

CHURCH MANUAL

CHURCH OF GOD (SEVENTH DAY)



The General Conference of the Church of God (Seventh Day)
Denver, Colorado 80233 • (303) 452-7973 • www.cog7.org

Church Manual

for use by the

Churches of God (Seventh Day)

with General Offices in Denver, Colorado, USA



General Conference
Church of God (Seventh Day)

Post Office Box 33677
Denver Colorado 80233 USA
(303) 452-7973
www.cog7.org

CHURCH MANUAL for the General Conference of the Church of God (Seventh Day)

The contents of this manual are arranged in the order in which they are listed below. Each section has its own index, and the pages in each section or subsection are numbered separately.

GENERAL CONFERENCE

- Articles of Incorporation
- Bylaws

MINISTERIAL COUNCIL

- Bylaws of the International Ministerial Congress
- Standing Rules of the International Ministerial Congress
- Bylaws of the North American Ministerial Council
- Standing Rules of the North American Ministerial Council
- Ministerial Documentation Manual

GENERAL CONFERENCE MINISTRIES

- Missions Ministries
- Publications
- Ministerial Training — Artios Christian College
- Spring Vale Academy — a parachurch ministry

ORGANIZATION OF LOCAL CHURCHES

DOCTRINAL BELIEFS



Copyright ©2017 General Conference Church of God (Seventh Day)

All rights reserved. No part of this manual may be reproduced in any form without written permission of the General Conference offices.

Articles of Incorporation General Conference of the Church of God (Seventh Day)

INDEX

Article I	2
Name.....	2
Object.....	2
Article II	3
Legal Name	3
Article III	3
Board of Directors	3
Officers	3
Article IV	3
Authority of the Conference	3
Article V	3
Dissolution of Association	3



B2270



STATE of MISSOURI
JAMES C. KIRKPATRICK, Secretary of State

CORPORATION DIVISION

Certificate of Corporate Records

I, JAMES C. KIRKPATRICK, Secretary of State of the State of Missouri and Keeper of the Great Seal thereof, do hereby certify that the annexed pages contain a full, true and complete copy of

AMENDED PRO FORMA DECREE

OF INCORPORATION

OF

THE GENERAL CONFERENCE OF THE CHURCH OF GOD (SEVENTH DAY)

as the same appears on file and of record in this office.



In Testimony Whereof, I hereunto set my hand and affix the Great Seal of the State of Missouri. Done at the City of Jefferson, this 6th day of November A. D., Nineteen Hundred and Eighty-One.

James Kirkpatrick

SECRETARY OF STATE

DEPUTY SECRETARY OF STATE

FORM 227

Articles of Incorporation

As Amended July, 1993

ARTICLE I

The name of this Association shall be THE GENERAL CONFERENCE OF THE CHURCH OF GOD (SEVENTH DAY), and the object of the Association shall be for the purpose of promoting the gospel of Jesus Christ, who is the foundation of our faith, diffusing religious knowledge and promoting principles of morality, benevolence and charity; the education of mankind in general, the coordination of the work of the Church in preaching the Gospel of the Kingdom for the salvation of souls, and shall also hold and receive personal property or real property for the purpose of supporting, maintaining and sustaining this General Conference."



ARTICLE II

"The legal name of this organization shall be: The General Conference of the Church of God (Seventh Day) and said organization shall maintain an office in Stanberry, County of Gentry and State of Missouri"

ARTICLE III

"The business of this Association shall be managed by a Board of Directors (or Board of Control) when Conference is not in session. The Board of Directors shall consist of twelve men. The term of office of board members, the manner of their election, the number of officers selected by the Board of Directors, and their terms of office shall be provided in the bylaws of the Association."

ARTICLE IV

"The Conference shall have the power to purchase, lease, exchange, sell or otherwise dispose of all or any part of the real and personal property and to encumber, sell or otherwise dispose of all or any part of the real and personal properties of the Conference which the Board of Directors (or Board of Control) deems desirable and necessary to accomplish the objectives of the Conference. The Conference shall further have the power to borrow money; to make or issue promissory notes, or raise money by issuance of bonds, deeds of trust, mortgages, and debentures; to act as Trustee; and to invest money in any manner beneficial to its purposes and objectives. The sale or encumbrance of all or any part of the real, personal or mixed properties of the Conference shall require a majority vote of the membership of the Board of Directors at a regular or special meeting duly called according to the bylaws of the Conference."

ARTICLE V

In the event of the dissolution of this Association, the net assets shall be applied and distributed as follows: All liabilities and obligations of the Association shall be satisfied and discharged or adequate provisions shall be made for them. Assets held by the Association upon conditions requiring return, transfer or conveyance, which condition occurs by reason of the dissolution of the Association, shall be returned, transferred or conveyed in accordance with the requirements. Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Association, dispose of all assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational and religious purposes as shall at the time qualify, as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas or of general jurisdiction of the county or district in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.



The Bylaws of the General Conference of the Church of God (Seventh Day)

INDEX

PREAMBLE.....	2	Content of Conference	
GENERAL NORMS.....	2	Business Meeting.....	8
ARTICLE I — Name	3	Voting.....	8
ARTICLE II — Object	3	Quorum	8
ARTICLE III — Members.....	3	ARTICLE VII — Committees	8
Qualification.....	3	Program Committee.....	8
Admission.....	3	Amendments Committee	8
Congregational Membership	3	Resolutions Committee	9
District Membership and		Registration Committee.....	9
Members-at-Large	3	ARTICLE VIII — Local Church and Mission.9	
Discipline	4	Local Churches.....	9
Termination of Membership	4	Mission.....	12
Reinstatement of Membership.....	4	ARTICLE IX — Districts	13
ARTICLE IV — Board of Directors	4	Definition	13
Membership and Qualifications	4	Assignment.....	13
Term	4	District Superintendent	13
Vacancies.....	5	District Board	14
Duties.....	5	ARTICLE X — Ministerial Council	14
Election	5	Identification	14
Meetings	6	Authorization	14
Discipline	6	Assignment.....	14
ARTICLE V — Officers of the Conference ..	6	ARTICLE XI — Financial Policy.....	14
Identification	6	Identification	15
Selection	6	Treasury Division	15
Term	7	Financial Partnership	15
Duties.....	7	ARTICLE XII — Parliamentary Authority ..	15
ARTICLE VI — Conference Conventions	7	ARTICLE XIII — Amendment of Bylaws....	15
Conventions	7	Qualification.....	15
Time and Place of the Conventions	7	Prior Notice	16
Special Meetings.....	7	Adoption.....	16
Conduct of Conference			
Business Meeting.....	8		



The Bylaws of the General Conference of the Church of God (Seventh Day)

PREAMBLE

The General Conference of the Church of God (Seventh Day), herein called the Conference, consists of its members, ministers, and affiliated congregations; and its other ecclesiastical entities or structures described in these Bylaws along with the entities formed under the civil law to serve them.

The General Conference recognizes Christ as the head of the church, a spiritual body of all believers who hold the faith of Jesus and keep the commandments of God. The church exists both locally and universally for the purposes of worshiping God, preaching the gospel, nurturing believers, and serving humanity.

The Conference provides trained personnel, services, resources, and materials to its members, ministers, and congregations in the United States and Canada.

The Conference extends ministerial recognition, conducts biblical studies, establishes doctrine, and develops pastoral and evangelistic programs through its North American Ministerial Council, herein called the Council. It offers assistance internationally through its membership in the International Ministerial Congress and missionary activity.

These Bylaws set forth the basic articles for the governance of the Conference and its related ecclesiastical and civil entities and structures.

GENERAL NORMS

1. SCRIPTURAL FOUNDATION

The first source of the Conference's law, as contained in these Bylaws, is the Old and New Testaments, including its doctrines derived from those Scriptures and expressed in its Statement of Faith established by the Council.

2. SUPREMACY

These Conference Bylaws state organizing principles and law. They abrogate, amend, or supplement all contrary law, organizing documents, bylaws, and customs of ecclesiastical and civil entities and structures affiliated with the Conference regardless of whether they were developed by them earlier or later than these Bylaws.

3. APPLICABILITY

These Bylaws bind the Conference, its officers, employees, members and all ecclesiastical entities and structures described in these Bylaws along with all entities formed under the civil law to serve them, without limitation.



4. CIVIL LAW

Civil law will be given effect so long as it is not inconsistent with the Scriptures, the Statement of Faith, or these bylaws.

ARTICLE I

Name

This body shall be known as the General Conference of the Church of God (Seventh Day), herein called the Conference, with offices at 330 W 152 Avenue, Broomfield, Colorado 80023.

ARTICLE II

Object

The Object of the Conference shall be to:

- A. Promote the gospel of Jesus Christ; coordinate the work of preaching the gospel of the kingdom for the salvation of souls; and teach principles of biblical morality, benevolence, and charity;
- B. Receive as members those who believe the gospel and express faith in Jesus Christ as Savior and Lord and keep the commandments of God; and,
- c. Receive funds and hold real and personal property for the purpose of maintaining the Conference and supporting its objectives.

ARTICLE III

Members

SECTION 1. Qualification

All those who have expressed faith in Jesus Christ and have been baptized by immersion; acknowledge and respect the doctrinal beliefs of the Conference; and reside in the United States or Canada are qualified to become members of the Conference.

SECTION 2. Admission

Membership shall be issued by the Conference upon receipt of a completed General Conference Membership Application form.

SECTION 3. Congregational Membership

All members of the Conference who attend and participate in a local church or mission shall be members of that congregation. Membership, including voting privileges, in any Conference-affiliated congregation is limited to individuals who are members of the Conference.

SECTION 4. District Membership and Members-at-Large

- A. All members of the Conference shall be members of the district in which they reside.
- B. The district superintendent may admit as members-at-large those qualified persons who cannot participate in a congregation but support and participate in the Conference's programs.



- C. A member of a congregation, who continues to support and participate in the Conference's programs, may become a member-at-large, with the written permission of the local board and district superintendent.

SECTION 5. Discipline

- A. It shall be the responsibility of a congregation's board to discipline the members of its congregation, and district boards their members-at-large.
- B. Discipline may range from a reprimand, to suspension of membership privileges for a specific period of time, to termination of membership.
- C. Discipline shall be administered in accordance with the New Testament and the Conference's parliamentary authority, with restoration as the primary object.
- D. District boards shall appoint a standing appeals committee of three members. Members who are disciplined may appeal to that committee in writing for an acquittal or reduced penalty within fourteen days of their notification of discipline through their District Superintendent.

SECTION 6. Termination of Membership

Membership in the conference terminates upon:

- A. Receipt of a letter of resignation;
- B. Revocation;
- C. The member's death;
- D. Transfer of membership to a non-affiliated ecclesiastical entity;
- E. Voluntary cessation of attendance of Sabbath services and/or financial support of the Conference, district local church or mission for a period of one year, or by policy established by a local church or mission.

SECTION 7. Reinstatement of Membership

Those whose membership has been terminated may be reinstated by the Conference upon receipt of a completed General Conference membership application form.

ARTICLE IV

Board of Directors

SECTION 1. Membership and Qualifications

The Board of Directors of the Conference shall consist of twelve male-from-birth members of the Conference who possess the requisite qualifications for church leadership as cited in 1 Timothy 3:2-7 and Titus 1:6-9, are at least thirty years old, and who have been members the five years prior to their nomination. Employees of the Conference, including ministries directors and district superintendents, are ineligible to serve as members of the Board.

SECTION 2. Term

- A. The term of office shall be six years or until a successor has been elected.
- B. Four members shall be elected at each biennial convention and shall assume their duties immediately following their election.
- C. Board members may succeed themselves.



SECTION 3. Vacancies

The Board may fill vacancies until the next meeting of the Conference, at which time a member shall be elected for the unexpired term.

SECTION 4. Duties

- A. The Board shall exercise all the authority of the Conference when the Conference is not in session, except to amend these Bylaws.
- B. The Board shall carry out the stated objectives of the Conference by:
 1. Authoritatively interpreting these bylaws;
 2. Approving or disapproving of any purchase, transfer, or encumbrancing of the Conference's real property or assets;
 3. Electing its officers;
 4. Employing the President of the Conference and administrative personnel it deems necessary for the effective and efficient operation of the Conference and its Ministries;
 5. Establishing intermediate administrative branches within geographic areas of the United States and Canada known as districts and appointing district superintendents to supervise each district;
 6. Establishing Ministries to provide programs and services and appointing directors to administer each Ministry;
 7. Setting a time and place for each biennial convention;
 8. Appointing a program committee to plan each biennial convention;
 9. Adopting budgets for the Conference and its ministries; and
 10. Bonding treasury personnel to insure the security of monies and properties that come under their jurisdiction.

SECTION 5. Election

A. Nominations

1. A Nominating Committee of four members of the Conference, who are not employees of the Conference, shall be selected as follows: two members shall be elected by the Conference in session and the Board of Directors shall name two members. This committee shall serve from the conclusion of the session in which it is selected until it makes its report to the next biennial convention.
2. The nominations offered by the Nominating Committee shall comprise the slate of nominees for membership on the Board.
3. The slate of nominees shall contain a minimum of two names for each position to be filled on the Board.
4. The slate of nominees and a resume for each of them shall be presented to the Conference's membership at least thirty days prior to the biennial convention.

B. Balloting

1. Election shall be by approved paper ballots or certified electronic ballot.
2. On the first ballot each ballot shall be cast for four nominees from the slate of nominees to fill the four six-year terms of membership on the Board.
3. If four nominees are not elected on the first ballot, balloting shall continue as follows:



- a. Balloting shall be from the full slate of nominees.
 - b. Each ballot shall contain the number of names required to fill the remaining six-year terms.
 - c. When only one six-year term remains to be filled, the vote shall be for one name from the full slate of nominees.
 - d. If no one receives a majority vote, the number of candidates for the next ballot shall be reduced to those nominees whose aggregate vote constitutes a majority of ballots cast.
4. After filling all six-year terms, abbreviated terms, if any, shall be filled.
 - a. Each ballot shall be cast for the number of candidates required to fill all vacancies, whether four- or two-year terms.
 - b. When two or more nominees are elected on one ballot, those who receive the highest number of votes above the majority are elected to longer terms.
 - c. When only one term is to be filled, the procedure in 3.c and 3.d shall be followed.
 5. A majority vote shall elect, but in the event more nominees receive a majority vote than there are offices to be filled, those receiving the highest number of votes shall be elected in descending order to fill remaining vacancies.

SECTION 6. Meetings

- A. The Board shall choose the time and place for its annual meeting.
 1. The chairman may call special meetings with the approval of four Board members, or at the request of a majority of the Board.
 2. Business may be conducted by mail, e-mail, telephone conference calls, or video conference calls between Board meetings.
- B. The Board may meet while the Conference is in session to select its officers.
- C. Eight members of the Board shall constitute a quorum.

SECTION 7. Discipline

A member of the Board may be reprimanded, suspended, or deposed from office provided the procedures for such action outlined in the parliamentary authority of the Conference and the New Testament are followed.

ARTICLE V Officers of the Conference

SECTION 1. Identification

The officers of the Conference shall be chairman, vice-chairman, secretary, and treasurer. The offices of secretary and treasurer may be combined.

SECTION 2. Selection

The Board shall elect the chairman and vice-chairman from its membership and may elect a secretary and treasurer from its membership, or from the membership of the Conference.



SECTION 3. Term

- A. The officers shall serve for the biennium following the convention at which they are elected or until their successors have been elected.
- B. The officers may succeed themselves.

SECTION 4. Duties

- A. The Chairman shall:
 - 1. Preside at the business meetings of the Conference and Board.
 - 2. Exercise the authority and perform the duties assigned to him by the Board.
- B. The Vice-Chairman shall exercise the authority and perform the duties of the Chairman in his absence or disqualification.
- C. The Secretary shall:
 - 1. Act as the recording secretary at the meetings of the Conference and Board.
 - 2. Ensure the records of the Conference are kept and updated.
 - 3. Ensure reports are compiled, made, and filed as required by the Conference, its Board, and its Ministries.
- D. The Treasurer shall:
 - 1. Ensure a faithful record of all funds and properties of the Conference and its Ministries is kept.
 - 2. Ensure funds are received and dispensed, and reports are made as required by the Conference, its Board, its Ministries and districts.
 - 3. Ensure the publication of annual financial reports of the Conference, and that biennial reports, including the auditor's report, be made available to the membership.

ARTICLE VI -
Conference Conventions

SECTION 1. Conventions

The Conference's biennial conventions are open to all members and friends of the Conference to attend and shall include business meetings, worship services, biblical instructions and seminars, and evangelistic endeavors as deemed appropriate by the Program Committee.

SECTION 2. Time and Place of the Conventions

The board shall establish the time and place of the Conference's biennial conventions and announce the date and location to its membership no less than one year in advance.

SECTION 3. Special Meetings

- A. A special business meeting may be called by adoption of a resolution setting forth the purpose of the meeting by a two-thirds vote of:
 - 1. The Conference Board;
 - 2. The aggregate total membership of district boards; or,
 - 3. Those registered at the most recent previous meeting of the Council.



- B. The call for a special meeting shall be announced to the membership ninety days prior to the convention.
- C. The business to be transacted in a special meeting shall be limited to those items contained in the announcement of the convention.

SECTION 4. Conduct of Conference Business Meeting

The business meeting of the Conference shall be conducted by members of the Conference who are eighteen years or older and have registered with the registration committee to vote in the business session.

SECTION 5. Content of Conference Business Meeting

The Chairman shall submit for the convention's approval at its call to order a list of rules and orders for each day of business. These rules and orders shall provide for:

- A. Reports concerning the activities and the state of the Conference since the previous convention. These shall include reports by the:
 - 1. The Board of Directors;
 - 2. President;
 - 3. Ministries Directors;
 - 4. District Superintendents;
 - 5. Treasurer and Auditor;
 - 6. Resolutions and Amendments Committees;
 - 7. President of the Council.
- B. Elections of members to the Board of Directors and to the Nominations Committee;
- C. Consideration of motions reported by the Amendments or Resolutions Committees.

SECTION 6. Voting

- A. Each member shall be entitled to one vote.
- B. Proxy votes shall not be accepted.

SECTION 7. QUORUM

A quorum shall be a majority of the initial registration of members.

ARTICLE VII
Committees

SECTION 1. Program Committee

The Conference Board shall appoint a Program Committee to arrange for the biennial convention. This committee shall be appointed not less than ten months prior to the date of the convention. It shall be the responsibility of the Program Committee to plan the agenda for the convention, arrange publicity, appoint appropriate committees, submit rules, and notify principal participants.

SECTION 2. Amendments Committee

An Amendments Committee of three shall be appointed by the Chairman to review proposed amendments to these Bylaws and prepare them for presentation to the Conference business meeting. The committee appointed during each convention shall begin



to serve at its conclusion and continue to serve until it has completed its report to the succeeding convention.

SECTION 3. Resolutions Committee

A Resolutions Committee of three shall be appointed by the Chairman to receive resolutions signed by at least two members. It shall report to the Conference business meeting all resolutions presented to it, except those considered out of order or in conflict with these Bylaws. Resolutions signed by ten members shall be reported to the business meeting.

SECTION 4. Registration Committee

- A. A registration committee of three shall be appointed by the Chairman prior to the convention to register all members present for participation in the business of the convention. It shall report the number of registrants and determine the presence of a quorum when requested to do so.
- B. The committee shall determine the eligibility of each registrant to participate in the business of the convention. If the committee is unable to determine the eligibility of a registrant, the name may be submitted to the Conference for determination.

ARTICLE VIII

Local Church and Mission

SECTION 1. Local Churches

- A. **Definition.** A local church is a congregation of members who support the Statement of Faith, participate in the financial program of the Conference, and gather under the spiritual oversight of a minimum of two elders who serve on the board. Ideally, local churches should be served by an elder who is financially compensated, enabling him to devote full-time to the pastoral ministry of preaching, teaching, praying and equipping of the saints. Each local church is an ecclesiastical entity and is responsible for its debts.
- B. **Recognition.** The Conference recognizes a local church when the district superintendent notifies the Conference office that the congregation qualifies as a local church.
- C. **Assignment.** Each local church is assigned to:
 - 1. Preach the Gospel and make disciples of Jesus Christ who assemble on the Sabbath for prayer and worship services;
 - 2. Foster community, train members to serve others and equip members for service;
 - 3. Acquire, hold, and maintain real and personal property;
 - 4. Cooperate with the Conference and its leaders;
 - 5. Financially support the Conference, its districts, and its ministries.
- D. **Administration**
 - 1. **Pastor**
 - a. **Requirements.** The pastor shall hold a Ministerial License or Ministerial Credentials with the Council.
 - b. **Appointment.** After the leadership of a local church consults with the district superintendent, the appointment of the pastor shall be considered by the local church in accordance with local custom.



- c. **Duties.** The pastor shall serve, direct and care for the local church consistent with its purposes. The pastor shall have the freedom of the pulpit and be responsible to the church board of which he may be a member. He shall consult and cooperate with the district superintendent in support of Conference ministries and initiatives.
- d. **Local Pastor and Local Leader.** If a local church has no pastor, a local pastor or a local leader may serve in his place until a pastor is appointed. A local pastor is a man-from-birth who has obtained a Local Pastor Certificate to serve a particular congregation. A local leader is a member approved by the district superintendent and appointed by the local church members or the church board, or both (according to local custom) to serve on a transitional basis until a pastor or local pastor has been appointed. The local pastor or local leader shall function as the pastor and all references to the pastor in these Bylaws shall apply to the local pastor or local leader when a congregation has no pastor.

2. Elders

- a. **Qualifications.** An elder is a spiritually mature man-from-birth who meets the biblical qualifications of an elder (1 Timothy 3:1-7 and Titus 1:6-9) and who is willing to fulfill the responsibilities of an elder. He must have been a member of the local church for the year prior to his selection.
- b. **Duties.** Elders shall be leaders of the local church as described in Acts 20:28 and 1 Peter 5:1-3. They shall have the welfare of the local church at heart. They shall visit the sick, encourage the discouraged, give attention to prayer and the ministry of God's Word, and work to build up the local church and the Conference.

3. Deacons

- a. **Qualifications.** A deacon is a spiritually mature individual who meets the biblical qualifications stated in 1 Timothy 3:8-13 and who is willing to fulfill the responsibilities of the office. A deacon must have been a member of the local church for the year prior to selection.
- b. **Duties.** Deacons shall assist the pastor and elders by providing services that free them to give attention to prayer and the ministry of God's Word. They shall work to build up the local church and the Conference.

4. Church Board

- a. **Election.** Church board members shall be elected to terms at the annual business meeting except when a vacancy is being filled.
- b. **Composition.** The board shall be comprised of no fewer than three members, including a minimum of two elders, with the total number of board members determined by the local church. It is the preferred practice that a majority of board members shall be neither employees of the local church nor family members of the pastor.
- c. **Term.** Terms may be staggered with no more than half the board members elected at each business meeting.
- d. **Duties.** Subject to other provisions in these Bylaws, the church board shall govern the local church. The church board shall:
 - (1) Determine policy;
 - (2) Approve budgets;
 - (3) Arrange for a financial audit;
 - (4) Evaluate the pastor; and,



- (5) Elect officers and appoint other positions; the positions of treasurer and secretary may be combined.
- e. **Meetings.** The church board shall meet at regularly scheduled times, but not less than quarterly. Special meetings may be called provided the meeting and its agenda is announced to the church board members at least one Sabbath before the meeting.
- f. **Nominating Committee.** The church board shall appoint a nominating committee no less than thirty days before the annual meeting. The church board may serve as the nominating committee. Ideally, it should nominate at least two candidates for each position to be filled.
- g. **Vacancies.** The church board may fill vacancies by appointment for the unexpired term of the vacant board member providing a majority of the original board remains. All appointed church board members shall serve until the next annual meeting.
- h. **Officers**
 - (1) **Chairman:** The board shall elect a chairman from among the elders on the board. The chairman shall preside at church board and congregational business meetings. The pastor may serve as the chairman of the board.
 - (2) **Vice-Chairman:** The board shall elect a vice-chairman from among the elders on the board. The vice-chairman shall execute the duties of the chairman in his absence.
- i. **Other Positions**
 - (1) **Treasurer:** The local church shall have a treasurer appointed or elected annually. The treasurer shall keep a timely record of receipts and disbursements; provide donors with annual receipts, present financial reports to the church board on not less than a quarterly basis. The treasurer may be a member of the church board.
 - (2) **Secretary:** The local church shall have a secretary appointed or elected annually. The secretary shall prepare and keep a copy of the minutes of all business meetings of the members of the congregation and of the meetings of the church board. The secretary shall maintain a local church membership registry and forward notices of new members, transferred members, and former members to the Conference office on a timely basis. The secretary may be a member of the church board.
 - (3) The offices of secretary and treasurer may be combined.
- E. **Local Church Legislation.** The local church may, according to its own procedures, enact bylaws or rules and define practices binding on the local church and its members provided:
 1. The district superintendent approves them before their adoption;
 2. They are not inconsistent with the Scriptures or the doctrines of the Conference;
 3. They are not inconsistent with these Bylaws;
 4. They are in writing.
- F. **Annual Business Meeting.** Local churches shall hold an annual business meeting for the purpose of: receiving the pastor's state of the church report and the treasurer's financial report, electing church board members, and conducting other business as provided for by local church legislation. Notice of the annual meeting shall be given to the members at least four weeks in advance. Members who are eighteen years of age or older may participate in the meeting.

G. Change in Local Church Status.

1. The district board may, after consultation with the pastor and the church board, change the status of a local church.
2. The reasons for such change of local church status may include:
 - a. Circumstances when the local church is no longer viable;
 - b. The local church, for a period of twelve consecutive months, did not have the requisite number of board members;
 - c. The local church or its leaders is engaging in conduct contrary to the Conference's mission and Bylaws.
 - d. The local church or its leaders is engaging in conduct, teaching, or worship contrary to the Bible and doctrines;
3. Any change in local church status based on doctrinal concerns shall require the approval of the officers of the Council.
4. Any change in local church status not based on doctrinal concerns may be appealed to the Conference Board within thirty days.

SECTION 2. Mission

- A. **Definition.** A mission is a congregation of members who support the Statement of Faith, participate in the financial program of the Conference, and gather under the leadership of a mission leader, but is not qualified to organize as a local church. Each mission is an ecclesiastical entity and is responsible for its debts.
- B. **Recognition.** The Conference recognizes a mission when the district superintendent notifies the Conference office that the congregation qualifies as a mission.
- C. **Assignment.** Each mission is assigned to:
 1. Preach the Gospel and make disciples of Jesus Christ who gather on the Sabbath for prayer and worship;
 2. Foster community, train and inspire members to serve others;
 3. Acquire, hold, and maintain real and personal property as their possessions;
 4. Cooperate with the Conference and its leaders;
 5. Support Conference ministries.
- D. **Administration**
 1. Mission Leader
 - a. **Appointment and Election.** Every mission shall have a mission leader. The district superintendent or licensed or credentialed minister of an affiliated local church shall appoint a member as the initial mission leader. The initial term of the mission leader shall be not less than six months or more than one year. Each subsequent mission leader shall be elected by a majority of the mission's adult members.
 - b. **Duties.** The mission leader shall direct the mission and preside over the weekly mission program in consultation and cooperation with the district superintendent or licensed or credentialed minister involved in the establishment of the mission.
- E. **Transition to Local Church Status.** Whenever a mission qualifies to become a local church, it may petition the district board for such status.



-
- F. **Dissolution and Merger.** The district board, in consultation with the mission leader, may dissolve a mission that has become nonviable, or merge it into another mission or a local church when, in their opinion, it is in the best interests of the members.

SECTION 3. Appeal

If a local church or mission is unable to resolve an internal dispute it may appeal to the district superintendent for arbitration.

ARTICLE IX

Districts

SECTION 1. Definition

- A. A district is an intermediate administrative branch in a designated geographic area of the Conference under the leadership of the Conference Board, the Conference President, and a district superintendent and district board.
- B. The Conference Board authorizes a district and defines its boundaries.

SECTION 2. Assignment

The district exists to implement the vision of the Conference, its programs and ministries by:

- A. Facilitating communication between the Conference office and membership;
- B. Assisting with the placement of congregational leaders;
- C. Encouraging and supervising congregational leaders;
- D. Facilitating inter-congregational activities;
- E. Assisting in the planting and nurturing of missions and local churches;
- F. Implementing a budget for the district;
- G. Carrying out other activities as assigned by the President.

SECTION 3. District Superintendent

- A. **Selection.** The district superintendent shall be an appointee of the conference who may draw a salary from the district and be:
1. At least thirty years of age;
 2. A member of the Conference for the five years prior to his appointment;
 3. Known as being one who supports the work of the Conference by his deeds and faithful financial giving; and,
 4. One who demonstrates the character expressed in 1 Timothy 3:1-13.
- B. **Consultation.** The Conference Board shall appoint the district superintendent only after the Conference President consults with the district board regarding possible candidates, reports this consultation to the Conference Board, and recommends one or more candidates for the consideration of the Conference Board.
- C. **Duties.** The district superintendent shall:
1. Preside at district board meetings and serve as its chairman;
 2. Lead the district consistent with its assignment, these Bylaws, and directions from the Conference President;



-
3. Have authority to engage and terminate district employees and volunteers, including a secretary and treasurer.
 4. Have authority over all district affairs not explicitly assigned to the district board in these Bylaws.

SECTION 4. District Board

- A. The district board shall assist the superintendent in leading the district consistent with its assignment, these Bylaws, and directions from the Conference President.
- B. The district board shall be comprised of a minimum of three members in addition to the district superintendent; at least one member being a minister.
- C. District board members shall demonstrate the characteristics expressed in 1 Timothy 3:1-13 and Titus 1:6-9.
- D. The district board shall determine the number and manner of electing district board members.
- E. District board members shall serve three-year, staggered terms.
- F. The district board shall meet at least annually, and also when convened by the district superintendent or a majority of the board members.
- G. All district board policies are subject to review and approval by the Conference Board and President.

ARTICLE X

Ministerial Council

SECTION 1. Identification

The ministers of the Conference shall be organized as the North American Ministerial Council.

SECTION 2. Authorization

The Conference authorizes the Council to operate in accordance with its own bylaws.

SECTION 3. Assignment

The Council exists to:

- A. Set forth the doctrinal teachings of the Conference;
- B. Interpret doctrine;
- C. Establish standards and qualifications for ministers of the Conference;
- D. Issue ministerial documents;
- E. Refer doctrinal studies to the International Ministerial Congress;
- F. Select delegates to the International Ministerial Congress.

ARTICLE XI

Financial Policy

The financial policy of the Conference shall be based upon the giving of tithes and offerings by the Conference membership.



SECTION 1. Identification

- A. Tithe: a tenth of one's net earnings.
- B. Offerings: contributions in addition to one's tithes.

SECTION 2. Treasury Division

- A. Local churches and missions shall have treasurers who shall receive tithes and offerings from their membership for the support of their local work, and the Conference's ministries and districts.
- B. Districts shall have treasurers who shall receive funds from local churches and missions for the purpose of fulfilling their assignment.
- C. The Conference office shall receive a percentage of the total tithe from local churches and missions for the purpose of fulfilling its assignment. This percentage shall be established by the Board, but shall not exceed fifteen percent.

SECTION 3. Financial Partnership

- A. The plan for the support of the work of the Conference shall be to allow local churches and missions to manage their financial affairs provided they:
 - 1. Remit monthly the portion of tithe receipts equal to the percentage set by the Conference Board, and the portion of tithe receipts equal to the percentage agreed upon in writing with its district;
 - 2. Forward all offerings designated for Conference or district use to the appropriate treasurer within ten days after the end of the month in which they were received;
 - 3. Employ its pastor from ministers documented by the Council;
 - 4. Assume full responsibility for all other expenses, including the payment of salary, benefits, and expenses for its pastor and other employees;
 - 5. Submit a copy of its annual financial report to the district treasurer.
- B. Pooling arrangements in place prior to July 1, 2017 may be continued upon agreement of the district board and the local church or mission involved.

ARTICLE XII

Parliamentary Authority

The parliamentary authority of the Conference and all affiliated entities shall be the most recent version of Robert's Rules of Order Newly Revised.

ARTICLE XIII

Amendment of Bylaws

SECTION 1. Qualification

One or more of the following may propose an amendment to these bylaws:

- A. Conference Board;
- B. Ministerial Council;
- C. Amendments Committee;
- D. District board; or,



-
- E. Fifty or more members of the Conference who have signed a typed petition bearing the full text of the proposed amendment and each member's name, mailing address, e-mail address, local church or mission, and district.

SECTION 2. Prior Notice

- A. Proposed amendments shall be submitted in writing to the Amendments Committee no less than 120 days prior to the business session. The Committee may modify the form, but not the substance, of the amendment.
- B. The Amendments Committee shall distribute proposed amendments to the membership no less than sixty days prior to the business session.

SECTION 3. Adoption

Adoption of an amendment requires a two-thirds vote of the Conference in session.



Bylaws of the International Ministerial Congress

INDEX

Article I		Article IX	
Name	2	Finances	7
Article II		Article X	
Object	2	Statement of Faith	8
Article III		Article XI	
Membership	2	Publication of Doctrines, Practices & Policies	9
Article IV		Article XII	
Officers and Their Duties	4	Ministerial Standards	10
Article V		Article XIII	
Nominating Committee	5	Committees	10
Article VI		Article XIV	
Election of Officers	5	Parliamentary Authority	10
Article VII		Article XV	
Executive Committee	6	Amendments	10
Article VIII			
Meetings	7		



Bylaws of the International Ministerial Congress

ARTICLE I

Name

The name of this organization shall be the International Ministerial Congress of the Church of God (Seventh Day), hereinafter referred to as the Congress.

ARTICLE II

Object

The object of the Congress shall be to coordinate the evangelistic effort of the Church and to promote doctrinal unity among its membership.

ARTICLE III

Membership

SECTION 1.

Membership Qualification:

Membership in the Congress shall be open to any church, association of churches, national conference or council who agrees with the object, theology, and polity of the Congress as stated in these Bylaws.

SECTION 2

Definition of Membership:

- A. Charter Members - National churches, conferences or councils which were affiliated with the Church of God (Seventh Day) with principal offices in Denver, Colorado, USA, and participated in the organization of the International Ministerial Congress, in October 1978, and who have actively participated in the Congress sessions since its inception. They are: United States & Canada, Mexico, Jamaica, Guatemala, El Salvador, Honduras, Trinidad & Tobago, England, Philippines, and Australia.
- B. Full Members - Those granted membership in the Congress by a majority vote of the Congress in session after 1978.

SECTION 3

Issuance of Membership:

Application for membership in the Congress shall be made to the Officers of the Congress at least six months prior to the next session. Upon determining that the applicant (1) understands the polity of the Congress, (2) will provide financial support for the



Congress in accordance with its economic situation, and (3) understands and supports the theology of the Congress, the officers shall issue a Provisional Membership to the applicant entitling it to attend the next session of the Congress without the privilege of deliberation or voting. The officers shall present the Provisional Membership to the Congress with its recommendation that the Congress issue Full Membership to the Provisional Member by a majority vote.

Provisional Membership expires in five years.

SECTION 4.

Membership Review and Status:

- A. Membership Review - The Officers of the Congress shall make a quadrennial review of the membership status of each member of the Congress to determine who is active or inactive. A report of their findings shall be presented to the next Congress in session for its consideration.
- B. Active Member – Any church, association of churches, national conference or council that:
 - 1. Subscribes to, and advocates the theology contained in the Statement of Faith, Article X, of these Bylaws and their interpretation as adopted by the Congress thus promoting the doctrinal unity of the Congress.
 - 2. Cooperates with the polity of the Congress by their attendance and financial support of the programs and missions of the Congress.
- C. Inactive Member - any church, association of churches, national conference or council whose membership status has been reduced by a majority vote of the Congress to that of a Provisional Member because of their failure to be:
 - 1. Diligent in attendance of Congress sessions.
 - 2. Willing to press toward doctrinal unity through the consideration of the Congress' Statement of Faith or its interpretation of the same.
 - 3. Supportive of the finances and the evangelistic mission of the Congress.
- D. At any time that a member is considered to have become inactive, it shall be the responsibility of the Officers of the Congress to notify the member in question, in writing, that it is being considered as inactive for reasons set forth in paragraph C above. The member who has been so notified by the Officers of the Congress of their apparent inactivity must be diligent to work with the Officers of the Congress to correct their deficiencies. In the event that a member fails to correct its deficiencies, the Officers, by a majority vote, shall recommend to the Congress that the membership in question be reduced to that of a Provisional Member.
- E. Reinstatement - An Inactive Member status, determined by the Congress in session, may be reinstated to Active Membership by a majority vote of the Congress in session.

SECTION 5.

Membership Zones:

Membership of the Congress shall be organized into world zones as set forth in the Standing Rules. The Officers of the Congress shall appoint an ambassador in each zone to represent the goals and objectives of the Congress to the membership in their respective zones.



SECTION 6.

Deliberation and Voting:

Each member of the Congress shall be entitled to one Representative Delegate who shall deliberate and vote in the quadrennial sessions of the Congress on behalf of their national church(es). Officers of the Congress and Executive Delegates are ineligible to be selected as Representative Delegates. Qualifications for additional non-voting delegates shall be set forth by the Congress in its Standing Rules.

ARTICLE IV

Officers and Their Duties

SECTION 1.

Officers of the Congress shall be:

- A. The President shall preside over sessions of the Congress of its officers and of the Executive Committee; hold Officers and Executive Delegates responsible to carry out their assignments; and act as a field representative for the Congress.
- B. The first Vice-President shall be a member of the Executive Committee and shall exercise the powers and duties of the President in the case of his absence or disqualification.
- C. The second Vice-President shall be a member of the Executive Committee and succeed the first Vice-President in the event of his absence or disqualification.
- D. The secretary shall record the minutes of Congress sessions and of the Executive Committee meetings; duplicate and distribute minutes of the Congress and its Executive Committee to their respective memberships in a timely manner; make an annual report of the work of the Congress to the leadership of member churches; notify members of the time, place, and agenda of the next Congress session and distribute study materials.
- E. The treasurer shall keep a faithful record of all funds and properties of the Congress, receive and disburse funds at the direction of the Congress and/or its Officers, and make reports of the same in a timely manner to the members of the Congress.

SECTION 2.

The Officers of the Congress may:

- A. Appoint an Executive Director who shall act as field representative for the Congress in the event the President chooses not to perform this assignment or is unable to do so. The Officers shall develop a job description for the Executive Director, but the position need not be filled by an officer of the Congress.
- B. Consult with member churches on doctrinal issues and, upon the request of a member church, mediate differences that may arise among its leaders or between its leadership and membership.
- C. Deliberate and vote in meetings of the Congress.



ARTICLE V
Nominating Committee

SECTION 1.

Selection:

A Nominating Committee of four delegates shall be selected as follows:

- A. Two shall be elected by the Congress in session.
- B. Two shall be named by the Officers of the Congress within thirty days after they take office.
- C. Vacancies shall be by the appointment of the Officers of the Congress.

SECTION 2.

Term of Office:

The Nominating Committee shall serve from the time of its selection until it reports to the next Congress in session and the election of officers is held.

SECTION 3.

The Nominating Committee shall interview each nominee to:

- A. Acquaint the candidate with the duties of the office for which he is being nominated.
- B. Determine the candidate's interest and ability to serve the respective office and obtain his consent to serve if elected.

ARTICLE VI
Election of Officers

SECTION 1.

Election Procedure:

Officers of the Congress shall be elected in the following manner:

- A. Candidates shall be limited to those offered by the Nominating Committee.
- B. The Nominating Committee shall offer a minimum of two candidates for each office.
- C. The Nominating Committee shall announce its initial slate of candidates to the Congress at least 24 hours prior to the election.
- D. The election shall be by ballot vote and shall take place only after the nominees have briefly expressed their vision and plans for the office to which they have been nominated.
- E. A majority vote shall be required to elect each officer.

SECTION 2.

Term of Office:

The term of office shall be four years. Terms shall begin at the close of the Congress session in which officers are elected, and shall continue through the next session of the Congress or until their successors are elected. Officers may succeed themselves.



SECTION 3.

Filling a Vacancy:

In the event a vacancy occurs in the office of the President, the first Vice-President shall be elevated to President, and the second Vice-President shall take the office of first Vice-President. The Officers shall fill any vacancy that may occur in the offices of second Vice-President, Secretary, or Treasurer.

ARTICLE VII

Executive Committee

SECTION 1.

Composition of the Executive Committee:

An Executive Committee of nine members shall be composed of the five Officers of the Congress and four Executive Delegates elected by the ministerial bodies of the Active Member churches as defined by these Bylaws. The Congress in session shall designate, by a majority vote, the four member churches that shall elect the Executive Delegates from their own national ministerial ranks with the following stipulations:

- A. Executive Delegates shall be selected by designated IMC members in a manner customary for their respective churches. These selections shall be completed no later than one year before the next Congress session.
- B. The terms of office for the Executive Delegates shall be eight years.
- C. He shall be a minister with a minimum of 10 years ministerial and administrative experience.
- D. He shall have attended at least two Congress sessions.
- E. He must be physically able to attend the Congress sessions occurring within his term of office.
- F. He shall not serve as the Representative Delegate from his national church nor shall he be an Officer of the Congress, but may deliberate and vote in the Congress.
- G. The sending church must notify the Officers of the Congress of the identity of its Executive Delegate or his replacement within 30 days after his election.

SECTION 2.

Selection of an Alternate:

A. In the event an Executive Delegate is unable to attend, serve out his term, or is disqualified, the electing church shall select a replacement to complete his unfulfilled term. However, should a designated member church fail to name an Executive Delegate within one year of the next Congress or should the Executive Delegate fail to attend for ANY reason, the Officers of the Congress shall appoint a replacement from the ministerial bodies of the Charter Members of the Congress, to fulfill the Executive Delegate's term.

SECTION 3.

Assignment of the Executive Committee:

The assignment of the Executive Committee shall be as follows:

- A. Serve as a monitor to ensure the stability and integrity of the Congress. It shall have the authority to veto, by a two-thirds vote, any questionable resolution adopted by the Congress which it deems to be necessary in order to achieve the Object of the



Congress and preserve the continuity of its Statement of Faith. A veto nullifies the action which was taken by a vote of the Congress. In no event shall a veto take place without a brief statement explaining the reasons for the veto. In such an event, the Congress may reconsider the adoption of its resolution with the necessary changes in order to make the resolution acceptable to the Executive Committee.

- B. A veto must be announced to the Congress by the Executive Committee within 24 hours after the Congress' adoption of a questionable resolution except on the last day of the Congress in session in which case the Executive Committee must make the announcement of its veto no less than one hour before adjournment.
- C. The Congress may override a veto of the Executive Committee by a three-fourths vote.

ARTICLE VIII

Meetings

SECTION 1.

Regular meetings of the Congress shall be held every four years on even-numbered years. The time and place of the session shall be established by the Officers of the Congress and announced one year in advance.

SECTION 2.

Special meetings of the Congress may be called by the Officers of the Congress or by petition of member conferences or councils whose combined delegations constitute a quorum. The time and place of a special meeting must be announced six months in advance of the meeting. Business conducted in special meetings shall be confined to that which is stated in the call. Business of an emergency nature not stated in the call may be considered by a two-thirds vote of the Congress in session.

SECTION 3.

A majority of the delegates to the Congress shall constitute a quorum in all matters of business, except for amendments to Article VIII which shall require a quorum of two-thirds of the delegates.

ARTICLE IX

Finances

SECTION 1.

Each member council of the Congress shall make an annual contribution to support the work of the Congress.

SECTION 2.

The Officers of the Congress shall compile a budget for operations and submit it to the Congress in session for ratification.

SECTION 3.

Each conference or council shall be assessed, as determined by the Officers of the Congress, a registration fee for each delegate it sends to a session of the Congress.



ARTICLE X
Statement of Faith

SECTION 1. The Scriptures

We believe the Scriptures, contained within the Old and New Testaments, are inspired by God, inerrant in the original writing, and the only infallible rule by which human conduct and religious beliefs and practices should be determined.

SECTION 2. God, the Father

We believe in one God, the Eternal Spirit, and Creator, Preserver and Ruler of the universe, who is infinite in wisdom, holiness and love. By His own initiative God offers salvation to every one and is worthy of our love, reverence, and obedience.

SECTION 3. Jesus, the Son

We believe in Jesus, the Messiah and Savior, only begotten Son of the Father, conceived by the Holy Spirit, and born of a virgin. We affirm His pre-existence, incarnation, sinless life, death as a substitutionary atonement, entombment for three full days and nights, bodily resurrection and ascension into heaven, present work as Mediator and High Priest and His personal, visible, imminent, premillennial return to rule on earth as Judge and King.

SECTION 4. The Holy Spirit

We believe in the Holy Spirit as the manifestation and power which proceeds from the Father and the Son to regenerate, sanctify, teach, guide and preserve all believers. Obedience to God and "fruit of the Spirit" are evidence of the indwelling of the Holy Spirit in the believer's life.

SECTION 5. Man and Sin

We believe that man was created sinless in the image of God. Through Adam's disobedience, man became a sinner by nature and by choice and thereby incurred sin's penalty, physical death and ultimately, if in an unsaved condition, eternal death (annihilation).

SECTION 6. Man and Death

We believe that physical death is a state of unconsciousness for all persons, righteous and wicked, a state which will remain unchanged until their resurrections. The righteous will receive eternal life and the wicked will suffer annihilation.

SECTION 7. Man and Salvation

We believe that man is saved from eternal death (annihilation) solely by the grace of God through faith, apart from human merit, works or ceremonies. Christ's death is given as payment for sins, and is offered to all who will accept it.

SECTION 8. The Church

We believe the Church of God, consisting of baptized believers who keep the faith of Jesus and the commandments of God, is of divine origin under the Lordship of Christ and exists universally and locally for the preaching of the gospel, for the nurture and fellowship of the believers and for service to the human race.



SECTION 9. Church Ordinances

We believe Christ prescribed two ordinances for the church which confirm faith in Him. 1) Baptism by immersion symbolizes the believer's death to sin and new birth in Christ. 2) Lord's Supper as an annual memorial of Christ's death symbolizes the believer's continued union with the Savior. Footwashing as an act of humility accompanies the Lord's Supper.

SECTION 10. The Ten Commandments

We believe the Ten Commandments, including the true seventh-day Sabbath, existing from creation and included in both the old and new covenant, constitute the basic code of conduct for all mankind. They are to be observed today, as an expression of one's love to God and fellowman.

SECTION 11. Christian Living

We believe the Christian, in keeping with his confession of faith in Christ, is called to a holy and godly life in thought, word and deed. This is exemplified in one's interaction with others, beginning in the home, which God established with the institution of marriage, and extending to the church and community. It is because a Christian has been redeemed, not in order to be redeemed, that he should: 1) reflect that his body is the "temple of the Holy Spirit" by his choice of entertainment, dress, conduct, personal habits and diet which includes eating only those meats designated by the Bible as "clean" for food. 2) respond to the physical and spiritual needs of humanity by relieving suffering, hunger, ignorance, loneliness and by witnessing for the gospel. Accordingly, a Christian's participation in warfare is contrary to his humanitarian calling. 3) serve God "in spirit and truth" by refraining from religious practices and celebrations which intermix Christianity with paganism. 4) support the church's mission by active involvement and financial stewardship of tithes and offerings. 5) maintain his relationship with God through prayer, fasting, Bible study, worship and obedience.

SECTION 12. Prophecy and Second Coming of Christ

We believe that Bible prophecy identifies certain religious, social, and political events and trends, including the rebirth of Israel, which precede and point to the imminent return of Christ, to establish His kingdom on earth, culminating in the eternal Kingdom of God. The fulfillment of Bible prophecy serves to strengthen the faith of the people of God.

ARTICLE XI

Publication of Doctrines, Practices and Policies

SECTION 1.

Each national conference or council may amplify and/or supplement Article X by publishing and distributing its own listing of such doctrines, practices and policies as are needed to translate and facilitate the spirit and intent of Article X into the particular culture and life-setting of its people.

SECTION 2 .

Publication of doctrines, practices and policies by a conference or council shall be submitted to the Congress for review. Failure to uphold the spirit and intent of Article X or failure to promote and maintain doctrinal unity may be cause for denying the participation of a national conference or council in the Congress.



ARTICLE XII
Ministerial Standards

SECTION 1.

Each national conference or council shall establish ministerial standards and qualifications for its own national or regional ministerial body.

SECTION 2.

Ministerial standards and qualifications of each national conference or council shall be submitted to the Congress for ratification.

SECTION 3.

Each national conference or council shall issue documentation to its own ministerial body and shall adopt disciplinary procedures necessary to protect the Church against any unethical practice.

ARTICLE XIII
Committees

SECTION 1.

The Officers of the Congress shall act as an agenda committee. An outline of the program along with the subjects to be discussed during the session shall be sent to the membership of the Congress at least six months prior to the session.

SECTION 2.

A Registration Committee of three shall be appointed by the Officers of the Congress. The Registration Committee shall register and certify all delegates present and report on matters of a quorum to the Congress in session.

SECTION 3.

A Resolution Committee of five shall be appointed by the president and confirmed by the Congress. All business to be introduced to the Congress, including biblical studies, shall be submitted through this committee. Resolutions may originate with this committee.

ARTICLE XIV
Parliamentary Authority

Roberts Rules of Order Newly Revised shall be the parliamentary authority for the Congress.

ARTICLE XV
Amendments

SECTION 1.

Amendments to the Bylaws:

These Bylaws may be amended at any regular or special meeting of the Congress provided;



- A. The proposed amendment has been recommended to the Congress by a majority vote of the ministerial body of a member church, association of churches, national conference or council, or by the Officers of the Congress.
- B. The wording of the proposed amendment had been distributed to the member churches of the Congress no less than one year prior to the meeting in which it is to be considered.
- C. It is adopted by a two-thirds vote.

SECTION 2.

Amendment to the Statement of Faith:

Amendments may be made to Article X, Statement of Faith, by adding a statement or by amending a statement in a regular or special meeting of the Congress provided:

- A. The proposed amendment to the Statement of Faith is recommended to the Congress by a majority vote of the ministerial body of a member church, association of churches, national conference or council or by the Officers of the Congress.
- B. The wording of the proposed amendment accompanied by a Bible study in support of the amendment has been distributed to the member churches of the Congress one year prior to the meeting in which it is to be considered.
- C. It is adopted by a two-thirds vote.

SECTION 3.

Interpretation of the Statement of Faith:

An interpretation of any of the Statements of Faith contained in Article X, may be considered in a regular or special meeting of the Congress provided:

- A. It has been recommended to the Congress by a majority vote of the ministerial body of a member church or by the Officers of the Congress.
- B. The wording of the proposed interpretation accompanied by a Bible study in support of the interpretation has been distributed to member churches of the Congress one year prior to the meeting in which it is to be considered.
- C. It is adopted by a two-thirds vote.
- D. Statements of Faith that have been interpreted by the Congress in the future shall be marked with an asterisk and the interpretation shall be published as a Standing Rule in an Appendix to the Congress Bylaws.



Standing Rules of the International Ministerial Congress

INDEX

Standing Rule I — Order of Business	2
Standing Rule II — World Zones	2
Standing Rule III — Representative and Alternate Delegates	2
Standing Rule IV — Seating Observers.....	2



Standing Rules of the International Ministerial Congress

I. ORDER OF BUSINESS

- A. Call to Order
- B. Registration Committee Report
- C. Officers' Reports
- D. Committee Reports
- E. Program
 - 1. New Business
 - 2. Biblical Discussion
 - 3. Workshops and Instructions
- F. Adjournment

II. WORLD ZONES

The membership of the Congress shall be organized into seven zones as follows:

Zone One: United States and Canada.

Zone Two: Mexico, Central America, and the Caribbean.

Zone Three: South America.

Zone Four: Asia.

Zone Five: Africa.

Zone Six: Australia and the Pacific Rim.

Zone Seven: Europe, Russia, the Baltic States, and the Middle East

III. REPRESENTATIVE AND ALTERNATE DELEGATES

Members of the Congress shall be entitled to one Representative Delegate who shall deliberate and vote on its behalf. Additional delegates may be sent as alternates at the discretion of a member church but will not have voting privileges in the business of the Congress. A Representative Delegate may yield his time in discussion of business to any alternate delegate representing his national church(es).

IV. SEATING OBSERVERS

Ministers of the Church of God who are not members of the Congress may be admitted as observers by registering with the registration committee and paying the registration fee.



Bylaws of the North American Ministerial Council of the Church of God (Seventh Day)

INDEX

Article I — Name	2	Article X — Publications	5
Article II — Object	2	Directories	5
Article III — Doctrine.....	2	Periodicals.....	5
Article IV — Members.....	2	Manual.....	5
Membership.....	2	Article XI — Committees and Their Duties	5
Ministerial Documentation	3	Agenda Committee	5
Materials.....	3	Registration Committee.....	5
Article V — Officers and Duties	3	Resolutions Committee	6
Duties of President.....	3	Publications Committee	6
Duties of Vice-President	3	License and Credentials Committee	6
Duties of Secretary.....	3	Nominating Committee.....	6
Article VI — Nominations and Elections....	4	Article XII — Vacancy	7
Nominations	4	Committee Membership	7
Election	4	Executive, Nominating, and License and	
Succession of Office	4	Credentials Committee	7
Article VII — Meetings	4	Article XIII — Parliamentary Authority.....	7
Regular Meetings.....	4	Article XIV — Amendment.....	7
Special Meetings.....	4	Bylaws.....	7
Quorum	4	Standing Rules	7
Article VIII — Executive Committee.....	4	Doctrinal Beliefs	7
Article IX — Finances	4		



Bylaws of the North American Ministerial Council

ARTICLE I

Name

The name of this organization shall be the North American Ministerial Council of the Church of God (Seventh Day).

ARTICLE II

Object

The object of the Council shall be to unite the ministry of the Church of God (Seventh Day) of North America in developing of pastoral and evangelistic programs, initiating doctrinal studies, and extending ministerial recognition to candidates who qualify.

ARTICLE III

Doctrine

The Council shall subscribe to the Statement of Faith set forth by the International Ministerial Congress of the Church of God (Seventh Day), as interpreted and published by this Council. The Council may by majority vote recommend a doctrinal study to the IMC as an amendment to the Statement of Faith, or for study by other councils.

ARTICLE IV

Members

SECTION 1. Membership

- A. Licensed and credentialed ministers of the General Conference of the Church of God (Seventh Day) must reside in the United States and Canada. They are members of the North American Ministerial Council and have the privilege of deliberating, voting, holding all appointive positions and elective offices with the following exceptions which shall be reserved to those holding credentials:
1. Delegates to the International Ministerial Congress.
 2. Members of the License and Credentials Committee.
 3. Those assigned matters pertaining to the discipline of those holding license and credentials.
- B. Ministers who hold retirement documentation (Retirement License, Retirement Credentials) shall be members of the Council, and may deliberate and vote, hold appointive positions and elective offices to the extent that pre-retirement documents permitted.



- C. Laymen who hold Local Pastor Certificates shall be Provisional Members of the Council. They may deliberate, but shall not vote, hold appointive or elective positions, nor count toward a quorum of the Council.

SECTION 2. Ministerial Documentation

- A. The Council authorizes its President and Secretary to issue the following ministerial documents with an expiration date of five (5) years from the date of its issuance upon the recommendation of the License and Credentials Committee:
 - 1. Ministerial Credentials
 - 2. Ministerial License
 - 3. Retirement Credentials
 - 4. Retirement License
- B. Standards and qualifications and procedures for receiving ministerial documentation, ministerial privileges and responsibilities, and guidelines for discipline shall be set forth in a Ministerial Documentation Manual.
- C. The effective date of membership classification with its privileges is the date on which the License and Credentials Committee approves the application for issuance of a ministerial document.

SECTION 3. Materials

- A copy of these Bylaws, a Roster of Members, Minutes of Council meetings and a subscription to Ministerial Forum shall be provided to each member of the Council.

ARTICLE V

Officers and Duties

Elected officers shall be president, vice-president and secretary.

SECTION 1. Duties of the President

- A. Preside at all meetings of the Council.
- B. Appoint committees.

SECTION 2. Duties of the Vice-President

- A. Perform the duties of the president in his absence or at his request.
- B. Be a member of the License and Credentials Committee.

SECTION 3. Duties of the Secretary

- A. Keep record of the meetings of the Council.
- B. Prepare and keep a roll of members.
- C. Conduct correspondence at the direction of the Council.
- D. Preserve the records, reports and documents of the Council.



ARTICLE VI
Nominations and Elections

SECTION 1. Nominations

Nominations for the elective offices of the Council shall be made by a Nominating Committee. Nominations may be made from the floor at the election meeting, provided the nominee is present or has given consent to serve if elected.

SECTION 2. Election

The officers of the Council shall be elected by a majority ballot vote to serve for a two-year (2) term or until their successors are elected. Their term of office shall begin at the close of the Council session in which they are elected.

SECTION 3. Succession of Office

An officer of the Council may succeed himself.

ARTICLE VII
Meetings

The Council shall meet biennially in even-numbered years.

SECTION 1. Regular Meetings

The Executive Committee shall name the time and place of each regular meeting of the Council, no less than six (6) months prior to the date of the meeting.

SECTION 2. Special Meetings

Special meetings of the Council may be called on thirty (30) days' notice by a unanimous vote of the Executive Committee, a two-thirds vote of the Board of Directors, or upon a written request of twenty (20) members of the Council.

SECTION 3. Quorum

A quorum of the Council shall be forty percent of its voting members.

ARTICLE VIII
Executive Committee

The elected officers of the Council shall constitute the Executive Committee. It shall act as an agenda committee for the Council. It shall also prepare the annual budget for the operating expenses of the Council and submit it to the Board of Directors for funding.

ARTICLE IX
Finances

The Council shall receive its financial support from the General Conference of the Church of God (Seventh Day). The treasurer of the General Conference shall act as the treasurer of the Council.



ARTICLE X

Publications

The Council may compile and publish directories, periodicals and manuals to coordinate its work and to promote its goals.

SECTION 1. Directories

A directory of members of the Council, General Conference Ministries information, and congregations of the Church of God (Seventh Day) shall be published biennially.

SECTION 2. Periodicals

The Ministerial Forum shall be published at a frequency established by the Executive Committee.

SECTION 3. Manual

A Church Manual shall be published and kept current, which shall include the following:

- A. Articles of Incorporation: General Conference of the Church of God (Seventh Day).
- B. Bylaws and Standing Rules of the General Conference of the Church of God (Seventh Day).
- C. Bylaws and Standing Rules of the International Ministerial Congress of the Church of God (Seventh Day).
- D. Bylaws and Standing Rules of the North American Ministerial Council of the Church of God (Seventh Day).
- E. Ministerial Documentation Manual
- F. A Manual of guidelines for the organization and operation of Local Churches.
- G. Doctrinal Beliefs of the Church of God (Seventh Day).

ARTICLE XI

Committees and Their Duties

Committees of the Council shall be: Agenda, Registration, Resolutions, Publications, License and Credentials, and Nominating. The Registration and Resolutions Committees shall be appointed by the president in the opening exercises of the Council's session.

SECTION 1. Agenda Committee

The Executive Committee shall act as an Agenda Committee. This committee shall prepare the program for each session of the Council. Following the adoption of the program by the Council as the order of the day, this committee shall at the end of each meeting report the nature of business to be conducted at the next meeting.

SECTION 2. Registration Committee

The Registration Committee shall consist of three members who shall register all members present.

They shall report the initial registration at the request of the president of the Council. Members who register after the first report may begin their membership privileges



provided the Registration Committee unanimously approves the registration.

Should one committee member dissent, the member shall be informed that upon approval of the Council at an appropriate break, he may then begin his privileges.

Should the presence of a quorum be questioned, this committee shall call the roll of members registered.

SECTION 3. Resolutions Committee

The Resolutions Committee shall examine each resolution presented for consideration and report it to the Council, together with its recommendation. Resolutions may originate with this committee.

SECTION 4. Publications Committee

The Publications Committee shall consist of three members appointed by the Executive Committee and its tenure shall be for two years. It shall be responsible for the preparation, publication and distribution of the Ministerial Forum and any other publications approved.

SECTION 5. License and Credentials Committee

The License and Credentials Committee shall be elected by a majority ballot vote.

- A. This committee shall consist of six credentialed ministers in addition to the Vice-President.
- B. The term of office for Committee members shall be for four years. Three members shall be elected at each biennial meeting of the Council. Their terms shall begin at the end of the session in which they are elected. In the event a vacancy occurs on the Committee, the Council may elect a member, or the Executive Committee may appoint a member to the Committee. In either case the member shall fill the unexpired term of the member who created the vacancy. The Committee shall meet at least annually. Five members of the Committee shall constitute a quorum.
- C. The committee shall elect its chairman from among its membership and shall appoint two of its members to the Internship Committee.
- D. The assignment of this committee shall be to receive all applications for ministerial documentation with the Church of God (Seventh Day) and to pass on the qualifications of each applicant so that those who qualify for ministerial service are issued an appropriate document by the President and Secretary of the Council in accordance with the provisions set forth in the Council's Ministerial Documentation Manual.

The Committee shall regulate the status of the Council's members who may become inactive either in attending the Council sessions or the pursuit of an active ministerial assignment.

The Committee shall act as a Committee on Discipline as outlined in the Ministerial Documentation Manual
- E. The committee shall submit a written report to the Council in session giving the names of each applicant for documentation along with the action taken by the Committee on the application, a report of its regulation of the status of any member who has become inactive and disciplinary actions taken by the Committee.
- F. The chairman of the Committee shall send a list of all ministerial applicants to the Council's members who hold credentials at least 14 days before the Committee takes action on an application.



SECTION 6. Nominating Committee

A Nominating Committee of three (3) members shall be elected by a majority ballot vote. The tenure of office shall be from the close of the Council session in which it is elected through the next regular session of the Council. It shall be the duty of this committee to submit a slate of nominees to the session of the Council through which it serves. This slate shall contain at least two (2) nominees for each elective office. The committee shall have secured the consent of each nominee to serve if elected.

ARTICLE XII

Vacancy

SECTION 1. Committee Membership

Should a vacancy occur in the membership of any of the Council's committees, except for the Executive, Nominating or License and Credentials Committees, between meetings of the Council, the Executive Committee may fill the vacancy.

SECTION 2. Executive, Nominating, and License and Credentials Committees

Should a vacancy occur in the membership of the Executive, Nominating or License and Credentials Committees between meetings of the Council, the Board of Directors may fill the vacancy.

ARTICLE XIII

Parliamentary Authority

Robert's Rules of Order Newly Revised shall be the parliamentary authority for the Council.

ARTICLE XIV

Amendment

SECTION 1. Bylaws

These bylaws may be amended at any regular or special meeting of the Council by a two-thirds (2/3) vote, provided the amendment has been submitted in writing to the Executive Committee for distribution to the members of the Council at least sixty (60) days before the Council meets.

SECTION 2. Standing Rules

The Council may amend its Standing Rules. The manual of guidelines for the organization and operation of churches and Sabbath Schools by the rule to "amend something previously adopted" as stated in Robert's Rules of Order Newly Revised.

SECTION 3. Doctrinal Beliefs

The Council may amend the doctrinal beliefs of the Church of God (Seventh Day) by a 2/3 vote, provided the amendment has been distributed to the members of the Council at least sixty (60) days before the Council meets.



Standing Rules of the North American Ministerial Council of the Church of God (Seventh Day)

INDEX

I. Order of Business	2
II. Policy for Seating Observers.....	2
III. New Business	2
IV. Preliminary Study of Doctrine	2
V. Selection of Delegates for the International Congress	3
VI. Voting	3
Ministerial Documentation Manual	Next Section



Standing Rules of the North American Ministerial Council of the Church of God (Seventh Day)

I. ORDER OF BUSINESS

RE: Article VII—Meetings

- A. Call to Order
- B. Determine Quorum
- C. Officers' Reports
- D. Report of Committees
- E. Unfinished Business
- F. New Business
- G. Doctrinal Discussion
- H. Ministerial Workshops and Instructions
- I. Adjournment

II. POLICY FOR SEATING OBSERVERS

RE: Article VII—Meetings

Ministers of the Church of God (Seventh Day) from other countries or councils, and their translators, shall be seated as Council observers. All other observers must register with the Registration Committee and be seated by action of the Council.

III. NEW BUSINESS

RE: Article VII—Meetings

Resolutions which introduce new business to the Council must be presented in writing to the Resolutions Committee no later than the end of the third full day of the session. Each resolution must be signed by two members of the Council.

IV. PRELIMINARY STUDY OF DOCTRINE

RE: Article III—Doctrine

- A. Any member who wishes to present a preliminary doctrinal study for recommendation to the International Ministerial Congress must:
 - 1. Submit the study in writing to the Executive Committee no later than ninety (90) days before the Council convenes in which it is to be presented.
 - 2. A resolution must accompany the study to indicate how it proposes to change, delete, add to, or interpret the Doctrinal Beliefs of the Church of God (Seventh Day).
- B. The secretary of the Council shall send a copy of such studies and resolutions, in the language of their choice, to the membership of the Council no later than sixty (60) days before it convenes.



- C. A majority vote of the Council shall bring a subject before it for consideration. Each speech to this motion shall be limited to five (5) minutes.
- D. Following the initial presentation of a doctrinal study and its resolution, a comprehensive rebuttal may be offered without time limit if such arrangement has been made with the Executive Committee previous to the initial presentation of a doctrinal study; thereafter, each speech shall be limited to ten (10) minutes, and no member may speak more than three times.
- E. When a preliminary doctrinal study receives a majority vote, it shall be properly prepared and forwarded to the International Ministerial Congress for presentation.

V. SELECTION OF DELEGATES FOR THE INTERNATIONAL CONGRESS

The North American Ministerial Council shall elect one representative delegate and no less than two alternative delegates to represent it in the quadrennial meetings of the International Ministerial Congress:

Nominating Committee

- A. A Nominating Committee shall consist of the Council's Executive and Nominating Committees, combined.
- B. It shall present a slate of nominees to the Council from which its IMC delegates shall be elected.
- C. The Committee shall recommend the number of alternate delegates the Council should send to the Congress.
- D. The Committee's slate of nominees shall be announced to the membership of the Council thirty days prior to the scheduled election of delegates.

Nominees

- A. The Nominating Committee shall select its slate of nominees from among the credentialed ministers of the Council who consent to serve as a delegate, are available to attend the next scheduled meeting of the Congress, and are knowledgeable about the subject(s) on the Congress agenda.
- B. The Committee shall designate nominees for the "representative delegate" and for the "first alternate delegate," "second alternate delegate," etc., as an order of succession to the position of representative delegate.
- C. A member of the Council who is an officer of the Congress shall be ineligible to serve as the Council's delegate.

Election

- A. The election of delegates may be held in a Council meeting no less than nine months prior to the next scheduled meeting of the Congress. If this proves impractical, the election may be held at a time and by a means determined by the Executive Committee, provided the vote is taken no less than nine months prior to the next scheduled meeting of the Congress.
- B. A majority vote shall elect the delegates.

VI. VOTING

Voting may be conducted using approved hand ballot or certified electronic ballot vote.



Ministerial Documentation Manual of the North American Ministerial Council of the General Conference of the Church of God (Seventh Day)

INDEX

Introduction.....	2	Ministerial Transfers.....	7
Local Pastor Certificate	3	Ministerial Departure	8
General Qualifications	3	Outside Ministerial Activity	8
Issuance of a Local Pastor Certificate ...	3	Restoration of Ministerial Documents	9
Expiration & Renewal for Local Pastor		Expiration of Ministerial Documents	9
Certificate.....	4	Certification of Hours.....	9
Revocation.....	4	Continuing Education	10
Assignment of the Local Pastor	4	Ministerial Inactivity.....	10
Administrative Supervision	5	Inactivity in a Ministerial Assignment .	10
The Ministerial License.....	5	Non-attendance of the Meetings	
General Qualifications	5	of the NAMC	11
Application	5	Discipline of a Minister	11
Issuance.....	5	Disciplinary Procedures.....	11
Privileges	6	Investigating Committee	12
Elevation of Ministerial License to Minis-		Investigating Committee Report.....	12
terial Credentials.....	6	Notification of the Complainant	
Ministerial Credentials	6	and Accused	12
Application and Issuance	6	Trial Procedures.....	13
Privileges	6	Penalties	15
Qualifications	7	Appeals	16
Reduction in Classification	7	Membership & Discipline of a Minister...	17
Retirement Certificate	7	Ministerial Ethics.....	18



Ministerial Documentation Manual

North American Ministerial Council of the Church Of God (Seventh Day)

(as revised September, 2016)

The General Conference of the Church of God (Seventh Day) has created the North American Ministerial Council as the organization of its ministers. A part of the assignment given to the Ministerial Council is to establish standards and qualifications for the ministry of the Church of God (Seventh Day), and to issue and regulate ministerial documents.

The Church of God (Seventh Day) holds that everyone who has accepted God's plan of salvation, provided through His Son, Jesus Christ, which includes accepting His shed blood for the remission of sins and being baptized, has the responsibility to share this plan with unconverted non-believers.

We also hold that Christ, who is the head of the Church, calls some church members to perform a greater public ministry.

We further believe that when a man is assured that he has been called of God to be a ministering servant, and positive evidence of this can be seen by others in the Church, that it behooves the membership to encourage him to pursue his calling.

The future of the Church of God (Seventh Day) largely depends upon the spiritual quality and character of its ministers. Therefore, the Ministerial Council strives constantly to encourage spiritual growth on the part of its membership. It also reviews its standards and qualifications for the ministry from time to time in an effort to improve the ministry's ability to represent the Word of God and the plan of salvation to a needy world and to edify the church.

The ministry of the Church of God (Seventh Day) is to be in all things an example to the church — in spirituality, diligence, earnestness, discretion, punctuality, and in prayer. The Apostle Paul wrote, "As servants of God, we commend ourselves in every way . . . in purity, understanding, patience and kindness; in the Holy Spirit and in sincere love; in truthful speech and in the power of God; with weapons of righteousness in the right hand and in the left" (II Corinthians 6:4, 6, 7, NIV).

A minister of the Church of God (Seventh Day) must know the peace and salvation of God that comes through the grace of God, received by faith in Jesus Christ. He should have a sense of mission in proclaiming the gospel of salvation to those who are perishing without Christ. Likewise, the minister must have a desire to see believers edified by the preaching of the Word and encouraged to strive toward perfection.

The minister of the Church of God (Seventh Day) must have abilities that qualify him for the ministry of the Church. He must be able to preach and lead out in public worship. He must have a thirst for knowledge from the Word of God. He must have clear views regarding the plan of salvation as revealed in Scripture. He must be able to conduct a ministry that will lead sinners to repentance and promote spiritual growth in believers.



A minister of the Church of God (Seventh Day) must not only display a keen interest in the gospel ministry of the Church, but he must also be a church man. A candidate to the ministry of the Church must be supportive of and willing to work within the organizational structures of the General Conference of the Church of God (Seventh Day).

Membership in secret orders or lodges (such as a Masonic Lodge) is considered inconsistent with the calling to the ministry. Therefore, a candidate for ministerial documentation must not be a member of such organizations.

LOCAL PASTOR CERTIFICATE

The Local Pastor Certificate is a temporary document, in that it expires every two years, issued to qualified laymen authorizing the bearer to provide ministerial leadership while completing the educational requirements that would qualify him to obtain a Ministerial License, as an entry level to the church's professional ministry.

The Local Pastor Certificate is issued by the License and Credentials Committee of the North American Ministerial Council, upon recommendation of the district in which the layman is to serve a specific assignment. It expires every two years and may be renewed five times from the date of issue, subject to continuing education provided in the Documentation Manual of the NAMC. If, after the LPC has been renewed five times, the applicant chooses not to pursue a Ministerial License, his LPC may be renewed subject to special provisions for continuing education.

Applicants for LPC must have completed the Local Pastor Orientation program provided by Artios Christian College to be eligible to receive a Certificate. Applicants may demonstrate competency in a majority of the required credits for the Local Pastor Orientation program by passing examinations proctored by Artios Christian College.

QUALIFICATIONS

The applicant must:

1. Be a member of the Church of God (Seventh Day) who is at least 20 years of age.
2. Possess and demonstrate the qualities for Christian leadership listed in 1 Timothy 3:1-7 and Titus 1:6-9.
3. Be in the habit of conducting personal daily devotions.
4. Believe, practice and possess the ability to articulate the doctrines of the Church of God (Seventh Day) as set forth in its Statement of Faith.
5. Provide evidence that he supports the church with his tithes and offerings.
6. Be able to preach and teach the doctrines and polity of the church.
7. Have completed the Local Pastor Orientation from Artios Christian College.
8. Have the endorsement of the District Superintendent, and an assignment from a congregation.

ISSUANCE:

1. An applicant for a Local Pastor Certificate shall send his application along with a transcript from Artios Christian College verifying that he has completed the requirements to the custodian of records.



2. Upon satisfying itself that the candidate is qualified to act as a local pastor, the custodian of records shall forward his application and transcript along with the recommendation of his district superintendent to the License and Credentials Committee of the NAMC for its review of his application. The superintendent's recommendation shall list the services the district wishes to extend to the local pastor, taken from the list under Assignment.
3. The License and Credentials Committee shall issue the Local Pastor Certificate to those applicants who it deems have met the requirements of the program. It shall act upon applications within 60 days after receiving them.

EXPIRATION AND RENEWAL OF LOCAL PASTOR CERTIFICATE:

The Local Pastor Certificate shall expire two years from the date of its issue. The L&CC may renew the document provided the Local Pastor continues his support of the Church's doctrines and polity, faithfully supports the Church with his tithe and offerings, participates in district activities, and submits an application for renewal complete with:

- A written recommendation from his district superintendent, certifying that he is rendering acceptable service to the congregation assigned to him,
- A written recommendation from Artios Christian College indicating he has completed 24 credits of continuing education in the Diploma of Christian Ministry or Associate of Christian Leadership program.

EXEMPTIONS:

Applicants for the LPC or individuals currently holding an LPC may apply to the L&CC for exemptions from the initial and/or continuing education requirements based upon demonstrated competency through life experience and/or training received through institutions other than Artios Christian College. In such cases the L&CC will work in connection with the District Superintendent and Artios Christian College to grant exemptions on a case-by-case basis.

REVOCATION:

A Local Pastor Certificate shall be revoked by the L&CC at any time upon the notification of the sponsoring district superintendent that it is withdrawing sponsorship. Reasons for revocation may range from leaving his assignment, neglect of duties, moral or character failure, failure to engage in the continuing education as required, or other reasons of concern to his district. The local pastor must be given adequate opportunity to appeal to the District Board to defend himself.

ASSIGNMENT:

A Local Pastor Certificate shall designate the location of the assignment the local pastor is to serve, and authorizes the following services:

1. Conduct public worship services.
2. Preach and evangelize.
3. Make pastoral and hospital calls.
4. Preside over baptisms, and communion services.
5. Preside over special dedication services.
6. Officiate at funerals.
7. Officiate at weddings where state statute permits.



SUPERVISION:

A local pastor shall work under the supervision of his congregational board, if one exists, or district superintendent where no church board exists. He should submit a quarterly report to his superintendent for evaluation and counsel.

THE MINISTERIAL LICENSE

A member of the Church of God (Seventh Day) who aspires to serve the Church with full ministerial privileges should seek a Ministerial License. A license is considered to be appropriate for men who wish to enter a bi-vocational or full-time ministry of the Church. A licensee may participate in the North American Ministerial Council as an associate member. He is eligible to provide pastoral and/or evangelistic services to any church which calls on him to do so. A candidate for Ministerial License must have completed an Associate in Christian Leadership (Pastoral Emphasis) from Artios School of Ministry.

GENERAL QUALIFICATIONS

Applicants seeking a Ministerial License shall meet the following requirements:

1. Possess and demonstrate the personal standards and qualifications described by the Apostle Paul in 1 Timothy 3:1-7 and Titus 1:6-9 for an elder.
2. Be in the habit of spending time in prayer and devotions daily.
3. Be a member of the Church of God (Seventh Day) with principal offices in Denver, Colorado.
4. Be committed to uphold the doctrinal positions and practices of the Church of God (Seventh Day).
5. Support the polity of the church.
6. Demonstrate an ability to preach and teach the Word of God.
7. Have completed the Associate in Christian Leadership (Pastoral Emphasis)—or its equivalent—as prescribed by Artios Christian College.

APPLICATION

Application for a license shall be made in the following manner:

1. Apply on a form provided by the License and Credentials Committee and submit to the chairman of the Committee no less than 90 days prior to the next announced meeting of the Committee.
2. Provide character references, at least two of whom must be ministers of the Church of God (Seventh Day) and who can attest to his worthiness to receive a license.
3. Provide a resolution of sponsorship from his district and congregational boards.
4. Provide verification that he has satisfactorily completed the requirements of the Associate of Christian Leadership (Pastoral Emphasis)—or its equivalent—as prescribed by Artios Christian College.

ISSUANCE

The chairman of the License and Credentials Committee, or a committee member he designates, shall review the application and its supporting documentation.

1. In the event an application lacks some element in its content or form, the appli-



cant shall be informed in time for him to provide all necessary material(s) to the License and Credentials Committee prior to the meeting in which his application is to be considered.

2. When an application and its accompanying documentation are complete, they will be submitted to the entire Committee for action.

Upon the affirmative action of the Committee, a Ministerial License may be issued to the applicant effective on the date of its approval.

If the Committee declines to issue a Ministerial License, the Committee shall assist the applicant to qualify in the following manner:

1. Inform him within 30 days of the reason(s) for declining to grant a license.
2. Provide specific steps that he can take to come into compliance with the requirements for a license.
3. Hold an application open and on file for up to 24 months while an applicant seeks to come into compliance for the issuance of a license.

PRIVILEGES

Licensed ministers shall be vested with the authority to preach the Word, to administer the ordinances of baptism and the Lord's Supper, serve as a chaplain, and to solemnize marriages. They are to lead out in the work of the Church of God (Seventh Day) in general by issuing church membership, organizing local churches under the auspices of their District. A licensed minister is an associate member of the North American Ministerial Council.

ELEVATION OF MINISTERIAL LICENSE TO MINISTERIAL CREDENTIALS

A licensee may apply to the License and Credentials Committee for elevation to Ministerial Credentials when he has completed the Bachelor of Christian Leadership (Pastoral Major) from Artios Christian College. If the applicant completes a comparable Bachelor's degree (e.g. Theology, Bible, Ministry) at an institution other than Artios Christian College then the applicant's transcripts must be approved by Artios.

MINISTERIAL CREDENTIALS

Ministerial Credentials represent the highest form of recognition and endorsement the Church of God (Seventh Day) may bestow upon a minister of the gospel. This document is reserved for those who have fulfilled the full course of study prescribed within this manual including an internship or practicum.

APPLICATION AND ISSUANCE OF MINISTERIAL CREDENTIALS

1. Each candidate for Ministerial Credentials shall apply on the appropriate form to the chairman of the License and Credentials Committee.
2. Be certified by Artios Christian College as having earned the Bachelor of Christian Leadership (Pastoral Major) or its equivalent.

PRIVILEGES

The credentialed minister is to rule well in the Church, to preach the Word, to administer the ordinances of baptism and the Lord's Supper, serve as a chaplain, to solemnize marriages, and to issue membership in the Church. He is authorized to organize churches under the auspices of his district superintendent. He has full membership



privileges in the North American Ministerial Council and is eligible to serve as a delegate to the International Ministerial Congress of the Church of God (Seventh Day).

QUALIFICATIONS

1. Be a member of the Church of God (Seventh Day).
2. Be certified by Artios Christian College as having earned the Bachelor of Christian Leadership (Pastoral Major) or its equivalent.
3. Receive the recommendation of Artios Christian College attesting to his spiritual maturity, ministerial ability and commitment to the gospel ministry of the Church of God (Seventh Day).
4. Provide character references, at least two of whom must be ministers of the Church of God (Seventh Day) and who can attest to applicant's worthiness to receive credentials.
5. Possess and demonstrate the spiritual and practical qualities of an elder listed in 1 Timothy 3:1-7 and Titus 1:6-9.
6. Be committed to devotions and prayer daily.
7. Be committed to uphold the doctrinal positions and practices of the Church of God (Seventh Day).

A REDUCTION IN CLASSIFICATION FROM CREDENTIALS TO LICENSE

A reduction in ministerial status from credentials to license may occur under the following circumstances:

1. The minister requests a Ministerial License in writing from the License and Credentials Committee;
2. A license is issued by the License and Credentials Committee following an action of discipline.

RETIREMENT CERTIFICATE

A Retirement Certificate may be issued to any licensed or credentialed minister of the Church of God (Seventh Day) who is of retirement age or who has served the Church faithfully for no less than 20 years. Retired ministers shall enjoy the privileges of their previously held document subject to any provisions of the Ministerial Council Bylaws or General Conference Bylaws.

It may be issued by the License and Credentials Committee with the written consent of the minister who is retired, or without the retired minister's consent in the event he misses three consecutive sessions of the Council.

TRANSFER OF MINISTERIAL DOCUMENTATION TO THE NORTH AMERICAN MINISTERIAL COUNCIL

A minister from another denomination or a minister of a member church of the International Ministerial Congress of the Church of God (Seventh Day) may transfer his ministerial documentation to the North American Ministerial Council provided:

1. He has received membership in the General Conference of the Church of God (Seventh Day), with principal offices in Denver, Colorado.



2. He is willing to represent the General Conference of the Church of God (Seventh Day) exclusively by surrendering his former documentation to the License and Credentials Committee.
3. He has successfully completed the Transfer Orientation Program prescribed by Artios Christian College, covering the doctrines, history and polity of the General Conference of the Church of God (Seventh Day).
4. He provides the License and Credentials Committee with:
 - a. A photo of the applicant.
 - b. A detailed autobiography, including specific details of his educational history and classes taken to prepare for the ministry.
 - c. Proof of current membership with the General Conference of the Church of God (Seventh Day) in Denver, Colorado.
 - d. A letter of recommendation from the pastor, or leadership in his congregation.
 - e. A letter of recommendation from his District's Superintendent.
 - f. Reference forms, provided by the Custodian of Records from at least two ministers of the Church of God (Seventh Day)
 - g. A letter from Artios showing he has successfully completed the Transfer Orientation Program.
 - h. A copy of his former document and/or a letter declaring his surrender of that document.

The License and Credentials Committee may issue a ministerial document to the applicant which is appropriate for his qualification and ministerial experience.

MINISTERIAL DEPARTURE FROM THE CHURCH OF GOD (SEVENTH DAY)

In the case a licensed or credentialed minister of the Church of God (Seventh Day) unites with the church membership of a congregation not recognized as an affiliate of the General Conference of the Church of God (Seventh Day), or another denomination, his ministerial documentation with the North American Ministerial Council shall, because of that fact, immediately be cancelled; and his membership in the Council ceases.

MINISTERIAL ACTIVITY OUTSIDE THE CHURCH OF GOD (SEVENTH DAY)

No licensed or credentialed minister of the Church of God (Seventh Day) shall regularly conduct independent church activities which are not under the direction of the General Conference of the Church of God (Seventh Day) or one of its agencies or districts, or carry on independent missions or church activities, or be connected with the operating staff of an independent church or other religious group without written approvals of a district board or agency director, or the General Conference Board of Directors and the License and Credentials Committee.

Should a minister fail to comply with these requirements, he may, on recommendation of the Conference Board of Directors or a district board, have his ministerial document revoked by the License and Credentials Committee.

The final determination as to whether any specific activity constitutes "an independent mission" or "unauthorized church activity" shall rest with the Board of Directors of the General Conference.



THE RESTORATION OF MINISTERIAL DOCUMENTS

When a licensed or credentialed minister has been deprived of his document and expelled as a member of the North American Ministerial Council, or has surrendered his document for any reason, such document shall be sent to the Secretary of the General Conference to be filed and preserved as a part of the minister's record.

Application for reinstatement by a minister who has resigned or whose document has expired because of inactivity or whose credentials were reduced to license or whose document was revoked in disciplinary action, shall be made in the same manner as a new applicant. However, in the case of a question of adultery or other sexual immorality, his document shall not be restored in less than three years from the date it was revoked, and then only with the written consent of the boards of the congregation and district in which the offense took place.

Pastors and local churches are advised not to engage a person who has lost his ministerial document in disciplinary action in any official capacity, such as a supply minister, song director, Sabbath School superintendent or teacher, etc., until his document is restored, except on written approval of both the boards of the congregation and district in which the offense took place.

In the case where a license or credentials is misplaced, mutilated or destroyed, a duplicate certificate may be issued by the License and Credentials Committee.

EXPIRATION OF MINISTERIAL DOCUMENTATION:

With the exception of the Local Pastor Certificate, all ministerial documentation issued by the License and Credentials Committee shall carry an expiration date of five years, and renewal of ministerial documentation shall be by application provided by the L and C Committee on the following basis:

1. A minister shall apply for renewal of his document to the License and Credentials Committee 30 days prior to the expiration of his document.
2. Each candidate for renewal, except those holding retirement documents, shall certify that he has completed 75 hours of continuing education by the following guidelines:

The Ministerial Documentation Manual of the North American Ministerial Council (NAMC) stipulates that all ministerial documents issued by the NAMC shall expire five years from the date of their issuance. Renewal of ministerial documentation is by application for its renewal no less than 30 days prior to its expiration date. Each candidate for renewal, except retirees, must provide a list of the educational courses or activities he has participated in to the License and Credentials Committee (L&CC) over the previous years. He must sign the renewal form as verification that he is certifying that he has completed 75 hours of continuing education listed on his form in the past five years.

CERTIFICATION OF HOURS:

The 75 hours of continuing education operates for the benefit of the ministry of the Church of God to encourage self improvement. It is an honor system and one's claim of hours for credit should reflect integrity becoming of a minister.

It is incumbent upon a minister to retain acceptable evidence of his attendance or participation in the activities he claims for credit. It is not necessary to submit evidence of claimed activities, but one must keep it and make it available to the L&CC, at its request.



The Committee accepts the following items as supporting evidence of one's claim for credit hours:

- A. Copies of room and meal receipts when one attends a General Conference convention, or NAMC meeting, provided he attends one or both of these meetings for no less than five consecutive days.
- B. A letter or diploma verifying that he was in attendance of, and participated in an educational seminar or leadership conference. Receipt of diploma for a course taken online.
- C. A letter from the editor of Sabbath School quarterlies, or the Director of Artios Christian College, verifying the completion of research and completion of acceptable manuscript or classes taught.

The License and Credentials Committee offers the following instruction on what is acceptable as continuing education for credit toward the renewal of ministerial documentation.

CONTINUING EDUCATION ACCEPTABLE TO THE LICENSE AND CREDENTIALS COMMITTEE:

- A. A minister may obtain 15 credit hours of continuing education by attending at least four days of a meeting of the General Conference for five hours of credit, and one session of an NAMC for 10 hours of credit, for an attendance of at least five days within the five-year renewal period. Attendance of more than one meeting of the NAMC or General Conference Convention for the prescribed days will earn five additional hours of credit, each.
 - B. One may accrue 10 credit hours for researching and preparing a Sabbath School Quarterly manuscript (13 lessons) acceptable for publication.
 - C. One may accrue one quarter ($\frac{1}{4}$) hour of credit for each hour spent in the research and preparation of study material for teaching Artios Christian College classes.
 - D. One may accrue hour for hour for attendance of any Church sponsored educational activity; such as, Artios Christian College's Seminar Series, leadership conferences, seminars, classes on evangelism, church planting, etc.
 - E. One may accrue hour for hour for attendance of educational activities outside the Church of God (Seventh Day), such as Billy Graham evangelism seminars, church growth or stewardship seminars, Bible or English language courses, conferences held by evangelical churches where "how-to instructions" are offered.
 - F. One may accrue hour for hour for courses taken online such as Artios Christian College online or via video, Bible-related courses from other institutions, self-improvement courses, etc.
3. Retired ministers shall apply for renewal of their documents by certifying that they continue to attend congregational services of an affiliated congregation of the Church of God (Seventh Day) as their health and circumstances permit, and that they support the church with their finances.

MINISTERIAL INACTIVITY

INACTIVITY IN A MINISTERIAL ASSIGNMENT

Documentation held by any licensed or credentialed minister not under a regular ministerial assignment by any local church, or district board, or agency of the General Conference for a period of two consecutive years shall be declared inactive by the License and Credentials Committee, who shall so notify the minister of his inactive status. The



minister's inactive status shall be lifted immediately upon the resumption of a regular ministerial assignment.

Once declared inactive, any documentation which remains inactive for an additional two consecutive years shall at the end of that period automatically expire. The License and Credentials Committee shall so notify the minister of the expiration of his document and shall so delete his name from the membership of the North American Ministerial Council.

The following shall be exempt from inactive status:

1. A minister holding a Certificate of Retirement;
2. A minister who requests and receives from the License and Credentials Committee an extended leave of absence from an assignment with the General Conference in order to serve another national conference or council of the Church of God (Seventh Day), or who receives an extended leave of absence for legitimate personal reasons;
3. A minister of the Council who is employed by an independent congregation or parachurch organization not affiliated with the General Conference, provided he requests and receives the written approval of the License and Credentials Committee, and of a district, or agency, or the Board of Directors of the General Conference.
4. A minister working as a church planter, self-supporting pastor, or evangelist, provided he requests and receives the written approval of the License and Credentials Committee and the board of the district in which he is working, an agency of the General Conference, or Board of Directors of the General Conference.

ATTENDANCE OF THE MEETINGS OF THE NORTH AMERICAN MINISTERIAL COUNCIL

Any licensed or credentialed minister who misses two consecutive Council sessions shall be informed by the License and Credentials Committee that if he misses the next Council in session his document shall automatically expire. Ministers holding a Certificate of Retirement shall be exempt from this rule.

The document of any licensed or credentialed minister who misses three consecutive Council sessions shall automatically expire, or he shall be issued a Certificate of Retirement if he is of retirement age or has 20 or more years of service. The License and Credentials Committee shall so notify the minister of this action.

Exceptions to these rules of Council inactivity may be granted, provided the minister requests and receives such waiver of the rules from the License and Credentials Committee.

DISCIPLINE OF A MINISTER

The object of church discipline is not the punishment of offenders, but the defense of truth, the purity of the church, the warning of the careless, and the restoration and salvation of the guilty. The New Testament standard for Christ's church is holiness of heart and life. Therefore, the Church of God (Seventh Day) insists upon a clean ministry, requiring those who carry its ministerial license and credentials to be orthodox in doctrine and holy in life. For this reason, the discipline of a minister is not punitive or retributive, but to determine the standing and relationship a minister is to have with the Church when accused of misconduct.

DISCIPLINARY PROCEDURES

The License and Credentials Committee shall act as a Committee on Discipline. In the event of a disciplinary problem involving misconduct, breach of ethics, heresy, sexual



immorality, or dereliction of duty, this committee shall conduct all necessary procedures which may lead to the suspension, reduction, or revocation of ministerial documentation.

An investigation of allegations of misbehavior of a minister may be conducted by the License and Credentials Committee, or its appointees, when such allegations are submitted to the Committee in writing, and they are presented by any of the following:

1. A local church board;
2. A state conference board;
3. A district board;
4. The Board of Directors of the General Conference;
5. A General Conference Ministry;
6. Two ministers of the Council.
7. In the event of sexual or physical abuse, two lay members of the General Conference of the Church of God (Seventh Day).

INVESTIGATING COMMITTEE

1. An Investigating Committee of no less than three credentialed ministers of the North American Ministerial Council shall be selected by the License and Credentials Committee.
2. The Investigating Committee shall:
 - a. Quietly make an effort to learn all relevant facts.
 - b. Interview the accused and witnesses or persons knowledgeable about the circumstances of the allegations.
 - c. Hold confidentially all information obtained, whether in fact charges are or are not filed as a result of its investigation.

INVESTIGATING COMMITTEE REPORT

1. The Investigating Committee may prepare a written report, including a resolution exonerating the accused to be adopted by the License and Credentials Committee. If such a resolution is adopted, the chairman of the License and Credentials Committee shall notify the accused of his exoneration within ten calendar days by registered mail.
2. The Investigating Committee may prepare a written report, including a resolution preferring charges to be adopted by the License and Credentials Committee.
 - a. If charges are preferred, the report shall state the charges, the type of offense(s) of which the accused is alleged to be guilty, and the specifications of what the accused is alleged to have done.
 - b. The report shall also contain two names of the Investigating Committee whom the said committee has selected to present evidence to the License and Credentials Committee during trial. These two committee members shall not act as prosecutors, but shall serve to present the evidence gathered, and are henceforth called presenters in this document.
3. The report shall outline the course of the investigation and become a part of the License and Credentials Committee confidential files.

NOTIFICATION OF THE COMPLAINANT AND THE ACCUSED OF CHARGES AND TRIAL

1. The chairman of the License and Credentials Committee shall, by registered mail



within ten calendar days of the adoption of charges, notify the complainant and the accused of:

- a. The exact charges and specifications contained in the report of the Investigating Committee with the date of their adoption by the License and Credentials Committee.
 - b. The date, time, and place of trial with a directive for the accused to appear. The date for trial shall be no sooner than 30 days and no later than 90 days of the adoption of the Investigating Committee's report and notification to the complainant of his/her right to appear at the trial to give his/her testimony.
 - c. The suspension of the accused's document and its privileges pending the outcome of his trial on the charges preferred. The minister shall thereupon immediately suspend all ministerial activity and if he refuses to do so, his right to appeal shall be forfeited and may lead to the revocation of his ministerial document.
 - d. The right of the complainant and the accused to choose a credentialed minister of the North American Ministerial Council to act as counsel in their behalf during the trial, and that no counsel who is not a member of the North American Ministerial Council will be permitted.
 - e. The provision that at his request a parliamentarian will be provided to attend the trial proceedings, who shall be appointed by the president of the Board of Directors of the General Conference.
2. The chairman shall keep a copy of the notification, with the postal receipt of delivery attached, having it on hand for the trial.
 3. On the trial date, the trial shall proceed with or without the complainant or the accused, unless the accused has previously requested a postponement in writing for cause acceptable to the License and Credentials Committee. In such case, the License and Credentials Committee shall choose a new trial date at its convenience within 30 days.
 4. The License and Credentials Committee may suspend the trial upon the resignation of the accused or the withdrawal of the charges by the complainant, unless the seriousness of the alleged offense(s) demands resolution by trial.

TRIAL PROCEDURES

1. The chairman of the License and Credentials Committee shall identify all parties present, including any parliamentarian requested by the accused or the License and Credentials Committee; the recording secretary for the proceedings; any credentialed minister the accused may have chosen as counsel for his defense; members of the Investigating Committee; the members of the License and Credentials Committee (who serve as the trial committee), and the accused.
2. All parties present other than the above shall be excused from the proceedings, and the meeting declared to be an executive session and the proceedings confidential.
3. The chairman shall notify all parties present that no taping of the proceedings is allowed, and that only the approved minutes of the proceedings taken by the recording secretary will be allowed.
 - a. Notes may be taken by the trial committee but must be destroyed at the close of the trial after deliberations to determine guilt or innocence.
 - b. The minutes of the trial shall be read and approved at the close of the trial in the presence of the accused, prior to the discussion by the trial committee of the evidence to determine the guilt or innocence of the accused.



- c. The accused shall be excused during committee deliberations deciding guilt or innocence.
4. The chairman shall notify the members of the trial committee that they may not make comments nor ask questions during the proceedings, except when called as witnesses. However, at the conclusion of arguments pro and con, they may ask for clarifying statements from any witness, the presenters, or from the accused. Questions and answers shall be directed to and through the chairman.
5. The chairman shall notify the presenters, the accused, and the counsel of the accused, of their right to appeal any procedure.
6. The chairman shall again announce the names of and identify the presenters of the charges and specifications.
7. The chairman shall enquire of the accused whether he has counsel to assist him, and if so, to name and introduce his counsel.
8. The chairman shall instruct the accused that he may plead either “guilty” or “not guilty,” and that a plea of “no contest” is not admissible.
9. The chairman shall inquire of the accused how he pleads—guilty, or not guilty—reading the charge(s) and specification(s), one charge and one specification at a time, and enquire after each reading whether the accused pleads guilty or not guilty of that charge or specification.
10. Having heard the pleas of the accused to each charge and specification, the chairman shall direct the secretary to read the charges and specifications with the plea entered for each, and inquire of the accused whether the pleas are accurately recorded, changing the record if necessary.
11. The trial shall proceed hearing only the portions to which a “not guilty” plea has been entered.
 - a. If a “guilty” plea has been entered on all counts, the chairman shall ask the accused whether he has a closing statement he wishes to make, after which the accused and his counsel shall be excused.
 - b. A guilty plea on all counts signals the trial to move directly to the determination of penalty.
12. If a “not guilty” plea has been entered on any count, instructions for trial on that count shall be given by the chairman as follows:
 - a. An opening statement is to be made by the presenters pertaining to the charge(s) and specification(s) to which a “not guilty” plea has been entered.
 - b. An opening statement is to be made by the accused (or by his counsel) if the accused so chooses.
 - c. The opening statements are not to be arguments as to the validity of the charges or specifications, but for clarification of what steps have been taken to bring the charges and specifications to trial.
 - d. Testimony shall be given by the presenters of the evidence gathered by the Investigating Committee, as well as testimony by any witnesses called by the presenters.
 - e. Testimony shall be given by the accused and/or his counsel, as well as testimony by any witnesses called by the accused or his counsel.
 - f. Rebuttal discussion, and recall of witnesses for further testimony if needed, shall be given by the presenters.

- g. Rebuttal discussion, and recall of witnesses for further testimony if needed, shall be given by the defense.
 - h. Closing arguments and statements by the presenters shall be heard.
 - i. Closing arguments and statements by the defense shall be heard.
 - j. Witnesses may be either members or non-members of the Church of God (Seventh Day).
 - k. Neither members nor non-members can be compelled to testify for either the presenters or the defense.
 - l. The accused and witnesses shall be requested to remain available on immediate call should the trial committee need to ask them to reappear for clarifications.
 - m. The accused, his counsel, any witnesses, and persons other than the trial committee and recording secretary shall be excused from the hearings as the trial committee determines the guilt or innocence of the accused on each count.
13. Having read the above procedures, the chairman shall ask if clarifications need to be made. Thereupon, he shall proceed to follow those steps for the trial.
 14. The trial having been completed, the chairman shall dismiss all but the recording secretary and the trial committee.
 - a. The chairman shall state the question on the finding as to guilt or innocence on each count.
 - b. Having read the charges singly, the chairman shall, after each charge, read the specifications relating to that charge and have recorded a vote on each specification; and after voting on all specifications of that charge, if guilty on any specification, then a vote on the charge shall be recorded.
 - 1) As to specifications, a majority vote shall find the accused guilty of that specification.
 - 2) As to charges, a 2/3 vote shall find the accused guilty.
 - c. A specification or charge can be amended in light of facts brought out in the trial, but not in such a way as to find the accused guilty of a charge for which he was not on trial.
 - d. Anything brought to light during the trial which would justify a charge not contained in the charges included as part of the trial, if acted on, must be done so by initiating such a charge in a completely separate action as outlined in these provisions.
 15. Upon the completion of the trial and decision by the trial committee on each count, all but the trial committee and the recording secretary having been excused, the committee shall proceed to the determination of penalty.
 - a. If the accused is found guilty, a member of the trial committee may move an appropriate penalty.
 - b. The motion is debatable and amendable.
 - c. Voting shall be by ballot.
 16. The accused and his counsel shall be asked to return to the trial room and shall be informed of the decisions of the trial committee.



PENALTIES WHICH MAY BE ADMINISTERED BY THE TRIAL COMMITTEE

1. The committee may suspend any document held by the accused if found guilty. The

suspension must be for a specified time, upon completion of which the rights of the accused are fully restored.

- a. A suspension may include certain requirements prior to reinstatement, such as counseling, further education, or restitution.
 - 1) Having completed the requirements, the accused shall submit evidence of his compliance to the chairman of the License and Credentials Committee, who shall circulate a motion to the Committee to lift the suspension at the end of the suspension period.
 - 2) Failure to complete the said requirements within the specified time of suspension automatically extends the period of suspension until the requirements have been met.
 - b. A majority vote is required for suspension and the imposition of requirements for reinstatement.
2. The committee may reduce a credential to a license by a 2/3 vote.
 3. The committee may revoke a license or credential by a 2/3 vote.

APPEALS

The suspension, reduction, or revocation of documentation by the License and Credentials Committee may be appealed to the North American Ministerial Council in its next regular session.

1. The appeal may be initiated by the accused, or by any two credentialed ministers of the North American Ministerial Council in behalf of the accused, with his written consent.
2. The appeal must be written and submitted through the Council president no less than two weeks prior to the Council session.
3. The appeal shall state the action being appealed and what redress is being sought, whether reinstatement or lifting of suspension and/or attendant requirements.
4. The appeal shall be worded as a resolution with a preface setting forth the reasons why the decisions of the License and Credentials Committee should be set aside or amended.
5. The chairman of the License and Credentials Committee shall be notified of the appeal immediately upon its receipt by the Council president.
 - a. The chairman of the License and Credentials Committee shall appoint three members of the trial committee to respond to questions by members of the Council during hearing of the appeal.
 - b. An appeal shall automatically open the confidential minutes of the trial for consideration by the Council, which may hear the appeal and discussions of the appeal only in executive session, all non-members of the Council being excluded from the session.
 - c. The confidential minutes of the trial shall be brought to the Council for consideration during the appeal.
 - d. By making or allowing the appeal, the accused agrees to the provisions for opening the confidential files of the trial for discussion on the Council floor in executive session.
6. The appeal shall be considered at the time the report of the License and Credentials Committee is under consideration by the Council. A majority vote of the Council shall place consideration of the appeal before the Council.
 - a. By a 2/3 vote, the Council may amend or revoke the decisions of the License and



Credentials Committee, including expunging from all records the proceedings of the License and Credentials Committee, as pertaining to the trial in question.

- b. By a majority vote, the Council may reduce the penalty prescribed by the License and Credentials Committee.

CHURCH MEMBERSHIP AND THE DISCIPLINE OF A MINISTER

There are circumstances where the discipline of a minister may also involve the question of his privilege to hold membership in the Church of God (Seventh Day). Like all members of the Church, a minister must hold membership in the General Conference of the Church of God (Seventh Day). However, a minister, in addition to membership in the General Conference, has been given membership in the North American Ministerial Council in recognition of his calling to the ministry and the fulfillment of the requirements to receive ministerial documentation to represent the Church. Membership in the General Conference and membership in the Ministerial Council are not the same. Membership in the General Conference is held either through a congregation or a district. The Ministerial Council regulates its own membership, thus creating the ministerial body of the Church of God (Seventh Day). When a minister has been disciplined by the License and Credentials Committee of the Ministerial Council, the person disciplined still holds membership in the General Conference. Membership discipline belongs to the congregations and districts of the General Conference as provided in Article III, Section 5, of the General Conference Bylaws, and not to the Ministerial Council.

When a minister commits an offense serious enough or of a nature to require his church membership to be called in question, the following procedure shall be followed:

1. Charges specifying the nature of the offense must be filed with the License and Credentials Committee as outlined in the section of this Manual entitled "Discipline of a Minister."
2. At the same time, the same charges shall be filed against the minister with his local church board or with the district board of the district in which he resides, in the event the minister is not participating in a local congregation.
3. The accused minister shall have his case tried first by the License and Credentials Committee and then, if necessary, by the local church or district board. A penalty of suspension of membership assessed against the accused by a local church or district board shall not exceed the time of suspension imposed upon him by the License and Credentials Committee. He may be disfellowshipped and his membership in the General Conference withdrawn only after his ministerial documentation has been revoked by the License and Credentials Committee.
4. In the event a licensed or credentialed minister unites with the church membership of a congregation not recognized as an affiliate of the General Conference of the Church of God (Seventh Day), except as outlined in the Ministerial Activity outside the Church of God (Seventh Day) section, or another denomination, his membership in the North American Ministerial Council ceases immediately and his ministerial document is cancelled. Therefore, in such a case, a local church or district board may act immediately to revoke his membership in the General Conference and notify the Secretary of the Conference of their actions.
5. A minister who has been cited to appear before the License and Credentials Committee on charges and similarly cited by his local church or district board must suspend all ministerial activity immediately. Likewise, his membership privileges in the General Conference, local church, and district are suspended until he is either exonerated or his membership privileges have been fully restored following disciplinary action. A



refusal to comply with the suspension of ministerial activity and membership privileges may be grounds for the revocation of his ministerial document and cancellation of his membership in the General Conference.

MINISTERIAL ETHICS

One of the purposes of the North American Ministerial Council is to uphold Bible truth as it is contained in the doctrines of the Church of God (Seventh Day) and to maintain doctrinal unity and the unity of the fellowship of the Church. Therefore, the ethics of the ministry pertaining to doctrinal issues is maintained by refraining from the dissemination of teaching which are in conflict with established doctrines set forth by the Council.

A spirit of fair dealing, brotherly love, cooperation, and courtesy should govern relations among members of the Council. Therefore it is the duty of each minister of the Church to:

1. Uphold and practice the ethics, policies, and ministerial standards of the Church.
2. Protect the Church against fraud, misrepresentation or any unethical practice.
3. Conduct himself according to the following standard of ministerial ethics:

MY MINISTERIAL CODE OF ETHICS

I am a minister of the Lord Jesus Christ, called of God to proclaim the unsearchable riches of His love. Therefore, I voluntarily adopt the following principles in order that through dedication and self-discipline I may set a more worthy example for those whom I seek to lead and serve.

1. My Personal Conduct

I will cultivate my devotional life, continuing steadfastly in reading the Bible, meditation and prayer.

I will endeavor to keep physically and emotionally fit for my work.

I will be fair to my family and will endeavor to give them the time and consideration to which they are entitled.

I will endeavor to live within my income and will not carelessly leave unpaid debts behind me.

I will strive to grow in my work through comprehensive reading and careful study and by attending conventions and conferences.

I will be honest in my stewardship of money.

I will not plagiarize.

I will seek to be Christlike in my personal attitudes and conduct toward all people regardless of race, class or creed.

2. My Relationship to the Church Which I Serve

I will dedicate my time and energy to my Christian ministry and will maintain strict standards of discipline.

In my preaching, I will exalt the Bible and will be true to my convictions, proclaiming the same in love.

I will maintain a Christian attitude toward other members of the church staff and will not expect the unreasonable of them.

I will not seek special gratuities.

In my pastoral calling, I will have respect for every home I enter for I am a representative of Christ and the Church.



In my administrative and pastoral duties, I will be impartial so no one can truthfully say that I am pastor of only one group in the church.

I will strive with evangelistic zeal to build up my church, but will maintain a Christian attitude at all times toward members of other religious bodies.

I will under no circumstances violate confidences that come to me as a minister.

I will strive to strengthen the congregation when leaving a pastorate regardless of the circumstances.

3. My Relationship to Fellow Ministers

I will refuse to enter into unfair competition with other ministers in order to secure a pulpit or place of honor.

I will seek to serve my fellow ministers and their families in every way possible and in no instance will accept fees for such services.

I will refrain from speaking disparagingly about the work of either my predecessor or my successor.

I will refrain from frequent visits to a former field and if, in exceptional cases, I am called back for a funeral or wedding, I will request that the resident minister be invited to participate in the service.

I will never embarrass my successor by meddling in the affairs of the church I formerly served.

I will be courteous to any predecessor of mine when he returns to the field, and will be thoughtful of any retired minister.

I will, upon my retirement from the active ministry, give my pastor loyal support.

I will not gossip about other ministers.

I will hold in sincere respect any minister whose work is well done, regardless of the size or the nature of the field he serves.

I will consider all ministers my co-laborers in the work of Christ and even though I may differ from them I shall respect their Christian earnestness and sincerity.

4. My Relationship to the Community

I will strive to be human in all my relationships to the community but will never lower my ideals in order to appear "a good fellow."

I will not be a party to funeral or marriage rackets.

I will be considerate of the working hours of business and professional men and will not consume their time with unimportant matters.

I consider that my first duty to my community is to be a conscientious pastor and leader of my own congregation, but I will not use this fact as an easy excuse to escape reasonable responsibilities that the community calls upon me to assume.

5. My Relationship to My Communion

I will at all times recognize that I am a party of a fellowship that has made large contributions to my church, my education, and my ministry. In view of this fact I acknowledge a debt of loyalty to my communion and will strive to fulfill my obligations by cooperating in its efforts to extend the Kingdom of God.

Source: Called—In Honor, by Charles B. Tupper, [St. Louis, Missouri, Bethany Press, 1949]



Entering into legal action against the General Conference, or any of its agencies, a district, or a congregation is considered unethical. Evidence that a minister has taken such action may result in his immediate suspension.



The G. C. Ministries of the General Conference of the Church of God (Seventh Day)

INDEX

General Conference Ministries.....	2
Missions Ministries	3
Publications Ministries	4
Ministerial Training - Artios Christian Col- lege	5



General Conference Ministries

The departmental work and programs of the Church are known collectively as the General Conference Ministries of the Church of God (Seventh Day). The Conference Board of Directors is responsible for the supervision and development of the work of these ministries.

The General Conference Board appoints Directors to serve the agencies of the G.C. Ministries work. The G.C. Ministries promote the objectives of the Church of God through the development and implementation of evangelistic, pastoral, educational, and benevolent programs. Most of these programs are divided among agencies established for the purpose of carrying out specific assignments of the Board.

G.C. Ministries includes: Missions Ministries, Publications Ministries, Artios Christian College.



Missions Ministries

The decision has been made by the board of directors, and implemented by the General Conference administration, to expand our efforts pursuant to our articles of incorporation in “promoting the gospel of Jesus Christ, who is the foundation of our faith.” Historically, only Missions Abroad, with its foreign missions focus, was seen as a specific mission ministry toward this end. We recognize that our mission to preach the gospel of Jesus Christ is not merely a foreign endeavor but an all-pervasive outreach. Missions Ministries is now a multifaceted ministry with these areas of focus.

Missions Abroad provides an avenue through which churches and individuals can do ministry in foreign countries by:

1. Establishing and maintaining missions and sister churches outside North America.
2. Providing literature, training, and salaries for workers in foreign fields.
3. Distributing Bibles, constructing churches and medical clinics, etc.

Church Planting assists districts and local churches in membership growth by:

1. Planting new Churches of God (Seventh Day) within the United States and Canada.
2. Encouraging and developing existing fellowships, specifically focusing on G.C. congregations seeking growth.
3. Assisting in development of healthy congregations prepared to plant missions of their own.

Home Missions assists local churches and missions in consultation and coordination with the districts:

1. In bringing the lost into a relationship with Jesus Christ as their personal Savior and Lord of their lives through evangelism training and practice.
2. In bringing new believers into a vibrant relationship with other believers as disciples of Jesus Christ within the missions and churches of the General Conference.
3. In bringing our churches and missions into a higher level of cooperation within the General Conference, continually moving toward the goal of reaching out to the lost and repeating this reproductive process until our Lord's return.
4. In challenging the Church to spiritual renewal.

Special Managed Project Fund

GC Disaster Relief Fund works through the national and international infrastructure of the Church of God (Seventh Day), whenever possible, to meet the varied needs of disaster victims. This fund provides basic food stuffs, temporary housing, community feeding projects, and construction projects like churches, individual homes, and bridge and road construction. The fund falls under the auspices of the director of Missions Ministries.



Publications Ministries

Bible Advocate Press

The purpose of the Publications Ministries is to produce and distribute gospel literature for the edification of Christians and for the evangelization of those who do not know Christ.

The Church of God publishing work began in August 1863, with the first issue of *The Hope of Israel*, the forerunner of the present *Bible Advocate* magazine. Soon thereafter, gospel booklets and tracts were produced, as well as several other Church publications. After a short time in Michigan, the publishing work was moved to Iowa, then to Stanberry, Missouri, in the 1880s. Another move in 1972 brought the work to Denver, Colorado. Today the *Bible Advocate*, *Abogado de la Biblia*, and gospel literature are sent to many countries. They are online as well.

Products available from the Bible Advocate Press include

Bible Advocate and Abogado de la Biblia

Sabbath School curriculum for adults and youth; curriculum produced by others is provided for children's classes (adult curriculum is

available in Spanish.)

Gospel literature, printed in English and Spanish.



Artios Christian College

Brief: Artios Christian College is the educational and ministry training arm of the Church of God (Seventh Day). The mission of Artios Christian College is to serve Christ and His Body by making disciples, teaching and training them to walk in the fullness of Christ's teachings. Artios Christian College accomplishes this mission by assisting in the equipping of men and women for Christian ministry. It serves the North American Ministerial Council, the License and Credentials Committee, and the Board of Directors in the pursuit of excellence in ministry.

Artios Christian College makes training available to men and women across North America through the use of simulcast and online technologies as students work from home and meet in regional classrooms. Artios Christian College graduates learn the basic skills and meet the educational requirements to apply for ministerial documentation with the Church of God.

History: The Church of God has been committed to providing college-level ministerial training since 1951. This has been offered in various ways over the years:

- Midwest Theological Seminary/Midwest Bible College, Stanberry, MO (1951-1976)
- Ministerial Training Center/Summit School of Theology, Denver, CO (1976-2001)
- Ministries Training System (MTS), regional classrooms (2002-2009)
- LifeSpring School of Ministry, online and regional classrooms (2009-2016)
- Artios Christian College, online and regional classrooms (2017-Present)

Artios Christian College continues the vital work of training men to be pastors in the Church of God (Seventh Day) and training both men and women to minister in a variety of ways in the church and world. In the spirit of MTS they continue to "take the training to the people", while pursuing the highest standards of spiritual formation, skill development, and academic rigor.

Programs: Artios Christian College offers two programs for degree-seeking students:

- Certificate of Biblical Studies (CBS) - a one-year program designed to equip people for lay ministry within the Church.
- Diploma of Christian Ministry (DCM) - graduates of the CBS program may apply to the two-year DCM program to receive the training and education required to apply for a ministerial license or to pursue fruitful ministry in a variety of other areas in the Church and world (e.g. worship, family, foreign missions).

In addition to these programs Artios Christian College facilitates the wide-ranging educational and training work of the Church of God (Seventh Day) as it seeks to equip all of the saints for the work of the ministry.

To learn more about Artios Christian College visit artiosmagazine.org.



Parachurch Ministries of the General Conference of the Church of God (Seventh Day)

INDEX

Spring Vale Academy 2



Spring Vale Academy

Our church-affiliated boarding school located near Owosso, Michigan, opening in 1948, offers a four-year high school education in a Christian setting. Students are provided with a well-rounded academic program plus Bible courses and opportunities for personal, spiritual, and social development. Throughout the school's history, alumni have gone on to scores of different colleges and universities all across North America; many have become outstanding leaders in our Church.

Spring Vale Academy
4150 S. M-52
Owosso, Michigan 48867
Phone: (527) 725-2391

Spring Vale Academy does not discriminate on the basis of race, color, national and ethnic origin.



Organization of Local Churches of the General Conference of the Church of God (Seventh Day)

INDEX

Part I	2
Part II Qualifications and	
Duties of Officers	3
Church Board	3
Pastor	3
Elder	3
Deacon.....	3
Treasurer	4
Secretary.....	4
Part III Local Church Property.....	4
Part IV Plan of Operation for Sabbath	
Schools	5
Part V Church Trial	7



Organization of Local Churches

PART I

This section of the Church Manual serves as a guideline in the organization and operation of local churches.

PARAGRAPH 1. The local church is an assembly of the members of the Church of God (Seventh Day) as defined in the Bylaws of the General Conference of the Church of God (Seventh Day). Ten or more members may be organized into a local church, provided enough qualified personnel are available for the offices of elder and deacon to compose a board of at least three members. The purpose of the organizing of the local church shall be for the promotion and spreading of the gospel, and the fellowship and edification of the saints. The local church shall be conducted in cooperation with the general organization of the Church.

PARAGRAPH 2. No church shall be organized until the group has enough qualified men to fill the offices of elder and deacon. In order to qualify, each man must have been a member of the Church of God for at least one year (1 Timothy 3:6); and in agreement with the doctrines and practice of the Church of God (1 Corinthians 1:10; Philippians 2:2).

A new church may be organized by a licensed or credentialed minister of the Church of God who may appoint the necessary officers. These officers may be appointed for one term; thereafter, the church shall choose the officers as outlined in this manual.

PARAGRAPH 3. All members (IN GOOD STANDING) of the local church who are at least 18 years of age are eligible to vote in all matters pertaining to the election of officers and other general business of the church. To hold office, members must be at least 20 years old.

PARAGRAPH 4. A Record Shall Be KEPT by the church clerk or secretary of all members, their addresses, their ages, and the time of their joining the Church of God (Seventh Day).

PARAGRAPH 5. When a member MOVES to another community where there is a Church of God and desires to change his membership, he shall be given, at his request, a letter of transfer by the pastor or elder, who shall contact the pastor or elder of the church to which he is transferring. The letter of transfer may be read before the congregation.

PARAGRAPH 6. The local church should be administered by an elected board of directors. Members of this board may be made up of pastors, elders, deacons and/or any other qualified personnel, male or female, such as the local church designates. The board may select its officers from among its membership.

PARAGRAPH 7. There shall be regular annual meetings for business at a set time other than the Sabbath, for the purpose of electing members of the church board, and when necessary, members of the board of trustees, and any other business which may come before the church. Special church business meetings may be called after the congregation has been adequately notified of the time and purpose of the meeting. In legal matters wherein state laws provide minimum requirements concerning called meetings, such requirements must be met.

PARAGRAPH 8. The church board shall have regularly scheduled meetings. Special meetings may be held at the call of the Chairman and shall be announced at least one Sabbath pre-



vious to the meeting. Emergency meetings may be held at the call of the Chairman when the board can be notified in adequate time.

PARAGRAPH 9. Members of the church board shall be elected for a term of two or three years, with staggered terms. The length of terms may be determined by the local membership.

PARAGRAPH 10. The church board shall be elected in the following manner: No less than two weeks prior to the election, a nominating committee shall be appointed by the local board. The board may serve as the nominating committee. They shall select from among the membership those who are qualified and nominate at least two for each office to be filled. It is recommended that election be by majority ballot. Nominations in addition to those offered by the nominating committee may be taken from the floor during the business meeting. All the nominees must have given consent before being officially accepted as a nominee.

Smaller churches may find it preferable to omit the nominating committee.

It is recognized that local church bylaws may provide for alternate procedures for election of local church board members.

PART II QUALIFICATIONS AND DUTIES OF OFFICERS

Church Board

The church board shall administer the program and activities of the local church in cooperation with the general church organization.

Pastor

PARAGRAPH 1. The pastor shall be a credentialed or licensed minister of the Church of God and be responsible to the local church board and the district administration where he resides.

PARAGRAPH 2. The pastor shall represent the church in preaching the gospel, administering the ordinance of baptism, performing marriage ceremonies, and discharging all other such duties in administering and providing leadership for the church.

Elder

PARAGRAPH 1. The qualifications for an elder shall be those recorded in 1 Timothy 3:1-7 and Titus 1:6-9. He shall be a leader of the flock as recorded in Acts 20:28 and 1 Peter 5:1-3.

PARAGRAPH 2. He shall have the welfare of the church at heart, visit the sick, encourage those who might be discouraged, and be willing to work for the upbuilding of the church.

Deacon

PARAGRAPH 1. The qualification for a deacon shall be those recorded in 1 Timothy 3:8-13.

PARAGRAPH 2. He shall serve in cooperation with the pastor and elder.

PARAGRAPH 3. He must be willing to take to heart the welfare of the church in its upkeep and expense of operation and carry out assignments such as the local church/board assigns.



Treasurer

PARAGRAPH 1. The treasurer shall keep a record of money received and disbursed. The treasurer shall handle funds as directed by the local board.

PARAGRAPH 2. A General Conference receipt shall be issued to donors. A copy of this receipt shall be sent with the monthly report to the state or district treasurer. The third copy of the receipt may be retained.

PARAGRAPH 3. An inspection or audit shall be made of the church books at least once a year or as recommended by the church board.

Secretary

PARAGRAPH 1. It shall be the duty of the secretary to keep a record of the minutes of all business meetings of the congregation.

PARAGRAPH 2. The secretary shall keep a record of the membership of the local church.

PARAGRAPH 3. The secretary shall work in cooperation with the church board in fulfilling the duties generally associated with such office.

PART III

LOCAL CHURCH PROPERTY

PARAGRAPH 1. Local churches may own property with the deeds recorded according to one of the following plans:

- a. Joint Tenancy with the General Conference and the Local Church Corporation. The local church should be incorporated under the laws of the state in which the church is located. The General Conference office offers assistance to local churches which desire to incorporate under this provision providing them with sample forms of a charter and bylaws.
- b. Joint Tenancy with the General Conference and a Board of Trustees for the Local Church. There should be a Board of Trustees of at least three members, who may or may not be members of the church board. The members of the board of trustees shall sign all legal papers concerned with the purchase, sale or holding of real estate or other church property as directed by a majority vote of the church in regular or special business meetings.
- c. Solely to General Conference. A local church may, at its option, deed local church property to the General Conference.
- d. Local Ownership. Local property may be deeded in the name of the local church corporation or a local board of trustees.

PARAGRAPH 2. The board of trustees shall be elected by a majority vote of the voting membership present at a regular or special church business meeting. The members of the Board of Trustees shall hold office for five years, providing they reside in the state and continue as members of the local church. They may succeed themselves.



PART IV

PLAN OF OPERATION FOR SABBATH SCHOOLS

PARAGRAPH 1. An assembly which is not able or qualified to be organized into a local church due to its size or unavailability of sufficient leadership may function as a Sabbath school.

Paragraph 2. As long as Sabbath schools are small in number, their program will be limited by and fashioned to the capabilities of those who offer help. As much as practical, it is recommended that the group:

- a. Select a leader.
- b. Set a time and meeting place for regular worship.
- c. Have a devotional service which may include:
 1. Song service;
 2. Prayer;
 3. Class study;
 4. A message/sermon.

PARAGRAPH 3. As the assembly grows, a Sabbath school may develop a program aside from but integrated with the Worship Service and general local church program.

PARAGRAPH 4. The purpose of the Sabbath school is to educate, evangelize, train and inspire teachers, and build up the church.

PARAGRAPH 5. The administration of the Sabbath school shall be accomplished through these positions:

- a. **SABBATH SCHOOL SUPERINTENDENT.** The Sabbath school will be directed by a superintendent appointed by the local church board. His term of office shall be not less than six months. It will be his duty to preside over the weekly Sabbath school program, or he may appoint another to do so. He should keep himself informed of the needs of the Sabbath school in general and of the classes in particular. He shall select emergency substitute teachers for the classes when the regular teachers and assistants are absent. It will be necessary for him to discuss the needs of the Sabbath school with the local church board regularly. It is recommended that the superintendent be a mature person with some experience and knowledge of Sabbath school and church operations.
- b. **ASSISTANT SABBATH SCHOOL SUPERINTENDENT.** The assistant superintendent will aid the superintendent in all phases of the Sabbath school work.
- c. **SABBATH SCHOOL SECRETARY.** The Sabbath school secretary will be appointed by the local church board for a period of not less than one year. The secretary will record the weekly Sabbath school reports. The secretary shall be aware of the reporting instructions contained in the Uniform Sabbath School Record Book, for it will be this officer's duty to submit quarterly and annual reports.
- d. **CHILDREN'S EDUCATION DIRECTOR.** The Children's Education Director shall be appointed by the local church board for a term of not less than one year. He or she shall work in cooperation with the Sabbath school superintendent in directing and promoting the Sabbath school program for the children.

The Director shall call and preside at all meetings of teachers of children's classes.

- e. **TEACHERS.** Teachers and assistants for the adult and youth classes shall be appointed.



ed by the approval of the local church board. Teachers for the children's classes shall be selected by the Children's Education Committee, the selection being subject to approval by the local church board. Terms of office shall be for a minimum of three months, though a minimum term of six months is preferred. Teachers for all classes should be capable of maintaining discipline and encouraging an atmosphere of learning in their classes. They should be able to keep their students' interest centered at all times on the lesson under consideration. It is recommended that teachers for the children's classes be exposed to a program of teacher training and that teacher training aids be made available for their use.

PARAGRAPH 6. The following are recommended in the operation of the Sabbath school:

- a. **OPENING DEVOTIONS.** The weekly class period may be preceded by a devotional service under the direction of the Sabbath school superintendent, assistant superintendent, or other individual appointed by the superintendent. This program should include hymns, prayer, a scripture reading, and other features of interest and value.
- b. **CLASSES.** Children's classes should be divided into groups according to the number of students and school grade level; all other Sabbath school classes should be arranged according to number and age group. Adult and youth classes will usually be conducted in an open forum style, various members having opportunity to participate in the discussion.
- c. **CLASS SUPPLIES.** Sabbath school quarterlies, materials and teacher training aids are available from the Bible Advocate Press. The local Children's Education Committee or Sabbath school superintendent shall determine the quantity of materials required and order in advance to insure delivery before needed. It is recommended that each Sabbath school preplan its supply requirements and place an annual "standing order" with the Bible Advocate Press that may be revised as necessary.
- d. **CLASS REPORTS.** During each class period, the teacher or class secretary will prepare the class report. This report should include the number of members and visitors present, the amount of offering, and other items called for by the Sabbath school superintendent or class teacher.
- e. **SABBATH SCHOOL FINANCES.** All Sabbath school funds should be given to the church treasurer to be disbursed under the direction of the local church board.
- f. **TEACHERS' MEETINGS.** It is recommended that the Sabbath school superintendent or pastor call regular meetings of the adult and youth teachers and assistants to discuss matters concerning the Sabbath school. The superintendent or pastor will preside at these meetings and may call upon the Sabbath school secretary to keep minutes of the meetings. Teachers' meetings for the cradle through intermediate classes will be conducted by the Children's Education Director, as outlined in Paragraph 5d.

These meetings should be held to discuss revisions in the ordering of quarterlies, to familiarize teachers with the aims of the following quarter's lessons, to discuss problems that may arise in individual classes, etc. The Sabbath school should take advantage of the teacher training aids and hold frequent teacher training sessions. This will better prepare class teachers in providing effective instruction to the members of their classes.

- g. **IMPORTANCE OF TIMING.** It is important that a schedule be followed in conducting the Sabbath school. To allow classes to run overtime will take away time allotted for the worship service.
- h. **CORRELATION BETWEEN THE SABBATH SCHOOL AND WORSHIP SERVICE.** The Sabbath school and worship service should be two separate and distinct services. The Sabbath school should be closed, and the worship service opened by the person in charge of that portion of the program. It is recommended that the Sabbath school be



closed with prayer in each class. This will allow a minimum of disturbance before the opening of the worship hour. Although a separate service, the Sabbath school should be considered a prelude to worship. It is a period of participatory instruction, while the worship hour should be a time of reverence and meditation.

PART V

CHURCH TRIAL

PARAGRAPH 1. There are offenses which do not indicate the need for trial process due to their severity, such as being found guilty of adultery, murder, theft, or drunkenness. In the event that a sin of this nature has been committed, evidence shall be presented to the church board so that proper action can be taken without delay.

PARAGRAPH 2. In the event that one church member offends another, no church trial shall be considered until the offended brother has fulfilled Jesus' instructions.

- a. The offender should be approached personally by the offended, and in a kind, courteous, Christlike manner, be informed of the offense(s). Once the subject of the visit has been introduced, prayer might be appropriate. Soft answers turn away wrath.
- b. After every means of trying to reason have been exhausted and the offending persists, the offended shall take with him two or three others, and again in a Christlike manner attempt to resolve the differences.
- c. If approaching the offender proves fruitless, the pastor should be notified, or if the church has no pastor, the elder will be informed. This officer will set the time for a church trial, the time to be announced at least one week before the trial.
- d. The local church board shall hear the evidence presented in an orderly manner and shall make a decision. Other members of the local church may be called into the meeting for the purpose of counsel, at the discretion of the board.
- e. In the event that the offense is one of being a busybody, a heretic, a cause of division or immorality, the matter may be taken up directly by the local church board.

PARAGRAPH 3. The local church board shall have the authority to expel any member from the local church by a seventy-five percent (75%) vote of the local board if it consists of more than three members. Otherwise, the decision must be unanimous.

PARAGRAPH 4. If the accused is not satisfied with the decision of the local board, he may appeal to the district office. The district superintendent shall appoint two others, preferably ministers who hold credentials, and shall act with the appointees as a committee of three to review the case.

PARAGRAPH 5. If a member is properly disfellowshipped, he shall not be acknowledged as a member by any other church until he has made proper restitution with the church from which he was disfellowshipped.



Statement of Faith

Church of God (Seventh Day)

INDEX

Introduction.....	2
1. The Holy Bible.....	2
2. The Deity.....	2
3. Man, Satan, Sin, and Death.....	3
4. Man, Salvation, and Life.....	3
5. The Church.....	3
6. Christian Ordinances.....	3
7. The Ten Commandments.....	3
8. The Sabbath.....	4
9. Marriage.....	4
10. Christian Living.....	4
11. Prophecy.....	4
12. The Kingdom of God.....	4



Statement of Faith

Church of God (Seventh Day)

Introduction

The Church of God (Seventh Day) endeavors to carry out the Great Commission by discipling people for the Lord Jesus Christ through evangelism and instruction from the Word of God. To assist the Church in this, the North American Ministerial Council, comprising the Church's ministerial body, has adopted the twelve statements of belief in this booklet to introduce the Church's teaching and practice. While the Church has always maintained an open creed, these statements preserve its theological heritage, and present its latest and best understanding of Scripture.

1. The Holy Bible

The Bible, consisting of the Old and New Testaments, is God's inspired Word. Inerrant in its original writing, the Bible is the only authoritative and infallible rule of faith and conduct for humanity.

2. The Deity

The sovereign deity of the universe is God Almighty, who is to be worshipped in spirit and in truth. He is eternal, infinite, holy, self-existent Spirit who created, sustains, rules, redeems, and judges His creation. He is one in nature, essence and being. God is revealed in Scripture as Father and Son.

GOD THE FATHER

God the Father of whom are all things, whom no one has seen nor can see, reigns in the heavens and transcends our complete knowing. He is revealed as our loving heavenly Father by His Son, the Lord Jesus Christ. Ultimately, God the Father will restore perfect harmony to all creation through Christ and reign eternally over the redeemed.

JESUS THE SON

Jesus Christ is God's one and only begotten Son. As begotten, not created, He shares the nature, names, and attributes of God with the Father. As Son, not Father, Jesus is subordinate to His Father in rank. From eternity, the Son was with the Father, shared the Father's glory as the pre-incarnate Word, and with Him created and sustains all things. Jesus the Christ (Messiah) was born of the virgin Mary by the power of the Holy Spirit, thus uniting two natures — human and divine. Jesus lived without sin, died as an atoning sacrifice for sin, was entombed for three days and three nights, was resurrected bodily, and ascended to His Father to serve as mediator and high priest. He reigns as Lord in heaven and will return to earth as judge and king. Now it pleases the Father that the Son is preeminent in all things and receives our worship.

THE HOLY SPIRIT

The Holy Spirit is the promised divine helper who proceeds from the Father and Son. The Spirit is God's presence and power in the world and indwells believers. By the Holy Spirit,



God inspired and illuminates the Scriptures; convicts and regenerates sinners; sanctifies, teaches, comforts, guides, and preserves believers; and empowers them for service. Evidences of the Holy Spirit in the believer's life are faith in Christ, obedience to God, and the spiritual fruit of love.

3. Man, Satan, Sin, and Death

Humanity was created in the image of God as sinless, but not naturally immortal. Sin entered the world when Adam and Eve yielded to the temptation of God's adversary, Satan. The Devil, capable of transforming himself into an angel of light to deceive and destroy humanity, will finally be destroyed in the lake of fire. As a result of Adam's fall, all humanity became sinners by nature and by choice. The result is spiritual separation from God, physical death in an unconscious state, and eternal death for those who do not receive salvation in Christ.

4. Man, Salvation, and Life

Sinful humanity may be saved from the penalty of eternal death and receive eternal life instead, solely by the grace of God through faith in Jesus Christ, apart from human merit, works, or ceremonies. Atonement for sins, with its attendant promise of eternal life, comes through Christ's death and resurrection on our behalf and is received in human experience by faith and repentance.

5. The Church

The church of God in Scripture is a spiritual body of believers who hold the faith of Jesus and keep the commandments of God. Under the lordship of Christ and the authority of His Word, the church exists universally and locally for purposes of worshipping God, preaching the gospel, nurturing believers, and serving humanity. Christians should participate in the church's mission by service to others and fellowship with believers.

6. Christian Ordinances

Christ prescribed two ordinances that confirm faith in Him: 1) water baptism, preceded by a confession of faith in Christ and repentance, represents the believer's initial union with Christ by depicting death to sin, burial by immersion in water, and rising to a Spirit-controlled life; and 2) Lord's Supper, a memorial to Christ's atoning death. Believers commemorate Christ's death by eating the bread of communion and drinking from its cup, symbols of His broken body and shed blood, thus demonstrating fellowship with our Savior until He returns. It is accompanied by the washing of feet. We observe this Supper annually in the season it was instituted and are charitable toward those who observe it at other times.

7. The Ten Commandments

The Ten Commandments were known and obeyed by faithful people before the law was given at Sinai. Later incorporated into the new covenant by the example and teaching of Christ, they constitute the basic moral code for humanity and are obeyed to demonstrate the believer's love for God and his fellowman.



8. The Sabbath

The seventh-day Sabbath is God's gift to humanity from creation, was written into the Ten Commandments by God's finger, kept and taught by Jesus, and observed by the apostolic church. A memorial of both creation and redemption, the Sabbath should be faithfully celebrated by believers now as a day of rest, worship, and well-doing.

9. Marriage

Marriage is an institution of God and is an exclusive lifetime union between one man and one woman for the purpose of perpetuating humanity and enriching human experience. Reflecting the bond between Christ and His church, marriage may be broken only by sexual immorality. Like the Sabbath, marriage dates to Creation week, is intrinsic to the moral law, is reformed in Christ's teachings, and finds its ultimate meaning at His return.

10. Christian Living

Christians are called to holiness in thought, word, and deed and to express faith in Christ through devotion to God and godly interaction with others. As a result — not a cause — of redemption, believers should 1) develop relationship with God through Bible reading and study, prayer, fasting, worship, and obedience; 2) relieve the physical and spiritual needs of humanity by compassionate social action and gospel witness; 3) oppose pride, envy, indolence, lust, covetousness, and other evils in the spirit; 4) refuse immoral amusements and practices such as pornography, sexual immorality, and homosexuality in the flesh; and 5) observe these Bible principles: give tithe and freewill offerings for the support of the church and its gospel ministry; eat for food only those meats the Bible describes as "clean"; regard participation in physical warfare as contrary to a Christian's humanitarian calling; avoid intermixing Christianity with extra-biblical practices, as in the common observances of Sunday, Christmas, Easter, Lent, and Halloween.

11. Prophecy

Bible prophecy preserves and strengthens a believer's hope for the Second Advent. It identifies religious, social, and political trends and events, including the rebirth of the nation of Israel, which point to the imminent return of Christ and the eventual establishment of God's eternal kingdom on earth.

12. The Kingdom of God

The kingdom of God (kingdom of heaven) is realized in three phases:

THE PRESENT KINGDOM

The spiritual kingdom of grace exists now as God rules in the lives of obedient believers. This kingdom was announced and revealed through the prophets and the ministry of our Lord Jesus Christ. We enter this kingdom when we turn from sin to serve God through faith in Jesus Christ.

THE MILLENNIAL KINGDOM OF CHRIST

Jesus will return to earth in power and glory to resurrect the righteous dead, bestow immortality and eternal life upon the resurrected and the living righteous, avenge the saints, and be glorified in them. His earthly reign of one thousand years will be a universal kingdom in which all principalities, powers, and enemies are overcome. At its conclusion, the unrighteous will be resurrected to suffer annihilation at the great white throne judgment.



THE ETERNAL KINGDOM OF GOD

God's eternal kingdom will begin when Jesus Christ, having put all enemies under His feet, turns the kingdom over to the Father. God will dwell with the redeemed in a new heaven and a new earth where no disappointment, defilement, or death can enter and where righteousness and peace will prevail forever.

