

Title : **UPCI OPERATIONAL HANDBOOK 2003**

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## I. INTRODUCTION

Universal Pentecostal Church, Incorporated (UPCI) is a non-stock, non-profit religious organization duly registered with the Securities and Exchange Commission. It was born in the early 70's out of God's calling and vision entrusted to His servant, then Pastor Romy, now Bishop Romeo D. Corpuz, Sr., and was formally registered as an organization with SEC in 1976, having given the Registry No. 70025.

Over more than two decades of its existence, UPCI has lived to its purpose. Countless have been reached and touched by God's Word and Salvation. Thousands have been saved. Fellowships and Churches have been established and leaders as well as lay workers have been trained to continue the work to which UPCI was called and established for.

At present UPCI has more than fifty chapters all over the Philippines. Such can be categorized into two: 1) Born UPCI (Chapters which resulted from UPCI evangelistic efforts, starting off with crusades or Bible studies, and have grown to be groups of believers in Christ which eventually have been considered churches); and 2) Affiliated Chapters (Independent churches which decided to be in affiliation with UPCI).

Within the central district, there are about 13 born UPCI chapters. The rest (UPCI and Affiliated) are scattered all over the archipelago. The following pages lay down the governing policies of the incorporation pertinent to its existence and operation.

## **II. VISION/MISSION STATEMENT**

The Universal Pentecostal Church, Incorporated exists to fulfill God's purpose for His Church through a fourfold mission: Touching, Reaching, Planting and Training.

### **OBJECTIVES:**

In fulfilling God's purpose for His Church through a fourfold mission, UPCI has the following OBJECTIVES:

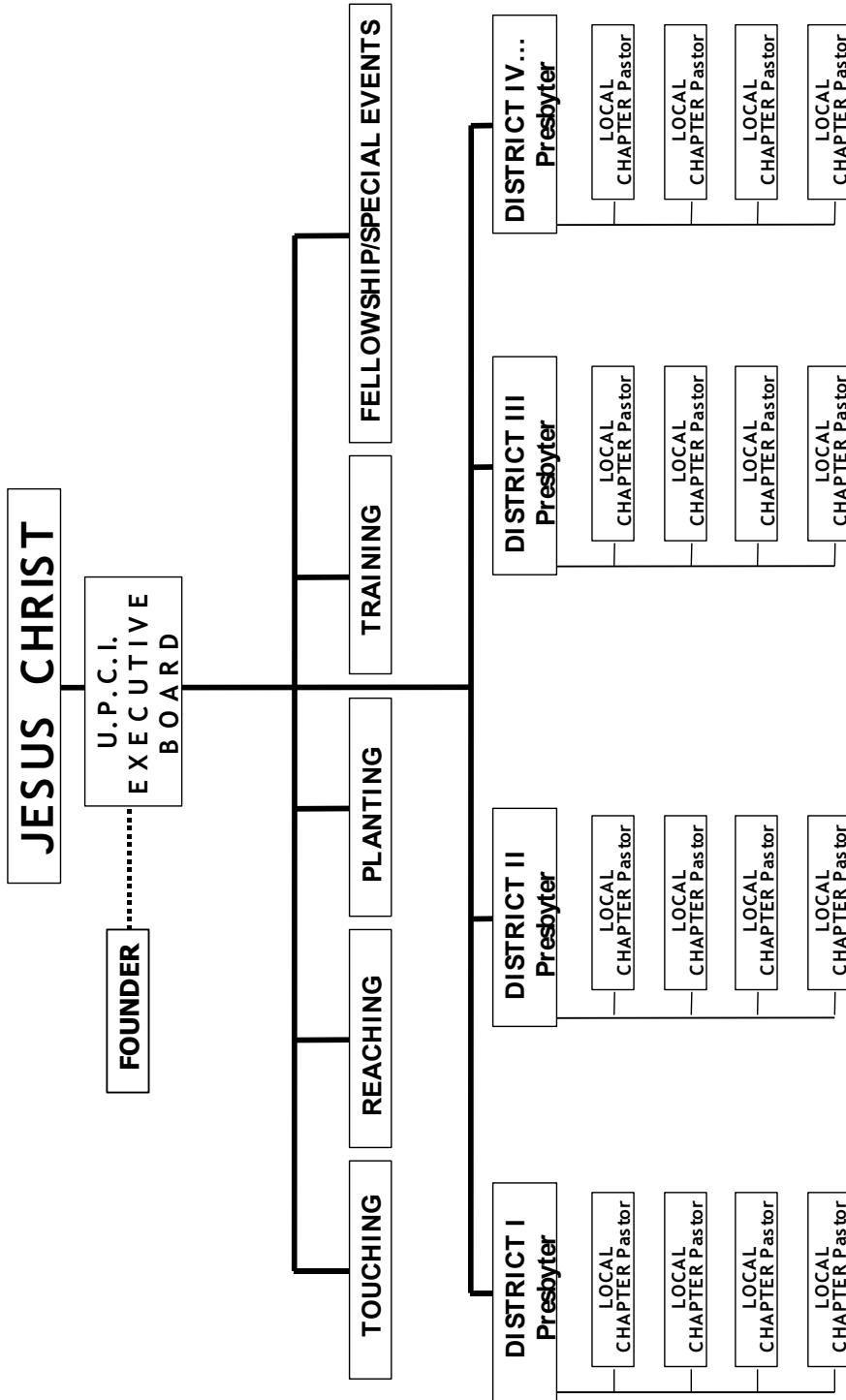
1. TOUCHING people's lives, particularly the poor and suffering, with God's compassion
2. REACHING the spiritually lost by proclaiming the Gospel of the Lord Jesus Christ through evangelistic means
3. PLANTING and establishing churches where believers in Christ can grow in worship, in love and in faith, following the New Testament pattern
4. TRAINING leaders who will continue the work and uphold God's purpose for its existence.

### **THEME: “REACH THEM, BUILD THEM, SEND THEM TO DO THE SAME”**

*“From him, the whole body joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.”* EPHESIANS 4:16

### III. ORGANIZATIONAL STRUCTURES

# Universal Pentecostal Church, Inc. ORGANIZATIONAL CHART



The Universal Pentecostal Church, Incorporated shall be governed by national and local officers corresponding to the following structures:

**A. NATIONAL LEVEL**

**I. FOUNDER**

in the person of BISHOP ROMEO D. CORPUZ, SR. shall have the following ROLE & FUNCTIONS:

ROLE: Titular Head, Bishop

JOB DESCRIPTION:

He shall act as...

1. Advisory to the UPCI Executive Board
2. UPCI Representative to National Leadership
3. UPCI Link w/ other Christian Organizations
4. Ambassador of Good Will to the World, Evangelism, Missions, Etc.

As adviser to the Executive Board, he may attend monthly Board meeting.

**II. EXECUTIVE BOARD**

Shall be comprised of four (4) executive officers, namely, General Superintendent, Vice Superintendent, General Secretary, & General Treasurer, and six (6) Board Members who are all to be elected every two (2) years during the national convention.

**A. QUALIFICATION FOR EXECUTIVE BOARD**

**OFFICE OF THE GENERAL SUPERINTENDENT**

1. Must be Ordained Minister (can solemnize marriages)
2. Must be at least forty (40) years old but not over (65) years old.
3. Must have served UPCI for at least 15 years as local church pastor

**OFFICE OF THE VICE GENERAL SUPERINTENDENT**

1. Must be Ordained Minister (can solemnize marriages)
2. Must be at least thirty-five (35) years old
3. Must have served UPCI for at least 12 years as local church pastor

**OFFICE OF THE GENERAL SECRETARY**

1. Must be Ordained Minister (can solemnize marriages)
2. Must be at least thirty-five (35) years old
3. Must have served UPCI for at least 10 years as local church pastor
4. Must be able and capable in keeping the records

**OFFICE OF THE GENERAL TREASURER**

1. Must be Ordained Minister (can solemnize marriages)
2. Must be at least thirty-five (35) years old
3. Must have served UPCI for at least (10) years as local church pastor
4. Must be knowledgeable in keeping and updating financial records

### **OFFICE OF THE MEMBERS OF THE BOARD**

1. Must be Ordained Minister
2. Must have served UPCI for at least 7 years as local church pastor
3. Must be at least thirty (30) years old and above
4. Must be actively serving UPCI.

### **B. JOB DESCRIPTIONS:**

Collectively, The Executive Board shall be responsible for the following:

1. Policy Making (together with the Executive Staff comprised of 5 Ministry Heads and District Presbyters)
2. Finance
3. Discipline (together with District Presbyters), and
4. Property Management

### **GENERAL SUPERINTENDENT**

1. Prepares agenda and presides monthly meeting of the Executive Board.
2. Approves resolutions, policies and administrative projects pertaining to operations of the Organization.
3. Visits local chapters all over the Philippines as scheduled and per invitations.
4. Acts as advisory to the Executive Staff.
5. Acts as signatory to UPCI Bank account together with the Gen. Treasurer.
6. Performs other related functions.

### **VICE SUPERINTENDENT**

1. Assumes the position and responsibility of the Gen. Superintendent in his absence.
2. Performs other related functions.

### **GENERAL SECRETARY**

1. Takes down minutes of the monthly and other meeting of the Executive Board
2. Performs other related functions.

### **GENERAL TREASURER**

1. Receives and disposes UPCI funds from sources and disbursement allocations, respectively.
2. Issues receipts for funds collected
3. Keeps and updates financial record of the Organization
4. Acts as signatory to UPCI Bank account
5. Performs other related functions.

### **III. MINISTRY HEADS**

Shall be appointed from outside the Executive Board to act as chairpersons of UPCI's ministries corresponding to its four-fold mission objectives: TOUCHING,

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## REACHING, PLANTING, TRAINING and FELLOWSHIP & SPECIAL EVENTS MINISTRIES.

They shall be referred to as Executive Staff.

They shall be directly reporting to the Executive Board.

### JOB DESCRIPTION:

Each Ministry Head has the following job descriptions:

1. Shall be responsible for creating/planning and overseeing annual program of activities under respective Ministries based on ministry objectives;
2. Shall be part of the policy making body together with the Executive Board and District Presbyters.

### TOUCHING MINISTRY

Shall cater to UPCI's mission objective: Touching people's lives, particularly the poor and suffering, with God's compassion. Includes programs like, Feeding, Medical/Dental, Literacy, as well as financially assisting people who do mission work, among others.

### REACHING MINISTRY

Shall cater to UPCI's evangelistic objective: Reaching the spiritually lost by proclaiming the Gospel of the Lord Jesus Christ through evangelistic means. Includes programs like evangelistic crusades and all other meetings for evangelistic cause.

### PLANTING MINISTRY

Shall cater to UPCI's church planting objective: Establishing local chapters where believers in Christ can grow in worship, in love and in faith, following the New Testament pattern. Includes programs that identify, monitor and assist newborn chapters, pioneering ministries, workers and/or pastors particularly in the matters of lot acquisition, building construction and other financial concerns.

### TRAINING MINISTRY

Shall cater to UPCI developmental and growth objective: Training leaders who will continue the work and uphold God's purpose for its existence. This includes Christian Education (C.E.) programs and programs for leadership & pastoral conferences & seminars.

### FELLOWSHIP AND SPECIAL EVENTS MINISTRY

Aside from the four ministries that support UPCI's four-fold mission objectives, there shall be a fifth ministry – FELLOWSHIP AND SPECIAL EVENTS, which shall cater to the departmental programs and special events on a national level. This includes activities like the national convention, family day, and sunrise service, among others as well as developmental programs for the following departments: Men, Women, Youth,

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and Children. All these aim to strengthen the Body of Christ holistically through departmental fellowships and programmed activities.

#### **IV. DISTRICTS/DISTRICT OFFICERS**

Local chapters shall be grouped into districts. A district shall be comprised of five (5) to ten (10) local chapters and shall be under the supervision of the District Presbyter who shall be elected from among the pastors within the said district. In case the number of chapters in a particular cluster area exceeds 10, the district shall be divided into two and there shall be two district presbyters corresponding to the two districts.

##### **DISTRICTS:**

There shall be fifteen districts and they are as follows together with respective local chapters and areas under them:

- District 1 San Rafael, Pandi, Prenza, Lambakin, Heritage, Sto. Niño (Meyc.)
- District 2 St. Francis, Pandayan, Punturin, Libtong, Bignay, Iba
- District 3 (NCR) Navotas, Marulas, Marikina, San Andres, Modesta, Parañaque
- District 4 (Nueva Ecija) Gen. Tinio, Catimon, Bantug, Tampac, Pias, San Leonardo
- District 5 (Tarlac, Pangasinan) Tangcarang, Caanamongan, San Manuel, Gerona, Pantol
- District 6 Bataan, Zambales, Pampanga
- District 7 (Benguet) Taloy Sur, Itogon, KM 16, KM 24, KM 31, Belong, Sto. Niño
- District 8 (La Union, Abra, Ilocos Sur, Ilocos Norte) Vintar, Masadsaduel, Canaam, Dimamaga
- District 9 (Isabela, Quirino, Cagayan, Vizcaya, Aurora, Quezon)
- Distict 10 (Cavite, Laguna, Batangas, Or. & Occ Mindoro)
- District 11 (Bicol, Masbate, Sorsogon)
- District 12 (Visayas) Panay Islands – Bohol, Ilo-ilo, Aklan, Cebu, Negros
- District 13 Davao
- District 14 Cagayan de Oro
- District 15 Bukidnon

##### **DISTRICT OFFICERS:**

###### **District Presbyters**

They shall be referred to as Executive Staff.

They shall be directly reporting to the Executive Board.

###### **QUALIFICATIONS:**

1. Must be at least Licensed Minister
2. Must be at least thirty 30 years old but not over (60) year old.
3. Must have served UPCI for at least 5 years as local church pastor

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**JOB DESCRIPTION:**

1. Shall be responsible for disseminating information and coordinating with pastors within respective districts;
2. Shall conduct monthly pastors' business and consultative meeting for the purpose of looking after the welfare of pastors within a district as well as their respective local chapters;
3. See Church Discipline Policy
4. Shall recommend to the Board, any matter beneficial to the district constituent with the existing UPCI-Policies.

**District Secretary/Finance Officer**

He/She shall be directly reporting to the District Presbyter

**QUALIFICATIONS:**

1. Must be at least a Licensed Minister
2. Must have served UPCI for at least 3 years as local church pastor

**JOB DESCRIPTION:**

1. Shall be responsible for taking minutes of the district meetings;
2. Shall be responsible for keeping district budget and financial records;
3. Shall be responsible for keeping all other records on a district level.

**V. LOCAL CHAPTER PASTORS**

*(refer to OFFICERS OF THE LOCAL CHAPTER)*

***B. LOCAL CHAPTER LEVEL***

*(refer to OFFICERS OF THE LOCAL CHAPTER)*

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#### **IV. FUNDING THE ORGANIZATION**

No organization exists without funds and cash flows. UPCI is not an exception. For that matter, following are the sources as well as disbursements of funds that keep the operational existence of the organization.

##### **A. SOURCES OF FUNDS**

###### **1. Monthly Collection (10% of Tithes & Offering)**

All UPCI and Affiliated chapters are required to give monthly dues corresponding to 10% of their Monthly Tithes and Offering to the Headquarters. It shall be received by the General Treasurer, who in turn, will issue an official receipt.

###### **2. Credential Fee**

###### **3. Sales on the following:**

- Tracts, Certificates: Water Baptism, Child Dedication, DVBS
- Handbook, Computerized Printing, Lamination, Et al

##### **B. DISBURSTMENTS OF FUNDS**

###### **1. Operational Expenses:**

- Office Rental
- Telephone
- Love Gifts
- Office Staff
- Board MLG & TA
- Supplies
- Newsletter
- PMA (PB)
- Medical Assistance

###### **2. Funding for Projects/Activities (Five Ministries, District)**

###### **3. Equipments**

###### **4. Conferences & National Convention**

###### **5. Pastoral Benefits (EPA, RB/LB)**

###### **6. Property Acquisition**

**NOTE:** Annual Budget allocation for the five Ministries, districts, among others shall be determined after planning which shall be held on the last day of national convention. The said allocation corresponds to programs of activities based on prescribed objectives.

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## V. STATEMENT OF FUNDAMENTAL DOCTRINES

### 1. THE SCRIPTURE INSPIRED

We believe that the Bible is the inspired Word of God, the infallible and final rule of faith and conduct (Tim 3:16-17; Matt. 5:18; 2 Pet. 1:20-21; Jn. 16:12-13)

### 2. THE ONE TRUE GOD

We believe in one triune God, eternally existing in three Divine Persons (Father, Son and Holy Spirit) co-eternal in being, co-identical in nature, co-equal in power and glory, possessing the same attributes and perfection (Deut. 6:4; Matt. 28:19; 2 Cor. 13:14; Matt. 3:16,17; John 14:23; Lk. 3:21-22; Jn 4:23)

### 3. THE FALL OF MAN

We believe that God created man pure and upright but by voluntary transgression, man fell. Through Adam's sin, the whole of human race fell and inherited a sinful nature alienated from God. Man by himself is utterly unable to remedy his lost condition (Gen. 1:26-27; Gen. 3; Eph. 2:1-3; Rom. 5:12 & 3:22-23).

### 4. THE SALVATION OF MAN

We believe that salvation is a free gift from God made available through His grace apart from meritorious works of sinful men and must be personally appropriated by faith in Jesus Christ (Eph. 2:8-9; Jn. 1:12 & 3:16; Acts 4:12; Rom. 4:4-5; Gal. 2:16).

### 5. SANCTIFICATION

We believe that the Bible clearly forbids the use of Christian Liberty as an occasion for the flesh. Holiness of life and conduct (this includes restraining from intoxicants and narcotics) in obedience to God's commandments should be practiced by every believer (Peter 1:14-16; Rom. 8:12; 6:11-13; 13:13-14; Gal. 5:13; Tit. 2:11-15; Jn. 2:6).

### 6. THE CHURCH: MISSIONS AND ORDINANCES

We believe that the Church, who is the body and espoused bride of Christ, is a spiritual organism made up of born-again believers. That the continuance of local churches is clearly taught and defined in the New Testament scriptures (Eph. 1:22-23; 5:22-27; 1 Cor. 12:12-14; Acts 14:27; 2 Cor. 1:1; Rev. 19:7; 1 Tim. 3:1-13; Tit. 1:5-11; Acts 2:47).

We believe that the Lord Jesus Christ left two Ordinances to be observed by the local church in commemoration of His person and work.

- a) **Baptism in Water** - Baptism by immersion, in the name of the Father, Son, and Holy Spirit. We practice water baptism as an outward sign of an inner work whereby the believer identifies himself with Christ in His death,

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- burial, and resurrection. Dead indeed unto sin but alive unto God in newness of life (Matt. 28:19; Rom. 6:3-4, 11; Acts 2:41).
- b) **The Partaking of the Lord's Supper** - Bread and grape juice are used as symbols and taken as a memorial of the suffering and death of our Lord Jesus Christ (I Cor. 11:23-26; Mk. 14:22-24; Matt. 26-28).

**7. THE BAPTISM IN THE HOLY SPIRIT**

We believe in the baptism in the Holy Spirit that is generally witnessed by the initial physical evidence of speaking in tongues as the Spirit gives utterance. That all believers are entitled to and should earnestly seek the promise of the Father, the endowment of power for life and service. That, this experience is distinct and subsequent to the experience of the New Birth.

We further believe that speaking in tongues in **ACTS 2:4-12** is the same in essence as the gift of tongues in **I Cor. 12:10, 14** but different in purpose and use (Acts 1:8; Lk. 24:49; 1 Cor. 12:1-31; Acts 19:1-6 & 10).

**8. DIVINE HEALING**

We believe that healing and deliverance from sickness are provided for in the Atonement of Jesus Christ and are the privilege of all believers (Isa. 53:4-5; Matt. 8:16-17; Jas. 5:14; 1 Peter 2:24; Matt. 8:16-17).

**9. BLESSED HOPE**

We believe in the sure return of our Lord Jesus Christ to establish His Kingdom on earth; that His coming will be literal, bodily, personal and visible as His going away in Acts 1:9. That the coming of the Lord Jesus Christ for His bride, the Church, constitutes the "blessed Hope" for which the saints should constantly look for (Matt. 24:27, 30, 44; Jn. 14:1-3; 1 Thess. 1:10; 4:13-17; Tit. 2:13).

**10. THE JUDGMENT OF THE SAINTS**

We believe that the saints will appear before the judgment seat of Christ not to receive condemnation of their works but to receive what is due to him for the things done while in this body, whether good or bad (Rom. 14:10; 2 Cor. 5:10; 1 Cor. 3:10-14).

**11. TRIBULATION**

We believe that in between the time of Christ's coming for His bride (the Church) and His return in judgment, there will be a Great Tribulation where a time of distress which has never been experienced before and never to be equaled with anything yet to come, will be poured out unto this earth as manifestations of God's wrath and judgment (Matt. 24:21; Rev. 6, 8, 9, 16; Mk. 13:19; Lk. 21:5-32; Dan. 12:1; 1 Thess. 5:9; Dan 9:24-27; 12:1).

**12. THE MILLENNIAL REIGN OF CHRIST**

We believe in the millennial reign of Christ. The literal reign of Jesus here on earth for 1,000 years as fulfillment of prophecy (2 Thess. 1:17; Rev. 1:11-14; Rom. 11:26; Rev. 20:1-7).

**13. LAKE OF FIRE**

We believe that the devil and his angels, the beast and the false prophets, and whosoever's name is not found in the Book of Life shall be consigned to everlasting punishment in the Lake of Fire which is called the second death (Rev. 20:10, 14, 15; 21:6; Rev. 19:20; Matt. 25:41; Matt. 3:21; Mark 9:43,45; Luke 3:17).

**14. THE NEW HEAVEN AND EARTH**

We believe that God will create new heaven and new earth wherein only the righteous will finally dwell (2 Pet. 3:13; Rev. 21:1-3; Isa. 65:17; Heb. 11:8-10, 13,14, 16; Heb. 12:22-28).

## VI. THE UPCI AND AFFILIATED CHURCHES

Churches as referred to in this handbook may be classified into three (3): the UPCI churches, the UPCI Affiliated churches, and the churches which are In-fellowship with/to UPCI.

1. **UPCI CHURCHES** are local churches which were born out of the UPCI initiative and ministries.
2. **UPCI-AFFILIATED CHURCHES** are local churches, which were existing independently or were previously under certain umbrella organizations other than UPCI but for one reason or another decided to be in affiliation with UPCI.
3. **UPCI-IN-FELLOWSHIP CHURCHES** are independent local churches or those that are under National and/or International organizations other than UPCI who wish to have fellowship with UPCI and UPCI-Affiliated churches yet maintaining their good standing in their respective mother organizations.

### **A. Affiliation**

#### 1. PROCEDURE

- a) *Submission of a Letter of Intent /Application Letter*
  - i) Independent local churches wishing to be in affiliation with UPCI must submit a letter of intent stating the reason/s for affiliation signed by the pastor and leaders.
  - ii) Local churches, which were previously affiliated to other mother organization/s, must attach Certification of release from the said organization/s.
- b) *Signing of the Affiliation Agreement*
  - i) Upon approval of the application, an affiliation agreement form will be sent to the applying church for signing by its pastor and leaders. Signed agreement must be returned to the office for notification by the Superintendent and record filing.

#### 2. CERTIFICATION

- a) The Universal Pentecostal Church, Inc., shall issue an Affiliation Certificate of proper proportion and script for framing to all approved applicants for affiliation.
- b) Churches already affiliated, which were not yet issued by such, may also secure one.

### **B. Ordination**

#### 1. PROCEDURE

As an act of acknowledgment and/or recognition, the UPCI Board takes the initiative of identifying and endorsing/recommending qualified ministers for ordination based on the following qualifications:

### **QUALIFICATIONS FOR ORDINATION:**

1. He/She must be a senior pastor of a UPCI or UPCI-affiliated chapter for five (5) consecutive (and cumulative) years.
2. He/She must be at least 35 years of age, regardless of civil status.

### **ORDINATION PROCESS:**

The process of ordination is as follows:

#### **STEP 1:**

Based on records, the qualified minister will be notified, recommending him/her for ordination together with an "Ordination Questionnaire," which he/she has to fill up & answer thoroughly to be sent back to the office.

#### **STEP 2:**

A committee will further evaluate the said "Ordination Questionnaire."

#### **STEP 3**

Once approved, the minister will be notified via mail.

### **2. CERTIFICATION**

All approved ministers for ordination shall be given a "Certificate of Ordination" in an ordination ceremony, the date, time & place of which is to be announced.

#### **NOTE:**

- A Processing Fee of minimal amount inclusive of the Ordination Certificate will be charged to all approved ministers for ordination.
- Only UPCI and Affiliated Pastors are covered by the Ordination procedure stated herein. In-fellowship pastors may have their ordination in their respective mother or national organizations.

### **3. A UPCI ORDAINED MINISTER WISHING TO REGISTER TO NSO AS SOLEMNIZING OFFICER**

A UPCI Ordained Minister may register to the National Statistics Office (NSO) as solemnizing officer. As such, he (preferably male) must:

1. Secure the following from the UPCI Headquarters:
  - Recommendation letter signed by the General Superintendent and affixed with the UPCI seal.
  - NSO application form for Registration and Authority of Solemnizing Officers.
2. Fill up NSO application form in duplicate (2 copies).
3. Attach two (2) 2X2 I.D. pictures (one per copy), and have the form notarized.
4. Submit the Recommendation letter together with the fully accomplished and notarized application form with the photo copy of the ordination certificate issued by the UPCI to respective provincial offices of the National Statistics Office or to the main office in Quezon City.

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**NOTE:**

A minimal processing fee will be charged to each applicant.

***C. Annual Ministerial Identification Cards***

In line with the classification of churches stated herein (UPCI, UPCI Affiliated, and In-fellowship), the Organization issue Credential I.D.'s (licenses) to pastors and lay workers who may fall under any of the following ministerial categories: Ordained Minister, Licensed Minister, Licensed to Preach, and Licensed Christian Worker. These cards shall expire on December 31 in the year in which they are issued, unless otherwise, noted by the Executive Board.

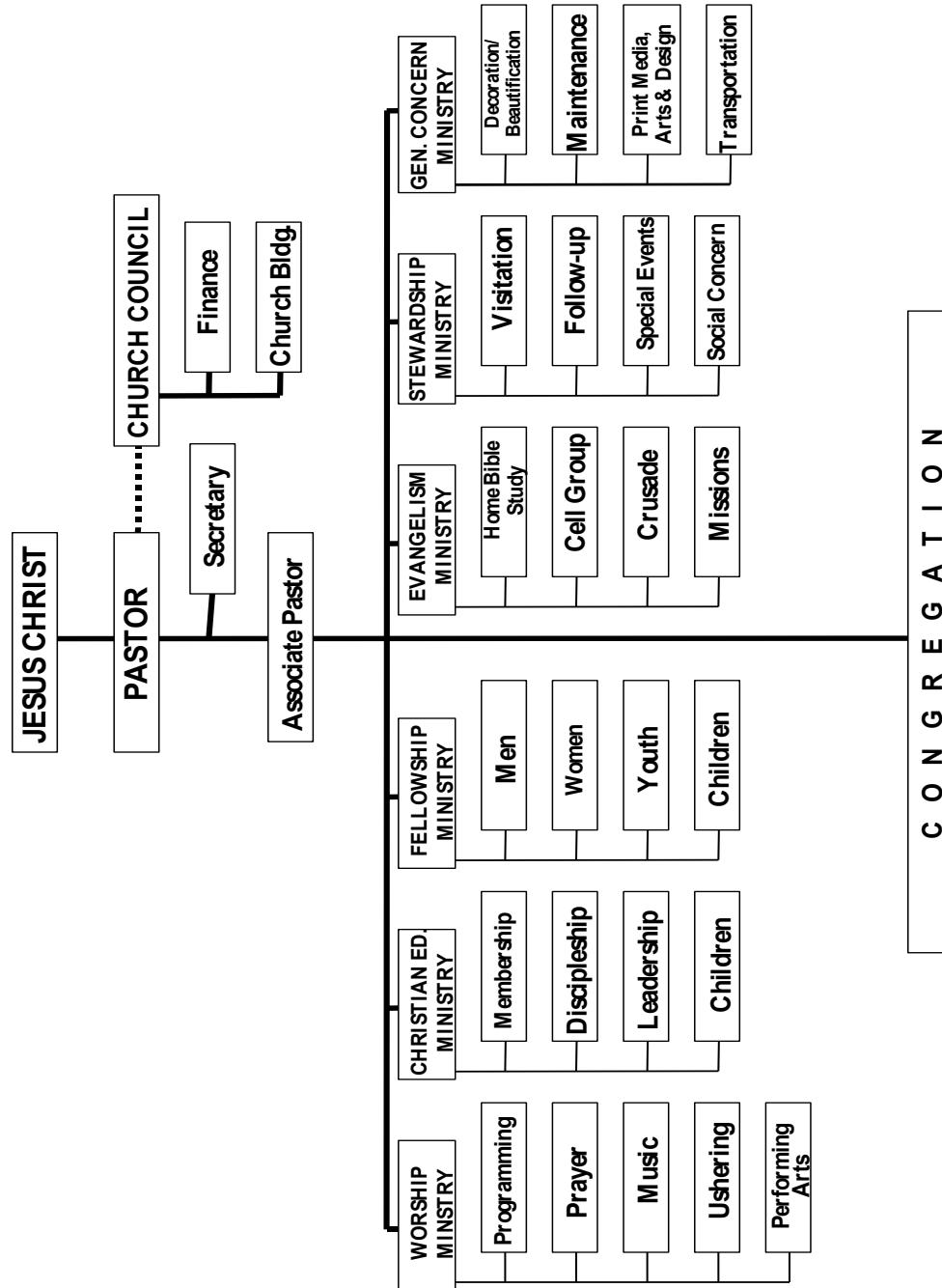
A minimal annual fee shall be charged every issuance of the ministerial identification card.

Prior to the issuance of the Ministerial Identification Card, any person desiring to have such, must secure and fill up application form for Ministerial license from the General Headquarters. The General Superintendent must approve it, before any person or Minister is given a credential I.D. card.

1. **ORDAINED MINISTER** is a UPCI head pastor who has faithfully served the organization for 5 consecutive (and cumulative) years or more. He must be at least 35 years of age, single or married, qualified to be a member of the Board of Trustees and may apply for a license as solemnizing officer at the NSO under the organization.
2. **LICENSED MINISTER** is a UPCI pastor (incoming, associate or head pastor serving the organization for less than 5 years regardless of age and civil status).
3. **LICENSED TO PREACH** is a UPCI church leader (i.e. elder, deacon, ministry head or someone who has trained in a Bible Institution/School) who is qualified to teach and preach the Word of God.
4. **LICENSED CHRISTIAN WORKER** is a UPCI chapter member qualified to exhort on the Word of God and act as representative of the church or take part in the chapter's ministerial endeavor.

***D. The Local Chapter***

# U.P.C.I. LOCAL CHAPTER ORGANIZATIONAL CHART



## I. OFFICERS

### 1. Head Pastor

The Head Pastor is "a servant of Christ, separated unto the Gospel of God..." (Romans 1:1; Phil. 1:1; James 1:1; 2 Peter 1:1; Jude 1:1; Rev. 1:1).

#### i) Qualifications

The UPCI Head Pastor:

- a) Must be an ordained or licensed minister, upon the recommendation of the CREDENTIAL COMMITTEE, duly approved by the Executive Board;
- b) Must adhere to the declaration of Faith of UPC, Inc. and to the objectives, purposes and provisions of the Articles of Incorporation and Constitution & By-laws.

#### ii) Ministerial Call

The UPCI Head Pastor should be divinely called of God and should understand that a call to the ministry is the highest honor and the greatest responsibility that can be bestowed on any person. He must, therefore, keep the nobility of his calling uppermost in his mind. His attitude toward the ministry, his denomination and his will utterly determine the success of his ministry.

#### iii) Selection

The UPCI Head Pastor shall be selected as follows:

- a) In the case of a newly opened chapter, initiated by the UPCI Headquarters, the Head Pastor shall be recommended by the District Presbyter for approval by the Executive Board.
- b) In the case of a newly opened chapter, initiated by an established mother chapter, the Head Pastor shall be recommended by the Head Pastor of the Mother chapter to the District Presbyter, who in turn, shall recommend for approval by the Executive Board. He/She must be someone who holds the credential of at least "Licensed to Preach" prior to recommendation as Head Pastor.
- c) In the case of the death, an immediate & unavoidable transfer or an expulsion of the Head Pastor in a particular chapter:
  - If there is an Associate Pastor, he/she shall immediately takeover until a new Head Pastor is assigned. If there is none, the Church Council shall take charge, until a new Head Pastor is assigned.
  - If it is a daughter chapter, item iii), b) applies.
  - If it is an established chapter with or without a daughter chapter/s, item iii), a) applies.
- d) In the case of an abandoned independent chapter, requested to be taken over by UPCI, item iii), a) applies.

#### iv) Appointment

- a) Appointment of a Head Pastor to a particular chapter shall initially be for a probationary period of six (6) months. He/She

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shall be evaluated by the congregation, church council and District Presbyter after the probationary period, the result of which is either recommendation for installation or otherwise. Upon Approval by the Executive Board, he/she shall be formally installed, the date, time and place of which is to be announced thereafter.

b) An appointment paper shall be issued to the appointee signed by the General Superintendent to be conformed by the said appointee.

c) Appointment of a Head Pastor remains, unless otherwise ceased or revoked due to death, re-assignment or expulsion.

d) Any other appointment or re-appointment or transfer of pastors can only be made upon the approval of the Executive Board.

v) Remuneration

a) Along with the Appointment paper, is a "Contract of Agreement" between the Church Council and the Executive Board concerning the form and amount of remuneration and other benefits of the appointed Head pastor, considering UPCI Compensation plan, capacity and ability of the church to support a pastor as well as availability of funds, among others.

vi) Personal, Home & Family Life

a) Attire  
The Head Pastor's attire must be decent such as that of child of God, a servant of God, a model and example. The vestment of the priests (in Exodus 28:2 and 40) were for "glory and beauty." May God be glorified in our apparel.

b) Home

1. The Material Home. It should go without saying that the Head Pastor's home must be kept in good order, and it must always be open for those who needs counsel or aid.
2. The Spiritual well being of the home

2.1 THE HEAD PASTOR's FAMILY. it has to be realized that success in any ministerial endeavor begins at home. There should a balance in terms of spiritual as well as physical and other aspects of the family life.

2.2 PARENTAL RELATIONSHIP. The Head Pastor must "WALK HIS TALK," practice what he/she preaches (Jas. 2:12). Doing is pre-eminent to teaching (Acts 1:1). This is so that he/she will not be a subject of scorn to his children who see him/her preach in the pulpit.

2.2.1 He/She must be an example, model and mirror of the things of God, thus, encourage his/her children of the benefits and

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- advantages of being pastor's child (1 Pet. 5:3).
- 2.2.2 The Head Pastor's life and character must be above reproach. He/She must abstain from all appearance of evil (1 Thess. 5:22).
- 2.2.3 He/She must have a level of character always above that of the church member or believer.
- 2.3 **HIS/HER RESPONSIBILITY TO HIS/HER SPOUSE.** While his/her ministry claims much of his time, he/she should always be reminded that first of all, he/she is a husband/wife to his/her wife/husband and that it is imperative that he/she should pay special attention and loving affection towards him/her.
- 3. **The Head Pastor's Spouse**
  - 3.1 The Spouse of a UPC, Inc. Head pastor holds a unique position in his/her chosen field or calling. Few husbands/wives of pastors are given much freedom to enjoy and exercise the spiritual endowment and natural talents, but UPC, Inc. opens those areas for every pastor's spouse.
  - 3.2 The pastor's spouse should feel in his/her heart the call of God and serve Him in his/her capacity, assuming the title "The Minister's Wife/Husband." His/Her dedication will enable him/her to "do as unto Him who love us" the endless tasks that might otherwise waver burden and cause resentment.
  - 3.3 A husband/wife can be a great asset or a heavy liability to his/her husband/wife and his/her ministry. But he/she must strive to be the first rather than the latter.
    - 3.3.1 He/She must truly love his/her husband/wife and realize his/her unique task is to minister to the man/woman who ministers to many.. His/Her ministry is uniquely built in him/her that no one could fill. His/Her understanding heart could point the way out of his/her husband's/wife's discouragement and failures.
    - 3.3.2 He/She must know his/her own limitations and capabilities in relation to his/her husband's/wife's ministry.
    - 3.3.3 It is her duty (applies only to pastor's wife) to see that the home is kept well. Life in the parsonage and church can sometimes be

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busy and hectic, yet she must realize the fact that she remains the wife and mother to her children who look up to her for the order and peaceful environment in the home.

3.3.4 The wife as well as the husband (regardless of whoever is the pastor) should train the children of the good manners and right conduct inside and outside the home, with proper respect to the church, the ministry, their father/mother as the pastor and the church members.

c) Social Life

1. The Head Pastor should be wise enough to inter-relate himself/herself and his/her spiritual precepts with the people in the place and the community.
2. In so far as it does not prejudice his/her Christian life and ministry, he/she shall participate and involve himself/herself in the life and affairs of the place where he/she ministers.
3. He/She must strive to inject spiritual principles into the main stream of the community life.

d) Finances

1. The blessing in the ministry is not only measured in terms of financial remuneration. Although love gift received may seem to be inadequate to sustain the pastor's personal and family needs, unpaid debts or bills may be hazardous to his testimony to the church, to the community as well as to the organization and the Gospel he preaches to. He/She must well understand that when he/she took heed of God's call in his/her life, he/she has to walk in and by FAITH.

vii. Duties and Responsibilities

a) Adherence to the Organization

1. To its Doctrinal Statement
  - 1.1 Every Pastor, Minister for that matter, licensed under the UPC, Inc. must adhere basically, to the statement of fundamental doctrine of UPC, Inc.
2. To its Policies and Programs
  - 2.1 Every Pastor, Minister for that matter, licensed under UPCI, Inc. should seek to carry out the purposes, objectives, goals, policies and programs set by its authorities, the Executive Staff.
  - 2.2 Every Pastor, Minister for that matter, should endeavor to contribute his/her inspired thoughts towards the development of relevant policies and programs on the district level.

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b) **The Head Pastor and His Flock**

The pastor's duties are basically fitted into the following categories: Spiritual, Supervisory, Professional or organizational

1. Spiritual
  - 1.1 He/She must feed his/her flock with the Bread of Life, the Word of God (John 21:15-17). "Feed the flock of God, care for it willingly" (1 Pet. 5:2)
  - 1.2 He/She must make himself/herself available to his/her congregation for counseling, prayer and encouragement. His/Her conversation with them must be kept confidential.
  - 1.3 He/She must visit the members in their homes - the new converts, the ill and the bereaved.
  - 1.4 He/She must strive for the salvation of souls, edification of the church, and the building-up of the Christian Life throughout the church by preaching, teaching, services, and administering ordinance.
  - 1.5 He/She must protect the flock against false teaching.
  - 1.6 He/She must lead in every good work and deed. He/She leads and his/her flock follows.
  - 1.7 He/She is the healer of the "wounds of life." Christ working through him/her, brings healing and solutions to the sickness and problems of his/her flock.
2. Supervisory
  - 2.1 The pastor is the head of the local church he/she is pastoring. He/she provides work as well as performs work.
  - 2.2 He/She shall serve as chairman of the church council and preside at Council and membership meetings.
  - 2.3 He/She is the legal representative of the church.
  - 2.4 He/She supervises all works of the church and administers discipline.
  - 2.5 He/She shall act as honorary member of all church departments.
  - 2.6 He/She shall sign all bank deposits and withdrawals together with the finance officer.
  - 2.7 He/She shall sign all church membership cards together with the church secretary.
  - 2.8 He/She shall encourage financial contributions from the membership so that all obligations may be met.
  - 2.9 He/She shall appoint certain church officers set forth in the by-laws.

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3. Organizational or Professional

- 3.1 He/She shall endeavor to attend all national and district convention and other departmental convocations, etc. of UPC, Inc.
- 3.2 He/She should encourage and promote the membership to participate in this conventions, fellowship and convocation, to be able to build loyalty and harmony among the brethren to the glory of God.
- 3.3 He/She should seek to carry out policies set forth by the UPC, Inc.
- 3.4 He/She should promote the over-all programs of UPC, Inc. both national and district.
- 3.5 He/She should see to it that the local church is properly represented during national and district conventions and fellowships by sending local church delegates.

c) Relationship to his/her fellow Pastors

1. To his/her predecessor
  - 1.1 A Pastor should carry out his predecessor's well formed plans, as fully as possible.
  - 1.2 He/She should not under-rate his predecessor's work.
  - 1.3 It is beneath the dignity of the Pastor to refer to his/her predecessor's shortcoming in order to build his/her own success image.
2. To his/her Associate Pastor
  - 2.1 The Associate Pastor should be fully recognized as the pastor next in line and must be given due respect by the pastor and the congregation.
  - 2.2 The basis for good relationship with co-workers (particularly with the Associate Pastor) is always respect, confidence and Christian consideration. The ministry of the associate should not be taken as something in conflict with that of the pastor but should be recognized as supplementary extension of the ministry of the church.
  - 2.3 The Head Pastor should provide the Associate Pastor a written job description (this item varies in different chapters).
3. To other Pastors and respective Ministries
  - 3.1 The head Pastor should show respect to and uplift his/her fellow Pastors and their Ministries.

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3.2 The Head Pastor shall neither intrude nor interfere in the field or area of ministry of his/her fellow pastors.

d) The Minister and the Government

The minister must pray for the government and for all in the authority as admonished in 1 Tim. 2:1-4

He/She must:

1. Secure a cedula (Community Tax) yearly.
2. File his/her Income Tax Return, if required to do so under the law.
3. Be advised that pastors duly licensed under UPC, Inc. must not be a candidate to any government elective post. While it is not bad to do so, being a candidate and/or elected official unduly exposes the pastor to difficult positions and situations, which might become incompatible with his/her ministry. Should he/she decide to run for public office, he/she must first tender resignation as pastor.
4. Be the best citizen.
5. Obey the laws of the land, abide with the policies and programs of the government. If, however, the policies and programs contravene the scriptures, the pastor shall abide with the latter.
6. Help implement good programs and projects of the government and its agencies in so far as practicable within his means and capabilities.

viii) Transfer, Resignation, Removal of Head Pastor, Et al

a) A Head Pastor may be transferred on the following occasions:

1. The Head Pastor requesting for transfer. In this case, the Head Pastor must submit letter of request addressed to and for approval of the Executive Board through the District Presbyter.
2. The District Presbyter requesting for the transfer of a pastor within the same district or to another district. In this case, the District Presbyter must submit letter of request to and for approval of the Executive Board.
3. Executive Board initiates transfer of a pastor within the same district or to another district. In this case, the Executive Board shall write to the pastor concerned through the District Presbyter.

b) Once transfer is approved, before transferring, the pastor is expected to:

1. Turnover all duties, responsibilities, ministries and accountabilities as well as church records to the in-coming pastor, except for unavoidable circumstances that will hinder him/her to do so, otherwise, transfer will be held.

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In case, without valid reasons, the pastor has transferred without proper turnover, he/she will be held responsible, accountable and liable for any case or problem that may arise resulting from his tenure. In which case he may be subjected to disciplinary action to be resolved by the Executive Board together with the District Presbyter concerned.

2. Attend the installation of the in-coming pastor.

c) A Head Pastor who has intention of resigning from his post must:

1. Submit a "Resignation Letter" a month before the date of expected effectivity, addressed to the Executive Board through the District Presbyter, containing reasons for resignation.
2. Be prepared to be summoned to appear before the Executive Board for discussion of the content of the resignation letter.

d) Once resignation is approved, the outgoing pastor is expected to:

1. Turnover all duties, responsibilities, ministries and accountabilities as well as church records to the in-coming pastor, except for unavoidable reasons that will hinder him/her to do so, otherwise, his/her resignation will be held. In case, without valid reasons, the pastor abandoned his post (no longer showed up) without proper turnover, he/she will be held responsible, accountable and liable for any case or problem that may arise resulting from his tenure. In which case he may be subjected to disciplinary action to be resolved by the Executive Board together with the District Presbyter concerned.
2. Attend the installation of the in-coming pastor.

e) A UPCI Head Pastor may be removed from his/her post on the following occasions:

1. If it shall appear that he/she is not functioning in such a manner as promoting the best interest of the chapter under his/her care, inwardly or outwardly, or dissatisfaction with his/her service or deportment as a pastor arises within the church and a complaint is raised by the congregation through the church council or by the church council in behalf of the congregation addressed to the Executive Board through the District Presbyter; and if after due process of investigation and deliberation by the Executive Board together with the District Presbyter, the complaint was proven to be true, they shall have the power to terminate his pastorship and appoint another in his place.
2. If He/she was found to have committed criminal or immoral acts as contained in the Constitution of the Republic of the

Philippines, the Executive Board together with the District Presbyter shall have the power to terminate his pastorship and appoint another in his place.

f) Delinquent pastors who leave their chapters without compliance to the UPCI appropriate policies and procedure as provided herein shall be subjected to discipline:

1. Ordination as well as any other licenses issued by the Incorporation shall be revoked.
2. Shall be blacklisted and recommended for Non-acceptance to other Ministerial Organizations.

g) Others

1. Pastors of other organizations who have the conviction that the Lord has called them to work with the UPC, Inc., must:
  - 1.1 meet qualifications set by the Organization;
  - 1.2 comply with pertinent requirements for Pastors, set by the Organization;
  - 1.3 furnish the credential committee a letter of release or clearance from the former organization along with a letter of intent addressed to the Executive Board. Such will be evaluated and will be subject for approval by the Executive Board.
2. UPCI Pastors whose papers and credentials have been revoked and have been terminated from their posts who wish to comeback should prove themselves worthy of the trust within two (2) of being a plain member of good standing before re-applying as UPCI pastor. He/she must be recommended by the District Presbyter for approval by the Executive Board.
3. UPCI Pastors who resigned from the Organization in good faith and standing may comeback anytime through the recommendation of the Executive Board.

2. Associate Pastor

i) Qualifications

The UPCI Associate Pastor:

- a) Must be a licensed minister, upon the recommendation of the CREDENTIAL COMMITTEE, duly approved by the Executive Board;
- b) Must adhere to the declaration of Faith of UPC, Inc. and to the objectives, purposes and provisions of the Articles of Incorporation and Constitution & By-laws.

ii) Ministerial Call

The UPCI Associate Pastor should be divinely called of God and should understand that a call to the ministry is the highest honor and the greatest responsibility that can be bestowed on any person. He must,

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therefore, keep the nobility of his calling uppermost in his mind. His attitude toward the ministry, his denomination and his will utterly determine the success of his ministry.

iii) Selection

The Associate Pastor must be:

1. Recommended by the Church Council and/or the Head Pastor to the Executive Board through the District Presbyter
2. Someone who holds at least the "Licensed to Preach" credential issued by the UPCI credential committee.

iv) Appointment

- a) Appointment of a Associate Pastor to a particular chapter shall initially be for a probationary period of six (6) months. He/She shall be evaluated by the congregation, church council and District Presbyter after the probationary period, the result of which is either recommendation for installation or otherwise. Upon Approval by the Executive Board, he/she shall be formally installed, the date, time and place of which is to be announced thereafter.
- b) An appointment paper shall be issued to the appointee signed by the General Superintendent to be conformed by the said appointee.
- c) Appointment of a Associate Pastor remains, unless otherwise ceased or revoked due to death, re-assignment or expulsion.
- d) Any other appointment or re-appointment or transfer of pastors can only be made upon the approval of the Executive Board.

v) Remuneration

- a) Along with the Appointment paper, is a "Contract of Agreement" between the Church Council and the Executive Board concerning the form and amount of remuneration and other benefits of the appointed Associate pastor, considering UPCI Compensation plan, capacity and ability of the church to support a pastor as well as availability of funds, among others.

vi) Personal, Home & Family Life (*refer to provisions for Head Pastor*)

vii) Duties and Responsibilities (*refer to provisions for Head Pastor*)

viii) Transfer, Resignation, Removal of Associate Pastors, Et al  
(*refer to provisions for Head Pastor*)

ix) The Associate Pastor may be assigned to any of the following offices:

1. Youth Pastor
2. Christian education Head
3. Visitation Head
4. Music Head

x) Relationship to Head Pastor

1. Loyalty. The Associate must recognize the pastor as the spiritual leader and the chief executive of the church. The Associate's

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position is a second one. He/She must at all times be subordinate to the Head Pastor, giving complete loyalty and cooperation to the program of the church. Any area of disagreement between the Head Pastor and the Associate Pastor should never be discussed with the members of the congregation, and disapproval should never be inferred.

2. Service. The program of the church must be considered as a whole. The various departments over which the Associate Pastor has primary interest and supervision should not be given pre-eminence to the exclusion of the total church program, and policies of the various departments should be discussed with the Head Pastor. The Associate Pastor should seek approval of the Head Pastor before anything is presented and put into effect.

3. Church Council

- i. The Church Council shall be comprised of the Pastor, Associate Pastor (if there's any), and the Board of Deacons. They shall act as the Official Board of the Local Church. As such, they shall work for the smooth functioning of the activities of the church and for its spiritual development. They shall also be responsible for providing worship and the necessary equipment (Acts 6:3; Titus 1:15).
- ii. The congregation shall elect a Board of Deacons (deaconesses included) of no less than three (3) but not more than seven (7) members of the congregation, who possess the quality of the deacon stated in Acts 1:1-6; 1 Timothy 3:8-13. They shall be men/women of spiritual firmness and consecration, having been active members of the church for at least three (3) years.
- iii. The number of deacons to be elected shall be depending upon the size of the congregation. Two to three hundred members or more require maximum number for elected deacons. They are to attend to all temporal affairs of the congregation, and shall have advisory capacity. The Pastor shall act as the Chairman of the Church Council.
- iv. Term of office for Deacons shall be one year (1), subject to reelections by the members of the church.
- v. All church offerings shall be received by a duly elected Treasurer, elected by the Board of Deacons from its own member, except such funds are specified that treasurers of respective groups or departments will handle it, i.e. building fund will be given to the Building Fund Treasurer, Sunday School Treasurer, etc. as approved by the Pastor.
- vi. The overall treasurer (from the group of Deacons) shall render at least once, annually a detailed report or a Financial Report of all receipts and disbursements and the Financial condition of the church. He/She may deposit all offerings received for any account of the congregation in such depository, as may be designated by the Board of Deacons.

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- vii. The Board of Deacons shall elect from its own, a General Secretary, who shall keep all the official minutes of meetings from both the congregational and Church Council meetings.
- viii. The deacons are to help the Pastor in the activities of the church as follows:
  - Visitation and outstation work
  - Organize committees to foster discipline
  - Seeing that the Church properties are kept good and safe
  - Assisting the pastor in the Communion Service
  - Taking up the Tithes and Offerings, Malachi 3:10
  - Order and Cleanliness of the Church

4. Ministries, Departments and Respective Heads

QUALIFICATIONS OF MINISTRY & DEPARTMENT HEADS:

- Must be born again Christian
- Must be filled with the Holy Spirit
- Must subscribe to the church tenets of faith
- Must be a loyal and obedient member of the church for at least 2 years
- Must possess a teachable spirit
- Must be submissive to his/her leader

TENURE OF OFFICE: Shall serve for at least a term of 1 year

ACTIVITIES TO ATTEND:

- Regular Monthly Meetings
- Special and Emergency Meetings
- Bible Study
- Prayer Meetings

a) WORSHIP MINISTRY

POSITION: **Worship Ministry Head**

RESPONSIBLE TO: Pastor

DUTIES:

- Shall act as the head of all departments under the Worship Ministry namely, Programming (or Worship Service Dept.), Prayer & Fasting Dept., Music Dept., Ushering, and Performing Arts Dept.
- Shall assist and help the different department heads in preparing, applying and evaluating all programs and activities relating to the Worship Ministry
- Shall appoint in consultation with the pastor the leaders of the different Depts. of the Worship Ministry
- Shall require all the respective dept. heads in the Worship Ministry to submit an Activity Report
- Shall in turn submit an Activity Report based on the Activity Report of different department heads.
- Shall make recommendations to the pastor

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- Shall conduct monthly meetings for all department heads of the Worship Ministry

a.1 Programming/Worship Service Department

POSITION: **Programming/Worship Service Dept. Head**

RESPONSIBLE TO: Worship Ministry Head, Pastor

DUTIES:

- Shall act as the head of the Programming/Worship Service activities of the church
- Shall prepare in consultation with the Worship Ministry Head and/or the pastor, the Worship Program and activities of the church
- Sunday & Wednesday Service - prepares program according to the theme of the week
- Assign people to act as worship leaders, song leader, opening prayer, tithes & offerings, closing prayer, etc.
- Shall be in-charge of the overall supervision of the Worship Service program
- Shall evaluate together with the Worship Ministry Head the over all worship program of the church
- Shall conduct meetings to improve church service programs
- Shall submit Activity Report to the pastor through the Worship Ministry Head
- Shall make recommendations
- Shall attend regular monthly meetings

a.2 Prayer & Fasting Department

POSITION: **Prayer & Fasting Dept. Head**

RESPONSIBLE TO: Worship Ministry Head, Pastor

DUTIES:

- Shall act as the head of all Prayer & Fasting activities of the church
- Shall make plans on how prayer activities are conducted in our outside church
- Shall appoint in consultation with the Worship Ministry head/Pastor, people who will act as leader of all prayer activities of the church like the Sunday Prayer time, Prayer Warriors. Friday Prayer & Fasting, Watch & Pray (Quiet Time), Prayer Centers, etc.
- Shall encourage members to participate in all prayer activities
- Shall evaluate together with the Worship Ministry Head prayer activities of the church
- Shall appoint from time to time, exhorters, teachers and speakers to help build a prayerful spirit among members
- Shall submit Activity Reports to the pastor through the Worship Ministry head

- Shall make recommendations
- Shall attend monthly meetings

a.3 Music Department

POSITION: **Music Dept. Head**  
RESPONSIBLE TO: Worship Ministry Head, Pastor  
DUTIES:

- Shall act as the head of all music activities of the church
- Shall be responsible in coordinating all musical activities and groups involved in music
- Shall be responsible in making plans to improve the Music Ministry of the church
- Shall assign in consultation with the Worship Ministry head and/or pastor members needed in the Music Dept.
- Shall impose disciplinary measures in order to encourage members to be punctual and disciplined
- Shall train or assign trainers to conduct training on music
- Shall evaluate together with the Worship Ministry Head and/or pastor over all activities to the Music Dept.
- Shall submit Activity Report to the pastor through the Worship Ministry Head
- Shall make recommendations
- Shall attend regular monthly meetings

a.4 Ushering Department

POSITION: **Ushering Dept. Head**  
RESPONSIBLE TO: Worship Ministry Head, Pastor  
DUTIES:

- Shall act as the over all supervisor of the Ushering Dept.
- Shall assign ushers/usherettes to welcome visitors and church members
- Shall lead in greeting and assisting people to their seats inside the church
- Shall assign ushers to get names of the newcomers/visitors
- Shall assign ushers to distribute I.D.'s
- Shall assign an usher to prepare ribbons/corsage for speakers, visitors, etc. during special occasions or as the occasion may call
- Shall prepare statistics of the church attendees for record purposes
- Shall evaluate together with the Worship Ministry Head and/or pastor church attendance
- Shall submit Activity Report to the pastor through the Worship Ministry Head
- Shall make recommendations
- Shall attend regular monthly meetings

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a.5 Performing Arts Department

POSITION: **Performing Arts Dept. Head**  
RESPONSIBLE TO: Worship Ministry Head, Pastor  
DUTIES:

- Shall act as the over all supervisor of the Performing Dept.
- Shall assign tambouriners or dancers to play and dance during worship service and special events
- Shall train, practice and choreograph tambouriners and dancers
- Shall prepare, conceptualize, practice and choreograph presentations for special occasions
- Shall evaluate together with the Worship Ministry Head and/or pastor activities of the department
- Shall submit Activity Report to the pastor through the Worship Ministry Head
- Shall make recommendations
- Shall attend regular monthly meetings

b) CHRISTIAN EDUCATION MINISTRY

POSITION: **Christian Education (Sunday School) Ministry Head**  
RESPONSIBLE TO: Pastor

DUTIES:

- Shall be the head of the C.E./Sunday School Ministry
- Shall be the overseer of all the Sunday School activities
- Shall evaluate together with the pastor the total educational program of the church
- Shall help the pastor organize the total educational program of the church
- Shall interpret and explain the educational program of the church
- Shall inspire, provide guidance and leadership to the educational program of the church
- Shall seek to enlist upon consultation with the pastor, workers and programs for various educational departments
- Shall plan the leadership training for various departments
- Shall prepare C.E. Calendar of Activities
- Shall evaluate with the different department heads, the respective educational activities
- Shall submit an Activity Report based on the Activity Report of different department heads under the Christian Education Ministry
- Shall conduct regular monthly meetings for all department heads involved in C.E. Ministry

b.1 Membership Training Department

POSITION: **Membership Training Dept. Head**  
RESPONSIBLE TO: C.E. Ministry Head, Pastor  
DUTIES:

- Shall organize and administer the Sunday School and other growth program for new converts for the purpose of membership
- Shall supervise weekly Sunday school activities of the department including Staff curriculum, materials, records, finances, and all the announcements for C.E.
- Shall evaluate the total Sunday School program of the department at least every quarter of the year
- Shall submit Activity Report to the pastor through the C.E. Ministry Head
- Shall recommend through the C.E. Ministry Head
- Shall attend seminars, conferences and conventions upon approval of the C.E. Ministry Head and the church council (for finance)
- Shall attend meetings

b.2 Discipleship Training Department

POSITION: **Discipleship Training Dept. Head**

RESPONSIBLE TO: C.E. Ministry Head, Pastor

DUTIES:

- Shall organize and administer the Sunday School and other growth program for new members for the purpose of discipling them
- Shall supervise weekly Sunday school activities of the department including Staff curriculum, materials, records, finances, and all the announcements for C.E.
- Shall evaluate the total Sunday School program of the department at least every quarter of the year
- Shall submit Activity Report to the pastor through the C.E. Ministry Head
- Shall recommend through the C.E. Ministry Head
- Shall attend seminars, conferences and conventions upon approval of the C.E. Ministry Head and the church council (for finance)
- Shall attend meetings

b.3 Leadership Training Department

POSITION: **Leadership Training Dept. Head**

RESPONSIBLE TO: C.E. Ministry Head, Pastor

DUTIES:

- Shall be the head of all Leadership Training for the church leaders
- Shall help the C.E. Ministry Head in organizing a Leadership Training Program for the Christian leaders
- Shall inspire and provide guidance to all prospective leaders

- Shall conduct lectures, training programs, seminars for prospective leaders
- Shall help in equipping church leaders who were called to handle various ministries
- Shall provide continuous training for all leaders and selected church workers
- Shall provide and help in the practical training of the would be ministries
- Shall assist in the actual field training of the would be ministries
- Shall evaluate together with the C.E. Ministry Head the total leadership training of the church
- Shall submit Activity Report to the pastor through the C.E. Ministry Head
- Shall recommend through the C.E. Ministry Head
- Shall attend meetings

b.4 Children's Sunday school Department

POSITION: **Children's Sunday school  
Dept. Head**

RESPONSIBLE TO: C.E. Ministry Head, Pastor

DUTIES:

- Shall organize and administer the Sunday School and other growth program for children
- Shall supervise weekly Sunday school activities of the department including Staff curriculum, materials, records, finances, and all the announcements for C.E.
- Shall evaluate the total Sunday School program of the department at least every quarter of the year
- Shall submit Activity Report to the pastor through the C.E. Ministry Head
- Shall recommend through the C.E. Ministry Head
- Shall attend seminars, conferences and conventions upon approval of the C.E. Ministry Head and the church council (for finance)
- Shall attend meetings

c) FELLOWSHIP MINISTRY

POSITION: **Fellowship Ministry Head**

RESPONSIBLE TO: Pastor

DUTIES:

- Shall act as the head of all departments under the Fellowship Ministry namely, Men's Department, Women's Dept., Young Adult, Young Generation, Juniors/Children, Christian Couples
- Shall assist and help the different department heads in preparing, applying and evaluating all programs and activities relating to the Fellowship Ministry

- Shall appoint in consultation with the pastor the leaders of the different Depts. of the Fellowship Ministry
- Shall require all the respective dept. heads in the Fellowship Ministry to submit an Activity Report
- Shall make recommendations to the pastor
- Shall in turn submit an Activity Report based on the Activity Report of different department heads.
- Shall conduct monthly meetings for all department heads of the Fellowship Ministry

c.1 Men's Department

POSITION:

**Men's Dept. Head**

RESPONSIBLE TO:

Fellowship Ministry Head, Pastor

DUTIES:

- The President or the Chairman of the Men's Dept. shall be its head.
- Shall act as the representative of Men's Dept.
- Shall lead and coordinate all the activities of the Men's Dept.
- Must inform the officers of the Men's Dept. regarding the activities of the church
- Must make plans for the Men's Dept. together with the respective officers in accordance with the church objectives
- Must foster unity, cooperation, among members
- Shall submit Activity Report through the Fellowship Ministry Head
- Shall make recommendations
- Shall attend meetings

c.2 Women's Department

POSITION:

**Women's Dept. Head**

RESPONSIBLE TO:

Fellowship Ministry Head, Pastor

DUTIES:

- The President or the Chairman of the Women's Dept. shall be its head.
- Shall act as the representative of Women's Dept.
- Shall lead and coordinate all the activities of the Women's Dept.
- Must inform the officers of the Women's Dept. regarding the activities of the church
- Must make plans for the Women's Dept. together with the respective officers in accordance with the church objectives
- Must foster unity, cooperation, among members
- Shall submit Activity Report through the Fellowship Ministry Head
- Shall make recommendations
- Shall attend meetings

c.3 Youth Department

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	<b>POSITION:</b> <b>RESPONSIBLE TO:</b> <b>DUTIES:</b>	<b>Youth Dept. Head</b> Fellowship Ministry Head, Pastor
c.4	<b>Children's Department</b> <b>POSITION:</b> <b>RESPONSIBLE TO:</b> <b>DESCRIPTION:</b> The Children's Dept. is composed of all age groupings from the Juniors to Nursery or Beginner's group. <b>DUTIES:</b>	<b>Children's Dept. Head</b> Fellowship Ministry Head, Pastor
	<ul style="list-style-type: none"><li>• The Head of the Children's Dept. shall be the over all coordinator of all age groups, from Juniors to Nursery or Beginners.</li><li>• Shall be in-charge of the Christian Education for these age groups</li><li>• Shall organize and administer the C.E. Program of the church for children and make it Christ-centered, Bible based, pupil-oriented and properly grouped</li><li>• Shall appoint teachers, assistants and other workers needed by each age group level</li><li>• Shall supervise the work of the teachers and other workers</li><li>• Shall make quarterly evaluation of the over all program for children</li><li>• Shall submit Activity Report through the Fellowship Ministry Head or the C.E. Ministry Head</li><li>• Shall make recommendations</li><li>• Shall attend meetings</li></ul>	
d)	<b>EVANGELISM MINISTRY</b> <b>POSITION:</b> <b>RESPONSIBLE TO:</b> <b>DUTIES:</b>	<b>Evangelism Ministry Head</b> Pastor

- Shall act as the head of all departments under the Evangelism Ministry namely, Out-station, Cell Group, Personal Evangelism, Crusade, Missions and Simbahay Program
- Shall assist and help the different department heads in preparing, applying and evaluating all programs and activities relating to the Evangelism Ministry
- Shall appoint in consultation with the pastor the leaders of the different Depts. of the Evangelism Ministry
- Shall require all the respective dept. heads in the Evangelism Ministry to submit an Activity Report
- Shall make recommendations to the pastor
- Shall in turn submit an Activity Report based on the Activity Report of different department heads.
- Shall conduct monthly meetings for all department heads of the Evangelism Ministry

d.1 House Bible Study (Outstations) Department

POSITION: **House Bible Study (Out-stations)**

**Dept. Head**

RESPONSIBLE TO: Evangelism Ministry Head, Pastor

DESCRIPTION:

Out-stations are all Bible study groups outside of the Homebase (designated) perimeter area.

DUTIES:

- Out-station Dept. Head shall be the over-all out-station coordinator of all study groups outside the Homebase (designated) perimeter area.
- Shall have plans for all out-station groups
- Shall assign out-station coordinators and be responsible for them, including teachers for study groups if the situation calls for it
- Shall implement the prepared growth lessons to all study groups (see pastor for materials)
- Shall check the progress of each study group; improve, revise each program that are not effective to attain objectives
- Shall make recommendations
- Shall attend meetings
- Shall submit Activity Report through the Evangelism Ministry Head

d.2 Cell Group Department

POSITION: **Cell Group Dept. Head**

RESPONSIBLE TO: Evangelism Ministry Head, Pastor

DESCRIPTION:

Cell groups are those study groups within the Homebase (designated) perimeter area.

DUTIES:

- The Cell Group Dept. Head is the over-all cell groups coordinator of all study groups within the Homebase (designated) perimeter area.
- Shall make plans for the cell groups
- Shall assign cell group coordinators and be responsible for them, including teachers if the need arise
- Shall implement the prepared growth lessons to all cell groups (see pastor for materials)
- Shall check the progress of each study group; improve, revise each program that are not effective to attain the objectives
- Shall make recommendations
- Shall attend meetings
- Shall submit Activity Report through the Evangelism Ministry Head

d.3 Crusade Department

POSITION:

**Crusade Dept. Head**

RESPONSIBLE TO:

Evangelism Ministry Head, Pastor

DUTIES:

- Shall act as the overall crusade coordinator
- Shall be responsible in creating a crusade team to include the evangelist, MC, song leader, musicians, ushers and counselors among others
- Shall be responsible to look for crusade venues
- Shall conduct surveys of the crusade venues
- Shall work hand-in-hand with other departments like, the Missions Dept. for the continuance of the work
- Shall coordinate with the Finance Committee Head with regards to budget
- Shall also look for other means to support the crusade
- Shall make recommendations
- Shall conduct meeting with members
- Shall submit Activity Report to the pastor through the Evangelism Ministry Head
- Shall attend regular monthly meetings

d.4 Missions Department

POSITION:

**Missions Dept. Head**

RESPONSIBLE TO:

Evangelism Ministry Head, Pastor

DESCRIPTION:

Foreign Missions - missions conducted outside our country

Local Missions - missions conducted within the areas of our country

DUTIES:

- Shall be head of the Missions Dept.

- Shall be responsible in organizing Mission groups
- Shall be involve in surveys, monitoring of places for the church planting and missions
- Shall coordinate with other departments like Finance to name one, to assure the continuance of missions
- Shall make recommendations
- Shall conduct and attend meetings
- Shall submit Activity Report to the pastor through Evangelism Ministry Head

e) STEWARDSHIP MINISTRY

POSITION:

**Stewardship Ministry Head**

RESPONSIBLE TO:

Pastor, Elders

DUTIES:

- Shall act as the head of all departments under the Stewardship Ministry namely, Visitation, Follow-up, Feeding Program, Special Events and Social Concern
- Shall assist and help the different department heads in preparing, applying and evaluating all programs and activities relating to the Stewardship Ministry
- Shall appoint in consultation with the pastor the leaders of the different Depts. of the Stewardship Ministry
- Shall require all the respective dept. heads in the Stewardship Ministry to submit an Activity Report
- Shall make recommendations to the pastor
- Shall in turn submit an Activity Report based on the Activity Report of different department heads.
- Shall conduct monthly meetings for all department heads of the Stewardship Ministry

e.1 Visitation Department

POSITION:

**Visitation Dept. Head**

RESPONSIBLE TO:

Stewardship Ministry Head, Pastor

DESCRIPTION:

Visitation Dept. is visitation conducted generally for active and inactive members and their families.

DUTIES:

- Shall be head of the Visitation Dept.
- Shall be responsible in creating visitation groups
- Shall lead the visitation groups in showing care and concern to church members
- Shall motivate members to continue and grow in the Lord
- Shall coordinate with other departments as the need arise
- Shall be involved in evangelization
- Shall recommend
- Shall conduct and attend meetings

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- Shall submit Activity Report to the pastor through the Stewardship Ministry Head

e.2 Follow-up Department

POSITION: **Follow-up Dept. Head**  
RESPONSIBLE TO: Stewardship Ministry Head, Pastor  
DESCRIPTION:  
Follow-up is for new members and other irregular attendees especially those who do not fully commit themselves to the Lord.  
DUTIES:

- Shall be the head of the Follow-up Dept.
- Shall be responsible in creating follow-up groups
- Shall lead the Follow-up Dept. in visitation
- Shall pray for needs
- Shall inform the pastor regarding the activities of the Follow-up team especially the needs of the people which require immediate pastoral attention
- Shall make recommendations
- Shall conduct and attend meetings
- Shall submit Activity Report to the pastor through the Stewardship Ministry Head

e.3 Special Events Department

POSITION: **Special Events Department Head**  
RESPONSIBLE TO: Stewardship Ministry Head, Pastor  
DESCRIPTION:  
Special Events include activities such as wedding, water baptism, child dedication, death and other activities not included in other departments like Family Day, Anniversary, Fellowship Day, etc.  
DUTIES:

- Shall act as the overall coordinator of Special Events activities of the church
- Shall record and coordinate activity related to wedding, water baptism, child dedication, deaths, etc.
- Shall coordinate with other departments
- Shall make recommendations
- Shall conduct and attend meetings
- Shall submit Activity Report to the pastor through the Stewardship Ministry Head

e.4 Social Concern Department

POSITION: **Social Concern Dept. Head**  
RESPONSIBLE TO: Stewardship Ministry Head, Pastor  
DESCRIPTION:  
Social Concern include hospital visitation, aid to calamities, prison visits, funeral, etc.  
DUTIES:

- Shall be the overall coordinator of all special concern groups
- Shall be responsible in looking, evaluating and recommending people who are genuinely distressed and need help
- Shall coordinate with the pastor and other departments to achieve goals
- Shall be responsible in informing the church about the needs of people
- Shall also create temporary teams for a particular need
- Shall be involved in visitation
- Shall recommend
- Shall conduct and attend meetings
- Shall make Activity Report if needed

f) GENERAL CONCERN MINISTRY

POSITION: **Gen. Concern Ministry Head**

RESPONSIBLE TO: Pastor, Elders

DUTIES:

- Shall act as the head of all departments under the Gen. Concern Ministry namely, Decoration/Beautification, Maintenance, Print Media, Arts/Design, Transportation and Recreation/Sports
- Shall assist and help the different department heads in preparing, applying and evaluating all programs and activities relating to the General Concern Ministry
- Shall appoint in consultation with the pastor the leaders of the different Depts. of the Gen. Concern Ministry
- Shall require all the respective dept. heads in the Gen. Concern Ministry to submit an Activity Report
- Shall make recommendations to the pastor
- Shall in turn submit an Activity Report based on the Activity Report of different department heads.
- Shall conduct monthly meetings for all department heads of the Gen. Concern Ministry

f.1 Decoration/Beautification Department

POSITION: **Decoration/Beautification Dept. Head**

RESPONSIBLE TO: Gen. Concern Ministry Head, Pastor

DUTIES:

- Shall be the head of the Decoration/Beautification Dept.
- Shall be responsible in creating a decoration team
- Shall be responsible in the up-keeping and beautification of the church building and its premises
- Shall coordinate with other departments like the Arts & Design to prepare the church and its surroundings during worship service and other church activities
- Shall make recommendations through the Gen. Concern Ministry Head

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- Shall attend meetings

f.2 Maintenance Department

POSITION: **Maintenance Dept. Head**  
RESPONSIBLE TO: Gen. Concern Ministry Head, Pastor  
DESCRIPTION:

Maintenance Dept. involves overall maintenance of the church properties (like chairs, tables, lights, and other equipment) and other fixtures. This also includes the musical instruments.

DUTIES:

- The Maintenance Dept. shall be headed by the Property Custodian.
- Shall be involved in maintaining church's properties in good and serviceable order
- Shall be responsible in the inventory of all church properties (twice a year inventory)
- Shall inform the church regarding the conditions of the church properties
- Shall make recommendations through the Gen. Concern Min. Head
- Shall attend meetings
- Shall submit Activity Report if necessary

f.3 Print Media, Arts & Design Department

POSITION: **Print Media, Arts & Design Dept. Head**  
RESPONSIBLE TO: Gen. Concern Ministry Head, Pastor  
DESCRIPTION: Media Dept. as of this time refers only to Print Media.

DUTIES:

- Shall be the head of the Print Media, Arts & Design Dept.
- Shall be responsible in creating the newsletter of the church
- Shall be responsible in selecting staff members for the newsletter and recommending them to the pastor for approval
- Shall be responsible for the publication of the newsletter
- Shall be in-charge of all promotional activities, materials including posters, brochures, etc. of the church
- Shall be responsible for posting the theme for the month and other activities that will make people aware of all church activities
- Shall act as or appoint an official photographer of the church
- Shall coordinate with the other departments
- Shall be responsible in finding other financial sources to help in the publication expenses of the church

- Shall make recommendations through the Gen. Concern Min. head
- Shall attend and conduct meetings
- Shall submit Activity Report if necessary

Note: All publications, advertisements, information or anything that is posted in the bulletin boards should first be approved by the Art/Design Dept. Head and the pastor.

No posters, advertisements, etc. shall be posted without prior approval.

f.4 Transportation Department

**POSITION:** **Transportation Dept. Head**  
**RESPONSIBLE TO:** Gen. Concern Ministry Head, Pastor  
**DUTIES:**

- Shall be the overall coordinator of the Transportation Dept.
- Shall be responsible to look for transportation facilities during church outing and other activities that need transport
- Shall coordinate with other department heads
- Shall assign members
- Shall make recommendations through the Gen. Concern Min. Head
- Shall conduct and attend meetings

5. The Congregation

a) Requirements for membership

Anyone desiring for membership must:

- Have experienced salvation through faith in Christ Jesus, and have expressed his desire to follow Him all the days of his life (Romans 10:9-10)
- If married, he/she should be married under civil law.
- Have finished the growth program for new converts for the purpose of membership
- Have studied and cooperates, in every respect, in keeping with the Fundamentals of Teaching of the Word of God, as defined in the doctrinal basis of Universal Pentecostal Church, Inc.
- Have been or is willing to be baptized in water.

b) Duties of Members

- To live a consecrated life and not being conformed to the world.
- Learn how to win souls for Christ.
- Honor, respect and support the pastor in any way he/she can.
- To contribute to the support of the work with tithes and offering.
- To attend church services regularly.

c) Privileges of Members

- To receive the ministry of God from the Pastor.

- To experience the manifestations of the power and gifts of the Holy Spirit operating in the Church.
- To receive a visit from the Pastor.
- To participate in the activities of the church.
- To receive/partake the Lord's Supper.

d) Responsibility of Members

• TO OTHER MEMBERS

1. To visit the sick, help the needy, comfort those who are bereaved, in trouble and the like, and strive to maintain harmonious relationship with all.
2. To bear one another's burden (Gal. 6:2; Rom. 15:1)
3. To pray for a brother who is overtaken in a fault (I John 5:16)
4. To withdraw from those who cause divisions (Rom. 16:17; II Thess. 3:6-7; 14-15)

• TOWARDS THE UNSAVED

1. To live a clean life and give a good testimony of the power and grace of God (I Thess. 5:22; Matt. 5:13-16)
2. To strive to spread the Gospel to the unsaved and pray for their salvation (II Cor. 5:18; I Tim. 2:1,7)
3. To love his enemies (Matt. 5:43-48)

NOTE: We recognize the fact that there are those who, before their conversion, are divorced and/or remarried in other countries where they used to live, and in such case is widely accepted. In this case, we recommend fellowship with such person/s, short of any official capacity. They may become members of the congregation and vote. We feel as a governing body, that more can be done for them in spiritual way, to help them within the church, rather than if they are outside the church's influence (I Tim. 3:2-12).

e) Discipline of Church Members

When a member is accused of an offense of such nature that it affects the testimony and the standard for which the church is endeavoring to, that member (as well as the offended person, if necessary) should be called before the Church Council, which is in charge of Discipline. If the case so requires, one or two from the members of the church may be added to the committee and may pose also, as witnesses.

• The purpose of the Discipline Committee are as follows:

1. To inquire/investigate
2. If proven at fault, to correct (II Cor. 7:8-9)
3. To restore the offender as well as the offended, if there's any (Gal. 6:1; Matt. 6:14, 15)
4. To preserve the good testimony of the Church (I Tim. 3:7; Titus 1:10-13)

To protect other members from falling into the same error (I Cor. 5:6,7)

- The Committee shall proceed in the following manner:

1. The committee shall meet, the accused shall be summoned, the first time through a letter, and this shall be done as soon as possible, after the sin has been known.
2. If the accused made no appearance before the committee, he/she shall be summoned the second time through a letter, and this shall be done the day after his/her non-appearance.
3. If the accused made no appearance before the committee after he/she was summoned twice, then he/she shall be judged after the testimony of the witnesses have been heard (I Cor. 5:3).
4. In case the accused denies the charges against him, he shall not be judged guilty unless his guilt is proved by witnesses (II Cor. 13:1).
5. The committee shall endeavor to arrive at the real truth in the case; If the accused is found guilty, the committee shall endeavor with love, to lead him to a sincere repentance, in order that he may be restored (II Cor. 2:7-8).
6. If the accused humbles himself in true repentance, asking pardon to the church in public, he shall be pardoned (Matt. 6:14,15). Meanwhile, if the offense committed is not grievous that it does not affect the whole testimony of the congregation or the church, public confession may not be necessary. In this way, those innocents for the crime or the offense committed may remain innocent and not sin.
7. Disciplinary action should not be considered a punishment. Duration and nature of discipline is determined according to the gravity of the offense committed. However, it shall be decided upon for the fallen brother/sister who desires to be restored. First, as a measure to prove his sincerity of true repentance; Second, to give time for other members to observe his genuine restoration before he is permitted to resume doing or performing his privileges as a member of the body.
8. During the time of discipline, he/she shall not exercise the usual privileges of membership. However, he/she must be faithful in attending the services. The time of discipline may be from one (1) month to six (6) months, or more, depending upon the gravity of the offense.
9. If the offender does not manifest the spirit of humility and repentance, this may be sufficient ground for his removal from membership or may result to disfellowship.
10. When a person who has been removed from the list of membership and desire to be readmitted, he must present his written petition to the official board of the church.

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11. A person who voluntarily stay away from the church because of the offense, and also withdraws his support shall be subjected to the cancellation of his/her membership.

f) LOCAL (CHURCH MEMBERS) CONGREGATION IN RELATION TO MOTHER ORGANIZATION (UPC, Inc.)

- Each local congregation of the Universal Pentecostal Church, Inc., shall comply with the Constitution and by-law as of the Universal Pentecostal Church, Inc., and with the decisions and recommendation of the General Convention.
- Each local congregation of UPC, Inc., shall make due provision for the Ministry of the Word. It is recommended that the sacrament for the Lord's supper be exercise at least once a month.
- The Church Board and the Congregation shall recognize the dignity of the office of the Ministry and shall see that the Pastor receives an adequate love gift or offering.
- No Constitution of any Local Church shall conflict with the supposed Constitution and By-Laws of UPC, Inc., which is drawn up in accordance with the limitation of the charter of UPC, Inc., with headquarters at Lambakin, Marilao, Bulacan.
- Two-thirds (2/3) of the members presents in any officially called elections, shall constitute a majority necessary to elections.
- One-thirds (1/3) of the congregation present shall constitute a quorum necessary to do business.

**II. Services, Ordinances & Ceremonies**

1. SERVICES

a) Regular Services

i) Sunday Worship Service

- a) Thoroughly and prayerfully planned in advance. The Worship Team have already and all the rest of the participants.
- b) Start promptly at the designated hour. May put an allowance of 15 minutes, before starting, to give way for final preparations of all participants and the equipments.
- c) The length of service must put into proximity when followed by communion, water baptism or child dedication.

ii) Altar Service (Altar Call)

Additional time should be allowed for the altar service. It may exceed the designated time for the altar service. It may exceed the designated time for closing, when necessary. We would urge that evangelism play a prominent part in every service and that all be encouraged to meet with God for those spiritual experience which promote Christian growth and witnessing.

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- iii) Evangelistic Services  
This service should be aimed at evangelism and not merely be duplicate of the worship service. We urge that evangelism be given a prominent place in every service.
- b) Special Services
  - i) Funeral Services  
Perhaps, at the time of death, it is the minister's greatest opportunity to minister. Great wisdom and understanding should be exercised by the minister but the comfort, hope and guidance which he may give must have an eternal influence upon the bereaved members of the family. If the deceased is not a Christian, solace can still be provided without giving offense or false hope to the bereaved family. At this circumstances, the minister must be at his best.
    - a) THE SERVICE
      - (1) At first notice of the death, the minister must secure information from the family, as to how they want the service to be done. He must put into priority the preference of the bereaved family on how to conduct the service.
        - (a) The family may suggest songs they wanted to be sang during the wake and the funeral.
        - (b) May suggest scriptures of their preferences.
        - (c) May request for choir or guitarist or a soloist.
      - (2) The Sermon or Exhortation must fit the occasion whether the service is for a child, young person, an older one, Christian or non-Christian.  
The Service should be properly arranged and prepared to avoid delays and other misconceptions.
    - b) SUGGESTED GRAVE-SIDE SERVICE  
For always, the family must be asked of their preference on how to conduct the funeral service. The family may likewise suggest a song, a scripture or request for a choir, soloist, guitarist, etc. But the minister has all the freedom to use any manual concerning funeral service. The span of the service must be kept to the minimum.  
After the funeral service, the minister must see to it that he conveys message of comfort to the bereaved family, even once a week but not forever.

2. ORDINANCES & CEREMONIES

  - c) Ordinance of the Holy Communion
    - i) Preparation

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Communion elements must be prepared before the start of the service. The assigned elder or deacon/deaconess must be ready for the said activity. Communion is usually done after the service.

ii) Suggested Order of the Service

- a) The minister may give a brief explanation/exhortation of the ordination, inviting all born-again believers to partake.
- b) The minister needs to read the scriptures concerning the Lord 's Supper prayer.
- c) The elders/deacons/deaconesses pass and distribute the bread and the grape juice to the congregation.
- d) The congregation holds the bread and grape juice (or any juice depending upon the choice of the church leaders), while the minister asks God's blessings on them and instructs all partakers.
- e) Allow few times for the congregation to express thanks giving to the Lord and the Holy Spirit to minister to the congregation.
- f) UPC, Inc. suggests that all churches shall exercise the ordinance of Holy Communion every first Sunday of the month.

d) Ordinance of Water Baptism

i) Preparation

This must be done prior to the performance.

- a) Orientation for the Candidates
  - (1) Clearly set forth the scriptural purpose of Water Baptism.
  - (2) Exhort and explain the significance of Water Baptism to one's Christian life.
  - (3) Inform the candidates where the baptism is to be held, at what time it will start and what to bring (if there are necessary).
  - (4) Advise the candidates to properly dress, conducive to the said activity. It must be proper and modest, that which doesn't suggest any act of sin and shame.
- ii) Performance

a) The minister must give proper instructions to the candidates as to what gesture be done when in water.

b) The minister must have someone (could be associate pastor or any worker) to assist him in conducting the ceremony.

c) Each candidate must be given a Baptismal Certificate after the ceremony is done.

e) Child Dedication

Since Water Baptism is for "Him that believes..." (Mark 16:16), we do not baptize children or christen small babies. We, however, dedicate children upon the request of parents. At this time a special prayer is offered on

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behalf of both the parents and the child, invoking God's blessings and protection. Such child dedication is very significant because it gives public testimony that the parents have given the child to God and have given their promise that they will endeavor to rear the child in the fear and admonition of the Lord (I Samuel 1:28).

i) Preparation

Prior to the dedication, the parents should fill up the Dedication Card and fill very completely every detail that the card suggests, i.e., parents' and child's full name, address, age, date of birth, etc.

ii) Service

At a given time during the church service, parents should be asked to bring their child forward. The dedication card should be given to the minister at this time. At this time also, the minister may charge the parents and the sponsors (if there are any) with the solemnity of the service and give spiritual instructions concerning significance of the ordinance.

iii) Love gift & Others

UPC, Inc. does not charge any amount from the parents or the sponsors but accepts willing offering or love gifts when given.

f) Marriage

Marriage is both a divine and a human institution - that's civil and religious. As a civil institution, it has its legal relations provided by enactments of law. The minister therefore, should acquaint himself with the general marriage laws in order that he might conform to the legal enactments. Laws regarding the registration of marriages should be strictly adhered to.

i) Pre-counseling

Engaged couples should appoint counseling session/s with their minister. At such session/s, the minister should discuss with the couple the spiritual significance of marriage and those things, which comprise a happy marriage. He should be prepared to answer any questions they may have on how to establish a Christian home. It is highly recommended that both parties be Christian and of the same faith.

ii) Pre-wedding Plan

If it is possible, the officiating minister (personally chosen by the couple or maybe recommended by both parties) should attend the wedding rehearsal. At this time, proper instructions may be given to the wedding party, ushers, musicians, the receiving line, and other participants. The minister should carefully examine the license and papers before officiating the ceremony, and carefully secure the necessary signature afterwards.

iii) Wedding Ceremony

We suggest the use of any of the manuals concerning officiating marriage ceremonies, depending upon the type of service, whether

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it be done in the home, the pastor's study, a small or large weddings in the church, as the occasion requires.

In case that the ceremony is shared between ministers, dividing parts of the service should be thoroughly understood in advance.

iv) Sponsors (Godparents), Love gifts & others

- a) Sponsors and/or Godparents should properly be acquainted with the significance and the corresponding responsibility behind being a sponsor.
- b) Love gifts are not being charged but given voluntarily by both parties.

v) Use of Church Facilities

In case that the church is being used for both the ceremony and the reception, the following measures must be considered carefully at least one week before the wedding.

- a) Make necessary arrangement with church caretakers.
- b) Inform them of the time of wedding, including the time of rehearsals
- c) Inform them of the kind of arrangements they want. For the ceremony, they should consult with the caretaker/s regarding:
  - (1) Archway
  - (2) Kneeling bench
  - (3) Candelabra
  - (4) Steps
  - (5) Special equipments
  - (6) Table for Guest book
- d) Reception

For the reception, the wedding coordinator should make arrangement with the care taker/s about the following details:

- (1) Kitchen wares, crystal wares, utensils, etc.
- (2) Dish towels (to be provided by the group using the buildings)
- (3) Arrangements of tables and chairs
- (4) Orderliness and cleanliness during and after reception.
- (5) Caretakers/helpers available during the reception.

NOTE: There is corresponding payment for the use of kitchenwares and/or loss or damage.

Cost of kitchenwares P \_\_\_\_\_

In case of loss or damage P \_\_\_\_\_

Love gift for caretaker/s P \_\_\_\_\_

to be considered at the minimal, in view of extra work cleaning, working, storing of equipments, etc.

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### **III. Identification, Records & Reports**

#### **1. IDENTIFICATION CARD**

All UPC, Inc. local churches may provide their members with their own identification cards that would indicate their church's name, position, address and other details concerning the bearer. But all Ministers/Pastors/Full time workers must secure their licenses direct from the Headquarters.

#### **2. RECORDS**

Records and record keeping are very important. Records are made for reference purposes, making statistics, reporting to the Organization, national and district offices, reporting to the government and its categories.

The following shall compromise the Local Church Records, they must be maintained, they are the responsibility and accountability of the Local Church Pastor:

- a) RECORD OF LOCAL CHURCH MEMBERSHIP, co-accountability with the Local Church Secretary. Each local church must keep an up-to date record of its membership and a record of the same should be sent tot he General Headquarters.

#### **CATEGORIES OF MEMBERS:**

##### **i) Active Members File:**

Files of members of good standing has contributed to the financial support of the church and has given evidence of church attendance.

##### **ii) Inactive Members File:**

This file is composed of record of all members who have not shown activity according to the by-laws.

- b) RECORD OF CHILD DEDICATION

- c) RECORD OF WATER BAPTISM

- d) RECORD OF MARRIAGES

- e) RECORD OF MINUTES OF CHURCH MEETINGS, co-accountability with the Local Church Secretary.

- f) TREASURER'S CASH BOOK, viz., General Church Treasury, Sunday School Treasury, other department's treasury, co-accountability with the respective treasuries.

#### **3. MONTHLY REPORT**

Monthly reports are expected from each Gospel Worker, with the special request that the worker will strive to give actual detailed reports of conversions, healing and special works of God in his area or responsibility.

This must be forwarded to the District Presbyter and the latter will forward all the reports to the General Headquarters. Monthly Report Forms are available at the UPC, Inc. General Headquarters Office.

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### **IV. Properties**

#### **1. LOCAL CHURCH PROPERTIES AND BUILDING PROGRAMS**

- a) Future Universal Pentecostal Churches shall only be built after workers have labored in the vicinity for at least one year or more.

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- b) The said area must be promising, having established congregation and members.
- c) It shall be the responsibility of the local church to provide the necessary building materials, if initiated by a more established UPCI chapter, which shall act as mother church.
- d) If the new chapter is initiated by the Headquarters, then the same will be responsible for lot as well as building materials of the said chapter.
- e) All local church properties shall be named or titled under the Universal Pentecostal Church, Inc. No property, whether movable or not, shall be leased, rented or sold, without the sanction of the Headquarters, which has the full authority pertaining to the said property.
- f) All Worship Center or Bible Study venues being used by UPC, Inc. local churches, but not owned by the corporation, must have a written agreement with respective owners, duly signed by a notary public

NOTE:

a. UPCI-born chapters

Properties acquired by UPCI born chapters shall be UPCI properties; proper documentations shall be submitted to headquarters for record keeping

b. UPCI-Affiliated chapters

- Properties acquired prior to affiliation shall remain to be the property of the chapter, however, the chapter has the option to rename (register) such under UPCI, thereby transferring ownership to UPCI.

- Properties acquired after affiliation must be registered under UPCI.

2. **APPLICATION FOR UPCI CHARTER**

A charter may be granted by the Board, upon recommendation by the District Presbyter, immediately upon application title to real property is held or is being purchased by the church in the name of the organization.

When a church does not own and operate the real property, charter application must have not less than thirty (30) signatures of members eighteen (18) years of age or older.

This application is submitted on the basis of property. SEE APPENDIX C.

3. **SIGN BOARD OF LOCAL CHURCHES**

- a) Local chapters, which are pioneered by the Headquarters or existing UPCI initiated chapters, shall have their sign board named:



**Jesus Christ the Savior Fellowship**  
**UNIVERSAL PENTECOSTAL CHURCH, INCORPORATED**

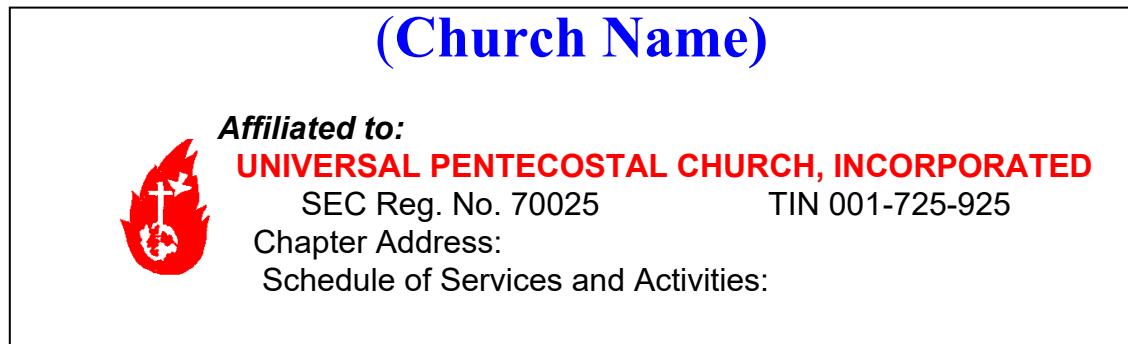
SEC Reg. No. 70025

TIN 001-725-925

Chapter Address:

Schedule of Services and Activities:

b) Affiliated chapters (those with formal affiliation papers to UPCI) may use the original name of their church, with an inscription at the bottom:  
Affiliated to Universal Pentecostal Church, Incorporated



## **V. Safeguarding the Assemblies**

Many unreliable and unsafe teachers nowadays go about seeking entrance into the local church without proper recommendation or permission. Therefore, all pastors, workers, and leaders must take precautionary measures in safeguarding the spiritual welfare and total well being of the assembly:

1. The pastor must be careful in inviting speakers to the church or endorsing a certain seminar or program for the members of the congregation to attend.
2. If the local church pastor is not sure about the background of a certain pastor for possible invitation as speaker, or of a particular seminar or program, he/she must consult his/her district presbyter first.
3. In case by point of circumstances, a speaker has been invited to the church or a certain seminar or program has been attended, which have caused negative spiritual commotion in the church (confusion, mis-information, et al), the pastor must see to it that it will be the first and last. Such thing must not happen again.
4. In such event, it is the responsibility of the pastor to correct misconceptions and restore everything to its proper order.
5. Members or church leaders proven to have caused anomalies related to above-mentioned situations shall be subjected to discipline.

## **VI. Paying Monthly Dues/Contribution to UPCI Organization**

It shall be the provision of UPC, Inc. that

1. All local churches must forward its monthly dues/contribution (the 10% of the monthly collection of its tithes and offering) to the headquarters.
2. A daughter church which is not yet a stand alone shall give the 10% of their total monthly collection of tithes and offering to its mother church.
3. A daughter church, which has been already declared stand alone, that is, directly reporting to the headquarters, is required to forward their monthly contribution to the headquarters.

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4. Each monthly contribution forwarded to the Headquarters by the local churches shall be given a corresponding official receipt as evidence and/or for record purposes.
5. Monthly contribution must not be used for financing church projects. Should there be a need for financial help, the local chapter must apply for financial assistance from the Headquarters.

#### Remittance of Monthly Contribution

- A. Central Chapters (and nearby chapters which have access to the headquarters on a monthly basis):

- Monthly Contribution shall be remitted to the headquarters by the chapter treasurer/finance officer or pastor OR deposited to the UPCI Bank account on or before every 15<sup>th</sup> of the month
- If remittance will be hand carried to the headquarters by a person other than the chapter treasurer/finance officer or pastor, remittance must be accompanied by a letter authorizing the person (the amount to be remitted must be stated in the said authorization).
- Remittance of the Monthly Contribution must be accompanied by financial statement for the month covered duly signed by the chapter treasurer/finance officer and the pastor.
- Failure to remit monthly contribution on the designated date:
  - for the first month, the chapter shall be sent letter of reminder.
  - for the 2<sup>nd</sup> month, the chapter shall be subjected to a fine of 2% of the remittable amount
  - for the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> month, the chapter shall be subjected to a fine of 5% of the remittable amount
  - for the 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> month, the chapter shall be subjected to a fine of 10% of the remittable amount
  - for the 12<sup>th</sup> month onward, the chapter shall be subjected to a fine of 25% of the remittable amount

- B. Provincial Chapters:

- Monthly Contribution shall be remitted to the headquarters by the chapter treasurer/finance officer or pastor quarterly, semi-annually or annually (as the case maybe) OR deposited to the UPCI Bank account on or before every 15<sup>th</sup> of the month
- If remittance will be hand carried to the headquarters by a person other than the chapter treasurer/finance officer or pastor, remittance must be accompanied by a letter authorizing the person (the amount to be remitted must be stated in the said authorization).
- Remittance of the Monthly Contribution must be accompanied by financial statement for the month covered duly signed by the chapter treasurer/finance officer and the pastor.
- If remittance shall be done via the UPCI bank account, minimum remittance must be PhP 500. If said amount can only be reached on the 2<sup>nd</sup> or 3<sup>rd</sup> or 5<sup>th</sup> month, for that matter, that is the only time it must be remitted.

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- Failure to remit monthly contribution:
  - on the 6<sup>th</sup> month, the chapter shall be subject to a fine of 10% of the remittable amount for the whole of 6 months.
  - on the 12<sup>th</sup> month, the chapter shall be subjected to a fine of 25% of the remittable amount for the whole year.

C. Faithfulness Incentives:

Regardless of amount, chapters, which have been faithful in their monthly contributions, shall be receiving gifts as rewards as follows:

1st year	- gift amounting to 10% of the total remitted amount for a year
3 <sup>rd</sup> year	- gift amounting to 10% of the total remitted amount for 2 years
5 <sup>th</sup> year	- gift amounting to 10% of the total remitted amount for 2 years
10 <sup>th</sup> year	- gift amounting to 10% of the total remitted amount for 5 years

D. Quota Incentive:

Chapters, which at the end of the calendar year have reached prescribed contribution quota (PhP 30,000) shall be given 10% rebates (of the total remitted within a year, paid at the closing of the year) in cash.

## VII. HEADQUARTERS/BOARD JURISDICTION

### A. *Discipline of Ministers & Ministries*

Occasions sometimes arise, which make it necessary to deal with ministers & ministries that for some reasons seem to have reached the point where, in the estimation of the brethren, endorsement can no longer be given. General inefficiency in the ministry, moral turpitude, failure or inability to correctly represent our Pentecostal Testimony, a record of assembly breaking instead of making a contentious, non-cooperative spirit, a declared open change in Doctrinal Views a habit of running into debts which bring reproach unto the ministry as a whole, etc., may all be grounds for Discipline and/or Removal from the Organization.

1. The accused shall have the right to answer for himself all the charges against him, as a fair trial before the Executive Board of the Universal Pentecostal Church, Inc. If such cases occur that the accused is a member of the Executive Board, he shall have no right to vote in such meeting.
2. The complaint must be substantiated from the mouth of at least two (2) witnesses. The accused shall be given a copy of the complaint at least ten (10) days before the hearing with the Board. The complaint must be in writing and duly signed by the accuser/s.
3. The accused shall be notified of the time and place of the meeting and shall have further right to be heard of his testimony.
4. The Executive Board shall hear all relevant testimonies. If the accuse is proven guilty, the Executive Board shall determine the penalty to be imposed.
5. The accused appeal for Motion for Reconsideration to the Ministerial Session. The method of procedure shall be the same as before the Executive Board. In cases of such appeal, all Disciplinary Actions or Penalties shall be suspended until the Ministerial Session tries the case. However, the accused shall have no vote for such session.

6. If charged of bad conduct against a minister, and if he shall reign to evade charges, otherwise, shall be considered guilty.
7. If the accused confessed and accepted the charge against him, and repents, he shall be given reasonable considerations and leniency. He shall be given a chance for restoration after a suitable and proper probationary period.
8. All Ministers under UPC, Inc. must have conduct above reproach.
9. Ministerial Credential shall be revoked if there is evidence of Immorality and Violation of Ministerial Principles. Such credentials shall not be renewed.
10. The evidence, in case of Discipline, shall not be published in part or in full. It must be kept in secrecy to avoid further commotion or misconduct upon the non-involved.

## **VIII. OTHER PROVISIONS**

### **A. REMUNERATION POLICY**

The following Remuneration Policy is based on a study conducted in 2002. This was approved to be effective May 2003.

#### **BASIC REMUNERATION:**

The following are the recommended basic remuneration for UPCI pastors upon installation:

URBAN AREA	RURAL AREA
P 5,000.00	P 2,500.00

#### **REMUNERATION INCREASES:**

1. A 7% increase should be given to UPCI pastors after second year of service.
2. A 5% annual increase (based on current remuneration) should be given to UPCI pastors after third year of service.

#### **BONUSES:**

1. Mid-year Bonus  
To augment needs of pastors with children entering schools, they should be given mid year bonus of at least 60% of monthly remuneration.
2. Christmas Bonus  
To cope up with the season, pastors should be given Christmas bonus of 100% of monthly remuneration.

#### **ADDITIONAL (OPTIONAL) COMPENSATION:**

On top of the monthly remuneration and bonuses to be received by the pastors, the church may shoulder SSS contributions, in partial or in full, depending upon agreed arrangements.

#### **PRESCRIBED ENVIRONMENT:**

Above-specified policies are on the premise that a group of believers can only be considered a local chapter if they are no less than 50 (urban area) and 30 (rural area) in number. Members corresponding to specified quantity must be comprised of active adults who are mature in matters of giving, enough to sustain financial needs of the church (pastor's remuneration, overhead expenses incurred by the church such as electricity, rentals, etc.). Otherwise, in the best interest of everybody and the church itself, it is suggested that such be considered an outstation under a more established

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chapter. The mother chapter is to send a worker, allowances of whom is its responsibility.

#### EXISTING CHAPTERS WITH MEMBERS LESS THAN PRESCRIBED, WHICH OPTED TO REMAIN AS LOCAL CHAPTERS:

In case a local chapter existing for quite a number of years and yet maintained membership below the target minimum for urban and rural areas opted to remain as a local chapter, it will be put on probation for two years. The headquarters will arrange remuneration of the pastor with the local chapter council, until the church has progressed in terms of quantity and reached stage where it can provide for its pastor and workers according to the proposed remuneration and other compensation. After 2 years, the local chapter will be evaluated.

### ***B. PASTORAL BENEFITS***

#### SOURCE OF FUNDS:

As a general policy UPCI chapters pay their obligations<sup>i</sup> to the headquarters in terms of monthly dues, which is 10% of their respective monthly collections (tithes & offerings). This in turn serves as revolving fund to cover overhead and other expenses incurred by the incorporation in going about running the organization.

With the policy on pastoral benefits, THE GENERAL FUND WILL NOT BE USED AS A SOURCE. Rather, out of the INCOMING NET MONTHLY COLLECTIONS (Average monthly collections less overhead/operating expenses, not to include income of the incorporation other than tithes such as sale on certificates, manuals, license fees, etc.), percentages will be allocated to the following:

1. 30% - Pastor's Monthly Allowance (PMA)
2. 20% - Emergency Pastoral Assistance (EPA)
3. 20% - Retirement Benefit (RB) or Loyalty Benefit (LB)
4. 30% - UPCI General Fund

70% of the net monthly tithes will go to the policy while the remaining 30% will be rolled back to the general fund. While funds for the Policy will be focused on financial assistance for pastors, the general fund will be intended for major expenses such as conventions, seminars, church buildings, equipment, et al.

#### **I. PASTOR'S MONTHLY ALLOWANCE (PMA)**

##### **Frequency:REGULAR**

##### **Applicability:**

This item applies to pastors and associate pastors on a case to case basis. As such, not all pastors will be given PMA but only those who, based on studies, need financial supplement, or fall under any of the following categories:

1. Pastors/Associate Pastors laboring in pioneering churches that cannot be fully supported by their respective mother churches.
2. Pastors/Associate Pastors laboring under churches with unstable financial status (tithes and offerings not enough to support workers). This is particularly true in provinces or rural areas.

##### **NOTE:**

1. The amount of financial supplement varies per pastor depending upon the need.

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2. This is not permanent. PMA will only be given as a supplement to qualified pastors over a certain period of time. That is, until the churches under their care are already able to support them financially.
3. Each pastor/associate pastor will be given ample time to prepare the church to find resources to support him after which PMA will be withdrawn.
4. Only one recipient per local church will be considered (either the head pastor or the associate pastor)

**Requirements:**

Pre-qualification

1. Church under his/her care must be faithfully paying monthly dues to UPCI.
2. At least 1-year pastor/associate pastor in the local church. In the case of pastors in pioneering churches, they have to be working at least 1 year in their respective mother churches.
3. The pastor/associate pastor is receiving monthly love gift of PhP 3,999.99 and below.
4. Should submit the church's financial statement for the last 6 months together with certification from the council of the love gift policy in the church and a fully filled up application form (PB Form 1, available at UPCI office).

The above-mentioned documents will be subject for evaluation and approval upon submission by a screening committee. After deliberation, the aspirant will be notified of the result.

PMA recipients

1. Church under his/her care must be faithful in paying monthly dues to UPCI.
2. Should religiously submit QUARTERLY REPORT OF CHURCH ACTIVITIES.
3. Should renew licenses to UPCI (together with other church workers)

Note: Non-renewal of licenses would mean a fine equivalent to renewal fee multiplied by the number of years a license was not renewed. This is applicable to the pastor/associate pastor including all licenses under his/her care.

4. Should report to Headquarters personally at least once a year.  
Note: Non-compliance of above PMA recipients' requirements would mean suspension or withdrawal of the monthly allowance.

## **II. EMERGENCY PASTORAL ASSISTANCE (EPA)**

**Frequency:** AS THE NEED ARISES

**Applicability:**

This item applies to ALL Pastors and Associate Pastors on the following occasions:

1. Death
2. Hospitalization
3. Disability

## **DEATH**

With the death of a pastor/associate pastor, his/her immediate family will receive certain amount from the Incorporation.

Year/s of service as a UPCI Pastor	Financial help to be received by the immediate family of the deceased
3 years and below	PhP 2,000.00
Every succeeding year	PhP 500.00

Further, the immediate family of the deceased will be receiving an extended financial assistance of PhP 500 for the 12 succeeding months.

## **HOSPITALIZATION**

Hospitalization can be categorized into two: Minor and Major Hospitalizations.

**Minor Hospitalization** refers to the pastor/associate pastor being confined in a hospital without any operation, major or otherwise.

**Major Hospitalization**, on the other hand, refers to the pastor/associate pastor being hospitalized for the purpose of undergoing an operation, major or otherwise.

IN BOTH CASES, the concerned pastor/associate pastor will receive financial help from the Incorporation, PhP 1,000.00 for Minor Hospitalization and PHP 2,000 or more (depending upon the nature of surgery or operation for that matter) for Major Hospitalization.

## **DISABILITY**

Just like hospitalization, DISABILITY can be categorized into two: Temporary and Permanent Disabilities.

**Minor or Temporary Disability** refers to occurrence of a physical injury, which leads to temporary stoppage of work as a pastor/associate pastor over a period of time (between 1 – 3 months) but can return to pastoring after a while.

**Permanent Disability**, on the other hand, refers to occurrence of physical injury with which the pastor/associate pastor can no longer work.

In the first case, the pastor/associate pastor will receive financial assistance from the Incorporation amounting to 40% of the monthly love gift he/she is receiving from the local church which is expected to give the rest (60%) for the whole period that the pastor/associate pastor is on leave. This is for those who are working as full time pastors/associate pastors. For part time pastors/associate pastors (those with secular jobs or source of income other than love gift from the local church), he/she will be given a financial assistance by the Incorporation amounting to 20% of the monthly love gift he/she is receiving from the local church which is expected to give him/her another 50% for the whole period that he/she is on leave.

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**NOTE:** The 60% and 50% stated herein which are required of the local church to give the pastor/associate pastor during the whole duration of his/her leave is MANDATORY. However, should the church decide to give full amount to the pastor/associate pastor as an extended financial help to him/her, the church may do so.

In case of permanent disability, a one time financial assistance will be given to concerned pastor/associate pastor, the amount of which is as follows:

Year/s of service as a UPCI Pastor	Financial help to be received by the Pastor/associate pastor under permanent disability
5 years and below	PhP 3,000.00
Every succeeding year	PhP 500.00
Extended help: 6 months	PhP 500.00

**Requirements:**

Death

Death Certificate

Hospitalization

Medical Certificate

Disability

Medical Certificate

Doctor's Recommendation to take a leave (for temporary disability)

**III. RETIREMENT BENEFITS (RB)/LOYALTY BENEFIT (LB)**

**Frequency:** AS THE NEED ARISES

**Applicability:**

Although we actually don't retire in the Lord, **Retirement** here, refers to the time when one ceases to work as a local church pastor/associate pastor due to age & physical factors, while **Loyalty** refers to the number of years one remains a local church pastor/associate pastor.

A UPCI pastor/associate pastor can only avail one or the other, whichever is bigger in amount.

For RB:

A Pastor/Associate Pastor who reached the age of 60 MAY RETIRE from active work as P/AP with the following financial benefit from the Incorporation:

Year/s of service as a UPCI Pastor	Financial benefit to be received by the Retiring Pastor/associate pastor
5 years and below	PhP 3,000.00
Every succeeding year	PhP 500.00

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If the Pastor/Associate Pastor 60 and above opted to continue with his/her work as P/AP (assuming that he/she is still capable of effectively performing his/her tasks and with the approval of the UPCI Board and the local church council), he/she may do so and just avail of RB later.

**REQUIREMENTS:**

1. Letter of intent of the retiring pastor/associate pastor addressed to the Gen. Superintendent
2. Certification of years of active service duly signed by the council of leaders of the local church under his/her care. In the case of a pastor/associate pastor who has served more than one UPCI chapters, he/she should submit certifications corresponding to each chapter. ACTIVE SERVICE here refers to service with good standing or record

UPON APPROVAL, subject person will be notified.

For LB:

An incentive in the form of lump sum amount will be given to a pastor/associate pastor who's been working in the local church for 10 & 20 years.

10 years	PhP 3,000.00
20 years	PhP 5,000.00

PLUS: Plaque of Appreciation and Loyalty Ring (10 years)  
Plaque of Appreciation (20 years)  
Plaque of Appreciation and Loyalty Ring (20 years who have not availed such during their 10<sup>th</sup> year)

NOTE: 10 & 20 years are either consecutive or cumulative for as long as service was rendered under any of the UPCI chapters.

**REQUIREMENTS:**

1. Notification Letter addressed to the Gen. Superintendent informing the Headquarters of the status of the pastor/associate pastor having reached his/her 10<sup>th</sup> or 20<sup>th</sup> year of active service under UPCI
2. Certification of years of active service duly signed by the council of leaders of the local church under his/her care. In the case of a pastor/associate pastor who has served more than one UPCI chapters, he/she should submit certifications corresponding to each chapter. ACTIVE SERVICE here refers to service with good standing or record

UPON APPROVAL, subject person will be notified.

In the case of a pastor/associate pastor who has just availed his/her 10<sup>th</sup> or 20<sup>th</sup> year incentive (LB) and a few years later reached the retiring age as referred to in this policy, should he/she decide to retire, he/she will only receive PhP 500 for every year in excess of his/her 10<sup>th</sup> or 20<sup>th</sup> year, whichever is the case.

Further, if computing the RB and it turn out to be bigger than simply giving the retiring pastor/associate pastor PhP 500 in excess of his/her 10<sup>th</sup> or 20<sup>th</sup> year (whichever is the case), then the difference between RB and availed LB will be given to him/her.

#### **IV. NON-MONETARY POLICY PROMULGATED BY THE INCORPORATION TO BE MANDATED TO ALL UPCI and AFFILIATED CHAPTERS**

All UPCI Pastors/Associate Pastors must have a 30-day or 1 month vacation leave (at his/her most convenient time and need within the year) with full love gift from their respective chapters.

#### **GENERAL REQUIREMENTS:**

In order for a UPCI Pastor/Associate Pastor to be entitled to any or all of the above-mentioned provisions, the following requirements must be met:

1. UPCI Chapter under the pastoral care of the aspirant/applicant must have at least 12 consecutive months updated contributions prior to the date of application for PB (particularly PMA)  
\*It is therefore suggested that regular contributors update their contributions while non-contributing chapters start doing so prior to the Policy's implementation.
2. Starting the implementation date of this Policy, Monthly Contributions MUST be accompanied (at all times) by the Financial Statement (where MCs are actually based on) duly signed by the church council in-charge for the purpose of check and balance.

#### **CLAIM OF BENEFITS:**

Benefits may be claimed through:

1. PMA
  - Money Order
  - Headquarters
- NOTE: PMA may be claimed monthly, quarterly or yearly at the recipients' convenience.
2. EPA and LB/RB
  - Headquarters

#### **C. HONORARIUM and OTHER MEANS OF REMUNERATION FOR UPCI BOARD MEMBERS**

This section is created specifically for the UPCI Board (from the General Superintendent down to its members) for the purpose of providing them some sort of a REMUNERATION (HONORARIUM or a TOKEN) for the labor of love they are rendering to the Pastoral Body and the Church as a whole within the duration of their terms as Board Members.

#### **SOURCE OF FUNDS:**

Since disbursement of funds under this section is on a regular basis (monthly), it is suggested that such be treated as monthly overhead expenses just like office rentals, supplies, medical assistance, etc.

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## 1. MONTHLY LOVE GIFT (MLG)

As a token (Honorarium), each (active) member of the UPCI Board will receive a monthly love gift of PhP 200.00 from the Incorporation.

## 2. TRANSPORTATION ALLOWANCE (TA)

On top of the MLG, whenever there is a scheduled Board meeting, members of the Board will be receiving Transportation Allowance of PhP 100.00 for those residing within Bulacan while PhP 200.00 or more for those residing outside its perimeter.

## **D. BENEFIT ENTITLEMENT BY UPCI OFFICE STAFF**

For UPCI Office Staff and non-pastor/associate pastor members of the Board the following provisions apply:

1. Pastoral Benefits SECTIONS II & III
2. Plaque of Appreciation for service rendered (1 year and above)
3. Monetary incentive in the form of separation pay (depending upon the discretion and approval of the Board)

## **E. UPCI MISSIONARIES**

Under Touching Ministry, working hand in hand towards full realization of UPCI Missions objectives are local and foreign missionaries. Categorically, local missionaries are Filipino pastors, lay workers or members of any UPCI or affiliated chapters who work directly as part of UPCI Missions Team. On the other hand, foreign missionaries are their non-Filipino counterparts licensed under UPCI and have subscribed to it as their host/petitioning organization under the Philippine immigration law.

Local missionaries must be holder of any of the four licenses issued by UPCI – Ordained Minister, Licensed Minister, Licensed to Preach or Licensed Christian Worker, while foreign missionaries must be at least Licensed Minister.

### **Foreign Missionaries:**

#### 1. Annual Contribution

All foreign missionaries under the covering of UPCI are required to pay annual contribution of at least P10,000, which will serve as financial assistance to UPCI being the host or petitioning organization, who in turn, will be the one in-charge of the well being, ministry involvement as well as of processing necessary papers and documents pertinent to issuance of their missionary visas (note: all expenses to be incurred for processing immigration as well as other papers are to be shouldered by the foreign missionaries).

#### 2. Place of Assignment

All foreign missionaries:

- shall be given designated place of assignment to which they shall work as missionaries, assisting mission-related activities and programs in their respective area.
- shall not, in any case leave the said place of assignment or transfer to another, much more leave the country without prior notice to the host/petitioning organization.

#### 3. Progress Report

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From time to time, the Immigration asks the host/petitioning organization updates on the whereabouts of foreign missionaries under its jurisdiction and care. In this regard, UPCI as host/petitioning organization requires all its foreign missionaries to submit a quarterly ministerial progress report of no less than 200 words. Such report may be submitted via mail, e-mail, or fax.

**4. Personal Appearance**

Aside from the written report (submitted quarterly), all foreign missionaries are required to personally report to headquarters at least twice (2X) a year.

**5. Speaking Engagement**

As a UPCI foreign missionary, He/She must be willing to be assigned as speaker to any UPCI or Affiliated chapter, seminar or any similar speaking engagement for that matter as long as time and resources permit.

**6. Other Ministerial Concerns**

All foreign missionaries shall be allowed to perform ministerial tasks other than specified herein, inside or even outside UPCI jurisdiction for as long as they shall not be in conflict with schedules and interests of UPCI as host/petitioning organization.

**F. (CHURCH) PLANTING**

Church planting may be preceded by a crusade, mission activity, bible study or any evangelistic endeavor. Converts followed-up through a series of growth programs over a period of time (i.e. a year or so) who have reached certain level of maturity both in quality and quantity (at least 30 and 50 adults for rural and urban areas, respectively), and are regularly meeting together as a body of believers in Christ, maybe converted into a local chapter.

UPCI initiated – full responsibility of the Organization:

- Appointment and support of pastor
- Initial place of worship
- Properties, et al

Initiated by a more established chapter – full responsibility of the mother chapter:

- May request assistance from UPCI

**G. REQUEST FOR FINANCIAL ASSISTANCE**

1. UPCI or Affiliated chapter wishing to request for financial assistance from the Gen. H.Q. must meet the following Requirements:
  - At least 3 years in existence as a UPCI or Affiliated local chapter.
  - Must be religiously paying monthly dues to UPCI (10% of chapter's monthly collection – Tithes + Offering)

**PROCEDURE:**

1. Submit formal letter of Request for financial assistance addressed to the Board through the Gen. Sup., signed by the pastor & local chapter council (Attach financial report for the past year).
2. Such request will be evaluated and decided upon, after which, requesting chapter will be notified via phone or mail of the result.

**NOTE:**

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- Financial assistance may be in the form of:
  1. Extended help (no payment necessary)
  2. Borrowing (payments based on agreed terms and conditions)
- A Pioneering DAUGHTER CHAPTER is the full responsibility of the respective MOTHER CHAPTER.
- A chapter initiated by HQ (pioneered by HQ through the Planting Ministry) is the full responsibility of HQ.

## **IX. APPENDICES**

### **APPENDIX A LOCAL CHURCH MEMBERSHIP FORM**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ CONTACT NO. \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

CIVIL STATUS: \_\_\_\_\_ SEX: \_\_\_\_\_ AGE: \_\_\_\_\_

CHOOSE APPROPRIATE ITEM/S:

YES      NO

Did you accept Jesus as Lord and Savior through the ministry of this church?

Were you already baptized in water?

Were you baptized in the Holy Spirit?

Would you like to be involved in the ministry of the church?

If YES, in what area/s? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEDGE OF COMMITMENT:**

I desire to commit myself to Christ, my Lord and Savior through this local church. I am willing to abide by the policies, rules and regulations promulgated and stated in the Operational Handbook of the Universal Pentecostal Church, Inc. under which this local church is a member. Further, I desire to commit myself to be faithful to the Lord in doing what He requires me to do, to share Christ to others, and to help the church in fulfilling its purpose.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**APPENDIX B**

**PRE-MARITAL CONFERENCE INFORMATION SHEET**

Date of Conference: \_\_\_\_\_ Rehearsal Dates \_\_\_\_\_

Date of Marriage: \_\_\_\_\_ Rehearsal Dates \_\_\_\_\_

Presiding Minister: \_\_\_\_\_

Assisting Minister: \_\_\_\_\_

Groom: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

Residence: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_

Name of father (in full): \_\_\_\_\_ Mother: \_\_\_\_\_

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

Comments: \_\_\_\_\_

Bride: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

Residence: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Phone: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_

Name of father (in full): \_\_\_\_\_ Mother: \_\_\_\_\_

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

Comments: \_\_\_\_\_

**DETAILS OF WEDDING:**

When will the license be issued? \_\_\_\_\_

When will it be in the minister's hand? \_\_\_\_\_

Place of Wedding: \_\_\_\_\_

Place of Rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_

Witness: \_\_\_\_\_ Relationship: \_\_\_\_\_

Witness: \_\_\_\_\_ Relationship: \_\_\_\_\_

Number of Ushers: \_\_\_\_\_ Number of Bride Attendants: \_\_\_\_\_

Others participants in the Wedding (Please make a full listing on a separate sheet of paper)

Wedding Ceremony Coordinator: \_\_\_\_\_

Organist: \_\_\_\_\_ Singer/s: \_\_\_\_\_

Single or Double Ring Ceremony? \_\_\_\_\_

What are the men wearing? \_\_\_\_\_

What should the minister wear? \_\_\_\_\_

Any extra janitorial services required? \_\_\_\_\_

Florist: \_\_\_\_\_

Caterer: \_\_\_\_\_

Photographer: \_\_\_\_\_

Request of change in wordings of ceremony or other variation:

(Please prepare the order of the ceremonial service on a separate sheet)

Regarding place of wedding, has the church pastor been informed? \_\_\_\_\_

What is your plan for the procedure for the wedding ceremony arrangements for music, processional, seating of guests, special additions, if any?

Couple will reside at \_\_\_\_\_ City or Town \_\_\_\_\_

Known \_\_\_\_\_ Courted \_\_\_\_\_ Engaged \_\_\_\_\_

Honorariums:

Minister: \_\_\_\_\_ Janitorial Fee: \_\_\_\_\_

Please use the remaining part of the page for the platform design, for placement of the bridal party, altar, flowers, microphone, candles, or any other properties to be used.

## **APPENDIX C**

### **APPLICATION FOR UPCI CHARTER**

Please check below the property held or being purchased in the name of the corporation.

Church \_\_\_\_\_ Parsonage \_\_\_\_\_

Vacant Lots \_\_\_\_\_ Others \_\_\_\_\_

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**BE IT RESOLVED: THAT WE, THE UNDERSIGNED,** whole-heartedly believes and accepts the Declaration of Faith of Universal Pentecostal Church, Inc.

That we, accept the by-laws of the said church and agree to abide by the same; that we are in full accord with Pentecostal Teachings, Pentecostal Policies, and Pentecostal Church Administration.

Furthermore, that, we purpose by the grace of God, to be devoted followers of the Lord Jesus Christ, and to be loyal to the Universal Pentecostal Church, Inc. and to cooperate with its officers and ministers.

That, we the undersigned, do hereby petition the Universal Pentecostal Church for a charter to be granted.

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Council Member

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Pastor

---

Council Member

---

Council Member

---

Council Member

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District Presbyter

Note:

If application is submitted on the basis of church property, signatures of all available members are also requested.

This application, properly signed by pastor, council members, and church members, should be mailed with the fee to the District Presbyter for this signature upon approval; the Charter will be made and brought to your church.