

## **IV. BUSINESS PROCEDURES**

The Church of God believes that it is important for the church to be fervent in the business of the Lord as well as in the spiritual dimensions of its work. While attendance to the proper administration of the business and financial affairs of the church will not automatically insure success to the church, negligence in its performance will surely insure its failure. It is for this reason that the Council of Apostles and Elders has set forth guidelines for the administration of the business of the church on the general, territorial, and local levels.

### **A. GENERAL HEADQUARTERS BUSINESS**

The administration of the business and financial affairs of the General Headquarters of the church is carried out by the executive branch of church government.

#### **1. Chief Bishop**

The Chief Bishop is the chief executive officer of the church with the responsibility of organizing and operating the business and financial affairs of the church. Various officers are appointed under him for the orderly operation of the business of the church and for its stewardship of finances; however, the Chief Bishop is the final authority in all matters of business and finance in the church.

#### **2. General Finance Council**

The General Finance Council is a standing committee of the Council of Apostles and Elders. Its members are appointed by the Chief Bishop, who serves as the chairman of the council. Included in its membership are the Seven Business Overseers of the church together with other executive officers of General Headquarters.

The General Finance Council meets in regularly scheduled monthly business meetings for the consideration of all proposals involving the expenditure of church monies. Any office or inter-department of the church that proposes to spend more than the maximum operating expenditure established by the General Finance Council must submit its proposal to the General Finance Council for its approval. Any fund-raising programs that require the approval of the General Finance Council or the Council of Apostles and Elders must be brought before the General Finance Council for its approval.

The General Finance Council must approve all property acquisitions and building programs for General Headquarters. It also determines the allotments and salaries of General Headquarters officials. In matters of large investments or expenditures by the church, the General Finance Council advises the Council of Apostles and Elders on the course of action to be taken by the church, and the Council of Apostles and Elders either accepts, modifies or rejects that advice.

The General Finance Council also advises the council of Apostles and Elders on distribution of finances at different levels of the operation of the church. Again, the Council of Apostles and Elders may accept, modify, or reject that advice.

#### **3. General Secretary**

The General Secretary is responsible for maintaining up to date records of all the meetings of the various judicial and administrative bodies of the church. The General Secretary maintains minutes of the meetings of the Council of Apostles and Elders, the General Finance Council, and the General Presbytery. The General Secretary is also responsible for maintaining files of all the ministers in the church.

#### **4. General Treasurer**

The General Treasurer is responsible for maintaining up-to-date financial records of all monetary transactions of the church. The General Treasurer receives and disburses all the funds that come to the General Headquarters of the church and prepares financial statements for the General Finance Council and the Council of Apostles and Elders.

#### **5. Seven Business Overseers**

Each of the Seven Spirits of God operates in the church through one of the Seven Auxiliaries. The Seven Business Overseers are executive assistants to the Chief Bishop to head the operations of these auxiliaries. The Seven Auxiliaries are the Bible Teaching Auxiliary, the Church Evangelistic Auxiliary, the Church Preservation Endeavor, the World Missionary Auxiliary, the Church Publishing Company, the Church Markers Association, and the Church Perfection Auxiliary. Each of the Seven Auxiliaries functions as a separate business entity from the General Headquarters offices. Separate accounting systems are maintained, and funds are kept separate.

The Seven Business Overseers are directly responsible for the operation of their auxiliaries and may appoint officers, develop programs, and raise and expend finances according to their discretion within the guidelines established by the Council of Apostles and Elders and the General Finance Council.

#### **6. Women of Ruth International**

The women's auxiliary of The Church of God is called the Women of Ruth International. The function of this auxiliary is to promote the involvement of the women of the church in all aspects of church life and to serve as an assistance to fund raising needs throughout the church.

#### **7. Light Company**

The young people's auxiliary of The Church of God is called the Light Company. The function of this auxiliary is to promote the involvement of the youth of the church in all aspects of church life and to serve as an assistance to the church in fund-raising activities promoting various efforts.

#### **8. Other Officers**

The Chief Bishop and those executive officers who function under his administration may appoint such officers as are needed for the orderly operation of the business and financial affairs of the church.

### **B. TERRITORIAL HEADQUARTERS BUSINESS**

#### **1. Officers**

##### **a. Territorial Bishop**

The Territorial Bishop is the direct representative of the Chief Bishop; He is responsible for the orderly operation of the business and financial affairs of the church within his jurisdiction. Various officers may be appointed under him to see that these responsibilities are carried out.

##### **b. Territorial Finance Council**

A Territorial Finance Council is appointed by the Territorial Bishop to assist and advise in the administration of the financial and business affairs of the church on the territorial level. This council should be made up of at least three men of business and ministerial ability.

##### **c. Territorial Secretary**

The Territorial Secretary is responsible for maintaining up-to-date records of all business transactions of the church on the territorial level, including minutes of all meetings of the Territorial

Finance Council and the Territorial Presbytery. The Territorial Secretary also maintains files on all ministers functioning within that territory.

**d. Territorial Treasurer**

The Territorial Treasurer is responsible for maintaining up to date records of all financial transactions of the church on the territorial level, including receiving and disbursing all monies within the guidelines established by the Territorial Finance Council.

**e. Territorial Auxiliary Leaders**

Territorial auxiliary leaders are appointed by the Territorial Bishop for the purpose of promoting the operation of the Seven Spirits of God and the business of the Seven Auxiliaries of the church. They coordinate their efforts with those of the Seven Business Men of the church to see that the spirits of God are properly promoted and financed.

**f. Women of Ruth International**

The Women of Ruth International operates on the territorial level with leaders responsible for coordinating their efforts with the international director to make the promotion and financial operation of the auxiliary successful. The treasurer of the territorial Women of Ruth International must make monthly financial statements to the Territorial Finance Council.

**g. International Youth Department**

The International Youth Department operates on the territorial level with leaders responsible for coordinating their efforts with the international director to make the promotion and financial operation of the auxiliary successful. The treasurer of the territorial branch of the International Youth Department must make monthly financial statements to the Territorial Finance Council.

**h. Other Officers**

The Territorial Bishop and those executive officers who function under his administration may appoint such officers as are needed to insure the orderly operation of the business and financial affairs of the church on the territorial level.

**2. Procedures**

**a. Ministerial Operations**

The Territorial Bishop and the Territorial Presbytery are responsible for assisting in the licensing, ordination, and disciplining of ministers. The Territorial Headquarters of the church is responsible for maintaining files on all of the ministers in its jurisdiction, and for receiving monthly reports from each minister.

**b. Organizing a Local Church**

When three or more people in an area are members of The Church of God and wish to have a local church formally organized, this action may be taken at the discretion of the Territorial Bishop.

The procedure for organizing a local church is as follows:

- (1) The Territorial Bishop convenes a business meeting of those who wish to be a part of a new local church.
- (2) The Territorial Bishop declares that a local church is organized in (Name of Locality).
- (3) Members are transferred from other churches to the new church.
- (4) New members are received into the church by the administration of the covenant of membership.

- (5) A secretary and a treasurer are appointed. (One individual may serve in both of these capacities temporarily).
- (6) When possible, a pastor is appointed and installed.
- (7) The meeting is adjourned.

Immediately after organization of a local church, report of that action must be made to General Headquarters using the proper forms for such notification.

**c. Disbanding a Local church**

If a local church has lost membership or has entered into a doctrinal error and refuses correction by the hierarchy of the church, or if the spirit of the church no longer seems to be operating in the local assembly, it may be disbanded at the discretion of the Territorial Bishop with the approval of the Chief Bishop.

The procedure for disbanding a local church is as follows:

- (1) The Territorial Bishop calls a business conference of the church and announces the intention of the hierarchy of the church to disband the local church.
- (2) The Territorial Bishop disfellowships the disloyal members and transfers the loyal members to the nearest local church.
- (3) The Territorial Bishop declares the local church to be disbanded.
- (4) The meeting is adjourned.

Immediately after the disbanding of a local church, formal notification of that action must be made to General Headquarters, using the proper forms for notification.

**d. Liquidating the Assets of a Disbanded Local Church**

The Territorial Bishop is responsible to see that the assets of a disbanded local church are liquidated.

The order of distribution of those assets is as follows:

- (1) All liabilities of the local church are met.
- (2) Any funds remaining must be disbursed to a non-profit organization at the recommendation of the remaining local members and the Territorial Bishop.
- (3) If no loyal members remain the assets are assumed by the Territorial Headquarters.
- (4) If the entire membership of a local church withdraws from The Church of God in unanimous agreement, the assets are maintained by the withdrawn church, including all monies and properties.

**3. Yearly Reorganization**

The Territorial Bishop is responsible for convening an annual business meeting of representatives of the churches in his jurisdiction for the purpose of a yearly reorganization of the territorial work. At this meeting all officers of the territory should be appointed or reappointed. Formal notification of all appointments should be made by the territorial secretary to General Headquarters immediately after the meeting.

**4. Ministerial Licensing**

The licenses of ministers in The Church of God are renewed every four years. The Territorial Bishop is responsible for carrying out the following procedure:

- (1) A form with the names of all ministers in the territory is furnished by General Headquarters to the Territorial Bishop.
- (2) The Territorial Bishop notes his approval for ministers to be re-licensed and states reasons for those for whom re-licensing is not recommended.
- (3) From this form General Headquarters prepares the license for each minister whose re-

licensing is recommended.

- (4) The licenses that are renewed are forwarded to the Territorial Bishop together with a total billing for the license renewal fee.
- (5) The Territorial Bishop signs the licenses, distributes them to the ministers, collects the required renewal fees, and forwards them to General Headquarters.
- (6) Appearances before the Territorial Presbytery are scheduled for ministers for whom the Territorial Bishop does not recommend re-licensing.
- (7) Procedures for disciplining of disloyal ministers outlined in this manual are followed.

## **C. LOCAL CHURCH BUSINESS**

### **1. Officers**

#### **a. Pastor**

The pastor of a local church is the chief executive officer over the business affairs of the local church. He is the chairman of the local finance council, the local presbytery, and the General Business Conference of the local church and is the final authority in each of these bodies.

The pastor is responsible for seeing that the work of the church is carried out in an orderly and systematic manner within the guidelines established by the Council of Apostles and Elders. He is responsible for supervising the officers that are appointed under his jurisdiction to see that the needs of the church are met and that the church fulfills its obligations to General and Territorial Headquarters and to the public at large.

#### **b. General Business Conference**

The General Business Conference of the local church is the forum in which all members of the local church have the opportunity to express themselves on matters of finance and promotion in the local church and to vote on what programs are to be implemented and what finances are to be expended.

In all areas of business and operations that are not specifically governed by decisions of the Council of Apostles and Elders, The Church of God believes that local churches should operate autonomously. The General Business Conference, with the pastor as chairman and final authority, makes the decisions of church finances and procedures and commissions their fulfillment.

All matters of business that are to be undertaken by the local church must be approved unanimously in the General Business Conference. Unanimity may be achieved in several ways. First, an issue may be decided by acclamation in which all agree on the course of action. Second, the minority may agree to acquiesce to the will of the majority for the sake of a unified approach by the local church. Third, the pastor may exercise final authority to make a decision on a matter on which no agreement is forthcoming. In this case the General Business Conference of the local church agrees to accept the decision of the pastor on the basis of The Church of God's established principle of theocratic government that one man is appointed as a final authority to make a decision for the people when no agreement can be reached.

The pastor is the moderator of the General Business Conference of the local church. In this role he functions in a manner similar to the Chief Bishop's role in the affairs of the church at large. While he is not the total authority in the local church, the pastor has the right to exercise final authority and make a decision for the General Business Conference of the local church when no agreement can be reached on a course of action. This is an example of the operation of theocratic government on the local church level.

As a skillful moderator the pastor exercises the ability to coordinate people and to bring about a meeting of the minds of the people. He never steam rolls the minority even if he has the undivided support of the majority in a particular issue.

All decisions regarding matters of finance, the approval of local church officers, and the transfer and disfellowshipment of members must be made in the General Business Conference of

the local church.

**c. Local Presbytery**

A local presbytery is a standing committee of the General Business Conference that is established by appointment from the pastor of at least three individuals who are leaders and elders of the people. The pastor is chairman of the local presbytery. The local presbytery is appointed for the consideration of disciplinary action against disloyal members. It may impose the actions of official reprimand and probation on disloyal members; however, it may only recommend the action of disfellowshipment of a disloyal member to the General Business Conference of the local church, which alone can take that action.

**d. Local Finance Council**

The local finance council is a standing committee of the General Business Conference that is made up of at least three members, with the pastor as chairman. The council is appointed by the pastor from members of the congregation to advise the General Business Conference of the local church in matters of finance. The finance council may oversee the day-to-day operation of the church, carrying out whatever business that is delegated to it by the General Business Conference of the local church.

**e. Local Secretary**

The local secretary is responsible for maintaining up-to-date records of all business transactions of the local church, including minutes of all meetings of the General Business Conference and the local presbytery and local finance council. The secretary also maintains a file of all members with all pertinent information concerning them.

**f. Local Treasurer**

The local treasurer is responsible for maintaining up-to-date accounting records of all financial transactions of the local church and for receiving and disbursing all monies of the church within the guidelines of the Council of Apostles and Elders and the General Business Conference of the local church.

**g. Local Auxiliary Leaders**

Local auxiliary leaders are appointed by the pastor for the purpose of promoting the operation of the Seven Spirits of God and the businesses the Seven Auxiliaries in the local church. They coordinate their efforts with territorial auxiliary leaders and with the Seven Business Men of the church to see that the spirits of God are properly promoted and financed.

**h. Women of Ruth International**

The Women of Ruth International operates on the local level with leaders responsible for coordinating their efforts with the international and territorial directors to make the promotion and financial operation of the auxiliary successful. The treasurer of the local Women of Ruth International chapter must make monthly financial statements to the local finance council.

**i. International Youth Department**

The International Youth Department operates on the local level with leaders responsible for coordinating their efforts with the international and territorial directors to make the promotion and financial operation of the auxiliary successful. The treasurer of the local chapter of the International Youth Department must make monthly financial statements to the local finance council.

**j. Other Officers**

The pastor may appoint such officers as are needed to insure the orderly operation of the business and financial affairs of the church on the local level.

**2. Procedures**

**a. Business Conferences**

- A General Business Conference must be conducted quarterly in each local church. Special called sessions of the Business Conference may be conducted as needed. The reasons for the regularly scheduled business conference include the following:
  - (1) No official business can be transacted without a business meeting.
  - (2) The administrative officers of the church are protected legally by the collective decision-making process in accordance with the procedures outlined by the church.
  - (3) The business conference makes all the people responsible for the actions of the church.
  - (4) No member of the local church can say that he had no voice in the decisions of the church.
- Preparations should be made by the pastor as moderator for each business conference. These include the following:
  - (1) Making an agenda as an outline of the order of business.
  - (2) Coordinating the participation of the various officers of the church by insuring that they are prepared to discharge their responsibilities to the Business Conference.
  - (3) Anticipating potential conflicts and seeking ways to bring about agreement.
- There is a proper order for the Business Conference. The following outline may be followed:
  - (1) Calling the meeting to order.
  - (2) Reading and approval of the minutes of the previous meeting.
  - (3) Reading and approval of the financial report.
  - (4) Unfinished business.
  - (5) Committee Reports.
  - (6) New Business (including transferring of members to or from the local church and the disfellowshipment of members)
  - (7) Adjournment
- Proper parliamentary procedure should be followed in the bringing of matters to the floor of the Business Conference for consideration, debate, and resolution. The proper order is as follows:
  - (1) Motion
  - (2) Second
  - (3) Discussion
  - (4) Amendments
  - (5) Vote

**b. Yearly Reorganization**

At the General Business Conference after the General Assembly of the church, the business operation of the local church should be reorganized. This reorganization includes the appointment or reappointment of all local church officers. Other yearly business matters may be

discussed at this re-organizational meeting.

**c. Transferring Members**

The secretary of each local church maintains a file of the members of that local church. When a member of The Church of God moves from one locality to another, it is necessary for his membership to be transferred from one local church to another. The transferring of members is accomplished by the following process:

- (1) The transferring member requests transfer from the church of his old residence to the church of his new residence.
- (2) The membership transferral is granted by the transferring church in a business conference if the member is in good standing.
- (3) The secretary of the transferring church mails a copy of the transferral form to the church which is to receive the transferring member.
- (4) The church to which the member is transferring agrees to accept the transfer in a business meeting.
- (5) Notification of acceptance or rejection is made to the transferring church.

Special care should be taken to transfer only members in good standing and full fellowship of the church. If the person requesting a transfer is not in good standing, efforts should be made to restore such a person before granting the transfer. If efforts at restoration fail, the person should not be transferred but should be disfellowshipped.

The transfer of memberships of ministers is not controlled by the local church but by the territorial bishop or the Chief Bishop. The local church must grant the transfer of the membership of a minister.

## MEMBERSHIP TRANSFER FORM

We, The Church of God at (Name of Church), in formal business conference on (Date), do hereby transfer (Name of Member) to the Christian fellowship and care of The Church of God at (Name of Church), commending said member as worthy of full fellowship.

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Secretary

## NOTIFICATION OF ACCEPTANCE OR REJECTION OF TRANSFER

We, The Church of God at (Name of church) , do hereby acknowledge the receipt of the transfer from The Church of God at (Name of Church) of the membership of (Name of Member), who was (or was not) accepted for membership in this local church in business conference on (date).

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Secretary



#### **d. Dealing With Disloyal Members**

When a member is disloyal to the church and to his covenant by reason of sin in his life or by reason of his failure to support the church through attendance and other means, the local church may take action to discipline that member. The three courses of action include official reprimand, probation, and disfellowshipment.

It is the responsibility of the pastor and of the local church to see that discipline is brought to bear on members who are in open violation of the Scriptures and the teachings of the church. Members who continue in rebellion or conflict with the church or who remain in open sin can become agents of leaven that will leaven the whole lump of the church if their membership in the church is maintained. Such was the case with the disorderly men who were a part of the early church (Acts 20:29; Jude 4; II Corinthians 11:15; II Thessalonians 3:11). The discipline of the offending member is necessary to protect the church (I Corinthians 5:6,7).

An example of withdrawing fellowship is seen in II Thessalonians 3:6: *"Now we command you, brethren, in the name of our Lord Jesus Christ, that ye withdraw yourselves from every brother that walketh disorderly, and not after the tradition which he received of us."* The process of withdrawing fellowship is seen in Matthew 18:15-20, where the offending brother is visited first by the one offended, then by two or three witnesses. Then, *"if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as a heathen man and a publican."* If the offending member will not make restitution when brought into question by the whole church, he may then be dealt with by being dismissed from the fellowship of the church (Romans 16: 17, 18).

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## **GUIDELINES FOR DEALING WITH DISLOYAL MEMBERS**

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### **(1) Official Reprimand**

The official reprimand may be given when a member is disloyal or has been involved in sin. The decision for an official reprimand is to be made by the local presbytery, with the pastor as chairman. The reprimand may be either oral or written and may be made with the offending party either in the presence of the presbytery or in their absence at the discretion of the pastor.

Reprimands may be issued for the following or related offenses:

- a. Disloyalty
- b. Sowing Discord
- c. Malicious Gossip
- d. Adultery (or minor sexual misconduct) if the offense is a first offense and is confessed.
- e. Any other violation of the Scriptures.

(Notification of this action must be made in the file of the offending member; however, it need not be brought before the whole church).

The following is a sample letter that may be used in notifying members of the action of official reprimand against them.

Dear

We regret very much that The Church of God has found it necessary to take the following action with regard to your membership in this local church: Due to the fact that it has come to our attention that you have been disloyal to the church by reason of your (*state the nature of the offense*), the local presbytery, together with your pastor, has decided to issue to you this official reprimand. Your actions are (were) in violation of the Holy Scriptures, which we are charged to uphold.

(Continued)

It is our hope that you will avail yourself of every opportunity through prayer and fellowship to correct this mistake. We are at your service for counseling and prayer. You may be sure that we value you as a member of The Church of God and that it is our desire to see you preserved in this body.

Your servant,  
Pastor \_\_\_\_\_

## **(2) Probation**

Probation is a judgment that may be imposed upon a member who is disloyal or has been involved in sin. The decision for the judgment of probation is to be made by the local presbytery, with the pastor as chairman. Probation may be given for the following or related offenses:

- a. Not responding to reprimand with repentance and restitution.
- b. Sedition
- c. Adultery (repeated or not confessed)
- d. Any conduct which brings an open reproach on the church.

Probation may be given for three, six, nine, or twelve months, depending upon the seriousness of the sin. Probation means that the person who is under such judgment may not serve in any official capacity in the church during the time of the probation and that he may not vote in any business conference.

(Notation of this action must be made in the file of the offending member; however, it need not be brought before the whole church).

The following is a sample letter which may be used in notifying members of the action of probation against them:

Dear \_\_\_\_\_:

We regret very much that The Church of God has found it necessary to take the following action with regard to your membership in this local church:

Due to the fact that it has come to our attention that you have been disloyal to the church by reason of your (*state nature of the offense*), the local presbytery together with your pastor, has decided to place you on probation for the period of (3, 6, 9, 12 months). Your actions are (were) in violation of the Holy Scriptures, which we are charged to uphold. We have exacted this degree of judgment which we are sure you will agree is fair considering the seriousness of your error.

It is our prayer that you will respond positively to this probationary action and that you will seek full restoration during this time by availing yourself of our prayers and counseling and by being consistent in church attendance and other activities. At the end of this probationary time, your response will be evaluated by the presbytery.

You may be sure that we consider you a valuable member of The Church of God despite the fact that you have been overtaken in a fault.

It is our desire that you be fully restored to God and the church and that we all can look back upon this experience as one which helped make you a better Christian and a better church member.

I am fully at your disposal for prayer and counseling.

Your servant,  
Pastor \_\_\_\_\_

## **(3) Disfellowshipment**

Disfellowshipment is an action that is to be taken against members only in extreme cases. It may be recommended by the local church presbytery, with the pastor as chairman, but it may be

carried out only in a business conference of the local church.

Disfellowshipment may be carried out for the following or related offenses:

- a. Not responding properly to probation
- b. Living willfully and continuing in open sin without repentance
- c. Living in adultery (including improper marriages)
- d. Disloyalty to the church. (This charge is used along with proper notation in church records when a member requests disfellowshipment. The request itself is not grounds for disfellowshipment.)

(Notation of this action must be made on the membership books of the church, the minutes of business meetings, and in the ex-member's file.)

The following is a sample letter which may be used in notifying members of the action of disfellowshipment against them:

Dear \_\_\_\_\_ :

We regret very much that The Church of God has found it necessary to take the following action with regard to your membership in this local church:

Due to the fact that it has come to our attention that you have been disloyal to the church by reason of your *(state the nature of the offense, including the member's request for disfellowshipment if such is the case)*, the local presbytery, together with your pastor, has recommended that the fellowship of the church be withdrawn from you. The local church in business conference has unanimously approved this recommendation and has taken the action of disfellowshipping you from the church.

*(If by reason of sin, this paragraph may read:)*

It is not our desire to cast you down; however, we are charged by the Holy Scriptures to maintain standards of righteousness and holiness in the church. Your actions are in violation of the commandments of God and have brought a reproach upon the church. Our ministry is one of restoration, and we have made every effort to bring about your restoration to faith in God and conformity to His Word. Since you have not responded to our desire for restoration, we have had to take this action as a last resort.

*(If for disloyalty by reason of request for disfellowshipment, this paragraph may read :)*

We are very sorry that you have felt it necessary to request that the church withdraw fellowship from you. We do not believe that this is God's will. However, we respect your right through your own conscience to do what you believe to be right. You may be sure that our prayers and love go with you and that our doors are always open to you at any time that we can help you. We trust that soon you will feel the need to renew fellowship with the church.

*(The letter may continue in either case:)*

We are always available for prayer and counseling. We trust that you will contact us so that we can help you meet the conditions for full restoration to the church. You may be sure that we value you as a person and that when you have corrected the condition which has demanded this action, we will welcome you to full fellowship with the church.

Your servant,  
Pastor \_\_\_\_\_

#### **e. Procedure for Restoration to the Fellowship of the Church**

The Church of God believes in restoration of individuals to the grace of God and the mercy of the church. The following guide lines apply to those who seek restoration.

##### **(1) After Reprimand**

When a member is repentant and makes restitution for the wrong that brought

about the reprimand he may be restored immediately to full fellowship of the church by action of the local presbytery.

**(2) After Probation**

When a member is repentant and makes restitution for the wrong that brought about the probation, he may be restored immediately after the expiration of the probationary period to the full fellowship of the church by action of the local presbytery.

**(3) After Disfellowshipment**

When an individual is repentant and makes restitution for the wrong that brought about his disfellowshipment, he may be restored to the full fellowship of the church by action of the local business conference. The covenant of church membership must be administered by a licensed minister of the church.

Members who have been disfellowshipped from one local church may not be received for membership in another local church until restitution is made at the local church which disfellowshipped them and they are restored to the fellowship of that church. Subsequently, they may be transferred to another church following the procedures outlined in this manual.

**D. DEEDING OF CHURCH PROPERTIES**

**1. General Headquarters Properties**

The properties of the General Headquarters of The Church of God are deeded to The Church of God, with General Headquarters at Jerusalem Acres, Cleveland, Tennessee, USA, to be held in trust by the duly-appointed Board of Trustees, their successors and assigns who are selected by the unanimous agreement of the Council of Apostles and Elders with the advice of the General Finance Council.

**2. Territorial Headquarters Properties**

The properties of territorial headquarters should be deeded to The Church of God to be held in trust by the duly appointed Territorial Board of Trustees, their successors and assigns who are selected by unanimous agreement of the Territorial Ministerial Council. This board should consist of at least three members and may include as many as the laws and statutes of the state, territory, or nation permit.

**3. Local Church Properties**

The Church of God does not make any claim to the properties of its local churches. The properties of a local church should be deeded to The Church of God at (*name of city or other identifying statement*) to be held in trust by the duly appointed Local Board of Trustees, their successors and assigns who may be selected or changed by the General Business Conference of the local church.

In view of the fact that property laws vary in different localities, it is best for each local church to obtain the services of a competent attorney in deeding the local church properties in such a way that the rights of the entire congregation will be protected and that the trustees may be changed by the official action of the local church business conference.

**E. ORGANIZATION AND OPERATION OF THE SEVEN SPIRITS OF GOD**

As demonstrated in Revelation 4:5, the Spirit of God operates through seven channels called the Seven Spirits of God. These Seven Spirits include the Spirit of Teaching, the Spirit of Evangelism, the Spirit of Preservation, the Spirit of Love, the Spirit of Publishing, the Spirit of

Marking, and the Spirit of Perfection. The business operations of The Church of God, being spiritual in nature, are also subdivided into seven major auxiliaries. The overseers of these seven auxiliaries correspond to those Seven Men of Wisdom who were selected by the early church and appointed over the business of the church. The scriptural revelation of the seven Spirits of God and an outline of their operation in the Seven Business Auxiliaries of the church are noted in the following:

### **1. Bible Teaching Auxiliary (B.T.A.)**

The Bible Teaching Auxiliary is operated by the Spirit of Teaching which is revealed in Revelation 2:20, where the church at Thyatira was upbraided because *"thou sufferest that woman Jezebel...to teach."* This auxiliary is responsible for the indoctrination of the membership of the church in the teachings of the Scriptures as outlined and confirmed by the Council of Apostles and Elders.

The General Overseer of the Bible Teaching Auxiliary is responsible for seeing that educational materials are prepared and distributed to the churches for the purpose of establishing the members in the present truth. He must supervise the organization of the Bible Teaching Auxiliary on territorial and local levels, seeing that all facets of the teaching operation are organized and operating in the churches.

Departments within the Bible Teaching Auxiliary include the Sabbath School Department, The Church of God School of Ministries, the Church Music Department, Schools for Women, and Family Vacation Bible Schools. Each of these departments may have a director appointed by the Bible Teaching Auxiliary Overseer.

The most important operations of the Bible Teaching Auxiliary in the local church are the Sabbath School and related teaching programs. Leaders of these teaching operations in the local church should be examples of zeal and dedication, have a fervent desire to see the teaching program of the church grow and effectively indoctrinate the membership of the church in the teachings of the Bible. The local B.T.A. director should see that the Sabbath School operates efficiently and that appropriate vacation Bible schools are organized.

Through the work of the Spirit of Teaching The Church of God is able to cultivate the understandingly its members and of their families and to promote their coming to the full knowledge of the Son of God.

### **2. Church Evangelistic Auxiliary (C.E.A.)**

The Church Evangelistic Auxiliary is operated by the Spirit of Evangelism which is revealed in Revelation 3:16, where the church at Laodicea was rebuked for being "neither cold nor hot." This auxiliary is responsible for keeping the members of the church active and enthused in the work of the Lord and for initiating programs to expand the outreach of the church for the purpose of winning souls to Christ and new members to the church. These may include programs to teach witnessing skills and programs of evangelistic crusades. These operations of the Church Evangelistic Auxiliary primarily involve the organization and conducting of revivals in churches and in new fields.

The General Overseer of the Church Evangelistic Auxiliary is responsible for seeing that all local churches conduct revivals periodically for the upbuilding of the spiritual condition of the church members and for winning new members to the church. His primary function is the coordinating of the activities of the gifted evangelists in the church, seeing that all remain active and make their contribution to the health of the church. The Church Evangelistic Auxiliary offices provide information to churches seeking evangelists for church revivals. The General Overseer of the Church Evangelistic Auxiliary may organize church-wide evangelistic efforts and outreach efforts for the winning of souls.

The Church Evangelistic Auxiliary director in the local church should assist the pastor in all evangelistic efforts, including evening evangelistic services in the local church. He should organize

an effective group of dedicated altar workers who are capable of assisting those who are seeking God in obtaining that for which they seek. He should also encourage the conducting of revivals in the local church, work for the financial support of visiting evangelists, and assist in the revival meetings themselves.

Through the work of the Spirit of Evangelism, The Church of God maintains the zeal, dedication, and spirituality of its members and reaches out to rescue those who are in sin.

### **3. Church Preservation Endeavor (C.P.E.)**

The Church Preservation Endeavor is operated by the Spirit of Preservation which is revealed in Revelation 2:10, where the church at Smyrna was urged to be "faithful unto death, and I will give thee a crown of life." This auxiliary is responsible for the care of the members of the church and for their preservation as Christians and members of the church.

The General Overseer of the Church Preservation Endeavor is responsible to see that church-wide efforts are made toward the preservation of the members of the church. He should see that each local church has a C.P.E. leader and that under his supervision the local church is divided into cell groups of not more than ten people. This corresponds to the program that Moses employed in Israel with the watchers over tens (Exodus 18:21).

The General Overseer of the Church Preservation Endeavor is also responsible for directing the operation of the church designed to help the needy, including the Widow's Care Fund, the Barnabas Distress Inns, and church orphanages, as needs arise.

All efforts on the local level should be coordinated with the pastor. Cell group leaders should be persons who are concerned with the welfare of the members of the church. They should conduct periodic meetings in homes to encourage the members of the cell groups to maintain their spirituality and church involvement.

Through the work of the Spirit of Preservation, The Church of God is able to preserve the souls that God adds to the church while it reaches out to win others.

### **4. World Missionary Auxiliary (W.M.A.)**

The World Missionary Auxiliary is operated by the Spirit of Love which is revealed in Revelation 2:4, where the Ephesus church was rebuked because it had "*left thy first love.*" The auxiliary is responsible for the supervision of the operations of all missionary workers in the church, both foreign and domestic, and for raising funds to support these ministers. The World Missionary Auxiliary is motivated by the spirit of love for humanity (John 3:16), and it is also responsible for keeping the love of the brethren prominent and evident among church members (John 13:35).

The General Overseer of the World Missionary Auxiliary is responsible for keeping the Spirit of Love burning high in the church. He must promote the outreach of missionary efforts of the church throughout the world wherever God opens doors for the message. He must also supervise the work of all church missionaries.

The financial operation of the outreach of the church to the nation of Israel operates through the World Missionary Auxiliary and is assisted by the Women of Ruth International's efforts toward helping Israel and the Jewish people.

The World Missionary Auxiliary is responsible for supervision of church outreach ministries in foreign fields until such a time as detailed administrative structure is organized by the Chief Bishop and the General Presbytery. In this procedure the General Overseer may serve as acting Territorial Bishop of any new mission outreach. He may also serve in this capacity in times of transition.

Through the work of the Spirit of Love, The Church of God reaches out to the world with the hope of the Gospel and the message of the restored church.

## **5. Church Publishing Company (C.P.C.)**

The Church Publishing Company is operated by the Spirit of Publishing which is revealed in Revelation 3:8 where the Philadelphia church was told that the Lord had *"set before thee an open door."* This auxiliary is responsible for publishing the message of salvation and of the revelation of Jesus Christ that opens doors for The Church of God throughout the world.

The General Overseer of the Church Publishing Company is responsible for supervising the publishing work of the church. He must see that every department under his jurisdiction functions to its fullest capacity and that all local churches are active in the Spirit of Publishing. Among the departments of the Church Publishing Company are the Communications Department, the Translations Department, the Free Literature Department, The Vision Speaks Department, the Printing Department, and the Church Book Stores. The General Overseer of the Church Publishing Company may appoint directors of these departments to see that each functions to provide the required materials for publishing outreach to the membership of the church.

The Church Publishing Company is responsible for the production of all printed materials used in the church. These include newspapers, magazines, brochures, tracts, and the like for general distribution by the ministry and laymen of the church. The production of these materials is handled by the Printing Department.

The Communications division of the Church Publishing Company is responsible for promoting the use of radio and television in the outreach ministry of the church both on the international level and in local churches.

The Translation Department is responsible for translating church publications into foreign languages which are needed so that the message of the church may go into all the world. The Vision Speaks is the official news publication of the church. The Chief Bishop and the General Overseer of the Church Publishing Company are responsible for the editing and publishing of this publication. Other outreach publications are produced as the need arises for their distribution. The Church Book Store handles the distribution of books, Bibles, and church supplies that are made available for the members of the church.

For the orderly operation of the Spirit of Publishing in the local church, each church should have a local C.P.C. director who works for the support of all parts of the Church Publishing Company and for the promotion of the work of publishing on the local level.

Through the work of the Church Publishing Company, The Church of God is able to reach out into all the world with the proclamation of the everlasting gospel of the kingdom of God.

## **6. Church Markers Association (C.M.A.)**

The Church Markers Association is operated by the Spirit of Marking which is revealed in Revelation 2:17, where the church at Pergamos was promised that God *"will give him a white stone, and in the stone a new name written."* This auxiliary is responsible for the marking of biblical places and for the marking of various material signs of the coming of Jesus so that the world is without excuse (Romans 1:20).

The General Overseer of the Church Markers Association is responsible for seeing that programs are initiated to mark places of biblical significance throughout the world, particularly those places where the fulfillment of Bible prophecy took place. He is responsible for the development of Jerusalem Acres as a display of the Bible in markers and symbolism.

The associated helps of the Church Markers Association are the Church Motorcycle Corps (Joel's Horsemen), the Nahum's Chariot Corps, the White Eagle Fleet, and the Church Navy. The General Overseer may appoint directors of these four helps within the advice of the Chief Bishop and see that they operate properly.

The General Overseer must see that appropriate markers are designed, erected, and maintained on Jerusalem Acres to make this project speak forth the revelation of Jesus Christ to those who visit the General Headquarters of the church. The public outreach ministry of the church

is under the direction of the Church Markers Association. This ministry makes use of motorcycles, automobiles, airplanes, and boats to take the message of the gospel to the people where they are. Through these means the church carries out its function as the army of God to invade the territory of the enemy and seek to win souls for Christ. It is a ministry of going out into the highways and hedges and the streets and lanes of the cities and compelling the people to come in that the house of God may be filled (Luke 14).

The local C.M.A. leader should see that the local church is involved in the outreach ministry of publicly preaching and demonstrating the Word of God and the prophetic message of the return of Christ. He should see that the local church property is properly marked in the community so that it may be easily found. He should also see that the church flag is displayed properly in the activities of the local church.

Through the work of the Church Markers Association, The Church of God is able to make a public proclamation of the prophetic truths that point to the coming of Christ by using the things that are made to reveal the invisible things of God.

### **7. Church Perfection Auxiliary (C.P.A.)**

The Church Perfection Auxiliary is operated by the Spirit of Perfection which is revealed in Revelation 3:2, where the Lord upbraided the church at Sardis because He had not *"found thy works perfect before God."* This auxiliary is responsible for seeing that all the operations and programs required of local churches are put into effect and brought to perfection. It is also responsible for seeing that the individual members of the church reach the mark of perfection or maturity in their personal lives and in their knowledge of the truth of God.

The General Overseer of the Church Perfection Auxiliary must promote the spirit of continual improvement in the church. Through church-wide promotion he should encourage the membership of the church to fulfill their responsibilities to the local church and to the church in general. He should assist the local churches in their efforts of advancement toward Biblical standards recognized and outlined by the Council of Apostles and Elders. Local churches that have met those standards may be marked by a burning candlestick marker, signifying their achievement.

The local leader of the C.P.A. is appointed specifically to assist the pastor in whatever duties he may require of the leader in helping him as he leads the local church toward maturity. He also promotes the financial support of the pastor. The pastor is primarily responsible for seeking to bring his members to perfection.

Through the work of the Spirit of Perfection, The Church of God continually promotes the spiritual development of its members in their quest for maturity in Christ.

### **F. CANDLESTICK CHURCH HONOR PROGRAM**

The Church of God operates a program of recognition of local churches as "Candlestick Churches" when they have met an outline of requirements and incentives concerning the spiritual condition of the church and its financial obligations.

The concept for this program began in the early 1950's through the ministry of former Chief Bishop Grady R. Kent, who at that time headed the Church of Prophecy Markers Association of the church. He devised an honor roll program that provided incentives for local churches to reach certain goals for spirituality and fiscal responsibility. Following the Reformation in 1957, Bishop Kent reintroduced this concept through the Candlestick Church Honor Program, which was based in part on the declaration of the angel in Revelation 2:5 that if the Ephesus church did not restore the spirit of love to its proper order he would come and remove the candlestick out of the church.

The purpose of the program is to promote Christ in the midst of the candlestick as the motivator and empowerer of the church for its works of ministry. It is designed to promote (a.) the Seven Spirits of God, (b.) their seven auxiliary arms, (c.) other departments and their functions, (d.) financial responsibilities and prescribed fiscal goals needed to sponsor the local, territorial, and



general candlestick operations.

**1. General Information**

- a. Upon meeting the prescribed requirements to become a candlestick church for three consecutive months, the local church is awarded a candlestick by the Church Markers Association to mark it as a functioning Candlestick Church.
- b. Candlestick status is lost when a church does not meet the minimum requirements for three consecutive months. In such cases the Church Perfection Auxiliary, which monitors the churches on a quarterly basis, removes the candlestick and the local church's candlestick status until the local church re-qualifies itself again as stated above.
- c. Pastors and churches maintaining yearly Candlestick Church status by qualifying at least nine months out of each year are awarded honor roll plaques by the Chief Bishop and the General Overseers of the Church Markers Association and the Church Perfection Auxiliary. These awards are given during the annual celebration of the Feast of Tabernacles. Those churches qualifying for twelve months out of each year receive special honor recognition as do those churches that accomplish more than the minimum requirements.

**2. Seven Auxiliary Monthly Functional Requirements**

**a. Bible Teaching Auxiliary (B.T.A.)**

- (1) Operate weekly Sabbath School with superintendent and adequate teachers for each age group in the church.
- (2) Develop annual Vacation Bible schools for youth.
- (3) Conduct catechism classes for new or potential church members.
- (4) Organize quarterly teaching programs for women and young ladies through local, territorial, or general chapters of the Women of Ruth International.
- (5) Conduct other weekly or monthly teaching programs in the homes or local church to teach and refresh members and friends in the apostles' doctrine.
- (6) Develop an operational music program to lead the church in worship services.
- (7) Appoint officers to help promote and coordinate the B.T.A under the direction of the pastor.

**b. Church Evangelistic Auxiliary (C.E.A.)**

- (1) Conduct revival services a minimum of once each quarter, preferably more.
- (2) Establish some form of personal witnessing program of the pastor and local church's choosing.
- (3) Develop an effective altar workers team.
- (4) Conduct a minimum of one service each month with an evangelistic nature (preferably the evening weekend service of each week).
- (5) Officer appointed to help promote the C.E.A. monthly programs and functions under the direction of the pastor.

**c. Church Preservation Endeavor (C.P.E.)**

- (1) Each local church should be divided into cell groups of ten people or less. Frequency of meeting and order of function each month is at the discretion of the pastor and church to meet whatever spiritual preservation needs that are deemed essential.
- (2) Develop a monetary program, food bank, and helping hands program to assist the widows, orphans, distressed, and needy, in the household of faith first and then in

the community.

- (3) Officer appointed to help promote the C.P.E. under the leadership of the pastor.

**d. World Missionary Auxiliary (W.M.A.)**

- (1) Support home (satellite) missions, territorial and foreign mission efforts, and special drives and programs sponsored on the local, territorial, and general levels.
- (2) Promote Spirit of Love among church members.
- (3) Appoint an officer to help promote the W.M.A. in the local church under the direction of the pastor.

**e. Church Publishing Company (C.P.C.)**

- (1) Appoint a public relations officer responsible for reporting news by giving news releases and photography of events to local media and to the Church Publishing Company general offices.
- (2) Establish a free literature department for outreach with copies of The Vision Speaks, doctrinal tracts, and salvation tracts.
- (3) Appoint a local officer to promote the C.P.C.'s orderly function each month under the direction of the pastor. (This officer may serve in one or more of the above according to the pastor's discretion.)

**f. Church Markers Association (C.M.A.)**

- (1) Mark and identify local church property with both a church and an American flag and flag poles, directional road signs properly inscribed and a church sign or marquee.
- (2) Develop some form of monthly or quarterly public outreach ministry such as the Highway Good Samaritans, street service evangelism, or street witnessing teams dressed in red and black (not to be confused with the efforts of and requirements of personal evangelism under C.E.A.).
- (3) Appoint officer to promote the using of things that are made to reveal under the direction of the local pastor.

**g. Church Perfection Auxiliary (C.P.A.)**

- (1) Appoint an able church elder to assist the pastor in promoting all of the various auxiliary functions and goals of the church to see that on a monthly basis it meets the needs of the local church members and maintains its Candlestick Church status. (This officer can be an able local elder or an assistant pastor.) The pastor is primarily responsible for bringing his congregation to a state of perfection (maturity).
- (2) This officer is also to promote the orderly and proper financial support of the local pastor and his family.

**h. Women of Ruth International**

- (1) A local chapter of Women of Ruth International organized and functioning according to the W.O.R.I. handbook.
- (2) Women of Ruth International service be conducted each month.
- (3) W.O.R.I. offering raised each month.

**i. International Youth Department**

- (1) A local chapter of Light Company organized and functioning according to the Light Company handbook.
- (2) Youth Department service conducted monthly.

(3) Youth Department offering raised monthly.

**3. Spiritual Requirements**

- a. At least 90% of the membership of the local church must be in a spiritual condition to be recognized as born again (not disobedient or backslidden children).
- b. At least 75% of the membership of the local church must be sanctified and baptized with the Holy Spirit.
- c. All new converts to the Lord must be baptized in water within thirty days of their conversion.
- d. At least 75% of the membership of the local church must be tithe payers.

**4. Financial Requirements**

Each local church is responsible for raising a Candlestick offering.

**5. Conclusion**

The work of The Church of God is to have the Seven Spirits of God functioning to their fullest capacity in every local church and in the church in general. This work is accomplished by promotion and by actual participation of the members of the church in the activities of the Seven Auxiliaries.