION

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Name of Treasurer: \_\_\_\_\_

Does your church have written Articles of Incorporation?  
 (If yes, please provide a copy).

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does your church have written Bylaws?  
 (If yes, please provide a copy).

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does your church have an established board of directors?  
 (If yes, please provide a list of their names and titles as well as copies of your last 12 months board minutes).

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does your church conduct Annual Business Meetings with the members of the church? (If yes, please provide copies of the last 3 years minutes).

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have you applied for and received your NJ Sales Tax exemption certificate (ST-5)?  
 (If yes please provide a copy).

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does your church have an established annual budget?  
 (If yes, please provide a copy of your most recent budget.)

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part One – General Information

Does your church have an attorney?  
 (If yes, please provide name, address and phone number).

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does your church have an outside accountant?  
 (If yes, please provide name, address and phone number).

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does your church have a bookkeeper?  
 (If yes, please provide name and qualifications-see next page)

	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NEW JERSEY DISTRICT COUNCIL ASSEMBLIES OF GOD  
 LOCAL CHURCH QUESTIONNAIRE FOR INTERNAL CONTROLS

PART TWO-ACCOUNTING SYSTEM INFORMATION

Who is responsible for “keeping your books?”

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Is this person: Paid Staff \_\_\_\_\_ Volunteer: \_\_\_\_\_

Please describe the qualifications of the person who keeps your books (education, experience, etc.)

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

	YES	NO	N/A
Is your accounting system automated? (If yes, what software do you use?) _____			

	YES	NO	N/A
If your accounting system is manual, does your church have a computer?			

How many bank accounts do you have?  
 Checking Accounts: \_\_\_\_\_ Savings Accounts: \_\_\_\_\_

Please list the name, account number and name of bank for all your accounts:

Checking \_\_\_\_\_  
 \_\_\_\_\_

Savings \_\_\_\_\_  
 \_\_\_\_\_

Who are authorized check signers on your bank accounts?

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

NEW JERSEY DISTRICT COUNCIL ASSEMBLIES OF GOD  
LOCAL CHURCH QUESTIONNAIRE FOR INTERNAL CONTROLS

PART THREE-OFFERINGS

How many services do you have each week? \_\_\_\_\_

**YES NO N/A**

Do you take an offering at each service?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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In the space below, describe your procedure for collecting your offerings, for counting the money, and for depositing the money in the bank:

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In the space below, describe your procedures for keeping track of offerings by individual giver:

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Do you send annual giving statements to your contributors?

**YES NO**

<input type="checkbox"/>	<input type="checkbox"/>
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Does the bottom of your annual giving statements have the required IRS disclaimer. "No goods or services other than intangible religious benefits were received in exchange for these contributions?"

**YES NO**

<input type="checkbox"/>	<input type="checkbox"/>
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In the space below, describe your procedure for keeping track of donations that are designated to a particular ministry by the giver:

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Do you have a safe or fireproof locking cabinet in your church office? 

YES	NO
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Who counts the offerings after each service? \_\_\_\_\_  
\_\_\_\_\_

How often do you take your offerings to the bank? \_\_\_\_\_

Who takes your offering deposits to the bank? \_\_\_\_\_

Please list the names of all the ministries at your church for which you receive designated offerings:

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NEW JERSEY DISTRICT COUNCIL ASSEMBLIES OF GOD  
 LOCAL CHURCH QUESTIONNAIRE FOR INTERNAL CONTROLS

PART FOUR – DISBURSEMENTS

How often do you pay your bills?                      Weekly    Bi-Weekly    Monthly  

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Does someone in a position of authority (pastor or treasurer) approve bills before they are paid?                      **YES**    **NO**  

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If yes, who is that person? \_\_\_\_\_

If no, what other method do you use to be sure you are paying your bills correctly?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Who signs your checks?

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

How many signatures are required on each check? \_\_\_\_\_

Where do you keep unused checks? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you take cash out of the weekly offering to pay for ministry expenses, such as food, honorariums, and the like?                      **YES**    **NO**  

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Do you keep a petty cash fund?                      **YES**    **NO**  

--	--

(If yes, how much to you keep on hand?) \_\_\_\_\_

Are church credit card(s) used?                      **YES**    **NO**  

--	--

(If yes who are the authorized users?) \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Are church debit card(s) used? **YES NO**

(If yes who are authorized users?)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Do you require pastors and others to submit expense reports to be reimbursed for their out-of-pocket expenditures? **YES NO**

Are expense reports submitted in a timely manner? **YES NO**  
 (By the end of each month?)

Does your accounting system provide for the ability to charge expenditures to the proper ministry? **YES NO**

Does your accounting system provide for the ability to record expenditures to the proper classification (such as postage, travel, supplies and so forth)? **YES NO**

Do you pay outside contractor's and/or consultants? **YES NO**

(If yes do you have completed w9's on file for each contractor and/or consultant?) **YES NO**

(If yes do you prepare annual 1099s for the outside contractors/consultants?) **YES NO**

NEW JERSEY DISTRICT COUNCIL ASSEMBLIES OF GOD  
LOCAL CHURCH QUESTINNAIRE FOR INTERNAL CONTROLS

PART FIVE-PAYROLL

Other than your pastor(s), do you have any paid staff? YES NO  

--	--

Please list your employees below:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

Please answer these questions about pastor compensation:

Do you pay your pastor a salary? YES NO  

--	--

Do you pay your pastor a housing allowance? YES NO  

--	--

Do you provide a vehicle for your pastor? YES NO  

--	--

Does your pastor own his own home? YES NO  

--	--

Does your pastor rent his own home? YES NO  

--	--

Does your church own the parsonage your pastor lives in? YES NO  

--	--

Do you have a pension plan for your pastor? YES NO  

--	--

What other amounts do you pay to your pastor?

Description: \_\_\_\_\_ Amount: \_\_\_\_\_

Who prepares your payroll? \_\_\_\_\_

Do you use an outside payroll company such as ADP?

**YES NO**

--	--

Has the IRS ever audited you regarding payroll?

**YES NO**

--	--

(If yes, please describe the circumstances and the outcome.)

What is the date of your most recent Federal Form 941? \_\_\_\_\_

Do you have employee files?

**YES NO**

--	--

Do you have an I9 & W4 for each employee?

**YES NO**

--	--

Do you have in writing, for each employee, their salary & benefit package, job/ministry description, etc.

**YES NO**

--	--

NEW JERSEY DISTRICT COUNCIL ASSEMBLIES OF GOD  
 LOCAL CHURCH QUESTINNAIRE FOR INTERNAL CONTROLS

PART SIX – FINANCIAL REPORTING

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Do you perform monthly reconciliations for all bank accounts? **YES NO**

Do you use a chart of accounts to classify your expenditures? **YES NO**

Do you prepare an annual budget? **YES NO**

Do you prepare budgets for each ministry of your church? **YES NO**

Do you have a loan with a bank? **YES NO**

Do you have a lease for a vehicle, office equipment,  
 phone system or other? **YES NO**

Do you own your church building? **YES NO**

Do you have a building program or capital campaign that you  
 are currently raising money for? **YES NO**

PLEASE PROVIDE THE FOLLOWING DOCUMENTS:

- Most recent as well as the past three calendar or fiscal year end Financial Statements. If you do not prepare Financial Statements, please send us a copy of whatever financial information you prepare for your board, your congregation or any other interested parties.
- Most recent reconciliation report and bank statements(s) for all bank accounts.
- Most recent payroll registers and quarterly 941 forms.
- Documentation for pastoral compensation and housing allowance including Board approval of pastor's salary and housing resolution.
- Copies of current Insurance policies.
- Copy of most recent mortgage and/or loan statement(s).
- Sample copy of your annual contributors giving statement.
- Detailed list of monthly obligations, including:
  - Payroll
  - Mortgage and Loans
  - Equipment and/or vehicle leases
  - 1099 Vendors – copies of W-9 forms needed
  - List of open accounts payable
  - Cash requirements report

NJ DISTRICT MINISTRY RESOURCE CENTER  
FINANCIAL PROCEDURES FOR SUPERVISED CHURCHES

INITIAL PROCEDURES – UPON SUPERVISION

Church Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX: \_\_\_\_\_

Senior Pastor: \_\_\_\_\_ Treasurer: \_\_\_\_\_

Board Members: \_\_\_\_\_

Date Supervision started: \_\_\_\_\_

Anticipated Ending (Date if Known): \_\_\_\_\_

Received By

Documents Needed Initially

- |       |  |
|-------|--|
| _____ | Completed Local Church Questionnaire with Documentation  |
| _____ | Most recent bank reconciliation report and bank statement(s) for all bank accounts   |
| _____ | Most recent balance sheet and income statement   |
| _____ | Most recent payroll registers and quarterly 941 forms  |
| _____ | Documentation for pastoral compensation and housing allowance including:<br>Board approval of pastor salary, housing resolution  |
| _____ | Copies of Insurance Policies   |
| _____ | Copies of last 12 months board minutes   |
| _____ | Copy of most recent mortgage or loan statement showing current principal balance   |
| _____ | Detailed list of monthly obligations, including:<br>Payroll, mortgages and/or loans, equipment and/or vehicle leases,<br>1099 Vendors – copies of W-9 forms needed, List of open accounts Payable, Cash<br>requirements report |

\_\_\_\_\_  
Signature of Person Performing Procedures

\_\_\_\_\_  
Date Procedures Performed

NJ DISTRICT MINISTRY RESOURCE CENTER  
 FINANCIAL PROCEDURES FOR SUPERVISED CHURCHES

ONGOING PROCEDURES – MONTHLY

Church Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Senior Pastor: \_\_\_\_\_ Treasurer: \_\_\_\_\_  
 Date Supervision started: \_\_\_\_\_ Month Under Review: \_\_\_\_\_

<u>Performed by</u>	<u>Procedures to perform monthly</u>
_____	Review monthly bank reconciliation and bank statements for all bank accounts – note unusual items and obtain explanation
_____	Review monthly financial statements to make sure amounts appear to be recorded timely/accurately
_____	Review monthly payroll registers, noting proper withholding amounts and proper wages are calculated
_____	Review monthly board minutes, noting any votes of a financial nature
_____	Review monthly mortgage or loan statement, reconciling the current principal balance to the trial balance.
_____	Review cash requirements report and list of open accounts payable
_____	Review the following monthly transactions - Weekly offering and bank deposit procedures, account payable, including scanning selected vendor invoices and tracing to accounting system
_____	If the month being reviewed is also a quarter end, review 941 taxes have been paid.
_____	Verify Insurance coverage and perform comparative review, other procedures, as needed. (detail below)
_____	_____
Signature of Person Performing Procedures	Date Procedures Completed

NOTE: Reviewer should prepare a written report, if needed, and attach it to this checklist

**APPENDIX 2: CLOSE DOWN PROCEDURES**

## NJ DISTRICT MINISTRY RESOURCE CENTER

## FINANCIAL PROCEDURE CHECKLIST FOR CLOSING DOWN A LOCAL CHURCH

Prepared By: Finance Department  
Revised:

November, 2009  
March, 2010

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

Address: \_\_\_\_\_

Senior Pastor: \_\_\_\_\_

Date: \_\_\_\_\_

In order to assure that a local church under District Supervision is closed down in an orderly manner, the following procedural checklist should be completed and forwarded to the District Superintendent and individual copies sent to the Executive Secretary and the Finance Department. This checklist is comprehensive and some of the procedures may not pertain to the specific church. In that case, simply write N/A next to the item.

**BANKING AND INVESTMENTS**

**Transferring Cash Balances to the District** – the District will need to obtain the funds left in any bank or investment accounts to place it into a custodial account at the District office. This can be done having the church pastor or bookkeeper close the accounts and obtain a cashier's checks made payable to the New Jersey District. In the absence of any person(s) from the church to assist with this, District Staff will inspect files and/or mail to determine the existence of any bank accounts to be liquidated and closed.

**Bank Reconciliation Reports** – the District should verify that all bank and/or investment accounts have been reconciled to the church's accounting records up to the month closest to the closing of the church. If the accounts have not been reconciled, the District should make sure this is done before closing the accounts.

**Long-Term Investments** – in the cash where the church has long-term investments, such as bonds or long-term CD accounts, the District may decide to simply transfer the account into the District's name and wait until they mature to liquidate them.

Completed by: \_\_\_\_\_

Date Completed: \_\_\_\_\_

## **PROPERTY AND EQUIPMENT**

**Determining Title and Ownership** – the District should obtain a listing of all property and equipment owned or leased by the church. It is very important to establish clear title by obtaining deeds, invoices and any other documentation. It is, also, important to determine if the church has any remaining contractual obligations relating to the leasing of equipment, vehicles or the like, since the District will be assuming those liabilities.

**Disposing of Church Assets** – the District will need to decide if and how to dispose of any church assets. A written inventory of items should be taken, each item should be tagged and if the assets are sold, the proceeds should be deposited into the District’s Custodial Fund. If the assets are not sold, their disposition should be noted on the inventory sheet. In the case of leased property, the District should attempt to return the leased property to the leaseholder (by negotiating a settlement if possible). If this is not possible, the District will be obligated to satisfy the terms of the lease and possibly sub-lease the equipment. The District should obtain written statements from all church employees and lay leaders stating they have returned all church property held previously in their personal possession.

Completed by: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**ACCOUNTS PAYABLE AND OTHER LIABILITIES** – to the extent possible, the District will need to determine if the church owes money to any vendors (accounts payable), or other more long-term obligations, such as leases, mortgages, loans, etc. The District should make sure all current payables are satisfied and also make provision for long-term agreements to be paid off or re-negotiated. It is assumed the funds transferred to the District will be used first to satisfy any liabilities. If the church’s funds are depleted the District will decide about honoring any remaining liabilities out of its own funds.

Completed by: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**TITHE RECORDS** – the District will need to have detailed information, such as computerized database reports, or giving envelopes in order to make sure congregants receive their donation statements, as required by the IRS. The donation statements should be mailed to congregants as soon as they are available, rather than waiting until the end of the year. For example, if the church closes down in June, the giving statements for January – June of that year should be prepared and sent as soon as possible.

Completed by: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**NOTIFICATION OF MISSIONARIES** – if the church is supporting missionaries, they should be contacted as soon as possible and informed that the church is closing down and their support may not continue. At the discretion of the District Superintendent, certain missionary obligations may be met by using District Council funds.

Completed by: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**BOOKS, RECORDS AND LEGAL DOCUMENTS** – the District will take possession of all books, records and legal documents being stored in the local church facility, the pastor’s home, or the treasurer’s home (as sometimes is the case). The pastor and any other persons will be required to sign an affidavit stating that they have turned all church records, property and documents over to the District (see property and equipment, above). The District will need to observe records retention requirements for documents by storing them in a secure location until the statutory time period expires after which all stored documents should be shredded.

Completed by: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**APPENDIX 3.A TEMPLATE: MEMORANDUM OF UNDERSTANDING (BETWEEN CHURCH PLANT AND SECTIONAL COMMITTEE)**

**MEMORANDUM OF UNDERSTANDING (MOU)**

**BETWEEN**

\_\_\_\_\_ (Name of) SECTION OF THE NEW JERSEY DISTRICT OF THE ASSEMBLIES OF GOD

AND \_\_\_\_\_ (NAME OF CHURCH-CITY, STATE)

**I. PURPOSE**

This Memorandum of Understanding (MOU) provides a frame of reference within which New Jersey District Council of the Assemblies of God, and the \_\_\_\_\_ section in which the church plant resides represented by the New Jersey District Missions Director, Richard Leksell and the Sectional Assistant Presbyter \_\_\_\_\_ seek to cooperate and to enhance the church plant represented by Pastor \_\_\_\_\_ . All is meant to accelerate their respective missions.

**II. MISSION NEW JERSEY DISTRICT COUNCIL OF THE ASSEMBLIES OF GOD**

The New Jersey District mission is to “Plant, Stabilize, Grow and Multiply” The New Jersey District has been intentional about starting churches which fits within our Mission. The goal is to invest in the planter and not into property. With an aggressive church planter, he/she will have no problem getting a community of believers who will take ownership of the church and its progression.

**CHURCH PLANT**

Church planter \_\_\_\_\_ has been assessed as a church planter and has attended a church planter’s bootcamp. The planter must pick a location that he/she is called to within the state of New Jersey. The location must be approved by the sectional committee in which the new church will resides.

**III. Description of Partnership**

New Jersey District Council of the Assemblies of God, the \_\_\_\_\_ sectional committee, and the new planter have worked together to create this memorandum.

**a. Origin**

An official invitation should come from the New Jersey District Council of the Assemblies of God and the \_\_\_\_\_ Sectional committee in which the church resides, to plant a church within that section. Each entity should put money behind this church planter by making a commitment to support for 1 to 2 years or a onetime donation. The \_\_\_\_\_ Section should promote this new church plant with in the section. The Home church of the church planter \_\_\_\_\_ should be sought for support of this church planter.

The church planter \_\_\_\_\_ must design a ministry plan and a projected budget to be presented to the New Jersey District and the \_\_\_\_\_ Sectional committee for their review. A coach must be sought by the church planter and the name submitted to the District Missions Director and \_\_\_\_\_ Sectional leadership for approval.

The Church planter will be invited to plant with the understanding that this assignment is for a **3 year term**. *Pastor* \_\_\_\_\_ must prepare quarterly reports which will be submitted to the NJ District Missions Director and the \_\_\_\_\_ Sectional committee. Close to the end of the 3 years, there will be an evaluation by the District and \_\_\_\_\_ Section to determine if the church is viable. *Pastor* \_\_\_\_\_ agrees to cooperate with the evaluation. This will determine if the church planter will be invited to continue on as the pastor for an indefinite period of time.

The Church planter \_\_\_\_\_ must secure church insurance, must have a financial program to record the finances of church, and pay all church bills in a timely manner. Pastor \_\_\_\_\_ must also continue in good relationship with the New Jersey District by attending Ministers school, District Council, and Sectional meetings. His credentials must be renewed yearly in a timely fashion and his credential must be in good standing with the General Council and the New Jersey District. Failure to do so will result in asking the planter to leave.

If the Planter chooses to leave the plant before the 3 years is completed. The planter must contact the New Jersey District and \_\_\_\_\_ Sectional committee of their decision. The planter has no right to dispose of any church property or close the church independently on his own. All remaining funds and church property must be turned over to the New Jersey District Council. The decision to continue the church will be decided by the New Jersey District and the \_\_\_\_\_ Section.

**The Effective Date**

This memorandum becomes effective on the date it is signed by the NJ District Missions Director, Church planter, and the \_\_\_\_\_ section Assistant Presbyter.

\_\_\_\_\_  
New Jersey Missions Director  
Richard Leksell

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, Assistant Presbyter

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

\_\_\_\_\_  
Date

Pastor \_\_\_\_\_

## APPENDIX 4. POLICY REGARDING FINANCIAL ASSISTANCE TO THE LOCAL CHURCH

**BACKGROUND:** From time to time, the Council will be asked to provide financial support for a local church. Usually, these requests are precipitated by a financial downturn, or “crisis” in the local church. To date, the Council has agreed to these arrangements in a few cases, and now needs to formulate a standard policy regarding these requests.

**NOTE:** The purpose of this “Financial Assistance to the Local Church” policy is to help a Church through a temporary crisis situation. It is not meant to artificially sustain a Church. If a Church’s existence is dependent upon this temporary and limited assistance, it may indicate deeper problems in the life and health of that Assembly.

**EFFECTIVE DATE:** This policy will be effective January 1, 2015 and shall remain in effect unless modified or terminated by the District Presbytery.

**POLICY:** The Council will agree to provide temporary, limited financial assistance to the local church, subject to the following conditions and limitations:

1. The Senior/Lead Pastor must be faithful with his tithe to the district.
2. The request for this assistance must be made in writing, and must be approved by the church’s board of deacons, Steering Committee or Supervisory Team. All requests must be submitted to the Superintendent, who will bring the matter before the Executive Presbytery (“EP”) for final approval. Once final approval is granted, the EP will notify the Sectional Presbyter of the approval.
3. The church must provide sufficient financial information for the Council to determine there is a significant need that warrants providing financial assistance. A current (within 30 days of the request) balance sheet and income statement are required, and more information may be requested by the Council.
4. The assistance will be granted for a period not to exceed five (5) months, and in an amount not to exceed \$5,000.
  - a. During the five month period, the church must provide monthly financial information so the Council can assess whether the financial distress can be alleviated in fewer than five months;
  - b. The financial assistance will be paid out in five equal installments, up to \$1,000 per month, and will not be provided as an “up-front, lump-sum” payment, unless unusual circumstances warranting such payment can be substantiated by the church. Such special payment would need to be approved by the Executive Presbytery.

Once the request for assistance is approved, the church must submit payment requests in writing to the Council accounting department.

1. Requests are to be made monthly – by the 15<sup>th</sup> day of the current month, accompanied by last month’s financial statements and bank reconciliation reports.. If the church misses those deadlines, the Council will not provide assistance for that month.
2. Payments to the church are not automatic – the church must submit a written request.

## APPENDIX 5. NEW JERSEY DISTRICT COUNCIL GUIDELINES FOR DISTRIBUTION OF DISASTER RELIEF FUNDS

Financial relief for a natural disaster will be considered with the following understanding.

Funds that have been received will be restricted for “NJ Disaster Relief”. Any excess funds will be reserved for future natural disaster purposes. This is in respect to the current donors.

### PRIORITY OF DISTRIBUTION:

1. Must be related to the current natural disaster
2. Pastoral and Church needs first (Pastors and Churches are the supply line)
3. Needs of congregants
4. Community needs

Those persons or entities that have incurred unrecoverable expenses as a result of delivering services to victims or in the support of emergency responders are eligible.

Those Churches suffering non-reimbursable physical, material or financial losses due to the affects of the natural disaster are eligible.

Those ministers or Churches that have suffered non-recoverable loss of income due to the natural disaster and subsequent affects are eligible.

Those Churches, ministers or entities that have documented proof of material goods and/or services provided to members of the Church/community affected by the natural disaster are eligible.

Applicants must complete a “Disaster Relief Application” (provided through the district office or members of the Sectional Committees) and send it to the district office. ALL APPLICATIONS WILL BE CONSIDERED ON A “FIRST COME, FIRST SERVED” BASIS.

All requests should be processed through a local Pastor, referenced by the Sectional Presbyter and approved by a majority vote of a Disaster Relief Committee appointed by the Executive Presbyters.

A code number as opposed to individual names will identify all applications referred to the Disaster Relief Committee.

Flexibility must be exercised in regards to unforeseen “special circumstances” or emergency needs.

**APPENDIX 6.**

**NEW JERSEY DISTRICT COUNCIL OF THE ASSEMBLIES OF GOD  
DISASTER RELIEF APPLICATION**

Date of Application: \_\_\_\_\_

**PLEASE NOTE:**

- The completed application should be mailed to NJAG Relief, P.O. Box 100 Burlington, NJ 08016 or emailed to njdcsupt@njag.org.
- Please attach a narrative letter along with any additional documents that demonstrate the need for disaster relief. A request for funds **MUST** be accompanied by receipts, invoices, and /or quotes for what has been spent and/or will be spent to compensate from the Disaster.
- Attach a Pastor's reference letter.

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**APPLICATION INFORMATION**

(Church/Ministry/Pastor/Individual Representative)

Church Name: \_\_\_\_\_

Pastor Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Contact (If different from above): \_\_\_\_\_

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**INFORMATION OF PROPERTY APPLYING FOR RELIEF FUNDS**

(Church/Ministry/Pastor/Individual)

Name / Property type: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Presbyter's Name \_\_\_\_\_

State County: \_\_\_\_\_

**AMOUNT AND PURPOSE OF FUNDS REQUESTED**

<u>PURPOSE</u>	<u>ESTIMATES/RECEIPTS</u>	<u>*OTHER ASSISTANCE RECEIVED</u>	<u>HELP REQUESTED</u>
Ex: <i>flood-church basement</i>	\$5,000.00	\$4,000.00	\$1,000.00
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**\* The NJ District Relief Fund is not a substitute for insurance or the contributions of others. The church is responsible for having enough insurance to repair and replace church property.**

**OTHER ASSISTANCE:**

Please list and explain any assistance that will be provided from other sources, such as FEMA, gifts from others / church:

\_\_\_\_\_

\_\_\_\_\_

If Insurance was denied, explain why:

\_\_\_\_\_

\_\_\_\_\_

**INSURANCE INFORMATION**

Name of Insurance Co. \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Address \_\_\_\_\_

Please enclose copies of any insurance letters or forms showing coverage or non-coverage plus non-returnable pictures of damage. The NJ Disaster Relief Fund is not a substitute for insurance. The church is responsible for having enough insurance to replace and repair the church property.

\_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_