

POLICY AND INFORMATION HANDBOOK

FOR MINISTERS OF



***“Strengthening and Extending the
Ministry of the Local Church”***

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I. THE MINISTER

Ministers with The Pentecostal Assemblies of Canada (“PAOC”) are divinely called and expected to recognize the responsibility of the highest calling that can be bestowed upon any person and govern their life accordingly.

1. MINISTERIAL CODE OF ETHICS

Each minister is expected to adhere to the following Code of Ethics as passed by the 33rd Biennial General Conference.

PERSONAL STANDARD

1. The minister should be ever conscious of their high and sacred calling. (2 Timothy 4:1-5)
2. The minister should give diligent attention to the personal practice of biblical disciplines (1 Timothy 6:11-12), and to the personal development of the fruit of the Spirit. (Gal 5:22-23)
3. The minister should give adequate time to develop and maintain a spiritual readiness for faithfully discharging their ministerial responsibilities. (2 Timothy 2:15)
4. The minister should be diligent in prayer and in the reading of the Scriptures, and in personal development that would enhance effectiveness in ministry.
5. The minister should fulfill their ministerial duties using their God-given abilities and skills. (1 Timothy 4:12-16)
6. The minister should maintain a high moral standard in both speech and conduct. (1 Timothy 6:1-10)
7. The minister should strive to ever be commendable in manners and modest in appearance. (1 Timothy 3:1-7; 4:12)
8. The minister should always conduct financial and business transactions in a manner that is above reproach.
9. The minister should strive to give leadership in discipline and conduct in their home and manage their family with consistency. (1 Timothy 3:8-13)
10. The minister should adequately care for their own physical, emotional and psychological well-being.

PARTNERSHIP STANDARD

1. The minister is a representative of the PAOC and should seek to reflect and enhance its good reputation at all times.
2. The minister should respect the offices of the fellowship’s district and national leadership and seek to cooperate with district and national initiatives.
3. The minister should seek to enhance, and not disparage, the work of both their predecessor and successor.
4. The minister should endorse principally those global workers and initiatives of the PAOC and, subsequently, agencies and partnerships that have been so approved.
5. The minister should steadfastly keep guard over their congregation and refrain from giving ministry privileges to any questionable persons.
6. The minister should seek to be engaged in community activities that serve to enhance their good testimony and not interfere with other essential ministerial duties. (Acts 6:1-4)
7. The minister should refrain from any form of interference in the affairs of another assembly.
8. The minister should actively engage in methods of evangelism and outreach that would honour the Lord and the core values of the PAOC also respecting the ministry of neighbouring assembly.

PASTORAL STANDARD

1. The minister should accept their calling as a sacred obligation and faithfully perform those duties.
2. The minister should recognize their responsibility as a spiritual shepherd to all their flock and to those who have no shepherd. (1 Peter 5:1-4)
3. The minister should regard service and ministry as primary and remuneration and rewards as secondary.
4. The minister should never violate the confidence of those who seek help, except where disclosure is mandated by law.
5. The minister should seek to guard their church's good reputation in the community and its testimony to unbelievers.
6. The minister should take a leading interest in the local church property, seeing that it is kept in proper repair without creating burdensome financial obligations.
7. The minister should see that true and accurate church records are kept at all times.
8. The minister should be actively involved in mission activities, locally, nationally and internationally. (Acts 1:8)

2. ADDRESS INFORMATION

Thank you for keeping both the International Office and our District Office up-to-date with your current address, telephone and fax numbers, and email addresses.

3. CREDENTIALS

- a. **Categories:**
 - Ordained
 - Licensed Minister
 - Recognition of Ministry
 - Ministry Related

Deaconess credentials (issued prior to 1996) are still held, but are no longer being issued
- b. **Issuance of Credentials:**

Credentials are issued by the International Office upon recommendation from the District Leadership Team. Application forms are available from the District office. Applicants must be interviewed by a Credentials Interview Team before consideration is given to grant credentials. Issuance is dependent upon entrance into a qualifying ministry.
- c. **Annual Renewal of Credentials:**

Each May, Credential Holders will receive from the Clergy Records Department, International Office, a Credentials Renewal Form that must be filled out and returned before July 1st to keep the Credentials current. Failure to renew will deprive the Credential Holder of the privilege of participating in either the District Conference or General Conference. Credentials that are not renewed by August 31 are considered lapsed by General Conference ruling.

4. CONFERENCE

Current credentials are mandatory for participation in District or General Conferences.

5. INSURANCE AND PENSION PLAN

- a. **Car Insurance:** Each minister owning a vehicle should see that he/she has proper and adequate coverage. If your private vehicle is used for church purposes, check to see that you or the church has coverage for such.
- b. **Group Insurance:** The PAOC has a group insurance, long-term disability and extended health and dental plan with Great-West Life for all credential holders and church employees. There is also a plan available through Pacific Blue Cross. Details can be obtained from the District office.
- c. **Pension Plan:** All Credential Holders are eligible to join the pension plan. The local church and the ministers make an equal monthly payment. The Plan not only makes provision for Credential Holders upon retirement, but pension funds are put to work through continuous preferred investment in PAOC church building mortgage programs. Details are available from the Assistant Superintendent for Fellowship Resources at the International Office.

6. COUNSELLING

Subsidy, in the amount of \$500 per family per calendar year, may be provided to assist financially where counseling may be needed by a District credential holder or a member of the immediate family. To receive this assistance, a credential holder must contact the District Clergy Care Coach at 1-866-952-2608. A list of District approved counselors may be obtained from the District Clergy Care Coach.

7. FINANCES

It is recognized that, generally, a pastor's remuneration is not high by the world's standards. For this reason, the minister is expected to live within his/her income. Unpaid bills can ruin an effective ministry, and debt can have a disastrous effect upon the ministry. A minister with a serious and unmanageable debt situation may have his/her credentials suspended or terminated by the PAOC.

II. THE PASTOR

1. QUALIFICATIONS

The pastor of a PAOC church must be Ordained, Licensed, hold a Recognition of Ministry credential, or be one whom the PAOC approves.

2. SELECTION

The pastor is called by a 2/3 majority vote or more by the members of a local set-in-order congregation. Pastors who let their name stand to be voted upon by an assembly should be prepared to accept The Call if the vote is strong. Churches that have requested District Supervision will have pastoral leadership appointed by the District Superintendent.

3. DUTIES

A. SPIRITUAL

- a. First and foremost is the pastor's duty to cultivate and maintain his/her own spiritual life.
- b. Feed the flock of God over which the Holy Spirit has made the pastor overseer (1 Peter 5:2, Acts 20:28).
- c. Remember that a pastor is one who serves and is available to offer counselling and prayer. Counselling conversations must be kept confidential.
- d. A pastor who would build a strong church must provide for visitation in the homes of new contacts, members, adherents, the sick and the bereaved.
- e. The pastor should strive for the salvation of souls, the edification of the church and building of strong Christian character by preaching, teaching, by example and the conducting of services and administering the ordinances.

B. SUPERVISORY

- a. Shall serve as Chairperson of the official Board or Pastor's Council.
- b. Shall preside at all business meetings of the assembly.
- c. Shall be responsible for the conduct of all public services of the assembly.

C. FELLOWSHIP

- a. Shall promote and encourage the assembly to participate in all District and Section functions.
- b. Shall attend the Ministers' Seminar.
- c. Shall attend the District Conferences and see that the assembly has a delegate(s).
- d. Shall seek to carry out policies as a result of a majority vote at a District or General Conference, whether in full agreement or not. This type of spirit will bear the fruit of loyalty in the local congregation.
- e. Shall endeavour, if possible, to attend General Conference.
- f. Shall promote a monthly World Missions offering and the sending of 10% of the general offering to the District office for district ministries. If the assembly does not contribute

monthly to District Ministries, District Conference has ruled the credential holder should send 1/2 of his/her personal tithes to the District for administration.

- g. Shall keep proper records of members, adherents, weddings, funerals, baptisms and dedications.

D. REMUNERATION

The local Church Board shall determine the matter of the pastor's salary. It is recommended that the Church Board review the pastor's salary annually.

E. SCHEDULE

- a. Success in the ministry is directly related to the time the pastor is willing to give in fulfilling his/her calling.
- b. Regular office hours should be established and it should be known that the pastor is available during these hours.
- c. There should be scheduled time for visitation, counselling, prayer and sermon preparation.
- d. Definite time should be allotted by the pastor for family, recreation and relaxation.
- a. Vacation: it is recommended that pastors with less than two years ministry service be given two (2) weeks paid annual vacation; those with two to five years ministry service be given three (3) weeks paid annual vacation, and those with more than five years ministry service, four (4) weeks annual vacation. Generally, pastors are expected to take vacation time in the calendar year in which it is earned. Only by specified exception may it be accumulated from year to year.

F. CONCLUSION OF MINISTRY AGREEMENT

At least thirty (30) days notice must be given in writing to the District Superintendent and to the Secretary of the Church Board, when concluding the ministry agreement.

G. TRANSFERS

Transferring Into the District: It is the Credential Holder's responsibility to request the previous District to transfer his/her credentials to the BC & Yukon District.

Transferring Out of the District: It is the Credential Holder's responsibility to contact the District Office Secretary/Treasurer in writing and request a Transfer of Credentials to the receiving District. When a credential holder accepts a position of ministry in another District, the credential holder must make a request of transfer of credentials, in writing, to this District Office.

H. REMOVAL

- a. Should differences arise within the local assembly relative to the ministry or department of the pastor, the members of the congregation, and/or the Church Board have due process through the General, District, and Local Church Constitutions, which provide for resolution of conflict, and the possible removal of the pastor.
- b. Proven charges of immorality or false doctrine will result in the immediate suspension of the minister's credentials.

III. THE ASSISTANT PASTOR

1. SELECTION

The Church Board in consultation with the Senior Pastor normally appoints assisting ministers as they may be required and determines the amount of their remuneration.

2. RELATIONSHIP OF THE ASSISTANT TO THE SENIOR PASTOR

The assisting minister must recognize the Senior Pastor as the spiritual leader and chief executive of the assembly. The assistant must realize his/her position is a secondary one and give complete loyalty and

cooperation to the programs of the church. Differences of opinion between the assistant and the Senior Pastor should never be discussed with members of the congregation.

3. MINISTRY

The total church program must be considered as a whole. The departments in which the assistant serves should not be given pre-eminence to the exclusion of the total church program.

4. REMUNERATION

Recognizing that the assisting pastor receives less salary than the Senior Pastor should not interfere with his/her service to the Lord. He/she should not express financial needs to the members of the congregation.

5. RESPONSIBILITIES OF SENIOR PASTOR

- a. Before an assistant pastor begins ministry, it is of vital importance that the Senior Pastor thoroughly outline expected duties and give a written job description.
- b. Before confirming appointment of pastoral staff members, the Senior Pastor should verify that the credentials of the staff members are in order and ensure that the new member arranges for credentials to be transferred to the BC & Yukon District office if the new member is from another District.
- c. The assisting pastor should be fully recognized as a minister on staff and due respect given him/her by the other pastors and the congregation.
- d. The basis for good relationship between co-workers is always respect, confidence and Christian consideration.

6. TERMINATION

- a. The assisting minister should understand that a change of Senior Pastor can possibly affect the assistant's ministry role and appointment.
- b. When an assisting minister desires to terminate his/her office, he/she should notify the Senior Pastor, Church Board and District Superintendent in writing, 30 days in advance of the date the resignation is to take place.

IV. ITINERANT MINISTRIES

1. RESPONSIBILITY OF ITINERANT MINISTRIES TO DISTRICT OFFICE

- a. Work in accordance with District policies.
- b. Participate in the Itinerant Ministries cluster group.
- c. Avoid conflicting dates with District activities or functions.
- d. Send in a report at the conclusion of meetings.
- e. Send a 1/2 of tithe to the District in which the meetings are held.
- f. Keep the District Superintendent in whose District the meetings are held abreast of your schedule.

2. RESPONSIBILITY OF DISTRICT OFFICE TO ITINERANT MINISTRIES

- a. Provide for care and growth through the Itinerant Ministries cluster group.
- b. Advertise in the Fellowship News the availability of the Itinerant Ministry.
- c. Introduce Itinerant Ministries present at Ministers' Seminars and District Conference and encourage pastors to make their acquaintance.
- d. Encourage the Itinerant Ministry by showing interest, concern and understanding.

3. RELATIONSHIP BETWEEN THE PASTOR AND ITINERANT MINISTRIES

- a. Discuss beforehand the following in detail: dates, finances, housing arrangements, travel and meals.
- b. Both should avoid conversations that may be received as critical or judgmental.

- c. The Itinerant Ministry should look for opportunities to encourage those to whom they minister, including the pastor and the pastor's family.

4. THE RESPONSIBILITY OF THE PASTOR TO ITINERANT MINISTRIES

- a. Remuneration: Payment of amount agreed upon by pastor and Board prior to meetings or love offerings as previously agreed upon.
- b. Provide adequate housing and meal arrangements that will be conducive to ministry in the assembly.
- c. Discuss beforehand the schedule of events planned for the Itinerant Ministry.

V. CHURCH RELATIONS

1. MISSIONS PROGRAM

Every church is an essential part of the International Missions outreach of this Fellowship, and is expected to receive an International Missions offering, at least once a month, over and above the tithes received for the local church. These offerings are sent to the International Missions Division, The Pentecostal Assemblies of Canada, 2450 Milltower Court, Mississauga, Ontario L5N 5Z6. We recommend designating the first Sunday of each month as International Missions Sunday.

2. TITHE PROGRAM

- a. Each church is requested to send monthly 10% of its general offerings to the District office for International and District administration and for Summit Pacific College. The breakdown of the church remittance is as follows: 10% for the International office administration, 25% for Summit Pacific College and the balance for District ministries and administration. If the church does not send in the monthly 10% remittance then the Credential Holders on pastoral staff are expected, by District Conference resolution, to submit 50% of their tithe to the District office until the church is in a position to fully support the District. If the local assembly is sending in the monthly 10% remittance to the District from its General Fund tithes and offerings, the Credential Holders on pastoral staff may direct their entire tithes to their local assembly.
- b. Sunday Schools, and local church children's ministries are requested to remit monthly a tithe of the general funds, or a minimum of \$10 per month, for the administration of the District Children's Ministries.
- c. Youth groups are requested to remit monthly a tithe of their general funds, or a minimum of \$10 per month, for the administration of the District Youth Ministries.

3. POLICIES GOVERNING PASTORS OF CHURCHES THAT ARE UNDER DISTRICT SUPERVISION OR REQUIRE DISTRICT ASSISTANCE

A. ASSISTED ASSEMBLIES

The purpose of assistance is to help the church until they can fully support the pastor.

Remuneration:

The local church receives tithes and offerings and uses them to pay:

- Utilities
- Normal church and ministry supplies
- Necessary building maintenance, taxes and insurance
- Pastor's housing and utilities
- Any balance would be applied to the pastor's salary
- Local assemblies are expected to take a monthly missionary offering and to send 10% of their general offerings to the District for administration.

It is expected that if a church is receiving district assistance to augment the pastor's salary, full-time hours would be given by the pastor to the ministry of the local church.

B. GRANT SYSTEM - ASSISTED ASSEMBLIES

The District Leadership Team may approve a monthly grant until the church is self-supporting. Grants are reviewed annually. Churches receiving a monthly grant must ensure that the pastor is adequately remunerated. The monthly grant may also include matching contributions to the PAOC Pension Fund on behalf of the pastor.

C. MINISTERS SEMINARS AND DISTRICT CONFERENCES

The church should do its best to assist the pastor in attending Ministers' Seminars and District Conferences. The District encourages all of our workers to attend and will consider assisting with expenses according to the current District policy, providing prior arrangements have been made.

D. ADMINISTRATION

- b. All assemblies which have been brought into being as a result of the efforts of PAOC ministers and/or itinerant ministries, and have been approved by the District Leadership Team, shall be known and recognized as affiliated assemblies, although formal application must be made at a later date. Upon request of the local assembly, a church may be under the general supervision of the District Leadership Team. While an assembly is under the supervision of the District it is deemed advisable that there be a Guiding Group that shall assist the pastor in matters relating to the operation of the local assembly. There shall be at least two on this committee and their term of office shall be for one year but they may be reappointed. Members of the Guiding Group are appointed annually by the District Superintendent in consultation with the local pastor.
- c. **Annual Business Meeting:** An annual business meeting shall be held to share financial statements, present future vision and any other items of business. It is recommended that a member of the District leadership be present at all business meetings.
- d. **Resignation of the Pastor:** Must give 60 days written notice to the District Superintendent.
- e. **Calling of a Pastor:** Pastors for supervised assemblies shall be appointed by the District Superintendent in consultation with the assembly.
- f. **Itinerant Ministries:** Pastors should consult the District Superintendent before engaging an Itinerant Ministry. If financial assistance is needed to bring in an itinerant ministry, a \$500 grant may be made available. Prior arrangements must be made with the District office before plans are finalized.
- g. **Moving Expenses:** The local assembly is expected to assist to the best of their ability with moving expenses of an incoming pastor. A request may be made to the District office to assist with the balance.
- h. **Vacation:** Every church will be blessed by encouraging their pastor to schedule Statutory Holidays where possible, and regular vacation time with pay as already noted in this Handbook.
- i. **Building Programs, etc:** Building improvements, programs, purchase of property, establishing day schools must receive approval of the District Leadership Team.
- j. **Procedure for Setting in Order:** Assemblies must be capable of fully supporting their own pastor and caring for all church operating expenses, and be able to ensure consistent and ongoing church leadership, before requesting the District Superintendent to preside at a meeting where the church may be set in order. At this meeting an official board (or Council) and other officers shall be elected and The Local Church Constitution and By-laws adopted for future guidance of the assembly.

VI. PERIODICALS

1. THE PENTECOSTAL TESTIMONY

Churches are expected to order enough copies of the PAOC official publication for each family who regularly attends the assembly.

2. FELLOWSHIP NEWS

A District Newsletter is produced four times a year. If you wish to submit a news item, it must reach the District Office before the 15th of the month prior to publication.

3. RESOURCES

The following resources can be ordered:

- a. The Local Church Constitution and Bylaws (from the International Office website: www.paoc.org)
- b. Statement of Faith booklet (from the International Office website)
- c. District Constitution and Bylaws (from the District Office: www.bc.paoc.org)
- d. General Constitution and Bylaws (from the International Office website)
- e. Official PAOC Directory (from the International Office)
- f. Application for Credentials (from the District Office)
- g. Application for Affiliation of Churches (from the District Office)

VII. GOVERNMENT REQUIREMENTS

1. THE PASTOR'S SALARY

It is imperative that CPP and EI deductions be made in accordance with government regulations. The pastor should also make sure that car and housing allowances are within reasonable limits.

2. REGISTRATION TO PERFORM MARRIAGES IN BRITISH COLUMBIA

In Accordance with General Constitution By-Law 10.10, and the Province of British Columbia Bill 26, Marriage Amendment Act, 1992, the following Regulations provide for the Solemnization of Marriage by PAOC Ministers in the Province of British Columbia:

- a. **All Ordained Ministers with a PAOC Pastoral Appointment** will be registered by the District Office to perform marriages in the Province of British Columbia. This will be done as soon as the District Secretary-Treasurer is notified of the appointment or upon transfer into this District from another Canadian District. We are now able to include both Senior Pastors and Ordained Members of pastoral staffs under this provision. Certificates to Perform Marriage are issued in conjunction with pastoral appointment.

When an Ordained Minister resigns from a pastorate in British Columbia, the District Office is required to request revocation of the certificate, however, we do our best to provide a six month "grace" period. As soon as the minister receives another appointment, a new Registration will be requested.

- b. **Ordained Ministers without a pastoral appointment** cannot be registered to perform marriages. We are authorized to request two exceptions:
 - i. **Retired Ordained Ministers who maintain Active Credentials** may retain Registration as long as they maintain their Credentials;
 - ii. **Itinerant Ordained Ministers without a pastorate who maintain Active Credentials**, may be Registered through the Provincial “Supernumerary List” upon special request by the District Office.
- c. Credential Holders with the **Licensed Minister** or **Recognition of Ministry** certificate may be registered to perform marriages only when all of the following conditions are in effect:
 - i. the credential holder is appointed to a pastoral position (senior pastor or pastoral staff) for a period of longer than six months;
 - ii. must apply in writing to the District Secretary-Treasurer for Registration to Perform Marriages. The letter of application must be from the Senior Pastor (where the applicant is a member of a pastoral staff), or from the Secretary of the Church Board or Pastor’s Council (if the applicant is a senior pastor). Such applications must state that the services of the applicant are “*required, in order to service the wedding needs of the congregation*”.
 - iii. Such registrations are valid as long as the applicant remains on that pastoral staff, or until Ordination, at which time the Registration is retained as in paragraph I above.
- d. Provincial Legislation only permits Temporary Registration for applicants who *reside outside the province* of British Columbia. Such Registrations are valid only during the period stated by the Registrar on the Temporary Permit.
- e. No Credential Holder with the PAOC may perform a marriage ceremony if either party to be married is divorced with the former partner still living, except as approved by Resolution of the 1994 General Conference.

If you anticipate needing to be registered in accordance with Paragraph 3, please contact the District Secretary-Treasurer **at least six weeks** prior to any anticipated wedding dates. We do our best to facilitate every request as soon as possible; however, new applications often take several weeks before they are completed by the Provincial Government.

3. HOLDING CHURCH PROPERTY

The Certificate of Title for a church can be held in only three (3) ways:

- A. By The Pentecostal Assemblies of Canada, or by The Pentecostal Assemblies of Canada, BC/Yukon District, with a Declaration of Trust in favour of the local assembly.
- B. In the church's corporate name, if it has been incorporated under the BC Societies Act.
- C. In the names of the local church trustees

4. REVENUE CANADA-CHARITABLE AND NON-PROFIT ANNUAL REPORT

- The annual T3010 forms must be filed by June 30th each year. Failure to do this could result in revocation of the church charitable registration number. T3010 forms are available through the Canada Revenue Agency’s website: <http://www.cra-arc.gc.ca/E/pbg/tf/t3010-1/>
- New churches requiring a charitable registration number to issue receipts for income tax purposes must make application for a number through the District Office.

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