

Pilgrim Holiness Church  
of New York, Inc.

# DISCIPLINE

2006-07 EDITION



**Pilgrim Holiness Church  
of New York, Inc.**

**DISCIPLINE**

Conference Motto:

*"Holiness Unto The Lord"*

First Edition — 1971

Second Edition — 1975

Third Edition — 1990

Fourth Edition — 2007

**Pilgrim Holiness Church of New York, Inc.**

32 Cadillac Avenue  
Albany, New York — 12205



## PREFACE

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The history of the Pilgrim Holiness Church of New York can be traced back to 1897 when it was first organized as the Pentecostal Rescue Mission of Binghamton, New York. In its first 25 years this work grew to a Conference of about 16 local churches, sponsored missionaries in Africa, South America and Alaska, and operated two rescue homes and an orphanage. In 1922 this group of churches affiliated with the International Holiness Church as an autonomous district. The following year, the denomination and the Conference both adopted the name "Pilgrim Holiness Church," and in 1924 the "New York District of the Pilgrim Holiness Church" was incorporated under a charter designating it as the sole governing body of the Pilgrim Holiness churches under its jurisdiction.

As time passed, however, there was an increasing desire on the part of the general denomination for greater centralization of authority. This trend was in direct conflict with the unique autonomous authority of the New York District. Therefore, in February 1963 the Conference again became a fully independent organization, changing its corporate name to the Pilgrim Holiness Church of New York, Inc.

Since 1963 more than 25 other local churches have affiliated with the New York Conference or have been formed as home missionary efforts, including 10 Pilgrim Holiness churches in Indiana and Illinois. In 1967, these 10 churches were authorized to form a Midwest Conference with complete autonomy of government. This organization was effected on August 26, 1967 and the Midwest Conference was incorporated as the Pilgrim Holiness Church of the Midwest, Inc. in 1970. A coordinating Advisory Committee was established by an agreement between representatives of the New York and Midwest Conferences in May 1968. The two Conferences have adopted similar Disciplines, but each is completely independent in matters of government.

### THE DISCIPLINE

The Discipline of the Pilgrim Holiness Church of New York consists of two parts: The Bylaws of the Conference corporation and various appendices which provide supplemental information. The Bylaws supersede all other legislation at any level of government within the Conference. They define the purpose and doctrine of this church, its requirements for membership and regulations for the ministry, as well as providing basic rules of government and judicial procedures for use throughout the Conference.

These Bylaws have been adopted solely for the use of the Pilgrim Holiness Church of New York, Inc. ("the Conference") and its member local churches, the majority of whom have been known by the name "Pilgrim Holiness Church" for up to 50 years. No confusion or implied association with any

**PREFACE**

other church, denomination or organization having a similar name, whether past or present, is intended.

Inquiries regarding this Conference of churches may be addressed to:

Conference President  
Pilgrim Holiness Church of New York  
32 Cadillac Avenue  
Albany, New York — 12205

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# BYLAWS

of the

## Pilgrim Holiness Church of New York, Inc.

First Edition — 1971

*Adopted by the Annual Conference on July 6, 1971*

Second Edition — 1975

Third Edition — 1990

Fourth Edition — 2007

*Revised by Annual Conferences through 2006*

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## **SECTION 1. STATEMENT OF PURPOSE**

The members of our churches have covenanted to walk together by the help of the Holy Spirit in the ways of true holiness (Eph. 4-6) and to encourage one another in the faith (Heb. 10:23-25) while carrying out Christ's Great Commission (Mark 16:15) and preserving the spiritual doctrines and standards of conduct that are our spiritual heritage (Jude 3). These objectives are to be reflected in the daily lives of our churches' members and in the services and outreach of each of our churches, including religious worship, church services, evangelistic meetings, Bible classes, Bible conferences, camp meetings, radio programs, Sunday School classes, Day School classes, other modes of Christian education and missionary activity in the United States and in any foreign country, together with the construction and maintenance of churches, parsonages, schools, chapels, camp grounds and such other religious, charitable, and educational institutions as may be deemed appropriate.

Membership in the Pilgrim Holiness Church of New York, Inc. is available to all who embrace the tenets of the Discipline regardless of age, gender, race or national origin, and the services and ministries of the church (both on the local and Conference levels) are extended to all individuals regardless of age, gender, race or national origin.

### **1.1 CHRISTIAN CONDUCT**

We expect every member of our churches to be a witness of Christ's saving and cleansing power (Acts 1:8) and to be conscientious in every other characteristic of Christian service (Rom. 12; Jas. 1:27; I Peter 4:8-10). We believe there is a discernible difference between those who are born of God and those who are possessed by a spirit of this world, (Matt. 6:24; 16:24; II Cor. 6:17; Jas. 4:4). Although holiness cannot be legislated, any church that would faithfully preserve and propagate the message of scriptural holiness must establish and maintain certain safeguards against the subtle tendencies of worldliness. Therefore, in accepting our covenant and special rules, our members promise to avoid those worldly practices which have contributed to the spiritual decline of many religious groups who once were counted among the ranks of the "holiness movement." Our position regarding Christian standards of conduct is properly described as conservative.

### **1.2 HOLINESS**

As indicated by the name of our church, we maintain the scriptural doctrine that every true Christian is to live a life of victory over all willful sin (Heb. 10:26; I John 3:6-10) and further, that it is the privilege and duty of every believer to go on to an experience of entire sanctification in which he is cleansed of that sinful nature with which he was born (Rom. 12:1, 2; II Cor. 7:1). This experience, which is more fully discussed in Section 2.9, will manifest itself in

a consistent Christian life that includes such characteristics as righteousness, divine love and a concern for the spiritual welfare of others. By God's help, we purpose that this doctrine shall never become an empty theological theory with our people, but shall always be exemplified as a practical experience in the lives of our members.

### **1.3 OUTREACH OF THE CHURCH**

We desire to be used of God in bringing those who are lost from Him to a personal experience of salvation, in leading those who have been redeemed by God into a life of entire sanctification, and in encouraging all who are walking with God toward greater spiritual maturity. To this end, the various services of our churches include proper emphases on instruction in the scriptures, exhortation to holy living, prayer, praise, and evangelism. An active program is maintained in the support of both home and foreign missions. We also support the training of candidates for the ministry and the dissemination of sound holiness literature. We welcome other churches who share the spirit of this Discipline into our fellowship, but we are especially interested in seeing new areas evangelized and new congregations organized.

### **1.4 PHILOSOPHY OF CHURCH GOVERNMENT**

Our form of government is intended to encourage individual involvement while avoiding the problems and extremes of either absolute congregationalism or highly centralized ecclesiastical authority. The local church is an important element in our organization. However, our local churches have found that there are many advantages in uniting together with other churches in the same geographic area in a Conference relationship. One of the strengths of our organization has been a spirit of true cooperation between the local churches and the Conference. We seek and presently enjoy voluntary cooperation and fellowship with other groups in several areas. In summary, our method of operation is cooperation on the basis of common purpose and within the guidelines of this Discipline.

## SECTION 2. DOCTRINE

### 2.1 INTRODUCTION

In doctrine and in practice we are conservative evangelicals of Arminian-Wesleyan persuasion. The following paragraphs summarize the major points of our doctrinal position.

### 2.2 GOD

There is but one living and true God (Deut. 4:35; I Cor. 8:4; II Sam. 7:22; I Kings 8:23, 60; Isa. 43:10, 11; Mark 12:32; John 17:3; Eph. 4:6; I Tim. 2:5); everlasting (Gen. 21:33; Rom. 16:26); without body or parts (John 4:24); of infinite power, wisdom, and goodness (Gen. 17:1; Matt. 19:26; Psa. 147:5; 34:8); the maker and preserver of all things visible and invisible (Psa. 19:1; John 1:3; Col. 1:16). In this Godhead there are three persons of one substance, power, and eternity — the Father, the Son and the Holy Ghost (I John 5:7; I Tim. 1:17; 3:16; Matt. 3:16, 17; 28:19).

### 2.3 JESUS CHRIST

The Son, Who is the Word of the Father (John 1:1-3), is the very eternal God, of one substance with the Father, who took man's nature (John 1:14; 3:31; Heb. 2:14), in the womb of the Virgin, so that two whole and perfect natures, that is to say, the Godhead and manhood, were joined together in one person, never to be divided, whereof is One Christ, very God and very man. He truly suffered, was crucified, died, and was buried (I Cor. 15:3-6), to reconcile His Father to us, and to be a sacrifice, not only for original guilt, but also for the actual sins of man (Heb. 13:12; 2:9; II Cor. 5:18). Christ did truly rise again from the dead and took again his body (Matt. 28:6, 7; Acts 1:3; Luke 24:39-43), with all things pertaining to the perfection of man's nature (Eph. 4:11-13; I John 3:2, 3), wherewith He ascended into heaven (Acts 1:9; Eph. 1:20; 4:8; I Tim. 3:16).

### 2.4 THE HOLY GHOST

The Holy Ghost, proceeding from the Father and the Son (John 15:26; Acts 2:33; John 16:7), is one of substance, majesty, and glory with the Father and the Son, very and eternal God (I John 5:7; Matt. 3:16; Acts 5:3, 4).

### 2.5 SUFFICIENCY AND INERRANCY OF SCRIPTURE

The Holy Scriptures (that is, the 66 books of the Protestant Canon of the Bible) are the only written Word of God. Every part of the Bible, as originally written, was inspired by God and was and is without error. The Bible contains all things necessary for salvation and is the only totally authoritative and infallible rule of faith and conduct (John 15:3; 20:31; II Tim. 3:15-17). Therefore, whatever is not written therein nor may be proved thereby is not to be accepted

as an article of faith nor be thought as essential to salvation (Eph. 5:6; I Tim. 6:3, 4).

**2.5.1 Foundational Doctrines.** The Scripture has long been an unfailing source of wisdom and guidance for Christian, non-Christian, church, society, government, education and all walks of life. It is the definitive source for matters of morality, character, values, right and wrong, sacredness of life, marriage, family, business, finance, conduct, etc.

a) Sacredness of Life. Life is a sacred gift bestowed by God (Isa. 43:7). Human life is made in God's image and is imparted by God (Gen. 1:27). Human life uniquely transcends all other creation. Only it is God-breathed (Gen. 2:7). Human nature passes to a new life at conception (Psa. 51:5). God acknowledges us as persons long before birth. "Before I formed thee in the belly I knew thee..." (Jer. 1:5). God is the giver and taker of life, from womb to aged (Ex. 20:13). A human becomes a spiritual being at conception (Gen. 2:7). The Scriptures forbid euthanasia, infanticide, genocide, or abortion.

b) Sacredness of Marriage. Marriage is a sacred union, ordained by God, life-long and sexually exclusive. Marriage is between one man and one woman and excludes same-sex unions, group unions and cohabiting. Divorce is not a part of God's plan for marriage. The God-designed differences of a man and woman complement each other physically, emotionally and spiritually. Each gender brings vitally important and unique elements to the other and to the maturing and developing of children. The child receives essential training in three key relationships required for good development: husband/wife, mother/father, and male/female. History shows that, without exception, whenever a civilization strays from the God-ordained ethic of marriage, it deteriorates and eventually disintegrates.

Marriage is the first institution established by God. "It is not good for man to live alone" (Gen. 2:18). Jesus emphasized the importance and sacredness of marriage in His own teachings (Matt. 5:31-32, 19:4-8, Mark 10:11-12). Paul taught that marriage is a picture of the relationship of Christ and His church (Eph. 5:24-33). Extramarital or homosexual behavior is sinful (Lev. 18:6-22, Rom. 1:26-28, Heb. 13:4).

## 2.6 NATIVE DEPRAVITY

The original sin of Adam caused his alienation from God. The deprivation of the Spirit brought about an attendant depravation. This resulted in the depravity of all his offspring (Rom. 5:12). This depravity is total extensively, and man is said to be "dead in sins" (Eph. 2:1), without righteousness (Rom. 6:20), without hope (Eph. 2:12). It is not total intensively, as wicked men and seducers shall wax worse and worse (II Tim. 3:13). This is sometimes referred



to as Original Sin, Birth Sin, or Native Depravity.

## 2.7 FREE MORAL AGENCY

The condition of man since the fall of Adam is such that he cannot turn and prepare himself by his own natural strength and works to faith and calling upon God (Gen. 6:5; Luke 16:15; Heb. 11:16). For this reason he has no power to do good works (Isa. 64:6) pleasant and acceptable to God (Titus 3:5) without the grace of God, by Christ, assisting him (I Tim. 2:5; John 15:15). That this grace is freely given to all men (I Tim. 4:10) making it possible for every man to turn and be saved is clearly taught in both Testaments (Josh. 24:15; Deut. 30:19; John 7:17; Rev. 22:17; I Kings 20:40).

## 2.8 REDEMPTION

Redemption implies someone doing for another what that person cannot do for himself. Scripturally, it includes both man and the universe in which he dwells or of which he is a part. It will not be completed until there is “a new heaven and a new earth” (II Peter 3:13; Rev. 21:1). As it pertains to man, it is accomplished by grace through faith (Eph. 2:8). God provides the atonement by setting forth His own Son to be a propitiation (Rom. 3:25), that man might be redeemed by faith in His blood (Rom. 3:25; Eph. 1:7; Col 1:14; I Peter 1:18, 19). It is a covenant redemption set forth by a sovereign God and is to be accepted and subscribed to or rejected by man (Deut. 7:9; Heb. 8:8-10; Luke 1:68-79; Gal. 3:17; Heb. 12:24, 25). This atonement is the only ground of salvation (John 14:6; Acts 4:12); and it is sufficient for every individual (John 3:16; Heb. 2:9). The atonement is graciously efficacious to the salvation of the irresponsible from birth or the righteous who have become irresponsible, and to children in innocency, but is efficacious to the salvation of those who reach the age of responsibility only when they repent and believe (Luke 24:46, 47; Acts 17:30; Rom. 5:18, 19; I Cor. 15:22). Redemption includes justification, which changes man’s legal standing; regeneration, which changes a man’s nature; and adoption, which changes man’s relationship to God.

**2.8.1 Justification.** As a sovereign, God is judge and must justify or condemn. To avoid the necessity of condemning, He “set forth” His own Son “to be a propitiation” (Rom. 3:25), “that he might be just and the justifier of him that believeth in Jesus” (Rom. 3:26). We are accounted righteous before God only by the merit of our Lord and Saviour Jesus Christ (Rom. 3:24-26; 4:25), by faith (Gen. 15:6; Rom. 3:28; 4:5; 5:1), and not for our own works or deservings (Rom. 4:6; 5:11, 16; Acts 13:39). Wherefore, that we are justified by faith only is a most wholesome doctrine and very full of comfort (Rom. 1:16, 17; 5:1).

**2.8.2 Regeneration.** Concomitant with justification is the impartation of life “in his Son” (I John 5:11; Rom. 8:32; Eph. 2:1). This New Birth is the result of receiving Christ (John 1:12), manifesting itself in a changed deportment (II Cor. 5:17); without which man cannot see or enter into the Kingdom of God (John 3:3, 5; I Cor. 2:14).

**2.8.3 Adoption.** Also concomitant with justification and regeneration is adoption by which man’s relationship to God is changed (Rom. 8:15; Gal. 4:4, 5). From being “children of wrath” (Eph. 2:3), “children of the wicked one” (Matt. 13:38), “children of this world” (Luke 16:8), man becomes a child of God (Rom. 8:15-17; Gal. 3:26; II Cor. 6:17, 18).

## 2.9 ENTIRE SANCTIFICATION

As all justified believers are sanctified in Christ (I Cor. 1:2; 1:30), so all may be sanctified by Christ (Eph. 5:25, 26; Heb. 13:12). Entire sanctification follows regeneration as circumcision follows birth. It is to enable us to “Love the Lord thy God with all thine heart” (Deut. 30:6). By this circumcision “made without hands,” the “body of the sins of the flesh” is put off (Col. 2:11). Love is made perfect (I John 4:17); Holiness is perfected (II Cor. 7:1).

**2.9.1 Relationship to Regeneration.** Entire sanctification is subsequent to regeneration (John 17:9-17) and is effected by the baptism of the Holy Spirit (Luke 3:16, 17; I Pet. 1:2; Rom. 15:16). It is for all believers (John 17:20; I Thess. 4:2, 7; 5:23, 24), and is an instantaneous experience, received by faith (Acts 2:1-4; 15:8, 9). It cleanses the heart of the recipient from all sin (I John 1:7, 9; Acts 15:8, 9), sets him apart, and endows him with power for the accomplishment of all to which he is called (Luke 24:49; Acts 1:8).

**2.9.2 Evidence of the Experience.** Those who teach that some special phenomenon, such as speaking with unknown tongues, constitutes a witness to the Baptism with the Spirit expose themselves and their hearers to peril of dangerous fanaticism. Perhaps no wiser counsel has been given on this matter than that of John Wesley who wrote long before the modern “tongues” movement appeared: “The ground of a thousand mistakes is the not considering deeply that love is the highest gift of God — humble, gentle, patient love — that all visions, revelation, manifestations whatsoever are little things compared to love. It were well you should be thoroughly sensible of this. The heaven of heavens is love. There is nothing higher in religion; there is, in effect, nothing else. If you look for anything but more love you are looking wide of the mark, you are getting out of the royal way. And when you are asking others, ‘Have you received this or that blessing,’ if you mean anything but more love, you mean wrong; you are leading them out of the way, and putting them upon a false scent. Settle it then in your heart, that from the moment God has saved

you from all sin, you are to aim at nothing but more of that love described in the thirteenth chapter of First Corinthians. You can go no higher than this till you are carried into Abraham's bosom."

## 2.10 SECURITY OF THE BELIEVER

Ours is a covenant keeping God: "There hath not failed one word of all his good promise" (I Kings 8:56).

He has made "a better covenant" by Christ than by Moses (Heb. 8:6). It is an "everlasting covenant" (Heb. 13:20). The blood of the "everlasting covenant" is incorruptible (I Pet. 1:18, 19). Both the covenant and the blood by which it was sealed are as enduring as our need.

The incorruptible blood propitiates God and His law (Rom. 3:25-26), enabling the sovereign God to enter into covenant with man, to pardon (Eph. 1:6), to fellowship (I John 1:3), and to keep those who covenant with Him.

This security is adequate and sure, but there are conditions. "If we walk in the light" there is cleansing (I John 1:7). "If we hold the beginning of our confidence stedfast to the end" (Heb. 3:14). "If any man draw back my soul shall have no pleasure in him" (Heb. 10:38). "If a man abide not in me he is cast forth as a branch" (John 15:6).

There are also warnings. II Peter 2:20, 21 warns that if after having "escaped the pollutions of the world" any of us "are again entangled therein, and overcome, the latter end is worse with them than the beginning" until "it had been better for them not to have known the way of righteousness."

By keeping ourselves "in the love of God" (Jude 21) we will be "kept by the power of God" (I Pet. 1:5).

## 2.11 SIN AFTER JUSTIFICATION

Not every sin willfully committed after justification is the sin against the Holy Spirit and unpardonable (Matt. 12:31, 32). Wherefore, the grant of repentance is not to be denied to such as fall into sin after justification. After we have received the Holy Ghost we may depart from grace given and fall into sin and by the grace of God rise again and amend our lives. Therefore, they are to be condemned who say they can no more sin as long as they live here or deny the place of forgiveness to such as truly repent (Mal. 3:7; Matt. 18:21; I John 1:9; 2:1).

## 2.12 THE CHURCH

The ecclesia, the church, is composed of the called-out people who have separated themselves from the world and have a living faith in Christ as their personal Saviour (II Cor. 6:17, 18; Rom. 12:2; Jas. 4:4; I John 5:19; Heb. 11:6; Rom. 10:10). Her mission is the proclamation of the full gospel

(Acts 1:8), salvation from all sin (Heb. 7:25), divine healing (Jas. 5:14-16; Acts 4:10; Luke 9:2; 10:9), and the premillennial coming of Jesus Christ (Acts 1:9-11; Matt. 25:6; I Thess. 4:16-18; Rev. 19:7; 20:5, 6). Her field is the world (Mark 16:15).

## 2.13 SACRAMENTS

Sacraments ordained of Christ are not only badges or tokens of Christian profession, but rather they are certain signs of grace and God's good will toward us by which He works invisibly in us, and not only quickens, but also strengthens and confirms our faith in Him. The sacraments were not ordained of Christ to be gazed upon, or to be carried about, but to be duly used by us.

**2.13.1 Baptism.** This is an outward sign of an inward work wrought by the Holy Ghost in the soul. As to the mode let everyone be fully persuaded in his own mind, and no preacher or layman shall insist on any certain mode (Matt. 28:19; Acts 2:38; Col. 2:12; Acts 8:36-38; 16:33; I Pet. 3:21).

**2.13.2 The Lord's Supper.** This is an ordinance whereby the body and blood of Christ are given, taken, and eaten only after a heavenly and spiritual manner, and their benefits accrue only to those who, with a clear conscience, partake in faith of the material elements — wine and bread. But they that receive them unworthily purchase unto themselves condemnation, as St. Paul says (I Cor. 11:29). This sacrament represents our redemption through Christ's blood, our spiritual nourishment through His body (I Cor. 11:24-29), and the expectancy of our faith in His return (Titus 2:13; I Cor. 11:26).

## 2.14 HEALING

We embrace the scriptural doctrine of healing for the body, and believe that it is the privilege of every child of God to be healed in answer to the prayer of faith, according to Jas. 5:14, 15; yet we are not to sever our fellowship from or pass judgment upon those who use other providential means for the restoration of health (Jas. 5:16; Acts 4:10; Matt. 10:8; Luke 9:2; 10:9; I Cor. 12:9, 28; Acts 4:14; John 9:1-34).

## 2.15 CHRIST'S RETURN

We believe that the coming of our Lord is to be personal and premillennial; also that it is imminent (Acts 1:9-11; I Thess. 4:14-17; Matt. 24:27; 25:13; 26:29; Rev. 22:12). We must distinguish between the Rapture — His coming in the air to receive His saints, which may occur at any moment — and the Revelation — His coming down to earth with His saints (I Thess. 4:14-17; Matt. 24:27; 25:13; 26:29; Rev. 20:4), which latter will not occur until after the gathering of Israel (Ezek. 36:24; 37:21), the manifestation of antichrist, and other prophesied events (II Thess. 2:2-10; Rev. 19:20).

## 2.16 RESURRECTION AND JUDGMENT

According to the Scriptures, Christ truly did rise again from the dead (Matt. 28; Mark 16; Luke 24) and took again His body (John 20:27), where-with He ascended into heaven, where He intercedes for the truly penitent and the blood-washed until He returns again to judge His saints for reward and to take His Kingdom (Heb. 7:25).

**2.16.1 Resurrection.** The Scriptures also teach that there is a resurrection of the dead, both of the just and the unjust (Acts 24:15; John 5:28, 29), and that God has appointed a day in which He will judge the world in righteousness by Jesus Christ Whom He has ordained (Acts 17:31).

**2.16.2 Judgment and Rewards.** Furthermore, the Word of God indicates that the just shall be raised in their glorified bodies at Christ's second coming (Luke 20:36; I Cor. 15:35), to receive their rewards and to reign with Christ on the earth a thousand years (Rev. 20:4, 6), and to be forever in the presence of the Lord. The unjust are to be raised at the end of the millennium (Rev. 20:5), to be judged and go into everlasting punishment (Matt. 25:46), banished from the presence of God.

**2.16.3 Penance.** Finally, because of the teaching of the Bible, we do not believe in doing penance for sin (Acts 13:38, 39; Eph. 2:8, 9; Rom. 1:16, 17), nor in a purgatory for cleansing from sin (I John 1:7), nor in a chance after death, but in a punitive judgment for the resurrected unjust (Heb. 9:27).

## 2.17 DESTINY

We are all destined to spend eternity in one of two places, heaven or hell, according to our relationship with God when He calls us to give account (Rom. 14:12).

**2.17.1 Heaven.** Everyone who has a saving knowledge of Jesus Christ our Lord, on departing from this life goes on to be in felicity with Him, and will share the eternal glories of His everlasting Kingdom, the fuller rewards and the greater glories being reserved until the final judgment (Phil. 1:23, 24; II Cor. 5:6, 8, 10; John 14:2, 3; Matt. 25:34, 46).

**2.17.2 Hell.** While the saint goes from the judgment to enjoy eternal bliss, the impenitent sinner is turned away into everlasting condemnation, punishment, and misery. As heaven is described in the Bible as a place of everlasting happiness, so hell is described as a place of endless torment "where their worm dieth not, and the fire is not quenched" (Matt. 25:41, 46; Luke 13:3; John 8:21, 23; Mark 9:44-48).



## SECTION 3. CHURCH MEMBERSHIP

### 3.1 PRINCIPLES OF MEMBERSHIP

The fundamental basis of membership in our churches is cheerful acceptance of and conscientious adherence to the church covenant (3.8). This covenant is a statement of principles consistent with the responsibilities and privileges of such a relationship. In order to sincerely enter into such a covenant, a candidate for membership must be an earnest Christian, alive to God and separate from the world. No other state is consistent with a profession of faith in Jesus Christ or compatible with the purposes of God in His Church. Persons of any other character can only contribute to lukewarmness and apostasy. The covenant, qualifications for membership and procedures for both receiving and removing members that are established by this Discipline all arise from these considerations.

### 3.2 RESPONSIBILITY AND AUTHORITY OF THE LOCAL CHURCH

It is vital to the life and purity of the church that its members not only agree to the foregoing principles when joining the church, but that they conscientiously continue to uphold them thereafter. Therefore, every local church accepts the responsibility of maintaining the standards of membership established by this Discipline — both in receiving new members and in removing those who fail to remain true to these principles. Furthermore, since church membership involves certain legal and property rights, every local church is obligated, both to the Conference and its own members, to carefully observe the procedures of the Discipline in accepting and removing members (3.3, 3.5, 3.7 and 3.11). However, beyond these minimum requirements, each local church is its own best judge of whom to accept into or remove from membership. In initially organizing a new, previously unorganized church the Conference Council shall temporarily act as the local church board in the matter of approving initial candidates for membership until the organization is completed and an official local board is elected (4.7.2).

### 3.3 CANDIDACY FOR MEMBERSHIP

Whenever a person attending one of our churches gives evidence of salvation, agreement with our doctrine, and willingness to abide by our covenant, he should be strongly encouraged to become a member of the church — both for his own good and for the good of the church. There are two basic ways of becoming a member of a local church: profession of faith, and transfer from another local church which shares our covenant.

**3.3.1 Recommendation by Another Local Pilgrim Holiness Church.** A person presenting the church secretary with a valid letter of recommendation (3.10.1, C.1.1) from another of our local churches along with a signed copy of the covenant, is considered to be a candidate for membership. Upon a 2/3 af-

firmative vote by the local church board, such a person immediately becomes a member of the local church and the secretary shall so notify the church issuing the letter (C.1.4). If the local board does not approve of the membership of such a candidate, its decision is not subject to appeal. In such a case the person involved ceases to be a candidate, but may at a future date request to become a candidate for membership by profession of faith.

**3.3.2 Profession of Faith.** A person professing salvation and indicating a willingness to abide by our covenant becomes a candidate for Preparatory Membership (3.4) when so recommended by a 2/3 affirmative vote of the local board. In some instances when the person under consideration is spiritually mature, the board may determine that the preparatory relation would be inappropriate and may recommend such a person as a candidate for regular membership (3.6), but only by a unanimous vote. Preparatory members become candidates for full membership when recommended by a 2/3 affirmative vote of the local board (3.4.2, 3.4.3).

**3.3.3 Recommendation from Another Denomination.** A person presenting a letter of recommendation from a church outside our covenant relationship is considered on the same basis as a person applying for membership by profession of faith (3.3.2). His letter is an additional personal recommendation and the local board may therefore decide that it is not necessary for such a person to first become a preparatory member. When such persons are received into membership, the local secretary should notify the church which issued the letter (C.1.4).

**3.3.4 Membership of the Pastor and His Wife.** When a minister who is already a member of one of our local churches becomes the pastor of another of our organized churches in accordance with 4.6.1, he shall give the secretary of his new church his signed copy of the covenant upon arrival (3.10.4), and thereby becomes a regular member without any further action by the local board or the church. This same procedure applies to his wife if she likewise is already a member of another of our local churches. If a minister from another denomination becomes the pastor of one of our local churches (4.6.1), he shall affirmatively respond to the qualifying questions for regular membership (3.7.1) when examined by the Conference Council or Examining Board (5.8.5c). His wife may give her response to the qualifying questions either to the Council or the local secretary. Thereafter, upon arrival at their pastorate they shall both become full members by signing a copy of the church covenant for the local church secretary. The pastor's children are subject to the same procedures for membership as any other candidate for membership. All ministers holding credentials with the Conference must be a member of one of its organized local churches (4.6.5, 5.9.2f, 6.5, 6.8, 7.2.3).



### 3.4 PREPARATORY MEMBERSHIP

It is natural that newly converted persons, and others who come in helpful contact with the people of God, desire to unite with the church. Often such persons are not prepared for the responsibilities of regular membership. Preparatory membership is the relation in which preparation for full membership is made by instruction and discipline. Those in the preparatory relation should be considered the lambs of the flock and, as such, receive special care from the pastor and earnest prayer support from the congregation.

**3.4.1 Privileges and Limitations.** Preparatory members are to receive instructions in the provisions of the Discipline, particularly as it relates to doctrine, church membership and local church government (B.1). Preparatory members may not vote in church meetings nor are they eligible to become officers of the church (4.5) or delegates to Annual Conference. When a preparatory member is recommended for regular membership he may choose to continue as a preparatory member instead. Whenever the attitude or conduct of a preparatory member is felt to be inconsistent with this relationship, the board by a 2/3 majority vote may remove him from membership. Such removal is not subject to appeal, and the judiciary provisions of this Discipline do not apply to preparatory members. Preparatory membership is not transferable.

**3.4.2 Members Under Sixteen Years of Age.** All members under sixteen years of age are preparatory members. The standing of these members shall be reviewed by the board when they reach the age of sixteen. The board may then either recommend such persons for regular membership by a 2/3 affirmative vote, or continue them in the preparatory relation, or terminate their membership.

**3.4.3 Review of Preparatory Standing.** The standing of preparatory members who are at least sixteen years old shall be reviewed by the board at six-month intervals from the time of their admission. Such persons may then be recommended for regular membership by a 2/3 affirmative vote, or be continued in the preparatory relation, or be dropped from membership.

### 3.5 PROCEDURE FOR RECEIVING PREPARATORY MEMBERS

Normally, a candidate becomes a preparatory member by affirmatively responding to the qualifying questions (3.5.1) in a public service. However, under unusual circumstances, the pastor and secretary may receive the candidate's response at some other time and place and then announce that this person has been received at the next regular service. In no case shall the candidate be asked to publicly respond to these questions unless he has previously been informed as to what the questions will be and has had time to consider his response and to indicate that he is prepared to respond affirmatively.

**3.5.1 Qualifying Questions.** At the appointed time, the candidate for preparatory membership shall be called before the pulpit by the pastor. While they remain standing, the pastor shall read the following questions, pausing for an answer to each one:

“Dearly beloved, since you are to enter into preparatory membership in our church it is proper that you should confess your faith and declare your purpose in the presence of God and these witnesses. Do you here and now confess your faith in Jesus Christ as Savior and Lord?”

“Do you now have the assurance that God has forgiven your sins, through faith in Jesus Christ?”

“Have you forsaken and renounced the devil and all his works; the vain pomp and glory of the world, with all covetous desires of the same; the carnal desires of the flesh; and do you refuse to be led by them?”

“Do you believe the God Who brought peace to your heart is able also to sanctify you wholly?”

“Are you willing that all your faith and practice shall be governed by the Word of God and the Holy Ghost?”

“Will you contribute of your means toward the support of the Lord’s cause as you are taught by the Word of God?”

“Will you cooperate to the best of your ability with any program of instruction your pastor provides?”

**3.5.2 Welcome into Fellowship.** When the candidates for preparatory membership have affirmatively responded to the qualifying questions, the pastor shall address the congregation as follows: “Brethren, these persons, having satisfactorily responded to these questions, are now preparatory members of our church. It is our duty to encourage them in the faith, to remember them in prayer, to set before them a good example by carefully keeping our covenant, and to provide a spiritual environment that is conducive to their growth and maturity in the grace and knowledge of God. We welcome them into our fellowship.” He shall then give each new member a welcoming handshake.

### 3.6 REGULAR MEMBERSHIP

As the name implies, regular membership conveys all the rights and privileges given members in this Discipline. Regular members may vote at church meetings and hold elective office. Their rights are protected by the judiciary section of this Discipline and cannot be arbitrarily set aside. However, they are subject to removal under the provisions of 3.11. Normally, persons becoming members by profession of faith are first received as preparatory members for a period of six months or more (3.3.2, 3.3.3). The terms “member” and “membership” generally refer to regular members only, unless it is clear from the context that preparatory members are intended or included.

### 3.7 PROCEDURE FOR RECEIVING REGULAR MEMBERS

A candidate (3.3) becomes a full member by affirmatively responding to the qualifying questions (3.7.1) and accepting the obligations of the church covenant (3.8) in a public service of the church, except for those received under the provisions of 3.3.1 or 3.3.4. No candidate shall be asked to publicly respond to these questions until he has first carefully considered the provisions of membership in this Discipline, discussed them with the pastor, and indicated that he is prepared to affirmatively respond to the questions. In addition, prior to publicly affirming his acceptance of the covenant, each candidate shall sign and date two copies of the covenant, one of which the secretary shall keep on file and shall return to him only upon transfer, withdrawal or removal from membership; the other copy shall be given to the member after he joins the church as a reminder of the covenant he has taken.

**3.7.1 Qualifying Questions.** At the appointed time, the candidates for regular membership shall be called before the pulpit by the pastor. While they remain standing, the pastor shall read the following, pausing for an answer to each question:

“Dearly beloved, since you are to be recognized as a member of this church, it is proper that you should confess your faith and declare your purpose in the presence of God and these witnesses. Do you here and now confess your faith in the Lord Jesus Christ as Savior?”

“Have you received the witness of God’s Spirit to your adoption?”

“Have you forsaken and renounced the devil and all his works; the vain pomp and glory of the world, with all covetous desires of the same; the carnal desires of the flesh; and do you refuse to be led by them?”

“Do you believe in the doctrine of entire sanctification as a second, definite, instantaneous work of grace, subsequent to regeneration, and that it is the privilege and duty of every believer to seek and find the experience as soon as he receives light concerning it?”

“Are you now either sanctified wholly or earnestly seeking this experience as God provides light concerning it?”

“Have you read and do you accept our Doctrinal Statement?”

“Are you familiar with our special rules?”

“Will you endeavor to keep them?”

**3.7.2 Public Acceptance of the Covenant.** After obtaining an affirmative response to these questions the pastor will state that “Membership in this church is a covenant relationship between the individual members. Each of these candidates has indicated that he is willing to publicly enter into this covenant with the other members of this church. Every member present should listen carefully as I read our covenant and examine himself in the light of the

promises which he made in joining the church.” So saying, the pastor shall then read the church covenant (3.8).

### 3.8 CHURCH COVENANT

Having been led to repentance toward God and faith in the Lord Jesus Christ as our Saviour we now, in the presence of God, angels and this assembly, most solemnly and joyfully enter into this covenant with one another as one body in Christ.

#### WE PROMISE BY THE AID OF THE HOLY GHOST:

“To shun the paths of sin and to walk in the ways of righteousness and true holiness all the days of our lives.

“Not to forsake the assembling of ourselves together, as the manner of some is, but exhorting one another, and so much the more as we see the day approaching.

“To strive together in Christian love and watchfulness, giving and receiving admonition with meekness and affection, to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech.

“To contribute liberally and cheerfully to the support of the ministry, the expenses of the church, the relief of the poor and the spread of the gospel throughout the nations of the earth.

“To maintain family and secret devotions.

“To endeavor to bring our children early to a saving knowledge of Christ, and to give them a guarded Christian education.

“To walk circumspectly in the world; to be just in our dealings; to be faithful in our engagements; to abstain from contracting debts without due care to discharge them.

“To avoid all tattling, backbiting, evil speaking and unprofitable and frivolous conversation, and to be exemplary in our deportment.

“To abstain from the sale and use of intoxicating liquors, tobacco and other harmful drugs in all forms.

“To avoid worldly amusement, such as dances, shows, theatres, horse races, promiscuous bathing, and all games and places where there is gambling.

“To avoid singing those songs, or reading those books, or viewing those things which tend to lessen our love for God.

“To shun and have no association with nor membership in secret societies and lodges which are oath-bound (II Cor. 6:14-17).

“To dress according to I Pet. 3:3, 4: ‘Whose adorning let it not be that outward adorning of plaiting the hair, and of wearing of gold, or of putting on of apparel; but let it be the hidden man of the heart, in that which is not corruptible, even the ornament of a meek and quiet spirit, which is in the sight

of God of great price.’ And according to I Tim. 2:9-10: ‘In like manner also, that women adorn themselves in modest apparel, with shamefacedness and sobriety; not with broided hair, or gold, or pearls, or costly array; but (which becometh women professing godliness) with good works.’

“To remember the Sabbath day to keep it holy by doing no worldly business therein, such as buying and selling; and by avoiding all other occupation, pleasures, or traveling which cannot be consistently engaged in with an eye single to God’s glory.

“To be mindful of all the rules of our Saviour.”

**3.8.1 Formal Reception into Membership.** When he finishes reading the covenant, the pastor shall address each of the candidates individually, by name, and ask:

“Brother (Sister) \_\_\_\_\_, do you cheerfully accept the obligations of this covenant?”

The pastor shall then invite the congregation to stand, and addressing the congregation, shall state:

“Brethren, these persons, having satisfactorily responded to these questions and the covenant are entitled to recognition as members of this church. We, therefore, extend to them the right hand of fellowship, promising that we shall do all that we can to make it easy for these members to do right and hard to do wrong.”

So saying, the pastor shall go down to the new members and on behalf of the church extend to them the right hand of fellowship. After this, the congregation may sing some suitable hymn, such as “Blest Be the Tie that Binds.”

### 3.9 SPECIAL RULES

Worldliness is a condition of the heart. It often is a very subtle tendency. The church is constantly exposed to its influence and therefore must constantly guard against it. We realize that holiness cannot be legislated, but it is also true that those who would be faithful to our purpose as a church (1.1), our standards of Christian conduct (1.2), our principles of membership (3.1), and the spirit of our church covenant (3.8) will, of necessity, be discernibly different in attitude and deportment from the spirit of this age. Certain manifestations of worldliness have so often plagued those who started out with principles similar to our own that it is necessary for our churches to take a definite stand on these specific issues. By so doing, we would guard against those tendencies to accommodate worldliness that have been the downfall of many other religious groups. Therefore, the following special rules of membership have been adopted as guidelines of Christian conduct to which our members are expected to adhere.

**3.9.1 Modesty.** Whereas the present trend toward immodesty of dress is

so evidently out of keeping with the Word of God, the girls and women who are members of the church are not to appear in public wearing the immodest forms of dress so current today, such as sun suits, shorts, dresses of immodest length, slacks, or similar garments, or without stockings. Men and boys of the church are not to appear in public in shorts or without shirts. We expect our women to refrain from the painting of the face or fingernails (Jer. 4:39), cutting of the hair (I Cor. 11:1-16) and the wearing of apparel pertaining to men (Deut. 22:5).

**3.9.2 Simplicity of Attire.** Since the Scriptures teach that adornment which is artificial or dependent upon jewelry does not enhance “the ornament of a meek and quiet spirit which is in the sight of God of great price,” such adornment is not consistent with a profession of Godliness. Our members should be examples of modesty and simplicity of attire, taking pains that they are adorned with gentleness and quietness of spirit. It is understood that our members shall not wear rings of any kind.

**3.9.3 Television.** We urge our people to refrain, where it is in their power, from having television sets in the home, and refrain from viewing it elsewhere, realizing that television has a degrading influence, a tendency to make the soul lean, and the potential danger of sending souls to hell, both young and old. No person owning a television set or in sympathy towards it shall be taken in as a member. Ministers, members of local boards and delegates to Conference may neither own a television set nor give their approval to having it in their homes.

**3.9.4 Church Sponsored Athletics.** In view of the present tendency among religious bodies to go outside of their scriptural and ordered sphere of service into areas which are harmful to spiritual life, interchurch sponsored athletics are prohibited.

**3.9.5 Divorce and Remarriage.** Consistent with marriage vows, and in harmony with the teaching of Scripture, we do not recognize the right of divorced persons to remarry while their first partner is alive. No one may be admitted or retained as a member who violates this principle by:

- a) Living in a state of remarriage to another person while his or her former partner is alive.
- b) Living in a state of remarriage to a person who is party to a prior marriage in which his or her former mate is alive.

It is not our purpose to sit in judgment of those whose marital status is in violation of this principle. The question of whom God has joined together is in some cases a difficult one that only God can determine. We are bound to be charitable to all parties, but also bound to leave the standard where the Bible places it, knowing that all who are truly born of God’s Spirit are members of

the church of the first born and enrolled in heaven.

### 3.10 REQUEST FOR LETTER OF RECOMMENDATION OR TRANSFER

When a full member requests a letter of recommendation or transfer to another church, the local board shall take one of three possible actions as discussed below. In each case, the member's signed copy of the covenant shall be returned to him and his membership ceases on the date that his letter is issued, except that a member granted a letter of recommendation shall be restored to membership if he returns his letter and signed covenant within 60 days. Transfer of a pastor's membership is discussed in 3.10.4.

**3.10.1 Letter of Recommendation.** If the board has adequate knowledge to certify that the member is in good standing with respect to the requirements of church membership, it shall by a 2/3 majority vote grant him an appropriate letter of recommendation (C.1.1, C.1.2) which is valid for 60 days. A local board shall be as careful in issuing letters of recommendation as it is in accepting new members into its own local church (3.1, 3.2, 3.3.1). It may request an interview with the member if necessary.

**3.10.2 Removal.** If the member has violated the covenant or the rules of membership, he should be removed from membership in accordance with the procedures of 3.11.

**3.10.3 Letter of Transfer Without Recommendation.** If the member has been out of contact with the local church, or if his conduct has been marginal in relation to the requirements of membership, the local board may determine that neither of the foregoing would be appropriate. In this case, or if the member requests such a letter, the board may grant him a letter of transfer without recommendation (C.1.3) and should provide him an informal letter explaining their reason for using this form. A member receiving such a letter in lieu of a letter of recommendation shall be granted an opportunity to meet with the board to discuss his standing if he so requests; but if the board reconfirms its original action after such a meeting, its action is not subject to further appeal or review.

**3.10.4 Transfer of a Pastor's Membership.** When a minister who is a member of a local church accepts the pastorate of another of our organized local churches, his membership is automatically transferred on the day he arrives at his new pastorate (3.3.4). He takes his signed copy of the covenant with him, but no letter of recommendation is involved. When a minister accepts the pastorate of a church outside the Conference, he may retain his membership in our Conference only if he does not accept credentials from or join any other church or denomination (3.11.4). All of the above provisions also apply to his wife if she is a member.

### 3.11 REMOVAL AND WITHDRAWAL FROM MEMBERSHIP

In meeting its obligations with regard to the standards of membership established by the Discipline, the local board may find it necessary to deal with certain members regarding their conduct or attitude, and is required to ultimately remove the name of any member who persists in violating the principles of membership (3.1, 3.2). No member should be removed without careful consideration of his spiritual welfare and judicial rights. Therefore, if possible, a member in jeopardy of removal should be contacted by the pastor regarding his spiritual standing and membership before a vote on the matter is taken by the board. Removal under 3.11.2 or 3.11.3 requires a 2/3 majority vote by secret ballot. The person removed shall be notified in writing within 10 days, such notice giving the reason for his removal in reference to one of the following paragraphs, returning his signed copy of the covenant, and informing him that if he desires to object to his removal, he must notify the secretary or pastor within 30 days (see forms C.1.5 and C.1.6). If a formal objection is made within 30 days, it shall be handled in compliance with 7.2. Other than transfer (3.10) or death, the following are the only valid reasons for removal of a regular member's name.

**3.11.1 Request to Withdraw.** A person desiring to have his name removed from membership should so inform the pastor or secretary of the local church, preferably in writing. Thereupon, the local board shall grant this request at its next meeting, except that it may defer action to allow the pastor further opportunity to discuss the matter with the member involved.

**3.11.2 Failure to Adhere to the Discipline.** A member may be removed for violating the covenant, for holding doctrines contrary to the Word of God and this Discipline, for failing to observe the special rules adopted by the Conference, or for conduct that is unbecoming to a Christian or that undermines the influence of his church.

**3.11.3 Failure to Attend or Support the Church.** A member may be removed if over a period of one year he either fails to attend services regularly in the local church of which he is a member without a valid reason for being absent, or fails to support it financially as he is able. This provision also applies to a member who moves away from the area served by the local church of which he is a member if he thereafter fails for a period of one year either to report his spiritual standing or to send his financial support. If no forwarding address can be obtained for such a member, he may be removed without notice.

**3.11.4 Uniting with Another Church.** Transfer of membership normally takes place under the provisions of 3.10. Whenever a member unites with another church without first obtaining his letter, he shall immediately inform



the secretary of the church of which he previously was a member. However, whether or not his former church is ever formally informed, his membership and legal rights in that church are automatically terminated as of the date upon which he unites with another church, even though his former church may not learn of his action or notify him of his removal until some later date. It is also understood that anyone who unites with one of our Conference churches automatically terminates his membership and legal rights in any other church. In the event it is determined that an individual still retains standing in a non-Conference church, his membership in one of our churches shall be declared null and void.



## SECTION 4. THE LOCAL CHURCH

### 4.1 GENERAL ORGANIZATION

The ultimate authority in matters over which a local church has jurisdiction is the vote of its members at a church meeting held in accordance with this Discipline. The pastor is the spiritual and administrative leader of the local church. The local board is its primary administrative body between church meetings. Each organized local church is entitled to representation at the Annual Conference (5.2). Local churches are to abide by the provisions of this Discipline in all of their operations and affairs. Section 4.7 describes how a new church is organized. Section 5.9 indicates how existing local churches can join our Conference.

### 4.2 ANNUAL CHURCH MEETING

The annual church meeting shall be held at least 30 days prior to the Annual Conference. The date shall be arranged by the Conference president and the pastor. Notice of the annual business meeting shall be given by announcement at the regular church services on the two Sundays prior to the date of the annual church meeting.

**4.2.1 Order of Business.** The order of business shall be:

- a) Preliminaries
- b) Roll call
- c) Reports (pastor, secretary, treasurer, Sunday school superintendent, and any others requested by the church)
- d) Unfinished business
- e) New business
- f) Elections
- g) Miscellaneous business
- h) Closing prayer

**4.2.2 Elective Offices.** The annual church meeting shall elect the following by secret ballot:

- a) Sunday school superintendent
- b) Treasurer
- c) Secretary
- d) Advisory members of local church board (4.4)
- e) Delegates and alternates to Annual Conference (5.2.2)
- f) Trustee
- g) Assistant Sunday school superintendent
- h) Sunday school secretary
- i) Sunday school treasurer
- j) Any other office which it may choose to establish or fill

**4.2.3 Rules of Order.** The Conference president or his appointee shall

preside. In voting on offices in which multiple vacancies exist, such as advisory members of the board and delegates to Conference, three different names shall be placed on a ballot to fill five or more vacancies, two different names to fill three or four vacancies, and one name for one or two vacancies. If there is no election in any ballot where a single name is being placed on the ballot, the two names receiving the highest number of votes shall be considered as the nominees for the next ballot. The foregoing election rules may be suspended by a majority vote. In all matters of business where no instructions are provided by this Discipline, **Robert's Rules of Order** shall govern. Absentee ballots are discussed in 4.6.6. No other than full members of the local church may vote.

A majority of the resident members shall constitute a quorum. The "resident members" consist of all full members except those who live at such a distance as to make regular attendance impractical or who have been confined by age or illness for the previous six months. Absentee ballots are not counted in establishing a quorum.

**4.2.4 Eligibility for Election to the Local Board.** Where there are competent persons from different families available, no two persons of one family shall be elected to serve on the local church board. No member of the board shall hold more than one office on such board if competent persons are otherwise available. No pastor's spouse shall serve on the local church board. No former pastor of the local church shall serve on the local church board during the three years following his administration as pastor of that church. No one shall serve on a local board who owns a television set or approves of its presence in his home (3.9.3). Only members of the local church shall be eligible for election to the offices specifically listed in 4.2.2 a-g.

**4.2.5 Responsibilities of Elective Office.** Let no one be elected as a leader who is careless of our covenant and the obligations imposed therein. A leader should be an example to the flock of Christ. All persons holding office should be known for their piety, sanctified character, and ability for the particular work to which the church calls them. They should give satisfactory evidence of love for souls and the determination to be useful to their fellow men. Let all the officers carefully instruct themselves in their respective duties from the pages of our Discipline.

**4.2.6 Terms of Office.** Persons elected to positions in the local church shall take office on the first day of June of the year in which elected or immediately upon election if after June 1 or at an organizational meeting (4.7.2). They shall continue in office until the following May 31 (except trustees and the pastor), or until a successor is elected if after May 31, or until they are removed (4.5.5), their resignation accepted, or they are dropped from membership for any reason. Trustees shall continue in office for a term ending on May 31 three

years later, unless modified for any of the preceding reasons. Their terms shall overlap so that only one term expires each year. The pastor's term of office is discussed in 4.6.4.

**4.2.7 Areas of Direct Responsibility of Church Meetings.** While most detail of the operation of the church are delegated to the officials which the members elect each year as their representatives, there are several matters which require the approval of a duly called annual or special church meeting. These include the election of officials; the calling and changing pastors (4.6.1, 4.6.2); and the purchase, sale or mortgaging of local property (4.4.5). As noted in the referenced sections, certain of these actions also require the concurrence of the Conference president or Council. The membership, by proper action at a duly called church meeting, may give direction to the local board or its elected delegates to the Annual Conference in any matter as long as those directives are not inconsistent with this Discipline. Every local board is well advised to keep the members of the church well informed regarding its activities and the status of church operations, and to seek the support of the entire church in any major undertaking, even when not specifically required to do so.

### 4.3 SPECIAL CHURCH MEETING

A special church business meeting may be called for a specific reason at any time by a majority vote of the local board at a duly called meeting (4.4.6–4.4.8), or by a petition signed by a majority of the regular members, or at the request of the Conference president under the provisions of 4.6.7 or 7.2.2.

The rules of order in 4.2.3 shall apply. Normally the time and purpose of special meetings must be announced in the regular services on the two prior Sundays. However, when voting on the call of a new pastor this may be reduced to one Sunday with the approval of the Conference president. In all cases the business conducted shall be limited to the announced purpose.

**4.3.1 Meetings for the Recall of a Pastor.** All churches voting upon the recall of their present pastors shall do so during the same week so that the overall status of pastoral changes throughout the Conference can be known at one time. Each year the Conference Council shall designate a specific week in which these meetings are to be held. The week selected shall be between March 15 and May 1 and shall be printed on the back cover of the Minutes of the previous Annual Conference.

The local board shall select a date within that week for this meeting. Announcement of the date, time and purpose of the meeting shall be made in the regular services on the two preceding Sundays. No business other than a vote on the call of the pastor and, if desired and previously announced, a vote on extending that call shall be conducted (4.4.4, 4.6.4).

The board shall also elect one of its members by secret ballot to serve as temporary chairman for the meeting, unless the pastor and the board feel that it would be impractical to do so. In such a case, the situation should be reviewed with the Conference president, who may then make whatever arrangement for a chairman he feels is appropriate. However, in no case is the pastor to serve as the chairman of a meeting at which a vote on his own recall is taken.

The chairman shall notify the pastor of the exact count of the votes immediately following the meeting and shall notify the Conference president within two days after the meeting. The pastor shall notify the Conference president and the local church of his response within 15 days of receiving a recall (4.6.3). Additional information regarding the call of a pastor may be found in sections 4.6 through 4.6.7.

#### 4.4 LOCAL CHURCH BOARD

The local board shall consist of the pastor, secretary, treasurer, Sunday school superintendent and advisory members (4.2.4). The number of advisory members may be set or changed only by a majority vote at a duly called church meeting and may not be greater than ten.

**4.4.1 Administrative Duties.** The local board is the primary administrative body of the local church. Its first concern shall be the advancement of the work of God's Kingdom and it shall provide active leadership in this regard. Two other important duties are to pass upon the candidacy of prospective members (3.3) and to remove any member (3.4.3, 3.11) or office holder (4.5.5) who persists in violating the principles of membership or the duties of his position.

It shall control who fills the pulpit when without a pastor or when the pastor is incapacitated. It shall arrange for or have approval of all special meetings, such as revival, missionary and Bible school services, as well as any service in which money is to be raised for use outside the local church. No organization or person shall be allowed to promote a program or to raise money unless approved by the Conference Council or well known as maintaining a position consistent with that of the Conference (4.6.11, 5.8.4).

If desired, the local board may organize a local missionary society. It may also establish and oversee the operation of a local youth society in cooperation with Conference and Zone Youth Societies (Appendix E). The board shall not permit any activity to be sponsored by or held in the name of the church which is inconsistent with our standards as a conservative holiness church, particularly when the primary nature of such activities tends to be social, recreational (3.9.4), entertainment, or fund-raising (4.4.2). It shall review and pass upon the literature used by its Sunday school. It shall act as a trial board in hearing charges relating to membership or offices within its local church (3.4.3, 3.11, 4.5.5, 4.6.8, 7.2, 7.3). The local board shall conscientiously recognize the

relationship defined by this Discipline between a local church and the Conference.

**4.4.2 Financial Responsibilities.** The highest priority financial obligation of any local church is to its pastor (4.4.4). The disbursement of all local church funds shall be under the direction of the local board (4.5.2), except that it may delegate limited authority for small expenditures to be made at the discretion of appropriate officers and committees. It is also responsible for ensuring that sufficient funds are raised to meet local expenses, but it shall not permit any fund raising means other than free-will offerings — such as bazaars, church suppers or sales of any kind. However, this is not meant to preclude the practice of allowing donors to establish memorials, neither is it meant to prohibit making charges for Christian Day School Ministries. The local board is also responsible to see that all local financial records are properly audited and that its obligations to the Conference are met on time.

**4.4.3 Nominations and Appointments.** Prior to each annual church meeting (4.2), the local board shall nominate two or more qualified persons for each of the following local offices: secretary, treasurer, Sunday school superintendent, and trustee. It shall provide at least twice as many nominations for delegate to Conference as the number of lay delegates to which it is entitled (5.2.2). All these nominations shall be made by secret ballot, as should all important appointments. It shall also designate the chairman and secretary of the local trustees in accordance with 4.5.4. The local board, voting by secret ballot, has the authority to fill the unexpired term of any local office (4.2.6), except pastor (4.6.1), for which a vacancy occurs between church meetings.

It shall appoint all Sunday school teachers, assistants and departmental directors after hearing any recommendations of the local Sunday school board. It may annually make such appointments as song leader and other musicians, janitor, and ushers. The board may establish whatever committees or subsidiary offices it finds necessary, and may delegate specified responsibilities, but it shall be cognizant of all activities of the church and its appointees, and shall ensure that they are carried out in a manner consistent with our purposes as expressed in this Discipline. It shall recommend to the Conference candidates from among its membership for license and renewal of license as lay ministers (6.4.1), licensed ministers (6.5.1), or song evangelists (6.12).

**4.4.4 Pastoral Relations.** The relationship between a pastor and his board should be one of close cooperation in working toward common objectives. Such Scriptures as I Tim. 5:17, 18; Luke 10:7; Mal. 3:10 and Prov. 11:24 all teach us that a church should give every consideration to the material welfare of its pastor. The local board establishes the pastor's salary and makes provision for other forms of support, such as a parsonage (4.4.5) and utilities. It

may also provide such special benefits as it finds appropriate, such as insurance, social security payments, reimbursement for travel expenses and the expense of entertaining guests of the church, and vacations (also see 4.6.1). If at all possible, the support of a pastor should be such that he can devote full time to this vital ministry. Many otherwise worthwhile church expenses should be postponed or done without in order to achieve this goal, and in no case should a pastor be required to subsidize the operation of the church by receiving less than an adequate salary.

It is the duty of the local board to nominate a pastor in accordance with 4.6.4 whenever a vacancy occurs. If desired, after the call of a pastor has been renewed, it may recommend that the call be extended for a second or third year (4.6.4). All nominations for pastor and recommendations for extended calls shall be by secret ballot with the pastor not present (4.4.9) and with the Conference president presiding or having given his prior approval to such action.

**4.4.5 Duties Relating to Local Church Property.** Although final approval of the purchase, sale or mortgaging of local church property requires an affirmative 2/3 majority vote of a duly called church meeting (4.2, 4.3), the local board is to provide leadership in regard to obtaining a suitable place of worship and a residence for the pastor. However, no local church, minister or member shall buy or rent property or erect a building for the purpose of establishing a place of worship without first obtaining approval of the location from the Conference Council. Furthermore, no local church should enter into a contract to sell or mortgage its property unless at least 30 days' prior notice has been given to the Conference president and his advice, if any, has been considered. The local board is also responsible for the maintenance of all local property and for providing adequate insurance and safety precautions. It shall direct the local trustees regarding all legal matters of the local church in accordance with the provisions of this Discipline (4.5.4). Incorporation and deeding of local property are covered in 4.7.3; bequests are covered in C.3.4.

**4.4.6 Regular Board Meetings.** Regular monthly meetings shall be held unless some other interval is established by action of the board. On the Sunday prior to the date of the regular meeting, members should be reminded of the date. A meeting may be postponed by general informal agreement if announced in a public service prior to the previously set date or if every member is personally notified, but the date may be advanced by general agreement only if every board member is notified at least two days in advance of the new date. The pastor shall preside at all meetings except as provided in 4.4.8. A majority of members shall constitute a quorum. If possible, it is desirable that board members be notified in advance of the subjects to be discussed.

**4.4.7 Special Board Meetings.** Special meetings of the local board shall



be called by the secretary upon the request of the pastor or three board members. The business transacted shall be limited to that announced at the time of notification and no official action may be taken unless all board members are notified at least two days prior to the date of the meeting, or all members are present, or all members waive these requirements prior to the implementation of any such action. Special meetings may be called in the absence of the pastor only as provided in 4.4.8 and 4.4.9.

**4.4.8 Meetings in the Pastor's Absence.** Under certain circumstances, local board meetings may be held in the absence of the pastor. In such cases all other requirements for the call of the meeting (4.4.6 and 4.4.7) must be met and the local secretary, or Conference president when present, shall preside. Such meetings may be held only under one of the following circumstances:

- a) When a church is without a pastor.
- b) Upon authorization of the Conference president when the pastor is incapacitated due to serious illness or accident.
- c) Upon prior specific approval of the pastor.
- d) Under the provisions of 4.4.9.

In the case of (b) or (c) above, the pastor shall hear read or be given a copy of the minutes of the meeting at his earliest convenience.

**4.4.9 Pastoral Relations Meeting.** Normally, all business having to do with the call of the pastor (4.6.4, 4.6.5, 4.6.8), his salary or other remuneration, or any other matter regarding pastoral relations (4.4.4), should be discussed and passed upon in the absence of the pastor. Local boards are authorized to hold meetings limited strictly to such matters in his absence. It is desirable, though not mandatory, that such meetings be held with the Conference president presiding. Otherwise, the secretary shall preside. Such meetings may be requested at any regular meeting by any board member or by the Conference president, or may be called as a special meeting if all notification requirements of 4.4.7 are met. When held in conjunction with a regular meeting, the pastoral relations meeting would usually convene as soon as all other business has been acted upon and the pastor has excused himself, or during a recess of the regular meeting for this purpose.

**4.4.10 Assistance from the Conference Council.** A local church board may seek the assistance of the Conference Council or president at any time regarding matters in which it senses the need of counsel, or regarding difficulties which could best be resolved by an outside observer or arbitrator (I Cor. 6:1-7).

## 4.5 LOCAL CHURCH OFFICERS

The officers of a local church consist of all members of the local board plus

the local trustees. Persons holding other positions are not considered to be local officers within the meaning of this section even though their positions may be referred to elsewhere as local “offices.” The basic duties of all local board members are given in 4.4.1 through 4.4.5 and are not repeated here. The duties of the pastor are given in 4.6.9 through 4.6.11. Terms of office are given in 4.2.6 and 4.6.4.

**4.5.1 Sunday School Superintendent.** The Sunday school superintendent shall have the oversight of the work of the Sunday school, and he shall work in close cooperation with the pastor and under the direction of the local board. He should provide active leadership in building a growing and spiritual Sunday school and, subject to board approval, in the enlistment and training of capable, conscientious teachers.

**4.5.2 Treasurer.** The treasurer shall have the custody of the finances of the church, and make disbursements only as directed by the local church board (4.4.2); shall keep accurate books of account; shall sign all checks given by the church; and shall perform such other duties as are usually incidental to the office. Money raised for special purposes may be received and disbursed by special committees, provided the local church board so directs. All money or pledges raised by missionaries or religious workers representing Conference interests shall be taken in charge by the local church treasurer and sent through the Conference treasurer to its proper destination. Upon replacement he shall provide his successor with all records, checkbooks and other documents associated with this office.

**4.5.3 Secretary.** The secretary shall record all proceedings and decisions in church meetings and church board meetings, and shall make true entries of the same in a journal kept for that purpose; shall keep a record of all members and transfers of membership, and all baptisms; and shall have the custody of all record books of all departments of the church after such books are full or in disuse.

He shall preside at board meetings in the absence of the pastor and Conference president (4.4.8 and 4.4.9). When replaced, he shall transfer custody of all records and documents associated with this office to his successor.

**4.5.4 Trustees.** The local church shall have three trustees. At the first local church board meeting following the election of a local trustee, the local church board shall, by secret ballot, designate one trustee as chairman of the board of trustees and one trustee as secretary of the board of trustees.

They shall hold in trust for the local church all property committed to them subject to the rules and regulations of this Discipline. They shall sign all papers concerning loans, notes, mortgages, and renting as directed by the local church board and shall buy or sell real property only as directed by the local church

through an annual or special church meeting. The disposal of all proceeds shall be as ordered by the local church board. They shall report all their activities as trustees to the annual meeting of the church and to any other church meeting or local board meeting where a report from the trustees may be requested.

All grants, deeds and conveyances of local church real property shall be valid only if made by the local church trustees after authorization by the local church in an annual or special meeting.

**4.5.5 Removal from Office.** Any officer who refuses to carry out the duties of his office, or to expedite any instruction from the local church or its board which is consistent with this Discipline, may be removed by a 2/3 vote of the board by secret ballot, with the officer in question not voting. This provision shall also apply to any officer who is deemed to be incapable or incompetent to fulfill his duties. He shall be so notified in writing within 10 days and may object within 10 days of being notified under the provisions of 7.3. A vacancy also exists, and may immediately be filled by the board (4.4.3), whenever an officer transfers (3.10) or is removed from membership in the local church for any reason (3.11) or when his resignation from office is accepted by the board. These provisions also apply to all other positions within the church, except that the right of appeal shall only apply to persons elected by a church meeting (4.2.2). Regulations regarding the removal of a pastor are given in 4.6.8.

## 4.6 THE PASTORATE

Inasmuch as the pastor is the spiritual and administrative leader of the local church, the obligations inherent in the relationship between church and pastor should be thoroughly understood and carefully adhered to (see 4.4.2, 4.4.4, 4.4.8, 4.4.9, 4.5.1, Section 6, and the paragraphs which follow). Every member should daily remember his pastor in prayer.

**4.6.1 Initial Call of a Pastor.** An ordained or licensed minister may initially be called to the pastorate of a local church when all of the following requirements have been met, unless appointed under the provisions of 4.6.7.

- a) If he is not presently a pastor within the Conference, he must be recommended by the Council (5.8.4, 5.8.5c). Those already holding a pastorate within the Conference need only be recommended by the Conference president when changing pastorates.
- b) He must be nominated by the local board in accordance with 4.6.4.
- c) He must receive at least a 2/3 affirmative vote of the local church in accordance with 4.6.5.
- d) He must hold, or be granted and accept, ministerial credentials from the Conference.

If at all possible, the church should make provision for moving the household goods of their new pastor, or pay the expense thereof, and reimburse him

for his travel expenses related to moving.

**4.6.2 Renewal of a Pastoral Call.** In succeeding years, a pastor may be recalled to the same church by a 2/3 affirmative vote of the church in accordance with 4.3.1 and 4.6.5. No nomination from the board is involved when voting on a renewal. A call of more than one year may not be considered unless recommended by the board and the Conference president in accordance with 4.6.4.

**4.6.3 Acceptance of and Resignation from a Pastoral Call.** When a minister is called to the pastorate of a church or a pastor's call is renewed, he must indicate his acceptance or rejection of the call within 15 days of receiving the call or it expires. This statement is to be made by the pastor either in a regular service of the church or in writing to the church secretary, and the pastor shall also notify the Conference president within the 15 day limit.

Any pastor having accepted a call to a local church and wishing to resign before the end of the Conference year, shall be required to give at least 60 days' notice to the Conference president and local church board, unless the local church board and the Conference president deem it wise that he be relieved sooner.

**4.6.4 Nomination, Extended Calls and Term of Office.** Any action of the local board regarding the call of a pastor or extension of his call shall be taken in a pastoral relations meeting (4.4.4, 4.4.9) and shall require support by a 2/3 majority of the board in a secret ballot. A pastor whose term is expiring is automatically voted upon by the church without nomination unless he withdraws his name. However, when a pastoral vacancy exists or when the present pastor is leaving for any reason, the board shall nominate one candidate at a time until a pastor accepts a call from the church (4.6.1), except under the conditions of 4.6.7. When the church has extended an initial call to a pastor, the board, with the approval of the Conference president, may recommend to the church that the call be extended to a two-year term. When the church has voted to renew the call of a pastor, the board, with the approval of the Conference president, may recommend that this renewed call be extended to a two or three-year term.

The fact that the call of a pastor and/or an extension of the term of the call is to be voted upon must be included in the notification of a church meeting (4.2, 4.3.1). Pastors accepting extended calls obligate themselves to serve the full term unless released by the church. Except as otherwise agreed upon, a pastor's term of office ends on Monday following Annual Conference in the year that his call expires.

**4.6.5 Voting Upon a Pastoral Call.** The call of a pastor, the renewal of a call, or the extension of the term of a call all require a 2/3 majority vote by se-

cret ballot at a duly called church meeting (4.2, 4.3, 4.3.1) for which notice has been given that such a vote should take place. It is understood that no pastor or pastor's wife shall be permitted to cast a ballot in any vote that relates to the calling or dismissal of the pastor if it concerns the church they pastor. A vote on an extended term may be taken only after the church has first affirmed the call or renewal of a call of that pastor, and only if recommended by the local board in accordance with 4.6.4.

**4.6.6 Absentee Ballots.** Absentee ballots may be accepted in voting on a pastoral call only if all of the following requirements are met, and the chairman is to exclude all others. The secretary is to bring all ballots submitted to the meeting and allow the chairman to rule on their validity.

- a) The ballot must be sent in a sealed envelope which contains only one ballot from one member. A separate envelope and ballot must be used by each person voting and for each specific issue.
- b) It is preferable that the ballot be mailed to the secretary, but it may be brought to the meeting by another member; it must be received by the secretary prior to the start of the count of ballots on that issue and may not be dated more than two weeks prior to the date of the vote.
- c) The following information must be on the outside of the envelope:
  1. A statement of the issue on which the ballot is to be cast; for example: "Vote on the call of Rev. \_\_\_\_\_ as pastor."
  2. The reason why the member could not attend the meeting (see (d) below).
  3. The signature of a full member who is not present at the meeting.
  4. The date of the signature.
- d) The only allowable reasons for submitting absentee ballots are:
  1. Confining illness or necessary care of someone who is ill.
  2. Required employment at the time of the meeting.
  3. Necessary out-of-town travel or living more than one hour's distance from the church.
- e) The ballot inside the envelope is to be a plain piece of paper containing the word "yes" or "no" to indicate support of or opposition to, respectively, the issue stated on the envelope. However, a ballot containing other wording may be ruled acceptable if the intent is completely clear.

Envelopes meeting the above requirements shall be opened by the secretary under the direction of the chairman at the time of the vote and if a single ballot is enclosed it shall be placed with the other ballots without inspection. Members should be reminded of these requirements when an issue is to be voted upon for which absentee ballots will be accepted. The use of absentee ballots for purposes other than voting on a pastor is not encouraged, but they may be accepted on specific issues if authorized by the local board prior to announce-

ment of the meeting and if notice regarding absentee ballots is included in the announcement.

**4.6.7 Conference Assistance in Appointing a Pastor.** If a local board finds itself unable to reach a 2/3 majority in nominating a pastor, it may, with the approval of the Conference president, call a special church meeting (4.3) for the purpose of voting upon a pastor. The Conference president shall present two or more nominations to be voted upon. If no candidate receives a 2/3 majority on the first ballot, only the candidate receiving the highest number of votes shall be voted upon in a second ballot. If he does not receive a 2/3 affirmative vote on this ballot, the matter shall be referred to the Conference Council which shall appoint a pastor for one year.

In any other situation where a church has difficulty in calling a pastor, it may by a majority vote in a duly called church meeting authorize the Council to appoint a pastor. Furthermore, if by the Sunday following Annual Conference a church has no pastor or candidate for pastor, the local board by a 2/3 majority vote may place the matter in the hands of the Conference Council, or the Conference president may call a local church meeting for the purpose of nominating and voting upon a pastor under the terms of the preceding paragraph.

**4.6.8 Removal of a Pastor.** A pastor may be dismissed between annual meetings by a majority vote at a duly called special church meeting (4.3) if such dismissal is recommended by a 2/3 majority of the local board on the basis that his life or ministry is not in harmony with the Word of God or this Discipline. A pastor whose ministerial credentials are revoked by the Conference (7.6) is automatically removed from his pastorate. No pastor shall be called or retained who does not give evidence of an entirely sanctified life or who fails to teach and exemplify the doctrines set forth in Section 2.

**4.6.9 Pastoral Duties — Ministry of the Gospel.** As a minister of the gospel, a pastor is to “declare . . . all the counsel of God” in a manner consistent with the interpretation of this Discipline (Section 2); to administer the sacraments (2.13); to have overall guidance, under the leadership of the Holy Spirit, of the religious services of the church; to care for the spiritual and other related interests of his congregation. He is to emphasize the importance of Christian stewardship and to preach the Scriptural practice of tithing into the local church. He should preach on the church covenant (3.8) at least once each year (also see 6.9, 6.10).

**4.6.10 Pastoral Duties — Leadership and Training.** As the spiritual leader of the church, the pastor should encourage his people to be active servants of our Master, “redeeming the time, because the days are evil.” He should place particular emphasis on training and using his young people in the work of the church and in helping those whom God has called or given special

gifts, including lay ministers (6.4). These should be given such opportunities as leading cottage prayer meetings and young people's services, personal evangelism and calling on those in need, operating a branch Sunday school, or other means of exercising their gifts and calling. The pastor should also carefully maintain a calling list of all homes connected with the church or Sunday school and should provide such a list to his successor on the field. He is to conduct classes for the instruction of prospective and preparatory members regarding the duties and privileges of church membership and the doctrines and standards of the Conference (3.4.1, B.1). The pastor should also work with his Sunday school superintendent in the development and training of capable, spiritual teachers.

**4.6.11 Pastoral Duties — Administrative.** The pastor is the administrative leader of the local church. As such, he normally presides at all meetings of the local board (4.4.8) and committees vital to the spiritual life of the local church, such as the Sunday school or youth boards. He is to provide reports of his pastoral activities as requested by the local board or a church meeting. The pastor shall see that the church records are properly cared for and preserved under the custody of the treasurer and the secretary (4.5.2, 4.5.3) and shall ensure that the statistical records, such as monthly Sunday school reports and Annual Conference statistical reports, are submitted accurately and on time by the proper local officials (5.4.5c). The pastor is to provide for the supply of his pulpit during his temporary absence and shall not allow anyone to fill his pulpit who would bring discredit to the church or his own ministry (4.4.1). Every pastor should thoroughly familiarize himself with this Discipline (5.5.4, B.2) and shall carefully fulfill his responsibilities and relationship to the Conference as defined herein. He is to submit an annual report to the Examining Board as provided for in 6.3.

**4.6.12 Assistant Pastor or Associate Pastor.** An assistant pastor (or associate pastor) may be called to a local church by following the steps outlined for calling a pastor in 4.6.1.

## 4.7 ORGANIZATION OF A NEW LOCAL CHURCH

This section describes how an "unorganized" local congregation (4.7.1) within the Pilgrim Holiness Church of New York can be organized as a full member of the Conference. Section 5.9 describes how a church from outside our Conference may first enter into affiliated membership and then into full membership.

**4.7.1 Unorganized Local Churches.** From time to time, new congregations are formed as the result of home missionary efforts by the Conference or one of our local churches. In addition, some local congregations may have

been associated with the Conference over a period of years without having a formal organization of the form described herein. In either case, such churches are recognized as part of the Conference, but they are considered to be “unorganized churches” until they are formally organized under the provisions of this Discipline. Laymen and ministers associated with an unorganized church must place their membership in an organized church of the Conference in order to be members of the Conference (6.8).

Normally, the Conference Council and trustees shall act in place of the local board and local trustees for an unorganized church. Particularly in the case of Conference home missionary projects, the Conference will usually hold title to the church property of unorganized churches for the protection of all involved. However, as an unorganized church grows in size and maturity, the Conference president may be authorized by the Conference Council to annually appoint an acting local board to which a portion of the duties defined under 4.4 may be given at the discretion of the Council. Various other arrangements may be made by the Council as appropriate, but the goal of such arrangements should be the eventual establishment of an organized local church (also see 5.13.3).

A church, minister or layman of our Conference must obtain the approval of the Conference Council before launching a new work which would in any way conflict with or duplicate the work of another local church within the Conference. Council approval is also required before any property may be purchased or buildings erected (4.4.5).

**4.7.2 Organizational Procedure.** A new local church may be organized when at least seven persons who regularly attend its services have applied to and have been approved as candidates for full membership by the Conference Council or a committee from the Council together with the local pastor. Prior to the organizational meeting, the Council or acting local board shall make nominations for local offices (4.4.3) and cooperate with the Conference president in making all other preparations for an organizational meeting. The first order of business at the organizational church meeting shall be the reception of members (3.7). The meeting shall then proceed in accordance with the provisions for an annual church meeting in 4.2. In order to establish overlapping terms (4.2.6), the first trustee elected shall have a three-year term; the second, a two-year term; and the third, a one-year term of office. At the conclusion of business, the Conference president shall welcome the local church into the Conference and charge the members and officials regarding their responsibilities to the Conference and their local church.

**4.7.3 Local Incorporation and Deeding of Property.** Local churches shall incorporate and deed their property in a manner approved by the Conference Council as being consistent with this Discipline (5.7.3, 5.8.3, 5.13).



**4.7.4 Loss of Organized Status.** A local church whose membership falls below seven, or which discontinues holding services, or which requests such action, may be declared to be under the supervision of the Conference in accordance with 5.13.3.

## 4.8 WITHDRAWAL OF A LOCAL CHURCH

An organized local church may withdraw from membership in the Pilgrim Holiness Church of New York and retain its local property, both real and personal, if all of the requirements of 4.8.1 through 4.8.3 are satisfied. A local church which withdraws from membership shall forfeit, without any compensation, all rights and interests in the Conference, including any property owned by or deeded to the Conference, and in all matters relating to the operation of the Conference. The provisions of this section in regard to retaining local property do not apply to any church whose operation and property have been placed under the supervision of the Council under the provisions of 5.13.3 nor to those covered by 4.8.1.

**4.8.1 Exceptions in the Case of Home Missionary Churches.** Where a local church was established as the result of a Conference home missionary effort, or if the Conference subsidized or paid a portion of the purchase costs of the local real property, the Conference Council is authorized to make whatever provisions or agreements with the local church that it deems appropriate to protect the Conference's interests in this investment, including deeding the property directly to the Conference. Such agreements have precedence over anything contained herein. However, the Conference Council is authorized in such instances to work out any settlement that it considers equitable if the church has faithfully supported the Conference for several years — and in no case shall a local church be denied its local property if it has faithfully supported the Conference as an organized church for more than 25 years and withdraws in accordance with this Discipline.

**4.8.2 Initial Withdrawal Procedure.** If, after prayerful consideration and discussion with the Conference president, a local church desires to withdraw from the Conference, it may do so by a 2/3 majority vote by secret ballot at a special church meeting (4.3) duly called for that purpose, subject to ratification by the Conference Council. The Conference president shall schedule and hold this special church meeting within 60 days after receiving an appropriate request. The Council shall vote on ratification of any such withdrawal action within 60 days of the local vote, with a 2/3 majority of the entire Council required for ratification. The withdrawal becomes effective only when ratified by the Council, or as provided in 4.8.3.

**4.8.3 Override of a Council Veto.** If the Council does not ratify a duly

enacted request for withdrawal by a local church (4.8.2), the local church may, after waiting at least four months from the date of its initial vote to withdraw but not more than one year from the date of the Council's vote, request a second special church meeting for the purpose of withdrawing. Again, the Conference president shall schedule and hold this meeting within 60 days of receipt of a proper request. If a second duly called church meeting again supports withdrawal by a  $2/3$  majority vote in a secret ballot, the withdrawal shall immediately become effective.

## SECTION 5. THE CONFERENCE

### 5.1 GENERAL ORGANIZATION

The Pilgrim Holiness Church of New York has two basic levels of government: the Conference and the local church. The Conference was organized and is incorporated as the ecclesiastical governing body of its member churches. The Annual Conference is the highest administrative and legislative body of the church. It alone has authority to revise the Bylaws by which the Conference and all of its churches are governed. The Conference Council is the chief executive agency of the Conference and provides for its administration when the Annual Conference is not in session. The Discipline (5.5) provides the Bylaws of the Conference. The Minutes of the Annual Conference provide additional rules and regulations required for the practical implementation of the work of the church. These are carried as Standing and Annual Resolutions (5.6).

### 5.2 ANNUAL CONFERENCE

The Annual Conference shall consist of all ordained and licensed ministers and ordained deaconesses within the Conference, the lay delegates of the local churches (5.2.2), and all officers, boards and committees elected by the previous Annual Conference (5.3). With the approval of the Annual Conference, any members of appointive committees (5.4) who would not otherwise be delegates may also be recognized as delegates. All members of the Annual Conference are expected to stay until the close of business unless excused by the chairman.

**5.2.1 Date and Location.** The Conference year shall be from June 1 to May 31. Annual Conference shall be held between July 1 and August 15, with the exact date and the location being set by the Conference Council. The date and place shall be printed on the back cover of the official Minutes of the previous year's Annual Conference. If any change in the date or location is made by the Council, at least 30 days' notice must be given by the Conference secretary to each minister and local church secretary. Reconvened Conferences are covered in 5.2.5.

**5.2.2 Local Lay Delegates.** Each organized local church shall be entitled to one lay delegate for each 30 full members or major fraction thereof, with a minimum of one lay delegate. These shall be elected by the annual church meeting along with as many alternates as desired (4.2.2). The local board may appoint additional alternates (4.4.3), but only if delegates have first been elected by the church. Alternates shall be asked to serve in the order of their election or appointment in place of absent delegates. The Conference president shall maintain a list of local delegates and alternates, and shall be informed in writing of any additional alternates appointed by the local board. No one shall

be seated as a lay representative of any local church by any other procedure.

**5.2.3 Order of Business.** The entire roll shall be called at the first sitting, but thereafter only that portion necessary to complete the roll need be read. The minutes of the final sitting may be heard and approved by the Conference Council. Otherwise, the order of business at each sitting shall be:

- a) Devotionals
- b) Roll call
- c) Reading of Minutes (except first sitting), unless referred to the Council for approval
- d) Introduction of visitors and reception of new churches (5.4.7, 5.9.3c)
- e) Statistical, financial and personal reports (5.7.2, 5.8.3, 5.3.6, 5.3.8, 5.3.10, 5.3.13b, 5.4.4, 5.4.5c, 5.4.8)
- f) Unfinished business (except first sitting)
- g) Report of Examining Board (6.2.3, 6.7.3, 6.5.5, 6.5.3, 6.3.3)
- h) Report of legislative committees (5.3.12, 5.4.2, 5.4.3, 5.14, 5.15)
- i) Elections (5.3)
- j) Any remaining business
- k) Adjournment

**5.2.4 Rules of Order.** The Conference president shall preside at all Annual and Reconvened Conferences, except that when he is absent or leaves the chair, the Conference vice president shall preside. Special rules regarding the election of officers are given in 5.3 and its subsections. Procedures for changing the Discipline are given in 5.5. Procedures for adopting Standing Resolutions are given in 5.6. Visitors granted honorary seats may neither vote nor make motions, and may address the Conference only if invited to do so by the chairman. All business procedures not otherwise covered by the Discipline shall be governed by **Robert's Rules of Order**.

**5.2.5 Reconvened Conference.** The Annual Conference shall be reconvened under any of the following circumstances:

- a) When called for by at least five (5) members of the Council to handle business which it feels cannot be delayed until Annual Conference. The date and place shall be set by the Conference Council.
- b) When requested by a petition adopted by the local boards of a majority of the organized local churches. The petition may specify the time and place of the Conference, but the date may not be earlier than 30 days after submission to the Conference secretary.
- c) By a majority vote of the Conference trustees, after discussion with the Council, if the trustees feel that the legal rights of the Conference are endangered. The trustees shall set the date and location.
- d) As more fully described in 7.4.2, upon the appeal of an official object-

ing to his removal from an office to which he was elected by the Annual Conference.

- e) As more fully described in 7.6.2, upon the appeal of a minister whose credentials have been revoked by the Conference Council.

In each case except (c), the pastor and secretary of each local church shall be notified at least 20 days in advance of the time and place of the Reconvened Conference — normally by the Conference secretary. If possible, notice shall also be given in the Conference periodical. In case (c), if necessary, this requirement for advance notice may be reduced to seven days. In all cases, the purpose of the meeting shall be stated in the announcement. Changes to the Discipline may not be adopted at a Reconvened Conference. It is the duty of the pastor and local secretary, once they have been notified, to be certain that each delegate and alternate from their church is notified as soon as possible and to post a copy of the notice at the church, but their failure to do so shall not nullify an otherwise duly reconvened Annual Conference.

**5.2.6 Authority of the Annual Conference.** The Annual Conference is the highest administrative and legislative body in the Pilgrim Holiness Church of New York. However, it may act only in accordance with this Discipline and may not usurp or override any of the authority given to the local church in Section 4. It may review any action taken by the Conference Council or any committee, board or officer of the Conference, and has the authority to overrule or modify any such action as it determines necessary, except that its involvement in judicial matters shall only be as defined in Section 7. The Annual Conference is empowered to give binding direction to the Council or any committee, board or officer of the Conference in any matter, except that it may not direct them to violate this Discipline. It may also require from any of them a complete report regarding their activities in any matter relating to Conference affairs. In summary, all officials, boards, committees and other representatives of the Conference shall be amenable to the Annual Conference.

The Annual Conference is the only body which can modify this Discipline and only in accordance with 5.5. It is also the only body which can legally modify the Articles of Incorporation of the Conference or take any action which would in any way modify or limit its complete independence and autonomy with respect to all other organizations, and then only with the subsequent occurrence of 2/3 of the organized churches (5.5, 5.14, 5.15). Its approval is also required before any property deeded to the Conference may be sold or mortgaged, with certain exceptions as given in 5.13.2.

The approval of the Annual Conference is also required regarding any official relationship of the Conference with any other organization or institution, such as agreements with or recommendation of a missionary board, Bible school, publishing house, other conferences, denominations, or associations,

etc. (5.15). All of the foregoing approvals regarding property and official relationships shall be obtained in the form of resolutions submitted via the appropriate committees in accordance with 5.6, as long as no conflict with or change to the Discipline is involved (5.5). It is to the benefit of all concerned that the Annual Conference and the people of our constituency be kept informed of all important actions of its Council and officials.

### 5.3 CONFERENCE OFFICIALS

The paragraphs which follow define the official positions to be filled through election by the Annual Conference and the procedures to be followed in such elections. Procedures for filling vacancies which occur between Annual Conferences and removal from a Conference office are also discussed. Before the first election at each Annual Conference, the chairman shall read section 5.3.1 to the Annual Conference to remind the delegates of the qualifications associated with Conference office.

**5.3.1 Basic Qualifications for Office.** Persons elected to Conference office shall be known to live sanctified lives and shall meet the following other minimum requirements:

- a) They must be members of a local church of the Conference.
- b) They must be careful to maintain the covenant and other rules of this Discipline.
- c) They are to have sufficient ability related to the office involved to serve the Conference effectively.
- d) They should have a record of faithful service in their previous and present responsibilities. In accepting any Conference position, the person elected thereby agrees to familiarize himself with his duties as defined in this Discipline and the Standing Resolutions, and to devote the time and effort necessary to fulfill these obligations.

A majority of the members of each Conference board and committee will normally be ministers. However, the role of our laity in the work of the Conference is to be properly recognized and consideration should be given to appropriate lay representation throughout the Conference organization.

**5.3.2 Restriction Regarding Multiple Office.** No more than two members of any committee or board in sections 5.3 and 5.4 may be members of the Council. No one, other than the Conference president, may serve on more than two of these committees or boards. A Council member cannot hold more than one titled office on the Council at the same time.

**5.3.3 Nominations.** The Conference Council shall nominate two or more qualified candidates for every vacancy or expiring term in each of the following Conference offices, keeping in mind the qualifications and restrictions of

5.3.1 and 5.3.2: secretary, treasurer, Missionary secretary, trustee, Examining Board, Polity Committee and Sunday school promotional secretary. These nominations shall initially be made by May 1 and shall be published in the May issue of the Conference periodical. Elections for all other offices shall be held without nominations. If a nominee withdraws or becomes ineligible prior to the election for that office, the Council shall make such additional nominations to those previously published to provide at least two qualified nominees for each vacancy.

**5.3.4 Election Procedures and Terms of Office.** All elections to Conference offices shall be by secret ballot. Whenever a single vacancy is being voted upon, a motion may be made after any ballot in which there is no election requesting that the delegates restrict their voting in the next ballot to the two names (or some greater number) which received the largest vote on the previous ballot. Superfluous and/or ineligible names shall not be counted in the total vote nor used to determine the number of votes necessary for an election to be declared. Persons elected shall take office at the close of Annual Conference and shall serve until a successor takes office or until they vacate the office for any reason (5.3.15).

At its first meeting following Annual Conference, the Council shall elect, by secret ballot, the chairman and secretary of each of the following boards and committees from the members of that board or committee: Board of Trustees, Examining Board, Polity Committee. Further detail regarding elections, duties and terms of office may be found in the following paragraphs on specific offices.

**5.3.5 Conference President.** A 2/3 majority vote is required for the election of a Conference president. His duties, term of office, and other factors relating to this position are described in 5.7.

**5.3.6 Conference Vice President.** Election of a vice president requires a 2/3 majority vote. His term of office shall be for one year. He shall assist the president in whatever capacities the president shall request, shall give a report of his service to the Annual Conference, shall serve as chairman of the Annual Conference and Conference Council meetings in the absence of the president, shall fulfill his duties as a member of the Council, and shall serve as chairman of the Sunday School Board (5.4.1). He may become president under the conditions described in 5.7.1.

**5.3.7 Conference Secretary.** The Conference secretary shall be elected to a one-year term by a 2/3 majority vote. In addition to the duties of all Council members, his responsibilities include the following:

- a) He shall keep a correct record of all proceedings and reports made to the Annual Conference. Working with his Editing Committee (5.4.6)

and under the supervision of the Council, he is to publish and distribute to the local churches the official Minutes of the Annual Conference (5.10.1) within 60 days after the close of Annual Conference.

- b) He shall maintain a correct record of the meetings and official acts of the Conference Council.
- c) He shall promptly handle all correspondence assigned to him by the Council or the Conference, including notifications such as those found in sections 5.2.1, 5.2.5, 5.3.14, 5.8.1 and 7.1.
- d) He shall transfer custody of all Conference records and documents in his custody to his successor upon replacement, and ensure that all important Conference documents which come into his possession are preserved in the Conference Archives (5.10.3).
- e) He shall sign, with the president, all duly authorized credentials and other certificates.

**5.3.7x Conference Missionary Secretary.** The Missionary secretary shall be elected to a one-year term by a 2/3 majority vote. In addition to the duties of all Council members, his responsibilities shall include:

- a) Dissemination of accurate information and publicity regarding the work of the Conference in the area of external missions.
- b) Prompt handling of all correspondence assigned him by the Annual Conference or the Council.
- c) Close coordination with the Conference president and Council and avoidance of unilaterally defining Conference policy. At each regular Council meeting he shall provide copies of all correspondence sent and received since his last report.

**5.3.8 Conference Treasurer.** The Conference treasurer shall be elected to a one-year term by a 2/3 majority vote. It is recommended that he be bonded (5.8.2). In addition to the duties of all Council members, his responsibilities shall include:

- a) Maintaining a correct record of all financial transactions in accordance with 5.11 and providing such periodic reports as the Conference Council may request.
- b) Providing a detailed financial report to the Annual Conference after submitting the same to the Conference auditors (5.4.4) along with the supporting records.
- c) Receiving the Conference funds defined in 5.11 and disbursing such funds only as directed by the Annual Conference or the Conference Council (also see 5.13).
- d) Transferring all checkbooks, records, authorizations and other documents associated with this office to his successor upon replacement.



**5.3.9 Advisory Members of the Conference Council.** Four advisory members shall be elected to the Conference Council for one-year terms by a majority vote. Two different names shall be placed on a ballot as long as three or more vacancies exist. Only ordained ministers and not more than one layman shall serve on the Council. The duties and other factors relating to this office are defined in 5.8.

**5.3.10 Conference Board of Trustees.** The Conference shall have three trustees who shall be elected by a majority vote to overlapping three-year terms. If for any reason more than one vacancy is to be filled, elections subsequent to the first shall have terms shorter than three years so that one trustee's term of office expires each year. The Board of Trustees shall act only as directed by the Conference Council or the Annual Conference, with two exceptions: (1) they may call a Reconvened Conference in accordance with 5.2.5c without Council approval; (2) in no case may they take any action contrary to this Discipline even if directed to do so. Their duties include:

- a) Holding all Conference property in trust for the Conference.
- b) Signing all necessary legal papers for the Conference in loaning or borrowing money and in buying, selling, mortgaging or renting real property (5.2.6, 5.13).
- c) Preparing a report of assets and liabilities for each Annual Conference.
- d) Carrying out on a timely basis all appropriate directives and instructions of the Council and/or the Annual Conference, and keeping the Council fully informed of all their activities as trustees.

**5.3.11 Examining Board.** The Examining Board shall consist of five members who shall be elected by a majority vote to overlapping three-year terms. Any time that two vacancies are to be filled on this board, both elections shall be for three-year terms; but any vacancies subsequent to the second shall be filled for terms of less than three years so that no more than two seats on this board expire in any one year. The duties and other factors relating to this board are defined in Section 6.2.

**5.3.12 Polity Committee.** The Polity Committee shall consist of five members who shall be elected to overlapping three-year terms. At least one member of the Council shall be elected to serve on this committee (see also 5.3.2). If for any reason more than two vacancies are to be filled on this committee, elections subsequent to the second shall be for terms of less than three years. The duties of the Polity Committee are defined in 5.5 and its subsections. In addition, the Polity Committee is responsible, under the supervision of the Council, for seeing that revisions to the Discipline are suitably printed and distributed as soon as possible after their adoption by the Annual Conference.

**5.3.13 Sunday School Promotional Secretary.** A Sunday school promo-

tional secretary shall be elected to a one-year term by majority vote. His duties include:

- a) Preparation of a monthly Sunday school report for the Conference periodical.
- b) Preparation of a Sunday school report for the Annual Conference.
- c) Serving as secretary of the Sunday School Board (5.4.1).

**5.3.14 Removal from Office.** When any elected official of the Conference is found to be incompetent to carry out the duties of his office or refuses to expedite a valid instruction from the Annual Conference or the Council, or if his conduct has not been in keeping with the basic qualifications for office (5.3.1), the Council shall deal with the official regarding the matter. If the situation is not or cannot be satisfactorily resolved by such a meeting, the Council by a 2/3 majority vote in a secret ballot shall require his resignation. The official shall immediately be notified of this action, preferably by appearing before the Council at the same meeting, and otherwise by a written request for his resignation served in person by the Conference president or secretary, or if this is impractical, by registered mail. If the official refuses to resign when required to do so by the Council, he shall be considered under suspension and be given a trial in accordance with 7.4.

**5.3.15 Vacancies Which Occur Between Annual Conferences.** A vacancy in a Conference office shall exist upon the death, resignation or removal (5.3.14) of the office holder. A vacancy also exists whenever an official ceases to be a member of some local church within the Conference, except as provided in 7.2.3 or while he is holding a valid letter of recommendation to another church within the Conference (3.10.1). Whenever a Conference official vacates an office for any reason, he also vacates all other positions held solely by virtue of that office. For example, a person who resigns as Conference secretary automatically loses his membership in the Conference Council unless appointed to fill some other vacancy on the Council.

Whenever a vacancy occurs in an elective Conference office between Annual Conferences, the Conference Council by a 2/3 majority vote in a secret ballot may appoint a qualified person to fill the vacancy, but only until the next Annual Conference, which shall fill the office by election for an appropriate term. Special provisions regarding the Conference president are given in 5.7.1.

## 5.4 CONFERENCE APPOINTIVE POSITIONS

The efficient operation of the Conference requires the efforts of several committees which by tradition or normal parliamentary procedure are appointed rather than being elected by the Annual Conference. The following paragraphs define the standing appointive committees, the members of which may, at the

discretion of the Annual Conference, be seated as delegates by virtue of their position (5.2). Special committees may be temporarily established for some limited specific purpose.

In addition to the duties defined herein, the Annual Conference or the Council may establish other specific responsibilities as long as they are not inconsistent with the basic duties of the committee. The basic qualifications for appointive positions are the same as those defined for elective office in 5.3.1. Restrictions on multiple committee memberships are given in 5.3.2. The membership of all appointive committees shall be published in the front of the Annual Conference Minutes. The chairman's name shall be listed first. Committee procedures shall be in accordance with the provisions of **Robert's Rules of Order** regarding committees unless otherwise specified herein.

**5.4.1 Sunday School Board.** The Sunday School Board shall consist of three members: the Conference vice president as chairman, the promotional secretary as secretary, and an advisory member. The advisory member shall be appointed by the Conference Council for a one-year term beginning at the close of the Annual Conference. He shall be the Sunday school superintendent of one of our local churches unless the promotional secretary is a layman, in which case the advisory member may be a pastor. The primary responsibility of this committee shall be to devise practical means of improving the outreach and effectiveness of our local Sunday schools.

**5.4.2 Ways and Means Committee.** The Ways and Means Committee shall consist of not less than seven nor more than twelve members appointed annually by the Conference president at the close of the Annual Conference. All proposed resolutions dealing with financial matters (5.11) or Conference property (5.13) are to be submitted to this committee for proper presentation to the Annual Conference, except that any changes to the Bylaws must be handled by the Polity Committee (5.5). Section 5.6 gives further detail on the procedures for adopting resolutions and the operation of this committee.

**5.4.3 Resolutions Committee.** The Resolutions Committee shall consist of not less than seven nor more than twelve members appointed annually by the Conference president at the close of the Annual Conference. All proposed resolutions other than those involving a change to or conflict with the Bylaws (5.5) or Conference incorporation (5.14), or involving financial or property matters (5.4.2) are to be submitted to this committee for proper presentation to the Annual Conference. Section 5.6 provides further detail regarding the adoption of resolutions and the operation of this committee.

**5.4.4 Conference Auditors.** The Conference Council shall annually appoint at least two and not more than four qualified persons to serve as an auditing committee, or alternately, may use the services of a licensed accounting

firm. These auditors shall audit the records of the Conference treasurer and the treasurers of the various camp meeting organizations plus any other Conference financial records that may be assigned to them by the Council or the Annual Conference. They shall verify these treasurers' records against canceled checks, bank statements and other receipts. They shall make a report of their audit to the Annual Conference and shall not fail to report any irregularity, error, insufficiently supported entries, or late submission of records. All records to be audited shall be submitted no later than June 15 unless a later date has previously been mutually agreed upon between the auditors and a treasurer.

**5.4.5 Statistician.** The Conference president shall annually appoint a statistician who shall take office at the close of the Annual Conference. His duties shall include the following:

- a) Preparing, and updating as appropriate, a statistical report form for use by the local churches in submitting the desired statistical data. This form must be approved by the Council before being printed and distributed.
- b) Submitting to the Annual Conference, for publication in the Minutes, a detailed written report of such statistics as the Conference or the Council may designate.
- c) Presenting a brief oral summary of this written report to the Annual Conference. This oral report shall also include a list of all churches whose statistical report was submitted later than June 20. The pastor of any church whose report was not submitted prior to the start of Annual Conference shall be required to give an explanation of their failure to comply with this requirement.

**5.4.6 Editing Committee.** The Editing Committee shall consist of the Conference secretary and two other members appointed by the Conference president after each Annual Conference. The appointive members of this committee shall take office following the publication of the Annual Conference Minutes and shall serve until the next year's Minutes are published. Their duties shall include:

- a) Organizing the Annual Conference Minutes (5.10.1) for maximum clarity and usefulness.
- b) Deleting or appropriately modifying, subject to the approval of the Conference Council, any Standing Resolution or portion thereof which is redundant with, superseded by, or in conflict with the Discipline.
- c) Correcting any typographical or grammatical errors, and updating the numbering of, and any cross references between, Standing Resolutions as resolutions are added or deleted.
- d) Automatically deleting all Annual Resolutions from the preceding year and seeing that all resolutions are properly listed.
- e) In general, assisting the Conference secretary in getting the Minutes pre-

pared on time by doing as much of the foregoing as possible prior to Annual Conference.

**5.4.7 Reception Committee.** At the close of each Annual Conference, the Conference president shall appoint a Reception Committee of three members. Their term of office shall extend through the close of the following Annual Conference. It shall be the duty of this committee to see that all ministerial visitors, new ministers in the Conference, fraternal delegates and other official guests are properly introduced to the Conference and, as appropriate, to move that they be granted honorary seats (5.2.4).

**5.4.8 Memorials Committee.** At the close of each Annual Conference, the Conference president shall appoint a Memorials Committee consisting of three members whose term of office shall extend through the following Annual Conference. It shall be their responsibility to prepare an appropriate memorial article upon the death of any minister in the Conference and for such other persons as the Council may direct. This memorial article is to be ready for publication in the Conference periodical on as timely a basis as possible. It shall also be read to the Annual Conference and printed in its Minutes.

**5.4.9 Office Editor of the Conference Periodical.** The Conference Council shall annually appoint an office editor by secret ballot. His term of office shall be from September 1 to August 31 or until his successor is appointed, whichever is later. His duties are defined in 5.10.2.

**5.4.10 Removal of Appointees and Filling of Vacancies.** Anyone who is appointed to a Conference position by the Conference president or the Council may be removed for cause by that same authority. A 2/3 majority vote is required when the Council revokes any of its appointments. The Conference president may, if he desires, ask the Council to ratify his decision to remove one of his appointees. The Council for cause may also request that the Conference president remove one of his appointees. Any of the following shall constitute sufficient reason for removal from an appointive position: failure to carry out the duties of the office, incompetence, conduct which is detrimental to the witness of the Conference, or unwillingness to cooperate with the officials of the Conference in any proper activity of that position. Such decisions are not subject to appeal (7.5).

In addition to removal, a vacancy shall exist in an appointive office for any of the reasons given in 5.3.15. Vacancies in any appointive position shall be filled by the same authority that annually makes the regular appointment to that position.

## 5.5 THE DISCIPLINE AND BYLAWS

The Discipline includes the Bylaws of the Conference corporation and vari-

ous appendices (5.5.5). The Bylaws supersede all other legislation at any level of government within the Conference. Therefore, a careful distinction shall be made between changes to the Bylaws and resolutions of the Annual Conference (5.6). Any action that would conflict with or modify the provisions of these Bylaws must be implemented as specified in the following paragraphs and not as a resolution or by any other means. Although some sections, such as 5.4 and 5.11, make provision for additional detail outside the Bylaws, in general the only means of either restricting or enlarging the scope of the provisions contained herein is by proper modification of the Bylaws. Changes in any of the following areas are specifically prohibited by any means other than proper modification of the Bylaws: requirements for and control over membership and offices, the relationships between and authority of each level of government, judicial procedures, doctrinal statements and ministerial regulations. However, the appendices are not formally a part of the Bylaws and may be changed in accordance with 5.5.5.

**5.5.1 Submission of Proposed Changes to the Bylaws.** All proposed changes to the Bylaws must be received by the secretary of the Polity Committee before January 15 and shall be distributed by him to the members of the Polity Committee before January 31. After careful consideration, the Polity Committee shall, by April 10, send copies of any change it recommends to each local church with each church receiving two copies plus at least one additional copy for every 20 members. Members and delegates of the churches shall be given opportunity to review these recommendations prior to Annual Conference. The secretary of the Polity Committee shall also notify the sponsor of any rejected proposed change and of the Polity Committee's reason for not recommending it to the Conference.

**5.5.2 Proposed Changes Rejected by the Polity Committee.** A sponsor who is a member of the Conference may appeal the rejection of his properly proposed change to the Annual Conference by notifying the secretary of the Polity Committee of his desire to do so before May 10. In such a case the secretary shall read the proposed change to the Conference along with the Polity Committee's comments on it. After allowing the sponsor opportunity to reply, the Conference shall immediately vote on whether or not to consider the change. If the majority supports consideration of the matter, the Conference shall then have the power to discuss and amend the proposal, but it may not be adopted until the following year. If the final wording is supported by a 2/3 majority in a secret ballot, it shall be printed in the Minutes as a recommendations to the following Annual Conference in lieu of the procedure of 5.5.1.

**5.5.3 Adoption of Changes.** The Bylaws may be modified only when the requirements of 5.5.1 or 5.5.2 have been met and the Annual Conference

adopts the change by a 2/3 majority in a secret ballot. The final wording may be improved by the adopting Conference, but if significant changes in meaning or intent are made, the chairman may rule that it can only be adopted as a recommendation as under 5.5.2, in order to allow for adequate consideration. The Polity Committee is authorized to modify cross-references and paragraph numbering and to correct minor errors as long as no change in intent or meaning is involved.

**5.5.4 Use of, and Instruction in, the Discipline.** At each level of government, the Discipline is the primary guide to procedures and requirements. It has been carefully arranged, cross referenced, and indexed to simplify its use. Every member should obtain or have access to a copy of the Discipline and should familiarize himself with at least the first four sections insofar as they deal with such basic matters as the purpose, doctrine and membership requirements and with local church government. The Polity Committee shall prepare, and update as necessary, a study guide to be used by pastors in instructing prospective, new and preparatory members in these aspects of the Discipline (3.4.1, 4.6.10, B.1).

Delegates to Annual Conference are to acquaint themselves with the duties and procedures of the Annual Conference, and should become sufficiently familiar with the overall operation of the Conference as described in Section 5 to participate effectively. Every minister, in addition to all of the foregoing, should periodically review the ministerial regulations in Section 6, and pastors are to be thoroughly acquainted with all aspects of local church government. The Polity Committee shall prepare an appropriate study guide to be used by the Examining Board in acquainting every new minister within the Conference with the Discipline (6.6.1, B.2). Every official at each level of government should thoroughly understand the responsibilities of his position as defined therein, as well as the overall organization within which he is to function.

**5.5.5 Discipline Appendices.** Certain Standing Resolutions (5.6) and other Conference regulations are of such general importance and/or such length as to make it desirable to include them as appendices in the back of the Discipline. This eliminates the need for reprinting them each year and provides a convenient location for future reference. Examples of items that may be covered in the appendices include the detailed provisions for the Ministerial Benevolence Fund (5.11), the Conference Youth Organization (5.12), Courses of Study (5.5.4, 5.8.5, 6.2.1), Rituals and Forms (5.8.3), Ministerial Report Form (6.3), and any voluntary relationships established between Conferences or with other organizations (5.15). Although located for convenience in the back of the Discipline, these appendices are not part of the Bylaws and may be added to, deleted or modified by a Standing Resolution of the Annual Conference or by whatever Conference body is given that authority by the referenced

sections of this Discipline in regard to the subject involved.

## 5.6 RESOLUTIONS OF THE ANNUAL CONFERENCE

Details of operation which are not covered by the Discipline may be adopted as Standing Resolutions of the Conference. This includes such matters as camp meetings, finances, publications, recommendations to the local churches and procedural details of the Annual Conference. Other matters requiring a single action, such as a request that the Council obtain additional information or that a particular directive be carried out, shall be treated as Annual Resolutions which remain in effect only until the end of the following Conference.

**5.6.1 Prior Notice Regarding Resolutions.** The Resolutions and Ways and Means Committees (5.4.2, 5.4.3) shall meet on a date set by the Conference Council to consider all proposals submitted to any member of the committee by that date. The date set shall be no later than April 15 and shall be published in the Minutes of the previous Conference. After consideration of the proposals submitted to them, the respective committees shall each draft a preliminary report of all resolutions which they believe merit consideration by the Annual Conference. Two copies of this report plus at least one additional copy for every 20 members shall be sent, no later than May 1, to each local church for its consideration.

Based on any comments received from the churches or delegates, the committee may revise the wording of, or delete, any resolution in its preliminary report before making its final report to the Annual Conference. However, any new resolution or any modification that deals with a different subject than the original may only be adopted as an Annual Resolution.

**5.6.2 Adoption of Standing Resolutions.** A Standing Resolution may be adopted only when presented as a Standing Resolution in accordance with 5.6.1 or when passed by the previous Conference as an Annual Resolution. A 2/3 majority vote is required for adoption.

**5.6.3 Annual Resolutions.** Annual Resolutions may be adopted by a simple majority vote. Although the procedures of 5.6.1 are not mandatory for Annual Resolutions, they should be followed wherever possible. Proposed Standing Resolutions which are not presented in accordance with 5.6.1 may be adopted once as an Annual Resolution. All resolutions not specifically adopted as Standing Resolutions are Annual Resolutions.

## 5.7 CONFERENCE PRESIDENT

The Conference president is the chief administrative and executive officer of the Conference. He shall devote full time to this office and the support provided him by the Conference shall adequately reflect the responsibilities and



expenses of this office. The Conference president is responsible to the Annual Conference for the work assigned to him. He is also amenable to the Conference Council, which shall have authority to remove or reprove him (5.3.14).

**5.7.1 Term of Office and Vacancies.** Whenever a Conference president is re-elected to successive terms, all elections after the first full year's term shall be for two years. Whenever there is a change in this office, the first elective term of office shall be for one year. If this office is vacated between Annual Conferences for any reason (5.3.15), the Conference vice president shall immediately become president until the next Annual Conference. If the vice president does not or cannot accept this position, he shall remain as vice president and the Council, by a majority vote in a secret ballot, may fill the vacancy until the next Annual Conference. When a Conference president leaves office at any Annual Conference, his salary shall be continued for one additional month.

**5.7.2 Responsibilities at the Conference Level.** The president is to have the general oversight of the work of the church throughout the Conference. When present, he shall preside at all meetings of the Annual Conference and the Council (5.2.4, 5.3.6). He or his appointee shall serve as chairman of all trial and appeal boards (7.1.1). He shall make the appointments described in 5.4.2, 5.4.3, 5.4.5, 5.4.6, 5.4.7 and 5.4.8, and may remove and replace his appointees in accordance with 5.4.10.

Along with the Conference secretary, he shall sign such ministerial credentials and licenses as may be duly approved by the Annual Conference. He shall also sign the certificates of all properly recommended lay ministers (6.4.1), evangelists and song evangelists (6.12), or give reason for his refusal to the body making the recommendation. He shall give a report to the Annual Conference of his activities and the status of the work of the Conference. He shall ensure that the deeds to all Conference property are properly drawn and recorded (5.13), and that all vital records of the Conference are maintained in the archives (5.10.3). He shall serve as the Editor of the Conference periodical (5.10.2) and in whatever other capacities the Annual Conference may designate.

In every area of the Conference organization, he shall maintain sufficient knowledge of the operation of each organizational unit, and take appropriate action as necessary, to ensure that the requirements of this Discipline are followed and met, and that the valid directives of the Annual Conference and the Council are carried out. He shall have the oversight of the Conference youth work (5.12).

**5.7.3 Duties in Regard to the Local Churches.** The Conference president or his appointee shall preside over all annual (4.2) and special (4.3, 4.7.2, 4.8, 5.9) church meetings except for the simultaneous local meetings for recall of a

pastor (4.3.1). He shall maintain a list of all officials elected at church meetings, including the lay delegates and alternates (5.2.2), and he shall immediately be informed of the action taken at all pastoral recall meetings as well as the pastor's response (4.3.1).

He shall visit, without fail, each local church in the Conference at least once in addition to the annual meeting, except that he may delegate a portion of this responsibility to the vice president. One of these visits should include a meeting with the local board in which he shall discuss such matters as any deficiency of the local church in adhering to the requirements of the Discipline, Conference programs of interest to the local board, and the plans of the board for the advancement of God's kingdom in their immediate area and elsewhere (4.4.1). Generally this visit should also include a pastoral relations board meeting (4.4.9) in which the pastor's salary and benefits are discussed (4.4.2, 4.4.4).

The Conference president's approval is required in order for local board meetings to be held if the pastor is incapacitated. When present, he shall preside at any local board meeting properly called in the pastor's absence (4.4.8). He or his appointee shall preside over any local trial board, and he may call a local church meeting under the conditions of 4.6.7 and 7.2.2. He shall advise the local churches regarding the sale, mortgaging and deeding of their property as well as their manner of incorporation, and shall present local deeds and incorporations to the Council for approval (4.4.5, 4.7.3, 5.8.4, 5.13).

**5.7.4 Involvement in the Calling and Placing of Pastors.** The Conference president shall work in cooperation with the local churches and the Council to ensure that all pastorates are filled and ministers assigned in the best possible manner (4.3.1, 4.6.3). His recommendation or the approval of the Council is required before a change in pastors can be voted upon (4.6.1a). He must give a reason for objecting to the call of a pastor and his objection may be overridden by the Council. His approval is required before a local board may recommend an extended pastoral call (4.6.4). His responsibilities and authority in situations where a local church has difficulty in obtaining or agreeing upon a pastor are defined in 4.6.7. He shall advise the pastor and local board whenever a pastor desires to resign his appointment prior to the expiration of his call (4.6.3).

## 5.8 THE CONFERENCE COUNCIL

The Conference Council is the chief administrative body in the church between Annual Conferences. It shall consist of the Conference president, Conference vice president, Conference secretary, Conference treasurer, Conference Missionary secretary and four advisory members. Only ordained ministers, and not more than one layman shall be eligible to be elected to the Conference Council. The Council shall be accountable to the Annual Conference and

shall take no action contrary to this Discipline or the directives of the Annual Conference.

**5.8.1 Council Meetings.** A meeting of the Conference Council shall be called by the Conference president or secretary upon the request of the Conference president or three members of the Conference Council. Notice of a meeting shall be given to each Council member at least 48 hours previous to the time set for the meeting. In the absence of an objection by any member of the Conference Council, the above notification can be waived. Five members of the Conference Council shall constitute a quorum.

**5.8.2 Duties Relating to Conference Offices and Appointments.** The Council shall make nominations for Conference and Youth Society offices as defined in 5.3.3 and Appendix E, respectively, and shall make the following appointments in accordance with the referenced paragraphs: advisory members of the Sunday school board (5.4.1), Conference auditors (5.4.4), and office editor (5.4.9). At its first meeting following the Annual Conference, the Council shall elect the chairman and secretaries of various committees as directed in 5.3.4. All nominations and appointments shall be made by secret ballot. When necessary, the Council shall remove elected officials in accordance with 5.3.14, remove and replace its appointees in accordance with 5.4.10, and fill vacancies in elective offices in accordance with 5.3.15. Provisions for bonding of the Conference treasurer (5.3.8) are the responsibility of the Council.

**5.8.3 General Administrative Duties.** The Council shall develop plans for the advancement of God's Kingdom (1.3) through the direct efforts of the Conference and also through support of and cooperation with external agencies — such as missionary boards, Bible schools, and other conservative holiness groups and institutions (5.15). A report of such plans and activities shall be given to the Annual Conference, usually as part of the Conference president's report. It shall direct the Conference treasurer regarding the disbursement of funds (5.3.8c) and shall also direct all of the actions of the Conference trustees in accordance with 5.2.6, 5.3.10 and 5.13. Council approval is required regarding certain actions of the Examining Board (5.8.5b), the statistician (5.4.5a), the Editing Committee (5.4.6b), and the Conference youth officers (Appendix E). Its responsibilities in regard to Conference property and incorporation are given in 5.13 and 5.14, respectively.

The Council shall set the date and place of the Annual Conference in accordance with 5.2.1 and shall call a Reconvened Conference under the conditions of 5.2.5. It shall establish and publish with the Minutes of the Annual Conference the dates for Conference-wide pastoral recall meetings (4.3.1) and for the meeting of legislative committees (5.6.1). It shall hear and approve the minutes of the final sitting of the Annual Conference when not done by the

delegates. The Council shall act as a trial or appeal board under the various provisions of Section 7 and shall rule on the interpretation of the Discipline in accordance with 7.8. It shall see that any changes to the appendices that it makes or approves are printed and distributed, including any changes it chooses to make to the Forms and Rituals (Appendices C and F). Its activities shall be subject to the review of the Annual Conference (5.2.6) and it shall carry out any additional duties or directives given it by the Conference.

**5.8.4 Responsibilities Regarding Local Churches.** It shall be the duty of the Council to advise a local church on any matter in which the local church requests its help, including recommendations regarding the worthiness of groups from outside the local church (4.4.1). Council approval is required regarding the form of deeds for local property and incorporation of local churches (4.7.3, 5.7.3, 5.13), and also regarding the location of any new work (4.4.5, 4.7.1). Its approval is also required before a minister who is not presently a pastor may be voted upon in a local church (4.6.1a, 5.7.4, 5.8.5c). When a local church is unable to call a pastor, the Council shall appoint a pastor subject to the conditions of 4.6.7.

The duties of the Council in regard to the operation and organization of unorganized churches are defined in section 4.7. Section 5.9 defines its authority in regard to the affiliation of churches from outside the Conference. Its authority in relation to the withdrawal of a local church from the Conference is defined in section 4.8. The Council's responsibilities toward local churches who fail to adhere to the Discipline are described in section 7.7. Its authority regarding churches which lose their organized status is given in 5.13.3. It may issue letters of recommendation (3.10.1) for local members under the conditions of 5.13.3, 7.2.3 or 7.7.2.

**5.8.5 Responsibilities Regarding the Ministry.** The responsibilities of the Council in regard to the ministry include the following, many of which are discussed further in Section 6:

- a) Upholding the principles of 6.1 and encouraging Spirit-filled candidates for the ministry to be faithful to their call.
- b) Reviewing, passing upon and giving its comments regarding the following work of the Examining Board: the Board's report to the Annual Conference (6.2.1f, 6.2.3), its recommendations on the format of the Ministerial Report Form (6.3) and on the study courses (6.2.1j and k), and its resolution of any previously unsatisfactory reports from ministers of the Conference.
- c) Examining candidates for a pastorate (6.2.1b) or credentials (6.5.1, 6.7.5) from outside the Conference. In addition to the items listed in 6.2.1b regarding such interviews, every pastoral candidate must also be

asked for an affirmative response to the qualifying questions for regular membership (3.3.4, 3.7.1). The covenant (3.8) should also be reviewed with him, though he need not take or sign the covenant until he joins the local church (3.3.4). If possible, a married minister's wife should be interviewed briefly at the same time and may also give her response to the qualifying questions at that time. The Council may authorize the Conference president, a committee from the Council, or the Examining Board to examine the candidate in lieu of the entire Council, and in any case it shall not abridge the right of the Examining Board to interview any candidate for ministerial credentials.

- d) Preparing a report for the Annual Conference (6.5.2) in any case where it is not practical for the Examining Board to interview a candidate from outside the Conference, or in any situation in which the Council recommends a minister for license over the objection of the Examining Board (6.5.3).
- e) Issuing temporary credentials to licensed (6.5.6) or ordained (6.7.5, 6.7.6) ministers from other churches who enter our Conference between sessions of the Annual Conference.
- f) Licensing ministers called to a pastorate, or ordaining ministers called to the mission field, between Annual Conferences, but only under the provisions and restrictions of 6.5.6 and 6.7.6, respectively.
- g) Arranging for all ordination services (6.7.4).
- h) Supervising the arrangements for an annual Ministerial Convention, subject to any provisions established by the Annual Conference.
- i) Evaluating charges brought against any licensed or ordained minister and, if a trial is required, acting as the trial board (7.6).
- j) Granting or withholding its recommendation of candidates for evangelistic commission (6.12). The advice of the Examining Board should be obtained regarding an initial commission or if there is any question regarding qualifications.
- k) Administering the Ministerial Benevolence Fund, including the establishment of a schedule of benefits (Appendix A).
- l) Administering the Pastoral Supplemental Income Fund.

## 5.9 RECEPTION OF LOCAL CHURCHES FROM OUTSIDE THE CONFERENCE

The provisions of 4.7.1 regarding unorganized churches may be inappropriate for a church which desires to unite with the Conference and which already has a formal local church organization. Provisions have therefore been made for a two-year transitional period known as "affiliated membership." If a local church has very limited formal organization or no formal membership, an ar-

rangement under 4.7.1 would normally be more appropriate.

**5.9.1 Affiliated Membership.** When an organized local church from outside the Conference indicates a desire to unite with the Conference, the Conference president or a delegation appointed by the Council shall meet with the church or its officials to discuss with them the requirements of our Discipline and their ability and willingness to comply with these provisions. After the church and the Council have had sufficient time to evaluate the suitability of the proposed union, each of them shall vote on the matter, with a 2/3 affirmative vote by secret ballot required in both cases. The Conference president or his appointee shall be present at the church meeting called for this purpose and shall read our covenant (3.8) and explain such other aspects of our Discipline as he feels would be appropriate. He need not preside at this meeting, however.

This relationship shall become effective as soon as it is duly approved by both the Council and the local church, and the delegates and ministers from this church shall be introduced to the next Annual Conference (5.2.3d) as members of the Conference on the basis of this affiliation.

**5.9.2 Privileges, Conditions and Responsibilities.** The privileges, conditions and responsibilities of affiliated membership are as follows:

- a) The Conference shall have no control over the property of affiliated churches and sections 4.8 and 5.13.3 shall not apply.
- b) The assessment of affiliated churches shall be one-half that of full member churches (5.11).
- c) Either the Conference Council, the Annual Conference, or the affiliated church may terminate this relationship at any time by a simple majority vote without giving cause or incurring any obligation.
- d) The affiliated relationship may not be extended beyond the third Annual Conference following the original union, except by a specific resolution of the Conference.
- e) The pastor of the church and any other ministers desiring credentials shall comply with the appropriate provisions of Section 6, including the interview of 5.8.5c and shall sign a copy of the covenant.
- f) The membership of a minister in an affiliated church of the Conference shall fulfill the requirement for membership in an organized church of the Conference (6.8).
- g) During the period of affiliation, all members of the affiliated church should affirmatively respond to the qualifying questions (3.7.1) and the covenant (3.8). Those who are already members of the affiliated church may fulfill this requirement by signing a copy of the same, or by joining with others in giving their affirmation in a public service. This step is, of

course, voluntary on the part of each member (also see 5.9.3a).

- h) During the period of affiliation, the local church shall also take whatever steps are necessary to fully conform its organization and operation to the provisions of Sections 3 and 4. Preparation of any changes in incorporation, deeds or other legal documents that it and the Council mutually deem appropriate (4.7.3) should be completed, but they need not be put into effect until after full membership has been accomplished (5.9.3). Any such changes shall be made for the protection of the members of the local church.
- i) All rights and obligations of a full member church, except as modified by the foregoing, shall apply to an affiliated church and its members, including participation in the Annual Conference.

**5.9.3 Full Membership.** The purpose of affiliated membership is to prepare for full membership in the Conference (5.9.2d). As the result of provisions such as (e) through (i) of 5.9.2, this goal should normally be achieved without difficulty. The minimum requirements and procedure for full membership are as follows:

- a) Satisfactory compliance with the requirements of the affiliated relationship and adjustment to the provisions of our Discipline. Since membership is a covenant relationship (3.1) all members, including those who have joined the church prior to affiliation, must have accepted the covenant (5.9.2g) prior to full membership in the Conference. The membership status of any persons who will not do so shall be dealt with by the local board in accordance with 3.11.2.
- b) A 2/3 or greater affirmative vote in a secret ballot by the local church at a duly called church meeting (4.2, 4.3) on a motion to become full members of the Conference.
- c) A 2/3 affirmative vote by secret ballot of the Annual Conference after hearing the recommendation of the Council to receive this church as a full member (5.2.3d). Normally this will take place at the third Annual Conference after affiliation (5.9.2d).

**5.9.4 Establishment of New Conferences.** If a group of churches could best be served by some form of a separate conference-level organization, such arrangements may be made by the Council in cooperation with other conferences with whom we may have working agreements (5.15, Appendix G), subject to the approval of the next Annual Conference.

## 5.10 PUBLICATIONS AND OFFICIAL DOCUMENTS

In addition to this Discipline (5.5), the official documents published by the Conference shall include the Minutes of its Annual Conferences and a monthly periodical. It shall maintain copies of all editions of these publications and

of all other important Conference documents in the Conference archives for future use and reference.

**5.10.1 Minutes of the Annual Conference.** The Minutes published by the Conference shall constitute the official record of business of the Annual Conference, except as any errors may be corrected by the next Annual Conference. They are to be distributed to the local churches within 60 days of the close of Annual Conference (5.3.7a). In addition to the Minutes of the Annual Conference, this document shall contain a listing of all Conference officials, appointees, committees, ordained and licensed ministers, evangelists, song evangelists, the names of those responding to the Conference roll (5.2.3b), and all pastoral appointments. It shall also contain all Standing Resolutions (except those appearing in the Discipline appendices need only be cross referenced), all current Annual Resolutions (5.6.3), all reports submitted to the Annual Conference, and such other information as the Conference shall designate.

**5.10.2 Conference Periodical.** The Conference shall publish a monthly periodical for distribution to the members and friends of the Conference. The Conference president shall serve as editor and shall control the editorial content of the paper and determine who the editorial contributors shall be. The Council shall annually appoint an office editor (5.4.9) whose primary duties shall be the preparation of the paper for printing and seeing that it is printed and distributed as quickly as possible each month. Details such as the name, basis for subscription, types of information to be carried, and the size of the paper shall be determined by the Council or the Annual Conference as appropriate.

**5.10.3 Conference Archives.** The Conference president shall carefully maintain a file of all official documents, publications and vital records of the Conference. The primary set of such documents should be maintained in a place secure from fire or theft, and insofar as is practical, a second set should be maintained for convenient reference. The Conference president shall control access to the archives and limit it to those who have a valid need for such information, which shall include the trustees and anyone so designated by the Council or the Annual Conference. Documents may be loaned for short periods, but only when necessary and a careful record must be kept of such loans. When a Conference president leaves office, he shall turn over all such documents, and transfer his access to them, to his successor.

## 5.11 CONFERENCE FINANCES

The Conference treasurer shall maintain the following funds:

- a) General Fund — for Conference expense and church extension work.
- b) Foreign Mission Fund



- c) Ministerial Benevolence Fund (Appendix A)
- d) Pastoral Supplemental Income Fund
- e) Church Extension Fund
- f) Marian and Ernest Lindsay Missionary Endowment Fund

Only the General Fund and the Pastoral Supplemental Income Fund may be supported by assessments; all other funds shall be supported by free will offerings, though special fund-raising campaigns may be held and goals set by the Conference. The specific assessments and all other aspects of raising and disbursing these funds shall be controlled by the Council or by resolutions of the Annual Conference (5.4.2).

The funds of the camp meetings and the Conference youth organizations may be handled by other treasurers elected or appointed for this purpose. However, all treasurers having responsibility for any Conference funds shall have their books audited each year (5.4.4) and shall be amenable to the Council and the Annual Conference.

## 5.12 CONFERENCE YOUTH ORGANIZATION

The Conference president shall have the oversight of the youth work in the Conference and shall work in close cooperation with the Conference Youth president and other youth officers. The Annual Conference shall establish, and update as appropriate, a detailed young people's organization, including the grouping of local churches into regional zones for the purpose of establishing Zone Youth Societies (Appendix E).

## 5.13 CONFERENCE PROPERTY

The real property of the Conference shall be held in trust for the Conference by its trustees (5.3.10) and deeded accordingly. Except for former and current home missionary projects and unorganized churches (4.7.1), the Conference does not generally own or directly hold title to the property of its local churches. However, in order to safeguard the rights of the members of local churches, it is the duty of the Council and the Conference president (4.7.3, 5.7.3, 5.8.4) to ensure, insofar as it is practical and appropriate, that provisions are made in the incorporation of local churches and the deeding of their property to reflect the concepts enumerated in 4.8 and 5.13.3. The only purpose of such provisions is to protect local members against hasty action or seizure or diversion of property by a small number of members. Guidelines for the bequest or transfer of property to the Conference are given in C.3.1 and C.3.2.

The Council shall make proper provision for the maintenance and insuring of all Conference property. It shall make certain that all rents, mortgages, taxes and other levies against Conference property are paid in full and on time.

All grants, deeds and conveyances of any Conference real property shall be

valid only if made by the Conference trustees when so authorized or approved by the Annual Conference or, in the specific instances defined in 5.13.2, when so authorized by the Conference Council.

**5.13.1 Purchase of Real Property.** Whenever possible, it is desirable for the Council to give prior notice to the Annual Conference of its plans to purchase or make major improvements to Conference property. However, if a situation develops between Annual Conferences in which the Council determines that it is in the best interests of the Conference to purchase a property, it may do so on its own authority as long as:

- a) No restrictions in this regard have been adopted by the Annual Conference (5.2.6).
- b) No mortgages which exceed the Council's authority as defined in 5.13.2 are involved.

Proper legal counsel shall be obtained regarding deeds and other legal aspects of the transaction to ensure that the Conference's rights and interests are properly safeguarded.

**5.13.2 Sale and Mortgaging of Real Property.** The sale, long-term lease, or mortgaging of Conference property requires the prior specific approval of the Annual Conference, except as follows:

- a) Property having a fair market value of less than \$5,000.
- b) Specific properties for which the Annual Conference has given the Council authority to proceed at its own discretion.
- c) Lease agreements whose term is not greater than one year.
- d) A mortgage not exceeding \$10,000 for financing improvements on the same property as is being mortgaged.
- e) A mortgage not exceeding \$20,000 on newly acquired property and only for the purpose of financing the purchase of that same property for use in an active home missionary effort.

Under any of the above circumstances, the Council is authorized to act without obtaining the prior approval of the Annual Conference but not over the objection of the Annual Conference. If possible, prior notice should be given to the Conference even under the above circumstances, and all major property transactions shall be reported to the Conference.

**5.13.3 Disposition of Local Property Upon Loss of Organized Status.** The provisions of Section 16 of Article 2 of the New York State Religious Corporation Law shall be applied by the Pilgrim Holiness Church of New York, Inc. as indicated herein in regard to any organized local church under its jurisdiction whose membership falls below seven active regular members (3.6). The term "active member" shall not include anyone whose name should have

been removed under the provisions of 3.10, 3.11.1, or 3.11.4. Any such local church, or any local church of the Conference which fails to hold any services for a period of six months or more and fails to maintain a formal organization of the type defined in Section 4, may be declared by a 2/3 vote of the Conference Council to have lost its organized status. The effect of such a ruling shall be to place such a church and its property under the direct supervision and control of the Conference for the protection of all involved.

Within 30 days of such action, the Council shall notify all persons listed on the membership roll of its ruling. However, if a list of members and their addresses cannot be obtained, this step is not required, though the Council will notify anyone who it determines may have a valid interest in the ruling. In any case, if services are still being held by the church, notice of this ruling shall be read, or submitted to the local leaders for reading in two or more regular services within 30 days. In all cases, notice of this action shall appear within 30 days. In all cases, notice of this action shall appear in the next two successive issues of the Conference periodical.

Such action of the Council shall be final unless, within 30 days of final notification under the above provisions, it can be shown that the local church had at least seven active regular members and has held church services and has maintained a local organization in accordance with Section 4, or unless some other arrangement is agreed to by the Council.

Although the Council may determine that certain names carried on the roll are no longer members under the provisions of 3.10, 3.11.1 and 3.11.4, it may not rule on the eligibility of members under 3.11.2 or 3.11.3 since this is the sole prerogative of the local church. The Council may, however, request that the church withdraw (4.8) or be dismissed (7.7).

Once a church has lost its organized status under the above procedures, the Council may continue to operate the church under the provisions of 4.7.1 with the goal of restoring it to organized status (4.7.2), or it may at any time determine that it is best to disband the church and dispose of the property. In either case, the Conference may take possession and control of all property owned by the local church. Consideration will be given to the interests and desires of any remaining active members at the time the church was declared unorganized but the Conference shall have full and final authority to control and dispose of the property and other assets. The Council shall provide those members who request them letters of recommendation (3.10.1) or transfer (3.10.3), as appropriate, to another church so that they may maintain their personal membership in the Conference.

If the Council determines that it is best that the property be sold or disposed of, the provisions of 5.13.2 shall apply and the proceeds shall be used solely for the purposes to which the Conference is devoted.

### 5.14 CONFERENCE INCORPORATION

The Pilgrim Holiness Church of New York is incorporated as the ecclesiastical governing body of its member churches. They are not subject to any other ecclesiastical body. Any proposed change to the incorporation of the Conference or its status as a corporation shall be handled by exactly the same procedure as a Discipline change (5.5.1 – 5.5.3), except for the following:

- a) The Council, rather than the Polity Committee, shall initially consider any proposed changes to our incorporation and shall present them to the local churches (5.5.1) and to the Annual Conference (5.2.3h, 5.5.3).
- b) Along with the copies of the proposed change it distributes to the churches (5.5.1), the Council shall provide a written opinion from a legal counsel regarding the legal effects of such a change.
- c) Even when such a change is duly adopted by the Annual Conference (5.5.3), it shall not be implemented unless and until this action is ratified by at least 2/3 of the organized churches of the Conference voting by secret ballot in duly called church meetings (4.2, 4.3) held within one year of its adoption by the Annual Conference.

### 5.15 AGREEMENTS WITH OTHER ORGANIZATIONS

The Conference Council is authorized to negotiate tentative cooperative agreements with other holiness organizations which share the purposes expressed in Section 1. If changes to the Bylaws of our Conference are involved, they must be coordinated with and recommended by the Polity Committee (5.5). Such agreements, and changes thereto, shall be submitted to the Annual Conference as Standing Resolutions (5.6) and carried in the Discipline appendices (Appendix G). These agreements shall not become effective unless and until ratified by the Annual Conference, including any changes which may be required to the Bylaws to eliminate any conflict (5.5). Any agreement which would affect or abridge the autonomy of the Pilgrim Holiness Church of New York as its own ecclesiastical governing body must also be treated as a change in corporate status under the provisions of 5.14.

## SECTION 6. THE MINISTRY

### 6.1 THE MINISTERIAL ORDER

While all men are in a very real sense called by God to full-time service, some are specially called of God to devote themselves entirely to the ministry of the Gospel. The church grants its endorsement and recognition of such a divine call by its commission to a ministerial office. In so doing, the church incurs a vital responsibility to safeguard and uphold the standards of this sacred office. This responsibility of the church may be more specifically defined to include the following:

- a) Establishment and conscientious maintenance of appropriate standards and requirements for its ministers.
- b) Ensuring that its ministers receive suitable training and development relative to God's Word and their calling.
- c) Provision of opportunities for the employment of the gifts and calling of its ministers.
- d) The restraint of those who are mistaken in assuming such a call or not adequately established in grace and maturity to uphold the responsibilities of this office.

The provisions of this Discipline in regard to the training, examination and obligations of our ministers have been established with these factors in mind. No one shall be granted recognition as a minister in our Conference whose life and testimony do not confirm the following:

- 1) A divine call to the ministry.
- 2) A holy life, entirely consecrated to God, filled with divine love, and manifesting the fruits of the Spirit.
- 3) Sufficient knowledge of God's Word and our doctrine to lead others into the truth and to avoid erroneous teaching.
- 4) An adequate degree of maturity, sound judgment, personal character, and ministerial gifts to be effective in a position of spiritual leadership and to set a proper example for those entrusted to his ministry and care.
- 5) A love for souls which is manifested in a ministry that convinces men of their spiritual needs and draws them to God.
- 6) A recognition of the significance of his call to the extent that he is faithful and zealous in his service and in his own development toward becoming a more effective servant of Christ.
- 7) A reasonable proof of ability to lead the flock by having his family in proper subjection under him in accordance with the Word of God and in compliance with the standards of the church; training his children in the way they should go, thereby, setting a proper example for the entire church (1 Tim. 3:4, 5).

Within these guidelines three levels of ministerial standing have been provided: lay ministers, licensed ministers and ordained ministers. The Confer-

ence has also established an Examining Board which is charged with ensuring, in cooperation with the Council and the Annual Conference, that the foregoing responsibilities are upheld.

## 6.2 EXAMINING BOARD

Persons accepting election to the Examining Board thereby agree to provide the time, effort and concern for the work of the ministry that is necessary to fulfill the obligations of this office. Conscientious attention by this board to its responsibilities will result in an increased effectiveness of, and God's blessing upon, the ministry throughout the Conference.

**6.2.1 Duties.** The duties of the Examining Board are as follows:

- a) Receiving and passing upon the annual reports of each licensed and ordained minister in the Conference (6.3, Appendix D).
- b) Examining all applicants for initial licensing as a minister (6.5.2), except that licensed ministers from outside the Conference who desire to be considered for a pastorate may also or instead be examined by the Council (5.8.5c) to determine whether or not they are to be recommended. In all cases this examination is to include inquiry into the candidate's education, spiritual standing, doctrine, practice, ministerial call and evidence thereof; any personal, family or financial circumstances which bear upon his ministry; and the recommendation of his local board or the Council (6.5.1).
- c) Examining all candidates for ordination as to their satisfactory completion of the requirements for ordination (6.7, 6.7.1).
- d) Examining all applicants for renewal of license (6.5.4) regarding their spiritual standing and progress toward meeting the requirements for ordination.
- e) Investigating, in accordance with 7.6, charges brought against any minister holding credentials from the Conference.
- f) Providing a report to the Conference secretary at least one month prior to Annual Conference of its findings and recommendations under (a) through (d) above, and thereafter, providing such additional information as the Council may request.
- g) Presenting a report to the Annual Conference in accordance with 6.2.3.
- h) Encouraging and admonishing those entered in the licensed minister's course of study to be diligent in their assignments; preparing and administering suitable examinations in the subject covered; and refusing to recommend those who fail to meet the minimum requirements (6.3.2).
- i) Administering a course for all ministers entering the Conference regarding the provisions of this Discipline as established by the Polity Committee (5.5.4, B.2)

- j) Preparing, subject to Council approval, a course of study for lay ministers which shall be printed in Appendix B.
- k) Submitting to the Council its recommended changes to the course of study for licensed ministers (5.8.5b, 6.6.2, B.3).
- l) Keeping the Conference president fully informed regarding its meetings and decisions.
- m) Encouraging all Conference ministers, licensed and ordained, toward continual voluntary improvement of their ministerial skills and talents by sponsoring, with the approval of the Conference Council, appropriate ministerial seminars, classes, reading lists, etc., for their benefit.

**6.2.2 Meetings.** The Examining Board shall meet immediately after the close of Annual Conference to lay out a plan and a schedule for the year ahead. This is to include the assignment of a Board member to personally monitor the progress of and work with each person enrolled in the licensed ministers' course of study, the scheduling of examinations, and the assignment of courses for those who have recently entered the Conference.

Each Board member shall personally contact the students assigned to him between December 15 and January 15 to review their progress to determine where additional effort is required, and to alert those who are in jeopardy of an unsatisfactory rating so that they have time to correct the situation prior to Annual Conference. Each Board member shall then report the results of this contact with the students to the chairman by January 31. He may seek the assistance of the Conference president in regard to any problems that arise or take other appropriate action to encourage each student to fulfill his course requirements.

The Board shall meet between May 10 and May 31 to review the annual reports of all ministers (6.3). It shall meet again prior to Annual Conference to prepare its final report to the Annual Conference (6.2.3).

**6.2.3 Report to the Annual Conference.** The Examining Board shall present a report to each Annual Conference (5.2.3g) consisting of the four sections identified below. A preliminary version of this report shall be provided to the Council at least one month prior to Annual Conference (6.2.1f) and the Examining Board shall keep the Council informed of any changes thereafter. Each section of the report shall be dealt with separately by the Annual Conference and the Council may indicate its concurrence or nonconcurrence with each part of the report as it is considered.

- a) A list of all licensed ministers recommended for ordination, including all information regarding their qualifications as required in 6.7.2 (also see 6.7.5).
- b) A list of all ministers recommended for renewal for license, stating in each case the specific progress made during the past year in the course of

- study, or that the entire study course has been completed, and any other pertinent information (6.5.4, 6.6.3, 6.6.4).
- c) A list of all persons being recommended to the Annual Conference for the first time for license as ministers in that Conference, along with any who are recommended for reinstatement to such a license after having previously forfeited it. This report shall indicate the bases for recommendation in each case (6.5.2).
  - d) A list of all licensed ministers whose Reports of Ministerial Standing are unsatisfactory or were not received and who wish to appeal for renewal of credentials for the coming year (6.3.3, 6.6.4, 7.6.3).

### 6.3 INDIVIDUAL REPORTS OF MINISTERIAL STANDING

The Examining Board, in conjunction with the Council (5.8.5b) shall develop, and update as appropriate, forms to be used by each minister to annually report his activities and standing (Appendix D). These forms and any changes thereto shall be approved by the Conference Council prior to being issued. Each licensed and ordained minister shall receive these forms by April 1, and shall submit a report to the secretary of the Examining Board on the appropriate form by May 10, including the recommendation of his local board where necessary (6.5.1).

**6.3.1 Satisfactory Reports.** Those reports which indicate that the minister has satisfactorily fulfilled the obligations of his commission shall be approved. A notice to that effect shall be given to the minister and a record kept of the fact that a satisfactory report was submitted.

**6.3.2 Unsatisfactory Reports.** Grounds for ruling that a report is unsatisfactory include: incompleteness of the report, failure to make adequate progress in the course of study (6.6.3), and failure to comply with ministerial regulations or with other provisions of this Discipline or with the Standing Resolutions. Whenever a minister fails to submit a satisfactory report, the Board, or such of its members as it may assign, shall review the matter with the minister involved and attempt to rectify the situation prior to Annual Conference.

If the situation is corrected to the satisfaction of the Examining Board and the Council, the report can then be approved (6.5.4). However, the Board shall not tolerate repeated infractions and may ultimately rule a minister's report to be unsatisfactory on the basis of repeated infractions even though allowances were made in previous years. The Examining Board may not waive the basic educational requirements for renewal of license (6.6.3, 6.6.4).

**6.3.3 Appealing an Unsatisfactory Report.** If a licensed minister's report is not approved prior to the Annual Conference, he may notify the secretary of the Examining Board of his intent to appeal to the Annual Conference for li-



consenting. The board shall report all such names to the Annual Conference along with the reason for its disapproval (6.2.3d), and the minister in question shall then give his explanation or defense. A vote of confidence by 3/4 of those who have answered the roll, in a secret ballot and excluding the minister in question shall be required to restore the minister's license for the coming year. In voting on such a question, the Conference may also vote to impose any of the penalties in 7.6.1 or to refer the matter to the Council for final action.

If an ordained minister fails to submit a satisfactory report, he shall be required to give an explanation to the Conference Council. If he fails to provide a satisfactory explanation, the Conference Council may pass a motion of censure or a motion recommending that he be dealt with in accordance with section 7.6. However, in no case may his credentials be withheld except in compliance with section 7.6.

## 6.4 LAY MINISTERS

Throughout the history of the church there have been those from among the laity whom God has specially called and given ability in such areas as having charge of local services; ministering to the sick, the needy and the sorrowing; reaching the lost and wandering for Christ. Although all members share in these responsibilities it is fitting that we make provision for the training, encouragement and supervision of such as are especially active in these areas with the aim of increasing their effectiveness in such important activities of the church.

**6.4.1 Lay Minister's Certificate.** An appropriate certificate (C.2.1) shall be issued by the Conference secretary to lay members recommended by their local board and approved by the Examining Board or the Conference president (5.7.2). In recommending members for such a certificate the local board shall inquire into the member's progress in study (B.4) and activities relative to his commission. The names of those recommended by the local board should be submitted to the Conference secretary by June 1 each year. However, when felt appropriate, a local board may recommend that a lay minister's certificate be granted at any time during the Conference year.

**6.4.2 Supervision.** The lay minister shall be under the supervision of the local pastor who shall provide encouragement, counsel and opportunities for service whenever possible (4.6.10). If a lay minister is asked to fill a pulpit for any extended period he shall do so under the supervision of the Conference president with such arrangements as they may mutually work out with the local board.

**6.4.3 Limitations of Authority.** Lay ministers have no authority to solemnize marriages nor to administer the sacraments. Their privileges in regard to

being a delegate to Annual Conference or in serving in any local or Conference office are no different from any other layman. Their certificate may be revoked in accordance with 7.6.4. If under unusual circumstances a lay minister serves as the pastor of a church, all of the foregoing restrictions shall still apply.

## 6.5 LICENSED MINISTERS

A licensed minister has been officially recognized by the Conference as fulfilling the basic requirements of the ministerial order, though he has not yet fully met the requirements for ordination (6.7). Before granting a license to any minister, it shall be determined that his life and testimony are consistent with the characteristics enumerated in 6.1 and with the ministerial regulations in 6.8. Each candidate, without exception, shall have completed the minimum educational requirements given in 6.6.1 before being recommended by the Examining Board. Each candidate shall annually obtain a recommendation from his local board (6.5.1). Candidates shall be members of a local church of the Conference or shall be able and willing to become members within 60 days of approval for licensing. The Conference president shall not issue a license to any minister, even though approved for license, until he has been received into membership by one of our local churches.

It is a major responsibility of the Examining Board, the Council, and the Annual Conference to ensure that all of the requirements and safeguards which have been established in this Discipline regarding the licensing of ministers are conscientiously adhered to. All licensed ministers shall diligently apply themselves to fulfilling the requirements for ordination (6.7).

**6.5.1 Recommendation of Licensed Ministers by their Local Boards.** A member of the Conference who is not presently licensed as a minister by the Conference but is called of God to give himself entirely to the ministry of the Gospel may, after discussing this call with his pastor, ask his local board for a recommendation to the Examining Board. This recommendation shall be based in whatever knowledge the local board may have regarding the candidate's life and testimony in relation to the requirements of 6.1. If the candidate has very recently joined one of our local churches, or would be transferring into the Conference, he shall be referred to the Council for this initial recommendation (5.8.5c). The Examining Board may request such additional information or recommendations as it finds necessary.

Ministers seeking renewal of their licenses should submit a recommendation from their local board along with their annual report of ministerial standing (6.3). The Examining Board may adopt a specific form or set of guidelines for use by local boards in this regard.

**6.5.2 Examining Board Responsibilities — First License.** After an applicant for initial licensing or for reinstatement has presented an appropriate

recommendation he shall be examined by the Examining Board in accordance with 6.2.1b and 6.5. If a majority of the Board vote to recommend a candidate for initial licensing by the Conference or for reinstatement, a brief report shall be prepared for the Annual Conference (6.2.3c) containing the following in regard to each candidate:

- a) A statement regarding his compliance with the requirements of 6.1.
- b) The source of his recommendation (6.5.1).
- c) The extent of his education and experience in relationship to the ministry (6.6.1).
- d) Any other pertinent information.

If a candidate from outside the Conference cannot be personally interviewed by the Examining Board prior to Annual Conference (6.2.1b), or if the Council recommends a candidate to the Annual Conference over the objection of the Examining Board, the foregoing report may be prepared by the Council on the basis of its interview (5.8.5d).

In the examination of candidates careful attention shall be given to doctrine and knowledge of the scriptures. No one shall be recommended whose doctrine or practice is inconsistent with God's Word and this Discipline, or who will not teach and practice tithing.

**6.5.3 Granting of Initial License by the Annual Conference.** After hearing the reports regarding each new candidate for licensing and the comments of the Council (6.2.3) the Annual Conference may request additional information from the Examining Board or the candidates, and may hear any other pertinent information that any delegate may present in this matter. A vote shall then be taken by secret ballot on a motion to confirm such candidates as meet the requirements for becoming licensed ministers of the Gospel, either as a group or on an individual basis. A 2/3 affirmative vote shall be required, except that if either the Council or the Examining Board objects to any candidate, a 3/4 affirmative vote of all delegates (6.3.3) is required for that candidate.

Those approved for initial commissioning as licensed ministers shall then present themselves before the assembly. After a brief charge by the chairman regarding their responsibilities, prayer shall be made asking God's blessing on their ministry.

**6.5.4 Examining Board Responsibilities — Renewal of License.** A recommendation by the Examining Board for renewal of a ministerial license (6.2.3b) shall be based upon the submission of a satisfactory report of ministerial standing (6.3), which would normally include a recommendation from the local board (6.5.1). A minimum requirement for recommendation by the Examining Board for renewal of license shall be satisfactory progress in the Licensed Ministers' Study Program as defined in 6.6.3. If a licensed minister fails to meet the normal requirements for renewal or to submit a satisfactory

ministerial report (6.3) he shall not be recommended for renewal of license unless the Board determines that there are sufficient extenuating circumstances under 6.6.4. If any requirement is waived by the Examining Board, the Board shall report this situation and the reasons for the exception to the Council and to the Annual Conference in making its recommendation regarding such a candidate (6.2.3b, 6.6.4).

**6.5.5 Renewal of Ministerial Licenses by the Annual Conference.** Although the report recommending renewal of licenses (6.2.3b) is acted upon separately from the report recommending candidates for initial license (6.2.3c), the procedure for reconfirming their commission as licensed ministers shall otherwise be exactly the same as that defined in the first paragraph of 6.5.3.

**6.5.6 Licensing of Ministers between Annual Conferences.** A temporary license may be granted to a minister who meets all of the qualifications of 6.1 and 6.5. This license shall expire at the close of the next Annual Conference. The procedures of 6.5.1 and 6.5.2 shall be followed but the Conference Council by a 2/3 majority in a secret ballot is authorized to act for the Annual Conference in place of the procedure in 6.5.3. However, the Council may not grant a license to anyone who was denied a license at any prior Annual Conference nor over the objection of three or more members of the Examining Board. This special provision is normally applied only in the case of pastors called between Annual Conferences.

**6.5.7 Credentials for Licensed Ministers.** When a minister has been duly commissioned in accordance with the preceding provisions and has joined a local church of the Conference (6.5) he shall be issued a certificate (C.2.2) to that effect which shall expire at the close of the next Annual Conference. He shall also be issued annual pocket credentials (C.2.4). Each of these credentials shall be issued and signed by the Conference president and Conference secretary, and no credentials shall be valid without their signatures.

These credentials may be revoked under the procedures of 7.6. Renewal of this license is not automatic (6.3.2, 6.5.4, 7.6.3). All authority conferred by such certificates shall cease when they expire, or are returned or revoked, or when the minister is no longer a member of the Conference (3.11.4, 7.2.3).

## 6.6 MINISTERIAL EDUCATION — LICENSED MINISTERS

Every minister should recognize the tremendous responsibilities of the high office to which he has been called by God. Surely the ministry of the Gospel is worthy of no less preparation than men give to secular professions. While formal education is only one aspect of a minister's preparation, it is a vital part. Its importance is recognized throughout the Bible (II Kings 2:3, 5; Prov. 2:1-12; II Tim. 2:2, 15). Educational requirements for ordination are given in 6.7.7.

In recognition of the importance of fulfilling the requirements for ordination, no licensed minister may serve on the Conference Council.

**6.6.1 Initial Educational Requirements — Licensed Ministers.** In most cases the training of a licensed minister should include completion of a ministerial degree program at a conservative holiness Bible school. In all cases, the minimum educational requirements for license as a minister of the Gospel shall be completion of the study course for lay ministers (B.4), or two or more years of full time ministerial training in a Bible school, or an equivalent knowledge of the ministry as demonstrated in an examination prepared and administered by the Examining Board. If a person who is called to the ministry cannot meet this minimum requirement, he may be commissioned as a lay minister (6.4) until he has acquired sufficient knowledge and training, but in no case may he be licensed. Ministers coming from outside the Conference may complete their study of the Discipline (B.2) during their first six months as a licensed or ordained minister of that Conference.

**6.6.2 Licensed Ministers' Study Program.** Every licensed minister shall diligently apply himself to fully prepare for ordination. If he has not already completed the educational requirements for ordination (6.7.7) when first licensed, he shall immediately begin a course of study under the direction of the Examining Board. A full time degree program at a conservative holiness Bible school is recommended wherever possible. Otherwise, he shall be assigned to a correspondence course or other course of study established by the Examining Board (B.3). A member of the Examining Board shall be designated to work with and monitor the progress of a minister in this study program during the periods between meetings of the Examining Board (6.2.2).

**6.6.3 Minimum Acceptable Study Progress.** All licensed ministers who had not completed the educational requirements for ordination (6.7.7) by the beginning of the current Conference year are subject to the following regulations. Each such minister shall keep the Examining Board fully informed of his progress in the study program (6.6.2) and his plans for completion. If correspondence or resident Bible college courses are being taken, copies of transcripts or other documents indicating satisfactory completion of course work shall be shown or given to the Examining Board as they are received or requested. Ministers following a self-study program established by the Examining Board and the Council (6.2.1k, B.3) shall be examined by the Board regarding the material assigned with a grade of 70 percent being the minimum accepted as passing. All questions of equivalency or sufficiency of a Bible school course against a requirement of the study program shall be decided by the Examining Board.

Ministers completing their educational requirements through a resident

Bible School program or correspondence at a Bible school or through the Conference study program shall satisfactorily complete two full courses each Conference year. In order to receive due credit, such courses must have been approved by the Examining Board as satisfying specific requirements of the study program. Ministers enrolled in the self-study program shall complete at least six books each Conference year, of which at least three shall be study texts on which he must pass an examination during that year, the rest being required collateral reading for which only a written statement that he has carefully read the books will be required.

**6.6.4 Failure to Make Satisfactory Progress.** Exceptions to or reductions in the study requirements of 6.6.3 may be made by the Examining Board under one of three allowable circumstances:

- a) Serious illness, accident or other emergency which clearly prevents the minister from meeting his study requirements.
- b) Under unusual church-related circumstances, such as a major building program, a reduction in courses may be made with prior Examining Board approval.
- c) Licensed ministers over 60 years of age need only complete one course, or one book assigned by the Examining Board, each year.

Whenever any exception is made by the Examining Board in its recommendations for renewal of license (6.2.3b), it shall be noted in the report along with the reason. Very few other exceptions shall be made — those who fail to meet the minimum requirements shall normally be reported as having submitted an unsatisfactory report (6.2.3d). While appeal may be made to the Annual Conference (6.3.3), a licensed minister who does not expect to maintain the minimum requirements in future years should enroll in a Bible school as a resident student or else revert to the status of a lay minister (6.4).

## 6.7 ORDAINED MINISTERS

A licensed minister may be recommended to the Annual Conference for ordination as a minister of the Gospel of Jesus Christ when he has met all of the following requirements:

- a) He has been a licensed minister for at least three years, of which at least two years were spent in active ministry as a member of the Conference.
- b) He was an active minister of the Conference during the previous Conference year and intends to continue to devote himself to the active ministry (e.g. pastor, evangelist, missionary, Bible teacher).
- c) He has fulfilled the education requirements of 6.7.7.

**6.7.1 Responsibility of the Examining Board.** Each candidate for ordination shall be personally interviewed by the Examining Board to determine that he has met and his life evidences the following essential requirements:

- a) A divine call to the ministry.
- b) A holy life, entirely consecrated to God, filled with divine love, and manifesting the fruits of the Spirit.
- c) A thorough knowledge of the scriptures and of sound doctrine consistent with this Discipline; a level of educational achievement consistent with 6.7.7; experience as specified in 6.7a and b.
- d) That degree of maturity, character, sound judgment and ministerial gifts necessary to be effective in a position of spiritual leadership and to set a proper example for those entrusted to his ministry and care.
- e) A love for souls which is manifested in a ministry that convinces men of their spiritual needs and draws them to God.
- f) A recognition of the significance of his call as manifested by conscientious service as a licensed minister and careful preparation for the responsibilities he is now accepting.

After careful examination of a candidate, after discussion of his qualifications with the Council, and after seeking divine guidance, the Examining Board shall vote by secret ballot at a duly called meeting regarding the recommendation of the candidate. A 2/3 majority is required for recommendation of the candidate to the Annual Conference. This recommendation shall then be submitted to the Council who must ratify it by a 2/3 majority in order for it to be presented to the Annual Conference.

**6.7.2 Report on Candidates for Ordination.** After a candidate has been approved by the Examining Board, it shall prepare a report for the Annual Conference consisting of the following:

- a) A specific statement of the basis on which the candidate has fulfilled the educational requirements (6.7.7).
- b) A summary of his experience in the ministry.
- c) A statement to the effect that he has satisfactorily responded to the examination as defined in 6.7.1.
- d) Any other pertinent information regarding his candidacy.

**6.7.3 Action of the Annual Conference.** In addition to the report of the Examining Board, the Annual Conference shall also hear the personal testimony of the candidate and any comment from the Council. The Annual Conference may request or hear any additional information it deems necessary. Then after earnestly seeking God's direction in prayer, the Annual Conference shall vote by secret ballot, listing each candidate's name separately. A 2/3 affirmative vote is required for approval.

**6.7.4 Commissioning of Ordained Ministers.** After approval by the Annual Conference of a minister for ordination, the Council shall announce the date on which the ordination service will be held. At this service the ordained

ministers of the Council, and/or such other ordained ministers as they may designate, shall by the laying on of hands and by prayer set apart the candidate for the work whereunto God has called him.

**6.7.5 Ordained Ministers from Other Churches.** Ordained ministers with valid credentials from other evangelical churches or another Conference may be received into a Conference as ordained ministers, provided that they meet the requirements of 6.7.1 and 5.8.5c, except that no prior service as a member of the Conference is required. Credentials of ministers who have been divorced from one companion and have married another without the former having died are not recognized. Permanent approval of credentials involves exactly the same steps as defined in 6.7.1, 6.7.2 and 6.7.3. However, no ordination service is required since pocket credentials may be issued thereafter on the basis of their original ordination (6.7.8). No one may be recognized as an ordained minister of the Conference unless he is a member of one of its local churches or is able and willing to become a member within 60 days. He shall complete the course on the Discipline (B.2) within six months.

**6.7.6 Ordination Between Conferences.** When the requirements of 6.7.1 and 6.7.2 have been fully met, the Council may act for the Annual Conference, but only in those cases where it is felt best that a minister be ordained before going to serve as a missionary in another country. In such cases the report of the Examining Board (6.7.2) and comments of the Council shall be read to the next Annual Conference for its information, but no further action is required by the Conference. The Council may also issue temporary pocket credentials (valid through the close of the next Annual Conference) to ordained ministers who enter the Conference between Annual Conferences and are qualified under 6.7.1. However, this in no way changes the necessity of action by the next Annual Conference regarding permanent approval in accordance with 6.7.5.

**6.7.7 Educational Requirements for Ordination.** One indication of how conscientiously a minister responds to his divine call is the diligence and thoroughness with which he prepares himself for the ministry. It is significant to note what a large proportion of Christ's public ministry on earth was devoted to the training of His "disciples" — a term which literally means His pupils.

There are many advantages for young persons called to the ministry to submit themselves to the discipline of full time study at a conservative holiness Bible school where they may benefit from the influence of Godly men who are thoroughly knowledgeable in the scriptures and the requirements of the ministry. A preferred means, therefore, of fulfilling the educational requirements for ordination is graduation from a ministerial or theology degree program. The Examining Board shall rule on the acceptability of such a degree towards fully meeting this requirement, based on its knowledge of the school and a



transcript of the courses taken. When the courses of study did not cover all subjects in the approved study course (B.3), further study may be required. In all cases the course on the Discipline (B.2) shall be completed during his first six months as a licensed minister of the Conference.

It is recognized, however, that full time resident study, though desirable, is not always practical — particularly for some who are called later in life. Two alternate means of fulfilling the educational requirements are the self-study course for licensed ministers (6.6, B.3) or an equivalent correspondence course from a Bible school taken with the approval of the Examining Board. In such cases, fulfillment of the requirements shall be demonstrated through examination by the Examining Board and/or a transcript of courses completed.

All of these educational requirements are in addition to the ministerial experience specified in 6.7a and b.

**6.7.8 Ordination Certificate and Annual Credentials.** Every minister ordained by our Conference shall be given a certificate (C.2.3) which shall bear the signatures of the ordained ministers who had part in his ordination (6.7.4). Once granted ordained status by the Conference, a minister retains that status and shall automatically be granted pocket credentials (C.2.4) each year before the expiration of his previous annual pocket credentials unless:

- a) He is no longer a member of the Conference (3.11.4, 7.2.3).
- b) He resigns or returns his credentials.
- c) His credentials are filed or revoked in accordance with 7.6.

All authority as an ordained minister of the Conference ceases under any of the above three circumstances.

A minister who was ordained by another denomination is not normally issued a new ordination certificate, but his status in the Conference is verified by his pocket credentials. Pocket credentials are valid only when signed by both the Conference president and secretary, and expire at the close of the next Annual Conference.

## 6.8 MINISTERIAL REGULATIONS AND PRIVILEGES

Every minister must be or become a member of a local church of the Conference (4.7.1, 5.9.2f, 6.5, 6.7.5, 6.7.8, 7.2.3). Membership of a pastor and his wife are transferred automatically in accordance with 3.3.4 and 3.10.4 when accepting a new pastorate. Every minister shall keep the Conference secretary informed of his current address and any factor which would affect his ministerial standing.

**6.8.1 Areas of Special Emphasis for Pastors.** Systematic giving never will receive proper attention from the people unless clearly and frequently enunciated from the pulpit. Decency and cleanliness must not only be practiced by the preacher, but should be inculcated in his public preaching. Congrega-

tional singing should receive careful attention. It should be lively, spiritual, and varied as to selection. Let every pastor combat the lazy, careless “crooning” tendency that takes undue liberty with the melody and meter. The pastor should be careful whom he permits to occupy his pulpit in his absence. Every preacher should control his pulpit. The pastor must not neglect his Sunday school. Pastors will receive large returns in good done by circulating the Discipline among their members. A copy should be in every home.

**6.8.2 Authority Regarding Marriage and the Sacraments.** Marriages are usually conducted by ordained ministers, but licensed ministers having charge of congregations shall have power to do so if it is in harmony with civil law. The sacraments are usually administered by ordained ministers but licensed ministers having charge of congregations shall have power to do so. Bread and unfermented wine shall be used at the Lord’s Supper.

**6.8.3 Responsibilities to the Conference.** Each pastor shall attend Annual Conference and the ministerial convention and shall cooperate with the work program of the zone camp meeting committee unless excused by the Conference president. Each minister elected or appointed to a position in the Conference shall fulfill the responsibilities of that office, or if it is not feasible for him to do so, shall resign that position.

**6.8.4 Starting New Churches.** No minister shall go into a state or territory where the Conference has no churches with the purpose of starting another church without the consent of the Conference president (also see 4.4.5, 5.8.4).

**6.8.5 Maintaining Our Special Rules.** Every minister, by his example and ministry, shall carefully uphold the special rules of membership (3.9). None of our ministers shall use the wedding ring in performing a marriage ceremony. Since television has proven itself detrimental to deep piety, and has undoubtedly helped bring many who were once alive to God to a state of spiritual death, none of our ministers shall possess or encourage the possession of a television.

**6.8.6 Divorce and Remarriage.** In these days of multiplied divorces and great laxity relative to the marriage question it is fully agreed that no minister shall unite in holy wedlock any who have been divorced (3.9.5).

Any minister who has been divorced from one companion and has married another without the former having died, or is married to one who has another living companion, shall not be licensed or ordained, and any minister who violates this rule shall be dismissed immediately from his ministerial standing (7.6).

## 6.9 JOHN WESLEY'S RULES FOR MINISTERS

John Wesley's "Twelve Rules to a Helper" have perhaps never been excelled as counsel to ministers, whether young or old. These "Rules" are, in part, as follows"

- 1) Be diligent. Never be unemployed. Never trifle away time: neither spend any more time at any place than is strictly necessary.
- 2) Be serious. Let your motto be: Holiness to the Lord. Avoid all lightness, jesting, and foolish talking.
- 3) Converse sparingly and conduct yourself with prudence in the presence of the opposite sex (I Tim. 5:2).
- 4) Be honest. Keep out of debt. Preach your own sermons.
- 5) Believe evil of no one unless you see it done. Take heed how you credit it. Put the best construction on everything.
- 6) Speak evil of no one: else your words especially will eat as doth a canker. Keep your thoughts within your breast till you come to the person concerned.
- 7) Be courageous. Fear not to rebuke sin to its face, and privately as well as in the public congregation.
- 8) Flee all affectation. A preacher of the gospel should regard himself as the servant of all.
- 9) Be ashamed of nothing but sin. Let your industry, as well as your humility, commend itself to all.
- 10) Be punctual. Do everything exactly at the time. And keep your covenant, not as a heavy duty, but for conscience sake.
- 11) You have nothing to do but save souls. Therefore, spend and be spent in this work. And go always not only to those who want you, but to those who need you most.
- 12) It is not your business to preach merely a certain number of times, nor take care of this or that church: but to get as many souls saved as you can: to bring as many sinners as you possibly can to repentance, and with all your power to build them up in "holiness, without which no man shall see the Lord."

## 6.10 ADAM CLARKE'S ADVICE TO PREACHERS

Adam Clarke, the commentator, in "A Letter to a Preacher" makes many exceedingly pertinent observations which we summarize herewith:

- 1) Concerning Choice of Texts — Never take a text you do not fully understand. Remember, you are called not only to explain the things of God, but also the words of God. Seldom take a very short text. Never take a text out of its setting, but always give the meaning intended by the Holy Spirit. Beware of allegorizing on one side and literalizing on the other.

- 2) Concerning Your Behavior in the Pulpit and Mode of Conducting the Public Service — Go from your knees to the service. Be careful how you say things to make your congregation laugh. Never assume an air of importance while in the pulpit. Avoid fantastic attitudes. Endeavor to gain the attention of your congregation. You are a witness from God and are bound to tell the “truth, the whole truth and nothing but the truth.” Keep your eyes closed while you pray. Read your text distinctly and begin to speak about the middle of your voice. Be sure you have the matter of your text well arranged in your own mind before you come into the pulpit. Preach Jesus Christ. Never ape any person, however prominent he may be for piety or ministerial ability.
- 3) Concerning Your Behavior On Your Circuit or at the Place Where You Exercise Your Ministry — Never disappoint a place. Be punctual in getting in proper time to the place where you are to be entertained. Do not make the whole family wait upon you. Never leave any place you visit without reading a portion of the Scripture and praying with the family. Take heed that while you avoid levity on the one hand you fall not into sour godliness on the other. Tell your secret trials and temptations to very few. Never go into debt for food, clothes, or anything else. It is no sin to die in a ditch through hunger or cold; but it is a crime to go in debt when there is not the fullest prospect of being able to pay. Get a genuine friend whenever you can. Beware of forming hasty friendships.
- 4) Concerning Your Behavior in the House Where You Lodge — On your arrival get as speedily as possible to private prayer. Show yourself satisfied with everything you receive. Be punctual at meals and rise when called. Be not over-particular about your food. Give the family where you lodge as little trouble as possible. Keep your room in such an orderly manner that everything will have its place and that even your absence will testify to the regularity of your habits. Go out as little as possible to eat and drink. Go not from house to house (Luke 10:7).
- 5) Concerning the Cultivation of Your Mind — Pray much, read much, write much. Have always some essay, dissertation, or similar work upon the anvil. And be sure you finish whatever you undertake. Read the Bible through regularly at least once in the year; and take down in order every text you think you have light sufficient to preach from. Always carry a New Testament with you. No man can fully explain the Bible who has not a general acquaintance with the most important sciences and arts. There are multitudes of texts in that blessed Book which no man can explain who has not a tolerable knowledge of history, chronology, geography, astronomy, anatomy, and chemistry. Illiterate piety may be useful in exhorting sinners to return to God, but it certainly can-

not, without immediate inspiration, explain and apply the deep things of God. I think it of great consequence to a preacher of the gospel to be able to read the Old and New Covenants of his God in those languages in which they were originally given. The indolent preacher is soon known by his preaching. He has little or no variety. The knowledge which has for its object God and His works can never rob you of your religion or deprive you of your simplicity; but, on the contrary, will be a powerful means of increasing both.

### **6.11 ORDAINED DEACONESSES**

Since 1962, no provision has been made for commissioning deaconesses. However, those who were recognized by the Conference in 1962 as ordained deaconesses shall retain their ordination and shall be recognized as members of the Annual Conference. This commission may be revoked only under the procedures given in 7.6.

### **6.12 EVANGELISTS' AND SONG EVANGELISTS' CERTIFICATES**

An appropriate certificate (C.2.6) may be issued by the Conference president and secretary to any member of the Conference who is recommended by his local board as living an exemplary Spirit-filled life and as having gifts and abilities as a song evangelist. A licensed or ordained minister of the Conference who has the recommendation of the Council (5.8.5j) regarding his knowledge of the scriptures and of doctrine and his gifts, maturity and call as an evangelist may be issued an evangelist's commission (C.2.5) by the Conference president and secretary (5.7.2).



## SECTION 7. JUDICIAL PROCEDURES

### 7.1 GENERAL PRINCIPLES

The purpose of church government and discipline is for the vindication of the truth, the preservation of the integrity of the body, a warning to the careless, and the salvation and restoration of the wayward.

Members of our churches who violate the principles of membership and ministers or officials who fail to uphold the trust inherent in their office shall be dealt with kindly, yet faithfully, in accordance with this Discipline. Each such case shall receive the timely and thorough attention of the church authorities having jurisdiction. The action taken shall be commensurate with the seriousness of the offense and sufficient to safeguard the teaching, standards and witness of the church.

There is no requirement for a formal trial unless the accused requests it, and a sincere effort shall be made to deal with each case with a minimum of publicity and without the necessity of a formal trial. However, no member may be arbitrarily set aside without due consideration for his spiritual welfare and his legal rights as defined herein. The body having original jurisdiction may refuse to act upon any charges for which it deems that there is insufficient evidence. Whenever a determination is made at any level of the trial and appeal proceedings, the secretary of the trial board should notify the principal parties in writing within 10 days.

**7.1.1 Basic Trial Procedures.** The Conference president or his appointee shall serve as chairman of every formal trial board except when he is on trial himself, in which case the vice president or his appointee shall preside. The chairman shall rule on procedures and admissibility of evidence during trials or appeals, and shall ensure that the proceedings are consistent with the requirements of this Discipline. Only members of our churches may participate in the trial, except that witnesses need not be members.

Once it has been determined that a formal trial is required, the trial board shall give the accused a written notice of the charges he must face, along with the time and place of the trial. This notice shall be given to the accused at least 15 days prior to the trial, unless a shorter notice is mutually agreed upon, and a record should be kept of when and where this notice was received by the accused. Failure of the accused to appear for trial after due notice shall be sufficient cause for entering judgment against him. An attempt should be made to find a mutually convenient date and place for trial, but the trial board shall have final authority to set whatever it feels are a reasonable time and location.

The trial board shall appoint one member of the local church or the Conference as a prosecutor to obtain and present evidence. Once formal trial proceedings have been initiated, the trial board shall not consider any evidence except that presented at the trial and the accused shall have the right to hear

and cross-examine all witnesses. Members of the trial board may themselves give testimony for or against the accused, but shall be careful to make their final decision based on all the evidence presented at trial and to consider only that evidence actually presented during trial. Neither the prosecutor nor the accused shall serve on the trial board.

All voting regarding the guilt or innocence of the accused shall be by secret ballot. Jurisdiction, penalties, rights of appeal and other considerations are discussed in 7.2 through 7.6 for each category of judicial action. Procedures for expulsion of a local church from the Conference are given in 7.7

**7.1.2 Rights of the Accused.** The right of the accused to request and obtain a fair and impartial trial and appeal as provided herein shall not be abridged. However, if at any time during such proceedings the accused requests to withdraw (3.11.1), his request shall be granted and the proceedings against him shall immediately be terminated. Furthermore, if at any time the trial board having original jurisdiction votes to drop all charges, or if a settlement is mutually agreed upon, the proceedings shall end immediately. Unsuccessful attempts at settlement shall not be construed to be a former trial or appeal. The accused shall be permitted to have one other member of the Conference to serve as his defense counsel and to represent him during trial and appeal.

## **7.2 REMOVAL FROM CHURCH MEMBERSHIP**

The initial procedures and pertinent reasons for removal of a full member are defined in 3.11. This action is final without any formal trial unless the member objects formally to the secretary or pastor regarding his removal within 30 days of notification. If such objection is made, the trial board shall consist of the local board (including the pastor) plus the Conference president or his appointee. The trial shall be scheduled to begin within 60 days of the objection unless a postponement is mutually agreed upon. After following the procedures defined in 7.1, a 2/3 majority vote of the trial board is required for conviction. Otherwise, the accused shall be restored to full membership privileges without penalty or prejudice.

Even though in jeopardy of removal from membership, a member retains all of the rights and privileges of membership until he is properly notified of his initial removal in accordance with 3.11. If he objects to his removal in accordance with 3.11 or if he appeals a conviction after trial in accordance with 7.2.2, his right to vote in all local church meetings shall be restored until formally notified of the final determination of his case in accordance with this Discipline. However, once he has been notified of the charges against him, he shall be considered as suspended from any offices he may have held until cleared of these charges, unless the local board shall provide otherwise.

**7.2.1 Applicable Penalties.** Normally, and unless the local board specifi-



cally rules otherwise, a member found guilty of the charges brought against him will be dismissed from membership. However, if after being found guilty, the accused is repentant, willing to thereafter abide by the Discipline, and desirous of regaining his former standing, the local board may consider placing him on probation in preparatory membership status rather than dismissing him, or it may censure him but allow him to retain his membership. If at any point the board determines that removal from office is a more fitting action than dismissal from membership, the case shall thereafter be handled under the provisions of 7.3.

**7.2.2 Appeal from Conviction.** A member found guilty under the provisions of 7.2 may appeal his conviction to the Conference Council by so notifying the Conference secretary in writing within 15 days of being notified of his conviction. Again all provisions of 7.1 shall apply with the Conference Council now acting as a trial board. The appeal trial should be held within 30 days and at least 15 days' notice of the date and location shall be given to the local board and to the convicted member. The Council may rule that it will only hear arguments from two people representing the accused and two representing the board, or it may conduct a complete trial.

Unless a majority of the entire trial board votes to overturn the conviction of the local board, the conviction shall stand. However, if a majority of the entire trial board votes otherwise, the two trial boards shall attempt to reach a common position.

If he determines that no agreement is likely to be reached, the Conference president shall call a special local church meeting (4.3) to make a final decision. A single representative from each of the two trial boards shall present a summary of their findings, and the church meeting by a majority vote shall then make whatever final determination of the matter it sees fit.

**7.2.3 Pastors, Other Ministers and Conference Officials.** The pastor of one of our organized churches may be dealt with by the local church only in accordance with 4.6.8. The local church membership of all other ministers and of officials elected by the Annual Conference may be dealt with in accordance with the provisions of 7.2 but if they are removed from membership over the objection of the Conference Council (7.2.2), the Council may allow them to retain their ministerial credentials or Conference office if they join another local church within 60 days. Otherwise any ministerial credentials they hold shall be revoked and any offices they may hold shall be vacated.

### 7.3 REMOVAL FROM LOCAL OFFICE

The initial procedure and pertinent reasons for removal of a local officer from his elective office are defined in 4.5.5. If within 10 days of being notified

of his removal he submits a written objection to the pastor or secretary of the local church, the local board, with the Conference president or his appointee presiding, shall act as a trial board in accordance with the provisions of 7.1. A 2/3 majority vote after trial is then required for confirmation of his removal. Until notified of a final determination, an officer who is objecting to or appealing removal shall be considered under temporary suspension, unless otherwise provided by the local board.

**7.3.1 Applicable Penalties.** If the charges are sustained, the officer may be removed from office or placed on probationary status, and/or reprimanded by the trial board.

**7.3.2 Appeal.** Upon removal by a duly instituted trial board, a local official who was elected to that office by a local church meeting may appeal his removal to a special church meeting. To do so, he must give the pastor or secretary a written appeal within 10 days of being notified of the result of his trial. A special church meeting (4.3) shall be called within 45 days to act on this appeal, except that if the annual church meeting is to be held within 60 days, the board may choose to refer the matter to the annual meeting. In either case, the board shall present its findings and the official shall give his defense at the church meeting, with each party being granted 15 minutes to present its case. The church meeting may then take whatever action it sees fit by a majority vote in a secret ballot.

#### **7.4 REMOVAL FROM CONFERENCE OFFICE**

The initial procedure and applicable reasons for removal of an elected official of the Conference from his office are defined in 5.3.14. If an official of the Conference refuses to submit his resignation when requested to do so by the Conference Council, he may then be brought to trial. The Council shall act as the trial board. A 2/3 majority vote after holding a trial in accordance with 7.1 is then required for removal. From the time he is formally notified of the charges against him until he is notified of the final determination of his case, the accused shall be considered to be under suspension from office.

**7.4.1 Applicable Penalties.** If convicted, the official may be removed from office, placed on probation and/or reprimanded by the trial board.

**7.4.2 Appeal.** Upon removal under the above procedures, a Conference official who was elected to that office by the Annual Conference may appeal his removal by notifying the Conference president or secretary in writing within 20 days of being notified of the outcome of his trial. A Reconvened Conference (5.2.5) shall then be called by the Conference Council within 60 days, unless less than 90 days remain to the next Annual Conference. After the Annual or Reconvened Conference has heard the positions of the defendant

and the Council, it shall by majority vote take whatever action it finds appropriate.

## 7.5 APPOINTIVE OFFICES

In the case of persons who have been appointed to their position by either a local board, the Conference president, or the Conference Council, the same authority which appointed them shall have the power to remove them for cause (4.5.5 and 5.4.10) before the expiration of their term by a 2/3 majority vote. No provisions are made for any appeal or formal trial in these cases, though the removing body should be careful to consider any defense that the accused may have to offer.

## 7.6 REVOCATION OF MINISTERIAL CREDENTIALS

Questions or complaints regarding the character, doctrine or conduct of a licensed or ordained minister should be directed to the Conference president or the Examining Board. If the matter is simply an area in which improvement is needed, the Conference president or the Examining Board, as appropriate, shall counsel the minister in this regard. However, if the charges involve a serious incident in any of the following categories, a thorough investigation is to be made by the Examining Board — either on its own initiative or by direction of the Council:

- a) Holding or teaching any doctrine contrary to the Word of God or the Discipline of our Conference.
- b) Breach of covenant or breaking the special rules of the church.
- c) Immoral conduct or other behavior which is a discredit to the ministry or which undermines the witness of the church.
- d) Violation of ministerial regulations (Section 6).

Upon hearing the report of the Examining Board or in serious cases requiring immediate action, the Council shall determine whether or not to require the accused to stand trial and in making this determination may request that the accused attend an informal hearing on the charges. If a trial is required, it shall be held in accordance with 7.1 and the Council shall act as the trial board. The minister shall immediately file his credentials with the Conference secretary upon notification of trial and the trial shall be held within 45 days of notification. A 2/3 majority vote is required for conviction; otherwise the minister's credentials shall immediately be returned to him.

A trial may be avoided or terminated if the minister resigns his credentials or agrees to some other form of settlement. The credentials of a minister may be revoked without further proceedings if he refuses to file his credentials upon notification or refuses to appear for a hearing or for trial.

**7.6.1 Applicable Penalties.** If the charges against the minister are sus-

tained, his credentials may be revoked or suspended for a specified period, or he may be reprimanded and/or placed in a probationary status for up to two years. If a minister on probation violates the conditions of this status, his credentials may be revoked without further trial upon verification of the offense by the Council and a 2/3 majority vote of the trial board.

**7.6.2 Appeal.** The procedures for appeal from a conviction of a minister shall be the same as for a Conference official as defined in 7.4.2.

**7.6.3 Refusal to Renew License.** A minister who was licensed by the Conference in the previous Conference year may appeal to the Annual Conference if the Examining Board or the Council does not recommend renewal of his license (6.3.3). However, a 3/4 majority vote of all delegates present at the Annual Conference shall be required to override the objection of the Council or the Examining Board. An ordained minister holding credentials with the Conference (6.7.8) shall automatically have those credentials renewed, except under the provisions of 7.6, or unless he resigns his credentials or is no longer a member of the Conference. The transfer of credentials of an ordained minister from one Conference to another is not automatic, but is subject to the provisions of 6.7.5.

**7.6.4 Revocation of a Lay Minister's Certificate.** A lay minister's certificate (6.4.1) shall be revoked by the Conference president or secretary upon recommendation by a 2/3 vote of the local board which originally recommended its issuance. No provisions are made for appeal of such action nor for the appeal of a decision not to recommend renewal (5.7.2, 6.4.1).

## 7.7 DISMISSAL OF A LOCAL CHURCH

When a local church fails to maintain the basic rules or principles set forth in this Discipline, the Conference Council shall deal with them regarding their conduct or position. If a satisfactory settlement cannot be reached, the Council shall bring charges against them at an Annual or Reconvened Conference, which shall act as a trial board in accordance with 7.1. After hearing the charges and any defense the local church desires to give, the trial board shall vote on the charge by secret ballot. The pastor and locally elected delegates from the local church in question shall not vote in this ballot. A 2/3 majority is required for conviction.

**7.7.1 Establishment of Penalties.** Once a local church has been found guilty of violating the basic rules or principles of this Discipline, the pastor and locally elected delegates of that local church shall be excluded from further participation unless those privileges are restored by vote of the Conference. The Annual or Reconvened Conference shall then proceed to determine the penalty to be applied.

Dismissal of a convicted local church from the Conference shall require a 2/3 majority of the votes cast in a secret ballot on this question. Dismissal shall be considered to be an involuntary withdrawal and all restrictions and provisions regarding property in 4.8 and 4.8.1 shall apply, but the procedures of 4.8.2 and 4.8.3 are not required.

If a convicted local church is not dismissed, and no further action is taken regarding a penalty, it shall be placed on probation for two Conference years. In this status, it shall have no voice in the Annual Conference, but shall be subject to all other obligations and all assessments of a local church, and shall retain all other rights and privileges. A church on probation shall be subject to dismissal at either of the next two Annual Conferences without further trial by a 2/3 majority vote in a secret ballot.

**7.7.2 Individual Membership after Dismissal of a Local Church.** If a church is convicted and dismissed from membership in the Conference, any individual member of the church who desires to remain in the Conference should express his desire to the Conference Council within two months after the date of the church's dismissal. The Conference Council may then issue him a letter of recommendation (3.10.1, C.1.1) or transfer (3.10.3, C.1.3) to another local church which shall have the same authority as a letter from a local church.

## 7.8 QUESTIONS REGARDING DISCIPLINE INTERPRETATION

Questions regarding interpretation of any section of this Discipline may be submitted to the Polity Committee (5.5.1). The Council may, in turn, request the assistance of the Polity Committee in arriving at a ruling by which the parties involved may be guided as to the proper interpretation. The ruling of the Council on a question of Discipline interpretation may be appealed to the Annual Conference in the form of an Annual Resolution, or a proposed revision to the Discipline may be submitted to the Polity Committee (5.5.1) for the purpose of eliminating confusion or changing the provision.



# APPENDICES

to the

# DISCIPLINE

of the

## Pilgrim Holiness Church of New York, Inc.

Appendix A — 1972

Appendices B, C, D, E, and F — 1975

*Appendices Revised through 2006*

**Pilgrim Holiness Church of New York, Inc.**

32 Cadillac Avenue  
Albany, New York — 12205





## **APPENDIX A — MINISTERIAL BENEVOLENCE FUND**

A Ministerial Benevolence Fund shall be maintained by the New York Conference to provide financial assistance to the families of our ministers at the time of a death in their families. This fund is maintained by the voluntary gifts of our churches and eligibility is in no way connected with the payment of an assessment of any nature by those covered. In view of this the Conference Council shall have the sole responsibility for the administration of this Fund. Its decision shall be final and binding upon all parties (5.8.5k).

### **A.1 ELIGIBILITY**

The Ministerial Benevolence Fund is intended to cover persons who at the time of their death were in one of the following categories:

- a) All ordained and licensed ministers of the Conference who are actively engaged in the Conference as pastors, full-time evangelists, missionaries serving on Conference fields, full-time Conference officials, plus all ordained and licensed ministers of the Conference who retired after serving the Conference for at least ten years in one of the foregoing capacities.
- b) All other ordained and licensed ministers of the Conference who have maintained an active relationship with the Conference by such things as sending in their annual ministerial report, paying their 50% tithe to the Conference, and attending various Conference functions as able. The Conference treasurer should annually notify the Examining Board of any credentialed ministers who are not fulfilling their financial obligation to the Conference.
- c) The spouse of any of those listed in (a) or (b) above, or the unmarried widow of a minister who was eligible under (a) or (b) above at the time of his death if she is still a member of the Conference.
- d) Dependent children of those listed in (a), (b), or (c) above.

### **A.2 BENEFITS**

The Council shall establish, and may annually update a schedule of benefits with two levels of benefits being specified. Those Conference credentialed ministers who are serving in A.1 (b) above, their eligible spouses and dependent children shall have benefits amounting to one-half the amount available to those listed in A.1 (a) above. This schedule shall be printed in the Annual Conference Minutes (A.4). Within 60 days of the death of anyone covered in A.1, the benefit shall be paid to, or for the benefit of, the first beneficiary qualifying in the following list:

- a) The minister covered under A.1a or A.1b, if still living.
- b) The widow of the minister, if she is still living.
- c) For the benefit of any and all remaining dependents of the deceased.
- d) If none of the above apply, then the benefit shall be paid to the estate of the deceased.

**A.3 CONTRIBUTIONS**

This fund shall be perpetuated by offerings raised by each of the local churches and by such other gifts as may be made to it. The date or dates of such offerings shall be set and publicized each year by the respective local church boards. Each year the Council shall assign and publish an offering goal for each church (A.4). Special appeals may be made if there are insufficient funds to cover benefits due.

**A.4 ANNUAL REPORT**

In addition to the financial report of the treasurer (5.3.8b), the Council shall publish a report in the Annual Conference Minutes listing the schedule of benefits and offering goals for the local churches.

**A.5 MODIFICATION**

Changes to these regulations may be adopted only in accordance with the procedures for Standing Resolutions (5.4.2, 5.6.2).

## APPENDIX B — COURSES OF STUDY

The two Study Guides on the Discipline have been prepared by the Polity Committee (5.5.4). The Study Programs for lay and licensed ministers have been prepared by the Examining Board and approved by the Council (6.2.1j and k, 5.8.5b). Questions or suggestions on these study courses should be directed to the responsible committee.

The course guidelines printed below are general in nature and do not include examinations or extensive explanation. The Discipline is its own best textbook. There is no substitute for simply reading it carefully and developing a general familiarity with the pertinent regulations and provisions. Pastors and local churches are encouraged to develop and share any supplementary material they find useful in holding classes on the Discipline. The Polity Committee would be glad to receive copies of any such material. The Examining Board will establish and improve such training materials and methods as it finds appropriate to support the courses under B.2–B.4.

### B.1 DISCIPLINE STUDY GUIDE FOR NEW MEMBERS

Every member household should have a copy of the Discipline. The first four major sections of the Discipline are the most relevant for new members. Even before uniting with the church, candidates for preparatory membership must, as a minimum, read and be able to affirmatively respond to the questions in section 3.5.1. Similarly, candidates for regular membership must read and indicate their response to sections 3.7.1, 3.8, 3.9–3.9.5, and Section 2 prior to being received into membership. It is desirable that candidates for full membership should complete this Study Guide or equivalent prior to being received. Otherwise, it should be completed as soon after joining as possible.

**B.1.1 Statement of Purpose (Section 1).** This brief summary of the basic objectives of our church should be carefully read and should become a conscious part of each member's concept of the church and his role in it.

**B.1.2 Doctrine.** A candidate for membership should carefully read each of the doctrinal statements in Section 2, asking himself whether or not he understands and accepts each statement. Any questions should be directed to the pastor. Ideally, each local church will provide classes in doctrine from time to time to more fully instruct our members in doctrine and to respond to their questions regarding the same. Such instruction may profitably take advantage of more extensive doctrinal texts than the brief summary contained in the Discipline.

**B.1.3 Church Membership.** This entire section is of interest to every member. The Covenant (3.8) is central to the membership relation and should be thoroughly understood when signed (3.7) and frequently reviewed thereafter. Pastors should periodically hold classes for members and prospective members

on the Covenant and the special rules. In addition to the sections that are required reading for membership candidates, the following sections are particularly important to all members or candidates for membership: 3.1–3.3.3, 3.6, 3.10–3.11.4. Preparatory members should be familiar with the provisions for this relationship in 3.4–3.4.3.

**B.1.4 The Local Church.** Before participating in an annual meeting of the church, every member should become acquainted with sections 4.1 through 4.2.7 and 4.4 through 4.5.4. In addition, it is helpful for persons who desire to take an active part in the business of the meeting to acquaint themselves with the rudiments of parliamentary procedure. All of the foregoing can be covered in a class held by the pastor and can profitably be reviewed each year in a service prior to the annual meeting.

Prior to any vote on the call or recall of a pastor, sections 4.3.1 and 4.6–4.6.11 should be reviewed and carefully adhered to by all members. If a special meeting is called or desired, section 4.3 should be understood in addition to 4.2 and its subsections. Members should be aware of the remainder of Section 3 and consult these sections as necessary.

Persons elected to the local board should annually refresh their memories regarding the provisions of sections 4.2.4–4.2.6 and 4.4 through 4.6.11.

**B.1.5 Delegates to Annual Conference.** Delegates to Annual Conference should thoroughly familiarize themselves with Section 5, and especially sections 5.1 through 5.8. Sections 6.1 through 6.2.3 are also of interest since the action taken in regard to the election and report of the Examining Board are among the most important responsibilities of the Annual Conference.

**B.1.6 Other Sections of the Discipline.** The rest of the Discipline, including the Appendices, will be of interest to those who would like to know more about their Conference and how it operates. A brief summary of the overall relationships of the various bodies within our government is given in B.2.5. A knowledge of all aspects of Conference government is not, however, essential for participation in the normal affairs of the local church. The occasion may arise when local members need to understand the judicial procedures found in Section 7.

## B.2 DISCIPLINE STUDY GUIDE FOR MINISTERS

A good starting point in a minister's study of the Discipline is the Study Guide for New Members (B.1). Certainly every pastor should be thoroughly versed regarding the sections in which he is to train his members. If he has questions on these or any other sections of the Discipline, he should be sure to consult Conference officials or the Polity Committee to clarify his understanding.

**B.2.1 The Ministry.** Section 6 is naturally of great importance to every minister. It should be read in its entirety not only by new ministers, but by every minister at least once a year. While it is to the benefit of all members of the Conference that we maintain the highest possible ministerial standards, this ought to especially be the concern of the Ministry itself. Pastors and their local boards should understand their responsibilities to any Lay Ministers (6.4) or Licensed Ministers (6.5.1) who may be members of their local church. Licensed ministers should be particularly conscious of their educational responsibilities (6.6), the requirements of ordination (6.7) and the general regulations regarding licensed ministers (6.5).

**B.2.2 Church Membership and the Local Church.** Every pastor should be thoroughly familiar with all aspects of Sections 3 and 4. As the administrative leader of the local church, he is expected to be an authority on the rules of the church. There is no better way to achieve this than to carefully read these sections over until all of the basic principles have been committed to memory and a good idea of where to look for additional detail has been acquired. In addition, he should be thoroughly familiar with the proper methods for holding local board meetings and maintaining adequate local records (4.6.11).

**B.2.3 The Conference.** Since all licensed and ordained ministers are automatically delegates to Annual Conference, and since most of the positions at the Conference level are held by ministers, every minister should be thoroughly familiar with Section 5. This should include an annual “refresher” just prior to Annual Conference and upon election or appointment to any position. Section B.2.5 below provides an overall summary of organizational relationships within the Conference.

**B.2.4 Judicial Procedures.** Although details of Section 7 are rarely required to be put into application, every minister should have a general concept of its provisions. Pastors, in particular, should be familiar with sections 3.11 and 7.2 as they apply to the removal of members — a procedure which may periodically be necessary in fulfilling the responsibilities of the local church in regard to church membership.

**B.2.5 General Organizational Relationships within the Conference.** Figure B-1 on page B9 has been prepared to provide a general overview of the organization of the Pilgrim Holiness Church of New York. The following is a brief explanation of this organizational structure.

- a) Membership. Ours is a representative, democratic form of government in which the ultimate authority is the collective will of the individual members, subject to certain checks and balances. This is indicated by “Individual Members” being at the top of the organizational chart. There are, however, two constraints on the local membership, as indi-

cated by the lines emanating from the boxes marked “Discipline” and “Local Board.” First of all, members may be received and maintained only in accordance with the Discipline and Covenant of the Pilgrim Holiness Church of New York (3.1). Secondly, it is up to the local board as to whom it will accept into, and whom it will reject or remove from, membership in accordance with the provisions of the Discipline (3.3.1, 3.3.2, 3.11). While appeal procedures are provided, the final authority on membership within a local church is the local church itself (3.2, 7.2.2). Furthermore, in our organization church membership exists only at a local church level. Persons, whether laity or clergy, can be members of and hold office in the Pilgrim Holiness Church of New York only by becoming and remaining a member of one of its local churches or, temporarily, while holding a valid letter of recommendation from a local church (4.2.4, 5.3.1, 5.3.15, 6.5, 6.7.5).

- b) Local Church Business Meetings. The will of the local membership is expressed in the Annual (Business) Meetings of the local church as well as in pastoral recall meetings and other special business meetings as appropriate. Here, again, a line of authority or constraint could be drawn from the block labeled “Discipline” to the block indicating the meetings of the local church. Indeed, such constraints could be drawn to every box on the chart since the Bylaws of the Discipline contain the controlling provisions for every major aspect of the total organization. But for simplicity this has been assumed to be included in the single line drawn from “Discipline” back to the top of the chart.

The local church elects its local board. It also elects and determines the term of office of its pastor (4.6–4.6.6) except in the unusual case of 4.6.7. However, the church’s choice in electing a pastor is subject to certain checks and balances. It can only vote on the incumbent pastor, or if a vacancy exists, upon a single candidate nominated by the local board (4.6.4). It may not vote on a term longer than one year unless recommended by the local board (4.6.2). In addition, these recommendations of the local board regarding pastors are always subject to the approval of the Conference president or Council and depend on the granting of ministerial credentials by the Conference (4.6.1) — hence the line of constraint from “The Ministry” to “Pastor.”

The membership of the local churches are represented at the Annual Conference of the denomination by the delegates they elect and by any licensed and ordained ministers, or Conference office holders, within their membership (5.2). The local church may give binding direction to the local board and their elected delegates (4.2.7) and their approval is required in the purchase, sale or mortgaging of the real property of the

local church (4.4.5).

- c) Pastor and Local Board. The pastor is the chairman of the local board and the spiritual and administrative leader of the church (4.6.9–4.6.11). “The relationship between a pastor and his board should be one of close cooperation in working toward common objectives” (4.4.4). The respective areas of authority and responsibility of the local board and the pastor are spelled out in 4.4–4.6.11. Together they are responsible for the day to day direction of the affairs of the local church.
- d) Annual Conference. In normal practice, the majority of those voting at our Annual Conference are ministers, with elected delegates typically accounting for about 40% of those answering the roll. This ratio is not specifically established by any legislative provision but is the practical result of the fact that every church is represented by at least one minister: its pastor; and in addition, all other licensed and ordained ministers of the Conference have an automatic seat in Annual Conference along with certain other persons (5.2). Therefore, two primary lines of control are shown in regard to the Annual Conference: delegates elected locally and the ministry. Technically, only the elected delegates can be given binding instructions (4.2.7). But the pastor and any other non-elected delegates ought to be aware of the feelings and interests of their local church and attempt to be a representative of the church in which they hold their membership.

The Annual Conference is the highest administrative and legislative body in the church in that it alone has the authority to revise the Bylaws by which the Conference and all of its churches are governed (5.1). This authority is depicted by the line from “Discipline and Resolutions” to the very top of the organization chart. However, in another sense it is subordinate to the local churches and their members because they directly or indirectly determine who will make up the voting representation of the Conference. Through the Bylaws and resolutions it adopts, the Annual Conference establishes the general guidelines of operation for the entire Conference. The details of implementation are then carried out at the Conference level by various committees and boards, the most significant of which is the Council.

- e) Discipline and Resolutions. The Discipline contains the fundamental principles of government for both the Conference and the local churches. These are established as the legal Bylaws of our Conference corporation. Resolutions of the Annual Conference deal with details of operation and must be in harmony with the provisions of the Bylaws. Because the Bylaws are more fundamental and far-reaching in their effect than the resolutions, extra precautions are imposed regarding changes to the Bylaws.

In both cases provision is made to inform our churches ahead of time of all proposed legislation that is to be acted upon at Conference. This is to allow our people and delegates time to consider these before coming to Conference. Pastors should ensure that their people are made aware of these proposals. These provisions are discussed in more detail in 5.5 through 5.6.3.

- f) Conference President. “The Conference president is the chief administrative and executive officer of the Conference” (5.7). However, he is subject to the directives of the Annual Conference and the Council. He is the chairman of the Annual Conference and the Council. He is the chairman of the Council but is not automatically a member of any other committee unless appointed or elected in the same manner as any other member of the Conference. He does, however, have the responsibility and authority to inquire into the activities of any committee or other organizational element of the church to ensure that the Discipline and other legislation of the Conference are being properly implemented (5.7.2). He has important powers and duties with regard to the local churches (5.7.3) and in the placement of pastors (5.7.4).
- g) Conference Council. “The Conference Council is the chief administrative body in the church between Annual Conferences” (5.8). The primary duty of the Council is to develop and implement the plans and means whereby the Conference can work for the advancement of God’s Kingdom (5.8.3). It is subject to the Discipline and the resolutions of the Annual Conference. Its responsibilities are covered in 5.8 through 5.8.5.
- h) Other Committees Elected by the Annual Conference. The Trustees (5.3.10) are the legal representatives of the Conference insofar as the signing of legal documents is concerned. However, they have no authority to act for the Conference on their own initiative but simply to implement the legal directives of the Council and the Annual Conference. Their primary function is to safeguard the legal and property rights of the Conference corporation. The duties of the Examining Board (5.3.11 and 6.2) all relate to maintaining and encouraging the standards of ministerial education and these standards are spelled out in some detail in Section 6 (see also “The Ministry” in (i) on page B7). The Polity Committee (5.3.12 and 5.5–5.5.4) is responsible for considering any proposed changes to the Discipline and for either presenting such changes in the best possible form to the Annual Conference or rejecting them with an explanation to the parties submitting the proposed change. Such rejections can be appealed to the Annual Conference.

No one, other than the Conference president, may serve on more than



two committees or boards (5.3.2). This includes both elective and appointive positions.

- i) The Ministry. The body most directly concerned with the qualifications of the ministry is the Examining Board which has a high responsibility in this regard. However, these responsibilities are shared by (1) the local churches who, in many cases, provide the initial recommendations regarding a ministerial candidate (6.4.1, 6.5.1) and largely control the calling of pastors; (2) the Council which is required to review and supplement the work of the Examining Board as defined in 5.8.5; (3) the Conference president who has a very active role in the placing of pastors (5.7.4); and (4) the Annual Conference which ultimately establishes the ministerial requirements and passes upon the qualifications of those who are candidates for the ministerial order (6.2.3). These various sources of authority in regard to the ministry are thereby given, directly or indirectly, some control over the selection of pastors by the local churches (4.6.1, 4.6.2, 4.6.4, 4.6.7). The organizational line of constraint shown from the block labeled “The Ministry” back to the “Pastor” at the local level represents the fact that the Conference president and Council, and to some extent even the Annual Conference and the Examining Board, do exert a degree of control over the selection of pastors.
- j) Other Conference Affairs and Appointments. Certain other positions and organizations have been established to carry out the work of the Conference. The Discipline provides for a number of appointive positions that are filled by the Council or the Conference president (5.4–5.4.10). In addition, it allows for the establishment of such entities as camp meeting boards (5.6) and a Conference youth organization (5.12 and Appendix E). Such activities are carried on under the general oversight of the Council and the Conference president within the bounds established by resolutions of the Annual Conference. All of these organizational elements are expected to work together for the furtherance of the work of the Conference.

### B.3 STUDY PROGRAM FOR LICENSED MINISTERS

**First Year:** Correspondence: Discipline, Pilgrim Holiness Church of New York, Old Testament Survey, New Testament Survey, the Gospels and Acts.

In Class: Christian Theology I, Christian Theology II, Public Speaking.

**Second Year:** Correspondence: Pentateuch, Homiletics I, Homiletics II.

In Class: Romans and Galatians, Church History, Ministerial Ethics and Etiquette, Parliamentary Law.

**Third Year:** Correspondence: Personal Evangelism, Major Prophets, Historical Books.

In Class: Cults, Theology of Holiness, Daniel and Revelation, Pastoral Theology.

**Fourth Year:** Correspondence: Church Administration, Minor Prophets, Poetical Books, History of Missions.

In Class: Hebrews and General Epistles, Pauline Epistles (other than Romans and Galatians), Pastoral Counseling.

Each licensed minister is to be directed into the course of study best suited to his needs. Exempt would be those ministers who pursue a resident course of study at a Holiness Bible College.

#### B.4 STUDY PROGRAM FOR LAY MINISTERS

**Bible, General.** "All About the Bible," Sidney Collett.

**Doctrines of the Bible.** "Bible Doctrines," William Smith; "New Testament Holiness," Thomas Cook.

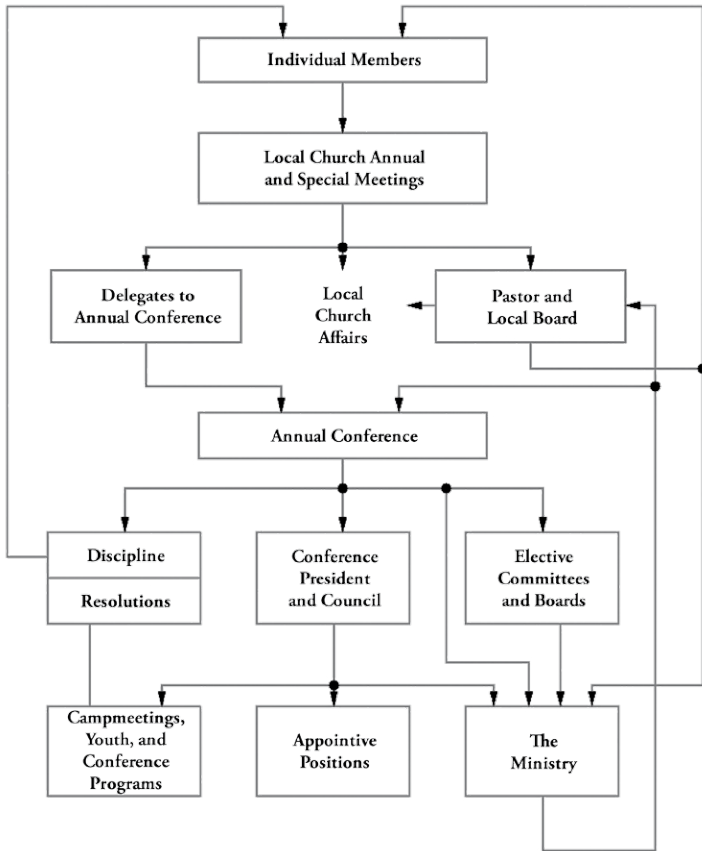
**New Testament Introduction.** "Know Your New Testament," Ralph Earle.

**Church History.** "The Story of the Christian Church," Jesse Hurlbut.

**Personal Evangelism.** "The Galilean Fisherman," S. A. Witmer.

**Government of the Pilgrim Holiness Church.** The "Discipline," Pilgrim Holiness Church of New York.

There is no test work on the above books. However, a **book report**, on each subject, must be prepared and submitted to the Examining Board.



**Figure B-1** General Organization of the Pilgrim Holiness Church of New York, Inc.



## APPENDIX C — FORMS

The following forms have been adopted by the Council for use throughout the Conference. Any questions or suggested changes regarding these forms should be submitted to the Council (5.8.3).

### C.1 LETTERS REGARDING MEMBERSHIP

Section 3.10 discusses the manner in which a local board is to issue the following letters. Please see the subsection referenced in each case for specific detail regarding the use of these forms.

#### C.1.1 Letter of Recommendation to Another Local Pilgrim Holiness Church (3.10.1).

Date \_\_\_\_\_

Secretary  
Pilgrim Holiness Church  
(Address)

This is to certify that     (member's name)     has been a member in good and regular standing in the     (local church name)     and, in compliance with (his/her) request, (he/she) is commended to your church and fellowship.

This letter is valid for 60 days from the above date and may be used by you in accordance with Discipline section 3.3.1.

By direction of the local board,

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Pastor

#### C.1.2 Letter of Recommendation to Another Denomination.

Date \_\_\_\_\_

(Name and address of a specific church if so requested; otherwise issued unaddressed)

This is to certify that     (member's name)     has been a member in good and regular standing of the     (local church name)    . Having requested removal from this church, (he/she) is commended to the Christian fellowship of those to whom this letter may be presented.

This letter is valid for 60 days from the above date.

By direction of the local board,

---

 Secretary

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 Pastor

### C.1.3 Letter of Transfer Without Recommendation (3.10.3).

Date \_\_\_\_\_

(Name and address of a specific church  
if so requested; otherwise left blank)

This is to acknowledge that       (member's name)      , who prior to this date has been a member of the       (local church name)      , has informed us of (his/her) desire to place (his/her) membership in (another/your) church. In compliance with this we have removed (his/her) name from our membership roll. You may therefore feel free to consider (his/her) request for membership in your church in accordance with your normal procedures.

By direction of the local board,

---

 Secretary

---

 Pastor

(Note: This letter should be transmitted to the former member with an explanation of why no recommendation was granted.)

### C.1.4 Letter of Reply (3.3.1, 3.3.3).

Date \_\_\_\_\_

Secretary

(Name and address of church which issued letter)

This is to inform you that on       (date member received)       the       (name of local church)       received into membership       (member's name)       to whom you issued a letter of (recommendation/ transfer) on       (date of letter)      .

In accordance with the action of the local board,

---

 Secretary

---

 Pastor

**C.1.5 Letter of Withdrawal** (3.11.1).

Date \_\_\_\_\_

(Member's name and address)

Dear  (member's name) :

This is to notify you that in accordance with your request, your name has been removed from the membership roll of the  (local church name) . Our copy of the Covenant you signed is enclosed. If we are in error regarding your intentions in this matter, please inform the undersigned within 30 days.

By direction of the local board,

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

(Note: In many cases it may be appropriate to add an additional expression of concern for the spiritual welfare, or the continued interest of the church in, the person involved.)

**C.1.6 Letter of Removal** (3.11, 3.11.1, 3.11.2, 3.11.3).

Date \_\_\_\_\_

(Member's name and address)

Dear  (member's name) :

We regret to inform you that the local board, voting by secret ballot, has found it necessary to remove your name from membership in the  (local church name)  as of  (date of board action) . Our copy of the Covenant you signed on  (date of covenant signature)  is enclosed.

(An appropriate explanation of the reason for removal is to be given, referring to section 3.11.2 or 3.11.3. An expression of the church's concern for and interest in the former member may also be appropriate.)

If you should wish to discuss this action further or raise any objection to it, you must notify the undersigned within 30 days.

By direction of the local board,

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

(Note: If a member who had not asked for a letter notifies the church that he has united with another church, this should be brought to the attention of the board and an appropriate acknowledgement sent of the removal of his name under section 3.11.4. If the board learns of this from someone other than the member, it should first confirm this report with the member and then notify him in writing of the necessity of his removal under section 3.11.4.)

## C.2 CREDENTIALS

The regulations regarding the issuance of the following credentials, certificates and commissions may be found in the referenced sections of the Discipline.

### C.2.1 Lay Minister's Certificate (6.4.1).

This certifies that           (layperson's name)           has been recommended by the local board of the           (local church name)           as meeting the requirements for a lay minister in the Pilgrim Holiness Church of New York. We therefore encourage           (lay minister's name)           in this ministry subject to the supervision of (his/her) pastor and the regulations of the Discipline.

\_\_\_\_\_

Conference President

\_\_\_\_\_

Conference Secretary

This certificate expires July 31, \_\_\_\_\_.

### C.2.2 Licensed Minister's Certificate (6.5.7).

This certifies that \_\_\_\_\_ has been licensed by the authority of the Annual Conference of the Pilgrim Holiness Church of New York to preach the gospel. \_\_\_\_\_ is recommended to the Christian fellowship of the people of God everywhere and is authorized to perform all the duties pertaining to this office provided (his/her) spirit, practice and teaching continue to correspond with the teachings of the Word of God and the Discipline of this church.

In witness whereof we hereunto affix our names and the seal of the church this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Conference President

\_\_\_\_\_

Conference Secretary



Expires \_\_\_\_\_, 20\_\_\_\_.



**C.2.3 Certificate of Ordination (6.7.8).**

This certifies that we, a council of regularly ordained ministers of the gospel of Christ, with the authority of the Annual Conference of the Pilgrim Holiness Church of New York, have this day by the laying on of hands and prayer, ordained \_\_\_\_\_ to the gospel ministry. \_\_\_\_\_ is therefore commended to the Christian fellowship of the people of God everywhere, and is authorized to perform all the duties pertaining to the office of the gospel ministry as long as (his/her) spirit, practice and teaching correspond with the teachings of the Word of God and the Discipline of the Pilgrim Holiness Church of New York.

In Testimony Whereof, we hereunto affix our names this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C.2.4 Minister's Pocket Credentials (6.5.7, 6.7.8).**

There shall be a pocket certificate for both licensed and ordained ministers, which shall be an official certification reproduced on a small card suitable for carrying in a billfold. These credentials shall be issued annually to each licensed and ordained minister in good standing. The text of the pocket certificate shall be as follows:

Minister's Annual Pocket Credential

Date \_\_\_\_\_

This is to certify that:

\_\_\_\_\_ was, on the date of issuance hereof (an ordained/a licensed) minister in good standing in the Pilgrim Holiness Church of New York.



Valid only when signed by the Conference President

\_\_\_\_\_ and countersigned by the Conference Secretary

Expires \_\_\_\_\_, 20\_\_.

**C.2.5 Evangelistic Commission (6.12).**

This certifies that \_\_\_\_\_ being (a/an) \_\_\_\_\_ minister in good standing in the Pilgrim Holiness Church of New York, given of evangelistic gifts and ability, is hereby commissioned as a regular evangelist.

\_\_\_\_\_ is commended to the fellowship of the people of God everywhere, provided (his/her) spirit, practice, and teaching correspond with the Word of God and the Discipline of the Pilgrim Holiness Church of New York. Praying that (his/her) ministry may be blessed to the salvation and edification of many souls, we commend (him/her) to the keeping of God.

In Testimony Whereof, we hereunto affix our names this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Conference President

\_\_\_\_\_  
Conference Secretary

Expires \_\_\_\_\_, 20\_\_.

### C.2.6 Song Evangelist's Certificate (6.12).

This certifies that \_\_\_\_\_ being a member in good standing in the Pilgrim Holiness Church of New York and having gifts and ability, is hereby commissioned as a regular song evangelist and is commended to the fellowship of the people of God everywhere provided (his/her) spirit and practice correspond with the Word of God and the Discipline of the Pilgrim Holiness Church of New York. Praying that (his/her) ministry may be blessed to the salvation and edification of many souls, we commend (him/her) to the keeping of God.

In Testimony Whereof, we hereunto affix our names this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Conference President

\_\_\_\_\_  
Conference Secretary

Expires \_\_\_\_\_, 20\_\_.

### C.3 FORMS FOR BEQUESTS AND GIFTS OF PROPERTY

The following wording may be used to bequeath either real or personal property to the Conference. In the case of bequests to local churches, the proper legal description of the local church corporation should be used in place of the Conference corporation. Any questions or requests for assistance in regard to properly wording your intentions should be directed to the Conference Council.

**C.3.1 Form of a Bequest of Money or Personal Property.** I bequeath to the Pilgrim Holiness Church of New York, Inc., a corporation organized under the laws of the State of New York and having its principal offices at 32 Cadillac Avenue, Albany, New York 12205, the sum of \_\_\_\_\_ dollars (or if personal property such as stock, bonds, etc., describe the same) to be used by said corporation for its general purposes, and the receipt of the treasurer of the said corporation shall be a full and sufficient discharge to my executor of the same.

**C.3.2 Form of a Gift of Real Property.** I devise to the Pilgrim Holiness Church of New York, Inc., a corporation organized under the laws of the State of New York and having its principal offices at 32 Cadillac Avenue, Albany, New York 12205, the following real property, viz: (provide an appropriate legal description of the real estate involved); to have and hold the same, with all the privileges and appurtenances accruing unto said corporation, its successors and assigns forever.

**C.3.3 Other Forms of Bequests.** Various other forms of gifts and bequests, such as residuary estates, life insurance, or trusts, may be appropriate under some circumstances. The exact form and wording should be prepared with the benefit of competent legal counsel.



## APPENDIX D — MINISTERIAL REPORT FORM

Pilgrim Holiness Church of New York, Inc.

Name \_\_\_\_\_

Address \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Please answer the questions in all categories which apply to you and provide any explanations on attached sheets. References are to this Discipline. The period covered by this report is May 1 to April 30. This report must be submitted BY ALL MINISTERS desiring credentials. Send it to the secretary of the Examining Board by May 10.)

### D.1 ALL LICENSED AND ORDAINED MINISTERS

1. During the past year have you reviewed our Statement of Purpose (Section 1), Doctrinal Statement (Section 2), the obligations of Church Membership (3.7.1, 3.9), Ministerial Regulations and Advice (6.8–6.10), and have you examined your own life and ministry in relation to these principles? \_\_\_\_\_
2. In the light of the foregoing, do you know of any factors (other than those discussed elsewhere in this report) that should be considered by the Examining Board before a renewal of your credentials is recommended? \_\_\_\_\_ (If so, explain.)
3. Please supply the following information regarding any Conference committees of which you are a member. Explanations may be attached as appropriate.  
Committee Name \_\_\_\_\_  
Number of Meetings held \_\_\_\_\_  
Number of Meetings attended \_\_\_\_\_  
Have you generally fulfilled your duties as a committee member? \_\_\_\_\_
4. Do you have any employment outside the ministry? \_\_\_\_\_ If so, how many hours does it average per week? \_\_\_\_\_
5. Have you been delinquent in paying any debt or your tithe during the last year? \_\_\_\_\_ (If so, please explain.)

### D.2 PASTORS

1. During the past year have you reviewed Sections 3 and 4 of the Discipline regarding the local church and its responsibilities in regard to membership? \_\_\_\_\_ Are there any areas that your church does not follow? \_\_\_\_\_ (If so, please explain.)
2. Have your preparatory members received instruction in accordance with 3.4.1, 4.6.10 and B.1? \_\_\_\_\_ (If no preparatory members, so state.)
3. Have you and your church fulfilled the requirements of 6.4 in regard to

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- lay ministers? \_\_\_\_\_ (If no lay ministers, so state.)
4. Have you reminded your people of their Covenant at least once during the past year? \_\_\_\_\_
  5. What groups (or individuals) from outside the Conference have held services in your church during the past 12 months to represent their program or institution or to raise pledges or a cash offering? \_\_\_\_\_
  6. During the past year has your church raised a Ministerial Benevolence Fund offering? \_\_\_\_\_ Self Denial offering? \_\_\_\_\_ Easter offering? \_\_\_\_\_ Are your Conference budget assessments paid in full? \_\_\_\_\_ Are your monthly assessments generally sent to the Conference treasurer each month and are the foregoing special offerings generally sent to him within 30 days? \_\_\_\_\_ Have your local financial records been audited within the last 12 months? \_\_\_\_\_
  7. Do you feel that in general you have satisfactorily fulfilled the responsibilities of a pastor as given in 4.6.9–4.6.11? \_\_\_\_\_ (If not, please explain.)

**D.3 LICENSED MINISTERS**

1. Is a recommendation from your local board attached? (6.5.1) \_\_\_\_\_ (If not, please explain.)
2. What courses in the study course have you completed this year? \_\_\_\_\_ (If all educational requirements were previously completed, so state and omit 3.)
3. Did you fulfill the minimum requirement of 6.6.3? If not, have these been waived by the Examining Board? \_\_\_\_\_ If neither of the foregoing, do you wish to appeal to the Annual Conference for renewal of license (6.3.3)? \_\_\_\_\_

(For Examining Board Use)

## APPENDIX E — YOUTH ORGANIZATION

There shall be an organization known as the Pilgrim Youth Society, a department of the Pilgrim Holiness Church of New York, Inc. This Society will encompass Local, Zone, and Conference divisions, and will promote the spiritual welfare of the young people connected with the Pilgrim Holiness Church. It shall conform to the spirit and teaching of the Discipline of the Pilgrim Holiness Church of New York, Inc.

### E.1 PURPOSE

The objectives of this Society shall be as follows:

- a) To seek and maintain among its members the highest degree of Christian experience and life through regeneration and sanctification. To encourage a deeper walk in grace and to prepare them for efficient membership in the church.
- b) To inspire, enlist and train the young people to win lost youth of their generation.
- c) To study the needs of the various fields and become intelligent supporters of these needs.
- d) To encourage Christian stewardship and raise money for projects properly sanctioned.

### E.2 MEMBERSHIP

There shall be Local Youth Societies, each with its own membership rolls, Zone Youth Societies consisting of those churches within a particular Zone, and a Conference Youth Society consisting of those Zones within the Conference.

**E.2.1 Membership Requirements.** Local Youth membership shall be renewed annually and shall consist of those persons

- a) Between the ages of 12 and 35 who profess to be born again,
- b) Who regularly attend the local church services,
- c) Who desire to be affiliated with the Local Youth society.

**E.2.2 Admissions and Removals.** Admissions to and removals from the membership rolls are to be governed by the requirements of E.2.1. These decisions are to be made by the Local Youth board which is amenable to the local church board.

### E.3 OFFICERS

There shall be Conference, Zone, and Local Youth officers. These officers and their duties are set forth in the following paragraphs.

#### E.3.1 Conference.

1. Conference President — shall have the oversight of the youth work in the Conference and shall work in close cooperation with the Conference Youth president and other youth officers.

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2. Conference Youth President — shall be elected each year and whose duties shall consist of promoting the work of the Conference Youth Society. He shall also assist the Zone chairmen in fulfilling their duties on the Zone level. A report shall be submitted to the Annual Conference.
3. Conference Youth Vice President — shall be elected each year, and shall assist the Conference Youth president in fulfilling his duties.
4. Conference Youth Secretary — shall be elected each year and it shall be the duty of this officer to maintain minutes of all the Conference Youth board meetings and assist the Conference Youth president as is necessary with respect to secretarial duties.
5. Conference Youth Treasurer — shall be elected each year and it shall be the duty of this officer to receive and disburse Conference Youth funds as directed by the Conference Youth board. The treasurer shall submit a report to the Conference secretary of all monies received and disbursed on a Conference level and a summary of receipts and disbursements of the Zone Youth societies.
6. Advisory Members — shall be Zone chairmen who by virtue of their office will serve on the Conference Youth board.

**E.3.2 Zone.**

1. Zone Chairman — shall be elected each year and whose duties shall consist of promoting the work of the Zone Society. He shall serve as chairman of Zone business meetings and rallies. He shall serve as an advisory member of the Conference Youth board. He must submit a report to the Conference Youth president within ten days of the close of each Conference year.
2. Zone Secretary — shall be elected each year and it shall be the duty of this officer to maintain minutes of all Zone board meetings, distribute Zone rally posters, and perform other secretarial duties of assistance to the Zone chairman.
3. Zone Treasurer — shall be elected each year and it shall be the duty of this officer to receive and disburse Zone Youth funds as directed by the Zone Youth board. The treasurer shall submit a report to the Conference Youth treasurer within ten days after the close of the Conference year of all monies received and disbursed on a Zone level.
4. Lay Advisor and Ministerial Advisors — there shall be a lay advisor elected for one year and two ministerial advisors — one elected for two years and the other for one year; after the first election, one ministerial advisor shall be elected each year for a period of two years. They shall perform those duties necessary to promoting the Zone Youth rallies and other activities deemed necessary by the Zone board.



**E.3.3 Local.**

1. The Local Youth board shall consist of the pastor, youth president, vice president, secretary, and treasurer, whose duties are to organize weekly youth meetings and promote the work of the Local Youth Society.
  - a) Youth President — shall be elected each year and shall submit a report of Local Youth activities to the annual business meeting.
  - b) Local Vice President — shall be elected each year and shall assist the Youth president in fulfilling his duties.
  - c) Local Secretary — shall be elected each year and it shall be the duty of this officer to maintain minutes of all Local Youth board meetings. He shall assist the Local Youth president as is necessary with respect to secretarial duties.
  - d) Local Treasurer — shall be elected each year and it shall be the duty of this officer to receive and disburse Local Youth funds as directed by the Youth board. He shall send one offering a month to the Conference Youth treasurer. He shall submit a financial report to the annual business meeting.

**E.4 QUALIFICATIONS OF OFFICERS**

All Conference and Zone officers and the Local Youth president must be members of the Pilgrim Holiness Church of New York, Inc. Any Conference or Zone officer not living up to the standards and requirements of the Discipline can be removed and replaced by the Conference Council and any Local Youth officer can be removed and replaced by the local church board.

**E.5 ELECTION OF OFFICERS**

All Conference and Zone Youth officers will be elected for a period of one year (with the exception of the ministerial advisor on the Zone Youth board) and such election shall take place following the last Zone Youth rally of the Conference year.

**E.5.1 Conference and Zone Nominations.** Nominations for all Conference officers and each Zone chairman will come from the Conference Council. The remaining Zone officers will be nominated at the annual Zone business meeting by secret ballot.

**E.5.2 Report of Conference Elections.** Votes for Conference officers will be sent to the Conference secretary and the results made known at the Annual Conference.

**E.5.3 Local Society.** Election of Local Youth Society officers for one year will be as follows :

- a) Youth President — nominations shall be made by the church board and elected at the annual meeting by secret ballot.

- b) Youth Vice President, secretary, treasurer, and delegate to the Zone business meeting — nominations shall be made by the pastor, youth president, and Sunday school superintendent, and elected by the members of the Local Youth Society before the end of the Conference year.

**E.5.4 Requirements for Election.** A simple majority shall elect all Conference, Zone and Local Youth Society officers.

## E.6 VOTING PRIVILEGES

Those voting for Conference and Zone Youth Society officers at the annual Zone business meeting will consist of:

- a) The local church pastor of each church within a Zone.
- b) The youth president of each church within a Zone.
- c) One additional delegate from each church within the Zone, to be elected by the Local Youth Society. In the event that the elected delegate cannot attend the Zone business meeting, the pastor has the privilege of appointing an alternate.
- d) Those voting for Local Youth Society officers shall consist of all members of the Local Youth Society.

## E.7 YOUTH SERVICES

**E.7.1 Conference.** At the discretion of the Conference Youth officers, the following youth services are suggested:

- a) Labor Day Youth Rally
- b) Any other meetings the board deems possible.

**E.7.2 Zone.** At the discretion of the Zone Youth board it is suggested that a rally be held monthly.

**E.7.3 Local.** At the discretion of the Local Youth board, it is suggested that a youth service be conducted preceding each Sunday evening service.

## E.8 FINANCES

**E.8.1 Conference.** The Conference organization is to be supported by a semiannual offering sent to the Conference Youth treasurer from each Local Youth Society, as well as receipts from Conference Youth conventions or rallies.

**E.8.2 Zone.** The Zone Societies are to be supported by offerings received at Zone Youth rallies held during the Conference year.

**E.8.3 Local.** The Local Societies are to be supported by offerings received at each youth service in the local church.

## APPENDIX F — RITUALS

### F.1 MARRIAGE CEREMONY (Short Form)

**At the day and time appointed for the solemnization of matrimony, the persons to be married — having been qualified according to law — standing together, the man on the right hand and the woman on his left, the minister shall say:**

Dear! Beloved: We are gathered together in the sight of God and in the presence of these witnesses to join together this man and this woman in holy matrimony. This is an honorable estate, instituted of God in the time of man's innocency, signifying unto us the mystical union that exists between Christ and His church. This holy estate Christ adorned and beautified with His presence and the first miracle that He wrought in Cana of Galilee. It is commended of St. Paul to be honorable among all men; and, therefore, it is not to be entered into unadvisedly, but reverently, discreetly, and in the fear of God.

Into this holy estate these persons present now come to be joined. Therefore, if any can show just cause why they may not lawfully be joined together, let him now speak, or else forever hold his peace.

**And also speaking unto the persons who are to be married, the minister shall say:**

I require and charge you both if either of you knows any impediment why you may not lawfully be joined together in matrimony, you do now confess it; for be ye well assured that as many as are united otherwise than as God's Word doth allow are not joined together by God.

**If no impediment is alleged, then shall the minister say unto the man:**

Wilt thou have this woman to be thy wedded wife, to live together after God's ordinance, in the holy estate of matrimony? Wilt thou love her, comfort her, honor and keep her in sickness and in health, and, forsaking all others, keep thee only unto her as long as ye both shall live?

**The man shall answer:**

I will.

**Then shall the minister say unto the woman:**

Wilt thou have this man to be thy wedded husband, to live together after God's ordinance, in the holy estate of matrimony? Wilt thou love, honor, and keep him in sickness and in health, and, forsaking all others, keep thee only unto him as long as ye both shall live?

**The woman shall answer:**

I will.

**Then shall the minister join their right hands together and say:**

Forasmuch as this man and this woman have consented together in holy wedlock and have witnessed the same before God and this company and have

declared the same by joining of hands, I pronounce that they are husband and wife, in the name of God the Father, and of the Son, and of the Holy Ghost. Those whom God hath joined together let no man put asunder. Amen.

**Then shall the minister pray, thus:**

May the blessing of the triune God rest upon this husband and wife. Grant unto them thy presence and guidance along the pathway of life, and grace to fulfill thy thought concerning their lives. Grant unto them and this company a place hereafter at the marriage supper of the Lamb. And unto thee we will ascribe the praise, and the honor, and the glory, now and evermore. Through Jesus Christ, Amen.

**F.2 MARRIAGE CEREMONY (Long Form)**

Dearly Beloved: We are gathered together in the sight of God, and in the presence of these witnesses, to join together this man and this woman in holy matrimony, which is an honorable estate, instituted of God in the time of man's innocency, signifying the mystical union that exists between Christ and His church; which holy estate Christ adorned and beautified by His first miracle that He wrought in Cana of Galilee and is commended of St. Paul to be honorable among men, and therefore is not to be entered into unadvisedly, but reverently, discreetly, and in the fear of God.

Into this holy estate these persons present now come to be joined. Therefore, if any can show just cause why they may not be lawfully joined together, let him now speak or else forever hold his peace.

**Speaking to the persons who are to be married, the minister shall say:**

I require and charge you both that if either of you know any impediment why you may not be lawfully joined together, you do now confess it; for be ye well assured that as many as are united otherwise than God's Word doth allow are not joined together by God.

**If no impediment is alleged, then someone besides the officiating minister may pray:**

Almighty and ever blessed God, whose presence is the happiness of every condition, and whose favor hallows every relation, we beseech thee to be present and favorably look upon these thy servants, that they may be truly joined in the honorable estate of marriage in the covenant of their God. As thou hast brought them together by thy providence, sanctify them by thy Spirit, giving them a new frame of heart fit for their new estate and enrich them with all grace, whereby they may enjoy the comforts, undergo the cares, endure the trials, and perform the duties of life together as becometh Christians, under thy heavenly guidance and protection. Through our Lord Jesus Christ. Amen.

**Then the minister shall say:**

Who giveth this woman to be married to this man?

**The father, or guardian, or friend of the woman shall answer:**

I do.

**The minister, calling the man by his Christian name, shall say:**

\_\_\_\_\_, wilt thou have this woman to be thy wedded wife, to live together after God's ordinance in the holy estate of matrimony? Wilt thou love her, comfort her, honor and keep her, in sickness and in health, and forsaking all others, keep thee only unto her as long as ye both shall live?

**The man shall answer:**

I will.

**Then the minister, calling the woman by her first name, shall say:**

\_\_\_\_\_, wilt thou have this man to be thy wedded husband, to live together after God's ordinance, in the holy estate of matrimony? Wilt thou love, honor, and keep him in sickness and in health, and forsaking all others, keep thee only unto him as long as ye both shall live?

**The woman shall answer:**

I will.

**The minister shall cause the man with his right hand to take the woman by her right hand and say after him, as follows:**

I, \_\_\_\_\_, take thee, \_\_\_\_\_, to be my wedded wife; and I do promise and covenant before God and these witnesses to be thy loving and faithful husband in plenty and in want, in joy and in sorrow, in sickness and in health, as long as we both shall live.

**Then shall they loose their hands. The minister shall cause the woman to take the man by his right hand, and say after him, as follows:**

I, \_\_\_\_\_, take thee, \_\_\_\_\_, to be my wedded husband; and I do promise and covenant before God and these witnesses to be thy loving and faithful wife in plenty and in want, in joy and in sorrow, in sickness and in health, as long as we both shall live.

**Then the minister shall say:**

Let us pray.

Most merciful and gracious God, of Whom the whole family in heaven and earth is named, bestow upon these thy servants the seal of thine approval and thy fatherly benediction, granting unto them grace to fulfill with pure and steadfast affection the vow and covenant between them made. Guide them together, we beseech thee, in the way of righteousness and peace, that, loving and serving thee with one heart and mind all the days of their lives, they may

be abundantly enriched with the tokens of thy everlasting favor. Grant unto them and this company a place hereafter at the marriage supper of the Lamb. And unto thee we will ascribe the praise, and the honor, and the glory, now and evermore. Through Jesus Christ, Amen.

**Then shall the minister say unto all present:**

By the authority committed unto me as a minister of the church of Jesus Christ, I declare that \_\_\_\_\_ and \_\_\_\_\_ are now husband and wife, according to the ordinance of God and the law of the state; in the name of the Father, and of the Son, and of the Holy Spirit. Amen.

**Then, causing the husband and wife to join their right hands, the minister shall say:**

Whom God hath joined together, let no man put asunder.

**It is fitting that the bride and groom kneel to receive this benediction:**

The Lord bless you, and keep you. The Lord make His face to shine upon you, and be gracious unto you. The Lord lift up his countenance upon you and give you peace, both now and in life everlasting. Amen.

or

God the Father, God the Son, God the Holy Spirit, bless, preserve, and keep you. The Lord, with His favor, look upon you and fill you with all spiritual benediction and grace; that ye may so live together in this life, that in the world to come ye may have everlasting life. Amen.

### F.3 BAPTISM OF ADULTS

**The following ritual is to be used with adults and youth who prefer the traditional form of the sacrament of baptism. When the candidate for baptism has presented himself before the minister at his call, the minister shall say:**

Dearly Beloved: This one has presented himself before us, that he may receive the sacrament of baptism. All men are by nature sinful, and have nothing in themselves by which they can be delivered from the guilt and pollution of sin, and attain to that holiness without which no man shall see the Lord. Therefore we invite you to join with us in fervent prayer for our brother, that he may have grace always to keep his covenant with God, and that he may continually enjoy the washing of regeneration, and the renewing of the Holy Spirit.

**Then the minister shall pray:**

Almighty God, the Helper of all Who have need, the Life of them that believe, and the resurrection of the dead: we call upon Thee for this person, that in coming to thy holy baptism, through faith in the precious blood of thy Son Jesus Christ, he may enjoy the everlasting benediction of this heavenly wash-

ing and come to the eternal kingdom which Thou has promised by Christ our Lord. Amen.

**Then the minister shall say:**

Hear the words of the Saviour as recorded in Matthew 28:19-20, "Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world. Amen." Acts 2:38-42, Acts 19:1-6, John 3:1-8).

**Then the minister shall address the candidate saying:**

Beloved, you have presented yourself for holy baptism. You have heard how the congregation has prayed that God would continue His loving favor toward you and bring you unto His eternal kingdom. And God, the covenant-keeping God, has promised His only begotten Son that He would grant these gracious favors. Wherefore you must promise upon your part in the presence of this congregation that you, renouncing the devil and all his works, will implicitly believe God's holy Word and obediently keep His commandments.

**Then shall the minister ask of each candidate severally:**

Do you renounce the devil and all his works, the vain pomp and glory of the world, and all covetous desires of the same, and the carnal desires of the flesh, so that you will not follow nor be led by them ?

**Answer:** I renounce them all.

Do you believe in God, the Father Almighty, Maker of heaven and earth and in Jesus Christ, His only begotten Son, our Lord, and that He was conceived by the Holy Spirit, born of the Virgin Mary, that He suffered under Pontius Pilate, was crucified, dead, and buried, that He rose again on the third day, that He ascended into heaven, and sits at the right hand of God the Father Almighty, and from thence shall come again, at the end of the world, to judge the quick and the dead? And do you believe in the Holy Spirit, the church universal, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting?

**Answer:** All this I steadfastly believe.

Do you desire to be baptized in this faith?

**Answer:** This is my desire.

Will you obediently keep God's will and commandments, and walk in the same all the days of your life?

**Answer:** I will endeavor to do so, God being my helper.

**Then the minister shall ask each candidate to state his name, and shall sprinkle or pour water upon him, or if desired, immerse him in water, saying:**

\_\_\_\_\_, I baptize you in the name of the Father, and of the Son, and of the Holy Spirit. Amen.

**Then the minister shall pray:**

Almighty and everlasting God, Author of life eternal, grant that the regenerating grace which thou hast so mercifully granted to this person may not have been bestowed in vain. Grant also that he may enjoy that greater baptism of the Holy Spirit which will free him from carnal affections and cause every Christian grace and virtue to grow in his heart. Grant that he may have constant victory over the world, the flesh, and the devil, and that he may enjoy the fullness of thy grace and ever remain in the number of thy faithful and elect children. We ask it through Jesus Christ, our Lord. Amen.

**F.4 DEDICATION OF CHILDREN**

**When parents desire to dedicate their children, the following form may be used:**

Read from Mark 10:13-16 and Matthew 18:1-6.

**Charge to parents:**

Dearly beloved, you are about to dedicate your child (children) to your God and to His service. God hath declared, "All souls are mine; as the soul of the father, so also the soul of the son is mine" (Ezek. 18:4). By this act you acknowledge the high claim of Almighty God to the life and service of your offspring. Too, you confess your own obligation to the most high God, to the church, and to your child. I trust that you fully realize the solemnity of this occasion. It is imperative that you live the Christian life in sincerity, thereby setting an example worthy of emulation.

You will need the grace of God and the wisdom of God to enable you to discharge your duty. May you find wisdom and grace sufficient as you labor to glorify God.

You should instruct your child in the Word of the Lord; strive to bring him (or her) to an early saving knowledge of God; guide his feet into paths of righteousness; bring him often to the house of God.

Do you solemnly promise to endeavor to do this?

**Answer:** We (I) do.

**Let there be prayer, as follows:**

Almighty God, we here and now dedicate this child unto thee, praying that (he/she) may be endued with heavenly virtues, taught by thy Holy Spirit, nourished by thy Word, kept by divine grace, and everlastingly rewarded through thy eternal mercies. In the name of thy Son, Jesus Christ, our Lord and Saviour. Amen.



Be pleased, O God, to grant unto this child an understanding mind. May thy providence lead (him/her) through the dangers, temptations, and ignorance of youth. May (he/she) never run into folly or evils of unbridled appetite. May (he/she) be led to serve thee faithfully, so that when (he/she) has glorified thee in (his/her) generation and has served thy cause on earth, (he/she) may be received into thy eternal kingdom through Jesus Christ, our Lord. Amen.

**Benediction** (II Cor. 13:14).

## F5 ORDER OF THE LORD'S SUPPER

(The elements of the Lord's Supper shall be placed upon a table and covered with a white linen cloth. The minister shall read a Scripture lesson, such as one of the following: Isa. 53; Matt. 26:26-29; Luke 22:14-20; Rom. 5:1-2, 6-12, 18-21; I Cor. 10:16-17; I Cor. 11:23-29; Eph. 1:3-12; 2:1-10, 12-22; Heb. 9:11-17, 22-28; I Peter 1:18-23; 2:21-25.)

(Then the congregation shall sing a hymn, such as one of the following: "Alas! and Did My Saviour Bleed," "Man of Sorrows, What a Name," "When I Survey the Wondrous Cross," "Arise, My Soul, Arise," "My Faith Looks Up to Thee," "Rock of Ages," "There Is a Fountain Filled with Blood.")

(Then the minister shall call the congregation to kneel at the altar, using this invitation:)

You who are walking in fellowship with God, and are in love and charity with your neighbors; and you who do truly and earnestly repent of your sin and intend to lead a new life, following the commandments of God, and walking henceforth in His holy ways, draw near with faith, and take this holy sacrament to your comfort; and meekly make your humble confession to Almighty God.

(When the people have knelt at the altar, the minister shall remove the cloth, fold it neatly and lay it to one side. Then the minister shall pray the prayer of consecration:)

O God of grace and mercy, we thank Thee that Thou didst ever love us and provide for our redemption. We thank Thee for Thy Son Who died to save us, and for Thy Spirit Who invites us to draw near. Guide us now as we commemorate the passion of our Lord. Help us to remember the cost of our salvation. Help us to commune with Thee and with each other. And so consecrate the bread and wine which is here prepared, that as we partake of them we may receive the spiritual benefits of Christ's broken body and shed blood. In His name we pray. Amen.

(Then the minister shall first serve himself the bread, and then distribute it to the people saying:)

The body of our Lord Jesus Christ, which was given for you, preserve your soul and body unto everlasting life. Take and eat this in remembrance that Christ died for you, and feed on Him in thy heart, by faith, with thanksgiving.

(Then the minister shall first serve himself the wine, and then distribute it to the people, saying:)

The blood of our Lord Jesus Christ, which was shed for you, preserve your soul and body unto everlasting life. Drink this in remembrance that Christ's blood was shed for you, and be thankful.

(After all have partaken, let that which remains of the consecrated elements be returned to the table, and covered with the white linen cloth. Then let the minister pronounce the benediction:)

May the peace of God, which passeth all understanding, keep your hearts and minds in the knowledge and love of God, and of His Son, Jesus Christ, our Lord; and the blessings of God Almighty, the Father, the Son, and the Holy Spirit, be among you and remain with you always. Amen.

## F.6 BURIAL OF THE DEAD

In the house or at the church let some of the following scriptures be read:

"I am the resurrection, and the life: he that believeth in me, though he were dead, yet shall he live: and whosoever liveth and believeth in me shall never die" (John 11:25, 26).

"I know that my redeemer liveth, and that he shall stand at the latter day upon the earth; and though after my skin worms destroy this body, yet in my flesh shall I see God: whom I shall see for myself, and mine eyes shall behold, and not another" (Job 19:25-27).

"We brought nothing into this world, and it is certain we can carry nothing out." "The Lord gave, and the Lord hath taken away: blessed be the name of the Lord" (I Tim. 6:7, Job 1:21).

"Lord, thou hast been our dwelling place in all generations. Before the mountains were brought forth, or ever thou hadst formed the earth and the world, even from everlasting to everlasting, thou art God. Thou turnest man to destruction: and sayest, Return, ye children of men. For a thousand years in thy sight are but as yesterday when it is past and as a watch in the night. Thou carriest them away as with a flood. They are as a sleep: in the morning they are like grass which groweth up. In the morning it flourisheth, and groweth up; in the evening it is cut down, and withereth" (Psa. 90:1-6).

Other appropriate selections will be found in Psa. 39; I Cor. 15:41-58; II Cor. 5:1-10; I Thess. 4:13-18; and Rev. 21:21-27.

For the death of a child the following scriptures may be read: Mark 10:13-16; Matt. 18:1-6, 10; II Sam. 12:16-23.

At the grave, as the body is laid away, let the minister say:

Forasmuch as it hath pleased Almighty God in His wise providence to take out of the world the soul of the departed, we therefore commit (his/her) body to the ground, earth to earth, ashes to ashes, dust to dust, looking for the coming of our Lord Jesus Christ, when He shall burst the bands of death and gather to Himself in the skies to the marriage supper of the Lamb all those who have made a covenant with Him by sacrifice.

May the grace of the Lord Jesus Christ, the love of God the Father, and the communion of the Holy Spirit abide with us now and evermore. Amen.

## E7 ORDINATION OF MINISTERS

As the congregation enters let the Council of Ordination take their places on the platform.

Candidates for ordination shall be seated before the altar.

Singing: "A Charge to Keep I Have."

Prayer by a member of the Council.

Singing: "Rock of Ages."

Scripture lesson: I Tim. 3; II Tim. 4:1-8; Titus 3:1-11.

When the time appointed for ordination shall have come, the Conference secretary shall present the candidates to the presiding officer, saying:

"I present (read names aloud) to be ordained as ministers of Christ."

Then shall the presiding officer say, "Brethren, these are they whom we purpose, God willing, this day to ordain ministers of Christ. Having been duly examined by the Examining Board, they have been recommended by the Conference for this holy ministry. If any here know of any impediment for which anyone of them ought not to be received into the office of an ordained minister of the gospel, let him now come forth in the name of God and show what the impediment is."

(If no impediment be alleged, then shall be given a sermon on the call and work of a minister.)

The sermon on the call and work of the ministry.

After the sermon the following questions shall be asked by the presiding officer:

**Presiding Officer:** Is it your sincere conviction that you have been called of God to the ministry?

**Answer:** That is my sincere conviction.

**Presiding Officer:** Are you persuaded that the Holy Scriptures contain all doctrines required of necessity for eternal salvation through faith in Jesus Christ? And are you determined out of the Holy Scriptures to instruct the people committed to your charge, and to teach nothing as required of necessity to salvation but that which you shall be persuaded may be concluded and proved by the scriptures?

**Answer:** I am so persuaded, and have so determined by God's grace.

**Presiding Officer:** Do you cordially accept the Articles of Faith of the Pilgrim Holiness Church of New York and agree to declare and defend them?

**Answer:** I do, in the fear of God.

**Presiding Officer:** Will you then give your faithful diligence always so to minister the doctrines and sacraments and disciplines of Christ as the Lord hath commanded?

**Answer:** I will do so by the help of the Lord.

**Presiding Officer:** Will you be diligent in prayers, and in reading the Holy Scriptures, and such studies as help to a knowledge of the same?

**Answer:** I will endeavor so to do, the Lord being my helper.

**Presiding Officer:** Will you be diligent to frame and fashion yourself and your family according to the doctrine of Christ; and to make yourself and them, as much as in you lieth, wholesome examples and patterns to the flock of Christ?

**Answer:** I shall apply myself thereto, the Lord being my helper.

**Presiding Officer:** Will you maintain and set forth as much as lieth in you, quietness, peace, and love among all Christian people, and especially among those who are or may be committed to your charge?

**Answer:** I do so, the Lord being my helper.

**Presiding Officer:** Will you here and now pledge yourself to be loyal and obedient to the duly elected and consecrated officers of the church?

**Answer:** I will.

Candidates shall then kneel at the altar, and while prayer is being offered, the members of the Council shall severally lay their hands on the head of each candidate, after which the Conference president (or one authorized to act in his place) shall place the Bible in the hand of the candidate, saying:

Take thou authority to preach the Word of God, to administer the sacraments and to perform all the duties of an ordained minister in the church of

God. In the name of God the Father, and of God the Son, and of God the Holy Ghost. Amen.

Doxology.

Benediction.

## **F8 DEDICATION OF A CHURCH**

The following order of service may be used :

Singing

Prayer

Singing

Scripture Reading

Sermon

Offering

Scripture selections: II Chron. 6:1, 2, 18-21, 40-42; 7:1-4; Heb. 10:19-25.

Address to the congregation:

Dearly beloved, the Scriptures teach us that God is well-pleased with those who build temples in His name. We have heard how He filled the temple of Solomon with His glory and how in the second temple He manifested Himself still more gloriously. And the gospel approves and commends the centurion who built a synagogue for the people. Let us not doubt that He will also favorably approve our purpose of dedicating this place in solemn manner, for the performance of the several offices of religious worship.

For such a dedication we now are assembled. With gratitude, therefore, to Almighty God, Who has signally blessed His servants in their holy enterprise of erecting this church, we dedicate it to His service for the reading of the Holy Scriptures, the preaching of the Word of God, the administration of the holy sacraments and for all other exercises of religious worship and service, according to the Discipline and usages of the Pilgrim Holiness Church of New York. And as the dedication of the temple is vain without the solemn consecration of the worshipers also, I now call upon you all to dedicate yourselves anew to the service of God. To Him let our souls be dedicated that they may be renewed after the image of Christ. To Him let our bodies be dedicated, that we may be fit temples for the indwelling of the Holy Ghost. To Him may our labors and business be dedicated, that their fruit may tend to the glory of His great name and to the advancement of His kingdom.

Address to the trustees:

Brethren, you have been selected by the church to hold the honorable and responsible place of trustees of this house of worship now being dedicated to

the service of Almighty God. In this office you represent the church, and will act on its behalf and for its welfare.

The house of God is sacred. It is God's holy temple, where He is to be worshipped in the beauty of holiness and love. Therefore, nothing should enter this sacred place that will defile the temple of God.

Both you as trustees, and the church board, by your official relation are vitally interested in this temple. Protect it at all times. Preserve it for constant service. Improve it as needs arise. As assistants of the pastor, help to make this a holy place. As representatives of the church in the community, win men to it, and through it to the Lord Jesus Christ.

In the name of the Holy Trinity I now give this key to the chairman of the board of trustees as the symbol of your authority to hold this property in trust for God and this local congregation. I pray that Christian faith and hope and love may dwell in your hearts and that the Holy Spirit may be your guide and comfort.

Dedicatory prayer  
Doxology  
Benediction

## F.9 DEDICATION OF A PARSONAGE

Same as "Dedication of a Church," except scripture selections, II Kings 4, and selected verses.

Address to congregation:

The Scriptures clearly teach that as Aaron was divinely appointed to the priesthood, even so today men are called to the ministry for the purpose of preaching the Word and otherwise giving aid and comfort to the spiritually needy. In the same divine program it is also "ordained that they which preach the gospel, should live of the gospel" (I Cor. 9:14).

Providing a home for the pastor is a recognition of his high office and great value to the church, and by so much is a wise provision contributing to his temporal support.

This house about to be dedicated as a pastor's home has been made possible by the generous gifts of those who are interested in the ministry and the church he represents.

Charge to trustees:

You have been appointed by the church to the responsible office of trustee of this house. In such capacity you are to represent the church and act on its behalf whenever your services are required. Remember, however, in a very important sense the entire community has an interest in it and should be led to

recognize its real value to the religious and social betterment of the same. It is your duty, as directed by the local church board, to care for this building, keeping it in good repair and so beautifying the grounds as to make the property attractive to the general public, ever keeping in mind that it is God's house, to be used to His glory.

Beloved, by the direction of the Conference, and in the name of the Holy Trinity, I now give this key to the chairman of the board of trustees, as a sign of our authority to hold this parsonage in trust for the \_\_\_\_\_ Pilgrim Holiness Church of New York. May you cheerfully perform the duties which devolve upon you, ever looking for the spirit of promise for direction and help.

Dedicatorial prayer.

Address to the congregation: I now declare this house duly set apart as the residence of the pastor of the \_\_\_\_\_ Pilgrim Holiness Church of New York at \_\_\_\_\_.

## F.10 DEDICATION OF MEMORIALS

Presentation and dedication.

When that which is to be dedicated is a memorial, the minister shall then call upon the person appointed to perform the presentation of the memorial. We ask (name) now to present the memorial.

The person making the presentation shall say:

In the name of (or, in memory of) (name) we present to this church this memorial to be dedicated to the glory and praise of God.

To which the properly designated official shall respond:

We accept this gift as a sacred trust and shall guard it reverently, in honor of the faithful and devoted life to whose memory it is erected.

Then the minister shall pronounce the words of dedication:

In the faith of our Lord Jesus Christ, I dedicate this memorial to the glory of God, and in memory of His servant (name) in the name of the Father, and of the Son, and in the Holy Spirit. Amen.

Dedicatory prayer.

## F.11 DEDICATION OF ORGAN OR PIANO

Art of presentation.

The people standing. The organ may be presented for dedication by one of the trustees, or someone designated for that purpose in some such words as:

We present this organ for dedication, (the gift of) (name) for the glory of God, and in loving memory of (name).

Act of dedication. To be said responsively by the minister and the people:

In the name of the Father and of the Son, and of the Holy Spirit, we dedicate this organ to the praise of Almighty God.

*Praise God in His sanctuary: Praise Him in the firmament of His power. Praise Him with the sound of the trumpet: Praise Him with psaltery and harp.*

We dedicate this organ to the cultivation of a high art: to the interpretation of the message of the masters of music, to an appreciation of the great doxologies of the church, and to the development of the language of praise which becometh both to earth and to heaven.

*Praise Him with stringed instruments and organs. Let everything that hath breath praise the Lord. Praise ye the Lord.*

We dedicate this organ to the wedding march, to thanksgiving on festal occasions, and to such inspiration in the service of song that all people may praise the Lord.

*O sing unto the Lord a new song: sing unto the Lord all the earth, in psalms and hymns and spiritual songs, singing and making melody in your heart to the Lord.*

We dedicate this organ to the healing of the hidden call of harmony; to the lifting of the depressed and the comforting of the sorrowing: to the humbling of the heart before the eternal mysteries, and the lifting of the soul to abiding beauty and joy, by the gospel of infinite love and good will.

*That at the name of Jesus every knee shall bow, of things in heaven, and things in earth, and things under the earth; and that every tongue should confess that Jesus Christ is Lord, to the glory of the Father.*

Prayer of Dedication by the minister.

## F.12 INSTALLATION OF LOCAL OFFICERS

A brief service for the installation of local officers may be held during the Sunday morning service, or other appropriate time, just preceding the time they shall assume the duties of their offices.

Having sung an appropriate song, such as "A Charge to Keep I Have" or "I'll Live for Him Who Died for Me," the new officers shall be called forward and introduced to the congregation. The following scriptures shall then be read:

Acts 2:41-44, "Then they that gladly received his word were baptized: and the same day there were added unto them about three thousand souls. And they continued stedfastly in the apostles' doctrine and fellowship, and in breaking of bread, and in prayers. And fear came upon every soul: and many wonders and signs were done by the apostles. And all that believed were together,



and had all things common.”

Acts 6:1-8, “And in those days when the number of the disciples were multiplied, there arose a murmuring of the Grecians against the Hebrews, because their widows were neglected in the daily ministrations. Then the twelve called the multitude of disciples unto them, and said: It is not reason that we should leave the word of God, and serve tables. Wherefore, brethren, look ye out among you seven men of honest report, full of the Holy Ghost and wisdom, whom we may appoint over this business. But we will give ourselves continually to prayer, and to the ministry of the word. And the saying pleased the whole multitude: and they chose Stephen, a man full of faith and of the Holy Ghost, and Philip, and Prochorus, and Nicanor, and Timon, and Parmenas, and Nicholas a proselyte of Antioch: Whom they set before the apostles: and when they had prayed, they laid their hands on them. And the word of God increased; and the number of the disciples multiplied in Jerusalem greatly; and a great company of priests were obedient to the faith. And Stephen, full of faith and power, did great wonders and miracles among the people.”

The chairman shall read the duties of the several officers from the Discipline.

Address to new officers:

Dearly beloved, it is recorded in the “Acts of the Apostles” that when the early church was growing and the number of disciples was multiplying, and the duties of the church so increased, and so became diversified, that the church called its members together and chose men of good report, full of the Holy Ghost and wisdom, to assist in the administering of the affairs of the church; and that the officers thus chosen by the church were set before the apostles, who laid hands on them and prayed, thus setting them apart in the presence of the church to the duties of their honorable office.

In like manner this church, having first sought the guidance of the divine Spirit, has chosen you to similar offices to be associated with the brethren already in office and with the pastor to whom you are now presented for public consecration.

Therefore, we, the pastor and the people of this church, call upon you to give your undivided attention to this pledge of trust to Christ and His church.

The officers pledge:

Trusting in Jesus Christ, the great Head of the church, I humbly promise Him and His church that I will be faithful to the extent of my ability to all known duties and responsibilities devolving upon me as an officer of this church. I will endeavor to be regular in my attendance, cheerful in my service, wholehearted in my giving, open-minded in my planning, patient in the face

of trials, persistent in the face of difficulty, and Christlike in my fidelity to His service. I will seek by example and precept the promotion of Christian fellowship amongst all our members and the spreading of the message of full salvation at home and abroad.

Do you cheerfully and yet solemnly accept the obligations of this pledge?

Answer: I do.

This is addressed to the friends and members of the church:

We, the pastor and officers of this church, call upon you to give your undivided attention to this pledge of loyalty.

Having chosen these officers to guide us in the administration of the church, we, its friends and members, do now pledge our loyalty to its work and promise our consideration of the plans and our friendly cooperation in the service suggested to us.

We acknowledge our duty and declare our determination to pray for all our leaders and to share with them in the glorious responsibility of spreading the “good news” thus hastening the coming of Christ.

All who cheerfully, yet solemnly, join in this pledge will answer, “I do.”

The officers shall then kneel at the altar while the pastor and people offer prayer in their behalf.



